

			LE: Ensign Learning Center		Packet Ref#
			Model/App: Ensign Learning Center		107.0.03.1.1.49
			PS: ____ PKT: Policies and Procedures		1 of 1
			Policy Title: Parent Involvement Policy # 38		
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<p>The purpose of parent involvement is to take an active part in your children's education in the form of observation of your child's classroom and your child's performance in that classroom and/or contributing to the school by helping your 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 your child will count towards fulfillment of your 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 our schools they would be required to spend one day (6 hrs) of involvement time per year. Children below grade level or on catch up plans should come first. 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 your 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 your 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 per unfinished hour will be added to your tuition. 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>In order for your child to attend our school parent involvement is required.</p>					
<p>*In special circumstances that 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>					