



CLSD Local Literacy Plan Toolkit

Boards of Cooperative Services

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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



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](#)
- [Literacy at Boulder Valley](#)
- [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	



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A. Leadership and Systems:

Engaged Leadership and Well-Developed Infrastructure to Support Teachers

A1. How do program leaders show their support for helping both organizational staff and member district staff build the skills they need to provide high-quality, research-based literacy instruction?

- Emerging:** There may be a limited understanding of reading acquisition and evidence-based instructional practices among program leaders; clarity and informed decision-making are inconsistent, and a unified voice on literacy matters is lacking.
- Progressing:** Some leaders may possess a deep understanding of reading acquisition and evidence-based instructional practices. Literacy expertise has not been developed. A unified voice and comprehensive expertise are in progress but still needed.
- Excelling:** Program leaders possess a deep understanding of reading acquisition and evidence-based instructional practices. Leaders provide clarity when needed and engage in informed decision-making. There is a unified voice on literacy matters.

Indicator A1 Action Plan

Current Status	<input type="radio"/> Emerging	<input type="radio"/> Progressing	<input type="radio"/> Excelling
Evidence/Notes			

Indicator A1 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?

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 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.
- Excelling:** The organization has successfully established a robust culture of learning for staff, with comprehensive and targeted professional development programs, strong support for continuous improvement, and a collaborative environment that promotes innovation and excellence. Staff members are included in decision-making and feel confident and comfortable with new learning.

Indicator A2 Action Plan

Current Status	<input type="radio"/> Emerging <input type="radio"/> Progressing <input type="radio"/> Excelling
Evidence/Notes	

Indicator A2 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?

A3. How are literacy goals set and used to improve student outcomes?

- Emerging:** Organization has developed goals that lack SMART goal elements or literacy goals have not yet been developed.
- Progressing:** Organization has developed goals that have most of the elements of a SMART goal, but not all.
- Excelling:** Organization has developed goals that are specific, measurable, achievable, relevant, and timebound (SMART).



Indicator A3 Action Plan

Current Status	<input type="radio"/> Emerging <input type="radio"/> Progressing <input type="radio"/> Excelling
Evidence/Notes	

Indicator A3 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?

A4. How is data used to guide decision-making and plan professional development?

- Emerging:** The organization has a limited or underdeveloped system for using data to guide support to districts. Data is rarely used to inform decisions or plan professional development, and guidance to districts is inconsistent.
- Progressing:** The organization uses data to support district decision-making and plan professional development, but efforts may be inconsistent or not fully targeted to specific district needs. Some districts receive guidance that aligns with data insights, but opportunities for improvement remain.
- Excelling:** The organization consistently uses data to guide district decision-making and strategically plan professional development. Professional learning is targeted to district needs, informed by data, and designed to strengthen instructional practices and improve literacy outcomes across member districts.

Indicator A4 Action Plan

Current Status	<input type="radio"/> Emerging <input type="radio"/> Progressing <input type="radio"/> Excelling
Evidence/Notes	



Indicator A4 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?

A5. To what extent does the organization support districts in accessing, interpreting, and using student data to inform instruction and lesson planning?

- Emerging:** The organization provides limited guidance to districts on accessing or interpreting data. Teachers have limited knowledge of how to access and analyze data.
- Progressing:** The organization supports districts in accessing and analyzing data. Teachers can access data but may not fully understand or apply it to instruction and lesson planning.
- Excelling:** The organization consistently supports districts in accessing, interpreting, and using data. Teachers consistently access, interpret, and apply data to inform instruction, adjust lesson plans, and monitor student progress.

Indicator A5 Action Plan

Current Status	<input type="radio"/> Emerging	<input type="radio"/> Progressing	<input type="radio"/> Excelling
Evidence/Notes			

Indicator A5 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?



Instruction and Professional Learning:

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

B1. Is the organization supporting districts in using a core curriculum that provides structured, evidence-based teaching of early literacy skills for all students?

- 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 resources.
- Excelling:** The organization consistently supports districts in implementing literacy instruction 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.

Indicator B1 Action Plan

Current Status	<input type="radio"/> Emerging	<input type="radio"/> Progressing	<input type="radio"/> Excelling
Evidence/Notes			

Indicator B1 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?

B2. Is the organization supporting districts in implementing systems that provide individualized support and differentiated instruction for students?

- Emerging:** The organization provides limited guidance to districts on meeting individual student needs, including those of students with disabilities, multilingual students, and students from diverse



cultural backgrounds. Districts are in the early stages of developing systems and professional development opportunities to support differentiated instruction.

