

# OKLAHOMA STATE DEPARTMENT OF EDUCATION

## Frequently Asked Questions About RSA and Third Grade Graduation Law

**Summary:** The purpose of this RSA Technical Assistance Document (TAD) is to provide school districts with updates and changes relative to RSA and third-grade student progression policies, including information on alternative assessments, promotion criteria and resources.

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## Chapter 1-The RSA LAW, 70 O.S. § 1210.508B

### What is the purpose of the Oklahoma RSA?

The purpose of the Oklahoma Reading Sufficiency Act is to ensure that each child attains the necessary reading skills by completion of the third grade, which will enable that student to continue developing reading skills and to help them succeed throughout school and life.

### Why was third grade chosen as the grade for retention?

The development of reading skills is the key for foundational reading and being ready for fourth grade. Third grade is a critical year for independent reading. In Oklahoma, third grade is the first year a student is required to participate in criterion-referenced tests.

### What Oklahoma Core Curriculum Test (OCCT) score does a third-grade student need to achieve for promotion to fourth grade?

Third-grade students must score a Limited Knowledge or higher on OCCT Reading to be promoted [Section 1210.508C].

### Can the parents appeal to the school board for their child to be promoted if they do not meet the requirements?

No. Parents cannot appeal the decision. The decision to retain a child in the third grade lies solely with the school/district after a careful review of all criteria.

### Will students scoring an Unsatisfactory on the OCCT be retained in other grades?

No. Third grade is the only grade at which scoring Unsatisfactory on the OCCT would require mandatory retention for public school students unless they qualify for one of the good cause exemptions. [Section 1210.508C]

## Chapter 2-Reading Sufficiency Plan, 70 O.S. § 1210.508C (B-H)

### What is the process for submitting the Reading Sufficiency Plan?

All Oklahoma School Districts must submit their district and site RSA plans to meet the requirements for the reading goal, required assessments, and reporting for the 2013-2014 school year.

- ✧ Complete all sections of Annual Reading Plan
- ✧ All Associated Sites are certified by School Site Principals
- ✧ District Plans are certified by District Superintendent
- ✧ Submitted for Approval to Oklahoma State Dept. of Education

### Do all districts have to submit a Reading Sufficiency Plan?

Yes, all **Oklahoma School Districts must *submit*** their district and site RSA plans to meet the requirements for the reading goal, required assessments, and reporting for the 2013-2014 school year.

### Do all districts have to submit a Reading Sufficiency Plan for approval?

**In order for a district NOT to electronically submit Reading Sufficiency Plan to OKSDE for *approval*, all of the following conditions must be met:**

	Have All Site Plans Been Previously Approved by OKSDE?
	Were There No Changes in Expenditures from The Previous School Year?
	Do All Site Expenditures Meet The Following Criteria? <ul style="list-style-type: none"> <li>○ Individual and small group tutoring</li> <li>○ Purchase of a training in the use of screening and assessment measures</li> <li>○ Summer Reading Academy school programs</li> <li>○ Saturday School Programs</li> </ul>
	Are All of Your Sites Meeting 100% of The RSA Goal Calculator?
	No School Sites on Needs Improvement List?

If any responses from the above are "NO" then the Annual District Reading RSA Plan must be electronically submitted for approval by **August 30, 2013**.

## Chapter 3-Parent or Guardian Written Notification, 70 O.S. § 1210.508C (I)

### When should the school notify parents that the student has a reading deficiency?

It is law that parents be notified in writing. It is **recommended** that the parent is notified **within 30 days** after student is identified as having a reading deficiency according to one of the 13 Oklahoma State Board of Education approved reading assessments. **Provide written notification to parents of (K-3) students reading below grade level with the following information:**

	A description of the current services that are provided to the student
	A description of the proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency;
	That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is exempt for good cause
	Strategies for parents to use in helping their child succeed in reading proficiency
	That while the results of the criterion-referenced test administered are the initial determinant, they are not the sole determiner of promotion and that portfolio reviews and assessments are available
	Implementation of the specific criteria and policies of the school district for midyear promotion

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By End of Second Quarter According to School District's Approved Calendar

**Provide written notification to parents of (K-3) students reading below grade level with the following information:**

	Student has been identified as having a substantial deficiency in reading;
	Are on an Academic Progress Plan (APP), formally known as "Program of Reading Instruction"
	Student has potential need to attend a Summer Academy Reading Program.

## **Do you get signatures again in December for children who are already on a plan and need to continue on the plan?**

Once you have parents' or guardians' signatures, they will need notification of the student's progress on an ongoing basis, at least three times per year, i.e., beginning, middle, and end.

## **Can the parents appeal to the school board for their child to be promoted if they do not meet the requirements?**

The decision to retain a child in the third grade lies solely with the school/district after a careful review of all criteria. Parents cannot appeal the decision.

## **What if a student is absent or the student or parent refuses to allow the student to take the third grade reading test?**

The law requires third grade students to take the OCCT Reading and Math test. If they do not attend school during the testing window and take the assessment, they must demonstrate reading proficiency through the portfolio or the alternative assessment for promotion.

## **May parents "opt out" and choose for their child not to take a formative assessment?**

Title 70, Sections 1210.508 and 1210.523 of the Oklahoma Statutes requires the State Board of Education conduct criterion referenced tests in grades three through eight, and conduct end-of-instruction exams in grades nine through twelve. Part of this requirement is that the State Board of Education must conduct field testing to ensure that all criterion-referenced test items are validated and appropriate for administration. In addition to the statutory requirement, the State Board of Education's administrative rule 210:10-13-2 states that "All public school districts in the state *shall* administer the state mandated academic achievement tests of the OSTP to all students enrolled in the designated grades." Therefore, school districts are required to provide a test to every student enrolled in respective testing grades.

Because of these statutory and rule requirements, there is no "opt-out" option offered through the State Department of Education. If a parent desires to opt their child out of the requirements of the Oklahoma State Testing Program, the request would be handled by the school district (or school site) in which the student is enrolled. When a local school district receives a parent request to opt a child out of testing, a school district is still required to provide a test to the student and document that the student chose not to participate in the assessment. (70 O.S. § 5-117 states that local school boards of education do not have the authority to take actions inconsistent with state law or rules that have been adopted by the State Board of Education.) If a student chooses not to participate in the assessment, the district is required to document the attempt to test. There may

be consequences to the school site for those student who opt-out, depending on the number of students within that site who have opted out of testing. A school site is required to test at least 95% of students enrolled in the site. Failure to do so will result in the district automatically earning a lower grade on the A-F Report Card.

If a parent desires to opt their child out of the requirements of the Oklahoma State Testing Program, particularly the Third Grade Reading assessment, the opt out request would be received and handled by the school district (or school site) in which the student is enrolled. When a local school district receives a parent request to opt a child out of testing, a school district is still required to provide a test to the student and document that the student chose not to participate in the assessment. For purposes of ensuring compliance with the Reading Sufficiency Act, the student must meet one of the good cause exemptions in order to be promoted to the fourth grade.

**Is information about third-grade progression available to parents?** Yes, iREAD, a pamphlet for parents of Oklahoma's third-grade students is available from OSDE Office of Instruction. It is designed to help parents understand what Oklahoma law says about reading requirements for third-grade students and promotion to fourth grade. It also describes what the school is required to do to help students reading below grade level.

**What options are available for parents of retained third graders to ensure their child is given every chance for improvement?**

The law requires the provision of one of the following [Section 1210.508C]:

- Supplemental tutoring in scientifically research-based reading services, including tutoring before and/or after school
- A parent-guided “Read at Home” assistance plan developed by OSDE and is available on the Reading and Literacy webpage of the OSDE website. The link is <http://ok.gov/sde/parent-resources>; LOVE.READ.LEARN!
- A mentor or tutor with specialized reading training.

**What is LOVE.READ.LEARN!?**

Oklahoma REAC<sup>3</sup>H Coaches will introduce schools/parents to easy-to-understand activities that integrate five key skills based on research by the National Reading Panel. Parents are quoted as saying the methods and games they learn can be used during every day literacy activities with their kids. The Dollar General Literacy Foundation is generously underwriting the LOVE.READ.LEARN! trainings and materials. The LOVE.READ.LEARN! is managed by the Volunteer USA Foundation/Barbara Bush Foundation for Family Literacy.

**Will LOVE.READ.LEARN! satisfy the strategies for parents to use in helping their child succeed in reading Parent Notification Requirement of (70 O.S. § 1210.508C(I) ?**

Yes, parents of K-3 Oklahoma students are encouraged to attend a LOVE. READ. LEARN! Parent Workshop facilitated by Oklahoma REAC<sup>3</sup>H Coaches.

