

# Al Zuhour Private School



## School Improvement Plan

September 2009 – May 2014



*Al Zuhour Private School Improvement Plan*

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### 1.1 IMPROVEMENT PLAN: Curriculum, Instruction, and Assessment: Curriculum Content

Goal: To raise overall level of attainment of English and Mathematics					
Support Data (used to select the goal)	Standardized Assessment(s)	Other Assessment(s)			
Examination results, Students 'performance reports.	MAP, Aero, SAT	School examinations, Teacher evaluation forms			
Intervention Co-curricular and Extra-curricular activities, Clubs, Field Trips, Lectures, presentations			Research supporting this intervention: Curriculum Content		
Activities to Implement the Intervention	Person(s) Accountable	Timeline		Resources	Professional Development
		Begin	End		
All school personnel to encourage students to use English during formal and informal conversations	Administration English teachers Mathematics teachers	Sep 2009	On-going	English Clubs Drama Clubs Debate Clubs Smart Program Field Trips Competitions Library Recognized Websites	Training Across the curriculum Curriculum development
Teachers to only use English as a medium during explanation		Sep. 2009	On-going		
An extra English reading session once a week followed by reading tasks for homework		Sep. 2010	On-going		
Additional comprehension passages to enhance use of idiomatic English and new vocabulary		Sep 2010	On-going		
Kinder pupils to be encouraged to express		Sep 2009	On-going		



themselves in English					
Encourage children to express themselves in English. Correct and praise as and when necessary		Sep 2010	On-going		
On a roster basis, during morning assembly, different classes to read some prose or poetry to the whole school		Sep 2011	On-going		
Promote awareness among students in the field of mathematics		Sep 2010	On-going		
Math enforcement agenda (SMART)		Sep 2010	On-going		
More frequent use of school's library		Sep 2009	On-going		



**1.2 IMPROVEMENT PLAN: Curriculum, Instruction, and Assessment: Extra-curricular Activities/Coordinator**

<p>Goal: To place stronger emphasis on the role that students, parents, teachers, and Administrators should take Assign a Specialized Extra-Curricular Activities Coordinator</p>					
Support Data (used to select the goal)	Standardized Assessment(s)	Other Assessment(s)			
Students surveys	N/A	Public Speaking competition, Reward Certificates, Trophies, acknowledgement certificates of participation, Appreciation Certificates			
Intervention Co-curricular and Extra-curricular activities, Clubs, Field Trips, Out of school activities, Environmental campaign.			Research supporting this intervention: Curricular and Extra-curriculum activities		
Activities to Implement the Intervention	Person(s) Accountable	Timeline		Resources	Professional Development
		Begin	End		
Encourage parents to participate in School's co-curriculum activities	Administration teachers Parents Students	Jan. 2010	On-going	School facilities Clubs Festivals & Celebrations End of Year Concerts Book Fairs Parents evening day Field Trips Sports competitions Parent expertise	Co-curricular and Extra-curricular workshop  Extra-curricular Coordinator training
Organize regular school activities and talks for parents to help them develop the required skills		Sep. 2010	On-going		
Work hard to elicit parental collaboration, especially in difficult situations		Sept. 2009	On-going		
Consider parents as partners in order to strengthen school/home links		Sept. 2009	On-going		



Foster a climate of respect, trust and co-operation between parents and school		Sept. 2009	On-going		
Make parents feel welcome to come to school to discuss their children's progress		Sep. 2009	On-going		
Exhort parents to create a learning environment at home as well		Sep. 2009	On-going		

