Administrative Bulletin

VI-14  11.14.14

1. LICENSE VERIFICATION AND INFORMATION SYSTEM

Per the IDOE: The online License Verification and Information System (LVIS) will be unavailable to users for an extended maintenance window so that they can implement an upgrade to the LVIS system. The maintenance window will start at 7 p.m. Tuesday, November 11th and will run through 7 a.m. Monday, November 17th. They do apologize for any inconvenience this causes for applicants and licensing advisors. Once the upgrade has been completed, they anticipate the system will run smoother and faster for all users.

Marilyn Hissong, ext. 3124

2. CALL FOR 2015 TOYOTA FAMILY TEACHER OF THE YEAR AWARD NOMINATIONS

2015 Toyota Family Teacher of the Year Award Call for Nominations. On November 3, 2014, the National Center for Families (NCFL) began accepting nominations for the 2015 Toyota Family Teacher of the Year Award, which will award a $20,000 to an exemplary teacher engaging families in education. Educators working with families through schools, libraries, and many other community-based organizations will be considered, and nominations are due December 31, 2014. See Attachment #1 for more details.

Tamyra Kelly, ext. 1050

3. CURRICULUM CONNECTION

The Curriculum Connection contains upcoming information regarding assessments, curriculum updates, video clips, instructional websites, and more. Please see Attachment #2 for specific information.

Marilyn Hissong, ext. 3124

4. REMINDER: CPR/AED TRAINING

Classes are being offered free of charge twice a month through the end of the school year. Classes are held at PAUL HARDING JR HIGH in the Staff Development Room from 4:15 PM
to 6:15 PM. Class size is limited and requires pre-registration. If you need this certification for your license renewal, email or call Wendy Walker at extension 7309.

**December through February Class Schedule**
December 9 (Tuesday)  
December 16 (Tuesday)  
January 8 (Thursday)  
January 13 (Tuesday)  
February 12 (Thursday)  
February 17 (Tuesday)  

Certification is through the American Heart Association and lasts for two years. Employees that need to renew their CPR/AED certification may also participate in this training.

See **Attachment #3** if you wish to purchase a student workbook; soft cover and ebooks are available.

6. **REMINDER: REPORT CARD NIGHT**  
The Komet’s Report Card Night is scheduled for Nov. 22, 2014 and Feb. 21, 2015. See **Attachment #4** for more details.

7. **REMINDER: JA ON-LINE AUCTION & KOMET HOCKEY NIGHT**  
Scheduled Nov. 25 – Dec. 2, 2014, live at 8 pm on [www.eBay.com](http://www.eBay.com). Also, JA Hockey Night, Sunday, December 14th. 100% of all ticket sales will benefit Junior Achievement. See **Attachment #5** for more auction details and ticket information.

8. **PRESIDENTIAL SCHOLARS PROGRAM**

The Presidential Scholars Program was established by President Lyndon Johnson in 1964 and since that time has honored more than 6,500 outstanding high school seniors. The mission of the program is to recognize and honor superior high school seniors and thereby to encourage high attainment among all students. Under the Executive Order establishing the Presidential Scholars Program, students are selected on the basis of outstanding scholarship.

Nominees have been invited to apply for Presidential Scholars recognition based solely upon SAT or ACT scores for most of the programs existence. Starting in 1979, outstanding students who demonstrated ability and accomplishment in the visual and performing arts or creative writing have also been included in the Presidential Scholar pool.

We are inviting each district to nominate **ONE male** and **ONE female** student who exhibit these qualities to be nominated. Please submit the following information electronically by Friday, November 21 to dthieme@doe.in.gov. For additional information, please contact Doug Thieme, IDOE at 317-518-2571.

- Name, Home mailing address, High school name and mailing address, High School CEEB code

1. What about the student makes him or her stand out as having outstanding scholarship?
2. What special challenges or hurdles has this student overcome while still achieving high academic success?

Please note this is the nominating round. If your student is selected to represent Indiana they will then receive more information on the Presidential Scholarship process.

Ken Folks, ext. 1001

9. IDOE SUPERINTENDENT'S MAIL

Weekly, State Superintendent Ritz sends (via email) an informational message to principals and other administrators. This information is has a lot of great information and notices for professional development opportunities for Indiana educators. Please be sure to pass this information on to teachers.

Tamyra Kelly, ext. 1050

DREAM IT. DO IT.
2015 Toyota Family Teacher of the Year Award Application

Application Overview

The National Center for Families Learning (NCFL) is excited that you are investing your time to nominate a great family educator for the 2015 Toyota Family Teacher of the Year Award. NCFL and Toyota initiated this partnership 18 years ago to recognize the teachers in the nation who are best at engaging families in the educational process. School and community-based teachers who are exceptional at engaging families are eligible for nomination.