**How can families and communities get more involved in reading programs?**

Oklahoma State Department of Education has many services and resources for our families and communities. These include the following:

***The Office of Parent and Community Engagement***

Its mission is to assist parents, caregivers, family and community members, and other stakeholders and allow participants to engage in strategies that will assist in helping students achieve the maximum academic success. <http://www.ok.gov/sde/parent-community-engagement>

For More Information, Contact: Melodie Fulmer, (405) 522-6225

***Limited English Proficient and Immigrant, Title III-A***

<http://ok.gov/sde/title-iii#Forms and Tools>

***Migrant Education Program, Title I, Part C***

The Migrant Education Program is available to schools and families in certain regions of Oklahoma. Its focus is on helping families who work in agriculture who know the importance of a good education for their children and realize the impact it can have on the entire family. To be eligible for this opportunity, parents must have moved to a new community within the past three years and have worked or are working at an agricultural job.

<http://www.ok.gov/sde/title-i-part-c#ParentInformation>

*For More Information, Contact: Melissa McGavock, Bo Merritt, Becky Nixon, Laura Jester, or Jose Henriquez, (405) 522-5158*

**Chapter 4-No Social Promotion 70 O.S. § 1210.508C (J)**

**Must students pass the OCCT reading test the second year in third grade?**

Yes, to be promoted to fourth grade, students must have a score of Limited Knowledge or above on the OCCT or meet one of the six good cause exemptions that apply. According to the law, students could be retained twice in grade 3 and therefore stay in third grade for three years.

**Chapter 5-Six Good Cause Exemptions 70 O.S. § 1210.508C (K)**

**What promotion options are available for third-grade students who have scored *Unsatisfactory* on the reading portion of the OCCT?**

Third-grade students who score an Unsatisfactory on OCCT Reading may be exempted from the retention requirement and be promoted to fourth grade if they are eligible for one of the six good cause exemptions.

**Must a student meet all of the criteria of any particular good-cause exemption in order to receive the good-cause exemption?**

Yes, the law is clear on this. A student may only receive a good-cause exemption if they meet all criteria to meet any one of the six good-cause exemptions.

**1. *ELL Students***

***ELL Students are Identified English Language Learners (ELL) on a screening tool approved by OSDE of Bilingual/Migrant Education and have a Language Instructional Educational Plan in place prior to administration of the OCCT and have less than two years of instruction in an ELL program.***

### **What is an English Language Learner Program?**

An example of an English Language Learner Program is found through the following link which is an excellent document from the National Clearinghouse for English Language Acquisition about program types:

[http://www.ncela.gwu.edu/files/uploads/5/Language\\_Instruction\\_Educational\\_Programs.pdf](http://www.ncela.gwu.edu/files/uploads/5/Language_Instruction_Educational_Programs.pdf)

**As we are looking over the other "good cause" exemptions for SB 346, it states that limited-English-proficient students who have had less than two years of instruction in an English language learner program may be promoted to 4th grade. Do the 2 years correlate to academic years or calendar years? For example, if a student arrives within the district for the first time and begins an ELL program in the middle of second grade, would she be given this exemption because she has had 1.5 academic years of an ELL program but 2 calendar years?**

Districts should go by academic year.

### **How should schools identify students who are Limited-English Proficient (LEP)/English Language Learner (ELL)?**

These students must be identified on a screening tool approved by the Oklahoma State Department of Education Office of Bilingual/Migrant Education in order to qualify for one of the conditions of the first good cause exemption. The following link is for the Language Instruction Education Plan (LIEP) for English Language Learners (ELLs).

<http://www.ok.gov/sde/sites/ok.gov.sde/files/Bilingual-LIEP12.pdf>

### **What else must identified LEP and ELL students have in place to qualify for good cause exemption?**

A Language Instruction Educational Plan (LIEP) in place prior to the administration of the third grade criterion referenced test and the student must have had less than two (2) years of instruction in an English Language Learner (ELL) program.

### **Are there resources available for understanding more about Bilingual/Migrant Education Screening tools?**

Yes, the following link will provide extensive information about Bilingual/Migrant Education.

<http://ok.gov/sde/title-iii>

### **Is it ok to delay identification of ELL students for two years so the student will be eligible for Good Cause Exemption 1?**

No. This is in violation of Title III.

## ***2. OAAP Students***

***(IEP Students assessed with OAAP) - Students with disabilities on an Individualized Education Plan (IEP) who are assessed with Oklahoma Alternate Assessment Program (OAAP)***

### **Are all IEP students eligible for this good cause exemption?**

No. Only students with disabilities who are eligible to participate in the OAAP may qualify under this exemption. Eligibility for participation in the OAAP is determined by the IEP team through the completion of the Criteria Checklist (OSDE Form 12).

### **Are OAAP students exempt from taking one of the 13 formative assessments?**

No. All students are required to participate in the formative assessment component of the RSA. An APP must be written for all students who are not reading on grade level because it is required by the RSA. The teacher will note on the APP that the assessment was given and document the child's performance. Even if a student is unsuccessful on one of the 13 formative assessments, information must still be gathered to address the educational needs and progress of the child. Good cause exemptions only apply to the retention component of the RSA.

## ***3. Alternative Assessments***

***Students who demonstrate an acceptable level of performance (minimum of 45th percentile) on a state-approved alternative reading test***

**What alternative assessment may be administered at the end of the year OR at the end of a Summer Academy Reading Program to determine if a student qualifies for a good cause exemption and promotion to fourth grade?**

Rule 210:15-27-2 authorizes the use of the following nationally norm-referenced tests in the determination of a good cause exemption for promotion to fourth grade. The student must score at or above the 45th percentile to demonstrate an acceptable level of performance.

- Stanford Achievement Test, Tenth Edition (SAT 10)
- Iowa Tests of Basic Skills (ITBS) Complete Battery, Form A, C, or E, Level 9, Reading Comprehension
- Iowa Tests of Basic Skills (ITBS) Core Battery, Form A, C, or E, Level 9, Reading Comprehension
- TerraNova, Third Edition Complete Battery, Level 13, Reading

Districts are strongly encouraged to administer the alternative standardized assessment at the end of a Summer Academy Reading Program. An alternative standardized assessment may only be administered for student promotion purposes following the administration of the spring test

form of the third-grade OCCT in Reading. An approved alternative standardized reading assessment may be administered at any time prior to the start of the next academic year, if there are at least 30 days between administrations and different test forms are administered.

**Will the state provide the approved alternative assessments?**

No. The State Board of Education approved the alternative assessments listed above and set the scores for them. School districts are responsible for providing these assessments.

**The good cause exemption about alternative testing mentions the tests you can give, Stanford, Iowa, and TerraNova, but it does not tell us who can give these tests, who will grade them, and how much will each test given cost the school district. Do you have this information?**

Guidelines are provided in the Administration Manual of each alternative assessment listed in the rule.

**After third graders take OCCT, do they have to wait 30 days to take an alternative test?**

No. After the OCCT has been administered any of the four alternative standardized assessments may be given.

**Do districts have to offer remediation (i.e. Summer Academy) before retesting a student on one of the alternative tests?**

No. After the OCCT has been administered any of the four alternative standardized assessments may be given.

**When giving alternative tests, may districts give one of the paper-pencil tests that can be scored locally or are any of the approved alternative tests available online so that results are immediate?**

Yes. The student must score at the 45<sup>th</sup> percentile or above on one the following alternative tests:

- Stanford Achievement Test, Tenth Edition (SAT 10)
- Iowa Tests of Basic Skills (ITBS) Complete Battery, Form A, C, or E, Level 9, Reading Comprehension
- Iowa Tests of Basic Skills (ITBS) Core Battery, Form A, C, or E, Level 9, Reading Comprehension
- TerraNova, Third Edition Complete Battery, Level 13, Reading

Guidelines are provided in the Administration Manual of each alternative assessment listed in the rule.

**If a student does not score at the 45<sup>th</sup> percentile or above on one of the approved alternative assessments, how long must a student wait before taking a different alternative test?**

30 days. An approved alternative standardized reading assessment may be administered at any time prior to the start of the next academic year, if there are at least 30 days between administrations and different test forms are administered.

**May a district accept an approved alternative assessment that was administered by an independent agency?**

The district is responsible for assuring that an approved alternative assessment is administered by district trained personnel to maintain consistency, validity and security.

