

Foundational Literacy Skills Plans Rubric

Instructions: Each indicator below must be present in the Foundational Literacy Skills Plan in order to be approved by the department. Any indicators that are highlighted in **yellow** need to be added to the plan to resubmit. The notes section can be used to provide feedback.

Kimi Sucharski
Clarksville Montgomery County School System
Director of Accountability
Kimi.sucharski@cmcss.net

Foundational Literacy Skills Plan Component	Criteria for Success	Does Not Meet Expectation	Meets Expectation	Notes for LEA
Daily Foundational Skills Instructional Time: Grades K-2	<ul style="list-style-type: none"> Instructional time includes a minimum of 45 minutes of foundational skills instruction Instruction is aligned to the TN state standards Foundational skills instruction is demonstrated as the primary form of instruction Includes explicit instruction and student practice in phonemic awareness, phonics, fluency, vocabulary, and comprehension 	All criteria are not met	All criteria are met	No action required
Artifact 1: Grades K-2 Master Schedule	<ul style="list-style-type: none"> Master schedule indicates a minimum of 45 minutes of foundational skills instruction Foundational skills instruction is demonstrated as the primary form of instruction 	All criteria are not met	All criteria are met	No action required.
Daily Foundational Skills Instructional Time: Grades 3-5	<ul style="list-style-type: none"> Instructional time includes a minimum of 30 minutes of foundational skills instruction (isolated or embedded) Instruction is aligned to the TN state standards and includes morphology, grammar, spelling, writing, and fluency An evidence-based approach is used to teach foundational skills Includes explicit supports for fluency, vocabulary, and comprehension 	All criteria are not met	All criteria are met	No action required

<p>Artifact 2: Grades 3-5 Master Schedule</p>	<ul style="list-style-type: none"> Master schedule indicates a minimum of 30 minutes of foundational skills instruction (isolated or embedded) 	<p>All criteria are not met</p>	<p>All criteria are met</p>	<p>No action required</p> <p>Narrative indicated that the foundational skills instruction is embedded therefore the schedules that are submitted suffice</p>
<p>Adopted Foundational Skills Instructional Materials: Grades K-2</p>	<ul style="list-style-type: none"> Selected instructional materials are on approved state adoption list Instructional materials include complete alignment to the TN foundational skills standards <i>If district chooses supplemental foundational skills resources, supplemental resources are aligned to TN state standards and fully address phonological awareness and phonemic awareness</i> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Instructional materials have approved waiver Waiver is included 	<p>All criteria are not met</p>	<p>All criteria are met</p>	<p>No action required</p> <p>Indicated that they supplement with Phonics First Foundations for Reading and Spelling in grades K-2.</p> <p>A waiver for this is not needed due to having an approved curriculum for core instruction. Any supplemental materials do not require a waiver at this time.</p>
<p>Adopted Foundational Skills Instructional Materials:</p>	<ul style="list-style-type: none"> Selected instructional materials are on approved state adoption list 	<p>All criteria are not met</p>	<p>All criteria are met</p>	<p>No action required</p>

<p>Grades 3-5</p>	<ul style="list-style-type: none"> <i>If district chooses supplemental foundational skills resources, supplemental resources are aligned to TN state standards and fully address phonological awareness and phonemic awareness</i> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Instructional materials have approved waiver Waiver is included 			
<p>Universal Reading Screener</p>	<ul style="list-style-type: none"> Universal Reading Screener is selected Complies with RTI² screening requirements outlined in Tennessee’s RTI² framework manual Complies with the dyslexia screening requirements established in § 49-1-229 Allows for three screening assessments annually 	<p>All criteria are not met</p>	<p>All criteria are met</p>	<p>No action required.</p> <p>FastBridge District Writing Process (DWP)</p>
<p>RTI² Reading Intervention Structure</p>	<ul style="list-style-type: none"> Intervention schedules are aligned with expectations outlined in the RTI² manual Interventions are evidence-based and differentiated based by Tier II and III Interventions address specific skill gaps and progress monitor specific gaps Data teams use progress monitoring data to inform decisions about duration, material, and intensity changes when a student is not showing progress Intervention schedule is included 	<p>All criteria are not met</p>	<p>All criteria are met</p>	<p>No action required</p>

Artifact 3: Intervention Schedule	<ul style="list-style-type: none"> Intervention schedules are aligned with expectations outlined in the RTI² manual 	All criteria are not met	All criteria are met	No action required
Parent Notification Plan: Home Literacy Reports	<ul style="list-style-type: none"> Parent Notification Plan details student scores in parent-friendly language Provides clear explanation of skill gaps and the depth and extent of student need Provides information about how those gaps will be addressed during intervention Plan includes no-cost activities for families to support learning at home Provides information on the importance of 3rd grade reading proficiency Includes clear plan to communicate with parents three times a year in grades K-3 and annually in grades 4 and 5 Sample letters (grades K-3 & 4-5) included 	All criteria are not met	All criteria are met	No action required
Artifact 4: Sample Grades K-3 Letter	<ul style="list-style-type: none"> Parent Notification Plan details student scores in parent-friendly language Provides clear explanation of skill gaps and the depth and extent of student need Provides information about how those gaps will be addressed during intervention Plan includes no-cost activities for families to support learning at home Provides information on the importance of 3rd grade reading proficiency 	All criteria are not met	All criteria are met	No action required

<p>Artifact 5: Sample Grades 4-5 Letter</p>	<ul style="list-style-type: none"> • Parent Notification Plan details student scores in parent-friendly language • Provides clear explanation of skill gaps and the depth and extent of student need • Provides information about how those gaps will be addressed during intervention • Plan includes no-cost activities for families to support learning at home • Provides information on the importance of 3rd grade reading proficiency 	<p>All criteria are not met</p>	<p>All criteria are met</p>	<p>No action required</p>
<p>Professional Development Plan for Teachers</p>	<ul style="list-style-type: none"> • Professional Development Plan provides deep training to teachers in grades K-5 on foundational skills instruction grounded in a phonics-based approach • Includes training in phonological awareness, phonemic awareness, phonics, fluency, and vocabulary • Training providers are experienced with proven track record of supporting districts • Teachers are required to demonstrate knowledge and competency • Is absent of cueing or MSV strategies • Sample professional development calendar is included 	<p>All criteria are not met</p>	<p>All criteria are met</p>	<p>No action required.</p>
<p>Artifact 6: PD Calendar</p>	<ul style="list-style-type: none"> • Includes teachers in grades K-5 • Equivalent of one week • Indicates who the trainers are and how they are qualified 	<p>All criteria are not met</p>	<p>All criteria are met</p>	<p>No action required.</p>

	<ul style="list-style-type: none">• Includes training in phonological awareness, phonemic awareness, phonics, fluency, and vocabulary• Indicates how teachers are required to demonstrate knowledge and competency			
--	---	--	--	--