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 <mark>yellow</mark> need to be added to the plan to resubmit. The notes section can be used to provide feedback.

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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**	• 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	<mark>All criteria are met</mark>	
Artifact 1: Grades K-2 Master Schedule	• 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	<mark>All criteria are met</mark>	
Daily Foundational Skills Instructional Time: Grades **3-5**	• 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	<mark>All criteria are met</mark>	
Artifact 2: Grades 3-5 Master Schedule	• Master schedule indicates a minimum of 30 minutes of foundational skills instruction (isolated or embedded)	All criteria are not met	<mark>All criteria are met</mark>	

Adopted Foundational Skills Instructional Materials: Grades **K-2**	• Selected instructional materials are on approved state adoption list • Instructional materials include complete alignment to the TN foundational skills standards • *If district chooses supplemental foundational skills resources, supplemental resources are aligned to TN state standards and fully address phonological awareness and phonemic awareness* OR • Instructional materials have approved waiver • Waiver is included	All criteria are not met	<mark>All criteria are met</mark>	
Adopted Foundational Skills Instructional Materials: Grades **3-5**	• Selected instructional materials are on approved state adoption list • *If district chooses supplemental foundational skills resources, supplemental resources are aligned to TN state standards and fully address phonological awareness and phonemic awareness* OR • Instructional materials have approved waiver • Waiver is included	All criteria are not met	<mark>All criteria are met</mark>	
Universal Reading Screener	• Universal Reading Screener is selected • Complies with RTI^2 screening requirements outlined in Tennessee's RTI^2 framework manual • Complies with the dyslexia screening requirements established in § 49-1-229	All criteria are not met	<mark>All criteria are met</mark>	

	• Allows for three screening assessments annually			
RTI^2 Reading Intervention Structure	• Intervention schedules are aligned with expectations outlined in the RTI^2 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	All criteria are not met	All criteria are met	
Artifact 3: Intervention Schedule	• Intervention schedules are aligned with expectations outlined in the RTI^2 manual	All criteria are not met	All criteria are met	
Parent Notification Plan: Home Literacy Reports	• 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	All criteria are not met	All criteria are met	

	times a year in grades K-3 and annually in grades 4 and 5 • Sample letters (grades K-3 & 4-5) included			
Artifact 4: Sample Grades K-3 Letter	• 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	
Artifact 5: Sample Grades 4-5 Letter	• 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	
Professional Development Plan for Teachers	• Professional Development Plan provides deep training to teachers in grades K-5 on foundational skills instruction grounded in a phonics-based approach	All criteria are not met	All criteria are met	

	• 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			
Artifact 6: PD Calendar	• Includes teachers in grades K-5 • Equivalent of one week • Indicates who the trainers are and how they are qualified • Includes training in phonological awareness, phonemic awareness, phonics, fluency, and vocabulary • Indicates how teachers are required to demonstrate knowledge and competency	All criteria are not met	All criteria are met	.