



CLSD Local Literacy Plan Toolkit

Boards of Cooperative Services

October 2025



Table of Contents

CLSD Local Literacy Plan Toolkit	1
Boards of Cooperative Services	
Using the Toolkit	
Essential Parts of a Literacy Plan	
Introduction	
Literacy Team	
Literacy Vision	
Needs Assessment	
Goals	
Literacy Instruction	
Use of Data	18
Leadership	20
Professional Development	21
Family Involvement	24
Partnerships	26



Using the Toolkit

Use this toolkit as a guide to the essential components of a local literacy plan. Inside, you will find guidance and suggestions for each part of the plan, along with resources and examples to reference. The toolkit also includes fillable boxes designed to support you in drafting and organizing your plan as you move through the process.

Essential Parts of a Literacy Plan

Your final literacy plan will include all of the essential parts outlined in this toolkit. Each section is designed to be created piece by piece, and together they will build a comprehensive literacy plan for your district or organization.

- Introduction
- Literacy Vision
- Literacy Team
- Needs Assessment
- Goals
- Literacy Instruction
- Use of Data
- Professional Development
- Leadership
- Family Involvement
- Partnerships

Introduction

The introduction sets the purpose of the literacy plan. It explains why the plan exists, what it aims to accomplish, and how it will guide literacy work across the district or organization. Although the introduction is listed first, your team may complete it last. Most teams will begin by setting the direction and purpose of the plan by developing a literacy mission or vision statement.

A literacy plan sets the vision for an organization's literacy programming and serves as a roadmap to guide implementation and achieve performance goals.

A comprehensive literacy plan should:

- Be informed by a needs assessment
- Align with the Statewide Comprehensive Literacy Plan
- Include age bands served
- Include specific goals
- Include instruction and practices supported by evidence
- Include a plan for professional learning
- Be data-driven, with appropriate collection and use of data
- Reflect leadership, educator, partner, and family voice and communication



In this section, you might include:

- When the plan was created
- Who was involved in its development
- Why it is important to have a documented literacy plan

Resources:

- Cherry Creek Literacy Plan 2023-2027
- North Harrison R-III Missouri
- Naugatuck Public Schools (CT)

Literacy Team

The organization's literacy leadership team develops the literacy plan. A leadership team should include members to inform literacy instruction and improvement in the district or program, such as support staff, reading intervention specialists, educators from various grade levels and curriculum directors.

Members of the leadership team should include individuals with key positions at various levels of the organization. These individuals may include, but are not limited to:

- Superintendent/Head of School/Principal/Director;
- District/Campus/Building-level administrators;
- Teacher leaders from various content areas, grade/age levels, buildings and specialized instructional areas;
- Program directors and supervisors (special education, English learners (EL), curriculum, and early childhood); and
- Family and community engagement team members

Literacy Leadership Team			
Name Job Title/Organization or Group Represented			



Literacy Vision

Set the direction and purpose of your literacy plan by creating a mission and vision that reflect your local needs and context. These statements will ground your work and help ensure alignment across your districts, schools, programs, and partners.

When drafting this section, you might include:

- A brief overview of your district/organization and current literacy practices
- Vision and mission statements that articulate your commitment to literacy
- Priorities related to vision and mission
- Connection to long-term goals for student outcomes and system improvement

