

## 2019-20 K-12 Comprehensive Research-Based Reading Plan Guidance

### Introduction

The purpose of this guidance document is to help each district create a K-12 Comprehensive Research-Based Reading Plan pursuant to Section 1011.62, Florida Statutes (F.S.).

For the 2019-2020 school year, each district will submit a comprehensive reading plan which continues working toward goals identified in 2017-2018 which were aligned to the [State Board of Education's Strategic Plan](#) through the year 2020.

The goals include achieving the following by 2020:

- Improving overall student achievement on the Florida Standards Assessment - English Language Arts (FSA-ELA) by six percentile points
- Improving overall student learning gains in ELA by seven percentile points
- Closing the achievement gap in ELA between the following subgroups by one-third
  - White/African American
  - White/Hispanic
  - Economically Disadvantaged/Non-Economically Disadvantaged
  - Students with Disabilities (SWD)/Students without Disabilities
  - English Language Learners(ELL)/ Non-English Language Learners

In the plan, districts will make any needed revisions to the previous plan to accomplish the set goals for improvement by 2020 which are equal to, or greater than, the State Board goals. Each district identified interim goals in 2017-2018 and will continue to use these goals to measure progress toward their individual 2020 goals. Districts will continue to ensure that each school in the district is making adequate progress to support the overall district goals for 2020. In the event a district is not meeting its interim goals, *Just Read, Florida!* (JRF!) will contact the district to begin a tiered support process which includes both remote and on-site monitoring. The first step in this process will be for the notified district to identify which schools in the district are not making progress toward the district goal. JRF! will review the School Improvement Plan (SIP) for the identified schools in the areas of reading instruction and address potential areas of concern. For districts with large percentages of schools not meeting the goals, site visits will be conducted to review the district responsibilities and implementation of the plan. Additional questions will be asked to determine the effectiveness of the district choices in allocation expenditures as they relate to the district's support of each school's ability to reach the specified goals.

Additionally, districts will be monitored on their ability to make progress toward meeting these goals on the grade 3 FSA-ELA. Districts with a disproportionate number of students scoring at achievement level 1 will be monitored during summer reading camp (SRC). These districts will be asked to respond in more depth as to the effectiveness of their approved plan's ability to reduce the number of students scoring at achievement level 1 on the grade 3 FSA-ELA. Site visits may be conducted to observe the implementation of summer reading camp and to verify that all students have been properly invited to summer reading camp. During this process, the district will provide evidence that all students were accurately identified and provided interventions at the earliest possible opportunity as specified in their plan.

## Charter Schools

Charter schools will each receive a proportional share of the reading allocation based on student enrollment. Charter schools should follow and implement their reading plan approved by the district and submitted in their charter agreement. Their expenditures from the allocation must follow requirements in Section 1011.62(9), F.S.

## Plan Submission

For the 2019-2020 plan, districts will answer the questions on the following pages for leadership, professional development, reading/literacy coach, identification and intervention supports for students with reading deficiencies, summer reading camps, and if necessary, 300 lowest-performing elementary schools.

The Identification/Intervention Decision Trees (DT1, DT2 and DT3) and the agenda (with corresponding sign in sheet) for the meeting to be held by the Reading, ESE and ELL, MTSS, principal and teacher representatives must be saved separately and emailed to [justread@fldoe.org](mailto:justread@fldoe.org).

All sections are due by **April 30, 2019**, for review. All plans will be reviewed by *Just Read, Florida!* staff, and districts will receive any needed feedback on their plans so that final approval may be completed by **June 1, 2019**. The Florida Department of Education (FDOE) will release funds by **July 1, 2019**, for districts with a fully approved plan.

Due Date	Product	Next Action
April 30, 2019	Initial submission of all sections	Approved: No further action Not approved: Revisions necessary
June 1, 2019	Resubmit required revisions	Approved: Funding released July 1 Not approved: Additional revisions required
January 5, 2020	Financial Report and Improvements in Reading Results	Legislative requirement: The FDOE shall monitor and track implementation of each district plan, including conducting site visits and collecting specific data on expenditures and reading improvement results. By February 1 of each year, the FDOE shall report its findings to the Legislature.

