

## **EIGHT STEPS TO IMPROVE YOUR GRADES**

1. **GET ORGANIZED.** Utilize “assignment sheets” or an agenda book **daily** to write down assignments for each class. Share this with your parents each night.
2. **DO YOUR HOMEWORK.** Set a specific, designated time, each day that you dedicate solely to homework and studying. Be consistent; make this a routine. After you complete your daily work, show it to your parent so that they can check it and see that you did the work on your assignment sheets or agenda book.
3. **STUDY FOR A SET AMOUNT OF TIME AND AT THE SAME TIME EACH DAY REGARDLESS IF YOU HAVE HOMEWORK OR NOT.** Even if you have “no homework”, which should be very rare, you should still study for upcoming test, work on future projects, review class notes, vocabulary, reread textbook chapters, etc. Studying needs to become habitual, like brushing your teeth.
4. **CHECK YOUR GRADES REGULARLY ON EDLINE.** Students and parents should check Edline weekly. Edline is updated each Thursday morning. Check for missing assignments and upcoming tests, quizzes, or projects. If you see something that you have a question about, contact the teacher. Your parents can even email the teachers through Edline.
5. **GET EXTRA HELP WHEN YOU NEED IT.** Go to your teachers when you are having trouble with a class and ask them for the extra help that you need. We also offer **free tutoring** as follows:

**MATH, ENGLISH, SCIENCE, SOCIAL STUDIES AND WORLD LANGUAGE TUTORING**  
**TUESDAYS & THURSDAYS      3:00 P.M. – 4:00 P.M.      ROOM 3-101**

**ALGEBRA I & GEOMETRY TUTORING**  
**MONDAYS – FRIDAYS      DURING BOTH LUNCH      ROOM 4-106**

6. **SET GOALS FOR YOURSELF.** Set short and long term goals for yourself.

**Short term goals**

Daily; fill out assignment sheets completely, complete homework, study.

Weekly; improve your grades on Edline, complete all assignments for the week, and improve test grades.

**Long term goals**

Quarterly; pass all classes with at least a “C”, raise GPA.

Yearly; earn the credits necessary to stay on track for graduation and be promoted to the next grade.

7. **DEVELOP A CONTRACT WITH YOUR PARENTS.** Sit down with your parents and develop a contract incorporating your short and long term goals. Set up rewards and consequences based on achieving your short and long term goals. It is important for you and your parent(s) to stick to the contract for this to work.

I AGREE TO.....

REWARD

CONSEQUENCE

complete assignment sheets daily

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complete my daily assignments

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complete all assignments for the week

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improve my grades for the week

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8. **DECIDE THAT EDUCATION IS IMPORTANT.** Decide that education is important. Make it a priority and embrace it as a core value. Understand that there is a pay-off at the end for you, and consequently you will take it more seriously and perform better.