ACT and ACT WorkKeys Test Administration Information

The 2016-17 ACT and ACT WorkKeys test administration dates of Tuesday, February 28 and Wednesday, March 1 are quickly approaching. Please take a moment to reference the links that follow regarding the WorkKeys and ACT Test Administration Manuals and Calculator restrictions as well as the attachments to the Weekly Bulletin which include the supervision responsibilities and a copy of the letter that was sent home to parents and students. Please contact Mrs. Fassbender, Mrs. Maglior, Mr. Kersten or Mr. Schell with questions. Thank you in advance for your efforts to support the juniors as they complete these exams as well as your efforts to provide a high quality testing climate as the ACT is obviously very important for student college admission purposes as well as for our School Report Card.

Calculator Policy

ACT Test Administration Manual - Standard Time

ACT WorkKeys Test Administration Manual - Standard Time

Leadership Team Meeting

The March Leadership Team Meeting will be held from 7:25–8:05 a.m. in High School Admin. Office Conference Room B on Thursday, March 2nd. The agenda is as follows:
1) Mastery Manager Assessment Tool; 2) Feedback on ACT Logistics; 3) Update on Master Schedule/16-17 Budget; 4) Identify Forward Test Date – Two Hour Late Start; 5) New Course Proposals?; and 6) Other? Recorder: David Carley

March Faculty Meeting

The March Faculty Meeting will be held in the PAC from 7:30–8:05 a.m. on Wednesday, March 8th. The agenda is as follows:
1. Value Awards/Celebrations
2. Flipped Article Discussion – “Open Your Door: Why We Need to See Each Other Teach”, Brian Kersten
   
   **Open Door: Why We Need To See Each Other Teach - Cult of Pedagogy**
   
   - What are the four rationale that the author, Jennifer Gonzalez sites for opening your classroom door?
   - What are some initial steps that can be taken to engage in peer observation?
   - What roadblocks came to mind that would cause you to hesitate from inviting a colleague to observe you teach or from you hesitating to observe a colleague teach?
3. Other

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**Monday, February 20th**

NO U.S. MAIL DELIVERY

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All kids need is a little help, a little hope, and somebody who believes in them.

-Magic Johnson

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WHS Weekly Bulletin

Waunakee High School

Week of: February 20, 2017

**ACT & ACT WorkKeys Test Administration Info.**

**Leadership Team Meeting**

**March Faculty Meeting**

**Congratulations**
**Upcoming PD Opportunities:**

**Ed Leadership in the 21st Century - Can take for points or 1 Viterbo Credit**
- Free Intel class offered through DPI
- Four on-line modules that each person does on their own (@2 hours per module)
- Weekly discussion boards with one or two questions.
- Final project: Participants will outline changes needed to move toward a digital conversion in their district that includes a vision for professional development.

**Completely Online! (Online flyer link)**
- Dates: April 3 – May 5, 2017
- Register by March 27, 2017 (minimum of 10 participants)

**Don’t forget about our online GROVO classes that can be completed for points! Contact Becki or Jeannine with questions.**

- Google Gmail
- Google Calendar
- Google Classroom
- Google - Managing Drive
- Google - Create a Survey in Forms
- Google Sheets Basics
- Google Sheets Advanced
- Google+
- Facebook
- Google Gmail
- Google Calendar
- Google Classroom
- Google - Managing Drive
- Google - Create a Survey in Forms

**Did you know?**

**New for Google Classroom – Differentiate Assignments!** You can now create assignments for one student or for a group of students. Read more about it [here](#).

**Customize Chrome to Always Open Specific Pages (or Wherever You Left Off) - [Link to instructions](#)**

**New! Adobe Spark – Do you miss Photoshop? Try [AdobeSpark](#) to make great looking videos in minutes!**

**Wonky Stuff**

**IC Curriculum Copier** – If you had issues copier over your assignments and categories, try doing the Category Copier first then doing the Curriculum Copier.

