



Teresa Jackson

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School Year 2017-2018

Instructional Leaders:

The items listed below are required from my office.

1. Literacy First Assessments, STAR 360 Early Literacy/Reading and Reading Plus Assessments are to be given 3 times per/year as designated by my office. The information is on the RSA Assessment Overview along with the ongoing Literacy First areas
2. Literacy First Training Strategies are to be used in the classrooms by those teachers who have attended the Literacy First Training sessions
3. Literacy First Resource Materials are to be used by teachers that have attended Literacy First Training sessions
4. Students in K – 3rd grades are to be taught reading during a 90 minute uninterrupted reading block
5. Students qualifying for an Academic Progress Plan (APP) are also required to have 30 to 45 minutes of “individualized” remediation daily if on Tier II – Tier III Students are required to have 45 to 60 minutes of “individualized” remediation daily. Both “individualized” remediation requirements are in addition to the 90 minute reading block
6. Reading Plus is the **FIRST** required “individualized” remediation program for 3rd grade students and is to be done 3 times per/week. It is also required for 4th and 5th graders 3 times per/week.
7. “**Red Folders**” are to be kept on **ALL** Pre- K-3rd grade students.
8. The “**Red Folder**” is to contain: Literacy First Hard Card, STAR 360 Diagnostic Report, STAR 360 Student Instructional Planning Report and Reading Plus Student Instruction Summary (for 3 thru 5) and a copy of the “Parent” signed APP appropriately filled out(if applies to the student), any reading unit tests (if given), all evidence necessary for a Good Cause # 4 Portfolio Exemption, the STAR 360 Reading Third Grade Proficiency Notice Form, if one exists, information and forms (ex: summer school information, retention letters, etc...) Good Cause Exemptions, Retention Letters and Probationary Promotions should be included and passed to the 4th grade teacher. Also keep the information in the **folders** from the previous years for teacher information
9. **Pass the Red Folders** to the following grades up through the 5th grade. Provide a list of 5th grade students (not on level to my office by May 5, 2017). **Red Folders** do not go to the Middle Schools. 6th Grade Students not on level will be served through the ACE Remediation Program (Dependent on Funding)
10. **Red Folder movement** from in district schools you can send the **Red Folders** if you choose to do so. Out of district moves make a copy of the Literacy First Hard Card, APP and STAR 360 Reading Diagnostic Report for the K-3 students. Include the Reading Plus Student Instruction Summary for students 3-5. For 3rd moving to 4th grade students copy the Literacy First Hard Card, STAR 360 Diagnostic Report, Reading Plus Student Instruction Summary and Good Cause form, Probationary Promotion or the Third Grade Proficiency Notice and the APP. **Copies Only for out of District!!!**