

PARENTAL INVOLVEMENT

Although parents of Grace Academy pupils have employed tutors to help meet their goals, they retain the primary responsibility for the education and upbringing of their children. Grace Academy strongly recommends and encourages close parental involvement. Each family is expected to participate in the following ways:

- Pray for our children, their tutors, and the direction of their education.
- Oversee your children's class work, and work with them on any assignments to be completed at home.
- Provide diligent instruction on non-study center days and in the additional subjects that comprise the balance of your children's curricula.
- Attend all parent-tutor conferences. Informal conferences may be held if necessary at the request of either the parent or tutor.
- Be aware of and praise your child's progress.
- Read and respond (when necessary) to all emails or paperwork sent home by Grace Academy. This is essential to the efficient running of the Academy.
- Serve as Parent of the Day (see next page) on a rotational basis. Please note that pupils only are permitted at the Academy at all times. Siblings and other non-pupil youth are not permitted, except with explicit permission of the Board.
- Communicate your ideas for improvement to the Board members. We want to hear from you!
- Parents are welcome to attend a class with their child. A Board member must be contacted so that the administrator and tutor may be notified in advance for planning purposes. Please note that while the Board will attempt to accommodate all such requests, not all visitation dates can be approved.

PARENT OF THE DAY RESPONSIBILITIES

The tutors and the Parent of the Day (POD) are representatives of Grace Academy on class days, and as such, are expected to set a godly example in conduct and dress.

The POD must arrive at the study center 15 minutes before the start of the first class on his/her scheduled day. The POD is solely responsible for his or her replacement should he/she be unable to participate on the assigned day.

The POD is responsible for making sure classes are arranged for the day's activities. This includes checking for tidiness, perhaps wiping the whiteboards, or setting up any chairs or tables that are not usually in place.

The POD is to monitor children who are dropped off until their classes begin, and until they are picked up.

During class time, the POD shall be available to assist the Administrator or tutors as necessary (e.g., helping pupils, making copies, assisting in discipline, relaying messages, gathering supplies, etc.). In general, the POD's responsibility is to facilitate and maximize the tutor's instruction time. It is a good idea to touch base with the tutors as they arrive to let them know who to look for when they have need. The POD is also responsible for supervising any students in the study hall (Fellowship Hall).

During class breaks and the lunch hour, the POD is the responsible adult (tutors are on break). It will be the POD's responsibility to keep order and see that the pupils complete their assigned duties (clean up, etc.). It will also be the POD's responsibility to see that children return to their classrooms at the appropriate time.

At the day's end, the POD will ensure that the children are supervised as they await their rides. Again, the tutor is "off" and it is the POD's responsibility to see that children are safely delivered to their parents.

Finally, it is also the POD's job to ensure that the classrooms, study hall and hallways have been left in the best possible shape for our hosts (as regards their cleanliness and tidiness) especially on Thursday afternoons. There should be a checklist near the door of each room, and the janitorial closet is located in the southwest corner of the Fellowship Hall.