

			LE: Ensign Learning Center		Packet Ref#
			Model/App: Ensign Learning Center		H.02
			PS: ____ PKT: Policies and Procedures		1 of 1
			Policy Title: Parent Involvement Policy H.02		
			Parent Involvement Policy H.01		
<p>The purpose of parent involvement is to take an active part in a child's education in the form of observation of the child's classroom and a child's performance in that classroom and/or contributing to the school by helping the child's teacher (grading papers setting up the classroom etc.) and other preapproved contributions. Parents are always welcome on site and in the classroom and we strongly encourage involvement time to be completed during school hours. Only the parent or guardian can fulfill this requirement. The parent may not bring any other children with them other than an infant under 6 months old as this disrupts the classroom.</p>					
<p>Field trips with a parent's child will count towards fulfillment of their parent involvement. Back to School Night, Parent Teacher Conference, and End of Year Awards Assembly can be counted for one hour of involvement each. For a parent that has more than one child attending our school, one half day (3 hrs) per child per year of involvement is required. For example if a parent has 2 children in Ensign, they would be required to spend one day (6 hrs) of involvement time per year. Observation/involvement of children below grade level or on catch up plans should be a higher priority. For parents who have only one child attending our schools, a minimum of one full day (6 hrs) of observation per year is required. Either parent may fulfill this requirement.</p>					
<p>If a parent is required to sit with their child because they pulled to a red, this may count towards parent involvement.</p>					
<p>It is the responsibility of the parent to remember to complete their involvement time by the deadline. Reminders of deadlines will be posted on the monthly school calendars and on the parent report card.</p>					
<p>A calendar will be available in each teacher's classroom on back to school night and at all times to schedule involvement time in the classroom in advance.</p>					
<p>One fourth (1/4) of parent involvement time must be completed by the end of each quarter. All parent involvement days must be completed by the end of the fourth quarter. If the required parent involvement is not completed by the specified date, a charge of \$15.00 or one hour of make up time will accrue on the parent account for any unfinished hour. This will be added to tuition. Donations will not be accepted. No refunds will be given.</p>					
<p>All involvement must be recorded in the parent involvement book in the office by the end of each quarter. Time not recorded in the book by the deadline will not be applied.</p>					
<p>Parent involvement is a requirement for every student to attend Ensign Learning Center.</p>					
<p>*In special circumstances where a parent cannot complete the required parent involvement, they must call the office to request an extension of time. If approved, the deadline will be extended one month.</p>					
<p>Special circumstances may be:</p>					
	A. Out of town long term				D. Long term illness
	B. Staying down long term				E. Hospitalization
	C. Maternity leave (please plan ahead)				
<p>PURPOSE:</p>					
<p>To have parents involved with their student's education.</p>					