### 1.3 IMPROVEMENT PLAN: Curriculum, Instruction, and Assessment: Resource Material

Goal: To allocate resources, programs and services to enhance expectations for student learning.					
Support Data (used to select the goal)	Standardized Assessment(s)	Other Assessment(s)			
Inventory of resources at school and Teacher support material	School-based examinations	Laboratories , presentations, school assessments			
Intervention			Research supporting this intervention:		
Lectures, curriculum specialist, Professional Development program			Resources to support Curriculum		
Activities to Implement the Intervention	Person(s) Accountable	Timeline		Resources	Professional Development
		Begin	End		
Provide teachers with required teaching resources aligned with the curriculum	Administration Heads of Departments Teachers	Sept. 2009	On-going	School facilities plan Counselors' policies Heads of departments IT Services Sports schedule Equipment	ICT training courses Computers in the classroom Student-centered classroom
Provide students with services to enrich students' learning and participation in school program:		Sept. 2009	On-going		
<ul style="list-style-type: none"> <li>Classroom assistants</li> <li>Academic guidance and career planning</li> <li>Guidance counseling</li> </ul>		Sept. 2009	On-going		
		Sept. 2009	On-going		



<ul style="list-style-type: none"> <li>• Sports facilities &amp; safe fields and courts</li> <li>• Equipped laboratories</li> <li>• Computers in the classrooms</li> <li>• A wireless campus</li> <li>• Safe transport services</li> <li>• Upgraded library</li> <li>• Additional classroom space</li> </ul>		<p>Sept. 2009</p> <p>Sept. 2010</p> <p>Sept. 2009</p> <p>Sep. 2009</p> <p>Sep. 2009</p> <p>Sep. 2009</p> <p>Sep. 2009</p>	<p>Sept 2011</p> <p>On going</p> <p>On-going</p> <p>On- going</p> <p>On-going</p> <p>On- going</p> <p>Sep 2010</p>		
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### 1.4 IMPROVEMENT PLAN: Curriculum, Instruction, and Assessment: Teacher Involvement

Goal: To encourage teachers to have a close bond with students and promote student/teacher interactions					
Support Data (used to select the goal) Classroom observations/visits, reports, students interactions/suggestions	Standardized Assessment(s) Surveys	Other Assessment(s) Competitions, student surveys			
Intervention Lecture to promote interaction, stimulating material: Audio/Video, ICT Expertise			Research supporting this intervention: Teacher's involvement and Interaction		
Activities to Implement the Intervention	Person(s) Accountable	Timeline Begin                      End		Resources	Professional Development
To supply teaching staff with necessary resources aligned with the curriculum	Administration	Sept. 2009	On-going	School facilities plan Counselors' policies/Services Heads of departments IT Services	Data Analysis Classroom Management Computers in the classroom Student-centered classroom
Provide direct help and care to teachers during classroom time	Heads of Departments	Sept. 2009	On-going		
Staff meeting to discuss students performance and needs	Teachers	Sept. 2009	On-going		
Provide teachers with varied opportunities to enrich their career		Sept. 2009	On-going		
Provide access to all teachers to various resources, such as computer laboratories		Sept. 2009	On-going		



## 2. Student Growth and Development

Al Zuhour Private Schools is committed to providing an environment in which students learn to care about themselves, each other and the world around them. It promotes a school culture that honors the intrinsic value of education; encourages respect and responsibility embraces diversity. It acknowledges the primary role of parents in the development of the child and the importance of the partnership between the school and the parent community in meeting these goals.

Since growing and learning occur through overcoming adversity, challenges and obstacles, the school supports students so that they may develop character and healthy coping skills. Students will be taught the skills necessary to become independent, to advocate for themselves and to accept responsibility.

To support the emotional health, physical development and intellectual growth of our students, the school will respond to the changing issues facing students. As the school looks ahead into the years ahead, it recognizes the technological advances that impact our students' issues presented by these advances. The school also recognizes the interconnection of student issues in and out of the classroom as well as before and after school. The school will respond to the mounting academic and social pressures and stress on students, and hopes to work hard onto improving its:

- Co-Curricular/Extra- curricular Programs.
- Student Transitions.



