



### Priority 1

**Growth area:** Science in Early Childhood Education

**Description:** Breen Goes Green: The John Breen School community will promote science within the Early Childhood curriculum in both preschool and kindergarten.

**Action steps / key strategies:**

- ❖ Increase teaching and learning dedicated to science.
- ❖ Continue our partnership with Groundworks Lawrence with kindergarten and introduce this science enrichment program to preschool.
- ❖ Incorporate our newly developed science curriculum map into our preschool and kindergarten inquiry units of study.
- ❖ Groundworks Lawrence will provide professional development to preschool and kindergarten teachers and paraprofessionals on science pedagogy.
- ❖ Professional development for the enrichment of classroom science centers for both preschool and kindergarten teachers and paraprofessionals.
- ❖ Provide science materials that offer literacy and language opportunities for both preschool and kindergarten students.
- ❖ Plan a science-related school event for our Breen families, “Planting with Parents” during the Fall and Spring season.
- ❖ Teacher leader will collaborate with Groundworks Lawrence to plan field experiences for kindergarten and preschool.
- ❖ Increase blended learning experiences through the use of ipad technology in both kindergarten and preschool.
- ❖ The Green Team will continue to develop Green initiatives.
- ❖ The Green Team will develop a list of science materials ( manipulatives, center games, furniture, bins, books, mentor texts) for the enrichment of science centers.

## Priority 2

### Growth area: Interventions

**Description:** All students will have the opportunity to access curriculum that supports social and language development in the domains of reading, writing, speaking and listening to improve school performance and promote a positive school environment for all students.

#### Action steps / key strategies:

##### ❖ Social Development

- Classroom environments will include a soft space for de-escalation that encourages students to choose this space in preventing behaviors that will impact their learning.
- Preschool Paras will support preschool small groups in classrooms with focus on social and language skills.
- Use the RTI model and presolution model to determine students who will receive intervention in the form of social groups in order to further develop social skills in a small group setting. Some groups will be lead by the School Counselor.
- The School Counselor will coordinate PD for teachers and paras in further learning about behavior management, de-escalation techniques, and trauma.
- The School Counselor will reinforce the social and emotional curriculum to increase social language and development in the Preschool and Kindergarten classrooms.
- A game center will be created and will include games that will be used by teachers and paras to promote language and social development.

##### ❖ Language Development

- Work together with TLA and Advanced Teachers to create a classroom environment that enhances learning opportunities and fosters small groups of children discovering and learning together.
- TLA consultant will conduct a learning walk with grade level teams to determine areas of need in an early childhood environment.
- Professional Development with TLA that focuses on stimulating language (speaking, listening, etc) and small groups.
- Preschool Teacher Leader will coordinate Raising a Reader partnership in preschool classrooms and PD for parents.
- Enrichment intervention paras will support interventions in PreK and K.
- Classrooms will be equipped with working listening centers and materials to support language development.
- Train designated staff on how to effectively interpret data and action plan in order to set meaningful student and grade level goals. Included in this planning will be ways to differentiate for interventions.
- Use the RTI model to determine Kindergarten literacy support for during school, afterschool and summer school interventions. This will be facilitated by the Data Team Leader, one member from the preschool team, one member from the kindergarten team, School Counselor, and Principal.
- Leveled Literacy Intervention kits will be used to support Kindergarten students in reading during school and in an afterschool program.
- Kindergarten teachers will receive new reading assessments {Fountas and Pinnell Benchmark Assessment System} aligned with the Leveled Literacy Intervention Program.
- Increase blended learning in classrooms using Ipad technology to support ELLs and small group interventions.

### Priority 3

**Growth area:** Mathematics in Early Childhood Education

**Description:** The John Breen School community will refine Early Childhood instructional math practices and demonstrate student growth in Common Core standards in mathematics.

