Feeling festive? Want to feel more festive? Participate in one, two, or all of the following activities to brighten your last few days before break:

**Winter Spirit Dress Up Days**
(The students will also be sharing these spirit days with us!)
- Wednesday, December 21: Winter Jammies
- Thursday, December 22: Festive Sweater Day
Feel free to celebrate any time leading up to that as well.

**Holiday Breakfast**
To continue the idea of being at school in jammies, on Wednesday, December 21st, we will host a Winter Breakfast in the lounge all day. Click here [https://goo.gl/9fQSnh](https://goo.gl/9fQSnh) to sign up to bring a dish to pass for the group. This will be our only formal eating day of the season, so we would love a large turnout.

**Holiday Happy Hour**
On December 22nd, we will celebrate after school at Lucky's with a Happy Hour, offering us time to make the season merry before we make our own family's seasons merry at home for a week and a half.

**Secret Santa**
Secret Santa starts next Monday for those who are participating! Looking forward to a fun week of surprises!

### A few reminders from the Copy Center:

- When there is no school, including snow days, the copy center is closed.
- Copy work placed in the office bin before 10:30am will be returned the next day.
- Copy work placed in the office bin after 10:30am will be returned in two days.
- Copy work needed in early January should be sent to the copy center before December 21. Submitting your work before winter break allows the copy center time to print it before the huge rush comes in at the start of the year's printing requests.

If you have any questions or concerns, please contact the Copy Clerks, Jane or Elaine, at 608-849-2269 or via email. Thank you and Happy Holidays!
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.

LEADERSHIP TEAM MEETING

The January High School Leadership Team Meeting will be held in Conference Room B in the High School Administration Office from 7:25–8:05 a.m. on Thursday, January 12. The agenda is as follows:

1) Department Lit Goal Update Reminder Due at End of Semester 1
   
   PLT Literacy Plan
   PLT Literacy Plan Update

2) Summer School Recommendations

3) ACT Administration on March 1 and ACT WorkKeys on March 2, 2017
   
   Pre-Grid in Old Gym and Commons 4th Block on February 2, 2017
   ACT Test Date, February 22, 2017, Junior Only Day
   ACT WorkKeys Test Date, March 1, 2017

4) Review January 16, 2017 Staff Development Day Format

5) Final Exam Schedule and Supervision Schedule

6) Other

Recorder: Anne Denkert
JANUARY FACULTY MEETING

The January Faculty Meeting will be held from 7:30-8:05 a.m. in the PAC on Wednesday, January 25th. The agenda is as follows:

1) Value Awards – Brian Borowski
2) Flipped Article Discussion – “Opening Classroom Doors”, Brian Kersten
3) State Performance Report Card Discussion
4) Final Exam Schedule and Supervision Schedule
5) Other:
   ACT and ACT Work Keys Administration on February 28 and March 1, 2017
   Summer School Recommendations
   Miscellaneous

Naviance Reminder

Thank you to Jamie Maglior for sharing the following reminder related to supporting students as they complete the college application process through Naviance:

As a refresher here are the steps to uploading and sending a letter of recommendation.

Once logged in you can see any/all requests that have been made by clicking on Teacher Recommendations under quick links. You will then search for that student, once you are in their portal, choose the eDocs tab, then click on the prepare button, click on the +Add button, choose upload form, choose the university and upload your document. Once you have uploaded the letter, you will still need to send it. To do this click on the send button, choose your letter, then review and submit at the bottom, and submit on the next page.

Note: if a student is applying via the Common App (you will see the icon) a Common App Teacher Evaluation form MUST accompany the letter of recommendation.

To prepare a Common App Teacher Evaluation for a student, follow these steps:

1. Open the student folder.
2. Click the eDocs tab.
3. Click the Prepare tab.
4. Click the Add button
5. Click the Prepare a Form button.
6. Select the form type from the drop-down list.
7. Complete the form, then click Save

Remember after you have uploaded you letter and completed the evaluation form (if necessary,) navigate to the Send section, select the documents you would like to submit, click Review and Submit, and Submit again on the next page. It’s important that you complete the whole process in order for the letter to be sent.
Secret Santa names were recently distributed to all participants. Secret Santa begins on Monday, December 19th and concludes with the “Big Reveal” on Thursday, December 22nd. Please contact Jen Doucette with questions. Enjoy Secret Santa week!

Thought Provoking Video – “Dr. Teddy Stoddard” : We have talked about the importance of establishing relationships with/getting to know our students. This brief video shares a story that illustrates this:

https://www.youtube.com/watch?v=D2MLDW6Uh-E

Fall Academic Awards

The Fall Academic Awards (recognition of student academic achievements through the spring 2016 semester) have been scheduled to be held during Contact Time on Wednesday, December 21 and Thursday, December 22. You’re response to the survey requesting the best framework to schedule the assemblies was much appreciated. Thank you also to Becki Cassel for developing and administering the survey. At this time the intent is to host the freshmen and sophomores assembly on the 21st and juniors and seniors assembly on the 22nd. More details will follow prior to the assemblies.