## 2.1 IMPROVEMENT PLAN: Student Growth and Development: Co-curricular and Extra-curricular Programs

Goal: To provide diverse and broad spectrum of students athletic and co-curricular programs and activities that enable students to explore their special interest and talents beyond the core curriculum					
Support Data (used to select the goal) Students surveys and interviews		Standardized Assessment(s)		Other Assessment(s) Students fitness	
Intervention Curricular and co-curricular approaches				Research supporting this intervention: Co-curricular and Extra-curricular Programs	
Activities to Implement the Intervention	Person(s) Accountable	<u>Timeline</u> Begin                      End		Resources	Professional Development
School will educate students to co-curricular and athletic possibilities	Principal Physical Education instructors/coaches Students	Sept. 2009	On-going	Sports/ social clubs Athletic competitions teams School concert leaders Athletic equipment/supplies	Physical and Wellness Awareness Fitness, diet, and the curriculum
Increase participation of students of all groups		Sept. 2009	On-going		
Increase types of offerings available to students of various grades		Sept. 2009	On-going		
Train students leaders to lead co-curricular/athletic programs		Sept. 2010	On-going		



**2.2 IMPROVEMENT PLAN: Student Growth and Development: Student Transition**

Goal: To support students through transitions in their school life, such as, K-elementary to Middle School or Middle to high school, High School to preparing to leave for college study					
Support Data (used to select the goal) Students surveys and interviews	Standardized Assessment(s)	Other Assessment(s) Interviews: students counselors			
Intervention Counselors, parents, progress reports			Research supporting this intervention: Student Transition		
Activities to Implement the Intervention	Person(s) Accountable	<u>Timeline</u> Begin                      End		Resources	Professional Development
School will evaluate the system for transition points K-12  School will identify the skills necessary for a successful transition, academically, socially, and emotionally	Principal Deputy Principal Counselors	Sept. 2009  Sept. 2010	On-going  On-going	Data Reports Recommendation of Monitors School Counselors Reports	Assessing Data Students Motives and Behavior



### 3. Community and Home/School Relations

Because of the important role of parents in the education of their children, Al Zuhour Schools is committed to a strong home and school relationship. It recognizes the key position that teachers, administrators, and all staff hold in this relationship it provides these individuals with the necessary support and tools they need to meet this responsibility. As a result, the schools will adhere to the following:

- Establishing Guidelines for Teachers/Parents Communication
- Setting up an Electronic Communication System
- Developing the School Website
- Showcasing students Achievement



### 3.1 IMPROVEMENT PLAN: Home/School Communication: Guidelines for Teachers/Parents Communication

Goal: To develop guidelines for communication between teachers and parents to support a strong healthy home/school relationship					
Support Data (used to select the goal) Parents/Staff Surveys	Standardized Assessment(s)	Other Assessment(s) Correspondence, Surveys			
Intervention PTA, Publication, Surveys, Website			Research supporting this intervention: Guidelines for Teachers/Parents Communication		
Activities to Implement the Intervention	Person(s) Accountable	<u>Timeline</u> Begin                      End		Resources	Professional Development
To develop and publish appropriate guidelines that make an effective communication system	Principal Deputy Principal Heads of Department	Sep. 2009	On-going	Guidelines for Communication Effective Communication	Communicate Process Effective Communication
Incorporate guidelines into technology standards for communication to be developed for staff	Administrative staff Teachers Parents Students	Sept. 2011	On-going		

### 3.2 IMPROVEMENT PLAN: Home/School Communication: Electronic Communication System

Goal: To explore the potential for electronic communication system to complement current means of communication					
Support Data (used to select the goal) Teacher/Parent Surveys		Standardized Assessment(s)		Other Assessment(s) Previous studies and decisions	
Intervention Technology, Communication approaches			Research supporting this intervention: Electronic Communication system		
Activities to Implement the Intervention	Person(s) Accountable	<u>Timeline</u> Begin                      End		Resources	Professional Development
School will use technology for communication and for information  Developing an e-mail system for staff to communicate with parents and enrich their career	Principal Deputy Principal Heads of Department Administrative staff Teachers Parents Students	Sept. 2009	On-going	Wireless campus High speed internet Computers	Automated System Effective Use of Electronic Media Communicate Process Effective Communication
		Sept. 2011	On-going		

