

ACADEMIC PLAN OF ACTION FORM

(to be completed by student - one for each class for which the grade was a "D" or "F")

Directions:

1. Have your child fill out this form and take it to their teacher for a signature and discussion.
2. After their teacher has signed the form discuss with your child the reasons for their grade and their proposed plan of action.
3. Sign the form and have your child return it to their counselor
4. See the back side for strategies you can employ to help improve your child's grades.

Name: _____

Class: _____ Teacher: _____ Grade: _____

Student summary of reason for current grade:

Student summary of corrective action to be taken:

Student signature: _____
Teacher signature: _____
Parent signature: _____
Counselor signature: _____

Date: _____
Date: _____
Date: _____
Date: _____

STRATEGIES TO HELP YOUR STUDENT SUCCEED

1. **Maintain contact with the school.** Teachers at Brent may be contacted by using the first initial and last name followed by @brent.edu.ph. For example Jason Atkins would be jatkins@brent.edu.ph. Should you have concerns at anytime about a particular class, please contact the teacher. You can also set up a meeting by calling (049) 511-4342 or 779-5140, local 311. If your child has multiple D's and F's, you may want to ask for the guidance counselor to moderate a meeting with all of their teachers to discuss the reasons for their low grades and strategies for improvement.
2. **Set Routines.**
 - a. Tell your student to **use the Student Planner.**
 - i. **Check the planner regularly and work out a plan** with the teacher to verify what is in the planner (e.g. your student writes what the homework is, the student asks the teacher to sign their name indicating what the student wrote is correct, the parent checks the planner asks the student for evidence of completion and signs the planner to indicate he/she has monitored the student).
 - ii. **Make sure long-term assignments, projects, upcoming quizzes and major assignments are recorded, as well as regular homework assignments.**
 - b. Students should regularly **attend remedials with the teachers.** ALL teachers have a regularly scheduled afterschool remedial time. ***The remedial schedule can be found on the school website at:***
<http://brent.edu.ph/wp-content/uploads/2016/08/teacher-tutorial-schedule-2016-17.pdf>
 - c. **Monitor time.** Make sure your student is getting enough sleep with reasonable bed and wake-up times; limit TV time; limit computer time.
 - d. If your student has a tutor, **make sure the tutor is in contact with the teachers,** regularly.
 - e. Ask how many after school office hours your student has attended. Ask the teachers, as well.
3. **Rewards and Consequences**
 - a. Be consistent. Reward good behavior and give negative consequences for bad behavior.
 - b. Increasing or decreasing time that your child is allowed to spend on his own pursuits is a great way to reinforce behaviors you want to see (e.g. grades improve=more TV time, or computer time or time with friends; grades are low=less TV time, etc.). There is a direct correlation between the amount of electronic devices (TV, Ipad, Computer, PSP, etc.) in a student's room and their success in school.
 - c. Be honest; communicate regularly, and don't threaten or promise something you won't deliver.