**Action steps / key strategies:**

- ❖ The formation of a Math Development Team. Representatives from both Kindergarten and Preschool will make up this development team. The team will consist of:
  - Advanced Educator, Teacher Leader, Math facilitator, Data Leader, preschool and kindergarten teachers.
- ❖ Grade level teams will utilize Professional Collaborative Learning Communities structures to engage in analysis, reflection, discussion and debate to improve instructional strategies and improve student learning.
- ❖ Implementation of Common core mathematics standards by grade level teams (Pre K /K).
- ❖ Math Development team will create a grade level Math Curriculum Map that aligns with Common Core standards.
- ❖ Increase the number of minutes dedicated to math teaching and learning.
- ❖ Math Development Team will develop a list of math materials ( manipulatives, center games, furniture, bins, books, mentor texts) necessary for math centers.
- ❖ Math Development Team will develop and implement math assessment tool (Pre K /K).
- ❖ Teacher leaders will determine targeted math instruction and create an assigned support staff schedule.
- ❖ Create a math facilitator position to support Preschool and Kindergarten staff professional development and instructional coaching for classroom teachers.
- ❖ Math facilitator will help develop a math curriculum, coach educators and help develop math learning centers.
- ❖ Data leader will collect, input and analyze student data by grade level and create measurable action plans.
- ❖ Data leader will develop a math assessment calendar.
- ❖ ST math teacher will partner with ST math consultant and coordinate math webinars and training (Dan Rosen).
- ❖ Increase blended learning experiences through the use of iPad technology in both kindergarten and preschool.



- 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 2016-17 school year, discretionary funds have been allocated in the following amounts:

- **Supplies & materials: \$20, 535**
- **Teachers' Choice: \$2,300**
- **Field Trips: \$2,375**
- **Extra Duty: \$7,126**
  - **Teacher Planning Stipend Included: \$3,040**
- **Teacher Leaders, Data Team, Math Development Team and Green Team stipends will be determined by the Teacher Leadership team.**

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

- 2. School curriculum.**

John Breen 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 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 1 day** of professional development and/or staff planning days for NEW STAFF ONLY before the school year begins; August 17<sup>th</sup>.
- **Up to 2 days** of professional development and/or staff planning days before the school year begins;
- **Up to 4 days** of professional development and planning days during the school year; Paraprofessionals will have up to 3 days of professional development and planning days during the school year.
  - Friday, October 7th, 2016; Tuesday, November 8th, 2016; Friday, January 13th, 2017; Friday, March 17, 2017
- **PreK and K teachers** will participate in planning inquiry based content units on Tuesday, August 23rd and Wednesday, August 24th from 2:15-4:15 p.m.

- 4. Calendar.**

Please see the attached 2016-17 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: **173 days for K; 169 for PK AM; 167 for PK PM**
- Total number of days for educators, including school days and professional development and planning days: **184 days**
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

### Screening Dates for PreK students:

- Aug. 22: 8:15-11:15; 12:00-2:00
- Aug. 23: 8:15-11:15; 12:00-2:00
- Aug. 24: 8:15-11:15; 12:00-2:00
- Aug. 25: 8:15-11:15 Placement Meetings ; 12:00-2:00 Welcome phone calls to families

### Screening Dates for K students:

- Aug. 22: 8:15-10:30; 12:15-1:30
- Aug. 23: 8:15-10:30; 12:15-1:30
- Aug. 24: 8:15-10:30; 12:15-1:30
- Aug. 25: 8:15-10:30; 12:15-1:30
- Teachers will discuss student classroom placements for 1 hour after A.M. appointment {10:30-11:30 A.M.} and for a half hour after P.M. appointments {1:30-2:00}

### Events for Families related to curriculum:

- PK/K Welcome Event for Families: August 26<sup>th</sup>, 2016 AM PK/PM K\
- Parent Night at the Breen: September 8<sup>th</sup>, 2016 from 5-6 p.m.
- Pizza/Song & Dance Party/Book Fair: October 27<sup>th</sup>, 2016 from 4:30-5:30 p.m.
- Authors' Fair: Wednesday, May 10<sup>th</sup>, 2017 from 4:30-5:30 p.m.

