



Priority 1

Growth area: High-Quality Instruction - *to ensure authentic, rigorous learning throughout the school, academic expectations and lessons promote achievement toward ambitious growth targets aligned to Common Core standards.* ^{-a)}

Description: Our work this year will focus on planning with purpose and high academic expectations for student thinking. *Our vision is to have classrooms where teachers are facilitators and students are active participants in their own learning.*

Action steps / key strategies:

Focal Areas:^{-a)}

- Teachers develop well-structured lessons that include appropriately rigorous objectives, learning activities, and assessment
- Core academic teachers differentiate instruction throughout lessons to meet student needs effectively
- Teachers continually check for student understanding
- Students demonstrate higher-order thinking skills (e.g., problem-solving, critical thinking), when expected to do so.

Action Steps / key strategies:

- Unify language, structure, and expectations for scope and sequence and unit plans for all curricular areas; goal is to ensure teachers and students understand purpose for units of study and how each day relates to the unit.
- Unify the quality of content and language objectives
- Develop capacity to backwards plan from rigorous assessment
- Develop a menu of acceptable models of effective instruction for each curricular area to allow for increased release of responsibility to students AND increased ability for teachers to differentiate instruction.
- Move to 70 min classes for all core subjects and WIN (increase of 10 minutes per class over SY15.16)
- Provide professional development on the three gateways of high order thinking (analyze, infer, synthesize) and grow our capacity to plan lessons that are intentional about moving our students through these gateways.
- Create two lab classrooms for both ELA and Math and one each in Science and Humanities
- Continue our weekly Learning Walks ensuring all teachers participate in at least two peer evaluations as part of this process.

Measurements for Success

- We will measure growth for this priority during Learning Walks using DESE's Learning Walk Continuum, Indicators 2, 9, 11, and 14.

Priority 2

Growth area: Targeted Interventions and Acceleration - *to meet all students' academic needs, schools provide individualized support for every student to achieve her or his full academic potential.*^{-a)}

Description: Science and integrated arts acceleration rotations will be added for every student, to maximize teacher expertise and investment. We will also increase accountability around the quality of our program and instruction.

Action steps / key strategies:

Focal Areas:^{-a)}

- All students who require additional support are provided intervention sessions that match their specific needs.
- Instructors deliver high-quality instruction and well-planned content that promotes high student engagement and learning.
- Instructional coaches and/or administrators observe intervention instructors and deliver actionable feedback/coaching bi-monthly.

Action Steps / key strategies:

- Focus our Teacher Leadership Cabinet position on improving and evolving our intervention/acceleration block during SY16.17.
- Create a vision and action plan for our intervention program which will include high expectations and rigor, differentiated supports, acceleration, alignment of teacher expertise to what they teach, the ongoing and consistent application of data, spiraled assessment and accountability.
- Develop grading protocol
- Administrators will formally observe intervention teaching at least once per term

Measurements for Success:

- We will measure growth for this priority during Learning Walks using DESE's Learning Walk Continuum, Indicators 2, 9, 11, and 14 (same as prior year for consistency)

Priority 3

Growth area: High Expectations in a Supportive Culture - *To ensure educational excellence in a safe, compassionate environment, the school community holds students to high expectations and provides critical supports to help each student reach those expectations.*^{a)}

Description: Dedicating a team to link the work we've done to date on culture and to evolve it further to include all stakeholders. Keys to success will be clear and consistent communication and ownership.

Focal Areas:^{a)}

- School employs effective systems to reward positive behavior (e.g., regular celebrations of student work, productive behavior, etc.).
- Students and staff take pride in and ownership of the school.
- School has effective systems in place for social emotional support of students who have psychological or other diagnosed needs.
- The school provides a safe space for learning and for developing positive relationships with adults and peers.

Action steps / key strategies:

- Engage a school culture team to own, lead and measure this priority.
- Develop a rich advisory program with a separate, longer block and a scope and sequence, unit plans and lesson plans that teachers can turnkey.
- Resurrect a school-wide positive behavior plan rooted in our Passport to Success; this will include celebrations, communication to all stakeholders, norming of expectations and logistics with all staff and students
- Create a theme for SY16.17 based on input from the TLT. Root theme in literature; differentiate between lower and upper middle schools; link to advisory lessons.
- Create opportunities for student leadership as relates to this priority
- Develop engaging after school program offerings for all students; monitor for participation and success; goal is 100% participation throughout the school year.
- Develop a communication plan (social media, TV screens, daily PowerPoint, morning/afternoon announcements, school assemblies, etc.) that provides a daily message about our school's happenings for all stakeholders
- Prepare homeroom groupings for each school year.
- Develop school culture rubric in conjunction with the TLT for use in SY16.17

