

Expanded Learning Literacy Improvement Plan (LIP) Process

1. Select 15 Students
 - Students **must** attend 2 days/wk
 - Students **must** have a positive attitude towards learning
 - Students who have SAT9 reading scores below the 25th percentile **must** be given priority
2. Notify parents/guardians and school personnel of student involvement
 - Send home parent permission letter
3. Assessments
 - Reading Assessment
 - School teacher survey
 - Student survey
4. Intake Students
 - Use intake form provided
5. Identify who will implement student literacy program (should be the same person throughout the process)
 - Develop training plan for implementer and record meeting dates on log provided
6. Develop Literacy Improvement Plan with implementer
 - Turn in a **copy** of LIP to SHPD (October meeting)
 - Give a copy to school day teacher to attach to report card at each grading period
 - Share plan with school personnel as needed
7. Implement plan
8. Lead teacher and implementer review plan. Document progress made toward achieving objectives at the end of each grading period (February, May). If needed revise goals and objectives of the plan. Submit progress reports and revised plans for all 15 students to SHPD (February). Turn in final assessments and progress report at May meeting.
9. At the end of the year, each monitored student should have a file which includes:
 - Teacher survey
 - Student survey
 - Intake form
 - 2 Literacy Improvement Plans with progress documented
 - Samples of student work

Please place student's Literacy Improvement folder into cum at the end of program. May 17, 2002.

Timeline:

October:

- Distribute/Collect parent/student/teacher surveys
- Intake
- Finalize student roster
- Complete pre-assessments
- Write LIP for 15 students
- Bring copy of LIP to October Lead Teacher meeting.

February:

- Review progress of all 15 students.
- Revise plans as needed.
- Bring a copy of all 15 LIP to February Lead Teacher meeting.
- Provide a copy to teacher to include with report card.

May:

- Post-assess all 15 students.
- Bring copies of all final documents to SHPD May Lead Teacher meeting.
- Bring visual measurements of student progress.
- Give teacher a copy of LIP to include with report card.

Place case management folder into student cum folders.