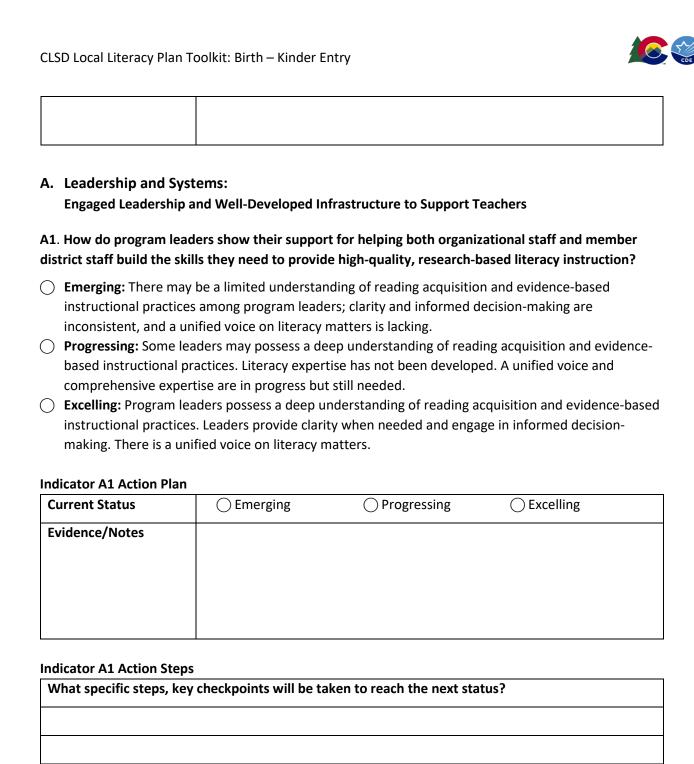
Resources:

- CDE's Strategic Plan
- CO Statewide Literacy Plan
- Adams 12 Strategic Literacy Vision
- <u>Literacy at Boulder Valley</u>
- Common Mission and Vision Strategy Guide

Needs Assessment

The goal of a needs assessment is to help educators identify, understand, and prioritize organizational needs to improve student outcomes and overall performance. Start by reviewing your current practices, then determine and prioritize the areas to focus on. Key areas of assessment include leadership and systems, instruction and professional learning, and family and community partnerships.

Overview of Current Practices			
Core Instruction			
Evaluation			
Targeted Instruction, Supplemental Supports			
Intensive Instruction, Individualized Supports			
Sharing Information with Stakeholders			
Professional Development			



A2. How do program leaders create and support a culture of continuous learning for staff?

Emerging: The organization is beginning to foster a culture of learning among staff, with sporadic professional development opportunities and limited encouragement for continuous improvement.



	Staff may experience discomfort or struggle with new learning initiatives, indicating a need for more				
\bigcirc	structured support and encouragement. Progressing: The organization is actively cultivating a culture of learning for staff, providing regular professional development opportunities and encouraging ongoing learning and skill enhancement.				
	•	• •		-	
	Staff are not included in decision making and may feel uncomfortable or challenged in adapting to new learning experiences.				
\bigcirc					
	comprehensive and ta	rgeted professional de	velopment programs, str	ong support for continuous	
	improvement, and a c	ollaborative environme	ent that promotes innova	tion and excellence. Staff	
	members are included	d in decision-making an	d feel confident and com	fortable with new learning.	
Ind	icator A2 Action Plan				
Cı	ırrent Status	○ Emerging	Progressing	○ Excelling	
E۱	ridence/Notes				
		<u> </u>			
Ind	icator A2 Action Steps				
W	hat specific steps, key	checkpoints will be ta	ken to reach the next sta	itus?	
Δ3.	How are literacy goals	s set and used to impro	ove student outcomes?		
\sim	, •	•		and the second second second	
\bigcirc	not yet been develope	ed.		ments or literacy goals have	
\bigcirc	Progressing: Organiza not all.	tion has developed goa	als that have most of the	elements of a SMART goal, but	
\bigcirc	Excelling : Organization has developed goals that are specific, measurable, achievable, relevant, and timebound (SMART).				