### 3.3 IMPROVEMENT PLAN: Home/School Communication: Development and Use of school website

<b>Goal: Enhance Communication with stakeholder</b>					
Support Data (used to select the goal) Teacher/Parent surveys	Standardized Assessment(s) Students, parents and satisfaction surveys	Other Assessment(s) Monitoring strength of links with stakeholder through formal and informal communication .Record feedback and evaluate it.			
Intervention <b>School Website updating and enhancing.</b>			Research supporting this intervention:		
Activities to Implement the Intervention	Person(s) Accountable	<u>Timeline</u> Begin                      End		Resources	Professional Development
Continues update of information on website to stay current and informative.	IT Teachers Administrative and teaching staff	Sep. 2010	On-going	Internet, official domain provider, administrative staff to provide data, overtime payment	
Continues enhancing of website pages		Sep. 2010	On-going		
Creating specialized web pages for each class		May. 2011	Sep 2011	Same resources mentioned above + budget for outside party	
Advertise school website among stakeholders through school publication and communication		Oct 2010	On-going		

### 3.4 IMPROVEMENT PLAN: Home/School Communication: Showcasing Students' Achievement

Goal: To seek new ways to publish and show the achievement of students, both within and outside Al Zuhour Community					
Support Data (used to select the goal) Annual report Cards/Examinations Results		Standardized Assessment(s) Reports		Other Assessment(s) Success in Co-curricular/ extra-curricular activities	
Intervention Students achievements, Assessment Reports, Students Morale				Research supporting this intervention: Showcasing Students Achievements	
Activities to Implement the Intervention	Person(s) Accountable	Timeline		Resources	Professional Development
		Begin	End		
School will use technology for showcasing students accomplishments and for information  School will explore new opportunities to share the achievement, talents and work of students	Principal Deputy Principal Head of ICT Department Administrative staff Teachers Students	Sept. 2009	On-going	Annual Reports Standardized Examinations Results Competition Reports and Award Certificates Wireless campus High speed internet Computers	Website Development and home page design Effective Use of Electronic Media Internet Posting Boosting Morale and positive re-enforcement Effective Communication
		Sept. 2010	On-going		

### 3.5 Improvement plan: Home/School Communication: SMS Implementation

Goal: To enhance communication with stakeholders					
Support Data (used to select the goal) Teacher/Parent surveys	Standardized Assessment(s) Students, parents and satisfaction surveys	Other Assessment(s) Monitoring strength of links with stakeholder through formal and informal communication .Record feedback and evaluate it.			
Intervention Implementing SMS (Short messaging ) system			Research supporting this intervention: Feasibility study based on collected data.		
Activities to Implement the Intervention	Person(s) Accountable	<u>Timeline</u> Begin                      End		Resources	Professional Development
Evaluate different type of service provided	Computer Programmer	May 2009	Sep 2009	Time Computer programmer	Training
Update parents mobile telephone numbers	Accountants Class Teachers	Oct of Each year	Oct of Each year	Budget Internet	
Subscribe service	Secretaries Administrators	Sep of Each year	August of each year		
Training and Preparation		Nov. 2009	Nov. 2009		
Implementation		Nov 2009	On-going		

#### 4.1 IMPROVEMENT PLAN: School Building, Facilities and Premises: Renovation Planning

<p><b>Goal:</b> Respond to changing instructional and student needs by modifying space to accommodate new methodology and technology. The school will also sustain efforts to restore, redesign and renovate internal space to support a positive learning climate and different needs.</p>					
<p>Support Data (used to select the goal) Building assessment and enrollment</p>		<p>Standardized Assessment(s)</p>		<p>Other Assessment(s) Observation and Practices</p>	
<p>Intervention School Building, Instructional Space</p>			<p>Research supporting this intervention: Renovation Planning</p>		
Activities to Implement the Intervention	Person(s) Accountable	Timeline		Resources	Professional Development
		Begin	End		
<p>Analyze space needs with a view to restoring, redesigning and renovating internal space to better accommodate existing and new programs, and to increase classroom space.</p> <p>School will initiate a plan for renovating the school building</p> <p>Initiating a planning time for expanding Physics / chemistry labs</p> <p>Expand and increase number of staffroom for teachers to provide better working conditions</p>	<p>Chairman Principal</p>	July 2009	May 2010	<p>Finances and budgetary means</p>	<p>Prospects of Expansion</p>
		Sept. 2009	May 2011		
		Sept. 2009	May 2010		
		Sept. 2010	Sept 2012		