Following a careful review of the selection criteria, please complete the online nomination form. You do have the option to fill in individual sections, save your incomplete entry, and return to your initiated application form at another time. Please make sure all required domains are completed before formally submitting your nomination. Anyone with comprehensive knowledge about the nominee is eligible to fill in the nomination form. Programs may nominate up to 2 family educators using separate nomination forms. Self-nominations will be disqualified. Incomplete nominations or late submissions will not be accepted.

Please submit no later than 11:59 p.m. EST on December 31, 2014. For assistance or questions, please contact Joshua Cramer at jcramer@familieslearning.org.
Nominator's Contact Information

ALL FIELDS WITH * ARE REQUIRED

Nominator First Name*: ________________________________
Nominator Last Name*: ________________________________
Nominator Title*: ________________________________
Nominator Business Phone Number*:
_________________________________________________
Nominator Cell Phone Number (optional):
_________________________________________________
Nominator Email Address*: ______________________________________
Nominator Organization or School Name*:
_________________________________________________
Street Address*: ______________________________________
Apt/Suite/Office: ______________________________________
City*: ______________________________________
State*: ______________________________________
Zip*: ______________________________________
Organization name proposed to receive funding (if selected as the winner)*:
_________________________________________________
Organization tax exempt number or description (e.g., 501(c)3, government entity)*:
_________________________________________________
About the Nominee

ALL FIELDS REQUIRED*

Nominee First Name: ________________________________
Nominee Last Name: ________________________________
Nominee’s Title: __________________________________
Nominee email: _________________________________
Nominee phone: _________________________________
Nominee’s area of expertise: ______________________
Highest level of education: _______________________
Number of years working in current school or program:
_____________________________________________

Number of years engaging families in education:
_____________________________________________

Number of years working as a school or community educator:
_____________________________________________

Ages/grade levels served*
Essay Questions

Thank you for nominating a teacher for the Toyota Family Teacher of the Year award! To complete your nomination please submit your nomination letter and optional attachments in the space below. Please include answers to the following questions in your nomination letter of 7,000 characters or less including spaces. Optional attachments do not count against the character count. Clarity and brevity are encouraged.

Nomination Letter Questions and Uploads

1. Why does the nominee you have selected deserve to be the Toyota Family Teacher of the Year more than any other school or community-based teacher in the country? Please support your answer with evidence (i.e., anecdotes, observations, results).
2. In what innovative ways has the nominee you have selected engaged low-income and/or minority families in the educational work of your organization? Please support your answer with evidence (i.e., anecdotes, observations, results).
3. How has your nominee partnered with others to maximize the benefits of family engagement in education? Please support your answer with evidence (i.e., anecdotes, observations, results).
4. How has your nominee influenced the work of other professionals with family engagement efforts? Please support your answer with evidence (i.e., anecdotes, observations, results).
5. Please share the story of a family or families who have been positively impacted by the work of the nominee. In addition to your written response, you have the option to upload a photo, video, or other form of media here.
Nomination Letter*

7000 characters maximum. Copy & paste in your letter, or type it out, here:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

MEDIA FILES – paste in url links to any pictures or videos:

Media File Upload 1

Media File Upload 2

Media File Upload 3

Video or Media URL Links

URL 1: ________________________________________________________________

URL 2: ________________________________________________________________

URL 3: ________________________________________________________________
Required Confirmations

Please confirm the following; all are required to receive Toyota Family Teacher of the Year award. Type in X between each [ ].

If honored as the Toyota Family Teacher of the Year, the nominee agrees to:*

[ ] Implement and sustain proposed project between April 2015 and April 2016.
[ ] Share the activities and story of the funded project with NCFL, particularly through requested communications
[ ] Share any materials created with grant funding with NCFL
[ ] Participate in NCFL’s extensive outreach activities to promote family engagement practices and programs, including participation in the 2015 Families Learning Summit that will be held in Houston, Texas, March 16-18, 2015

Thank You!

Please email this completed form to Joshua Cramer at jcramer@familieslearning.org.

Thank you for your nomination for the 2015 Toyota Family Teacher of the Year Award! If you have any questions, please contact Joshua Cramer at jcramer@familieslearning.org.
Important Dates

<table>
<thead>
<tr>
<th>Assessment/Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Step B3 Assessment</td>
<td>11/13 – 11/20</td>
</tr>
<tr>
<td>8-Step B4 Assessment</td>
<td>12/18 – 1/8/15</td>
</tr>
<tr>
<td>Acuity Predictive B (ELA/MATH)</td>
<td>1/7/15 – 1/21/15</td>
</tr>
<tr>
<td>District Writing Prompt</td>
<td>January</td>
</tr>
<tr>
<td>DIBELS and TRC (MOY)</td>
<td>1/8/15 – 2/4/15</td>
</tr>
</tbody>
</table>

### Using Schema

**Your Own World Wide Web!**

Using Schema: Thoughtful readers make connections, and retrieve and activate prior knowledge.

