

INTRODUCTION	1
<i>Managing the Process</i>	1
1ST HOUR ANALYSIS: GRASP THE ISSUES	2
<i>Rationale</i>	2
<i>Action</i>	2
<i>Tools</i>	3
Summary of Results.....	3
Annual Tracking Form.....	3
Three Sample Scenarios.....	3
School Results.....	4
Individual Results.....	4
<i>The 1st Hour Analysis Process</i>	5
The Steps.....	5
Making the Most of the 1 st Hour.....	5
<i>The Steps Explained</i>	6
Record and Consider Year to Year Trends.....	6
Compare the School, Board and Province Results.....	7
Identify Reading or Writing as a Key Concern.....	8
Consider Gender Differences in the Results.....	9
Examine Patterns, Strengths and Weaknesses in Writing.....	10
Examine Patterns, Strengths and Weaknesses in Reading.....	12
Examine the Contextual Data.....	13
Summarize Key Messages.....	15
<i>Three Sample Scenarios for 1st Hour Analysis</i>	17
Low Results.....	17
Average Results.....	24
High Results.....	30
COMMUNICATIONS	36
<i>Rationale</i>	36
<i>Action</i>	36
<i>Guidelines</i>	38
Tone.....	38
Suggested Starters for Sensitive Information.....	38
Content.....	38
Timing.....	38
Format.....	38
<i>Student, Parent and Partner Communication</i>	39
Communicating Individual Student Results.....	40
Recording and Tracking Individual Student Progress.....	41
Successful Students and Their Parents.....	42
Unsuccessful Students and Their Parents.....	42
Teaching Staff.....	43
School Council.....	43
Feeder Schools.....	43
Community.....	43

INTERPRETATION PANEL, LITERACY COMMITTEE AND THE ACTION PLAN	48
<i>Interpretation Panel</i>	48
The Purpose of the Panel	48
The Process.....	48
<i>The Literacy Committee</i>	50
The Purpose of the Committee.....	50
<i>Literacy Committee Meetings</i>	51
Meeting One: Identify Strategies.....	51
Meeting Two: Make the Links.....	52
Meeting Three: Focus on Special Education and ESL	53
Meeting Four: Review and Revise Plan.....	53
Review and Revise (Ongoing).....	54
APPENDIX	55
<i>Templates</i>	55
<i>Background to the Test</i>	68
Comparing the <i>Ontario Secondary School Literacy Test</i> to Standardized Tests	68
What Constitutes a Pass.....	69
<i>School Literacy Profile</i>	70
Analyzing Student Reading	75
Student Response to the Test.....	77
<i>Effective Literacy Plans</i>	78
<i>Sample School Literacy Action Plans</i>	80