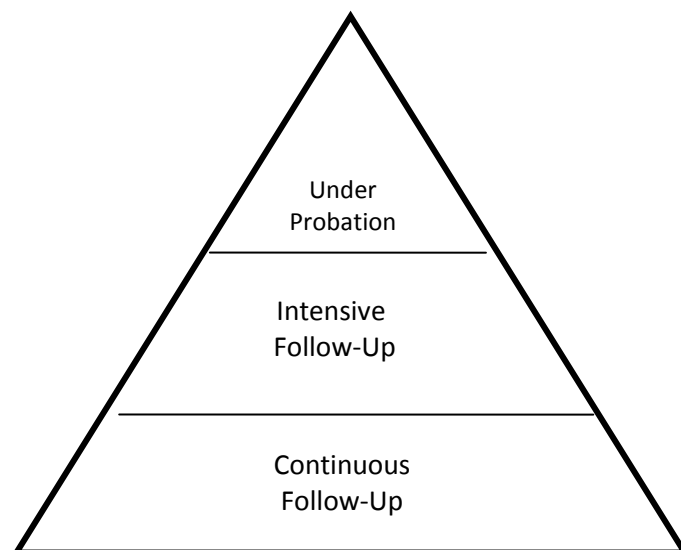


# Dhahran Ahliyya Schools

DAS procedures for following on student achievement in the Primary Grades



Revised: 6/1/2013

## Introduction

One of DAS most important priorities is providing learning for all students and establishing an environment conducive to learning. DAS interest in teaching its students is not directed towards a particular category only, but towards all students to ensure that they have the opportunity for learning according to their needs and potential. DAS expects its students' high achievement and utmost usage of their potential compatible with the great opportunities that DAS makes available for them and ensures they reach high achievement levels that qualify them to join the best universities. For this goal, DAS was careful in setting a plan to support student achievement through the continuous follow-up for all students in all school subjects. In addition to the intensive follow-up for students in the accumulative subjects, ending with the stage of placing the student under probation if low achievement continues.

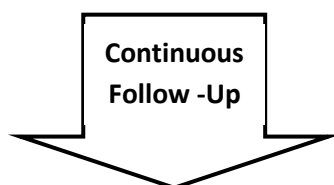
## Goals of the Plan for Supporting Student Achievement

1. To ensure that DAS provides support and help for all students, particularly students who do not learn effectively in the mainstream program, and who affect or forbid others from learning effectively.
2. To ensure that the student demonstrates a permanent will and ability to improve continuously and to ensure parents' effective and permanent involvement in following up their child's achievement.
3. To ensure that parents are aware of any problem that affects their children's learning, especially if the problem is going to affect the student's continuity at DAS.
4. To ensure that DAS has sufficient evidence to justify the student's achievement and behavioral level, and that the steps taken by the school for academic and behavioral improvement are documented and kept safely until proper action is taken.

## Accumulative Subjects

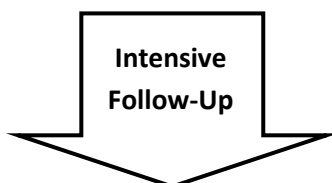
In primary grades, these subjects are: Math, Arabic, and English

### **Stage 1**



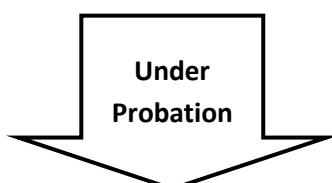
This means continuous follow-up on student achievement. This follow-up is based on the dated and documented data and evidence, so as to provide the necessary support for the student by the teacher and the concerned supervisor in all the subject areas and through using all the sources of information.

### **Stage 2**



This means intensive follow-up for students whose performance is below the criteria agreed upon (in two or more accumulative subjects) for two consecutive semesters out of three, where the student does not meet the required progress.

### **Stage 3**



This stage involves the students who demonstrated continuous low achievement by getting evaluations below the criteria in two or more accumulative subjects throughout two consecutive semesters out of three.

Number	Kind of Follow-Up	Week	Teacher	Supervisor	Counselor	Principal	Head of Research	Student Support Unit
<b>Continuous</b>								
1	Introduces the organization skill then trains student in it .	1 <sup>st</sup> and 2 <sup>nd</sup> of school year	*					
2	Integrates the study skills into the units .	Continuous	*					
3	Collects continuous information on all students' work areas from the available resources.	Continuous	*					
4	Analyzes student work, results, behavior, and work habits .	Fourth	*					
5	Keeps a complete record that includes the information, contact data, and improvement plans on which he worked with the student .	Continuous	*					
6	Meets individually with the student to know the reasons of the problem and sets goals that make the student become enthusiastic and motivated about the subject .	Fifth	*					
7	Meets with the student counselor to discuss the study skills and lack of motivation in some students .	Seventh	*		✓			
8	Goes over the fields and teacher's work and the strategies used, and gives feedback .	Continuous		*				
9	Meets with the teacher and monitors his plans continuously in light of the outcome of the student's work .	Continuous		*				
10	Provides opportunities for the teachers of the same class to discuss students' results and give their assessments .	Continuous		*				
11	Makes sure that he/she prepares and sends a report about the results of accumulative subjects after the end of each semester for students who are below the standard level, and sends a copy of this report to the student's counselor and Head of the Support Unit .	End of each semester	✓	*	✓			✓
12	Invites the principals, supervisors, the counselor concerned, the Head of the Research Unit, and the Head of the Support Unit to a meeting for each cluster separately at least twice each semester in order to discuss the results of all students' achievement and to set recommendations .	2 <sup>nd</sup> and 10 <sup>th</sup>				*		
13	Organizes the process of conducting standardized tests for all accumulative subjects and grade levels .	Once in a semester					*	
14	Hands in the results for each teacher, the supervisor concerned, the Head of the Support Unit, the Principal, and the student counselor						*	
15	Prepares a list of students who are below the standard level and clarifies the accumulative record of these student's in all the accumulative subjects .	Once in a semester			*			
16	Invites the Principal, Director of Curriculum and Professional Development, the Supervisors, and the Head of the Support Unit to a meeting to discuss the results of students who are below the standard level .	Monthly			*			
17	Invites the Director of Curriculum and Professional Development to a meeting in case 25% or more of the students in a class achieved below the approved standard in any subject matter under his supervision in order to set improvement plans .	Continuous		*				

