

Welcome to Ensign



- School Communication-Front Office- phone 801-578-8150
 - ★ Principal - Erik Jacobson
erik.jacobson@slcschools.org
 - ★ Administrative Assistant - Dani Phifer
dani.phifer@slcschools.org
 - ★ Office Assistant/Attendance - Jen Warkentine
jennifer.warkentine@slcschools.org
 - ★ Ensign School Counselor - Korey Alfred
korey.alfred@slcschools.org

- Places to Find Information
 - ★ Our school website ensign.slcschools.org is the best place to look for information.
 - ★ You can visit and follow the [Ensign Elementary-Salt Lake City Facebook page](#).
The PTA has their own website which can be found here: ensignpta.org
 - ★ The PTA also has a Facebook page—[Ensign Elementary PTA Facebook Page](#).
 - ★ You can also access and subscribe to the school calendar on our website:
ensign.slcschools.org
You can find our school lunch menu here: [Ensign Elementary Lunch Menu](#)

- In Case of Illness
 - ★ If your scholar is not feeling well and will be missing school please call the front office or email: jennifer.warkentine@slcschools.org in order to excuse your student's absence

- Drop Off Procedures
 - ★ When you are dropping your student off please use the quick drop off zones.
 - ★ **If you need to get out of the car to help your child, please park in the parking lot or pull up to the north side of our driveway to the quick drop off zone there.** Please do not have adults get out of your car in the quick drop off zone directly in front of the school as this greatly slows the flow of traffic.

- Before, During, and After-School Procedures
 - ★ **Please wait to enter the building until the bell has rung to start school** unless your student is heading to breakfast or a supervised area of the school.
 - ★ Before school students can enter the building through the north doors starting at 8:10am for breakfast. There is supervision in the cafeteria and in the front of the school starting at 8:15am.
 - ★ If the temperature outside is 17 degrees and below or if it's raining, we will move our outside supervision into the gym and students are welcome to wait there until the school day starts.

★ We ask that **students and families stay outside, in the cafeteria, or gym (during inclement weather), before school starts and after school until the bell rings to dismiss students.**

★ Parents, if you're coming to visit or volunteer, we ask that you **check in** on the computer and wait for a sticker badge to wear and **check out** before you leave.

➤ After Care

★ We offer an aftercare program through the Community Education Department at the school district. Sign ups happen over the summer and more information can be found at:

[Community Education Department](#)

➤ Student ID Numbers

★ All students are issued a student ID number. This number is used to login to our computer system, pay for lunch, and allow you to access student attendance and grades.

➤ Lunch

★ You are always welcome to eat lunch with your student. Please check in at the office before you head to the cafeteria to purchase a lunch ticket (breakfast is \$1 for students/ \$2.50 for adults; lunch is \$2 for students and \$3.50 for adults). The schedule is:

Kindergarten- 11:30-12

3rd and 4th Grades- 12-12:20

1st and 2nd Grades- 11:40-12

5th and 6th Grades- 12:15-12:35

★ The school lunch menu can be found here: [Ensign Elementary Lunch Menu](#)

★ We have hot lunch every day for all students, and (using your student's ID number) you can add money to their account at:

<https://www.mypaymentsplus.com>

➤ School Supplies

★ School supplies are provided for all students. For the first day of school, your student will only need a backpack, as we will provide everything else.

➤ Dress Code Overview

★ Please send students in safe footwear (no flip flops or open-toed sandals).

★ Please send students in comfortable clothing that is not revealing and is weather-appropriate. **Reminders will be posted on our website as the seasons change.**

★ Students may not wear hats, hoods, or sunglasses during instructional time.

➤ Volunteering

★ We love when parents volunteer in their student's class, each teacher will have times during the week set aside for volunteers. Please contact your student's teacher directly to find out what opportunities there are. Parent volunteering typically starts in the middle or

end of September once students have learned the routines and procedures of the classroom.

★ All volunteers will need to stop in the office to fill out the volunteering form and to find out if you'll need a background check. All volunteers who work with students out of line of sight of a staff member need to have completed the background check .

➤ Specials Classes

★ At Ensign we offer many classes outside of your student's classroom. This year we have:

- Art
- Music- General Music for grades K-4 and Strings, Choir, and Band for grades 5 & 6
- Physical Education
- Computers
- Library
- Counseling Class- Focused on social skills and self-care

➤ Special Accommodations

★ Medical care plan: for more information contact Dani in the front office

★ Academic support: for more information contact Erik Jacobson

★ Extended Vacations or Attendance questions: contact Jen Warkentine in the front office