<table>
<thead>
<tr>
<th>That reminds me...</th>
<th>I'm remembering...</th>
</tr>
</thead>
<tbody>
<tr>
<td>My connection is...</td>
<td>I can relate to...</td>
</tr>
<tr>
<td>I have schema for...</td>
<td>I am thinking of...</td>
</tr>
</tbody>
</table>

### Comprehensive Nonfiction Reading Skills

Graphic Organizers to guide/assess NONFICTION READING: Identify the topic, main idea, purpose, opinion, and summarize a nonfiction passage.

- Guided Reading/Listening Questions for Nonfiction Reading:

- Model How to Map a Story or History:
  - [http://teacher.depaul.edu/bilingual/Model%20How%20to%20Map%20a%20Story%20or%20History.pdf](http://teacher.depaul.edu/bilingual/Model%20How%20to%20Map%20a%20Story%20or%20History.pdf)

- I Can Analyze a Story or History Completely and Carefully:
  - [http://teacher.depaul.edu/Documents/ICanAnalyzeaStoryorHistoryCompletelyandCarefully.pdf](http://teacher.depaul.edu/Documents/ICanAnalyzeaStoryorHistoryCompletelyandCarefully.pdf)

- Analyze Nonfiction: Figure out the CENTRAL Idea and Main Ideas:

### Writing Extension Activities

**Monitor your Growth**

Have students take a piece of writing they have completed or started at the beginning of the year. Have them reflect on how much they have grown as a writer. Invite your students to change a piece of writing by adding more details to make their story more interesting. Ask them what does their story need if they wanted to share it with an audience.

**WritingFix: A Bibliography for Teachers & Librarians**

WritingFix is a completely free site to use.

- [http://www.writingfix.com/About_us/books.htm](http://www.writingfix.com/About_us/books.htm)

### Persuasive/Argumentative Writing

- Persuade
- Convince
- Influence
- Motivate
- Argue

- **Intro**  State your position or claim
- **Middle**  Put your strongest argument last (Punch)
- **End**  Clincher--- action you want the reader to take with them.
**Important Dates**

<table>
<thead>
<tr>
<th>Bundle 3 Assessment</th>
<th>11/13/14-11/20/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACUITY Predictive A (Algebra)</td>
<td>11/3/14 - 11/17/14</td>
</tr>
<tr>
<td>ACUITY ELA/Math</td>
<td>11/24/14-12/12/14</td>
</tr>
<tr>
<td>ACUITY Science and Social Studies</td>
<td>12/3/14-12/16/14</td>
</tr>
</tbody>
</table>

“Students don’t care how much you know until they know how much you care.” —Anonymous

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**Reading Comprehension Strategy 6:** Two-Column Notes

**Definition:** Two-Column notes are an alternate way to capture thinking and feed discussion. In the left-hand column, students list important quotes or information. In the right-hand column, they record their reactions to those entries.

**Materials:** Copy of text for student.

**Steps & Teaching Language:**

1. Prior to starting the activity, determine groups of two to four students.
2. Model for students folding a piece of paper in half like a “hot dog.” At the top, in the center, place the title. Label the left side, “Quotes/Information” and the right side “Reactions.”
3. Introduce the topic and give instructions for reading. As you read the article, please be on the look-out for interesting/important information about the (topic). Write these facts or ideas in the left column. Then, in the right column, write your response to the information in the left column.
4. Teacher monitors the room by walking around. If students finish early, ask student(s) to add details to their thoughts in the right-hand column.
5. Students meet in groups now. They should take turns reading a quote or information byte from the left side and explain their thinking from the right side. Finally, they should ask others to share their reactions also about their first person’s quote or information byte. Continue around the group allowing everyone to share.
6. Lastly, with the whole class, allow each group to share one of their most interesting quotes/information bytes.

**Source:** Text and Lessons for Content-Area Reading

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**Differentiated Instruction Strategies:**

**Socratic Seminar**

This is a discussion strategy that emphasizes thoughtful dialog among the students without teacher intervention. In one model, students sit in a circle and participate in an open-ended discussion based on teacher and/or student generated questions. Another model would be for students to sit in two concentrated circles with the students in the inner circle discussing the topic and the outer circle listening. After a few minutes the groups switch.