Number	Kind of Follow-Up	Week	Teacher	Supervisor	Counselor	Principal	Head of Research	Student Support Unit
18	Prepares a list of students' names at the end of each semester whose grades are below the standard in two accumulative subjects or more, and sends copies of this list to the Principal, the concerned Supervisor, the Head of the Support Unit, and the Director of Curriculum and Professional Development .	Last week			*			
19	Prepares follow-up and improvement plans for students who are below the standard level in the accumulative subjects, and involves the student counselor and the Head of the Support Unit as needed .	Continuous	*	✓	✓			✓
20	Fills out the student's accumulative record .	End of each semester	*					
<b>Intensive Follow-Up</b>								
1	Prepares a list that shows students who were already placed on Intensive Follow-Up status and students who spent one, two, and three consecutive semesters on intensive follow-up and were removed from this status .	Last week of each semester	✓	✓	*			
2	Sends copies of this list to the persons concerned (the General Director, the Principal, the Director of curriculum and Professional Development, the Supervisors, and the Support Unit) .	1 <sup>st</sup> week of each semester			*			
3	Sends notification letters to parents stating their child's status .	2 <sup>nd</sup> week of each semester				*		
4	Coordinates with the Supervisor, the teacher, the parents, the student, and the Support Unit to develop intensive follow-up plans stating the role of each party .	Continuous			*			
5	The teacher and the student counselor meet together with the student to follow-up on his action plans once a month .	Continuous	✓		*			
6	Modifies the student's action plan as needed .	As needed	*	✓				✓
7	Coordinates for a meeting with parents to follow up on their action plan and to keep them informed of any changes .	One week prior to individual or any other conferences	✓	✓	*			✓
8	Keeps complete and comprehensive records for each student in the intensive follow-up that includes all the data required including punctuality (electronically if possible) .	Continuous			*			
9	Meets with students to develop action plans for the summer vacation and invites the parent as needed (The meetings may be held according to items 5 and 6, as needed.) .	Continuous	*	✓	✓			
10	Hands in the results for each teacher, the supervisor concerned, the Head of the Support Unit and the Principal .				*			
11	Prepares a list for students who are under probation stating the accumulative record of these students and hands it in to the persons concerned .	Once a semester			*			

Number	Kind of Follow-Up	Week	Teacher	Supervisor	Counselor	Principal	Head of Research	Student Support Unit
<b>Under Probation</b>								
<b>1</b>	DAS administration sends, after approval of DAS President, notification letters to parents of students who are under probation or who are in the last semester of school, and obtains their signature on the letter. A copy of these names is sent to the Business Office so tuition fees shall not be paid until a decision is made by the committee.	2 <sup>nd</sup> week and last week of the 2 <sup>nd</sup> semester				*		
<b>2</b>	Meets with all the parties (the parent, counselor, teacher, student, and the supervisor concerned) in order to develop an action plan for follow-up .	From the 2 <sup>nd</sup> until the 4 <sup>th</sup> weeks				*		
<b>3</b>	Monitors with parents the student's progress on a continuous basis .				*			
<b>4</b>	Calls the parents of students who did not show up for the meetings .	3 <sup>rd</sup> week				*		
<b>5</b>	Meets with the student once a month based on his level of continuous achievement .	Continuous			*			
<b>6</b>	Meets with DAS administration to review all the cases .	Twice per semester			*			
<b>7</b>	Informs the administration of the students who demonstrated progress, those who failed to show any progress, and those who are awaiting a decision by the committee (those who are under probation) .	Middle of 2 <sup>nd</sup> semester			*			
<b>8</b>	Members of the Counseling Committee hold a meeting to determine the final list of students who should not continue at DAS, offer recommendations for the President, and consider the status of those students who are under probation so as to determine those students whose parents are advised to withdraw them from the school .	11 <sup>th</sup> week				*		
<b>9</b>	Meets with parents to advise them to withdraw their children from the school so as to avoid dismissing them at the end of the year .	12 <sup>th</sup> week of 2 <sup>nd</sup> semester				*		

\* indicates the person responsible

✓ indicates the person who should be informed

- Teacher may mean one teacher or several teachers teaching the same grade level
- The Counseling Committee includes the General Director, the Principal, the Director of Curriculum and Professional Development, the Supervisors concerned, the Student Counselor, and the Head of the Support Unit.