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

Returning teachers are expected to report to work on August 18<sup>th</sup>, 2016. New teachers to John Breen School are expected to report to work on August 17<sup>th</sup>, 2016. The final work day for teachers is June 14<sup>th</sup>, 2017 (including 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.

Teachers at the John Breen School will receive a duty-free lunch and one hour of planning/component time every day.

Attached is a preliminary schedule for the 2016-17 school year. This schedule is subject to change prior to and during the school year.

The standard workday for educators will be **6 hours and 55 minutes**. For the majority of educators, required hours will be approximately **8:05-3:00 p.m. Monday through Friday**.

Except in rare circumstances, teachers will be expected to teach no more than **5 hours and 25 minutes**. Teachers will have **60 minutes planning/component period per day**. This time can be to plan, grade, collaborate with their colleagues, etc. Teachers may be asked to perform some duties during this time.

**Building meetings will be scheduled from 3:00-4:00 PM on the first Monday of the month.** Building meetings may be cancelled and/or rescheduled and every effort will be made to provide notice 5 calendar days in advance.

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

In addition to traditional responsibilities and those duties listed above, all staff at **John Breen 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 2 family conference evenings during the school year;**
- **Participation in 1 Open House on September 8<sup>th</sup>, 2016;**
- **Participation in 3 curriculum evenings for family this school year;**

- Phone calls to families about the academic progress of students;
- Preparation of individual student weekly reports, Progress Reports, and Report Cards;
- Participating in staff recruitment and selection processes;
- Maintaining bulletin boards;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework on a daily basis;
- Attending student-related meetings.

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

**John Breen School will hold 2 parent-teacher conferences during the 2016-17 school year.** These are tentatively scheduled for the following dates: December 8<sup>th</sup>, 2016 and April 6<sup>th</sup>, 2017.

**John Breen School will hold 5 curriculum events during the school year 2016-2017:**

- Thursday, September 8<sup>th</sup>, 2016      Parent Night at The Breen
- Thursday, October 27<sup>th</sup>, 2016      Pizza Song & Dance Party/Book Fair
- Thursday, December 8<sup>th</sup>, 2016      Report Card Conferences
  - No A.M. Preschool
- Thursday, April 6<sup>th</sup>, 2017              Report Card Conferences
  - No P.M. Preschool
- Wednesday, May 10<sup>th</sup>, 2017              Authors' Fair

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 **John Breen School** are asked to dress professionally for a school setting. Excessively casual clothing such as jeans are not permitted, unless advance notice has been given to staff and students that the school is celebrating a special day which permits such clothing. Staff has agreed to jeans day every Friday for staff; proceeds go to materials and events for school and staff.

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 **John Breen School**. These duties may include, but are not limited to:

- Coverage of homeroom periods, and enrichment periods;
- Coverage of lunch periods, break periods, or block periods;
- 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.**

**John Breen 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.**

Teachers may be asked to support the development and maintenance of bulletin boards in hallways. 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.

## **14. Arrival Schedule:**

**John Breen School** commits to ensuring safety for all students both walkers and bus riding students.

Paraprofessional staff may have differing arrival times in order to ensure the safety for all students.

- **Jump Start students begin arrival at 7:00 a.m.**
- **Jump Start and Breen staff members arrive at 7:00 a.m. to monitor students.**
- **Kindergarten students begin arriving at the school at 7:40 a.m.**
- **Kindergarten students will salute the flag at 7:40 a.m.**
- **Breakfast for Kindergarten begins in homerooms at 7:45 a.m. and ends at 8:00 a.m. Breakfast will be served in the classrooms.**
- **Students participating in the Jump Start Program begin breakfast in the cafeteria at 7:45.**
- **Prek and Kindergarten students begin to arrive on buses at 7:40 a.m.**
- **Students enter the building and report to designated areas.**
- **Prek students report to the first and second floor.**
- **Kindergarten students report to classrooms.**