## Contact Information

The district contact should be the person ultimately responsible for the plan. This person will be FDOE's contact for the K-12 Comprehensive Research-Based Reading Plan. Please designate one contact for your district.

**District Contact:** Lori Price

**Contact Email:** [lprice@gulf.k12.fl.us](mailto:lprice@gulf.k12.fl.us)

**Contact Telephone:** 850.229.6940

## **District-Level Leadership**

District-level administrators must look at schools on an individual basis and distribute resources based on students' and teachers' levels of need. To describe the district system for monitoring reading instruction that differentiates school-level services, please address the following.

- 1. Districts should match or exceed the State Board goals for increasing FSA-ELA achievement by six percentile points, increasing the percentage of students making learning gains on the FSA-ELA by seven percentile points and reducing the achievement gap for the identified sub groups on the FSA-ELA by at least one-third by 2020. Please fill out the charts below with the actual results from the 2015-2016, 2016-2017 and 2017-2018 FSA-ELA and the interim district goals for 2020 identified in the 2017-2018 Comprehensive Reading Plan.**

Performance Goals	2015-2016 Actual	2016-2017 Goal	2016-2017 Actual	2017-2018 Goal	2017-2018 Actual	2018-2019 Goal	2019-2020 Goal
State Overall FSA-ELA	52	*	54	*	56	*	58
District Overall FSA-ELA	51	51	52	52	52	55	58

Growth (Learning Gains) Goals	2015-2016 Actual	2016-2017 Goal	2016-2017 Actual	2017-2018 Goal	2017-2018 Actual	2018-2019 Goal	2019-2020 Goal
State Gains FSA-ELA	52	*	54	*	54	*	59
District Gains FSA-ELA	51	57	49	56	51	54	59

State Achievement Gaps on FSA-ELA	2015-2016 Actual	2016-2017 Goal	2016-2017 Actual	2017-2018 Goal	2017-2018 Actual	2018-2019 Goal	2019-2020 Goal
White/African American	29	*	29	*	28	*	21
White/Hispanic	15	*	16	*	14	*	10
Economically Disadvantaged/Non-Economically Disadvantaged	27	*	27	*	26	*	19
Students with Disabilities/Students without Disabilities	37	*	38	*	38	*	25
English Language Learners/ Non-English Language Learners	30	*	32	*	31	*	20

District Achievement Gaps on FSA-ELA	2015-2016 Actual	2016-2017 Goal	2016-2017 Actual	2017-2018 Goal	2017-2018 Actual	2018-2019 Goal	2019-2020 Goal
						26	21
White/African American	27	23	29	21	31		
White/Hispanic	26	29	16	26	21	15	10
Economically Disadvantaged/Non-Economically Disadvantaged	29	27	24	25	21	20	19
Students with Disabilities/Students without Disabilities	39	37	39	34	40	32	25
English Language Learners/ Non-English Language Learners	0	0	0	0	0	0	0

\* Values for subsequent years will be entered once results are available in order to track progress toward the 2020 goal.

**2. Explain how expenditures from the allocation are expected to impact student achievement in relation to your district goals.**

Most of the allocation (90%+) will be used to pay salaries and benefits for highly qualified reading personnel. A reading coach will be provided to support the literacy program at the schools. The coach will provide individual, group, and whole staff training in the Florida Standards, multisensory approaches, text complexity, text dependent questioning, evidence based questioning, and, but not limited to the reading-writing connections of comprehension. The reading coach will also be available for modeling lessons, co-teaching within the classrooms, conferences, observations and feedback. The reading coach will also oversee progress monitoring for ELA throughout the district. An intensive reading teacher will be provided at each elementary school in the district. The remaining portion of the allocation will be used to purchase supplies and research-based materials for instruction and for professional development for the reading coach and lead reading teachers via the JRF! Conference.