## 4.2 IMPROVEMENT PLAN: School Building, Facilities, and Premises: Safety Planning

Goal: To maintain healthy, safe, secure learning environments; update safety procedures and plans; and collaborate with local authorities to keep pace with new requirements and needs.					
Support Data (used to select the goal) Regulations and changing world		Standardized Assessment(s)		Other Assessment(s) Previous meetings and studies	
Intervention School learning environment			Research supporting this intervention: Safety Planning		
Activities to Implement the Intervention	Person(s) Accountable	Timeline		Resources	Professional Development
		Begin	End		
School will conduct fire drills regularly	Principal Administrators Fire Department Maintenance Manager	Sept. 2008	On-going	Safety procedures Fire Drill Schedule Local Safely rules and regulations	Safe environment First Aid Training How to live and Work in Safe environment
School will ensure that its safety plans be revised and updated periodically		Sept. 2009	On-going		
School will refine and test safety plan		Oct. of each year	Nov. of each year		
School will keep a safe record of emergency notification system to communicate with parents in case of emergency		Sept. 2009	On- going		

### 5.1 IMPROVEMENT PLAN: Technology: Technology Standards For Staff

Goal: To develop and implement technology standards for staff					
Support Data (used to select the goal) Staff Collaboration	Standardized Assessment(s)	Other Assessment(s) Staff graphics and ICT Staff observations			
Intervention Support services, ICT specialists			Research supporting this intervention: Technology Standards For Staff		
Activities to Implement the Intervention	Person(s) Accountable	Timeline		Resources	Professional Development
		Begin	End		
Implement technology standards for staff	Principal Assistant Principal ICT Support Staff	Sep. 2011	On-going	ICT laboratories High Speed Internet Computers in Classrooms	Technological Instructional Techniques Use of computers in classrooms
Publish technology standards for staff		Sep. 2011	On-going		
Increase demand for staff development opportunities		Jan. 2010	On-going		
Increase use of appropriate technology for administrative tasks and instructional programs		Sep. 2011	On-going		



### 5.2 IMPROVEMENT PLAN: Technology: Teachers' Technology Training

Goal: To provide quality staff development on effective use of technology by staff					
Support Data (used to select the goal) Staff Collaboration	Standardized Assessment(s)	Other Assessment(s) Staff graphics and ICT Staff observations			
Intervention Support services, ICT specialists			Research supporting this intervention: Teachers Technology Training		
Activities to Implement the Intervention	Person(s) Accountable	Timeline		Resources	Professional Development
		Begin	End		
School will develop and implement a staff development plan	Principal Assistant Principal ICT Support Staff Administrative staff Teachers	Oct. 2010	On-going	ICT laboratories High Speed Internet Computers in Classrooms	Technological Instructional Techniques Use of computers in classrooms Web page development Emerging Technologies
School will provide staff with skills needed to utilize new and emerging technologies		Sept. 2010	On-going		
School will review current practices on effective models for technology integration		Sept. 2009	On-going		
School will develop a web page for each department		May. 2011	On-going		

### 5.3 IMPROVEMENT PLAN: Technology: Students' Learning and Achievement and Technology

Goal: To provide quality staff development on effective use of technology by staff					
Support Data (used to select the goal) Technology Surveys, Formal and Informal classroom observation	Standardized Assessment(s)  Practical Examinations	Other Assessment(s)  Anecdotal Staff and Administrators observations			
Intervention Support services, ICT specialists, curriculum, emerging technologies			Research supporting this intervention: Students Learning and Achievement and Technology		
Activities to Implement the Intervention	Person(s) Accountable	<u>Timeline</u> Begin                      End		Resources	Professional Development
Increase the use of technology by teachers, students and staff	Principal Assistant Principal Head of ICT	Sept. 2007	On-going	ICT laboratories Assessment reports Computers in Classrooms	Data Analysis Use of computers in classrooms
Increase use of technology for home/school communication	Department Administrative staff Teachers	Sept. 2008	On-going	Staff surveys Students surveys Result analysis	Action Research Emerging Technologies
Use variety of measures to evaluate the impact of technology on students success		Sept. 2009	On-going		
Analyze students results		June 2009	On-going		

