

# Remedial Plan of Action Form

Learning Contract for \_\_\_\_\_

student name

Class(es) of Concern:

Directions: **Return to your counselor.**

1. Fill out the Learning Contract and create two SMART Goals for the class(es) where you have a D or F.
2. Bring the Learning Contract to the teacher(s) whose class(es) where you have a D or F for signature and feedback.
3. Discuss your SMART goals with your family. Have a parent or guardian sign the Learning Contract.
4. Once the Learning Contract is completed, return it to your counselor for the final signature.

## SUGGESTED STRATEGIES FOR ACADEMIC SUCCESS

- Use a planner (hard copy or digital)
- Try new study strategies (e.g., Cornell Note system, Pomodoro Technique)
- Attend tutorials
- Make your study space consistent
- Email your teacher with questions
- Check BASIS frequently
- Avoid distractions when studying
- Balance homework with activities and sleep
- Monitor your screen time
- Review material frequently
- Find a tutor
- Reward yourself for achieving your goal
- Change your seat location in the class by moving to the front or away from any distractions

SMART Goals must be **Specific, Measurable, Attainable, Realistic** and completed within a **Timeframe** (e.g., In the next quarter, I will get at least a C on all my math tests, and at least a B on most of my quizzes and homework assignments.).

**SMART Goal 1:**

**SMART Goal 2:**

How will I achieve this goal?

How will I achieve this goal?

How can I overcome barriers standing in my way?

How can I overcome barriers standing in my way?

Where can I go for help?

Where can I go for help?

**You are the person responsible for your success!**

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Student: \_\_\_\_\_ Teacher(s): \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Counselor: \_\_\_\_\_

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, Sonia Bustamante would be [sbustamante@brent.edu.ph](mailto:sbustamante@brent.edu.ph) Should you have concerns at any time about a particular class, please contact the teacher. If you have multiple D's and F's, you may want to ask for the school counselor to facilitate a conversation with all of your teachers to discuss these low grades and strategies for improvement.
2. Make use of a **planner**. Use the planner regularly to input upcoming assignments, as well as long-term projects and exams. Have a trusted person (e.g., teacher, friend, family member) verify the planner is filled in with the necessary assignments. Having a planner with all the assignments listed will allow you to gauge how much time you need to spend on each class every day.
3. Try new **study strategies**.
  - a. The Pomodoro Technique: This study strategy breaks down work into intervals, separated by short breaks. Try doing a 20 or 30-minute work session with a 5-minute break.
  - b. The Cornell Notes system: This note-taking strategy provides a systematic format for condensing and organizing notes.
4. When studying, **avoid distractions**. Move away from things that you know will distract you (e.g., screens, friends, noise). Make your study space consistent. You will concentrate better when you study in the same place every day.
5. **Attend tutorials**. All teachers have a regularly scheduled after school tutorial time. This is your chance to ask your teachers questions and get feedback on assignments. The remedial schedule can be found on the school website at: <http://brent.edu.ph/wp-content/uploads/2014/11/remedial-schedule-2018-2019.pdf>
6. **Monitor your time**. Balance your homework with your activities and your sleep. Keep track of your screen time (e.g., cell phone, computer, and TV time). Limit your time spent on non-homework related websites while you are doing your homework.
7. **Review material frequently**. A student who does not review material can forget 80% of what has been learned in only two weeks. Reviewing reduces the chances that you will

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forget and help you remember more. Frequent reviews throughout the course will bring rewards at test time and will alleviate pre-test anxiety.

8. If you have a **tutor**, make sure the tutor is in contact with your teachers, regularly.
9. **Reward yourself** for accomplishing your SMART goals. Choose rewards that will support your routine instead of getting in its way.