**3. In regard to district-level monitoring of student achievement progress, please address the following:**

**A. Who at the district level is responsible for collecting and reviewing student progress monitoring data?**

The district reading coach collects progress monitoring data from all sites and works in conjunction with the Assistant Superintendent for Instruction to disaggregate that data. The data is then returned to the principals and curriculum coordinators for use in refining instruction.

**B. What specific school-level progress monitoring data will be collected at the district level to determine that students are progressing toward the district goals stated**

**above? Please specify which grade levels are associated with specific school-level progress monitoring tools discussed in this section.**

Progress monitoring is done using iReady software program and with the benchmark assessments in the basal reading program in grades K-6 (Harcourt Journeys), other curriculum-based assessments, and teacher made assessments. For those students in the MTSS, progress monitoring is continual to ensure that the interventions applied are effective and meet the specific needs of the individual. If those interventions prove effective they are continued. If not, those interventions are replaced or are combined with additional strategies. To ascertain that instruction is both systematic and explicit, principals will review lesson plans weekly, conduct weekly walkthroughs, and conduct formal observations 1-3 times per year.

**C. How often will student progress monitoring data be collected and reviewed by the district?**

Monthly in grades K-2, Quarterly for all other grades

**4. Who at the district level is responsible for ensuring the fidelity of students not progressing towards district goals receiving appropriate interventions?**

The district will facilitate improvement at both the elementary and secondary levels that are not making academic improvements as determined by fidelity checks and student performance data by rescheduling the reading coach's time at the struggling school, so that more time can be devoted to working directly with teachers and the principal; re-evaluating staffing patterns and reading programs; checking for fidelity of implementation of programs; possible reallocation of funds to programs and resources that have proven more effective; and increase focus of any identified subgroup not demonstrating adequate progress

**5. In regard to district-level monitoring of instructional alignment to grade-level Florida Standards, please address the following:**

**A. Who at the district-level is responsible for ensuring classroom instruction is aligned to grade-level Florida Standards?**

Assistant Superintendent for Instruction

**B. What evidence will be collected to demonstrate that classroom instruction is aligned to grade-level Florida Standards?**

Principals review lesson plans weekly to assure that instruction is aligned to all pertinent standards. Frequent classroom walkthroughs and formal observations confirm that lessons are delivered as planned. Walkthroughs are conducted as part of the principals' daily routine. Each classroom is visited at least once a week. Formal observations are conducted 1-2 times per year (2-3 times per year for teachers new to the district.)

**C. How often will this evidence be collected at the district level?**

Lesson plans are reviewed weekly. Classroom walkthroughs are conducted daily. Classrooms are visited at least once a week. Formal observations are done 1-3 times per year.

**6. As a separate attachment, please provide the meeting agenda which demonstrates the district contact for the K-12 Comprehensive Research-Based Reading Plan has developed the plan along with: the district contact for Exceptional Student Education (ESE) to discuss the alignment between the District's Special Programs and Procedures (SP&P) requirements, the district contact for Multi-Tiered Systems of Supports(MTSS), the district Management Information Systems (MIS) contact to ensure accurate data reporting, the district ELL contact, a school based principal and a teacher.**

**Research-Based Reading Instruction Allocation**

As per Section 1011.62(c), F.S., funds allocated under this subsection must be used to provide a system of comprehensive reading instruction to students enrolled in the K-12 programs, which may include the following:

