



2015-16 School Operational Plan

Guilmette Middle School



- 1. Allocation of discretionary funds made available by the principal, including in areas such as: wraparound services for students and families, after-school programs, and school supplies.** Discretionary funds are those remaining after a school budgets for district services, partner fees, staff salaries and stipends.

For the 2015-16 school year, discretionary funds have been allocated in the following amounts:

- **Operating & Educational Supplies \$17,000**
- **Dues & Memberships \$1,000**
- **Teachers' Choice \$5,000**
- **Copier Lease, Paper & Supplies \$34,000**
- **Textbooks \$8,000**
- **Professional Development (Spirit Series, Academic Bowl) \$27,500**
- **Field Trips \$10,000**
- **Assemblies & Parent Engagement \$7,500**
- **Grants:**
 - **Curricular Resources (Anet, KnowAtom, NMSI, MAP, TCI, TLA) \$123,000**
 - **Enrichment Partners & Bussing \$197,000**
 - **Capital Outlay \$95,000**

Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

2. School curriculum

Guilmette Middle School will use a curriculum framework aligned with the state Common Core standards. All subjects will follow a school defined scope and sequence in SY2015.16. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. Some particulars with regard to curriculum include:

- **A math acceleration class is offered in all grades. Students gain entry based on longitudinal student data. The math coach and math teachers will determine the data benchmark(s) for referral to this program.**
- **Our highest students in reading and ELA will take Humanities in place of reading. This will be a two year curriculum and students may take the class in 7th, 8th, or 7th and 8th without duplicating material. Students gain entry based on longitudinal student data. The ELA/Reading coach and ELA and Reading teachers will determine the data benchmark(s) for referral to this program.**
- **All Reading classes will follow the Readers Workshop model.**
- **Our Science curriculum will be KnowAtom.**
- **Specialists will include cross-curricular standards and skills in their scope and sequence and teaching**
- **Friendly disclaimer: ANet is not a curriculum or a scope and sequence. These are benchmark tests that inform teachers how to refine what they teach students during the school year.**

- 3. Professional development activities applicable to the school as a body.** This does not include individualized professional development or coaching of teachers.

Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day for students, and before or after the school year ends. If possible, at least one week's notice will be given to teachers before any required professional development activities.

Expected professional development activities include:

- **Up to 3 days** (August 19, 20 and 21, 2015) of professional development and/or staff planning days for new staff before the school year begins;
- **Up to 2 days** (August 20 and 21, 2015) of professional development and/or staff planning days before the school year begins for returning teachers;
- **Up to 2 days** (November 3, 2015 & January 15, 2016) of professional development and planning days during the school year;

4. Calendar.

Please see the attached 2015-16 school year calendar for staff. Any change to the school year calendar is subject to the Superintendent's approval. If possible, at least one month's notice will be given to teachers before any change to the school calendar. The school calendar will include:

- Total number of school days for students.
- Total number of days for educators, including school days and professional development and planning days.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.
- An additional in-house month-by-month calendar will be made available to staff

5. Work before and/or after the regular school year.

Returning teachers are expected to report to work on **August 20, 2015**. New teachers to **The Guilmette Middle School** are expected to report to work on **August 19, 2015**. The final work day for teachers is **June 13, 2016** with no assumed inclement weather days and **June 20, 2016** assuming five inclement weather days. If possible, at least one month's notice will be given to teachers before any change to the start and end of the school year.

6. Schedule for staff and students.

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be **8 hours and 10 minutes**. For the majority of educators, required hours will be approximately **7:30am–3:40pm**. Our paraprofessionals, parent liaison, and clerk will have minimally the same hours as our teaching staff.

Except in rare circumstances, teachers will be expected to teach no more than **1,595 minutes per week**. Teachers will have **455 planning minutes every week with a minimum of 60 minutes per day**. This time can be to plan, grade, collaborate with their colleagues, etc. [attach teacher planning schedule]. Teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings per the planning schedule, unless otherwise directed by the principal. Building

Meetings will be held during our long block of planning from **8:40am to 9:30am** on the last Thursday of each month. Please reference the following dates:

- **9/24/15, 10/29/15, 11/19/15, 12/17/15, 1/28/16, 2/25/16, 3/17/16, 4/28/16, 5/26/16**

In addition to traditional responsibilities and those duties listed above, all staff at **Guilmette Middle School** may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school. These activities may include, but are not limited to:

- **Participation in 3 family conference evenings during the school year (Back to School night 10.13.15, Term 1 Report Card night 12/8/15, and Term 2 Report card night 3/22/16);**
- **Phone calls to families about the academic progress of students;**
- **Preparation of individual student bi-weekly reports (we have a template called a Friday card as an option or you may print a sheet out of your grade book), Progress Reports, and Report Cards;**
- **Leading student extracurricular activities;**
- **Participating in staff recruitment and selection processes;**
- **Maintaining bulletin boards;**
- **Working regularly with school administrators to improve one's instructional practices;**
- **Assigning and checking homework on a daily basis according to the guidelines for your teaching area;**
- **Attending student-related meetings; and IEP meetings when needed.**
- **Serving as a homeroom teacher/advisor to a small cohort of students.**
- **Tracking the daily progress of our PACE students**
- **Defined duties including AM and PM homeroom, transitions to and from lunch, dismissal, and hallway transitions.**
- **Supporting the student rules for SAFE lines, bathroom passes, and expected behaviors set forth in grade level contracts [TLT to create and distribute to staff in spring SY15.16].**

- 7. Scheduling of school-wide parent/teacher meetings.** This does not include parent-teacher meetings that occur between school-wide meetings.

The **Guilmette Middle School** will hold **three parent-teacher conferences** from **4:30pm to 6:30pm** during the 2015-16 school year. These are tentatively scheduled for the following dates: **10/13/15, 12/8/15, 3/22/16** and may be subject to change.

