

DIVISION LITERACY PLAN



JUNE 30, 2025

DIVISION CONTACT INFORMATION

School Division: **Caroline County Public Schools**

Superintendent: **Dr. Sarah Calveric** | scalveric@ccps.us

Local School Board Chair: **Calvin Taylor** ctaylor@ccps.us

Division VLA Lead: **Terrie Haley** | thaley@ccps.us

Local Board Adoption Date for Division Comprehensive Plan: **06/01/2024**

SECTION ONE: Planning for Comprehensive Communication

Directions: Describe the division literacy vision and when and how the vision will be communicated with all stakeholders to ensure that all community members understand what progress towards this vision looks like as the VLA is implemented. Stakeholder groups may include parents, teachers, community members, and other groups interested in evidence-based literacy instruction in the division.

School Division Literacy Vision:

CCPS fosters a culture of literacy that ensures all scholars become skilled readers, writers, and communicators.

CCPS believes strong literacy skills (reading, writing, speaking, and listening) are essential in developing knowledgeable, self-motivated learners.

To develop strong literacy as a life skill, our diverse scholars:

- Interact with rigorous, evidence-based literacy instruction using high-quality instructional materials anchored in science-based reading research;
- Engage in literacy-rich environments equipped with individualized supports and resources;
- Develop Creativity, Communication, Collaboration, Critical Thinking, and Citizenship through relevant, cross-curricular literacy experiences that ensure 3E readiness (Enrolled, Enlisted, Employed).

STAKEHOLDER GROUP	TIMELINE	PLAN FOR COMMUNICATING
Parents/Families	Quarterly	Website - VLA Community Corner to share Division Literacy Plan, literacy information, updates & resources with families
	Fall 2024 - ongoing annually	Open House and other School-Based Events School Newsletters
	Quarterly	Quarterly report cards to share student data and progress in literacy
Students	Fall 2024 Quarterly	Classroom Announcements, Newsletter, Literacy Recognition
Staff/Employees	Fall 2024 - ongoing annually	<i>CCPS Insider</i> Weekly Newsletter for Staff that includes literacy and VLA implementation progress updates
	2024-2025 SY	Summer Professional Learning, Work Week Session, School-Based Newsletters <i>Plan Forward</i> Pulse Surveys to Analyze Implementation of HQIM
Community Partners	Fall 2025 Quarterly	Community Literacy Event Advisory Meetings CCPS Express Community Newsletter (Monthly)
	Spring 2024 - Ongoing	Website - VLA Community Corner to share Division Literacy Plan, literacy information, updates & resources with families
School Board	Weekly/Bi-Weekly	Superintendent and School Board Updates
	Weekly/Bi-Weekly Spring 2024 - ongoing (Updates quarterly)	Literacy and Data Presentations/Updates to include division data and literacy updates (i.e. VALLSS, core program, etc.)

SECTION TWO: Selecting High-Quality Instructional Materials

Directions: List below the HQIM selected from the Virginia Board of Education approved list for each of the following tiers and populations. Instructional resources for special populations may be the same as those for general education. If a resource material differs for special

populations, indicate which population is receiving the resource. More than one resource per division may be utilized with the school and/or grade level indicated in the chart below. “Supplemental Instruction” and “Intervention” may be listed as “TBD” until final Board-approved lists are provided. Divisions **may only use** the approved instructional components of selected Board-approved supplemental and intervention materials. (*Example: Core (K-5): General Education: Approved Program 1, Special Populations: Approved Program 1*).

Instruction Populations	GENERAL EDUCATION	SPECIAL POPULATIONS (ELL, Gifted, SWD)
Core (K-5):	Benchmark Advance (K-5)	Benchmark Advance-General Education, SWD, ELL
Supplemental Instruction (K-5):	Heggerty Phonemic Awareness (K-1) University of Florida Literacy Institute (UFLI) - K-2 - Small group instruction, After-school, summer school, & small group Lexia Core 5 K-2 (students in moderate risk band of VALLSS) Lexia Core 5 3-5	Benchmark Advance (Exceptional Education & Gifted) Benchmark Universe (Exceptional Education & Gifted) Lexia Core 5 (Exceptional Education & ELL) Benchmark Express and/or Benchmark Advancing (K-5 ELL) Jacob’s Ladder Reading (Gifted) Comprehension Program(Gifted) think Law (Gifted)
Intervention (K-5):	Lexia Core 5 (students in high-risk band of VALLS) Benchmark Phonics Intervention Benchmark Steps to Advance (2-5) Heggerty Bridge the Gap (2-5) *UFLI (*pending VDOE approval fall 2025)	Lexia Core 5 (ELL) Spire (Exceptional Education) Benchmark Phonics Intervention (Exceptional Education & ELL) Benchmark Steps to Advance (2-5)
Core (6-8)	Adoption for 2025-26sy	General Education, SWD, ELL, Gifted
Supplemental 6-8	Lexia Power Up Literacy	Lexia Power Up Literacy (Exceptional Education & ELL)
Intervention 6-8	Lexia Power Up Literacy HMH Read 180	Lexia Power Up Literacy (Exceptional Education & ELL)