- An additional hour per day of intensive reading instruction to students in the 300 lowest-performing elementary schools by teachers and reading specialists who are effective in teaching reading;
- Kindergarten through grade 5 reading intervention teachers to provide intensive intervention during the school day and in the required extra hour for students identified as having a reading deficiency;
- Highly qualified reading coaches to specifically support teachers in making instructional decisions based on student data and improve teacher delivery of effective reading instruction, intervention and reading in the content areas based on student need;
- Professional development for school district teachers in evidence-based reading instruction, including strategies to teach reading in content areas with an emphasis on technical and informational text;
- Summer reading camps, using only teachers or other district personnel who are certified or endorsed in reading consistent with Section 1008.25(7)(b)(3), F.S., for all students in kindergarten through grade 2 who demonstrate a reading deficiency as determined by district and state assessments, and students in grades 3 through 5 who score at Level 1 on the statewide, standardized English Language Arts (ELA) assessment;
- Supplemental instructional materials that are grounded in evidence-based reading research; and
- Intensive interventions for students in kindergarten through grade 12 who have been identified as having a reading deficiency or who are reading below grade level as determined by the statewide, standardized English Language Arts assessment.

The following sections will require districts to submit their budget for these expenditures and to answer questions regarding the implementation of the plan.

### **Professional Development**

As per Section 1012.98, F.S. each school district shall develop a professional development system which must include a master plan for inservice activities for all district employees, from all fund sources. The *Just Read, Florida!* office will review professional development related to reading instruction listed in this plan during monitoring. Please answer the following questions to assist with this process:

- 1. Who is responsible for ensuring every professional development activity funded through the Research-Based Reading Instruction Allocation is appropriately entered into the Professional Learning Catalog pursuant to 6A-5.071 F.A.C.?**

Assistant Superintendent for Instruction

- 2. What is the total amount budgeted from the Research-Based Reading Allocation for these inservice activities?**

\$5,500

- 3. Within the district professional development system, Section 1012.98 (4)(b)(11), F.S., states the district must provide training to reading coaches, classroom teachers, and school administrators in effective methods of identifying characteristics of conditions such as dyslexia and other causes of diminished phonological processing skills; incorporating instructional techniques into the general education setting which are proven to improve reading performance for all students; and using predictive and other data to make instructional decisions based on individual student needs. The training must help teachers integrate phonemic awareness; phonics, word study, and spelling; reading fluency; vocabulary, including academic vocabulary; and text comprehension strategies into an explicit, systematic, and sequential approach to reading instruction, including multisensory intervention strategies. Each district must provide all elementary grades instructional personnel access to training sufficient to meet the requirements of Section 1012.585(3)(f), F.S..**

**Please list the course numbers from your district Professional Learning Catalog which cover this training.**

1. Reading Instruction-Integrating a Multi-Sensory Approach Component # 2-013-002; 2. Reading Instruction - Integrating a Multi-Sensory Approach for Students with Disabilities Component # 2-100-002

### **Reading/Literacy Coaches**

The *Just Read, Florida!* office strongly encourages district leadership to allocate reading/literacy coaches for schools determined to have the greatest need based on student performance data, especially achievement gaps. Please answer the following questions regarding reading/literacy coaches:

- 1. What are the qualifications for reading/literacy coaches in your district? If there is a posted job description you may submit the link.**

Reading coaches must have reading endorsement, or be certified in reading K-12 with a masters degree or higher. Additionally, they must have a minimum of five years successful classroom experience.

- 2. Which schools have reading/literacy coaches funded from the Research-Based Reading Instruction Allocation?**

One reading coach will serve all schools in the district (two Pre-K-6 elementary and two 7-12 high schools). The allocation of services provided by the reading coach is based on the number of students scoring Level 1 or 2 on the 2019 FSA at this time for each school. In addition, priority for services will be given to any school receiving a school grade of "C" or lower. Should the 2019 FSA results indicate the need to re-prioritize placement of the coach, the district will address the need in the summer.

- 3. Were these schools identified to have the greatest need based on a review of student achievement data? If not, please explain why reading/literacy coaches were placed at these schools.**

Yes, the allocation of services provided by the reading coach is based on the number of students scoring Level 1 or 2 on the 2019 FSA at this time for each school. In addition, priority for services will be given to any school receiving a school grade of “C” or lower. Should the 2019 FSA results indicate the need to re-prioritize placement of the coach, the district will address the need in the summer.