**6.1 IMPROVEMENT PLAN: Human Resources and Staff Development: Classroom-Based Research to Improve Instruction**

Goal: To participate in various high performing institutions and other outstanding resources to employ new ideas and approaches to staff development					
Support Data (used to select the goal) Teachers' data analysis		Standardized Assessment(s)		Other Assessment(s) Assess reports: Heads to analyze finding to curriculum, instructions, and assessment Re-evaluate teachers' status	
Intervention Professional development workshops, conferences, seminars, guest speakers			Research supporting this intervention: Classroom-Based Research to Improve Instruction		
Activities to Implement the Intervention	Person(s) Accountable	Timeline		Resources	Professional Development
		Begin	End		
To investigate the process of implementation of an action research for professional development learning  Teachers to conduct informal research concurrent with their teaching  To collect data on how to improve students' level of achievement	Principal Heads of Departments Subject teachers	Sept. 2009	On-going	Local/ International university professionals Professional journal articles Professional teachers Websites	Pre-service and In-service teacher development education Practice-based professional development Professional resources Curriculum mapping and design
		Sept. 2009	On-going		
		June. 2010	On-going		

## 6.2 IMPROVEMENT PLAN: Human Resources and Staff Development: Staff Development Calendar

Goal: To plan, develop, revise, and update in-service and out-service staff development calendar					
Support Data (used to select the goal) Data analysis	Standardized Assessment(s)	Other Assessment(s) Assess reports on number of SPD: Heads to analyze finding to curriculum, instructions, and assessment			
Intervention Professional development workshops, conferences, seminars, guest speakers			Research supporting this intervention: Staff Development Calendar		
Activities to Implement the Intervention	Person(s) Accountable	Timeline		Resources	Professional Development
		Begin	End		
School will plan, develop, revise staff development plan	Principal Assistant Principal Heads of Departments Teachers	June. 2011	On-going	Local/ International university professionals Professional journal articles Professional teachers Websites ICT Training Data-driven material Guest speakers Online/College courses	Pre-service and In- service teacher development education Practice-based professional development Professional resources Curriculum mapping and design Learning Assessment Data Analysis
School will develop different stages of staff development and differentiate accordingly		Sep. 2009	On-going		
School will provide a variety of staff development opportunities as may be needed such as: technology assistance, workshops, conferences, seminars, online courses, and other appropriate training		Sept. 2009	On-going		

### 6.3 IMPROVEMENT PLAN: Human Resources and Staff Development: Staff Professional Development Day (SPD)

Goal: To encourage professional growth: Learning and Teaching					
Support Data (used to select the goal) Data analysis	Standardized Assessment(s)	Other Assessment(s) Assess reports on number of SPD: Heads to plan and analyze outcome in reference to curriculum, instructions, and assessment			
Intervention Professional development workshops, conferences, seminars, guest speakers, In-service training, heads of departments			Research supporting this intervention: Staff Professional Development Day: Learning and Teaching		
Activities to Implement the Intervention	Person(s) Accountable	Timeline		Resources	Professional Development
		Begin	End		
School will plan scheduled workshops for staff development  Staff will be encouraged to share their expertise with each others  Principal and Heads of departments to intensify class visits and advise according to specific observation	Principal Assistant Principal Heads of Departments Teachers	Sep 2010  Sept. 2009  Oct. 2009	On-going  On-going  On-going	Local/ International university professionals Professional journal articles Professional teachers Websites Heads of departments ICT Training Data-driven material Guest speakers	Practice-based professional development Professional resources Curriculum mapping and design Learning Assessment Data Analysis Students' behavior and classroom management