

14: Identifying Struggling Students

If, through formative and summative assessments, it is determined that the class lesson plans and small groups the teacher has planned are not helping the student to make progress, here is what steps the teacher should take:

(Copied from the Employee Manual)

If a student is not making progress:

1. Document what changes you have made in class – adjusting curriculum, changing small groups, assisting one-on-one
2. Discuss the issues you are noticing with the parent. Take notes on what the parent says. Chances are they may have said something at the initial action plan meeting. The parent may know what helps the student learn.
3. Fill out the Student Academic Needs form and submit it to the principal.
4. Check previous school records for information.
5. Check the student's last IOWA scores and Developmental Reading Assessment. If they are new this year, ask administration to complete a DRA for the student. If the deficiency is in math, do Abeka placement tests at lower and lower levels until you find the level the student is currently at.
6. Talk to the administrator about adding the student to the tutoring schedule.
7. Talk to other teachers about possibly pairing the student up with other students who may be at their level.
8. Begin Response to Intervention paperwork: if we cannot help the student, that information could be used at the student's next school.
9. Begin interventions – see interventions list for ideas. You can also speak to administration about interventions.
10. Record interventions on RTI paperwork and in lesson plans.
11. If, after the year is over, you, the tutor, administration, and other teachers have done our best to help the student make progress, but they are still not making progress, AND the student does not have any formal

evaluation, AND the parent is not assisting the student or scheduling formal evaluations, then the student may be dismissed from the program. Educational Harbor is unable to diagnose learning disabilities.

The administrator's roll in this process is to support the teacher, make sure the process is moving forward, make sure documentation is happening correctly, and that the parent is being communicated with throughout the process.

The process is communicated to teachers on the teacher page on our web site (which is hidden to parents and students)