

Partnering with Parents Program

Steps to Success

Mr. Brian Kane

Student _____ Class _____ Period _____

The purpose of this form is to help you move your student towards classroom success with a simple step-by-step process. I try to give some individual guidance to each of my students but it can be extremely challenging with over 200 students per term. As the parent you are in a perfect position to provide this guidance.

Having watched 1,000s of students over the years, I know that most want to succeed. Some just need a little extra help along the way. This form is to be used together with your child. As you work through these steps, your student will begin to “see light at the end of the tunnel”.

Please Note: Setting appropriate goals and expectations is important. If your student is substantially behind and we are towards the end of a term, setting a goal of an “A” or a “B” is probably not realistic. Sometimes getting credit for the class is the best we can do! This is why early intervention is so critical.

STEP 1: How Bad is the Problem?

To find out the current situation go to the website for Lehi High School at (<http://www.lehi.alpine.k12.ut.us>). Click on Powerschool and log in using your childs’ Student ID number and password. Look at my class and record the current grade and percentage. Also, make a list of the missing assignments and tests in the table below.

As of this date _____ the current information is:

| Parent & Student Initial when Completed | Class | Current Grade & Percentage | Missing Assignments And Tests | Notes |
|---|-------|----------------------------|---|-------|
| | | | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | |

Step 2: Incomplete Homework.

Once you have the list of missing homework you should go to my website at www.kanesworld.org and click into the specific class for your student. For most of my classes you will see a listing of all the homework assignments. You can open each assignment and download it. If there are no specific homework documents then open the link to my Course Outline or Class Schedule and the homework portion of the class will be listed.

Special Note about Outlines: If the Chapter outline is not on the website it means the assignment was to create one. (Students can always create their own outlines for credit).

| Parent & Student Initial when Completed | Name of Assignments | Date Downloaded from the Internet | Notes |
|---|---|---|---|
| | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | Remember that late work only receives partial credit. This might be a good time to discuss the value of turning assignments in on time! |

Step 3: Timetable for Completion of Homework

Once the homework is assembled you should discuss with your student a reasonable timeframe to complete the work and turn it in. Homework should always be completed prior to the unit test being taken. The homework is designed to improve student scores on the tests!

| Parent & Student Initial when Completed | Name of Assignments | Completion date |
|---|---|---|
| | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |

Step 4: Reviewing & Turning in the Late Work

Once your student has completed the homework I suggest you look it over. Encourage your student to write as neatly as possible! It is difficult for me to grade work that I can't read. Also, verify that the assignments are fully filled out. You'd be surprised by how much homework is turned in incomplete.

Attach this sheet to the completed homework. When they are turned in I will sign it and return it.

Remember: Late work does not receive full points.

| Parent & Student Initial when Completed | Name of Assignments | Date Turned In | Teacher Signature |
|---|---------------------|----------------|-------------------|
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Step 5: Missing Tests

After the homework has been turned in you can turn your attention to any tests that need to be made up. Tests can be taken for full points (not considered late). If the tests are short and can be completed in 20-30 minutes, the student is welcome to take it during 1st lunch. The better time for all tests, however, is after school. This gives the student enough time not to feel rushed.

For most of the tests I give, the class period before the test is used as a class review. I make audio recordings of these reviews and put them on my website (www.kanesworld.org). Students can listen as often as they like. The well-prepared student will also review the chapters in the textbook covered by the test. One great method to review for the test is to listen to the audio file with the textbook and when concepts are mentioned to stop the audio clip and read the material in the textbook about that subject. When a student is ready to take the exam a time should be scheduled with me.

| Parent & Student Initial when Completed | Test to be Taken | Date Taken | Teacher Signature |
|---|------------------|------------|-------------------|
| | | | |
| | | | |
| | | | |
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If you have the time it would be a great opportunity for you to listen to the review with your child and discuss the principles and concepts that will be encountered on the test.

Step 6: Resolving Attendance Issues

Academic problems in school usually go hand-in-hand with attendance problems. As you probably know Lehi High School has a strict attendance policy. Four absences and three tardies are the **maximum** number allowed in any term. If a student has more than 4 absences or 3 tardies in a term they will not receive a passing grade for the class until they are made up. In addition, all absences must be excused. An unexcused absence is considered a truancy! (This is why it is extremely important to excuse all approved absences).

Excessive absences and tardies are made up in Attendance school. You can contact the front office for the exact times and locations.

| Parent & Student Initial when Completed | Absences & Tardies | Dates for Attendance School | Supervisor Signature |
|---|--|--|--|
| | Absences: _____ Tardies : _____ | _____ _____ _____ _____ _____ _____ | _____ _____ _____ _____ _____ _____ |

Please Note: Sometimes a student makes up their absences or tardies and then continues to have attendance problems during the term. **Additional sessions at Attendance school might be necessary.**

Step 7: Participation in Extra Credit

In most of my classes I provide an opportunity to do extra credit every term. The extra credit assignment is usually passed out in the last three weeks of the term and is only for students who have turned in **all** the homework and taken **all** the tests. The extra credit can improve a the final percentage in the class by a **maximum of 8%** but it **must** be turned in by the due date (can't be late).

| Parent & Student Initial when Completed | Extra Credit Assignment | Due Date Turned In | Teacher Signature |
|---|-------------------------|--------------------|-------------------|
| | _____ | _____ _____ | _____ |

Step 8: Celebrate the Success

I am confident that if your student has:

- turned in all the homework assignments
- taken all of the tests
- resolved all the attendance problems
- participated in the extra credit assignment

then a passing grade will have been achieved and credit for the class will have been earned! It is time to congratulate your student and celebrate the success. It may not seem like much to you but it can be a significant achievement to your student! I have seen many students come into my classes assuming that they will fail. They have usually failed before and they see no reason why the outcome will be any different this time.

This program has been created in hopes of breaking that cycle. I have witnessed the concept of “success breeds success” in my classroom many times and it is my sincere desire that your student can experience the feeling of pride that comes from accomplishment.

If you have any ideas or suggestions to improve this process please let me know.

Brian Kane