**PLC/PLT Timeline Reminder**

If you PLC/PLT you have not already done so, please make sure you share your Semester 1 Common Summative Assessment, Semester 1 PLC Reflection and Semester 2 PLC Lit Plan with Mr. Kersten, Mr. Grabarski and Mr. Borowski. Mr. Kersten is reviewing and commenting on Lit Plan Reflections and Semester II Lit Plans as he receives them. Thank you for your focus on further ingraining a PLC focus and improving our students’ Career and College readiness skills in the area of literacy.

- √ Department/Disciplinary Team Norms/Collective Commitments (completed by 9-16-2016)
- √ Team SMART Goal Perhaps Tied to SLO/Literacy (completed by 9-30-2016)
- √ Department/Disciplinary Team Essential Learning Outcomes for all courses taught (completed by 10-14-2016)
- √ First Common Assessment Administered (completed by 10-27-2016)
- √ Analysis of Student Performance on First Common Assessment (completed by 11-11-2016)
- √ Strategies identified/implemented to support students not achieving ELO mastery/performing at a failing level (completed by 11-18-2016)
- √ Department/Disciplinary Team Common Summative Assessment (completed by 1-13-2017 – remember this would typically be the starting point from which to backwards map all formative assessments)
- √ The literacy plan developed to support achieving the Building SLO (School Learning Objective) developed at the August 11th and 12th School Improvement Institute. The building SLO will retain a focus on literacy. Our target will be enhancing literacy skills in all of our students. However, growing literacy skills in the members of the classes of 2018 and 2019 will be the primary focus of the building SLO. As such we will focus our efforts on growing our students’ capacity to master the reading literacy sub-skills associated with ACT College and Career Readiness Benchmarks. Each PLC will complete a Team Literacy Plan identifying a minimum of one reading sub-skills to target each semester (completed by 1-27-2017)
- √ Results of a minimum of three common benchmark assessments with at least one reading sub-skill question stem per semester. PLT’s will analyze/discuss student performance on the assessment and create instructional plans to address student needs.
STANDARDIZED TEST DATES UPDATES

Standardized test dates and formats were discussed at the October 6th HS Leadership Team meeting. An update on dates for the ASPIRE Tests and revised make-up test dates for the ACT and ACT Work Keys follows:

- Tuesday, February 28, 2017 – ACT (Barb Fassbender and Jamie Maglior) Junior Only Day
- Wednesday, March 1, 2017 – ACT Work Keys Juniors – (Barb Fassbender and Jamie Maglior) Four Hour Late Start
- Wednesday, April 19, 2017 – ACT Alternate Test Date if February 28th is cancelled due to weather
- Thursday, April 20, 2017 – ACT Work Keys Alternate Test Date
- Tuesday, May 16, 2017 – ASPIRE (Sarah Stimart and Jamie Maglior) Sophomores – Three Hour Late Start
- Wednesday, May 17, 2017 – ASPIRE (Sarah and Jamie) Sophomores – Three Hour Late Start
- Thursday, May 18, 2017 – ASPIRE (Sarah and Jamie) Freshmen – Three Hour Late Start
- Friday, May 19, 2017 – ASPIRE (Sarah and Jamie) Freshmen – Three Hour Late Start
- Advanced Placement (Mark Landis and Jamie Maglior) testing will occur in a window between May 1st and May 12th.

Logistics for administering the FORWARD Exam to sophomores in the March 20th through May 5th window are still being discussed. Test administration may occur over a series of days during Contact Time. Mr. Schell is checking with DPI to see if it is allowable to stop testing and then resume over another day or multiple days which would be necessitated if administration of the FORWARD is moved from Social Studies courses to Contact time. More information will follow in the future.