- Progressing:** The organization supports districts in building understanding and practices for meeting individual student needs. Differentiated instruction strategies are being implemented, though their effectiveness in addressing diverse learning needs may vary across districts or schools.
- Excelling:** The organization consistently supports districts in implementing effective systems for differentiated instruction that meet the needs of all students, including those with disabilities, multilingual learners, and students from diverse backgrounds. Districts reliably document and sustain support strategies that follow students across classrooms and grade levels.

Indicator B2 Action Plan

Current Status	<input type="radio"/> Emerging	<input type="radio"/> Progressing	<input type="radio"/> Excelling
Evidence/Notes			

Indicator B2 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?

B3. Does the organization support districts in implementing literacy instruction that is vertically aligned and facilitates smooth transitions across the PK-12 continuum?

- Emerging:** The organization provides limited guidance on aligning literacy instruction across the PK-12 continuum. Districts may have incomplete coverage of essential skills, resulting in students entering the next grade level without adequate preparation, and systems for smooth transitions are inconsistent.
- Progressing:** The organization supports districts in addressing key literacy skills across the PK-12 continuum, though coverage and implementation may vary. Some students may not develop full mastery, and transitions between early childhood, elementary, middle, and high school are only partially supported.
- Excelling:** The organization consistently supports districts in implementing comprehensive literacy instruction that addresses all essential skills. Instruction is intentionally aligned across the PK-12 continuum, ensuring students are well-prepared for smooth transitions at every stage.



Indicator B3 Action Plan

Current Status	<input type="radio"/> Emerging <input type="radio"/> Progressing <input type="radio"/> Excelling
Evidence/Notes	

Indicator B3 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?

B4. How is professional development designed to ensure a high rate of classroom implementation?

- Emerging:** Professional development is mostly limited to outside-the-classroom sessions that present theory and demonstrate practices with minimal opportunities for feedback. This approach leads to increased teacher knowledge but does not significantly impact classroom practice. Or there may be a lack of professional development opportunities overall.
- Progressing:** Professional development primarily consists of outside-the-classroom sessions focusing on theory, practice demonstrations, and feedback. While this approach improves teacher knowledge, it has limited impact on actual classroom practice, and in-classroom coaching is implemented sporadically, leading to some improvement in practice implementation with students.
- Excelling:** Professional development includes a balanced combination of outside-the-classroom sessions that present theory, demonstrate practices, and offer feedback opportunities, alongside robust, ongoing in-classroom coaching. This approach ensures that teachers not only gain knowledge but also effectively implement new practices with students, leading to significant improvements in classroom practice and student outcomes.



Indicator B4 Action Plan

Current Status	<input type="radio"/> Emerging	<input type="radio"/> Progressing	<input type="radio"/> Excelling
Evidence/Notes			

Indicator B4 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?

B5. How do program leaders ensure professional development is aligned with the target district data and goals?

- Emerging:** PD activities show some alignment with the target district’s data and goals, but this alignment is inconsistent. There is little evidence of PD’s impact on student achievement or staff performance, no formal measurement system exists, and/or stakeholder involvement in the planning and evaluation process is minimal.
- Progressing:** PD activities are generally aligned with the target district’s data and goals, though there may be occasional gaps. Mechanisms exist to monitor the impact of PD, but results may be variable and not consistently analyzed. Some stakeholders are involved in the planning process, though their input may be limited.
- Excelling:** PD activities are consistently and comprehensively aligned with the target district’s data and goals, with regular reviews ensuring continued alignment. There is a robust system in place that measures the significant positive impact of PD on student achievement and staff performance, with all relevant stakeholders actively involved in planning and evaluation.

Indicator B5 Action Plan

Current Status	<input type="radio"/> Emerging	<input type="radio"/> Progressing	<input type="radio"/> Excelling
Evidence/Notes			



Indicator B5 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?

B. Family and Community Partnerships:

Collaboration with Families, Communities, and Partners to Support Student Success

C1. Does the organization establish effective partnerships, collaboration, and communication internally among departments and teams?

- Emerging:** Collaboration between departments and teams is sporadic, often driven by immediate needs rather than strategic planning. Communication is inconsistent, possibly leading to misunderstandings and misalignments in literacy instruction. Partnerships are in the early stages, with teams working independently and goals not yet fully aligned.
- Progressing:** Teams collaborate regularly, though it may be informal or less structured. Communication is generally effective, but occasional gaps or inconsistencies exist. Partnerships are developing, with increasing alignment and shared goals, though full coordination is still in progress.
- Excelling:** Teams consistently collaborate across departments, with clear, frequent communication involving all stakeholders. This strong partnership results in a cohesive, aligned approach to literacy instruction and measurable improvements in student outcomes.

Indicator C1 Action Plan

Current Status	<input type="radio"/> Emerging	<input type="radio"/> Progressing	<input type="radio"/> Excelling
Evidence/Notes			

Indicator C1 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?