SECTION THREE: Ensuring Virginia Literacy Act Evidence-Based Reading Research Training

Directions: List below the evidence-based reading research training utilized in the division. Include the name of the training, who will attend each session, and when the training will be provided. Consider how training extends beyond the core literacy instructors in the division. List each training topic separately. Add a description of each training below the chart in the space provided.

NAME OF TRAINING	TARGET AUDIENCE	DATE/YEAR
Language Essentials for Teachers of Reading and Spelling (LETRS) - Volume 1	Elementary Reading Specialists and Instructional Specialists	Summer 2022 - May 2023
LETRS Volume 1	Cohort 1 - Bowling Green Elementary K-3 Teachers	March 2023 - March 2024
LETRS Volume 1	Cohorts 2 and 3 - Bowling Green, Madison Elementary, & Lewis and Clark Elementary K-3 Teachers	August 2023 - June 2024
Literacy Learning Sessions for Administrators	Elementary and Middle School Administrators	August 2023 - February 2024
Virginia Literacy Partnership (VLP) Canvas Course in the Science of Reading	Elementary Reading Specialists	August 2023 - ongoing
VLP Canvas Course	As outlined in the Virginia Literacy Update guidance: K-3 Teachers (new to CCPS) 4-5 Teachers K-12 Exceptional Education Teachers K-12 English Language Learner Teachers 6-8 English Teachers 6-8 Content Area Teachers	August 2024 - ongoing
VLP Institute for Administrators	Elementary Administrators and Middle School Administrators	Spring/ Summer 2024
VLP Institute for New K-5 Reading Specialists and Middle School Reading Specialists	Middle School Reading Specialists	Summer 2024
LETRS Volume 2	K-3 Teachers, Reading Specialists, Literacy Staff, & ELL teachers who have completed Volume 1	June 2024 - October 2025
VLA Capstone Module	Teachers who have completed LETRS Vol. 1 & 2	September 2024 - June 30, 2025

Please describe what additional training will be provided for educators on adopted curricular materials and when this training will occur.

NAME OF TRAINING	TARGET AUDIENCE	DATE/ YEAR
Benchmark Advance Initial Training	K-5 Teachers and Administrators	Orientation week (July 31, 2024), Teacher Pre-Service Week (August 6, 2024) Ongoing in PLC meetings Ongoing
2024 SOLs for English	K-5 Teachers and 6-12 ELA Teachers	Summer 2024 - Ongoing
VALLSS	K-3 Teachers and Reading Specialists	August 2024 and ongoing annually for new hires
	4-8 Teachers and Reading Specialists	Late summer/early fall 2025 - ongoing (annually)
Benchmark Advance Follow-Up Train-the-Trainer Sessions for Benchmark Advance Champions	K-5 General Education & Exceptional Education Teachers designated as Benchmark Champions, Literacy Team Members/Reading Specialists	September 25, 2024 March 12, 2025
Benchmark Advance Grade Level Planning & Professional Learning Sessions facilitated by Benchmark Advance Champions and Reading Specialists	K-5 Grade Level Teams	Add dates here October 2024 February 2025
Benchmark Phonics Intervention Training	Reading Specialists Interventionists Literacy Support Staff/Paraprofessionals Exceptional Education	November 13, 2024, and annually for new hires using the program
Benchmark Advance Training for Year 2 Users (returning)	K-5 Teachers Reading Specialists Administrators	May or July 2025 and August 2025
Lexia Core 5	K-5 Teachers	Fall 2025 and ongoing as needed
University of Florida Literacy Institute (UFLI) supplemental program	Summer School and After-School Teachers K-2 Teachers	May 2025 and Fall 2025 - ongoing annually as needed
Professional Learning Community (PLC) Meetings - PLC-embedded literacy learning	K-5 Teachers	Weekly - Ongoing
Secondary Literacy Impact Team -Focus on implementation of literacy	6-12 Stakeholders (Teachers, administrators, middle school reading coach)	June 2025 - June 2026

NAME OF TRAINING	TARGET AUDIENCE	DATE/ YEAR
practices across the content areas		
Read 180	Reading Specialist	Fall 2025 - ongoing (annually)
Lexia PowerUp	6-8 ELA	Fall 2025-ongoing

SECTION 4: Monitoring Student Assessment and Progress

Directions: List below the student assessments, screeners, and diagnostic tools utilized in the division. Include how often these tools will be used. Screeners associated with Board approved materials may be listed as “TBD” until final approvals are complete.