#### **4. Portfolio**

***Section 1210.508C (K) states that a student who scores an Unsatisfactory on the third-grade reading portion of the OCCT may be promoted to fourth grade if the student qualifies for one of the six good cause exemptions.***

**Are there guidelines provided by the state for the third-grade student portfolio?**

Yes. As provided in Rule 210:15-27-2, to be accepted as meeting the portfolio option for demonstrating mastery of the required reading skills to be eligible for a good-cause promotion, the student portfolio must:

- ✧ Be selected by the student's reading teacher;
- ✧ Be an accurate picture of the student's ability and only include student work that has been independently produced in the reading teacher's classroom;
- ✧ Include evidence the benchmarks assessed by the third-grade OCCT Reading assessment have been met.
  - multiple choice items and passages that are approximately 50 percent literary text and 50 percent expository text that are between 200-600 words with an average of 350 words
  - Such evidence could include chapter or unit tests from the district's adopted core reading curriculum that are aligned with the Oklahoma State Standards
  - teacher-prepared assessments that are aligned with the Oklahoma State Standards
- ✧ Be an organized collection of evidence of the student's mastery of the Oklahoma State Standard Benchmarks for Language Arts that are assessed by the third-grade OCCT assessment.
- ✧ For each benchmark, there must be at least four examples of mastery as demonstrated by a grade of 70 percent or above; and
- ✧ Be signed by the student's reading teacher, principal, and superintendent attesting that it is an accurate assessment and the student possesses the required reading skills to be promoted to fourth grade.

**Do the same portfolio guidelines apply to IEP students?**

Yes. The state portfolio guidelines apply to all students, including IEP students.

**Is the student portfolio the only tool used for good-cause exemption and/or promoting a third-grade student to fourth grade?**

No. An approved student portfolio and one of the four state approved reading alternative assessments are the two state-approved options for good-cause exemption and midyear promotion. The student must be offered both options. However, the student must only demonstrate proficiency on one of the options in order to receive a good-cause exemption or be promoted midyear.

**If a teacher is monitoring the progress of a student, is a portfolio needed?**

Yes. A portfolio provides ongoing information on how a student is independently performing. There are specific requirements of necessary elements that must be included in a portfolio used for promotion. If a teacher chooses to follow the rigor of the state portfolio requirements, a portfolio may be used for progress monitoring as well as promotion.

**Can parts of the OCCT assessment be used as part of the portfolio for good-cause exemption or midyear promotion?**

No. Reporting categories do not provide enough information to determine whether a student has mastered that particular area of the Oklahoma State Standards.

**When will schools receive OCCT scores to identify those students who scored Unsatisfactory on the OCCT reading portion?** Dates for receiving OCCT scores will vary.

**How will classroom teachers know which students scored unsatisfactory on the OCCT before they leave at the end of the school year?**

Teachers are advised to gather portfolio materials on every student.

**Should teachers keep a portfolio for every student?**

Yes. It is best practice to keep a portfolio for every student. Portfolios are designed for students who are reading on grade level.

**When should portfolios begin in a student's academic career?**

Portfolios should begin when students enter school in PreK or K.

**Is it possible for teachers to document the student's portfolio work digitally? For example, may the teacher take photographs or scans of the work and store on a flash drive?**

Yes. It is highly recommended for teachers to have the majority of students' work in hard copies.

**The portfolio exemption states that it must be independently produced. If a child has an IEP that states that test can be read to a child can that be included as an artifact in the portfolio as long as they score a 70 % or above?**

Reading all assessment section other than the reading portion is allowable. Reading the Reading portion of the assessment to a student invalidates the assessment as a Reading assessment. When a reading assessment is read to a student it no longer is a reading assessment but a listening comprehension assessment.

### ***5. IEP Student who has been retained once***

***Students with disabilities who take the OCCT and whose IEP states that they have received intensive remediation in reading for more than two years but still show a deficiency in reading and were previously retained in kindergarten, first grade, second grade, or third grade (or in a transitional grade).***

**What is intensive remediation in reading “intensive instruction” and in reading “program of reading instruction”?**

The meaning of each of these terms is equivalent under the RSA law. It is a reflection that the student has received intensive remediation for more than two years. Intensive remediation may include any type of program offering intensive reading instruction that is documented on the student’s APP or identified as appropriate by the IEP team.

**Is there a requirement that the student have an IEP in place for two years to satisfy any requirement of good cause exemption number 5?**

No. There is no requirement that the student have an IEP in place for two years to satisfy any requirement of good cause exemption number 5.

**Do the reading remediation requirements apply to a student who has an IEP with the primary exceptionality of speech impairment? For instance, is the district required to provide intensive remediation for more than two years in order for the student to qualify for the good-cause exemption?**

Yes. The relevant good-cause exemption in statute [Section 1210.508C] states that students with disabilities who participate in the OCCT and have an IEP that reflects that the student has received the intensive remediation in reading as required for more than two years, but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade, are eligible for a good-cause exemption. This applies to all students who meet the IEP criteria; including students whose IEP reflects speech impairment as the primary exceptionality.

**May a student with an IEP who is reading below grade level and has never been retained be promoted using a portfolio that contains products reflecting below grade-level achievement?**

No. The student must show proficiency at grade level by demonstrating mastery of the Oklahoma State Standards. The expectations for students with disabilities who participate in the OCCT are the same as non-disabled students who participate in the OCCT. Portfolios reflecting below grade-level mastery do not meet this requirement.

**Are students with an IEP given any alternate means by which to achieve the goals needed in order to be promoted midyear?**

All students who participate in the OCCT including students with an IEP are to follow the same guidelines disseminated by the U. S. Department of Education. This requirement reflects high expectations and equality for students with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA).

**Are students on 504 able to meet good cause exemption 5?**

Students that are on a Section 504 accommodation plan are considered general education students and the 504 plan does not grant them any exceptions.

**Will an IEP student that moves into the district but has no documentation of receiving more than 2 years of intensive remediation be retained?**

Yes. The definition of special education is specialized instruction – which means that it should be more intensive than the instruction that is received within the general education environment. Students that are on an IEP should have been receiving intensive remediation through research based interventions prior to determining that the student should be referred for special education evaluation. There must be documentation of the intensive reading remediation in the IEP.

**A child has an IEP for reading. They are receiving all accommodations through the classroom and are not being pulled for any other services. Do they qualify for good cause exemption 5 if they meet all other criteria?**

Any IEP student meeting the requirements of good cause exemption 5 would qualify for good cause exemption 5 regardless of how their services are provided.

**If an IEP states that the child is "for monitor only", do they still qualify for good cause exemption 5 even though they are not technically receiving services?**

Yes. Students with disabilities that are on a "monitor only" IEP would still qualify for good cause exemption 5 if all criteria are met. The key to the "monitor only" IEP is the balance of finding the most appropriate accommodations that can be implemented within the general education environment that allows the student to be successful. So, the student would have been

receiving accommodations that would address the disability but allow them to remain in the general education class receiving rich instruction. A special education teacher monitors the progress. If the student's progress changes then the IEP team would re-meet and move the student of a "monitor only" to receiving direct services.

#### **6. Regular education student who has been retained twice**

***Students who have received intensive remediation in reading for two or more years but still have a deficiency in reading and have already been retained in kindergarten, first grade, second grade, or third grade (or in a transitional grade) for a total of two years.***

**If a student has been retained twice in third grade, and they move to another school that does not have any students who have been retained twice in third grade. This new school does not have the instructional opportunities for that student. What needs to happen for that student?**

Regardless of when a student enters a school, he or she must be provided grade-level work for the subject areas in which the student has not demonstrated proficiency. Districts must provide all students retained twice in third grade, including transfer students, with intensive instruction and the option of being placed in a transitional classroom.

**Does the Oklahoma Department of Education offer suggestions in developing a transitional classroom?** Yes. The following are possible examples of a transitional classroom setting:

- A. Third-grade students who have been retained once in third grade
- B. Students who have been retained twice in third grade
- C. Fourth-grade students who may be struggling with the fourth-grade reading curriculum and benchmarks.
- D. Students retained twice in third grade receiving intensive reading instruction on their reading level and fourth-grade curriculum in other subject areas.
- E. A fourth-grade class that includes students retained once or twice in third grade. The retained students may be pulled from the traditional classroom setting for intensive reading instruction, provided for the majority of the day (approximately three hours).

**Will a transitional grade teacher teach this student fourth grade skills in the other content areas if the student is ready for the fourth grade content?**

Yes. Students retained twice in third grade who receive intensive reading instruction on their level may receive fourth-grade curriculum in other subject areas.

**Will the students have a different teacher for reading remediation than they will have for other content areas?**

This is a district decision. The retained students may be pulled from a traditional classroom setting for their intensive reading instruction, which should be provided for the majority of the day (approximately three hours).

**Will all students who are retained in third grade be required to be placed a transitional class?**

No. The transitional class is an option. Most retained students will be in a traditional third-grade classroom, not a transitional classroom.

**If a student is retained and put in a transitional class, but is *not* promoted to the regular fourth grade by the November deadline, how is the student's grade level transcribed - third grade or fourth grade?**

Third grade.

**In the case above, what OCCT exam will this student take?**

Third grade.

**Will the Department of Education provide guidance with selection of a comprehensive intervention reading program for students retained twice in third grade?**

Yes. The following information will provide some guidance. The following link [www.fcrr.org](http://www.fcrr.org) offers guidance for instruction for students retained twice in third grade. This is an excellent resource for selecting a reading program for these students that is research-based and has proven results in increasing student reading achievement for fragile learners.

