

			LE: Ensign Learning Center			Packet Ref#
			Model/App: Ensign Learning Center			I.08
			PS: ____ PKT: Policies and Procedures			1 of 1
			Policy Title: Ensign Learning Center Summer Program			Policy I.08
			Ensign Learning Center Summer Program			Policy I.08
			End of Year CAT requirements			90%
			Ensign Learning Center offers a summer program that is designed to reteach any concept missed by any individual student. Our goal is for every student to reach 100% mastery. Students that score below 90% on their CAT will have the opportunity to attend our summer school program with the goal to reach 100% mastery and to move on to the next grade with the confidence of having their concepts mastered.			
			Students will be leveled the following year based on their previous end of year CAT scores, previous in-class grades, and teacher recommendations, unless they attend summer program. Summer program attendees have the opportunity to test at the end of summer school to check for improvement and qualification of higher placement. Please see student leveling policy for more information. Ensign also has an at-home summer program for parents interested in helping their students at home. This program incorporates online software and parent-teacher communication to follow up on student work being done at home (internet devices required).			
			For any student that attends summer school, an individualized packet of concepts missed on their 4th quarter CAT will be created for them to study and will be provided to the parent on the last day of school. The students will be tested on the first day of ELC's Summer Program on their individualized missed concepts. Any student that scores at or above the required score will not need to attend ELC's Summer Program. Any student that scores below the required score will be encouraged to attend ELC's Summer Program until all missed concepts are at 100% competency.			
			Summer School Overview:			
			All students that do not reach 90% on the first day of summer school will be encouraged to attend ELC's Summer Program. Each student will receive an updated individualized text book containing only the concepts that they missed on the test given to them on the first day of summer school. They will be taught these individualized concepts. A parent communication letter will go home weekly notifying the parent of the students progress. When the student scores 100% on all of their concepts, they will no longer need to attend ELC's Summer Program.			
			Attendance:			
			Roll will be taken and submitted to the school secretary for each summer school class. Parents will be called each day their student is absent unless the parent has called in to schedule an absence for a family outing etc.			
			Testing:			
			Every student will be tested midway through the summer school program. If a student has only one or two unmastered concepts left, their teacher or parent may request to have them tested earlier. If the student scores below 100%, any concepts mastered will be removed from the students text book and the student will sign off the mastered concepts on their table of contents recording their progress. The student will continue to attend ELC's Summer Program. If the student scores 100% on all of their concepts, the parent will be notified by the summer school coordinator and they will no longer need to attend.			
			Cost:			
			\$25.00 per week until student is officially released by the Summer Program Administration.			
			If the student tests out on the first day there is no charge.			
			Uniform/Dress code:			
			Uniform is not required, but dress code must be followed.(See Dress Code Policy)			
			PURPOSE:			
			To teach the students the concepts that they didn't understand during the school year.			
			To help the students reach 100% mastery of the previous school year.			