ASSESSMENT	HOW OFTEN	PERSON(S) RESPONSIBLE FOR ADMINISTRATION
Virginia Language & Literacy Screener (VALLS): Pre-K	Beginning, Middle, and End of Year	Preschool teachers, reading specialists
Virginia Language & Literacy Screener (VALLS): K-3	Beginning, Middle, and End of Year	K-3 teachers, reading specialists
STAR Reading Literacy Screener	Beginning, Middle, and End of Year (Progress monitoring monthly)	2-5 Classroom teachers
Benchmark Advance Assessments (Unit and Cumulative Phonics)	End of Unit	K-5 Classroom teachers
HMH Growth Measure	Beginning, Middle, and End of Year	6-8 English
Virginia Growth Assessments	Beginning, Middle, and End of Year	3-8 Reading
VALLSS 4-8	Fall and Mid-Year beginning Fall 2025 - ongoing	4-8 English Language Arts Teachers and Reading Specialists

*Selected for participation in 6-8 VALLSS pilot, but the VLP was unable to provide assessors for our area

SECTION FIVE: Assessing Division Level Progress

Directions: Provide below the progress monitoring tools and resources utilized to monitor literacy progress in the division, who is responsible, and how often monitoring will occur.

PROGRESS MONITORING TOOL	PERSON(S) RESPONSIBLE FOR ADMINISTRATION	HOW OFTEN
Classroom Walkthroughs	Principals	Monthly
Learning Walks	Administrators, Reading Specialists, and Instructional Specialists	Quarterly

PROGRESS MONITORING TOOL	PERSON(S) RESPONSIBLE FOR ADMINISTRATION	HOW OFTEN
VALLSS (K-3)	Classroom Teachers and Reading Specialists	Fall, Mid-Year, and Spring
Surveys - Analysis of Implementation	Contracted Resource-Plan Forward	Beginning, Mid, & End of Year 24-25 SY
VDOE Updates of VLA, Literacy Team PLC, Ongoing Literacy Updates for staff	Director of Elementary Education, Literacy Support Specialist, Instructional Specialist, Reading Specialists	Monthly
VALLSS (4-8)	Classroom Teachers and Reading Specialists	Fall and Mid-Year
Read 180 (6-8)	Reading Specialist	Fall, Mid-Year, and Spring

SECTION SIX: Engaging Parents, Caregivers, and Community

Directions: Complete the chart, including information regarding parent and community engagement.

Describe your plan to involve parents and caregivers in developing and implementing the Student Reading Plans based on diagnostic screener results.

Teachers will engage with families quarterly regarding their child's literacy development.

Timeline	Parent/Family Engagement Plan
September/October annually	- Community Literacy Event in collaboration with division/community partners - Share Virginia Literacy Partnerships' family resources - Development of Student Reading Plans for students in the high-risk band according to VALLSS - Use the Virginia Literacy Partnerships VALLSS Conversation Guides as support for discussing VALLSS with parents and families.
October/November annually	- Collaboration/meetings with parents to review, discuss, and finalize Student Reading Plans - Share Virginia Literacy Partnerships' family resources and identify additional supports to support student success through Parent Conferences and other family engagement communication pathways (i.e - School-based Family Engagement Coordinator, newsletters, etc.) - Use the Virginia Literacy Partnerships VALLSS Conversation Guides as support for discussing VALLSS with parents and families.
January/February	Share student progress on Student Reading Plans with report

annually	cards • Invite parents/families for Student-led Parent Conferences • Use the Virginia Literacy Partnerships VALLSS Conversation Guides as support for discussing VALLSS with parents and families.
April/May annually	• Student Goal Conferences are held to review spring data and student progress • Share Virginia Literacy Partnerships' family resources and identify additional supports to support student success *If a student is referred to attend summer school, the family will be contacted by May 1.

Describe your plan to build successful school, parent, caregiver, and community partnerships, especially in relation to literacy development.