BADGE ACCESS for the upcoming holidays:

- Friday, December 23: Closed
- Saturday, December 24: Open from 8am-5pm
- Sunday, December 25: Closed - Christmas Day
- Monday, December 26: Closed
- December 27, 28, 29: 8am-5pm (unless on schedule)
- Friday, December 30: Closed
- Saturday, December 31: Open from 8am-5pm
- Sunday, January 1, 2017: Closed - New Year’s Day
- Monday, January 2: Closed

*Coaches and Advisors are reminded to see Mr. May if building access is needed outside the noted times.*
Jessie McCarty | MPH, RN - Nurse Liaison for Working Healthy @ Waunakee

Just a reminder that Jessie is available to meet either at the school or at the clinic, so please email her if you would like to set-up an appointment!

Examples of how your Nurse Liaison can help you: Do you need assistance signing up for MyChart? Would you like your blood pressure checked? Is a new medical diagnosis leaving you feeling confused and overwhelmed? Are you interested in making healthy lifestyle changes but unsure where to start? Are you unsure how to find a Primary Care Provider (PCP)? Do you want to know more about your annual health screening results? Are you feeling lost in the medical system and unsure who to call? Do you need help in finding the right person to contact for health insurance questions? Are you wanting to make some lifestyle changes and would like to have a supportive advocate?

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, December 21, 2016. 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 January 9, 2017 Board of Education Meeting.

PLC Reminder

Great work up to this point with implementing key structural components of PLC/PLT’s. The focus for PLT work now turns to identifying and implementing strategies to support students not achieving ELO mastery/performing at a failing level – in essence implementing interventions that lead to student academic success. As you complete this next step in the PLC/PLT process you may ask why it is important to implement systematic interventions. The rationale for doing so, grounded in research is as follows:

“High-performing schools and school systems set high expectations for what each and every child should achieve, and then monitor performance against the expectations, intervening whenever they are not met. . . . The very best systems intervene at the level of the individual student, developing processes and structures within schools that are able to identify whenever a student is starting to fall behind, and then intervening to improve that child’s performance.” (Barber & Mourshed, 2007, p. 34)

In order to raise student achievement, schools must use diagnostic assessments to measure students’ knowledge and skills at the beginning of each curriculum unit, on-the-spot assessments to check for understanding during instruction, and end-of-unit assessments and interim assessments to see how well students learned. “All of these enable teachers to make mid-course corrections and to get students into intervention earlier” (Odden, 2009, p. 23).

“A criterion for schools that have made great strides in achievement and equity is immediate and decisive intervention. . . . Successful schools do not give a second thought to providing preventive assistance for students in need.” (Reeves, 2006, p. 87)

“The most significant factor in providing appropriate interventions for students was the development of layers of support. Systems of support specifically addressed the needs of students who were ‘stretching’ to take more rigorous coursework.” (Dolejs, 2006, p. 3)

“Reforms must move the system toward early identification and swift intervention, using scientifically based instruction and teaching methods.” (President’s Commission on Excellence in Special Education, 2002, p. 8)

Characteristics of high performing schools include setting high expectations for all students . . . using assessment data to support student success . . . and employing systems for identifying intervention (Council of Chief School Officers, 2002)
Upcoming PD Opportunities: Tech2Teach is February 4, 2017

Ed Camp Madison: Saturday, January 14th. 1 Credit Option Available

Great Galactic Google Challenge: February 11 in Oregon. Credit Option Available

Did you know?
EduClimber has a vast library of user guides and videos. When you are logged in to EduClimber, click on the icon with three stacked lines in the upper-right corner → select “User Guides”. They are organized by topic. If new to EduClimber look for the “Basic Navigation” video.

The new sound booth is up and running in the LMTC. It is great for podcasts and other audio recording needs and assignments. Let us know if you want to check it out!

New! Have you ever wanted to do an Escape Room? Well, now is your chance! The LMTC just got a Breakout Box that you can use as a team or with your students to work on problem solving, communication, and teamwork. Contact us to get more information!

"Write it on your heart: That every day is the best day of the year."

~Ralph Waldo Emerson
FIGHTING STRESS

This article was included in the Weekly Bulletin about this same point in the year last year and was well received. Therefore sharing the article once again may prove timely as we deal with the stress associated with our positions:

SCHOOL IMPROVEMENT NETWORK | EDIVATION | MORE STRATEGIES OF THE WEEK

The Power of a Positive Attitude in Fighting Stress
There’s a universal truth about teaching that almost every teacher understands all too well: stress is part of the job. Regardless of how experienced, how prepared, or how rested we feel, when we start a new day, the stress level goes up.

