

# Ensign Elementary

## Compact and Family Involvement Policy

### 2017-2018 School Year

At Ensign Elementary, we believe that the success of each child is strengthened by a partnership between the school and the home. The key to this partnership is open communication so that everyone understands their responsibilities for increasing student learning. This Compact and Family Involvement Policy describes how all members of our school community – students, families, teachers, and administrators – have roles in ensuring the success of our students.

#### **Ensign Elementary will:**

1. Provide rigorous, research-based curriculum and instruction to enable all students to meet the Utah Core Standards through use of school-wide, core-aligned resources as follows:
  - Great Minds *Eureka Math Program*
  - McGraw-Hill *Wonders Literacy Program*
  - Lucy Calkins supplemental writing program
  - Integrated science, social studies, health, physical education, fine arts, and technology lessons
2. Implement a school-wide, research-based, multi-tiered support system of Positive Behavior Intervention Support (PBIS) to promote a culture of respect and provide an effective learning environment for every student.
  - Students will learn, practice, and be held accountable to the following school expectations both within the classroom and throughout the school:  
*Be responsible, be safe, be respectful, be there and be ready.*
  - Classrooms will utilize a behavior management system to help students follow the school-wide expectations.
  - Students will be rewarded monthly for exhibiting positive, appropriate behavior.
  - Students will be expected to self-correct inappropriate behavior following a warning. Those unable to do so will be issued an accountability slip and/or additional consequences, depending on the severity of the infraction.
  - Parents will be informed of behavior concerns in a timely manner and work in partnership with the school to ensure the continued success of our students.
  - All infractions will be looked upon as learning opportunities, and students will receive appropriate mentoring for improvement.
3. Hold Student Education Plan (SEP) conferences twice annually to review this compact as it relates to individual student progress and to establish goals for continued improvement.
  - Conferences for the 2017-18 school year will be held **September 26-27, 2017 and February 27-28, 2018.**
  - The school will provide information about how to login to the “Online Scheduler” for parents to set-up an appointment time.
  - During conferences, teachers will share information about academic progress and the assessments used to measure student learning.

4. Report progress of your child's learning on a regular basis.
  - Student work and exit tickets that include feedback, scores, rubrics, and/or other assessment materials will be sent home after full weeks of school in the student's planner/binder, Eagle/homework folder, or through the PowerSchool Portal.
  - Any unit tests that are given will be sent home after the unit is complete or at the end of each trimester.
  - Report cards will be sent home each trimester: **November 21, 2017, February 27/28, 2018 (at SEP Conferences) and June 6, 2018.**
  - Teachers are available to address any questions regarding the reporting system and student performance.
5. Provide access to the school's teachers and administrators when questions or concerns arise.
  - The principal and faculty will provide availability and access information to parents for in-person, phone, and e-mail correspondence. The school's phone number is 801-578-8150.
  - Faculty e-mail addresses and other contact information can be obtained on the Ensign website: [ensign.slcschools.org](http://ensign.slcschools.org).
6. Actively seek to involve parents in the planning and improvement of the school's programs, School Improvement Plan (SIP), and other decision-making processes through the School Community Council (SCC).
  - The SCC holds open monthly meetings before school, and the schedule, agendas, and minutes can be found on the Ensign website. Members include school faculty, staff, parents, and guardians.
  - Parents and guardians serving on the SCC are elected to a two-year term to represent the voice of Ensign parents.
  - Those who are interested in serving on the SCC should contact the school for more information.
7. Provide specific opportunities for parents to participate in school-wide and classroom activities and to serve as school or classroom volunteers.
8. Offer materials and ideas that parents might use at home to enhance the ways they are already supporting learning at home.
  - Parents and students have at-home access to the *ST Math*, *Eureka Math*, and *Lexia (K-3rd)* computer programs for online activities and practice that support classroom objectives.
  - A family night event will take place in the spring that gives parents and students ideas about fun ways to incorporate academics into family routines.
  - Teachers are available to support parents with additional ideas to meet individual student needs.
9. Communicate with parents in a variety of ways to make information friendly, understandable, and accessible.
  - Information will be communicated to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
  - Parents wishing to have documents translated or conversations interpreted should notify the front office at 801-578-8150.

**Parents and Guardians will:**

1. Read and refer to the classroom teacher’s Open Disclosure document sent home at the beginning of the year and found on the Ensign website.
2. Support the homework policy of the classroom. Provide a positive learning environment and study time at home. Oversee homework routines and/or check completed homework. Assist students with extra practice in subjects where more support and/or guidance is needed.
3. Schedule and attend Student Education Plan (SEP) conferences, which will take place **September 26-27, 2017 and February 27-28, 2018**. Information regarding how to sign-up for conference appointments using the “Online Scheduler” program can be found on the Ensign website.
4. Convey learning difficulties or school problems by communicating with the student’s teacher. Show interest in and concern for student achievement. Review weekly exit tickets and work. Praise and reward student success.
5. Support activities of the school.
6. Understand and support school rules found on the Ensign website under our school’s “Policies and Procedures” page. Sign and return accountability slips that have been issued, and support our Positive Behavior Intervention Plan by attending meetings requested by the school.
7. Assure that your student will attend each school day without being tardy. Plan vacations during school breaks, and notify the office with an explanation in the event of an absence. Understand that absences in excess of 8 days may result in the school requiring official documentation to excuse all subsequent absences.
8. Encourage a healthy lifestyle. This may include supervising television, video game, and internet participation, ensuring 8-10 hours of sleep, providing opportunities for plenty of exercise, and supporting healthy eating habits.

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If you have read, understood, and support the Ensign Elementary Compact and Family Involvement Policy, please sign and date below and return this portion of the compact to the school. Please contact your child’s teacher if you have any questions or concerns regarding these policies.

Student Name: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_