Indicator A3 Action Plan

Current Status	○ Emerging	○ Progressing	○ Excelling
Evidence/Notes		_	
	I		
	I		
Indicator A3 Action Steps			
What specific steps, key	checkpoints will be ta	ken to reach the next stat	tus?
A4. How is data used to gu	_		relopment? or using data to guide support
	ely used to inform dec	• •	development, and guidance
• • •		• •	aking and plan professional
•	•	· •	specific district needs. Some ties for improvement remain.
Excelling: The organization	ation consistently uses	data to guide district deci	ision-making and strategically
·	•		strict needs, informed by data, y outcomes across member
districts.	, en		, 00000
Indicator A4 Action Plan			
Current Status	○ Emerging	Progressing	○ Excelling
Evidence/Notes			
	I		
	I		
	I		



Indicator A4 Action Steps	•		
What specific steps, key	checkpoints will be to	aken to reach the next sta	tus?
A5. To what extent does	the organization supp	ort districts in accessing, i	nterpreting, and using
student data to inform in	struction and lesson p	lanning?	
Progressing: The orgadata but may not fully Excelling: The organiz Teachers consistently and monitor student Indicator A5 Action Plan	inization supports distr v understand or apply in ation consistently sup- access, interpret, and progress.	t to instruction and lesson ports districts in accessing, apply data to inform instru	interpreting, and using data. uction, adjust lesson plans,
Current Status	○ Emerging	Progressing	○ Excelling
Evidence/Notes			
Indicator A5 Action Steps			
What specific steps, key	checkpoints will be to	aken to reach the next sta	tus?



Instruction and Professional Learning:

Instructional Practices, Data Use, Intervention Supports, and Professional Development that Drive Continuous Improvement

B1. Is the organization superidence-based teaching	•	-	provides structured,	
Emerging: The organization provides limited guidance to districts on evidence-based literacy instruction. Districts may inconsistently implement research-aligned practices, and access to high-quality curricular materials is minimal or uneven Progressing: The organization supports districts in implementing literacy instruction that generally reflects current research, though practices may vary across schools. Some guidance and access to research-aligned materials are provided, but districts may still need to adapt or supplement				
Excelling: The organize aligned with the latest	aligned with the latest research. Districts have access to high-quality, research-aligned curricular resources and guidance that reduces the need to develop additional materials.			
Current Status	○ Emerging	Progressing	○ Excelling	
Evidence/Notes Indicator B1 Action Steps				
<u> </u>	checkpoints will be ta	ken to reach the next stat	us?	
B2. Is the organization support and differentiate	d instruction for stude	nts?	•	
	•	guidance to districts on molities, multilingual studer	eeting individual student its, and students from diverse	



	cultural backgrounds. development opportu		ly stages of developing sy entiated instruction.	stems and professional
\bigcirc	Progressing: The orga individual student nee	nization supports distreds. Differentiated inst	icts in building understan	ding and practices for meeting ng implemented, though their tricts or schools.
0	Excelling: The organized differentiated instructions	ation consistently suppliced in that meet the need	ports districts in implemer ds of all students, includin	nting effective systems for g those with disabilities,
	•		erse backgrounds. District ats across classrooms and	•
	icator B2 Action Plan urrent Status	○ Emerging	Progressing	() Excelling
	vidence/Notes	<u> </u>	OTTOGRESSING	
Ind	icator B2 Action Steps			
W	hat specific steps, key	checkpoints will be ta	ken to reach the next sta	tus?
	•	• •	nplementing literacy instr s the PK-12 continuum?	ruction that is vertically
0	12 continuum. District	s may have incomplet	e coverage of essential sk	racy instruction across the PK- ills, resulting in students ems for smooth transitions are
0	Progressing: The orga continuum, though co	verage and implement	ation may vary. Some stu	racy skills across the PK-12 dents may not develop full e, and high school are only
0	Excelling : The organize instruction that addre	sses all essential skills.	•	nting comprehensive literacy y aligned across the PK-12 ns at every stage.



Indicator B3 Action Plan

Current Status	○ Emerging	Progressing	○ Excelling
Evidence/Notes			
Indicator B3 Action Step		lean to woodh the mout sta	
wnat specific steps, ke	у спескроіптѕ мііі ве та	iken to reach the next sta	itus?
B4. How is professional	development designed	to ensure a high rate of o	lassroom implementation?
Emerging: Professio	nal development is mos	tly limited to outside-the-	classroom sessions that
present theory and	demonstrate practices w	vith minimal opportunities	s for feedback. This approach
	_		ct classroom practice. Or there
·	fessional development of	• •	
~	· · · · · · · · · · · · · · · · · · ·	•	he-classroom sessions focusing
• •		dback. While this approach	·
- ·	•	lassroom practice, and in-	mplementation with students.
·	•	•	of outside-the-classroom
_	•		ck opportunities, alongside
•	• • • • • • • • • • • • • • • • • • • •	approach ensures that te	
		ew practices with student	

improvements in classroom practice and student outcomes.