One of the best ways to keep stress at bay is to maintain a positive attitude. While this might seem to be easier said than done, you can use these three sure-fire techniques to help keep your attitude bright and positive.

1. Perform acts of kindness
According to research reported by Allen Mendler (2012), author of When Teaching Gets Tough: Smart Ways to Reclaim Your Game, happiness can increase simply by one’s own acts of kindness for one week. By consciously focusing on kindness, we tend to be kinder to ourselves (Otake, Shimai, Tanaka-Matsumi, Otsui, & Fredrickson, 2006).

2. Focus on what's working
Another tip from Mendler is to track the positive things happening in your life by keeping a “three-good-things” journal. Every day, document three things that went well in school and in your personal life and what caused them. The research suggests that doing this for just seven days in a row can reduce depression and increase happiness for months (Seligman, Steen, & Park, 2005).

3. Express appreciation
Choose three colleagues at school and share one or two things that you appreciate about each of them. Start with people you know and with whom you feel comfortable. Then, for a challenge, consider choosing colleagues that you don’t often speak with, or even colleagues with whom you may have conflicts. Make sure that the appreciations you share are genuine and from the heart. Even with your most challenging colleagues, you can always find genuine appreciations. Reminder: This isn’t a “gratitude exchange.” It’s quite possible that you won’t receive appreciations in return. No worries—it’s your own expressions of gratitude that yield the biggest benefits.

Staying Positive Isn’t Just For Teachers
Keeping your students positive is also essential for success in your classroom. One way to emphasize positive behaviors and attitudes is by using a class reward system.

The most effective reward systems:
• Give rewards based on specific performance criteria
• Compare students’ performance to their own past performance
• Generate enthusiasm
• Are administered consistently and fairly to all students

Effective reward systems encourage both student participation and teamwork, and provide support for school values.

You can see effective reward systems demonstrated in the classroom by clicking on the video links below.
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

Congratulations Stacey Ryan

Please extend congratulations to Stacey Ryan for successfully completing the BizInnovator professional development program through the University of Iowa Jacobson Institute for Youth Entrepreneurship. Stacey’s successful completion of the BizInnovator program will provide our students to earn three (3) credits from the University of Iowa at a cost of $150.00 instead of the usual cost of $1000.00, another wonderful opportunity for our students.
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.

ACT Pre-Grid Sessions - Please note that ACT Pre-Grid Sessions will occur during 4B on Thursday, February 2, 2017. The locations will be in the small Commons (Cave) and the gymnasium. More information will follow in future Weekly Bulletins and through email. Please contact Mrs. Fassbender or Mr. Kersten with questions.

Building SLO - Please be sure that you are familiar with the SLO and the Action Plan. All members of our school community have a role in achieving the Building SLO. Mike Dreyer will be working pro-actively with all departments to provide professional development related to literacy existing lessons.

Congratulations - Please extend congratulations to Asa Pauls, a member of the Waunakee Community High School Class of 2017, who recently was notified that he has been nominated by Congressman Pocan for consideration for an appointment to the United States Naval Academy in Annapolis, Maryland.

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.

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.

PLC Team Meeting - The PLC Team will meet in HS Administration Conference Room B from 3:45–4:45 p.m. on Tuesday, December 20. The agenda is as follows: 1) Norms Review; 2) Finalize Format for January 16, 2017 Professional Development Day (Analysis of Student Work – Tom Howe and Further the Integration of PLC/PLT Culture in our School Community); 3) Next Meeting?

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.

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

Tutor.com - The Waunakee Community Public Library continues to partner with the Waunakee Community School District to provide our students with access to Tutor.com. This website is available as a free service to students that possess a Waunakee Public Library card. The service is a live online tutoring service available from 3-9 p.m. every day. The following video provides an overview of the service: http://www.youtube.com/watch?v=pkpJ0M-0498&feature=youtu.be
PLC/PLT Timeline Reminder

A reminder that the sixth timeline for PLC work was 11-18-2016. Please make sure you have shared the strategies you/your PLT has identified/implemented to support students not achieving ELO mastery/performing at a failing level with Mr. Kersten, Mr. Grabarski and Mr. Borowski and thank you for your focus on further ingrafting a PLC focus into your professional practice and our school culture. The next step in the PLC process is to work collaboratively with in your PLT to develop the Common Summative Assessment you will administer as a Semester Exam.

⇒ 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 8-30-2016)
⇒ 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

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 to this site follows: http://www.allthingsplc.info/ Please take a moment to investigate the resources available on this site.

Motivational Quote Slide Show – Great Quotes to Carry You into Winter Break and Hopefully Beyond

https://www.youtube.com/watch?v=BpG2CZjblzs