**Literacy Action Plan**

*Districts and each school within a district should develop a literacy team with representatives from support specialists, administrators, general education teachers, special education teachers, intervention teachers, English learner teachers, library media specialists, literacy coaches and other literacy support staff. The literacy teams should use the Kentucky Literacy Framework to guide discussions about literacy best practices and gather information on progress toward literacy goals. The information gathered on the Kentucky Literacy Framework should be used to develop a literacy plan using the template below.*

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| **Literacy Leadership Team** |

District Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Team Member** | **Title/Position** |
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**Goal of the Literacy Plan**

To record the systematic literacy plan for the district and each school by including High Quality literacy resources used or needed, literacy assessments used or needed, literacy intervention(s) used or needed, literacy professional learning currently happening or needed, family engagement plans and any other information that clearly explains the literacy vision and work.

**Monitoring the Literacy Plan**

*Provide a brief narrative describing how the district/school will monitor the progress of the literacy plan including implementation procedures, training the literacy team, progress monitoring of goals, literacy plan monitoring dates and next steps.*

 Best practice is to have the literacy team review and monitor the literacy plan at least 3 times a year to ensure progress toward goals.

*Link meeting agendas and sign in documents as evidence.*

**Literacy Plan Monitoring Schedule:**

|  |  |
| --- | --- |
| **Literacy Plan Review Best Practice** | **Date of Literacy Plan Review** |
| **Beginning of Year** |  |
| **Middle of Year** |  |
| **End of Year** |  |

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| **Domain 1: Literacy Leadership Team Goal (increase or decrease space as needed)** |
| **Strengths** **According to findings from the Kentucky Literacy Framework:** |
| **Opportunities for Improvements According to findings from the Kentucky Literacy Framework:** |
| **Level** | **Actions Needed** | **Outcome** | **Person Responsible & Resources Needed** | **Timeline for Implementation** |
| **Early Childhood** |  |  |  |  |
| **Elementary** |  |  |  |  |
| **Middle School** |  |  |  |  |
| **High School** |  |  |  |  |
| **Evidence:**  |

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| **Domain 2: Curriculum Implementation Goal (increase or decrease space as needed)** |
| **Strengths** **According to findings from the Kentucky Literacy Framework:** |
| **Opportunities for Improvements According to findings from the Kentucky Literacy Framework:** |
| **Level** | **Actions Needed** | **Outcome** | **Person Responsible & Resources Needed** | **Timeline for Implementation** |
| **Early Childhood** |  |  |  |  |
| **Elementary** |  |  |  |  |
| **Middle School** |  |  |  |  |
| **High School** |  |  |  |  |
| **Evidence:** |

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| **Domain 3: Literacy Professional Learning Goals (increase or decrease space as needed)** |
| **Strengths** **According to findings from the Kentucky Literacy Framework:** |
| **Opportunities for Improvements According to findings from the Kentucky Literacy Framework:** |
| **Level** | **Actions Needed** | **Outcome** | **Person Responsible & Resources Needed** | **Timeline for Implementation** |
| **Early Childhood** |  |  |  |  |
| **Elementary** |  |  |  |  |
| **Middle School** |  |  |  |  |
| **High School** |  |  |  |  |
| **Evidence:**  |

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| **Domain 4: Literacy Instruction Goal (increase or decrease space as needed)** |
| **Strengths** **According to findings from the Kentucky Literacy Framework:** |
| **Opportunities for Improvements According to findings from the Kentucky Literacy Framework:** |
| **Level** | **Actions Needed** | **Outcome** | **Person Responsible & Resources Needed** | **Timeline for Implementation** |
| **Early Childhood** |  |  |  |  |
| **Elementary** |  |  |  |  |
| **Middle School** |  |  |  |  |
| **High School** |  |  |  |  |
| **Evidence:**  |

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| **Domain 5: Data and Assessment Goal (increase or decrease space as needed)** |
| **Strengths** **According to findings from the Kentucky Literacy Framework:** |
| **Opportunities for Improvements According to findings from the Kentucky Literacy Framework:** |
| **Level** | **Actions Needed** | **Outcome** | **Person Responsible & Resources Needed** | **Timeline for Implementation** |
| **Early Childhood** |  |  |  |  |
| **Elementary** |  |  |  |  |
| **Middle School** |  |  |  |  |
| **High School** |  |  |  |  |
| **Evidence:** |

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| **Domain 6: Literacy Intervention Instruction Goal (increase or decrease space as needed)** |
| **Strengths** **According to findings from the Kentucky Literacy Framework:** |
| **Opportunities for Improvements According to findings from the Kentucky Literacy Framework:** |
| **Level** | **Actions Needed** | **Outcome** | **Person Responsible & Resources Needed** | **Timeline for Implementation** |
| **Early Childhood** |  |  |  |  |
| **Elementary** |  |  |  |  |
| **Middle School** |  |  |  |  |
| **High School** |  |  |  |  |
| **Evidence:**  |

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| **Domain 7: Data-Based Decision Making Goal (increase or decrease space as needed)** |
| **Strengths** **According to findings from the Kentucky Literacy Framework:** |
| **Opportunities for Improvements According to findings from the Kentucky Literacy Framework:** |
|  |
| **Level** | **Actions Needed** | **Outcome** | **Person Responsible & Resources Needed** | **Timeline for Implementation** |
| **Early Childhood** |  |  |  |  |
| **Elementary** |  |  |  |  |
| **Middle School** |  |  |  |  |
| **High School** |  |  |  |  |
| **Evidence:**  |

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| **Domain 8: Community and Family Involvement Goal (increase or decrease space as needed)** |
| **Strengths** **According to findings from the Kentucky Literacy Framework:** |
| **Opportunities for Improvements According to findings from the Kentucky Literacy Framework:** |
| **Level** | **Actions Needed** | **Outcome** | **Person Responsible & Resources Needed** | **Timeline for Implementation** |
| **Early Childhood** |  |  |  |  |
| **Elementary** |  |  |  |  |
| **Middle School** |  |  |  |  |
| **High School** |  |  |  |  |
| **Evidence:**  |

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| **Domain 9: Early Childcare Goal (increase or decrease space as needed)** |
| **Strengths** **According to findings from the Kentucky Literacy Framework:** |
| **Opportunities for Improvements According to findings from the Kentucky Literacy Framework:** |
| **Level** | **Actions Needed** | **Outcome** | **Person Responsible & Resources Needed** | **Timeline for Implementation** |
| **Early Childhood** |  |  |  |  |
| **Elementary** |  |  |  |  |
| **Middle School** |  |  |  |  |
| **High School** |  |  |  |  |
| **Evidence:**  |