ACT AND ACT WORKKEYS SCHEDULES

The tentative schedules for the ACT Day on Tuesday, February 28th and ACT WorkKeys Day on Wednesday, March 1st will be as follows:

**February 28th ACT Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 am</td>
<td>Arrival of Teachers and Testing Staff</td>
</tr>
<tr>
<td>7:55-8:00 am</td>
<td>Students report to School</td>
</tr>
<tr>
<td></td>
<td>Photo ID required for Check-in</td>
</tr>
<tr>
<td></td>
<td>Room Assignment Given</td>
</tr>
<tr>
<td>(Begin Time is Approximate)</td>
<td></td>
</tr>
<tr>
<td>8:15 am</td>
<td><em>Verbal Instructions for Testing Begins</em></td>
</tr>
<tr>
<td></td>
<td>Test Materials are distributed to Students</td>
</tr>
<tr>
<td>1st test:</td>
<td>English – 45 minutes</td>
</tr>
<tr>
<td>2nd test:</td>
<td>Mathematics – 60 minutes</td>
</tr>
<tr>
<td>BREAK</td>
<td>15 Minutes – Snacks provided</td>
</tr>
<tr>
<td>3rd Test:</td>
<td>Reading – 35 minutes</td>
</tr>
<tr>
<td>4th Test:</td>
<td>Science – 35 minutes</td>
</tr>
<tr>
<td><em>Verbal Instructions for Writing Test</em></td>
<td></td>
</tr>
<tr>
<td>5th Test:</td>
<td>Writing – 40 minutes</td>
</tr>
<tr>
<td></td>
<td>Dismissal for the remainder of the day</td>
</tr>
</tbody>
</table>

**March 1st WorkKeys Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 am</td>
<td>Arrival of Teachers and Testing Staff</td>
</tr>
<tr>
<td>7:55-8:00 am</td>
<td>Students report to School</td>
</tr>
<tr>
<td></td>
<td>Photo ID required for Check-in</td>
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<td></td>
<td>Room Assignment Given</td>
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<tr>
<td>(Begin Time is Approximate)</td>
<td></td>
</tr>
<tr>
<td>8:15 am</td>
<td><em>Verbal Instructions for Testing Begins</em></td>
</tr>
<tr>
<td></td>
<td>Test Materials are distributed to Students</td>
</tr>
<tr>
<td>Test 1:</td>
<td>Reading for Information Test – 45 minutes</td>
</tr>
<tr>
<td>Test 2:</td>
<td>Applied Mathematics Test – 45 minutes</td>
</tr>
<tr>
<td>Test 3:</td>
<td>Locating Information</td>
</tr>
</tbody>
</table>

The following schedule will be utilized on the WorkKeys Test Day:

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:55 – 11:35 a.m.</td>
<td>Freshmen, Sophomores and Seniors Lunch Line Access</td>
</tr>
<tr>
<td>11:35 – 12:05 p.m.</td>
<td>Junior Lunch Line Access</td>
</tr>
<tr>
<td>12:05 – 12:50 p.m.</td>
<td>1A</td>
</tr>
<tr>
<td>1:00 – 1:45 p.m.</td>
<td>2A</td>
</tr>
<tr>
<td>1:55 – 2:40 p.m.</td>
<td>3A</td>
</tr>
<tr>
<td>2:50 – 3:35 p.m.</td>
<td>4A</td>
</tr>
</tbody>
</table>
A.L.I.C.E. Safety Drills - Thank you for your efforts to ensure that the A.L.I.C.E. Barricade Visualization Drill went well. If you have not already done so, please be sure to complete the Google Feedback Sheet Associated with the Drill (Shared in Google 1-20-2017) https://docs.google.com/spreadsheets/d/1Ka0EhQ5_lpSh1J922yeYojz6RTMoLKhq5Qx9CK5erZk/edit#gid=0
Please be sure to calendar: Thursday, February 16 @ 9:00 a.m. in classrooms - A.L.I.C.E. Barricade Drill (information forthcoming).

Academic Support - As the school year begins please take a moment to promote the following academic support sites Khan Academy and Tutor.com. The link for Khan Academy is as follows: www.khanacademy.org/ Khan Academy is a free resource offering over 2400 videos which provide enrichment and remedial activities in many discipline areas.

