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# Massachusetts District Literacy Action Plan

<Name of district here>

<Location>

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Developed by: <Enter team member names here>

Date: <Enter date here>

<Insert district logo or motto here>

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## Acknowledgements

The Massachusetts District Literacy Action Plan found in this document was created using literacy partnership grant funds provided by the Massachusetts Department of Elementary and Secondary Education's Office of Literacy. As part of that project, PCG Education prepared the *Guidelines for Developing an Effective District Literacy Action Plan* for the Massachusetts Department of Elementary and Secondary Education in Fall 2009. This plan template corresponds to the *Guidelines* document.

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## Executive Summary

*[You may want to insert or modify the following information about the components of the plan, who developed it, who the stakeholders are, any context readers should know, and list the goals and primary action steps so people can get the gist of the plan "at a glance" up front.]*

This document describes the components of the district literacy action plan, as prepared by <insert names/team name>. There are <insert number> components to this plan:

Section 1: Connection Between the District Literacy Action Plan and Other District Improvement Plans

Section 2: Why a District Literacy Plan is Needed in Our District

Section 3: Literacy Vision Statement

Section 4: District Literacy Improvement Goals

Section 5: Action Plan Maps

Section 6: Plan for Assessing and Reporting District Progress

Section 7: District Expectations and Supports for Schools

Section 8: District Literacy Team Membership, Development Process, and Plan for Monitoring Implementation

## **Section 1: Connection Between the District Literacy Action Plan and Other District Improvement Plans**

*[Insert a description of how the District Literacy Action Plan connects to other District Improvement Plans and other district initiatives. Here is where you describe that this is connected to other district goals and the district mission, not separate from it.]*

## **Section 2: Why a District Literacy Plan is Needed in Our District**

*[Insert the rationale describing why a focus on literacy improvement is necessary in your district. You may want to include a summary of the data or something about the demands of the 21st century—here is where you make the case.]*

## Section 3: Literacy Vision Statement

*[Insert a description of the literacy vision statement so that everyone has a common understanding of what the district is trying to achieve. You may want to include a definition of literacy or key messages in this section.]*

## **Section 4: District Literacy Improvement Goals**

*[Describe the overall student achievement goals and the measurable goals that the Plan is designed to support progress toward.]*

## Section 5: Action Plan Maps

*[Insert the completed goal action map for each goal.]*

In this section of the Plan you will see each literacy goal statement followed by a goal action map. Each map describes how implementation of the Plan will take place for each specific literacy goal that the Plan is designed to address in the next year.

### Goal Action Map

Goal Statement \_\_\_\_\_

	Action Step 1	Action Step 2	Action Step 3
<b>→ Action Step</b>			
1. Timeline			
2. Lead Person(s)			
3. Resources Needed			
4. Specifics of Implementation			
5. Measure of Success			
6. Check in/review date			

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## **Section 6: Plan for Assessing and Reporting District Progress**

*[Insert a summary of how progress toward goals will be measured and reported.]*

## **Section 7: District Expectations and Supports for Schools**

*[Insert a description of expectations and supports for schools in relation to the plan.]*

## Section 8: District Literacy Team Membership, Development Process, and Plan for Monitoring Implementation

*[Insert in the table below a list of all team members, roles, and contact information. Describe the process the team used for developing the plan (including data gathering and collecting feedback), how the team will communicate the plan and the importance of a focus on literacy to stakeholders (post on web, share at faculty meetings, etc. including any brand statement and messaging) and how the team plans to monitor implementation of the plan over the next year (schedule of meetings, setting up Task Forces to get specific tasks completed, etc.)]*

**District Literacy Team Membership**

Name	Title/Role	School (if school based)	Email

## Appendices

*[You might include a Glossary of Terms, Data Summary, Key Messages, description of program elements, etc. as needed or desired.]*