



2015-16 School Operational Plan

Guilmette Elementary 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:

- **Supplies & materials: \$146,768**
- **Teachers' Choice: \$100 will be allocated to all teachers for materials (Teacher's Choice)**

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

2. **School curriculum issues.**

The Guilmette Elementary School will use a curriculum framework aligned with the state Common Core standards. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building.

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

Teachers will 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 will occur two days prior to the start of school and on some Fridays throughout the school year between the hours of **12:30-3:00**.

Additionally, teachers on Improvement or Directed Growth Plans may be required to attend additional professional development on the two Election Days.

4. **Calendar.**

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:

- 180 for students; and
- Up to 183 for teachers, including school days and professional development and planning days.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

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 Elementary School** are expected to report to “New Teacher Orientation” on the date(s) set by the district. The final workday for teachers is **June 20, 2016** (this includes 5 snow 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.

All staff will receive a duty free lunch of at least 30 minutes each day.

The standard workday for teachers will be **8 hours and 15 minutes**. For the majority of educators, required hours will be approximately **7:25am–3:40pm**.

Teachers will typically have a minimum **5 planning periods every week** (assuming it is a full week). All teachers will have **2.5 hours** of additional planning (i.e. Friday afternoons) for collaboration, instructional planning, vertical articulation, looking at student work, data analysis, and professional development. Teachers may be asked to perform some duties during this time. These agendas may be driven by an administrator and/or coach up to 2 times per week.

All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings on when scheduled, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at **Guilmette Elementary School** may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school. Some examples are:

- **Participation in up to 3 family conference evenings or family events during the school year such as; Open House, 2 report card distribution times, and 2 additional parent engagement activities (i.e. PPC meeting, MCAS informational session, Family Literacy Event, Family Social Event, etc.);**
- **Lesson plans should be readily available and submitted upon request;**
- **All Staff are expected to actively participate in Common Planning Meetings, Professional Development Sessions, and Data Meetings;**
- **All Staff are expected to read the daily memos and are responsible for its contents;**
- **Teams are expected to publically display data after every data cycle;**
- **Staff are expected to meet all deadlines;**
- **CUM folders are expected to be formally opened within 2 weeks of the start of the school year and within 1 week of receiving a new student;**
- **CUM folders should be closed within 1 week of students transferring out;**
- **All TeachPoint observations and evaluations need to be signed within 48 hours of receipt;**
- **Teams will plan at least 2 parent workshops to be held during school hours;**
- **Homeroom teachers are expected to pick students up promptly at 7:30 and walk students out at dismissal to the designated areas at 3:35. Staff are required to supervise dismissal until 3:40 to ensure a safe and orderly dismissal;**
- **It is expected that all staff adhere to team and school-wide norms (these are created by grade level teams);**
- **It is expected that staff communicate frequently with families about the academic progress of students, especially those that are falling behind;**
- **It is expected that staff maintain artifacts that provide evidence of progress towards the performance standards. These may include but are not limited to; data reports, student work, communication logs, lesson plans, etc.;**

- Preparation of individual student weekly reports, Progress Reports, and Report Cards;
- Participating in staff recruitment and selection processes;
- Staff are expected to maintain bulletin boards so that they are neat, current, and examples of student work. Objectives and/or CCSS should be posted on all bulletin boards;
- Classrooms are expected to be neat, clean, and welcoming environments for students in accordance to the Lawrence Public Schools Learning Environment Expectations;
- Working regularly with school administrators to improve one's instructional practices;
- Homework is checked daily;
- Staff are expected to attend student related meetings (i.e. parent meetings, IEP meetings, FST) prepared with all necessary paperwork, data, and materials.

7. Scheduling of school-wide parent/teacher meetings

The Guilmette Elementary School will hold 3 parent-teacher conferences/Open Houses during the 2015-16 school year. These are tentatively scheduled for the following dates: **9/18/2015** (during school day), **12/10/2015** (outside of school day), **3/23/2016** (outside of school day) 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.

10. Staff dress code.

Staff at **The Guilmette Elementary School** is asked to dress professionally for a school setting. Excessively casual clothing such as sweatshirts, sweatpants, and flip-flops is not permitted. Jeans are permitted on Jean's Days only.

11. Duties.

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

- Coverage of lunch/recess periods (lunch duty);
- Substitute coverage of classes and duties of others who are absent from school

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 Elementary School commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

13. Bulletin boards.

The Lawrence Teachers Union will be provided a clearly designated bulletin board for the purpose of posting Union-related notices and other materials. This bulletin board is located in the mailroom.



**Lawrence Public Schools
2015-2016 Staff Calendar
Gerard A. Guilmette Elementary School, Grades 1 - 4
80 Bodwell Street - (978) 686-8150**

Student Hours: Monday - Thursday 7:30 AM - 3:35 PM; Friday Hours: 7:30-3:00

Teacher Hours: Monday - Thursday 7:25 AM - 3:40 PM; Friday Hours: 7:25-3:05

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
					1	2	3				1	2	3	4	5
	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							1	2
	8	9	10	11	12	13	14		3	4	5	6	7	8	9
	15	16	17	18	19	20	21		10	11	12	13	14	15	16
	22	23	24	25	26	27	28		17	18	19	20	21	22	23
	29	30							24	25	26	27	28	29	30

December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4	5								
	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
						1	2					1	2	3	4
	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														

183 Teacher Days - 180 Student Days

Aug. 19	LPS New Teacher Orientation (AM)	Dec 18	Half Day
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 Staff and Students	May 27	Half Day
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 <i>includes 5 days for inclement weather</i>
Nov. 26 - 27	Thanksgiving Break		

- 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 8:30 AM - 2:30 PM

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