Measurements for Success

- Have stakeholders complete the school culture rubric twice annually



- 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:

- **Enrichment Partners & Bussing \$196,800**
- **Academic Professional Development Partners \$61,607**
- **Curricular Expenditures \$79,741**
- **Teachers' Choice \$5,500**
- **Textbooks \$2,000**
- **Field Trips 10,000**
- **Copier Lease, Toner, Mimio, Paper & Supplies \$36,600**
- **Capital Outlay \$18,350**
- **Upgrade to specialist supplies \$7,700**

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, Next Generation Science Standards, and National Core Art Standards. All subjects will follow a school defined scope and sequence in SY16.17. 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:

- **Math teachers have created their own common core curricula which will be used in SY16.17; curricula is heavily aligned to EngageNY in grades 5 and 6. Grades 7 and 8 will use EngageNY curriculum as needed. Our Math Resource Rooms will use Key Math curriculum starting in SY16.17. Math teachers will also incorporate ST Math and TenMarks as blended learning tools at least 90 minutes per week for every student.**
- **A Math acceleration class is offered in all grades including pre-algebra in seventh grade and algebra in eighth grade. 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.**
- **ELA classes will follow the Scope and Sequence and Unit plans we created in conjunction with the Teaching and Learning Alliance as part of our SY15.16 priorities.**
- **Students reading under a 500 lexile level will take remedial reading using the Read 180 or System 44 curricula.**
- **Students reading over a 500 lexile level will take Humanities and will use the Discovering Justice Curriculum and TCI (Geography Alive, History Alive) both of which will launch in SY16.17.**
- **Science curriculum is KnowAtom (second year).**
- **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.**
- **Advisory will be taught to all students; curriculum will be developed by the Specialist Culture Team**

- 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 17, 18 and 19, 2016) of professional development and/or staff planning days for NEW STAFF ONLY before the school year begins;
- **Up to 2 days** (August 18 and 19, 2016) of professional development and/or staff planning days before the school year begins for returning teachers;
- **Up to 2 days** (November 8, 2016 & January 13, 2017) of professional development and planning days during the school year;

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.
- 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 18, 2016**. New teachers to **The Guilmette Middle School** are expected to report to work on **August 17, 2016**. The final work day for teachers is **June 7, 2016** with no assumed inclement weather days and **June 14, 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 **1,640 minutes per week**. Teachers will have **460 planning minutes every week with a minimum of 70 minutes per day**. This time will be used for vertical meetings, grade level meetings, peer observations, IEP meetings, individual planning time, collaborate with their colleagues, etc. 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 **8:45am to 9:30am** on the last Thursday of each month. Please reference the following dates:

- **9/29/16, 10/27/16, 11/17/16, 12/15/16, 1/26/17, 2/16/17, 3/30/17, 4/27/17, 5/25/17, 6/1/17**

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 10/13/16, Term 1 Report Card night 12/15/16, and Term 2 Report card night 3/23/17); We will also host daytime report card meetings during a portion of vertical planning time on 12/17/16 and 3/25/17.**
- **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.

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 **4:00pm to 6:00pm** during the 2016-17 school year. These are tentatively scheduled for the following dates: [**10/13/16, 12/15/16, 3/23/17**] and may be subject to change. We will also host two daytime report card meetings during a portion of vertical planning time on 12/17/16 and 3/25/17.

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, shorts, 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 20 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. 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 required.

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| 1a. 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. |
| 1b. 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
2016-2017 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**

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

<p>Aug. 16[^] School Opens Grade 9 at LHS Aug. 17 LPS New Teacher Orientation (AM) Aug. 18 - 19 Staff PD - School Based Aug. 19 LPS Kickoff (AM) Aug. 22* School Opens Grades 1 - 12 Aug. 29** School Opens PK - K Sept. 2 - 5 Labor Day Weekend Oct. 10 Columbus Day Nov. 8 No School for Students / Staff Nov. 11 Veteran's Day Nov. 23 Early Release for Students and Staff Nov. 24 - 25 Thanksgiving Break</p>	<p>Dec. 22 Early Release for Students and Staff Dec. 23 - Jan. 2 Winter Break Jan. 3 School Re-opens Jan. 13 No School for Students / Staff Jan. 16 Martin Luther King Day Feb. 20 - 24 Mid-Winter Break Apr. 14 Good Friday Apr. 17 - 21 Spring Break May 26 Early Release for Students and Staff May 29 Memorial Day June 14 Last Day of School - Early Release <i>includes 5 days for inclement weather</i></p>
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No school for students and staff

Early release at 12:10 PM

PD - Full Day (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)