

# GRANVILLE CHRISTIAN ACADEMY



2021-2022

## **Career & Technical Student Program**

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# CAREER & TECHNICAL SCHOOL STUDENT PROGRAM

GCA seeks to provide a welcoming environment that provides ample educational opportunities for partnering with families under the shared banner of biblically-based, Kingdom education. Through this partnership, GCA-enrolled who attend career and technical schools have the opportunity to participate in GCA educational and extra-curricular activities, and may be eligible for some academic awards (see the Parent/Student Handbook for further clarification).

This program was developed to ensure that those students who have built a relationship with GCA, yet desire to develop technical school skills not available through GCA coursework may retain the relationship with their peers as a part-time student of GCA. They maintain this relationship through GCA extra-curricular activities, sports, and trips, as well as participating in graduation ceremonies with their GCA classmates.

Any career and technical school student interested in attending Granville Christian Academy should apply for admission through the school website [www.granvilleca.org](http://www.granvilleca.org). All admission requirements, deadlines, and fees apply.

## DEFINITIONS

**Career and Technical School:** Career and technical education is a term applied to schools, institutions, and educational programs that specialize in the skilled trades, applied sciences, modern technologies, and career preparation.

**Career and Technical School Student:** As career and technical schools prepare students to work in a trade, these students will be in either their junior or senior year of high school and will be enrolled full-time in an acceptable career or technical program.

**GCA Career and Technical School Services:** GCA will provide specified services to GCA students attending a career and technical school full time. As the student will be dual enrolled at both the technical school and GCA, the student and/or his parent/guardian will be responsible for communication between schools, checking school email accounts, etc. Consequently, GCA will provide the following services:

1. Hold an initial meeting, sharing the details and requirements included in the Career and Technical School partnership.
2. Meet with students, offering advice concerning appropriate or required GCA coursework and/or graduation requirements.
3. Add grades to transcripts.

**Acceptable Program:** Any accredited Ohio school that is designated as career and/or technical in nature qualifies as an acceptable program.

## **THE PROCESS**

Step 1: Student and parent must research and apply at the career and technical school where they intend to complete their high school education.

Step 2: Student and parent must complete and submit the Career and Technical Schools Intent Form to the high school office.

Step 3: If the career and technical school needs a copy of the student's transcript or other student information, the student must submit a request using the GCA Transcript Request form to the high school office, allowing a minimum of three business days for the request to be completed.

- Step 4: All GCA registration fees must be paid in full, and payment arrangements must be confirmed by the Financial Office before the student will be assigned to the necessary GCA class(es).
- Step 5: Students must submit a copy of their grade reports each quarter (term) from the career and technical school to the Student Services Coordinator.
- Step 6: Students must complete the assigned GCA coursework with passing scores.
- Step 7: Once students successfully complete their career and technical school coursework, students will receive credit following the Receiving Credit at GCA guidelines below.

### RECEIVING CREDIT AT GCA

1. In order to receive credit for coursework completed, an official report card from the career and technical school attended must be submitted to the Student Services Coordinator.
2. It is the student's responsibility to provide the proper documentation from the technical school quarterly and as requested for OHSAA athletic eligibility. If grades are not received for the eligibility check, students may become ineligible until the grades are confirmed.
3. Failure to meet these requirements may cause the student's high school transcript to be incorrect.
4. Grades will be recorded on the transcript exactly as they are submitted.

### ATTENDANCE

1. Students must submit a copy of their high school course schedule to the Student Services Coordinator at the beginning of each semester.

2. Students must attend the career and technical school and remain in good standing according to the attendance guidelines of the technical school.

### GENERAL REQUIREMENTS

1. Students must take a Bible course, which has been approved by GCA, and successfully complete the Bible course to be eligible to participate in GCA activities (such as sports, clubs, and trips).
2. The student is still required to meet the graduation requirements of GCA.
3. The student must remain current with payments and GCA coursework to maintain their athletic eligibility and to be eligible to participate in GCA-sponsored trips.
4. The student must remain committed to GCA's Faith Statement and Code of Conduct and must continue to adhere to the rules and guidelines set forth in the Parent/Student Handbook.
5. **It is the student's responsibility to regularly check their GCA-issued email account for important announcements, information, notifications, and requests.**
6. Students choosing to participate in athletics must ensure that all OHSAA requirements are met.
7. The student must remain in good standing with the career and technical school in grades, attendance, and conduct.

### FINANCIAL AGREEMENTS

1. Students must be enrolled as a GCA student to receive GCA Career and Technical Services.

2. Students must pay the full registration fee and the published per-class tuition rate to remain a part-time student at GCA.
3. Credit will not be awarded and applied to GCA student transcripts until all GCA bills and fees are at a zero balance.
4. In the event that the student does not pass their courses at the career and technical school or they are unable to complete the coursework for any reason, the parent/guardian is responsible for notifying the GCA Principal and Student Services Coordinator, and communicating the adjusted educational plan as soon as possible. Should the student plan to return to GCA to complete their education, it is the family's responsibility to contact the Student Services Coordinator to schedule classes and the Financial Office to make payment adjustments.

**GCA reserves the right to adjust the Career and Technical School Program.**



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