

			LE: Ensign Learning Center			Packet Ref#
			Model/App: Ensign Learning Center			F.03
			PS: _____ PKT: Policies and Procedures			1 of 2
			Policy Title: Catch Up Plan Policy Contract			
			Catch Up Plan Policy Contract F.03			
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 in which they need help 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 may be required to sit with the child in the help class after school to complete the catch-up plan, or the child may be enrolled in the After School Program 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.						

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.							
Parent Signature_____							
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.							
Parent Signature_____							