

APPOINTMENTS

ADMINISTRATION & FACULTY APPOINTMENTS

We welcome parents to be a part of their student's education and see the learning process in action. Therefore, in order to serve our students and parents in the best manner possible, it is important that administration and staff know when a parent might be coming by to visit the classroom or to talk with the teacher about a concern.

Teachers are available to meet with parents during a scheduled planning period during the day. Our teachers plan their days to give students the best education possible. With unplanned visits, the entire classroom may be affected by time constraints, and leaving students unable to receive the full benefit of the teacher's scheduled activities. Parents should consider this when needing to see their child's teacher and should email the teacher or call the school office to leave the teacher a voicemail. The teacher will respond during a time that will not interfere with classroom activities.

The administration is available to meet with parents during the school day. Working with students and staff, school planning, scheduled events, and meetings can make it difficult for the Administration to serve as efficiently as possible without knowing when a break might occur in the day. Parents should consider this when scheduling an appointment.

Family time is precious to our students and their families, and hours spent after school are used to share special times and to tend to family needs. We ask that GCA families realize that the employees of Granville Christian Academy cherish those same times with their families as well, and trust they will respect these employees' time away from school.

1. Parents should refrain from discussing school issues at sporting or other school events employees are attending in order to watch their students and sometimes their own children.
2. Parents should refrain from calling employees on their personal phones without their permission to do so, unless there is an emergency. Emergencies exist when conditions make it impractical or impossible to delay a message. Emergencies are not questions regarding dress down days, test scores, issues with teachers, whether or not school is closed for the day, shopping trips for a school event, etc.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled two (2) times per school year to allow discussions on academic, behavioral, and general issues relative to students' school success. Each fall, parents or guardians will be notified of the conference dates and will be asked to select an available time to meet with teachers. Conferences will also be held in February on an as-needed basis. Parents should make every effort to attend these conferences. In addition, parents and teachers may schedule a conference any time throughout the school year.

FAMILY INVOLVEMENT AREAS

Granville Christian Academy believes that family and fellowship are essential ingredients to a Christian lifestyle. Children spend almost as much time at school during the school year as parents spend at their jobs. It is a place where they meet friends and create their own niche. GCA believes it is necessary for parents to be in touch with their child by being a part of their world. We also believe that every parent and child will benefit from the time invested in this common family interest. Parents will fellowship with other parents in an environment conducive to teaching their children Godly characteristics, Godly choices, and a Godly lifestyle. With this in mind, we request that adults participating in any school activity act as examples in their choice of attire. Attire should be appropriate for a school setting, modeling modesty and acceptable attire for our students, their families, and the community.

VOLUNTEER HOURS

Funding and family involvement are important components that allow Granville Christian Academy the capacity to provide each student with a variety of opportunities for growth. Much of the success of the academic and extracurricular programs at GCA depends upon the personal involvement of individuals to get the job done. Successful Christian schools throughout the country share the common characteristic of a high level of family involvement. Each family that enrolls a student in a Christian school has done so because they desire more for their child. This goal can only be attained when schools and families work together as a team. GCA has a need for volunteers during school hours, as well as during

evenings and weekends. Volunteers are needed for school events, special events, PTF-organized events, tutoring, lunchroom assistance, room parents, assisting teachers, concession help at sporting events, and others on the approved list (see the school website). Please note that not all family participation will result in volunteer hours.

Each family at Granville Christian Academy is required to participate in a minimum of twenty-five (25) hours of volunteer work during each school year. Family members are also welcome to assist parents in fulfilling these hours. ***If a minimum of twenty-five (25) hours is not recorded for a family by May 1 of the school year, or if the remainder of the twenty-five (25) hours is not scheduled by May 1 to be completed by the end of the school year, the family must purchase volunteer-hour time. The rate of unfulfilled hours is \$25.00 per hour.*** Therefore, a family may choose to work their volunteer hours or to provide the funding for the school to hire others to carry out specific school needs. If neither option is met by May 1 of the school year, the student's report card will be held and their class schedule delayed until the hours are paid. **A family must complete all volunteer hours during the school year. Any volunteer hours fulfilled during summer break will apply to the upcoming school year.**

Parents will be notified by the GCA office of areas where help is needed. Volunteer Hour Forms can be found on the information board in the school lobby. Once a volunteer opportunity has been completed, a Volunteer Hour Form must be fully completed, signed by a staff member, and returned to the appropriate place on the information board in the school lobby.

FIELD TRIPS

Field trips and other GCA-sanctioned trips are included as part of the GCA experience and/or curriculum, and, as a result, are designed with a specific purpose for our students. Parents will receive advance notice of all activities that will take their students away from school property and regular classes. Signed permission slips must be returned to the classroom teacher in order for students to be a part of the trip. The cost of the field trip is a personal expense. Teachers will determine vehicle assignments. Parents should refer to the "Dress Code Guidelines for Field Trips" section of this handbook for appropriate field trip dress if the dress is not specified on the field trip notification. Although participation is expected, the teacher must be informed in advance if the parent does not want his or her student to participate. Students will be notified as to whether or not they should attend school if they are not participating in the field trip and if they will have an alternate assignment to complete.

Student Expectations -- In order for a student to participate, students must be counted present when attendance is taken at the beginning of the day. Unless prior approval has been given by the Administration, all students must also return to the school after the field trip.

Chaperone Expectations -- Chaperones will be included depending on the event and the need. There may be times where the number of chaperone openings is less than the number of adults requesting to attend.

Chaperones must complete a Volunteer Background Check through the Volunteer Background Check link on the school's website (and must pay the nominal fee) a minimum of two (2) weeks prior to the event they will be chaperoning. Once the school office has been notified that the background check has passed, the applicant will be eligible to act as a chaperone. Those who submit a Volunteer Hour Form will receive one (1) volunteer hour for requesting the background check.

Parents, guardians, or grandparents driving on field trips must submit a copy of their valid Ohio Driver's License and proof of insurance with valid dates to the school office at least ten (10) days before the field trip. Each passenger riding in a private vehicle to and from any school-related event is required to wear a seat belt. In addition, all drivers on field trips must return to the school at the end of the field trip if they have any student passengers in their vehicles outside of their own children or grandchildren. No exceptions can be made to this policy.

Chaperones are expected to follow the time schedule and plans of the field trip, unless they have received pre-approval from the Administration. As chaperoning is a privilege, deviation from expectations and responsibilities may result in the loss of chaperone privileges for future events.

While we encourage parents and grandparents with students of all ages to join in field trip activities whenever space allows, younger and/or older siblings may not attend field trips with adult chaperones.