Indicator B4 Action Plan

Current Status	○ Emerging	Progressing	○ Excelling
Evidence/Notes			
Indicator B4 Action Steps			
What specific steps, key	checkpoints will be ta	aken to reach the next sta	itus?
B5. How do program lead	ers ensure profession	al development is aligned	d with the target district data
alignment is inconsiste	ent. There is little evid al measurement syste	nt with the target district's ence of PD's impact on stum exists, and/or stakehology	udent achievement or staff
Progressing: PD activite there may be occasion	ies are generally align al gaps. Mechanisms stently analyzed. Som	exist to monitor the impa	ct's data and goals, though ct of PD, but results may be ed in the planning process,
and goals, with regular measures the significa	reviews ensuring cor nt positive impact of F	ntinued alignment. There i	with the target district's data is a robust system in place that nt and staff performance, with
Indicator B5 Action Plan			
Current Status	○ Emerging	Progressing	○ Excelling
Evidence/Notes			



Indi	Indicator B5 Action Steps			
W	hat specific steps, key	checkpoints will be tal	ken to reach the next sta	tus?
		_	_	_
<u> </u>				
<u> </u>				
_				
В.	Family and Commu	-	Double out to Commont C	N. J. II. C. III.
	Collaboration with Fa	imilies, Communities, a	and Partners to Support S	student Success
C1.	Does the organization	າ establish effective par	rtnerships, collaboration,	, and communication
inte	ernally among departr	nents and teams?		
\bigcirc		•	•	, often driven by immediate
			unication is inconsistent, p	
		-	•	hips are in the early stages,
\cap	_	ndependently and goals		r loss structured
\bigcirc			ough it may be informal o	riess structured. Tencies exist. Partnerships are
		•	• •	pordination is still in progress.
0	· -			ear, frequent communication
-	_	•		e, aligned approach to literacy
	instruction and measu	urable improvements in	student outcomes.	
	icator C1 Action Plan		O Baranasia a	○ F IP
	urrent Status	○ Emerging	Progressing	○ Excelling
Ev	ridence/Notes			
	icator C1 Action Steps			
W	hat specific steps, key	checkpoints will be tal	ken to reach the next sta	tus?



C2. Does the organization districts in creating partne	•	os with community organ	izations and/or support
forming their own par are not consistently do Progressing: The orga developing partnershi place, such as occasio Excelling: The organizati These collaborations r	tnerships have been lieveloped or sustained nization is actively expose with community or nal joint events or shat ation consistently estations and actively supportesult in programs and	imited or sporadic. Occasi l. panding its partnerships a ganizations. Some initial o red resources. ablishes and maintains rob	collaborative efforts are in oust partnerships with diverse neir own strategic partnerships. udents, such as joint
Indicator C2 Action Plan Current Status	○ Emerging	Progressing	() Excelling
Evidence/Notes	Lineignib	11081033118	O Execuity
Lylached			
Indicator C2 Action Steps			
What specific steps, key	checkpoints will be to	aken to reach the next sta	atus?
	_		