CCPS is committed to developing lifelong strategic and skilled readers, writers, and communicators. A critical element in this process is establishing and capitalizing on positive and productive relationships with parents and families. In the journey of implementing the provisions of the Virginia Literacy Act, CCPS Division/School Leadership, Literacy Support Specialist, ELA Instructional Specialist, and Reading Specialists will continue to communicate with parents, caregivers, and community members about the changes in literacy instruction and available support for families. Communication is a key component of managing such a significant change, and we will continue to take every opportunity to communicate with our stakeholders and engage them in the process in the interest of increasing awareness and literacy outcomes for our students.

Fall 2024:

- CCPS website: Virginia Literacy Act Implementation Updates - Community Corner
- Community newsletter: CCPS Express
- CCPS employee newsletter: CCPS Insider
- School-based Open House events for parents & families: Display core instructional materials and provide handouts of Virginia Literacy Partnership materials
- Parent Conferences K-8: Information provided about Benchmark Advance and VLP family literacy resources
- CCPS Advisory Team Meetings: Literacy updates on the core ELA program implementation and supportive materials for families (Superintendent Advisory Teams, Parents, Pastors, Advisory Committee for Exceptional Education (ACEE), Gifted)
- According to the VALLSS, school leadership and building reading specialists will work with parents as partners in the development of student reading plans for students in the high-risk band.

Spring 2025:

- CCPS website: Virginia Literacy Act Implementation Updates - Community Corner
- Community newsletter: CCPS Express

- CCPS employee newsletter: CCPS Insider
- School-based events for parents & families: Display core instructional materials and provide handouts of Virginia Literacy Partnership materials
- Parent Conferences K-8: Information provided about Benchmark Advance and VLP family literacy resources
- School leaders, reading specialists, and classroom teachers will meet with parents to review Student Reading Plan progress.

Summer 2025

- Summer Academy communications
- Summer learning opportunities are communicated to families
- School leaders, reading specialists, and classroom teachers will support summer learning opportunities and data collection/reporting.
- School Board presentation focused on the status of the implementation of the HQIM/Benchmark Advance

SY 25-26 and 26-27

Fall

- CCPS website: Virginia Literacy Act Implementation Updates - Community Corner
- Community newsletter: CCPS Express
- CCPS employee newsletter: CCPS Insider
- Open House event for parents & families: Display core instructional materials and provide handouts of Virginia Literacy Partnership materials
- Parent Conferences K-8: Information provided about Benchmark Advance and VLP family literacy resources
- Translation services will be provided as needed for families of English Learners.
- CCPS Advisory Team Meetings: Literacy updates on the core ELA program implementation and supportive materials for families (Superintendent Advisory Teams, Parents, Pastors, Advisory Committee for Exceptional Education (ACEE), Gifted)
- Based on the VALLSS outcomes, school leadership and building reading specialists will collaborate with parents and families as partners in developing student reading plans for students in the high-risk band.

Spring

- CCPS website: Virginia Literacy Act Implementation Updates - Community Corner
- Community newsletter: CCPS Express
- CCPS employee newsletter: CCPS Insider
- Parent Conferences K-8: Information provided about Benchmark Advance and VLP family literacy resources
- School leaders, reading specialists, and classroom teachers will meet with parents to review Student Reading Plan progress.

Summer:

- Summer Academy communications
- Summer learning opportunities are communicated to families
- School leaders, reading specialists, and classroom teachers will support summer learning opportunities and data collection/reporting.

Per the Virginia Literacy Act, each local school board shall post, maintain, and update as necessary on each school board's website a copy of its division wide literacy plan and the job description and contact information for any reading specialist employed by such school division pursuant to subsection G of [§ 22.1-253.13:2](#) and for any dyslexia specialist employed by such school division. The Department shall post each division wide literacy plan on its website.

Provide the link to where the division wide literacy plan will be housed on your school division website: www.ccps.us

DIVISION LITERACY PLAN CERTIFICATION:

We certify that the information reported in the division literacy plan is accurate. This information includes:

- Section One: Planning for Comprehensive Communication
- Section Two: Selecting High-Quality Instructional Materials
- Section Three: Ensuring Virginia Literacy Act Evidence-Based Reading Research Training
- Section Four: Monitoring Student Assessment and Progress
- Section Five: Assessing Division Level Progress
- Section Six: Engaging Parents, Caregivers, and Community

Ferrie H. Haley

Division Superintendent/
Authorized Designee Signature

Dr. Sarah B. Calveric

Print Name

June 30, 2025

Date