

**PARENT CONFERENCES****(Literacy Proficiency Notification and Conference)**

- Written notification shall include:
  - student performance on the benchmark assessment for literacy and ongoing progress monitoring;
  - specific interventions implemented to-date;
  - strategies for parents or legal guardians to implement at home; and
  - parent or legal guardian options including: (i) daily intervention; (ii) remediation; or (iii) alternative programs.
  
- During the parent-teacher conference, the teacher shall review:
  - the student's performance in comparison to grade-level literacy standards;
  - results that indicate the student is not proficient in literacy as determined by benchmark assessments for literacy;
  - goals for student growth that will lead to proficiency in literacy by the end of the academic year; and
  - whether or not the student is on track to be college and career ready as measured by the middle of the year benchmark assessment for literacy.

Following the middle of the year notification and parent conference, the student assistance team (SAT) shall develop an academic improvement plan for any student not proficient in literacy, as determined by the middle of year benchmark assessment for literacy. The academic improvement plan shall clearly outline progress monitoring activities, associated timelines, and delegation of responsibilities for those interventions to ensure student progress toward proficiency in literacy by the end of the year.