## Schedule SY 2016-2017

### John Breen School

Start time Teacher Staff: 8:05

End of Day Teaching Staff: 3:00 (M-F)

Total Hours per week Teachers: **6 hours and 55 min.**

**Lunch : 30 min.**

**Common Planning: 60 min**

**Component: 60 min**

**Start Time Para Staff Staggered:**

- 7:30-3:00 (7.5 hrs)
- **7:30-3:15 (7.75 hrs.)**
- **7:40-3:10 (7.5 hrs.)**
- 7:45-3:45 (8 hrs)
- 7:45-3:15 (7.5 hrs)
- 8:00-3:30 (7.5 hrs)
- 8:00-4:00 (8hrs)

**Lunch Time: 30 min**

Total Number of hours per day: **Varies**

Total Number of hours per week: **Varies**

### Preschool Students

#### **AM Session**

- Arrival of Bus students: 7:45
- Arrival In classrooms with Paras: 8:05
- Arrival of Walkers: 8:10
- Recess/Breakfast/Bathroom: 40 min
- Dismissal Time: 10:35 & 10:40
- Teacher/Para Lunch: 30 min.

Total Student Hours Per Day: **2 hours and thirty five minutes**

#### **PM Session**

- Arrival of Walkers: 12:20
- Arrival of Bus students: 12:25 p.m.
- Recess/Lunch/Bathroom: 40 min.
- Dismissal Buses: 2:50
- Dismissal Walkers: 2:55

Total Student Hours Per Day: **2 hours and thirty five minutes**

Teacher Planning Time: 10:45-11:45

Teacher Component time: 10:45-11:45



**FULL DAY Program Schedules for K Students**

- 7:40 Arrival/Salute the Flag
- 7:45 Breakfast in classrooms-Paras Cover
- 8:10 -10:45 Morning Activities
- **10:30-11:30 Teacher Planning Time**
- **11:30-12:00 Teacher Lunch Time**
- **K Student Lunch/Recess/Enrichment**

PDD and Deaf and Hard of hearing classrooms may require more than one recess due to the age group of students. Their breakfast and lunch will be integrated with Kindergarten, preschool students and Jump Start. Their lunch and enrichment may be integrated with K students since they will only be a few K students in each group. This model supports inclusion and supports through role models.

**Breen Enrichment  
2016-2017 Cycle 1**

Kindergarten Class	Time	Enrichment	Notes
Room 9	10:45-11:25	Theater	Every day for 11 Weeks
Room 10	10:45-11:25	Art	Every day for 11 Weeks
Room 14	10:45-11:25	Technology	Every day for 11 Weeks

Kindergarten Class	Time	Enrichment	Notes
Room 15	10:45-11:25	Recess/Lunch	Every day for 11 weeks
Room 19	10:45-11:25	Recess/Lunch	Every day for 11 weeks
Room 20	10:45-11:25	Recess/Lunch	Every day for 11 weeks

Kindergarten Class	Time	Enrichment	Notes
Room 9	11:25-12:15	Recess/Lunch	Every day for 11 weeks
Room 10	11:25-12:15	Recess/Lunch	Every day for 11 weeks
Room 14	11:25-12:15	Recess/Lunch	Every day for 11 weeks

Kindergarten Class	Time	Enrichment	Notes
Room 15	11:25-12:15	Theater	Every day for 11 weeks
Room 19	11:25-12:15	Art	Every day for 11 weeks
Room 20	11:25-12:15	Technology	Every day for 11 weeks

**K and Prek paras will support the Enrichment. Enrichment will be coordinated and planned by Enrichment Intervention Paras.**

- **12:15 - 12:45 K Para Lunch**
- 12:15 - 2:45 K Afternoon activities.
- 2:50 Dismissal of Buses
- 2:55 Dismissal of Walkers

Teacher Planning Time: 10:30-11:30

Teacher Component: 10:30-11:30

Total Hours: **7 hours and 50 min**

Student Learning Hours Per day: **6 hours and 50 min.**



**Lawrence Public Schools**  
**2016-2017 Staff Calendar**  
**John Breen School, Grades Pre-K - K**  
**114 Osgood Street - (978) 975-5932**

