**Steps to Success for Middle School**

After many years of experience and expertise, we, the 7th grade team, decided it would be highly effective to put together a checklist that you could follow before scheduling a conference with your child’s teacher(s). There are common frustrations, concerns, and problems that emerge in the 7th grade that could be easily remedied with some guidance, so we hope you find this checklist useful. Please go ahead and post it on the refrigerator or somewhere visible for your entire family. We look forward to working with you and your student.

* A. Did you have an honest, non-confrontational discussion about what is going on in school/classes?
  + People tend to become defensive when they are being accused. Children are no different, so it would be more effective to enter into a dialogue with your child when you are not upset or reviewing grades.
* B. Have you checked Jupiter Grades? [www.jupitergrades.com](http://www.jupitergrades.com)
  + This is your bridge to connect with assignments, grades, and messages from the teacher.
  + Review teacher’s comments on assignments, impact bar, and assignments uploaded.
* C. Have you reviewed your child’s Agenda? Homework Sheet? Binder Reminder?
* D. Have you asked your child to show you his/her binder for directions and/or student work?
* E. Did you ask your child to articulate their point of confusion and write it out?
  + Accepting a vague response, such as “I don’t get it” is not helpful to the student nor the teacher. Please help them explain what they are struggling with and put it in writing.
* F. Did you have your child speak with his/her teacher about the point of confusion?
* G. When a discrepancy occurs, did your child print out the Jupiter Grades Report and schedule an appointment to discuss the problem with the teacher at the teacher’s convenience?
  + Appropriate times would be before/after school and during break/lunch
* H. If you do not have computer access, did you request a printed copy of their grade reports from their teacher or counselor?

If all measures were taken, and there are still discrepancies and concerns, please email the teacher to either voice your concerns or schedule a conference.

When conferences are arranged, please be mindful of the time set for the meeting. We ask that you keep the meetings to a maximum of 30 minutes. It would be helpful to bring all assignments, questions, point of confusion, and any other documents that would aid the teacher in problem solving and providing suggestions for improvement.