



菲律賓基督教靈惠學院

Grace Christian College

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GCC PRES. Memo No. 2020-17

To: All Parents and Guardians
From: Dr. Christine J. Tan, President
Subject: General Guidelines for Upcoming Parent -Teacher Conference (PTC)
Date: October 28, 2020

Greetings in the Name of our Lord Jesus Christ!

We thank you for choosing Grace Christian College as your partner in the education of your precious child. During this COVID-19 pandemic, adjusting to online schooling is not easy for both the family and the school, but with God's help, we will rise above this challenge together.

First Grading Period Exam of this School Year 2020-2021 is near, and it's time for our 1st Parent-Teacher Conference. PTC will be held online on November 7, 2020, Saturday, from 8:00 am to 4:00 pm.

A parent-teacher conference is an opportunity to:

- Discuss & understand your child's progress in school
- Share with teachers your child's strengths and needs
- Work with teachers to help your child do well in school

With online schooling, there has been increased and regular communications between parents and teachers. Thus, for this PTC, our Administration has decided to modify the emphases, as follows:

- Parents who have not been able to see/communicate with their child's or children's teachers will be given priority and be *invited* to the PTC.
- Parents who *request* to have a PTC appointment, will also be accommodated, and will be informed of their time schedule.

Following are the **GUIDELINES for ONLINE PTC:**

1. Online PTC will be conducted via a ZOOM Link provided by your respective department.
2. For the safety and security of all, parents are NOT to share the ZOOM Link for the online PTC.
3. Parents are to follow the appointment set/confirmed by the school. Every slot given to parents is good for 15 minutes. Parents are expected to be on time, as no extension will be allowed, as a respect to the time allotted for other parents.

4. ONLY Parents are allowed to join the online PTC. Should the parent not be available for the PTC, school permission to send guardian or authorized representative should be priorly obtained. However, tutors, yayas, and drivers will not be allowed to represent the parents in the online PTC.
5. Should the parent not be able to make it to the appointed time, cancellation should be done at least 1 day before, to make room for other parents waiting in line.
6. If for any reason (including Wi-Fi connectivity problem), parents are unable to attend the online PTC on time, the allotted time slot will be forfeited and appointment will have to be rescheduled.
7. The “No Gift-Giving” policy of GCC stipulates that students or anybody representing them are not to give gifts, in any form, to teachers, staff, and any of its personnel. A sincere attentive attitude of the students during school hours, and a verbal thank you, will be sufficient expression of appreciation. GCC will continue to uphold the integrity and reputation of its teachers and staff
8. Parents and Authorized Guardians attending the online PTC via ZOOM are enjoined to observe the following:
 - Dress appropriately. As a respect to our teachers, please refrain from wearing “sandos,” sleepwear, and any other inappropriate attire.
 - **Use the ZOOM account of your child, with the official naming convention for students, when attending online PTC.**
 - Videos should be turned ON at all times during the PTC.
 - During online PTC, as in the regular PTC, parents are to discuss the class standing & behavioral concerns of their child only. It is not for them to inquire about other students’ business.
 - Recording the online PTC session by the parents is strictly prohibited.

As we are partners in providing the best quality Christian education to your child, kindly give due respect and courtesy to our GCC Teachers and Staff, who gave their time and best effort to prepare for the PTC. Let us speak and communicate in a professional manner, without raising our voices, or using offensive & threatening words or foul languages under any circumstances. Otherwise, our teachers and staff may refuse to deal with those who do not conduct themselves in a respectful and orderly manner.

In a separate letter (via our GCC CANVAS learning management system), please expect an update of your child’s academic and behavioral standing from your child’s teachers. For those invited, you will also be informed of your PTC time schedule.

We highly encourage our parents to attend the PTC specially when invited because parental involvement is a huge factor in your child’s success. We appreciate all of your support and let us continue to work together in developing your child’s overall well-being. May God bless you and keep you and your family safe!