**Student Hours: Monday - Friday Pre-K AM: 8:10 - 10:40 AM; Pre-K PM: 12:20 - 2:55 PM; Kindergarten: 7:40 AM - 2:55 PM**  
**Teacher Hours: Monday - Friday 8:05 AM - 3:00 PM**

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
	14	15	16 <sup>^</sup>	17	18	19	20					1	2	3	4
	21	22*	23	24	25	26	27		5	6	7	8	9	10	11
	28	29**	30	31	1	2	3		12	13	14	15	16	17	18
	4	5	6	7	8	9	10		19	20	21	22	23	24	25
	11	12	13	14	15	16	17		26	27	28				
	18	19	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					1	2	3	4
	2	3	4	5	6	7	8		5	6	7	8	9	10	11
	9	10	11	12	13	14	15		12	13	14	15	16	17	18
	16	17	18	19	20	21	22		19	20	21	22	23	24	25
	23	24	25	26	27	28	29		26	27	28	29	30	31	
	30	31													

  

November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4	5								1
	6	7	8	9	10	11	12		2	3	4	5	6	7	8
	13	14	15	16	17	18	19		9	10	11	12	13	14	15
	20	21	22	23	24	25	26		16	17	18	19	20	21	22
	27	28	29	30					23	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								6
	4	5	6	7	8	9	10		7	8	9	10	11	12	13
	11	12	13	14	15	16	17		14	15	16	17	18	19	20
	18	19	20	21	22	23	24		21	22	23	24	25	26	27
	25	26	27	28	29	30	31		28	29	30	31			

  

January	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6	7						1	2	3
	8	9	10	11	12	13	14		4	5	6	7	8	9	10
	15	16	17	18	19	20	21		11	12	13	14	15	16	17
	22	23	24	25	26	27	28		18	19	20	21	22	23	24
	29	30	31						25	26	27	28	29	30	

184 Teacher Days - 173 Student Days (K)

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Aug. 16<sup>^</sup> School Opens Grade 9 at LHS</li> <li>Aug. 17 LPS New Teacher Orientation (AM)</li> <li>Aug. 18 - 19 Staff PD - School Based</li> <li>Aug. 19 LPS Kickoff (AM)</li> <li>Aug. 22* School Opens Grades 1 - 12</li> <li>Aug. 22 - 26 Staff PD - School Based</li> <li>Aug. 26 Breen Welcome Back Day Event</li> <li>Aug. 29** School Opens PK - K</li> <li>Sept. 2 - 5 Labor Day Weekend</li> <li>Oct. 7 No School for Students / Staff PD</li> <li>Oct. 10 Columbus Day</li> <li>Nov. 8 No School for Students / Staff PD</li> <li>Nov. 11 Veteran's Day</li> <li>Nov. 23 Early Release / No PM Pre-K</li> </ul> | <ul style="list-style-type: none"> <li>Nov. 24 - 25 Thanksgiving Break</li> <li>Dec. 22 Early Release / No PM Pre-K</li> <li>Dec. 23 - Jan. 2 Winter Break</li> <li>Jan. 3 School Re-opens</li> <li>Jan. 13 No School for Students / Staf</li> <li>Jan. 16 Martin Luther King Day</li> <li>Feb. 20 - 24 Mid-Winter Break</li> <li>Mar. 17 No School for Students / Staff PD</li> <li>Apr. 14 Good Friday</li> <li>Apr. 17 - 21 Spring Break</li> <li>May 29 Memorial Day</li> <li>June 14 Last Day of School - Early Dismissal</li> <li>No School for Pre-K Student</li> <li><i>includes 5 days for inclement weather</i></li> </ul> |
|--|--|

No school for students and staff  
 Early release at 12:15 PM

PD- Full Day (Typical PD hours: 8:00 AM- 4:00 PM)

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