**4. How many total positions will be funded at each level using the Research-Based Reading Instruction Allocation:**

- a. Elementary:** One reading coach will serve all schools in the district (two Pre-K-6 elementary and two 7-12 high schools). The allocation of services provided by the reading coach is based on the number of students scoring Level 1 or 2 on the 2019 FSA at this time for each school. In addition, priority for services will be given to any school receiving a school grade of “C” or lower. Should the 2019 FSA results indicate the need to re-prioritize placement of the coach, the district will address the need in the summer.
- b. Middle:** One reading coach will serve all schools in the district (two Pre-K-6 elementary and two 7-12 high schools). The allocation of services provided by the reading coach is based on the number of students scoring Level 1 or 2 on the 2019 FSA at this time for each school. In addition, priority for services will be given to any school receiving a school grade of “C” or lower. Should the 2019 FSA results indicate the need to re-prioritize placement of the coach, the district will address the need in the summer.
- c. High:** One reading coach will serve all schools in the district (two Pre-K-6 elementary and two 7-12 high schools). The allocation of services provided by the reading coach is based on the number of students scoring Level 1 or 2 on the 2019 FSA at this time for each school. In addition, priority for services will be given to any school receiving a school grade of “C” or lower. Should the 2019 FSA results indicate the need to re-prioritize placement of the coach, the district will address the need in the summer.

**5. How is the effectiveness of reading/literacy coaches measured in your district?**

Student growth and achievement is the most telling indicator of success of services provided. Follow up to professional development activities provided by the reading coach and assurance of proper implementation of the research-based strategies taught and/or modeled ensure students will ultimately benefit from the services and trainings provided by the reading coach. That benefit will be reflected in the progress monitoring results and standardized test results.

**6. What is the total amount from the Research-Based Reading Instruction Allocation that will be expended on reading/literacy coaches?**

\$68,702

## **Supports for Identification and Intervention of Students with Reading Deficiencies**

In this section districts will describe how they identify students with substantial reading deficiencies and provide them with required interventions. Districts will create three Identification/Intervention Decision Tree charts to demonstrate how data from screening, diagnostic, progress monitoring, local assessments, statewide assessments or teacher observations will be used to determine specific reading instructional needs and interventions for students. It is important to note that a school may not wait for a student to receive a failing grade at the end of a grading period to identify the student as having a substantial deficiency in reading. If a local assessment is being used for identification, districts should internally analyze their data in order to ensure students are identified at similar rates as on statewide assessments. Districts who use a procured diagnostic, progress monitoring or assessment tool should, at a minimum, use the recommended ranges provided by the instrument developer; however, these districts should also ensure that rates of identification correlate to statewide performance.

- DT1 – Elementary (K-5)
- DT2 – Middle (6-8)
- DT3 – High (9-12)

The charts must contain the following information:

- The grade level(s) of the student;
  - Name and performance benchmark on screening, diagnostic, progress monitoring, local assessment, statewide assessment or teacher observations used to identify students with substantial deficiencies in reading and subsequent interventions provided. FSA-ELA scores must be used for appropriate grade levels;
  - DT1 must clearly state the conditions the district uses to determine whether a student has a substantial reading deficiency and will subsequently notify the student's parent as required in Section 1008.25, F.S. This also includes a description of the intensive, explicit, systematic and multisensory reading interventions which will be provided to students in grades K-3;
  - DT1 must include information on how the Florida Kindergarten Readiness Screener will be used to identify students for intervention. For each grade level on each chart, districts must include a description of which students will be reported in the Student Information System with an appropriate code for the Reading Intervention Component; and
  - An explanation of how instruction will be modified for students who have not responded to a specific reading intervention with the initial intensity (time and group size) provided;
- \* District contacts will create and submit these charts to [justread@fldoe.org](mailto:justread@fldoe.org), as part of their K-12 Comprehensive Research Based Reading Plan.

Please answer the following questions regarding the use of the Research-Based Reading Instruction Allocation in support of the identification and intervention of students with reading deficiencies:

**1. Which schools will be provided reading intervention teachers to provide intensive interventions funded through the Research-Based Reading Instruction Allocation?**

Both elementary schools in the district (Port St. Joe Elementary School and Wewahitchka Elementary School) will be provided with reading intervention teachers.