**Tiered Activities**

An instructional approach designed to have students differing in skill levels work with essential knowledge, understanding and skill. However, do so at the levels of difficulty appropriately challenging for them as individuals at a given point in the instructional cycle. Being by developing one challenging activity squarely focused on the stated outcomes; then develop two to four different versions of the task to challenge the range of learners.

Source: Virginia Rojas: Strategies for Success for English Language Learners

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**Resources for your ELL Students**

Strategies for teaching ELL students are located in the District Shared Drive in a folder titled “EL (English Learner)”.

Use the WIDA website: [www.wida.us](http://www.wida.us) which has numerous resources and information.

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**CCRIAS Testing**

- Sample Questions are located on the District Shared Drive under “CCR Test Item Samples.”
- For more test samples go to [www.parcconline.org](http://www.parcconline.org)
- DOE: [http://experience-ccra-in.ctb.com](http://experience-ccra-in.ctb.com)

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**Helpful Site from the Department of Education!**

**Analyzing Cause and Effect Relations:**


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**Questions or Concerns about the Bundles?**

Please make sure you fill out a bundle feedback form located on the district shared drive.
The Heartsaver® First Aid CPR AED Student Workbook has been updated to reflect the 2010 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care. This course is designed for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED to meet job, regulatory or other requirements to respond to and manage an emergency in the first few minutes until EMS takes over.

*** (Projected date for next product change end of year 2015 beginning of 2016)

- Book order number: 90-1026 or eBook: 90-1026EB
- Price $ 13.95 (plus shipping for printed copy)

To help in the distribution of ECC materials, the American Heart Association has partnered with three companies that provide the highest quality of customer service and support.

**To order, call or fax or visit the website of the numbers below:**

- **WorldPoint ECC, Inc.**
  151 S. Pfingsten Road, Suite E
  Deerfield, IL  60015
  Phone: 1-888-322-8350
  Fax: 1-888-281-2627
  e-mail: www.worldpoint-ecc.com
  website: www.e-worldpoint.com

- **Channing L. Bete Co., Inc.**
  200 State Road
  South Deerfield, MA  01373-0200
  Phone: 1-800-611-6083
  Fax: 1-800-499-6464
  e-mail: www.channing-bete.com
  website: http://shop.aha.channing-bete.com

- **Laerdal Medical Corporation**
  167 Myers Corners Road
  PO Box 1840
  Wappingers Falls, NY  12590-8840
  Phone: 1-888-562-4242
  Fax: 1-845-227-1143 or 1-845-298-4545
  Website: http://www.laerdal.com/us/
Register to win a $1,000 Savings Bond at the game!

and the 2 game nights! Get your tickets early!

Just take your Report card or a letter from a teacher

to the Coliseum Ticket Office any time between now

For More Info Call 483-0011

Earn those As®: Get your tickets early!

2 chances to win $1,000 Savings Bonds!

2 chances to see the Komets!

SATURDAY, FEB 21ST 7:30PM VS GWINNETT

SATURDAY, NOV 22ND 7:30PM VS GREENVILLE

FOR MORE KOMET NIGHTS
Junior Achievement will reach over 123,000 students in the 2014-2015 school year. The JA Online Holiday Auction funds raised will support the JA programs in our 30 county service area.

Would you like to support JA by Shopping?
Visit http://myworld.ebay.com/juniorachievement or www.eBay.com (seller name: juniorachievement) between November 25th at 8pm and December 2nd at 8pm to bid on exciting locally donated items.

Would you like to support JA with a Donation?
We are looking for items to be auctioned. Examples of items donated are: rounds of golf, dinner certificates, pet wellness visits, event tickets, autographed items or sports memorabilia, sporting equipment, maid or handyman services, club memberships, hotel accommodations, etc.

If you are able to donate, items can be picked up or mailed to Junior Achievement, 601 Noble Drive, Fort Wayne, IN 46825 c/o JA Online Auction.

Please contact Susie Kaiser (Susie.Kaiser@ja.org) at 260-484-2543 for more information.
Learn more about Junior Achievement at www.jani.org.
Thank you for your Support!

J.A. Hockey Night
Komets
SUNDAY, DECEMBER 14TH
$5

100% of all ticket sales to benefit Junior Achievement!
Order your December 14th 5:00 p.m. Game tickets here:
http://komets.isportstix.com/order/group/JAHockeyNight/

MUST ORDER BY 12p.m. ON DECEMBER 12TH
Questions? Contact the Komets for more information at (260) 483-0011
Recognition Bulletin
VI-14  11.14.14

1. WE DID IT!
   We are an ‘A’ District!