



SUMMIT PUBLIC SCHOOLS

Board of Education 14 Beekman Terrace Summit New Jersey 07901-1702 908-918-2100

Mrs. Jennifer McCann, Director of Elementary Education

September 19, 2017

Dear Parent/Guardian,

Welcome to the 2017-2018 school year!!! We are pleased to inform you that your child has the opportunity to participate in our Learning Workshop Program. Students who score below established minimum levels of proficiency are recommended to participate in our Learning Workshop Program.

The purpose of the Learning Workshop program is to provide small group experiences, which include in-class support offered by a certified instructor in collaboration with the regular classroom teacher. Based on our analysis of all available data, your child, has satisfied at least two of the three entrance criteria (see attached) and is eligible to participate in the Learning Workshop program in following area(s):

Your child has been recommended for: Language Arts: ___ Mathematics: ___

All students in the Learning Workshop program will be assessed throughout the school year to measure progress and determine their eligibility to continue in the program next year. Students who score at or above grade level may exit the program. Those whose scores fall just above grade level minimums may be offered an additional year of support.

In order to enable us to prepare for your child's program, please return the attached permission form to the school office. In addition, please find enclosed two copies of the Summit Public Schools Parent/Student/Teacher compact. Please read it with your child, sign the parent and student portions and return one signed copy to the school. A formal schedule of instruction will begin immediately. Specific information about the program and an outline of your child's service will be communicated at a parent informational meeting which will be scheduled on _____.

If you have questions about the Learning Workshop program, please don't hesitate to contact me. I am confident that you share my enthusiasm for a program that will help all students achieve their maximum potential.

Sincerely,

Jennifer McCann

Jennifer McCann

Director of Elementary Education

Summit Public Schools
Learning Workshop Program
2017-2018

I, _____, am excited to have my child, _____,
participate in the recommended Learning Workshop Program.

Language Arts _____

Mathematics _____

Parent Signature: _____

Please select one:

_____ I will attend the parent meeting.

_____ I will not be able to attend the parent meeting.

Learning Workshop Math Eligibility Criteria Grades 1-5

Current Students In-District

Step 1: Primary Indicators to review

- 69% and below on End-of-Year Assessment
- PS (Progressing Toward Standard), IS (Initiating Standard) or ND (Not Demonstrating Standard) in Math Skills as per Report Card

Step 2: If LW teacher feels more data is required to make a determination, use If/Then chart below

If...	Then...
A current LW student scores 70% or greater on the End-of-Year Assessment and/or the Fall Benchmark Assessment	<ul style="list-style-type: none"> ● Review the pre-/post-unit assessments <ul style="list-style-type: none"> ○ If the average of the post-unit assessment scores are 70% and above, student does not qualify ○ If the average of the post-unit assessment scores are 69% or below ● Request teacher input about student, OR ● Give alternate district End-of-Year Assessment
A current LW student scores 69% or below on the End-of-Year Assessment and/or the Fall Benchmark Assessment	<ul style="list-style-type: none"> ● Review the pre-/post-unit assessments <ul style="list-style-type: none"> ○ If the average of the post-unit assessment scores are 70% and above, student does not qualify ○ If the average of the post-unit assessment scores are 69% or below ● Request teacher input about student, OR ● Give alternate district End-of-Year Assessment
A non-LW student scores 70% or greater on the End-of-Year Assessment and/or the Fall Benchmark Assessment	<ul style="list-style-type: none"> ● Review the pre-/post-unit assessments <ul style="list-style-type: none"> ○ If the average of the post-unit assessment scores are 70% and above, student does not qualify ○ If the average of the post-unit assessment scores are 69% or below ● Request teacher input about student ● Give alternate district End-of-Year Assessment
A non-LW student scores 69% or lower on the End-of-Year Assessment and/or the Fall Benchmark Assessment	<ul style="list-style-type: none"> ● Review the pre-/post-assessment <ul style="list-style-type: none"> ○ If the majority of the post-assessment scores are 70% and above, student does not qualify ○ If the majority of the post-assessment scores are 69% or below ● Request teacher input about student ● Give alternate district End-of-Year Assessment

New Student to District

Step 1 - Classroom teacher administers current grade-level math placement test, if student scores 70% and above, student does not qualify. If student scores 69% or lower, the classroom teacher reports this data to the LW teacher who then proceeds to step 2.