Also, What Works Clearinghouse publishes intervention reports that evaluate research on beginning reading curricula and instructional strategies for students in grades K-3. The IPE curricula and strategies are intended to increase skills in alphabetic principle, reading fluency, comprehension, and general reading achievement.

There are three links to the Doing What Works Clearinghouse material on the OSDE webpage: <http://ok.gov/sde/curriculum-and-instruction>. On this page, you will see Doing What Works Clearing House, Improving K-3 Reading Comprehension, and Response to Intervention in Primary Grade Reading.

## **Chapter 6-Six Good Cause Exemptions Documentation, 70 O.S. § 1210.508C (M)**

**What is the process for documenting a student promoted for a good cause exemption?**

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. In order to minimize paperwork requirements, the documentation shall consist

# Technical Assistance for RSA and 3rd Grade Progression 2013-2014

only of the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable.

2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent.

3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

## Chapter 7- (APP) Academic Progress Plan

(Formerly known as Program of Reading Instruction)

70 O.S. § 1210.508C (L) OAC 210-15-27

Academic Progress Plan 2013-2014		K-3 Reading Model to Meet ALL Students' Needs	
This document is a sample that meets the criteria for recent legislative amendments to the Reading Sufficiency Act. Districts may edit as needed. <b>(To use with the K-3 Reading Model Guidelines)</b> <i>Charts are available in these guidelines:</i>		Use With Academic Progress Plan (APP) 2013-2014	
Student is placed under:		Based on:	
Tier I <input type="checkbox"/>	Chart 1 <input type="checkbox"/>	<input type="checkbox"/> RtI Model - ALL RSA K-3 Students	
Tier II <input type="checkbox"/>	Chart 2 <input type="checkbox"/>	<input type="checkbox"/> RtI Model - Retained Third Grade Students	
Tier III <input type="checkbox"/>	Chart 3 <input type="checkbox"/>	<input type="checkbox"/> RtI Model - Students Promoted with Good-Cause Exemption	
District:	Site:	<p>As the alignment with Senate Bill 346, <a href="#">Link to SB 346</a>, House Bill 2516, <a href="#">Link to HB 2516</a>, and RSA Rules effective <b>July 11, 2013</b>, <a href="#">Link to RSA Links to RULES</a>, the Oklahoma State Department of Education is providing technical assistance regarding all K-3 students in the area of reading instruction. This technical assistance is built upon the best practice of a 90-minute reading block. The charts below depict a three tier model of support allowing all students to reach their full potential in reading.</p> <p><b>Chart 1: RtI Model recommended for ALL K-3 students</b> (Mandated for ALL RSA students as identified by one of the 13 OSDE approved RSA formative assessments)</p> <p><b>Chart 2: RtI Model recommended for retained third-grade students</b> (90 minutes is mandated for all retained third-grade students)</p> <p><b>Chart 3: RtI Model for students promoted with at least one of the six good-cause exemptions</b></p>	
Student:	Grade:		
Principal:	Teacher:		
Parent/Guardian:	Date:		
<p><b>State-approved Assessments</b> (This section is for <b>Chart 1 and 2</b> only.) For <b>Chart 3</b>, please proceed to page 2.) A copy of all assessment results shall be made a part of the student's permanent academic record. Another copy should be placed in the student's reading portfolio. A reading deficiency has been identified based on the attached results from the following:</p>			
<input type="checkbox"/> <b>AIMSweb</b> The Children's Progress Academic Assessment Literacy First Battery of Screening Instruments <b>DBELS NEXT</b> Developmental Reading Assessment Plus (DRA2+)	<input type="checkbox"/> <b>iREADY</b> Diagnostic Literacy First Measures of Academic Progress (MAP) Measures of Academic Progress (MAPG) for Primary Grades <b>mCLASS</b> DBELS Next STAR Early Literacy Enterprise: Renaissance Learning, Inc. <small>Woodcock Reading Mastery Tests</small>		

**Is our district required to use the OSDE APP form that is located on the RSA page of the [www.ok.gov/sde](http://www.ok.gov/sde) website?**

No. The downloadable Academic Progress Plan Document and the K-3 Reading Model guidelines are provided as a convenience to the districts. If a district follows the requirements of the law and all portfolio criteria is met, then a district may use their own created form.

**Is the Academic Progress Plan the same as the Program of Reading Instruction?**

Yes and No. The APP has been revised to include enhancements. Some of the enhancements include the Response to Intervention or RtI Model. The RtI Model is targeting instruction to meet the student's academic need as soon as possible.

**What happens if the parent refuses to sign the APP?**

The school should document that the attempt was made and that parent refused to sign.

A parent signature on the APP is best practice in order to document their efforts to advise and involve the parent in the school's plan to provide the "program of reading instruction" required by statute. In addition, the APP can also be used by a district to document that the district has met the notification requirements in 1210.508C(l). So if a parent refuses to sign, the school shouldn't be penalized; the school needs to document the refusal so they can prove they at least made the attempt to advise the parent.

**What if 100% of the students in a classroom are not identified as RSA students? They have not been retained once or twice, is the three tier model necessary?**

No.

**What is Intensive Reading Instruction?**

For purposes of the Reading Sufficiency Act, a program of "intensive reading instruction" shall be based upon a three-tiered Response to Intervention ("RtI") model.

- \* **Tier One Intervention** - For students identified for Tier I intervention, a minimum of ninety (90) minutes of uninterrupted daily scientific-research-based reading instruction.
- \* **Tier Two Intervention** - For students identified for Tier II intervention, at least an additional thirty to forty five minutes of additional uninterrupted daily scientific-research-based reading instruction in addition to the ninety (90) minutes of uninterrupted daily reading instruction provided under Tier I.
- \* **Tier Three Intervention** - For students identified for Tier III intervention, at least an additional sixty (60) to ninety (90) minutes of additional uninterrupted daily scientific-research-based reading instruction in addition to the ninety (90) minutes of uninterrupted daily reading instruction provided under Tier I.

**What are the requirements for the formation of a committee to develop a Program of Reading Instruction/Academic Progress Plan (APP) for a student who has been identified as not reading at the appropriate grade level?**

The law requires that the committee be composed of educators, a certified reading specialist (if possible), and a parent or guardian. It is up to the district to set policy/determine how this will operate at the district level.

**Should a student's reading plan be a part of his/her permanent record and be sent to a new school?**

Yes.

**If a student leaves a district, should we keep a copy of their reading plan?**

Yes.

**What is to be documented in regard to reading instruction?**

Student's documentation includes:

- Academic Progress Plan
- Dates of assessments
- Progress monitoring
- Minutes per day in reading instruction and remediation
- Teacher-student ratio
- Parent notifications
- Areas in which the student is experiencing deficiency

**The law states that a program of reading instruction will continue until the student is determined to be reading on grade level by the results of an approved reading assessment. Do they need to stay on the plan until December?**

Yes. Students will need ongoing support and assessments provided to them after they come off of a plan of improvement.

**If a student doesn't meet benchmark until December, do you write a plan at that point?**

Yes.

**Do you get signatures again in December for children who are already on a plan and need to continue on the plan?**

No. Once you have parents' or guardians' signatures, the school is to send parents notification of the student's progress on an ongoing basis, at least three times per year, i.e., beginning, middle, and end.

**Chapter 8 Required District Responsibilities, 70 O.S. § 1210.508C (N)**

**Under district responsibilities for retained students, must the school provide all of these listed or some of them?**

The decision regarding what services are to be provided to each retained students should be made by the local district in coordination with the parent or guardian of the student.

The law states: “Retained students shall be provided other strategies prescribed by the school district which may include, but are not limited to:

Small group instruction; reduced teacher-student ratios; more frequent progress monitoring; tutoring or mentoring; transition classes containing third- and fourth-grade students; extended school day, week, or year; and summer reading academies, if available.”