- 8. Notices and announcements.**

Teachers will be notified in advance of special events which will involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

- 9. School health and safety issues.**

Working with central office, the school will make every effort to provide appropriate materials, space, and technology to support effective teaching and learning.

Security of school premises will be maintained and visitors to the school will be required to check in upon entry.

Every effort will be made to mitigate painting or repairs to buildings while school is in session, to avoid distractions or interruptions to student learning.

10. Staff dress code.

Staff at **The Guilmette Middle School** is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatshirts, and flip flops is not permitted, unless advance notice has been given to staff and students that the school is celebrating a “special” day that permits such clothing.

11. Rotation of duties.

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of The Guilmette Middle School. These duties may include, but are not limited to:

- **Coverage of homeroom periods, not exceeding 30 minutes per day;**
- **Coverage of lunch period transitions, not exceeding 10 minutes per day;**
- **Substitute coverage of classes and duties of others who are absent from school;**
- **Coverage of dismissal which includes bringing homerooms from classrooms out into the school yard on a daily basis, not to exceed 10 minutes per day.**

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

12. Class size.

The Guilmette Middle School commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development. Coaches and teachers may elect to have significantly larger class sizes for Acceleration Classes.

13. Bulletin boards.

Teachers may be asked to support the development and maintenance of bulletin boards inside classrooms and in hallways. Our performance agreement for our grant outlines developing goals in this area (see table below). Coaches and administration will support staff with the development of these. In SY15.16, math teachers will track student mastery by standard on classroom walls. All teachers will track student performance on benchmark exams (ie. MCAS, diagnostic tests , Anet, mid-term exams or rubric-graded projects, finals) and goals on bulletin boards in or outside of their classrooms. Student aliases are always acceptable.

Ia. An increasing number of classrooms, and eventually 100%, will display % mastery of standards by student on classroom walls. This will be monitored three times annually to ensure that tracking exists, is standards-based, and is current.
Ib. All classrooms will display interactive data boards baselining MCAS or diagnostic tests and each formative assessment (ANet, or other) throughout the year. Boards will include individualized student goals.

The Lawrence Teachers Union will be provided a clearly designated bulletin board for the purpose of posting Union-related notices and other materials. Such space will be provided in each building for the exclusive use of the Union.



**Lawrence Public Schools
2015-2016 Staff Calendar
Gerard A. Guilmette Middle School, Grades 5 - 8
80 Bodwell Street - (978) 722-8270**

Student Hours: Monday - Friday 7:30 AM - 3:30 PM

Teacher Hours: Monday - Friday 7:30 AM - 3:40 PM

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
	16	17	18	19	20	21	22			1	2	3	4	5	6
	23	24*	25	26	27	28	29		7	8	9	10	11	12	13
	30	31**	1	2	3	4	5		14	15	16	17	18	19	20
	6	7	8	9	10	11	12		21	22	23	24	25	26	27
	13	14	15	16	17	18	19		28	29					
	20	21	22	23	24	25	26								
	27	28	29	30											
October	SUN	MON	TUE	WED	THU	FRI	SAT	March	SUN	MON	TUE	WED	THU	FRI	SAT
	4	5	6	7	8	9	10		6	7	8	9	10	11	12
	11	12	13	14	15	16	17		13	14	15	16	17	18	19
	18	19	20	21	22	23	24		20	21	22	23	24	25	26
	25	26	27	28	29	30	31		27	28	29	30	31		
November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6	7		3	4	5	6	7	8	9
	8	9	10	11	12	13	14		10	11	12	13	14	15	16
	15	16	17	18	19	20	21		17	18	19	20	21	22	23
	22	23	24	25	26	27	28		24	25	26	27	28	29	30
	29	30													
December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
	6	7	8	9	10	11	12		1	2	3	4	5	6	7
	13	14	15	16	17	18	19		8	9	10	11	12	13	14
	20	21	22	23	24	25	26		15	16	17	18	19	20	21
	27	28	29	30	31				22	23	24	25	26	27	28
									29	30	31				
January	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
	3	4	5	6	7	8	9		5	6	7	8	9	10	11
	10	11	12	13	14	15	16		12	13	14	15	16	17	18
	17	18	19	20	21	22	23		19	20	21	22	23	24	25
	24	25	26	27	28	29	30		26	27	28	29	30		
	31														

184 Teacher Days - 180 Student Days

Aug. 19	LPS New Teacher Orientation (AM)	Dec. 18	Early Release for Staff and Students
Aug. 20 - 21	Staff PD - School Based	Dec. 21 - Jan. 1	Winter Break
Aug. 21	LPS Kickoff (AM)	Jan. 4	School Re-opens
Aug. 24	School Opens Grades 1 - 12	Jan. 15	No School for Students/Staff PD
Aug. 24 - 28	PK - K Screening	Jan. 18	Martin Luther King Day
Aug. 31	School Opens PK - K	Feb. 15 - 19	Mid-Winter Break
Sept. 4 - 7	Labor Day Weekend	Mar. 25	Good Friday
Oct. 12	Columbus Day	Apr. 18 - 22	Spring Break
Nov. 3	No School for Students/Staff PD	May 27	Early Release for Staff and Students
Nov. 11	Veteran's Day	May 30	Memorial Day
Nov. 25	Early Release for Staff and Students	June 20	Last Day of School - Early Dismissal
Nov. 26 - 27	Thanksgiving Break		<i>includes 5 days for inclement weather</i>



No school for students and staff

Early release for staff at 12:10 PM

Teacher professional development day/no school for students

Typical PD Hours 8:00 AM - 3:00 PM

* Please see School Operational Plan for details on other required meetings/events for staff (e.g., staff meetings, family nights, etc).