CLSD Local Literacy Plan Toolkit: Birth – Kinder Entry



communicating with fam	•	•	or support districts in
inconsistent, not read English. The organizat Progressing: Commun on supporting their checommunity languages involvement. Excelling: Families are access to clear, action	ily available, or difficul ion's support to district ication channels for in ild or navigating interval. The organization proves promptly informed whable information in the insuring communication	ventions may be inconsistovides some guidance to di hen students encounter c	ommunication is only in is limited. loping. Access to information ent or not fully available in all stricts to improve family hallenges and have easy e organization consistently
Indicator C3 Action Plan			
Current Status	○ Emerging	Progressing	○ Excelling
Indicator C3 Action Steps	checknoints will be ta	ken to reach the next sta	tus?
what specific steps, key	checkpoints will be ta	Ken to reach the next sta	itus:
C4. Does the organizatior progress, and goals, and/			bout literacy strategies,
families and commun this information, and Progressing: Families goals through periodic for feedback, though Excelling: Families and	ity members. The organopportunities for feedle and community members and community members these may not be conside community members	nization provides minimal pack are limited or nonexi ers are informed about li- ation supports districts in istent or widely promoted are regularly informed a	teracy strategies, progress, and providing some opportunities I.
nroviding structured of	nnortunities for feedh	ack and active participation	on in literacy initiatives



Indicator	C4	Action	Plan
IIIuicatoi	~-	ACLIOIT	riaii

Current Status	○ Emerging	Progressing	○ Excelling
Evidence/Notes			
Indicator C4 Action Steps			
What specific steps, key	checkpoints will be ta	ken to reach the next sta	tus?
C5. Does the program crea	ate meaningful oppor	tunities for family engage	ement through literacy
activities, and/or support	districts in doing so?		
 Emerging: Literacy enimay lack variety or fail 	richment activities for I to meet the needs of	diverse families, and the	itive, or nonexistent. Activities organization provides minimal
Emerging: Literacy enimay lack variety or fail guidance to districts in	richment activities for I to meet the needs of n supporting family eng	diverse families, and the ogagement.	organization provides minimal
Emerging: Literacy endmay lack variety or failguidance to districts inProgressing: The range	richment activities for I to meet the needs of n supporting family eng e of literacy enrichmer	diverse families, and the	organization provides minimal
 Emerging: Literacy end may lack variety or fail guidance to districts in Progressing: The range potentially limiting engagement op 	richment activities for I to meet the needs of a supporting family enge of literacy enrichmer gagement effectivenes oportunities, though in	diverse families, and the organization diverse families, and the organization supposite families. The organization supposite families are supposited in the organization supposite families.	organization provides minimal nilies is somewhat limited, orts districts in developing
 Emerging: Literacy end may lack variety or fail guidance to districts in Progressing: The range potentially limiting engagement op Excelling: The organization 	richment activities for I to meet the needs of a supporting family enge of literacy enrichmer gagement effectivenes oportunities, though imation establishes mear	diverse families, and the organization diverse families, and the organization supportunities for familiary vary.	organization provides minimal nilies is somewhat limited, orts districts in developing namily engagement in literacy
 Emerging: Literacy end may lack variety or fail guidance to districts in Progressing: The range potentially limiting engagement op Excelling: The organization activities and actively seems. 	richment activities for I to meet the needs of a supporting family enge of literacy enrichmer gagement effectivenes oportunities, though impation establishes mear supports districts in do	diverse families, and the organization of the organization supportunities of families. The organization supportunities for familiary the same. Activities in	organization provides minimal nilies is somewhat limited, orts districts in developing amily engagement in literacy aclude events, workshops,
 Emerging: Literacy end may lack variety or fail guidance to districts in Progressing: The range potentially limiting engagement op Excelling: The organization activities and actively seems. 	richment activities for I to meet the needs of a supporting family enge of literacy enrichmer gagement effectivenes oportunities, though impation establishes mear supports districts in do	diverse families, and the organization of the organization supportunities of families. The organization supportunities for familiary the same. Activities in	organization provides minimal nilies is somewhat limited, orts districts in developing amily engagement in literacy aclude events, workshops,
 Emerging: Literacy entropy may lack variety or fail guidance to districts in Progressing: The range potentially limiting engagement op Excelling: The organization activities and actively second community partnership 	richment activities for I to meet the needs of a supporting family enge of literacy enrichmer gagement effectivenes oportunities, though impation establishes mear supports districts in do	diverse families, and the organization of the organization supportunities of families. The organization supportunities for familiary the same. Activities in	organization provides minimal nilies is somewhat limited, orts districts in developing namily engagement in literacy
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What specific steps, key checkpoints will be taken to reach the next status?				
pals				

This section presents the goals that guide the literacy plan. Each goal is designed to be Specific,

Measurable, Ambitious, Realistic, and Time-bound (SMART) and reflects priorities identified through the needs assessment process, including self-assessment results.