**RSA K-3 TIERS**

**Tier One Intervention Requirements and Recommendations**

<b>Tier One</b>	<b>90 minutes Uninterrupted daily scientific-research-based reading instruction</b>
<b>Tier Two</b>	<b>90 minutes Uninterrupted daily scientific-research-based reading instruction <i>plus at least 30 to 45 minutes</i></b>
<b>Tier Three</b>	<b>90 minutes Uninterrupted daily scientific-research-based reading instruction <i>plus at least 45 to 60 minutes</i></b>

**What are the requirements/recommendations that districts must implement to meet the needs of third-grade students identified with a reading deficiency who have *not* been previously retained in third grade?**

The following chart describes the requirements and recommendations that districts will meet the needs of third grade students who have been identified with a reading deficiency who have never been retained in third grade. This chart along with CHART 1 is also included in the Reading Model Guidelines for K-3. Reading Model Guidelines for K-3 is the companion document for the Academic Progress Plan (APP) found on the RSA webpage from the Oklahoma State Dept. of Education website. <http://www.ok.gov/sde/reading-sufficiency-act>

<b>READ INITIATIVE</b> iRead	
<b>TIER 1 Intervention</b> <b>REQUIREMENTS AND RECOMMENDATIONS</b>	
<b>Instructional Setting</b>	General education classrooms where grade-level instruction is provided for all students.
<b>Instructional Time</b>	Mandatory minimum 90-minute reading block.
<b>Materials</b>	<b>Comprehensive Core Reading Program</b>  Comprehensive Core Reading Program means a scientifically-based program (SBRR) that provides a scope and sequence that scaffolds and differentiates instruction in accordance with the state academic standards based on the five components of reading (phonological awareness, phonics, fluency, vocabulary, and comprehension).
<b>Assessments</b>	<b>Screening:</b> Oklahoma State Board approved RSA screening administered two to three times per year. <b>Progress Monitoring:</b> For students on or above level, progress monitoring every six to nine weeks. <b>Diagnostic:</b> If deemed appropriate, a diagnostic shall be provided
<b>Academic Progress Plan</b>	All students in grades K-3 reading below grade level, based on one of the 13 Oklahoma State Board of Education approved reading Formative assessments, or who have been retained or placed in a transitional grade must have an APP.
<b>Portfolio</b>	It is required that any student retained in third grade must have an ongoing portfolio which meets the state portfolio requirement. It is recommended that all students have an ongoing portfolio which meets the state portfolio requirement.

## Tier Two Intervention Requirements and Recommendations

What are the requirements /recommendations that districts must implement to meet the needs of third-grade students identified with a reading deficiency who have been previously retained in third grade?

The following chart describes the requirements and recommendations that districts will meet the needs of third grade students who have been identified with a reading deficiency who have been previously retained in third grade. This chart along with CHART 2 is also included in the Reading Model Guidelines for K-3. Reading Model Guidelines for K-3 is the companion document for the Academic Progress Plan (APP) found on the RSA webpage from the Oklahoma State Dept. of Education website. <http://www.ok.gov/sde/reading-sufficiency-act>

<b>READ INITIATIVE</b>	
<b>iRead</b>	
<b>Tier II</b>	
<b>Mandatory minimum of 90 minute reading block plus at least 30-45 minutes intervention</b>	
<b>REQUIREMENTS and RECOMMENDATIONS</b>	
<b>Requirements prescribed by school district, which may include, but are not limited to:</b>	
<b>Instructional Setting</b>	Reduced teacher-student ratio in a small homogeneous group setting of 5 to 7 students
<b>Instructional Time</b>	At least 30 minutes outside of the 90-minute reading block of Tier I.
<b>Materials-</b> (These materials are in addition to those used in Tier I)	<b>Intervention Materials:</b> Research-based materials that target areas of deficits as determined by a diagnostic assessment aligned to the five components of reading (phonological and phonemic awareness, phonics, fluency, vocabulary, and comprehension).
<b>Assessments</b>	<b>Screening:</b> Oklahoma State Board of Education approved RSA screening administered two to three times per school year. <b>Progress Monitoring:</b> Should be ongoing and weekly. <b>Diagnostic:</b> Diagnostic: if deemed appropriate shall be provided. The diagnostic may be informal such as a phonological awareness survey, phonics survey, and or a spelling inventory.
<b>Academic Progress Plan (APP)</b>	All students in grades K-3 reading below grade level, based on one of the thirteen Oklahoma state approved reading formative assessments, or who have been retained or placed in a transitional grade must have an APP. The APP must be driven by a diagnostic assessment.
<b>Portfolio</b>	It is required that any student retained in third grade must have an ongoing portfolio which meets the state portfolio requirement. It is recommended that all students have an ongoing portfolio which meets the state portfolio requirement.

<b>Summer Reading Program</b>	For a third-grade student who scores Unsatisfactory on the Oklahoma Core Curriculum Test (OCCT) for reading.
<b>Tutoring and Mentoring</b>	<b>Recommendation:</b> Assign a trained volunteer or mentor to each student and/or assign someone to tutor each student on deficit areas.
<b>Transition Classes</b>	In every district there should be language that describes their mid-year promotion procedures. Student should be provided on-grade level work for the subject areas that are not at risk. <b>Third and fourth-grade transition classes are an option.</b>
<b>Extended School Day</b>	<ul style="list-style-type: none"> <li>• Provide an after school program with research-based materials and certified teachers to tutor and remediate students.</li> <li>• Saturday school with research-based materials and certified teachers to tutor and remediate students.</li> <li>• Extended year with research-based materials and certified teachers to tutor and remediate students.</li> </ul>

### Tier Three - Intensive Acceleration Requirements and Recommendations

Can immediate intensive reading be delivered in the regular classroom by the IEP teacher?

Yes.

By the general education teacher?

Yes. The classroom is to be organized in an effective way and the teacher may provide instruction at the appropriate level. If the student has an IEP requiring special interventions in reading, then the IEP teacher could provide additional instruction outside the 90 minute block that was coordinated with and consistent with the work of the regular classroom teacher.

What are the requirements/recommendations that districts must implement to meet the needs of third-grade students identified with a reading deficiency and have been retained twice or who have been promoted due to a good cause exemption?

The following chart describes the requirements and recommendations that districts will meet the needs of third grade students who have been identified with a reading deficiency who have been retained twice or promoted due to a good cause exemption. This chart along with CHART 3 is also included in the Reading Model Guidelines for K-3. Reading Model Guidelines for K-3 is the companion document for the Academic Progress Plan (APP) found on the RSA webpage from the Oklahoma State Dept. of Education website. <http://www.ok.gov/sde/reading-sufficiency-act>

# Technical Assistance for RSA and 3rd Grade Progression

**2013-  
2014**

INTENSIVE ACCELERATION	
<b>Tier III</b> <b>Mandatory minimum 90 minutes plus at least 45-60 minutes</b> <b>REQUIREMENTS AND RECOMMENDATIONS</b>	
<b>Instructional Setting</b>	Reduced teacher-student ratio in a small homogeneous group setting of 3 to 5 students
<b>Instructional Time</b>	45 to 60 minutes outside of the 90-minute reading block of Tier I. 90 minutes of this is uninterrupted block of time.
<b>Materials-</b> (These materials are in addition to those used in Tier I)	<b>Intervention Materials:</b> Research-based materials that teach areas of deficits as determined by a diagnostic assessment aligned to the five components of reading (phonological awareness, phonics, fluency, vocabulary and comprehension) <b>Language Materials:</b> Research based materials that instruct student on language and vocabulary skills. A speech language pathologist is consulted about appropriate materials.
<b>Assessments</b>	<b>Screening:</b> Oklahoma State Board of Education approved RSA screening administered two to three times per school year. <b>Progress Monitoring:</b> Should be ongoing and weekly. The progress monitoring should be more frequent than for a non-retained student. This can be as simple as a CORE reading program weekly test, timed readings, or teacher observations. <b>Diagnostic:</b> If deemed appropriate shall be provided.
<b>Academic Progress Plan (APP)</b>	All students in grades K-3 reading below grade level, based on one of the thirteen Oklahoma state approved reading formative assessments, or who have been retained or placed in a transitional grade must have an APP.
<b>Portfolio</b>	It is required that any student retained in third grade must have an ongoing portfolio which meets the state portfolio requirement. It is recommended that all students have an ongoing portfolio which meets the state portfolio requirement.
<b>Summer Academy Reading Program</b>	For a third-grade student who scores Unsatisfactory on the Oklahoma Core Curriculum Test (OCCT) for reading.
<b>Tutoring and Mentoring</b>	<b>Recommendation:</b> Assign a trained volunteer or mentor to each student and/or assign someone to tutor each student on deficit areas.
<b>Transition Classes</b>	In every district's reading plan there should be language that describes their mid-year promotion procedures. Student should be provided grade level work for the subject areas that are not at risk. Third- and fourth-grade transition classes are an option. Districts shall provide a student that has been retained and received intervention instruction an option of being placed in a transitional instructional setting.
<b>Extended School Day</b>	Provide an after school program with research-based materials and certified teachers to tutor and remediate students .Saturday school with research-based materials and certified teachers to tutor and remediate students .Extended year with research-based materials and certified teachers to tutor and remediate students.
<b>Instructor/Staff</b>	A high-performing teacher as determined by student performance data and above satisfactory on performance appraisals. <b>Recommendation:</b> At least two professionals in the class during differentiated and intervention instruction.
<b>Speech Language Pathologist</b>	A licensed or certified speech language pathologist used in the classroom for instruction or with collaboration with lesson planning.
<b>Para Professional</b>	<b>Recommendation:</b> Trained on materials and strategies used in the classroom.

<b>Reporting Requirements</b>	Schools will enter progress monitoring data information on the School District Reporting Site.
<b>Monitoring by the State</b>	The state will monitor reports and make visits to districts if needed.