Step 2 - Classroom teacher and LW teacher should review available data from student's cumulative folder.

Step 3 - LW teacher administers previous grade-level math End-of-Year test and if student scores 70% or above, student does not qualify and progress should be monitored by classroom teacher. If student scores 69% or lower, student qualifies for LW.

**Learning Workshop Reading Eligibility Criteria
2017-2018**

Grade level	Primary Assessment Teacher's College Reading Assessment Independent Level as per June	Secondary Assessment(s) To review with classroom teacher, as needed for student borderline scores
1	below Level C	<ul style="list-style-type: none"> ● Word Study Inventory ● High Frequency Word Level ● Running Record (with MSV analysis) ● Writing about reading samples ● Reading A-Z Benchmarks ● Teacher input
2	below Level I	<ul style="list-style-type: none"> ● Word Study Inventory ● High Frequency Word Level ● Running Record (with MSV analysis) ● Writing about reading samples ● Reading A-Z Benchmarks ● Teacher input
3	below Level L	<ul style="list-style-type: none"> ● Word Study Inventory ● Running Record (with MSV analysis) ● Writing about reading samples ● Reading A-Z Benchmarks ● Teacher input
4	below Level O	<ul style="list-style-type: none"> ● Word Study Inventory ● Running Record ● Writing about reading samples ● Reading A-Z Benchmarks ● Teacher input
5	below Level R	<ul style="list-style-type: none"> ● Word Study Inventory ● Running Record ● Writing about reading samples ● Reading A-Z Benchmarks ● Teacher input

Learning Workshop Mathematics Exit Criteria

First Grade:	No Mid-Year exit <i>End of Year:</i> 1st grade mathematics assessment score of 80% or above Post – Unit Assessment scores Teacher Input
Second Grade:	<i>Mid-Year:</i> Score of 80% or better on the District Benchmark Mathematics Assessment Post – Unit Assessment scores Teacher Input <i>End of Year:</i> Score of 80% or better on the District End of Year Mathematics Assessment Teacher Input
Third Grade:	<i>Mid-Year:</i> Score of 80% or better on the District Benchmark Mathematics Assessment Post – Unit Assessment scores Teacher Input <i>End of Year:</i> Score of 80% or better on the District End of Year Assessment Post – Unit Assessment scores Teacher Input
Fourth Grade:	<i>Mid-Year:</i> Score of 80% or better on the District Mathematics Benchmark Post – Unit Assessment scores Teacher Input <i>End of Year:</i> Score of 80% or better on the District end of Year Mathematics Assessment Post – Unit Assessment scores Teacher Input
Fifth Grade:	<i>Mid-Year:</i> Score of 80% or better on the District Mathematics Benchmark Post – Unit Assessment scores Teacher Input <i>End of Year:</i> Score of 80% or better on the District End of Year Assessment Post – Unit Assessment scores Teacher Input

Learning Workshop Language Arts Exit Criteria

- First Grade:** *Mid-Year:* Reading level “F” or above
 End of Year: Reading level “I” or above
 Running Record (with MSV analysis)
 Writing about reading samples
 Teacher input
- Second Grade:** *Mid-Year:* Reading level “J” or above
 End of Year: Reading level “L” or above
 Running Record (with MSV analysis)
 Writing about reading samples
 Teacher input
- Third Grade:** *Mid-Year:* Reading level “N” or above
 End of Year: Reading level “O”
 Running Record (with MSV analysis)
 Writing about reading samples
 Teacher input
- Fourth Grade:** *Mid-Year:* Reading level “Q” or above
 End of Year: Reading level “R” or above
 Running Record
 Writing about reading samples
 Teacher input
- Fifth Grade:** *Mid-Year:* Reading level “T” or above
 End of Year: Reading level “V” or above
 Running Record
 Writing about reading samples
 Teacher input