AP Honor Roll - A thank you to all staff for your efforts to help our students achieve at a high level and especially to the AP Teachers whose efforts to prepare our students to be successful on the AP Tests resulted in our school community being named to the College Board 7th Annual AP Honor Roll. The AP Honor Roll consists of the 433 school districts in the U.S. and Canada that simultaneously achieved increases in access to Advanced Placement® courses for a broader number of students and also maintained or improved the rate at which their AP students earned scores of three (3) or higher on an AP Exam. https://secure collegeboard.org/digitalServices/pdf/ap/ap-district-honor-roll-7th-annual.pdf

Board of Education Approval - Please be sure to forward any fundraising or overnight/out-of-state field trip request needing Board of Education Approval to Mr. Kersten by 4:00 p.m. Wednesday, March 1st. The requests received by Mr. Kersten will be forwarded to Mr. Guttenberg so that they can be considered for approval by the Board of Education at the March 13th Board of Education Meeting.

Common Assessments - Please take a moment to view and reflect on the short (3:11) video in which Rick DuFour speaks to the importance of common formative assessment as catalysts to improving student learning and professional practice: https://vimeo.com/156590269

Computer Labs - Please remember to consistently enforce Computer Lab expectations regarding food and beverage in the labs – PLEASE NO FOOD, only water. This expectation is grounded in keeping keyboards clean and in good working order and also helping our custodial staff clean the lab spaces effectively and efficiently. Thank you in advance for your cooperation.

Congratulations to the following members of our student body who were recently notified that they have been selected as National Merit Scholarship Finalists: Brayden Helwig, Daniel Steinl and Sarah Woerner. These students are in the top 16,000 of the 1.6 million students that participated in the 2017 National Merit Scholarship Competition. They will be notified in the next few months if they are among the 7500 students named National Merit Scholarship Winners.

Field Trips/School Nurse - It is imperative that all staff members check the Emergency Health Concerns List and communicate with Sarah Nordlo, School Nurse and Nola Luhtala, Health Assistant, well in advance of any field trip they are planning which may involve students with medical needs. Sarah needs to know about the trips so that she can train faculty on various emergency medications and to make sure they know how to respond in case a student manifests a health concern while on the field trip. She will also send a med kit along so that the required supplies are available that a student may need. Field trip transportation requests will be copied to Sarah and Nola to alert them to field trips.

Homework Quality Diagnostic Tool - A tool that can be effectively utilized to assess the quality of homework being assigned to students is attached to the Weekly Bulletin. The example given alludes to using the tool in a math PLC. However, the tool has applications for all disciplines and is a great tool for a content or discipline PLC to ground a PLC discussion in.

All Things PLC - A fantastic site for PLC strategies and tools is, “All Things PLC”. The link: http://www.allthingsplc.info/
Please take a moment to investigate the resources available on this site.

PLC Team Meeting - The PLC Team will meet in the HS Admin. Conference Room B, 3:45-4:45 PM, Tuesday, February 21st. The agenda is as follows: 1) Norms Review; 2) Re-affirm (Vision for Homeroom/Contact Time, Expectations for Homeroom/Contact Time); 3) Data Collection (Data Collection Related to Homeroom/Contact Time – How? What? Who? PLC Team Members Responsible); 4) Next Meeting (Tuesday, March 28 from 3:45-4:45PM in the HS Admin. Conference Room B

Parent Advisory Committee Meeting - The February High School Parent Advisory Committee will meet on Monday, February 27th from 6:00-7:30 p.m. in the HS Admin. Office Conference Room B. The tentative agenda includes: 1) Update on ALICE Safety Drills; 2) Standardized Test Schedules (ACT & ACT WorkKeys, ASPIRE, Forward, Citizenship); 3) Pocket Points Program.
Peer Tutoring & Writing Center: Teachers are key to making sure that students know about and use the peer tutoring service. Thank you for all that you do to encourage your students! Students can visit whenever the "Open" sign is on in the LMTC. Traveling tutors are also available during contact time in World Language classrooms. For more information and the complete schedule click on the pencil icon on the high school home page or go directly to https://goo.gl/bpZY79.

Principal's Council - The next Principal’s Council meeting will be held in the Staff Lounge during Contact Time on February 24th. The tentative agenda includes: 1) YouTube Video Announcement Progress Report; 2) ACT/ACT WorkKeys Overview; 3) Feedback on 2-16-2017 ALICE Drill; 4) PBIS – Grid Feedback; 5) Homeroom/Contact Time Data/Survey; 6) Service Opportunities (Date Correction for Special Olympics Swim Meet - actual date is April 29th from 10:30AM–3:30PM (not April 5th as was communicated at the 2-3-17 meeting); and Student Questions/Comments.

