

			LE: Ensign Learning Center			Packet Ref#	
			Model/App: Ensign Learning Center			107.0.03.1.1.12	
			PS: ____ PKT: Policies and Procedures			1 of 2	
			Policy Title: Catch Up Plan Policy Contract				
			Catch Up Plan Policy Contract #9				
			Teacher:				
			_____ needs help catching up in _____				
			Contract Begin Date _____	Contract End Date _____			
			CAT Test Score _____	Class Test Score _____			
			Missed Concepts _____				

			I will prepare a catch-up plan for the parent and child to use at home. I will help the child at school and keep track of his/her progress. I will keep the parent updated.				
			Teacher Signature _____				
			Parent: _____				
			I agree to consistently help my child according to the agreed upon schedule set by myself and the teacher, using the catch-up plan, until their subject averages are above catch-up plan level. I will also review his/her worksheets each night so I will be aware of the areas they need help in and provide the needed help. In addition to the catch-up plan I will keep track of homework and make sure it gets finished. I may request a catch -up plan answer key if I need one. (Answer key contract must be signed.) By doing this I know my reward will be a confident, independent, and well educated student.				
			In order to help your child be consistent in completing the catch-up plan, the following steps will be put in place:				
			1. One day of not completing and returning the assignment in the catch-up plan according to the agreed upon schedule will result in a friendly reminder call/text to the mother discussing the importance of the catch-up plan and helping her child come up to grade level scores. (If one day is missed because of an emergency, please send a written excuse to the teacher signed by you. The catch-up plan assignment will be made up within two days.)				
			2. Two days of not completing the catch-up plan assignment according to the agreed upon schedule will result in a phone call/text to the mother discussing the importance of the catch-up plan and bringing her child up to grade level scores.				
			3. Three days of not completing the assignment in the catch-up plan according to the agreed upon schedule will result in a phone call/text to both mother and father.				
			4. After the fourth day of not completing the catch up plan, according to the agreed upon schedule, the administration will be notified and a parent will be required to sit with the child in the help class after school to complete the catch-up plan.				
			5. After the fifth day of not completing the catch-up plan according to the agree upon schedule, a meeting with the parents, teacher, student, and the administration will be held.				

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6. After the sixth day of not completing the catch-up plan, according to the agreed upon schedule, the principal will be contacted. An evaluation will be made to see if the student should be placed in a lower level or a previous grade where they can perform without a catch-up plan.

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Parent Signature _____

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Answer Key Contract: I agree to not disclose the answer key to my student. The answer will be used only by me to correct my child's catch-up plan.

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Parent Signature _____

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