**The focus of the Intensive Acceleration Class shall be to increase the reading level of a child at least two grade levels in one school year. What program(s) are available that will meet this standard?**

The following website can provide guidance with identifying programs targeted to meet the needs of students having serious reading difficulties:

<http://ies.ed.gov/ncee/wwc/topic.aspx?sid=8>. There is also a link on the OSDE’s Website. Go to the Reading and Literacy page and click on Reading Sufficiency Act. Select RSA Resources where you will find the following link: [www.fcrr.org](http://www.fcrr.org).

## Mid-Year Promotion for Third-Grade Students

**What are the guidelines/requirements for a midyear promotion?**

In accordance with Rule 210:15-27-3, to be eligible for a midyear promotion prior to November 1, a student must demonstrate mastery of reading skills consistent with the month of promotion to fourth grade as presented in the scope and sequence of the school district’s core reading program. Evidence of demonstrated mastery is as follows:

- Successful completion of portfolio elements that meet state criteria or
- Satisfactory performance on a locally selected standardized reading assessment.
- To promote a student midyear using a student portfolio, there must be evidence of the student’s mastery of third-grade Oklahoma State Standard Benchmarks for Language Arts and beginning mastery of the benchmarks for fourth grade. The student portfolio must meet the following requirements:
  - Be selected by the student’s reading teacher;
  - Be an accurate picture of the student’s ability and include only student work that has been independently produced in the classroom;
  - Include evidence of mastery of the benchmarks assessed by the third-grade OCCT Reading assessment;
  - Include evidence of beginning mastery of fourth-grade benchmarks that are assessed by the fourth-grade Reading OCCT. This includes multiple choice items and passages that are approximately 50 percent literary text and 50 percent expository text, and that are between 200-600 words with an average of 350 words. Such evidence could include chapter or unit tests from the district’s adopted core reading curriculum that are aligned with the Oklahoma ACADEMIC Standards or teacher-prepared assessments. For each benchmark, there must be three examples of mastery as demonstrated by a grade of 70 percent or better; and

- Be signed by the reading teacher and the principal as an accurate assessment of the required reading skills.
- To promote a student midyear using one of the State Board of Education-approved standardized assessments there must be evidence that the student scored at or above grade level in reading comprehension, as demonstrated by standard scores or percentiles, consistent with the month of promotion to fourth grade. Additional district requirements for any midyear promotion criteria must be specified in the district's Academic Progress Plan.

**May a third-grade student, potentially eligible for a midyear promotion, be placed in a fourth-grade classroom and then be promoted after demonstrating proficiency on the portfolio or an alternative assessment?**

No. Districts need to meet the individual needs of students. This can be achieved through implementing creative multi-age grouping or a transitional classroom setting.

**If a student is promoted mid-year then does the student repeat fourth grade repeating the same content as was presented the year before in the transitional class or move to fifth grade?**

No. This student would have received reading intervention to meet their specific needs in a fourth grade setting to accelerate his/her progress to ensure they are on level with their peers. In the end, regardless of subject area, differentiation/enhancement for students mastering grade level subject area standards is the key. This depends entirely upon the student's mastery. In other words, if the student meets all of the third-grade criteria, they would be promoted to fourth grade. If they meet all of the fourth-grade criteria, they would be promoted to fifth grade.

**Why must a student's mid-year promotion be made before November 1?**

The intent of Rule 210:125-27-3 is to ensure that students are promoted as soon as possible (but no later than November 1) so they receive essential fourth-grade instruction. For example: If a student has attended a Summer Academy Reading Program and demonstrated mastery of all benchmarks but one, the student could show proficiency in the deficit benchmark and then be promoted to fourth grade before November 1.

**If a student is promoted based on a mid-year promotion, do they take the fourth grade OCCT in Reading and Math?**

Yes. If a student is mid-year promoted to fourth grade, they are officially fourth-grade students and will take the fourth grade OCCT Reading and Math test.

**Will the student preparing for mid-year promotion be given fourth-grade instruction while in the transition class?**

Yes. Students must be provided grade-level work for the subject areas that are not at risk. All students should be supported in making continuous academic progress. This means teaching and learning for mastery and moving forward through the curriculum and the Oklahoma Standards as appropriate for the individual.

**Chapter 9-iREAD Initiative, 70 O.S. § 1210.508C(O)**

**What is the Read Initiative, iREAD?**

Read Initiative began in 2011-2012 to establish the Reading Enhancement Acceleration Development.

**What is the purpose of the Read Initiative, iREAD?**

The purpose of iREAD is to **prevent** the retention of third-grade students by offering intensive accelerated reading instruction to kindergarten through third-grade students who are exhibiting a reading deficiency.



**Chapter 10-Progress Reporting Provided to Parent/Guardian in Writing  
70 O.S. § 1210.508C(P)**

**What is involved in the Progress Reporting to Parents?**

In addition to the previous RSA Parent Notifications, each school district board of education shall annually report to the parent or guardian of each student in the district the progress of the student toward achieving state and district expectations for proficiency in reading, writing, science, and mathematics. The school district board of education shall report to the parent or guardian of each student the results on each statewide criterion-referenced test. The evaluation of the progress of each student shall be based upon classroom work, observations, tests, district and state assessments, and other relevant information. Progress reporting shall be provided to the parent or guardian in writing.

## **Chapter 11-School District Reporting, 70 O.S. § 1210.508C (Q)**

### **What is included in School District Reporting?**

Every School District should have a website and annually post information according to the list of requirements by September 1.

## **Chapter 12-RSA Funding, 70 O.S. § 1210.508D**

### **Will there be any funding provided to assist in all that is required to meet the requirements of the Reading Sufficiency Act as it is written?**

RSA FUNDING 2013-14

\$6.5 Million is allocated for the 2013-14 school year.

The funding will be divided equally for all K-3rd graders who are turned in on the RSA BOY Report.

Districts will decide how the funding is allocated in conjunction with the RSA Funding Checklist.

Districts are encouraged to spend 25% of their funding for professional development.

### **What is listed on the RSA Funding Checklist?**

## **READING SUFFICIENCY ACT (RSA) CHECKLISTS**

### **Funding Checklist 2013-2014**

#### **(RSA Funds May Be Used For the Following)**

Beginning of FY 2013-14, funding will be distributed directly to the districts. Districts are no longer required to submit reimbursement claim forms. Districts will continue to use project 367 for any OCAS or State Aid reporting. Summer Academy Reading Program will also use the program expenditure dimension code number 441 – Summer School for Elementary.

# Technical Assistance for RSA and 3rd Grade Progression

## 2013-2014

Description	Function	Sub-Function	Object	Sub-Object
Salaries for teachers for before- and after-school programs, summer school teachers, and interventionists <b>(individual and small group tutoring, summer school programs, and Saturday school programs)</b>	1000		100	
Benefits for personnel mentioned above	1000		200	
Data Processing Services - Contracted Services	1000		300	
Internet Services and Subscriptions	1000		500	530
Printing and Binding	1000		500	550
Instructional materials for students identified and placed on a program of reading instruction for the Reading Sufficiency Act	1000		600	
Copy Supplies				611
Approved Screening and Assessments				614
Office Supplies				619
Books				641
State-Adopted Textbooks				643
Supplemental Non-State-Adopted Textbooks				644
Workbooks				645
Magazines				648
Technology-Related Equipment and Reading Software- <b>Must be pre-approved and on file with the Reading and Literacy office</b>				653

# Technical Assistance for RSA and 3rd Grade Progression | 2013-2014

Co-curricular				681
Contracted Services (non-payroll personnel) for offsite, onsite, or online professional development training	2210	2213	300	
Travel for teachers, paraprofessionals, and interventionists to attend approved RSA professional development training <b>(training must be pre-approved)</b> . Covers mileage, lodging, tolls, and parking (no meals).	2210	2213	500	580
Staff Registration for Training	2210	2213	800	860
Academic Student Assessment	2240		300	320
Supplies and Materials				614
Salaries for bus drivers providing student transportation for before-and after-school programs or the Summer Academy Reading Program for RSA.	2720		100	
Benefits for personnel mentioned above	2720		200	

## Chapter 13-Teacher Preparation, 70 O.S. § 1210.508D

### Are resources available to help teachers with the RSA Law and rules?

Yes. Many resources may be found at the [Reading Sufficiency Act](#) webpage. Oklahoma has highly trained REAC3H Coaches who are focused on Pre-K through Third Grade Literacy and are available to serve Oklahoma School Districts. REAC3H Coaches across Oklahoma are available for districts to use for job embedded professional development. Also, Oklahoma’s REAC3H Coaches provide Reaching All Readers workshops throughout the state.

### What does the law say about Teacher Preparation Funding?

If a teacher attends and completes a professional development institute in elementary reading approved by the Oklahoma Commission for Teacher Preparation during the summer or when school is not in session, the teacher may receive a stipend equal to the amount of the cost for a substitute teacher, based on the amount of funds allocated.