Goals may focus on strengthening district capacity, supporting educator and staff development, improving program-level systems, or addressing factors that contribute to literacy underachievement. Collectively, these goals establish a clear direction for guiding districts, improving literacy outcomes for students, and sustaining progress over time.

Resources:

- Poudre School District
- Out of State Example- Central Square NY
- Thompson School District Strategic Plan Student Achievement Goals

Goals	
1.	
2.	
3.	

Literacy Instruction

This section describes how the organization supports member districts in selecting and implementing evidence-based practices and interventions that strengthen literacy instruction. The focus is on how the organization builds district capacity to help learners develop essential literacy skills that prepare them to



become successful readers and writers. The following guiding questions can be used to frame the description and highlight key practices.

essent	al literacy skills?	lop stude
Vhat i	nstructional practices would you like to see districts use to support the dev	elopmen
	tional literacy skills, such as phonemic awareness, phonics, fluency, vocabu	-
	thension?	aiai y, aiia
Ompr	Tension:	
What i	nterventions or supports would you like to see districts provide for student	s who ne
	nal help developing both foundational and advanced literacy skills?	.5 WIIO IIC
aditio	lai neip developing both foundational and advanced literacy skins?	
low d	es the organization ensure that instructional practices are culturally and li	nguistical
espon	sive to the learners it serves?	
low w	II the organization help districts prepare students for transitions to middle	school, h
	and beyond (vertical alignment)?	
chool	and beyond (vertical angliment).	
chool		
chool		
chool,		



Examp	oles:
•	Cherry Creek Literacy Plan 2023-2027
• [Detroit Public Schools
Resoui	rces:
• (CO Statewide Literacy Plan
• <u>l</u>	Illinois State Literacy Plan
_	Colorado Academic Standards
• (Curriculum Evaluation Guidelines
Use (of Data
guide l	ection explains how the organization supports districts in collecting, analyzing, and using data to literacy decision-making. It highlights how the organization builds district capacity to interpret dentify trends, and apply findings to strengthen instruction, interventions, and overall literacy mes.
• \	What common assessments are being used in your schools/districts?
•]	How often is progress monitoring conducted?
	How often do you support districts in reviewing data? How often are teachers in your
S [schools/districts provided time to review site-based data together?



		at data protocol are	you using?			
low is data used to evaluate the effectiveness of professional development or curriculum hanges? Are you supporting districts with this? low is progress toward career and college readiness or transition goals tracked and ommunicated? Are you supporting districts with this?						
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	districts with this?
Reso	urces:
•	Cherry Creek Literacy Plan (p. 50)
•	Minnetonka Public Schools (p. 12)
•	Data Driven Instruction Strategy Guide
•	Center of Multi-Tiered Systems of Support
Lea	dership
litera	section describes how district or organizational leaders support, guide, and sustain high-quality icy instruction. It emphasizes that leadership is intentional, coordinated, and accountable for icy outcomes. The section might include:
•	Clear roles and responsibilities for leaders, coaches, and staff involved in literacy initiatives. Are
•	Clear roles and responsibilities for leaders, coaches, and staff involved in literacy initiatives. Are you supporting districts with this?
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ofessional le			or educators and		
	d ongoing develo	opment. Are yo	ou supporting dist	ricts with this	?
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Resources:

- Edina's PreK-12 Comprehensive Literacy Plan (Leadership Roles p.26)
- Cherry Creek Literacy Plan 2023-2027 (p. 5)
- Naugatuck Public Schools (CT)

Professional Development

The Professional Development section describes how staff and educators will be supported to implement high-quality, evidence-based literacy instruction. It ensures that professional learning is purposeful, ongoing, and aligned with the district or organization's literacy goals. Key elements may include:

• Clear connection between professional learning and the district or organization's literacy vision, goals, and instructional priorities. Are you supporting districts with this?



