

Forms  
Action Plan Agreement

All tests must be corrected and entered within 48 hours of being taken. Any student who has a subject average below 95% will be put on an action plan.

The teacher will prepare an action plan that includes: 1) List of missed concepts 2) Concept reference/customized concept textbook 3) Worksheets for all missed concepts. An Action Plan Agreement must be signed. (This can be done over the phone as long as it is noted and dated on the contract.) An action plan Calling Log must be kept on all students. The action plan can be done during the class if the homework is already complete. Teachers will go over the missing concepts in class again as much as possible.

\_\_\_\_\_ needs help catching up in \_\_\_\_\_.

(Student Name)

(Subject)

Contract Begin Date _____	Contract End Date _____	Test _____	CAT _____	Class _____
Score _____				Grade _____

**Missed Concepts:** \_\_\_\_\_

**Teacher:**

I will turn in reports weekly to the office for students that need action plans. I will deliver the action plan to the parents. I will help the child at school and keep track of his/her progress. I will keep the parent updated.

\_\_\_\_\_  
(Teacher's  
Signature)

\_\_\_\_\_  
(Date)

**Parent:**

I agree to consistently help my child each night using the action plan, until their subject averages are above action plan level. I will also review his/her daily worksheets each night so that I will be aware of the areas they need help in and provide the help needed. In addition to the action plan, I will keep track of homework and make sure it gets finished. I may request a action plan answer key if I need one. (Answer key contract must be signed.) By doing this, I know that my reward will be a confident, independent, and well-educated student. Failure to cooperate and follow through on the part of the parent and the student will result in the following:

1. One day of not completing and returning the assignment in the action plan will result in a phone call to the mother discussing the importance of the action plan and helping her child come up to grade level. (If one day is missed because of an emergency, a text or call must be sent to the teacher. The missed action plan assignment will be made up within two days.)
2. Two days of not completing the assignment in the action plan and returning it will result in a phone call or text to both parents to discuss the action plan.
3. Three days of not completing the assignments in the action plan will result in a 2<sup>nd</sup> call or text to both parents.
4. After the fourth day of the action plan not being done, the administration will be notified, and a parent will be required to sit with the student during the class and or after school if necessary up to 6:00 pm, to complete the action plan.
5. After the fifth day of the action plan not being done, a meeting with both parents, the student and the Administration will be held.
6. After the sixth day of the action plan not being done, the administration will be contacted. An evaluation will be made to see if the student should be placed in the lower grade where they can perform without a action plan.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)