### **Chapter 14-Summer Academy Reading Program (SARP), 70 O.S. § 1210.508E**

#### **How can teachers use assessments for the portfolio in SARP when the program used provides intensive reading but is not on grade level?**

If the program is not on grade level, the assessments cannot be used to document mastery of third-grade benchmarks.

#### **Is SARP available for students in grades other than third grade?**

Summer Academy Reading Programs or other programs must be offered to students in the third grade scoring an Unsatisfactory on the OCCT Reading as specified in Section 1210.508C. If a district chooses to open the program to other grade levels, the district may do so at its own discretion. Subject to availability of RSA funding, a district may expand the program to other grade levels.

#### **Will SARP be mandatory if a student does not benchmark?**

No.

### **Chapter 15 Students promoted by good cause exemptions**

#### **Students who are promoted to the fourth grade on a good-cause exemption must be provided intensive reading instruction during an altered day. Is this a pullout program where students work with a reading specialist?**

This is a district decision. It is important to ensure these students are getting the intervention services they need to help them to be on grade level with their peers. This should be more than what they've received in the past. They should participate in their general reading block and additional intervention services. They will need more support and instructional services than your general 4th grader.

#### **How many minutes of intensive intervention is expected for a student in fourth grade promoted through a good-cause exemption?**

Some students in intensive intervention may need up to 180 minutes of reading instruction per day.

### **Chapter 16 Students moving in from another state**

#### **If a student moves into the district from another state, what is the procedure for them to be placed in fourth grade?**

The records of students who move into the district from another state and are going into the fourth grade will be reviewed to determine the proper placement.

**What grade should a child be in if a parent moves them out of state to avoid the OCCT for 3rd grade and moves them back just after the next year begins?**

If the other state promoted to 4th grade and it is documented in the information that is received by the out of state school then the student would be placed in 4th grade.

### Chapter 17 Home School Students

**Does this apply to students who move into the district from a private school or were home schooled, and are going into the fourth grade?**

Yes. The records of students who move into the district from a private school or were homeschooled and are going into the fourth grade will be reviewed to determine the proper placement.

**Is it state law that students take a placement exam (at any grade level) if they are coming to a school from a home school setting?**

No. If the other state promoted to 4th grade and it is documented in the information that is received by the out of state school then the student would be placed in 4th grade.

### Chapter 18 RSA CHECKLISTS

*RSA Checklists-The following checklists are provided as a convenience for districts to ensure all RSA requirements are met.*

### FUNDING CHECKLIST - RSA Funds May Be Used For the Following

**\*Beginning of FY 2013-14, funding will be distributed directly to the districts. Districts are no longer required to submit reimbursement claim forms. Please continue to use project 367 for any OCAS or State Aid reporting. Summer Academy Reading Program will also use the program expenditure dimension code number 441 – Summer School for Elementary.**

# Technical Assistance for RSA and 3rd Grade Progression | 2013-2014

Description	Function	Sub-Function	Object	Sub-Object
Benefits for personnel mentioned above	1000		200	
Data Processing Services - Contracted Services	1000		300	
Internet Services and Subscriptions	1000		500	530
Printing and Binding	1000		500	550
Instructional materials for students identified and placed on a program of reading instruction for the Reading Sufficiency Act	1000		600	
Copy Supplies				611
Approved Screening and Assessments				614
Office Supplies				619
Books				641
State-Adopted Textbooks				643
Supplemental Non-State-Adopted Textbooks				644
Workbooks				645
Magazines				648
Technology-Related Equipment and Reading Software- <b>Must be pre-approved and on file with the Reading and Literacy office</b>				653
Co-curricular				681
Contracted Services (non-payroll personnel) for offsite, onsite, or online professional development training	2210	2213	300	
Travel for teachers, paraprofessionals, and interventionists to attend approved RSA professional development training ( <b>training must be pre-approved</b> ). Covers mileage, lodging, tolls, and parking (no meals).	2210	2213	500	580
Staff Registration for Training	2210	2213	800	860
Academic Student Assessment	2240		300	320
Supplies and Materials				614

# Technical Assistance for RSA and 3rd Grade Progression | 2013-2014

Salaries for bus drivers providing student transportation for before-and after-school programs or the Summer Academy Reading Program for RSA.	2720	100
Benefits for personnel mentioned above	2720	200

## DISTRICT RSA PROFILE 2013-2014

Grade Level	# of Students Not Passing Screening	Total # of Students Screened	Percentage of Students Not Reading on Grade Level

## STUDENT RECORDS CHECKLIST 2013-2014

Student Records	Completed
Copies of the assessment results shall be made a part of the permanent record of each student.	
Copy of Student's APP-sample form on SDE website	
Copy of Proof of Parent Notifications	

**SCREENING AND ASSESSMENT CHECKLIST 2013-2014**

<b>Screening Assessment Instrument (Identify Which Assessment Utilized)</b>	
aimsweb	
CPAA	
Dibels NEXT	
DRA+	
easy,cbm	
GRADE	
iREADY	
Literacy First	
MAP	
MPG	
mClass: Dibels Next	
Star Early Learning Enterprise 1.Star Early Literacy 2.Star Reading Renaissance	
WRMT-III	

<b>Beginning of School Year</b>		
<b>Screening Assessment</b>		<b>Completed</b>
Kindergarten		
First		
Second		
Third		

Summer Academy Reading Program		
Assessment		Completed
Third		

End of School Year		
Assessment		Completed
Kindergarten		
First		
Second		
Third		

**STATE DEPARTMENT OF EDUCATION (SDE) REPORT REQUIREMENTS CHECKLIST 2013-2014**

Beginning of School Year		
School District Reporting Site		Number of Students Not on Grade Level
Kindergarten		
First		
Second		
Third		

**Summer Academy Reading Program Students**

School District Reporting Site		Number of Students Not on Grade Level
Third		

**Summer Academy Reading Program Teachers**

Teacher Name	Teacher Certificate Number	List Qualified Training Received

<b>Summer Academy Reading Program Schedule</b>				
<b>School Reporting Site</b>	<b>District</b>	<b>Dates of Operation</b>	<b>Days of Operation (Circle four days)</b>	<b>Hours of Operation (must be ½ length of regular school day)</b>
Week One			M, T, W, TH, F	
Week Two			M, T, W, TH, F	
Week Three			M, T, W, TH, F	
Week Four			M, T, W, TH, F	

<b>End of School Year</b>		
<b>School District Reporting Site</b>	<b>Number of Students Initially Identified Below Grade Level</b>	<b>Number of Students Who Remain Below Grade Level</b>
Kindergarten		

<b>End of School Year</b>		
<b>Single Sign On</b>	<b>Number of Students Served on a Reading Sufficiency Act Academic Progress Plan</b>	<b>Number of Students Who Successfully Completed a Reading Sufficiency Act Academic Progress Plan and are Reading on Grade Level</b>
Kindergarten		
First		
Second		
Third		

**OCCT/ OAAP PARENT/GUARDIAN NOTIFICATION CHECKLIST 2013-2014**

Annual Written Notification	Completed
Parent/guardian notified in writing of student’s proficiency in reading, writing, science, and mathematics ( <b>grade applicable only</b> )	
The school district board of education shall report each student’s results on OCCT/ OAAP to parents or guardians	
Evaluation of progress of classroom work, observations, tests, district and state assessments, and other relevant information	

**END OF SECOND QUARTER CHECKLIST - THIRD GRADE STUDENTS-2013-2014**

Written Parent/Guardian Notification – Third-Grade Students	Completed
Parents notified in writing of student’s reading grade level	
Description of current services that are provided to the student	
Description of proposed supplemental instruction services and support that will be provided	
Potential need for summer academy or other program designed to assist the student in attaining grade-level reading skills	

**ACADEMIC PROGRESS PLAN CHECKLIST 2013-2014**

**SAMPLE APP and READING MODEL GUIDELINES ARE LOCATED ON RSA PAGE OF OKLAHOMA STATE DEPT.OF EDUCATION WEBSITE**

**<http://www.ok.gov/sde/reading-sufficiency-act>**

ACADEMIC PROGRESS PLAN (APP) CHECKLIST "Program of Reading Instruction"	Completed
Includes provisions of the READ Initiative beginning with students in kindergarten through third grade in the 2013-2014 school year	
If necessary, tutorial instruction after school, Saturday school, or summer school	
Assessments identified for diagnostic purposes and periodic monitoring to measure phonemic awareness, phonics, fluency, vocabulary, and comprehension	
Shall continue until the student is determined by the results of approved reading assessments to be reading on grade level	
If possible, a fourth-grade teacher shall be involved in the development of the Academic Progress Plan	