C2. Does the organization establish partnerships with community organizations and/or support districts in creating partnerships?

- Emerging:** The organization’s efforts to partner with community organizations or support districts in forming their own partnerships have been limited or sporadic. Occasional collaborations exist but are not consistently developed or sustained.
- Progressing:** The organization is actively expanding its partnerships and supports districts in developing partnerships with community organizations. Some initial collaborative efforts are in place, such as occasional joint events or shared resources.
- Excelling:** The organization consistently establishes and maintains robust partnerships with diverse community organizations and actively supports districts in creating their own strategic partnerships. These collaborations result in programs and initiatives that benefit students, such as joint educational workshops, literacy programs, and extracurricular activities.

Indicator C2 Action Plan

Current Status	<input type="radio"/> Emerging	<input type="radio"/> Progressing	<input type="radio"/> Excelling
Evidence/Notes			

Indicator C2 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?



C3. Does the organization effectively communicate with caregivers and/or support districts in communicating with families in their preferred language?

- Emerging:** Information for families on supporting their child or navigating interventions is inconsistent, not readily available, or difficult to understand, and/or communication is only in English. The organization’s support to districts for family engagement is limited.
- Progressing:** Communication channels for informing families are developing. Access to information on supporting their child or navigating interventions may be inconsistent or not fully available in all community languages. The organization provides some guidance to districts to improve family involvement.
- Excelling:** Families are promptly informed when students encounter challenges and have easy access to clear, actionable information in their preferred language. The organization consistently supports districts in ensuring communications are timely, culturally responsive, and accessible, enhancing family engagement in literacy.

Indicator C3 Action Plan

Current Status	<input type="radio"/> Emerging	<input type="radio"/> Progressing	<input type="radio"/> Excelling
Evidence/Notes			

Indicator C3 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?

C4. Does the organization inform caregivers and community members about literacy strategies, progress, and goals, and/or support districts in doing so?

- Emerging:** Information about literacy strategies, progress, and goals is sporadic or not shared with families and community members. The organization provides minimal support to districts for sharing this information, and opportunities for feedback are limited or nonexistent.
- Progressing:** Families and community members are informed about literacy strategies, progress, and goals through periodic updates. The organization supports districts in providing some opportunities for feedback, though these may not be consistent or widely promoted.
- Excelling:** Families and community members are regularly informed about literacy strategies, progress, and goals through multiple channels. The organization consistently supports districts in providing structured opportunities for feedback and active participation in literacy initiatives.



Indicator C4 Action Plan

Current Status	<input type="radio"/> Emerging	<input type="radio"/> Progressing	<input type="radio"/> Excelling
Evidence/Notes			

Indicator C4 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?

C5. Does the program create meaningful opportunities for family engagement through literacy activities, and/or support districts in doing so?

- Emerging:** Literacy enrichment activities for families are limited, repetitive, or nonexistent. Activities may lack variety or fail to meet the needs of diverse families, and the organization provides minimal guidance to districts in supporting family engagement.
- Progressing:** The range of literacy enrichment activities offered to families is somewhat limited, potentially limiting engagement effectiveness. The organization supports districts in developing family engagement opportunities, though implementation may vary.
- Excelling:** The organization establishes meaningful opportunities for family engagement in literacy activities and actively supports districts in doing the same. Activities include events, workshops, community partnerships, and other school- or community-based initiatives that are varied, inclusive, and engaging.

Indicator C5 Action Plan

Current Status	<input type="radio"/> Emerging	<input type="radio"/> Progressing	<input type="radio"/> Excelling
Evidence/Notes			



Indicator C5 Action Steps

What specific steps, key checkpoints will be taken to reach the next status?

Goals

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.

- What evidence-based practices would you like to see districts implement to develop students' essential literacy skills?

- What instructional practices would you like to see districts use to support the development of foundational literacy skills, such as phonemic awareness, phonics, fluency, vocabulary, and comprehension?

- What interventions or supports would you like to see districts provide for students who need additional help developing both foundational and advanced literacy skills?

- How does the organization ensure that instructional practices are culturally and linguistically responsive to the learners it serves?

- How will the organization help districts prepare students for transitions to middle school, high school, and beyond (vertical alignment)?



Examples:

- [Cherry Creek Literacy Plan 2023-2027](#)
- [Detroit Public Schools](#)

Resources:

- [CO Statewide Literacy Plan](#)
- [Illinois State Literacy Plan](#)
- [Colorado Academic Standards](#)
- [Curriculum Evaluation Guidelines](#)

Use of Data

This section explains how the organization supports districts in collecting, analyzing, and using data to guide literacy decision-making. It highlights how the organization builds district capacity to interpret data, identify trends, and apply findings to strengthen instruction, interventions, and overall literacy outcomes.