Rube Goldberg - The 2017 Rube Goldberg competition will be held the afternoon of Tuesday, February 28th in the High School Commons. Please contact Mrs. Rademacher if you would be interested in helping judge this event.

School Improvement Institute - Please note that the 2017-18 SII (School Improvement Institute) dates have been tentatively set for Tuesday, August 14th and Wednesday, August 15th, 2017. Please plan on participating in SII. The focus for SII is working in collaboration with colleagues to review academic and climate data from which the HS Building SLO/Goals and Action Plan will be developed to guide 2017-18 professional development and building focus.

Staffings/504 Meetings - Just a reminder to all faculty members that you must prioritize attending all staffing/504 meetings that you receive invitations too. These meetings disseminate important information regarding emotional, health or academic issues that students are working through. This is vital information for you to have in order to best support the student the staffing/504 meeting is being held for. Equally important is that these meetings provide you with an opportunity to share your expertise and perspective regarding students with the student, the student’s parents and other providers that may be in attendance at the meeting.

Student Grades/Parent Communication - As the semester draws to a close just a reminder that it is Mr. Kersten’s expectation that faculty members have communicated directly by telephone or email with the parent/s, guardian/s of any student that is in danger of, or will be, failing your class. Infinite Campus provides parents with access regarding their child’s grades/progress but it is not safe to assume that all parents are checking the Parent Portal on a regular basis. Therefore, all faculty members must make sure that you have communicated directly with parents (a telephone call is preferable, followed by an email) regarding any potential failures and that you can document this communication. In addition to communicating with parents, please remember to contact the school counselor, Mr. Grabarski and Mr. Kersten in regards to any senior that fails your class. It is essential that this communication occurs so that necessary schedule changes can be made to remediate credits for seniors that fail a first semester class.

Summer School - Please strongly contemplate Summer School recommendations for those students that failed math, science, English, social studies and Phy. Ed classes. Summer School is the primary credit remediation program available to our students. The Summer School Recommendation Form is attached to the Weekly Bulletin. Please contact Sarah Jansen or Mr. Kersten with questions regarding the Summer School program or process involved in recommending a student for Summer School.

Teacher Channel Professional Development - The following link will provide you with access to the Teacher Channel. The Teacher Channel contains links to a variety of professional development strategies that you may find useful in classroom.

www.teachingchannel.org

Teacher of the Year Nominations - The nomination form for High School Teacher of the Year as well as the nomination criteria will be forthcoming in the near future. Nominations are typically due back to Mr. Kersten at the end of February. Please look for the nomination form in the next few weeks and please consider nominating a deserving colleague for this recognition. The staff member receiving this recognition will be honored at the District Staff Recognition Banquet that is scheduled to be held at Rex’s Innkeeper on Friday evening, May 5th.
Introduction to C3 Social Studies Framework—This webinar in an introduction to the C3 Framework for Social Studies and its purpose. It takes a bit less than one hour. After viewing the webinar, please share a brief reflection in the C3 Series Google Classroom at https://classroom.google.com/o/MTU1NTY2MDEzNVpa using code s5a64i. Course taught by Tim Schell.

C3 Instructional Shifts—This webinar in an introduction to the C3 Framework for Social Studies and its purpose. It takes about one hour. After viewing the webinar, please share a brief reflection in the C3 Series Google Classroom at https://classroom.google.com/o/MTU1NTY2MDEzNVpa using code s5a64i. Course taught by Tim Schell.

C3 and Argument Writing—This webinar in an introduction to the C3 Framework for Social Studies and its purpose. It takes about one hour. After viewing the webinar, please share a brief reflection in the C3 Series Google Classroom at https://classroom.google.com/o/MTU1NTY2MDEzNVpa using code s5a64i. Course taught by Tim Schell.