**2. Were these schools identified to have the greatest need based on a review of the students achievement data? If not, please explain why reading intervention teachers were placed at these schools.**

Yes

**3. How many total positions will be funded at each level through the Research-Based Reading Instruction Allocation:**

- a. Elementary:2
- b. Middle:0
- c. High:0

**4. What is the total amount expended on these positions funded through the Research-Based Reading Instruction Allocation?**

\$114,641

**5. Please list any supplemental instructional materials, or interventions, which will be purchased using funds from the Research-Based Reading Instruction Allocation. These will be reviewed by the *Just Read, Florida!* Office to ensure the materials, or interventions, meet the requirements of Section 1001.215(8), F.S.:**

Barton Reading

**6. What is the total amount expended from the Research-Based Reading Instruction Allocation on supplemental instructional materials, or interventions?**

\$2,400

**7. If the intensive, explicit, systematic and multisensory interventions required to be provided to students in grades K-3 were not purchased using the Research-Based Reading Instruction Allocation, please list the funding source.**

Additional materials may be purchased using Title I funds.

**Summer Reading Camps**

Please complete the following questions regarding SRC:

- 1. **SRC Supervisor Name:**Lori Price
- 2. **Email Address:**lprice@gulf.k12.fl.us

3. **Phone Number:**850.229.6940

4. **Please list the schools which will host a SRC:**

Wawahitchka Elementary School, Port St. Joe Elementary School

5. **Provide the following information regarding the length of your district SRC:**

a. **Start Date:**June 1, 2019

b. **Which days of the week is SRC offered:**Monday through Thursday

c. **Number of instructional hours per day in reading:**4

d. **End Date:**July 2, 2019

e. **Total number of instructional hours of reading:**80

6. **Per the requirements of Section 1008.25(7)(b)(3), F.S., are all teachers selected to deliver SRC instruction highly effective as determined by their evaluation under Section 1012.34, F.S.?**

Yes

7. **What is the anticipated teacher/student ratio?**

1:10

8. **Will students in grades other than grade 3 be served as well? If so, which grade level(s)?**

No

9. **What evidence will be collected that demonstrates growth in student achievement was a result of the instruction provided during SRC?**

Student portfolios, test data

### **300 Lowest-Performing Elementary Schools**

Section 1011.62(9)(d)(2), F.S., requires school districts that have one or more of the 300 lowest-performing elementary schools, specifically delineate in the comprehensive reading plan, or in an addendum to the comprehensive reading plan, the implementation design and reading strategies that will be used for the required additional hour of reading instruction. Given district comprehensive reading plans must be submitted and approved before the list of 300 lowest-performing elementary schools is released, districts with one or more schools on the list will be notified to submit an addendum with a required due date once the list is available. Each district will be given an opportunity to revise portions of their plan if the additional hour impacts the funding of other aspects.

## **Budget Review**

Please use the table below to review your projected expenditures using the following steps:

1. Estimate the proportional share of the allocation which will be distributed to district charter schools.
2. Use the amounts designated in previous sections to complete the remainder of the chart.
3. If necessary, enter the amount utilized for flexible categorial spending as authorized by Section 1011.62(6), F.S. (if this option is utilized, please provide documentation of the school board action required within this section of law).
4. Add all sections together to ensure the projected expenditures do not exceed the amount allocated in 2019-2020.

Estimated proportional share distributed to district charter schools	0
District expenditures on reading coaches	68,702
District expenditures on intervention teachers	114,641
District expenditures on supplemental materials or interventions	2,267
District expenditures on professional development	5,500
District expenditures on summer reading camps	0
District expenditures on additional hour for schools on the list of 300 lowest performing elementary schools	0
Flexible Categorial Spending	0
Sum of Expenditures	191,110
Amount of district research-based reading instruction allocation for 2019-2020	191,110