Alignment with evidence	 ce-based literacy practi	ces and state liter	acy standards. Are	you supporting
districts with this?				
dentification of staff or	r roles who will receive	training, with diff	ferentiated learnin	g based on
experience, role, or nee	eds. Are you supporting	g districts with this	s?	
·	foundational literacy s ngual learner support,		•	-
supporting districts witl	h this?			



	ods, including PLO	,			., 3. 0.000100111	
tructures for	ongoing support,	such as coachi	ng cycles, prof	essional learr	ning communit	ies, or
nentoring. A	e you supporting	districts with th	nis?			
pportunities	for feedback, ref	lection, and app	olication of lea	irning in pract	tice.	
vetame for m	nonitoring particip	ation engagen	ent and impa	act on instruct	tion Are you s	ınnortine
listricts with		ation, engagen	ient, and impo	act on matruci	tion. Are you st	սիիս։ ան



th this?
es:
ofessional Learning Communities Strategies Guide Obbinsdale Area Schools Minnesota Example
oundational Skills Observation Tool
2 Reading/Listening Comprehension Observation Tool
12 Literacy Observation Tool

y Involvement ngagement is a critical component of supporting literacy development and ensuring student This section outlines how families are actively involved in literacy initiatives, how they are
d and empowered to support learning at home, and how their perspectives help shape literal ming. Effective family involvement includes clear communication, accessible resources, and nities for collaboration with educators and community partners. Key elements may include:
ear communication with families about literacy goals, expectations, and student progress. A ou supporting districts with this?
oviding accessible resources and guidance for supporting literacy at home. Are you supporti
stricts with this?



Opportunities for families to participate in school- or organization-based literacy events and activities. Are you supporting districts with this?
Mechanisms for families to share input and feedback on literacy programs and initiatives. Are you supporting districts with this?
Collaboration with educators and community partners to support consistent literacy practices. Are you supporting districts with this?
Strategies to engage families from diverse linguistic, cultural, and socioeconomic backgrounds. Are you supporting districts with this?
Celebrating student achievements and milestones in literacy development. Are you supporting
districts with this?



•	Training or workshops for families to understand evidence-based literacy practices. Are you
	supporting districts with this?
Doco	urcoc
Kesoi	urces:
•	Family-School-Community Partnerships Strategy Guide
•	Cherry Creek Literacy Guide for Families
•	Read, Learn Colorado
D	to analysis a
Pari	tnerships
C1	
distri instit lever oppo	g partnerships extend the reach and impact of literacy initiatives. This section outlines how the ct or organization collaborates with community organizations, local businesses, higher education utions, libraries, and other stakeholders to support literacy development. Effective partnerships age resources, expertise, and networks to enhance instruction, provide additional learning rtunities, and engage families and the broader community in literacy efforts. Key elements may de:
distri instit lever	ct or organization collaborates with community organizations, local businesses, higher education utions, libraries, and other stakeholders to support literacy development. Effective partnerships age resources, expertise, and networks to enhance instruction, provide additional learning rtunities, and engage families and the broader community in literacy efforts. Key elements may
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Collaboration	n on programs, tutoring, mentoring, or enrichment opportunities for students. A
	ng districts with this?
	urces, expertise, or facilities to strengthen literacy initiatives. Are you supporting
districts with	this?
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	ion strategies to coordinate efforts and align goals between partners and the nization. Are you supporting districts with this?
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rategies for sustaining long-term partnerships and expanding networks over time. Are you pporting districts with this?							
ipporting uis	stricts with this	2:					

Resources:

• Family-School-Community Partnerships Strategy Guide