C3 Dimension 2: Applying Disciplinary Concepts and Tools—This webinar in an introduction to the C3 Framework for Social Studies and its purpose. It takes about one hour. After viewing the webinar, please share a brief reflection in the C3 Series Google Classroom at https://classroom.google.com/o/MTU1NTY2MDEzNVpa using code s5a64i. Course taught by Tim Schell.

C3 Dimension 3: Evaluating Sources and Using Evidence—This webinar in an introduction to the C3 Framework for Social Studies and its purpose. It takes about one hour. After viewing the webinar, please share a brief reflection in the C3 Series Google Classroom at https://classroom.google.com/o/MTU1NTY2MDEzNVpa using code s5a64i. Course taught by Tim Schell.

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C3 Dimension 4: Communicating Conclusions and Taking Action—This webinar in an introduction to the C3 Framework for Social Studies and its purpose. It takes about one hour. After viewing the webinar, please share a brief reflection in the C3 Series Google Classroom at https://classroom.google.com/o/MTU1NTY2MDEzNVpa using code s5a64i. Course taught by Tim Schell.

C3: Developing Your Own Lessons—This webinar in an introduction to the C3 Framework for Social Studies and its purpose. It takes about one hour. After viewing the webinar, please share a brief reflection in the C3 Series Google Classroom at https://classroom.google.com/o/MTU1NTY2MDEzNVpa using code s5a64i. Course taught by Tim Schell.

C3: Developing Questions and Planning Inquiries—This webinar in an introduction to the C3 Framework for Social Studies and its purpose. It takes about one hour. After viewing the webinar, please share a brief reflection in the C3 Series Google Classroom at https://classroom.google.com/o/MTU1NTY2MDEzNVpa using code s5a64i. Course taught by Tim Schell.

C3: Social Studies and ELA in the Elementary Classroom—This webinar in an introduction to the C3 Framework for Social Studies and its purpose. It takes about one hour. After viewing the webinar, please share a brief reflection in the C3 Series Google Classroom at https://classroom.google.com/o/MTU1NTY2MDEzNVpa using code s5a64i. Course taught by Tim Schell.

GROVO: Google - Managing Drive—HS Staff Only: This is a GROVO online, self-paced class about managing your Google Drive. This course shows you how to create and share folders, star important files, search files shared with you, preview files and research while you write. Learn some tips and tricks that will help you be more efficient with this growing tool. Course taught by Becki Cassel.

GROVO: Google - Create a Survey in Forms—HS Staff Only: This is a GROVO online, self-paced class about creating a survey using Google Forms. The lessons will include the different types of questions that can be used, adding images, customizing, how to collaborate and distribute the form, and how to look at the responses. Course taught by Becki Cassel.

GROVO: Google Calendar—HS Staff Only - This is a GROVO online, self-paced class about Google Calendar. The lessons will focus on create calendar events and setting up your Google Calendar. Course taught by Becki Cassel.

GROVO: Google Classroom—HS Staff Only: This is a GROVO online, self-paced class about Google Classroom. The lessons will focus on create calendar events and setting up your Google Calendar. Course taught by Becki Cassel.

GROVO: Gmail—HS Staff Only - This a GROVO online, self-paced class about Google Gmail. The lesson will focus on mastering and organizing your inbox, how to add pictures and links to your message, and how to add and edit contacts.

GROVO: Google Sheets Basics—This a GROVO online, self-paced class about Google Sheets. The course will focus on creating a new spreadsheet, editing and formatting cells, and using formulas and some functions. This course is taught by Becki Cassel.

GROVO: Google+ - This a GROVO online, self-paced class about Google+ which is a social network platform. The course will focus on editing your profile, creating circles, searching for communities, and participating in communities. Course taught by Becki Cassel.

GROVO: Google Sheets Advances—This a GROVO online, self-paced class about Google Sheets Advance features. The course will focus on creating a graph, filtering and sorting data, using IF and AND statements, and my favorite Vlookups and HLookups! Course taught by Becki Cassel.

GROVO: Facebook—This a GROVO online, self-paced class about Facebook. The course will focus on Facebook timelines, managing lists, creating a group, and learning about your privacy settings. Course taught by Becki Cassel.

*eduphoria* is updated frequently - check it often!