- 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 schools/districts provided time to review site-based data together?



- How are professional learning communities using this data to inform instruction and support each student’s skill development? Are you supporting districts with this?
 - What data protocol are you using?

- What systems are in place to adjust instruction based on assessment findings? Are you supporting districts with this?

- How is data used to evaluate the effectiveness of professional development or curriculum changes? Are you supporting districts with this?

- How is progress toward career and college readiness or transition goals tracked and communicated? Are you supporting districts with this?

- Is there a system in place that ensures each student’s language and literacy data is shared across grade levels, from elementary through middle and high school? Are you supporting districts with this?



- How is data shared with families to support students' learning at home? Are you supporting districts with this?

Resources:

- [Cherry Creek Literacy Plan \(p. 50\)](#)
- [Minnetonka Public Schools \(p. 12\)](#)
- [Data Driven Instruction Strategy Guide](#)
- [Center of Multi-Tiered Systems of Support](#)

Leadership

This section describes how district or organizational leaders support, guide, and sustain high-quality literacy instruction. It emphasizes that leadership is intentional, coordinated, and accountable for literacy outcomes. The section might include:

- Clear roles and responsibilities for leaders, coaches, and staff involved in literacy initiatives. Are you supporting districts with this?

- Decision-making and policy alignment that ensures resources, staffing, and procedures support literacy goals. Are you supporting districts with this?



- Data-informed leadership to monitor implementation, guide instruction, and adjust supports as needed. Are you supporting districts with this?

- Professional learning and support strategies for educators and staff, including coaching, mentoring, and ongoing development. Are you supporting districts with this?

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-based literacy practices and state literacy standards. Are you supporting districts with this?

- Identification of staff or roles who will receive training, with differentiated learning based on experience, role, or needs. Are you supporting districts with this?

- Topics covered, such as foundational literacy skills, vocabulary development, writing instruction, assessment use, multilingual learner support, or understanding features of dyslexia. Are you supporting districts with this?



- Delivery methods, including PLCs, coaching, peer learning, online modules, or classroom modeling.

- Structures for ongoing support, such as coaching cycles, professional learning communities, or mentoring. Are you supporting districts with this?

- Opportunities for feedback, reflection, and application of learning in practice.

- Systems for monitoring participation, engagement, and impact on instruction. Are you supporting districts with this?



- Use of data to refine and improve professional learning over time. Are you supporting districts with this?

Resources:

- [Professional Learning Communities Strategies Guide](#)
- [Robbinsdale Area Schools Minnesota Example](#)
- [Foundational Skills Observation Tool](#)
- [K-2 Reading/Listening Comprehension Observation Tool](#)
- [3-12 Literacy Observation Tool](#)

Family Involvement

Family engagement is a critical component of supporting literacy development and ensuring student success. This section outlines how families are actively involved in literacy initiatives, how they are informed and empowered to support learning at home, and how their perspectives help shape literacy programming. Effective family involvement includes clear communication, accessible resources, and opportunities for collaboration with educators and community partners. Key elements may include:

- Clear communication with families about literacy goals, expectations, and student progress. Are you supporting districts with this?

- Providing accessible resources and guidance for supporting literacy at home. Are you supporting districts 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?

Resources:

- [Family-School-Community Partnerships Strategy Guide](#)
- [Cherry Creek Literacy Guide for Families](#)
- [Read, Lead. Learn Colorado](#)

Partnerships

Strong partnerships extend the reach and impact of literacy initiatives. This section outlines how the district or organization collaborates with community organizations, local businesses, higher education institutions, libraries, and other stakeholders to support literacy development. Effective partnerships leverage resources, expertise, and networks to enhance instruction, provide additional learning opportunities, and engage families and the broader community in literacy efforts. Key elements may include:

- Identifying community organizations, agencies, and institutions that can support literacy goals. Are you supporting districts with this?

- Clear roles and responsibilities for each partner in supporting instruction, programs, or events. Are you supporting districts with this?



- Collaboration on programs, tutoring, mentoring, or enrichment opportunities for students. Are you supporting districts with this?

- Sharing resources, expertise, or facilities to strengthen literacy initiatives. Are you supporting districts with this?

- Communication strategies to coordinate efforts and align goals between partners and the district/organization. Are you supporting districts with this?

- Mechanisms to evaluate partnership effectiveness and impact on student literacy outcomes. Are you supporting districts with this?



- Strategies for sustaining long-term partnerships and expanding networks over time. Are you supporting districts with this?

Resources:

- [Family-School-Community Partnerships Strategy Guide](#)