**Tier 1 -READING ENHANCEMENT AND ACCELERATION DEVELOPMENT (iREAD)**

<b>READ INITIATIVE</b> iRead	
<b>TIER 1 Intervention REQUIREMENTS AND RECOMMENDATIONS</b>	
<b>Instructional Setting</b>	General education classrooms where grade-level instruction is provided for all students.
<b>Instructional Time</b>	Mandatory minimum 90-minute reading block.
<b>Materials</b>	<p><b>Comprehensive Core Reading Program</b></p> <p>Comprehensive Core Reading Program means a scientifically-based program (SBRR) that provides a scope and sequence that scaffolds and differentiates instruction in accordance with the state academic standards based on the five components of reading (phonological awareness, phonics, fluency, vocabulary, and comprehension).</p>
<b>Assessments</b>	<p><b>Screening:</b></p> <p>Oklahoma State Board approved RSA screening administered two to three times per year.</p> <p><b>Progress Monitoring:</b></p> <p>For students on or above level, progress monitoring every six to nine weeks.</p> <p><b>Diagnostic:</b> If deemed appropriate, a diagnostic shall be provided</p>
<b>Academic Progress Plan</b>	All students in grades K-3 reading below grade level, based on one of the 13 Oklahoma State Board of Education approved reading Formative assessments, or who have been retained or placed in a transitional grade must have an APP.
<b>Portfolio</b>	It is required that any student retained in third grade must have an ongoing portfolio which meets the state portfolio requirement. It is recommended that all students have an ongoing portfolio which meets the state portfolio requirement.

**Tier 2- READING ENHANCEMENT AND ACCELERATION DEVELOPMENT (iREAD)**

<b>READ INITIATIVE</b>	
<b>iRead</b>	
<b>Tier II</b>	
<b>Mandatory minimum of 90 minute reading block plus at least 30-45 minutes intervention REQUIREMENTS and RECOMMENDATIONS</b>	
<b>Requirements prescribed by school district, which may include, but are not limited to:</b>	
<b>Instructional Setting</b>	Reduced teacher-student ratio in a small homogeneous group setting of 5 to 7 students
<b>Instructional Time</b>	At least 30 to 45 minutes outside of the 90-minute reading block of Tier I.
<b>Materials-</b> (These materials are in addition to those used in Tier I)	<b>Intervention Materials:</b> Research-based materials that target areas of deficits as determined by a diagnostic assessment aligned to the five components of reading (phonological and phonemic awareness, phonics, fluency, vocabulary, and comprehension).
<b>Assessments</b>	<p><b>Screening:</b> Oklahoma State Board of Education approved RSA screening administered two to three times per school year.</p> <p><b>Progress Monitoring:</b> Should be ongoing and weekly.</p> <p><b>Diagnostic:</b> Diagnostic: if deemed appropriate shall be provided. The diagnostic may be informal such as a phonological awareness survey, phonics survey, and or a spelling inventory.</p>
<b>Academic Progress Plan (APP)</b>	All students in grades K-3 reading below grade level, based on one of the thirteen Oklahoma state approved reading formative assessments, or who have been retained or placed in a transitional grade must have an APP. The APP must be driven by a diagnostic assessment.
<b>Portfolio</b>	It is required that any student retained in third grade must have an ongoing portfolio which meets the state portfolio requirement. It is recommended that all students have an ongoing portfolio which meets the state portfolio requirement.
<b>Summer Reading Program</b>	For a third-grade student who scores Unsatisfactory on the Oklahoma Core Curriculum Test (OCCT) for reading.
<b>Tutoring and Mentoring</b>	<b>Recommendation:</b> Assign a trained volunteer or mentor to each student and/or assign someone to tutor each student on deficit areas.
<b>Transition Classes</b>	In every district there should be language that describes their mid-year promotion procedures. Student should be provided on-grade level work for the subject areas that are not at risk. <b>Third and fourth-grade transition classes are an option.</b>
<b>Extended School Day</b>	<ul style="list-style-type: none"> <li>• Provide an after school program with research-based materials and certified teachers to tutor and remediate students.</li> <li>• Saturday school with research-based materials and certified teachers to tutor and remediate students.</li> <li>• Extended year with research-based materials and certified teachers to tutor and remediate students.</li> </ul>

**Tier 3-INTENSIVE ACCELERATION CLASS CHECKLIST**

INTENSIVE ACCELERATION	
<b>Tier III</b> Mandatory minimum 90 minutes plus at least 45-60 minutes <b>REQUIREMENTS AND RECOMMENDATIONS</b>	
<b>Instructional Setting</b>	Reduced teacher-student ratio in a small homogeneous group setting of 3 to 5 students
<b>Instructional Time</b>	At least 45 to 60 minutes outside of the 90-minute reading block of Tier I. 90 minutes of this is uninterrupted block of time.
<b>Materials-</b> (These materials are in addition to those used in Tier I)	<b>Intervention Materials:</b> Research-based materials that teach areas of deficits as determined by a diagnostic assessment aligned to the five components of reading (phonological awareness, phonics, fluency, vocabulary and comprehension) <b>Language Materials:</b> Research based materials that instruct student on language and vocabulary skills. A speech language pathologist is consulted about appropriate materials.
<b>Assessments</b>	<b>Screening:</b> Oklahoma State Board of Education approved RSA screening administered two to three times per school year. <b>Progress Monitoring:</b> Should be ongoing and weekly. The progress monitoring should be more frequent than for a non-retained student. This can be as simple as a CORE reading program weekly test, timed readings, or teacher observations. <b>Diagnostic:</b> If deemed appropriate shall be provided.
<b>Academic Progress Plan (APP)</b>	All students in grades K-3 reading below grade level, based on one of the thirteen Oklahoma state approved reading formative assessments, or who have been retained or placed in a transitional grade must have an APP.
<b>Portfolio</b>	It is required that any student retained in third grade must have an ongoing portfolio which meets the state portfolio requirement. It is recommended that all students have an ongoing portfolio which meets the state portfolio requirement.
<b>Summer Academy Reading Program</b>	For a third-grade student who scores Unsatisfactory on the Oklahoma Core Curriculum Test (OCCT) for reading.
<b>Tutoring and Mentoring</b>	<b>Recommendation:</b> Assign a trained volunteer or mentor to each student and/or assign someone to tutor each student on deficit areas.
<b>Transition Classes</b>	In every district's reading plan there should be language that describes their mid-year promotion procedures. Student should be provided grade level work for the subject areas that are not at risk. Third- and fourth-grade transition classes are an option. Districts shall provide a student that has been retained and received intervention instruction an option of being placed in a transitional instructional setting.
<b>Extended School Day</b>	Provide an after school program with research-based materials and certified teachers to tutor and remediate students .Saturday school with research-based materials and certified teachers to tutor and remediate students .Extended year with research-based materials and certified teachers to tutor and remediate students.
<b>Instructor/Staff</b>	A high-performing teacher as determined by student performance data and above satisfactory on performance appraisals. <b>Recommendation:</b> At least two professionals in the class during differentiated and intervention instruction.
<b>Speech Language Pathologist</b>	A licensed or certified speech language pathologist used in the classroom for

# Technical Assistance for RSA and 3rd Grade Progression | 2013-2014

	instruction or with collaboration with lesson planning.
<b>Para Professional</b>	<b>Recommendation:</b> Trained on materials and strategies used in the classroom.
<b>Reporting Requirements</b>	Schools will enter progress monitoring data information on the School District Reporting Site.
<b>Monitoring by the State</b>	The state will monitor reports and make visits to districts if needed.

## GOOD-CAUSE EXEMPTIONS CHECKLIST

<b>Beginning With Third-Grade Students in 2013-2014</b>	
<b>Good-Cause Exemptions for Promotion</b>	<b>Number of Students promoted because of one of the Six Good Cause Exemptions</b>
<u>ELL Students</u> - Identified English Language Learner (ELL) on a screening tool approved by OSDE of Bilingual/Migrant Education and have a Language Instructional Educational Plan in place prior to administration of the OCCT and have less than two years of instruction in an ELL program	
<u>IEP Students assessed with OAAP</u> - Students with disabilities on an Individualized Education Plan (IEP) who are assessed with Oklahoma Alternate Assessment Program (OAAP)	
<u>Alternative Assessments</u> - Students who demonstrate an acceptable level of performance (minimum of 45 <sup>th</sup> percentile) on a state-approved alternative reading test	
<u>Portfolio</u> – Demonstration through a student portfolio that the student is reading on grade level as evidenced by mastery of the Oklahoma State Standards.	
<u>IEP student once retained</u> - Students with disabilities who take the OCCT and whose IEP states that they have received intensive remediation in reading for more than two years but still show a deficiency in reading and were in a transitional grade or previously retained in kindergarten, first grade, second grade, or third grade.	
<u>Regular education student twice retained</u> - Students who have received intensive remediation in reading for two or more years but who still have a deficiency in reading and have already been in a transitional grade or retained in kindergarten, first grade, second grade, or third grade for a total of two years.	