



Priority 1

Growth area: Rigorous School Curriculum

Description: Literacy

Develop topic based, integrated units of study in literacy. These units and corresponding lessons will develop domain specific vocabulary, content knowledge, and comprehension in reading. In writing, these units and corresponding lessons will develop proficiencies and flexibilities within narrative, informational, and opinion/argumentative writing.

Action steps / key strategies:

- Units will include a coherent series of complex texts, essential questions/text based questions, and domain specific vocabulary.
- Units will include a balance of explicit comprehension and genre instruction (in addition word and content knowledge).
- Utilize (and increase the time of) the Interactive Read Aloud Structure in grades 1-2 to do this work.

Description: Math

Utilize the Engageny Math Curriculum/Scope and Sequence to ensure alignment to grade level CCSS with an emphasis on focus, coherence, and rigor.

Action steps / key strategies:

- Focus - A stronger emphasis (65%-80%) on the major, grade level clusters,
- Coherence - Instruction purposefully builds off of and connects learning across grade levels (use of coherence map),
- Rigor - All lessons include a balance of conceptual understanding, procedural skills and fluency, modeling and application.

Priority 2

Growth area: Foundational Skills

Description: Emphasize foundational skills in the primary grades through systematic phonics instruction that includes:

Action steps / key strategies:

- Daily practice and application of skills through hands on activities (centers),
- Daily practice in fluency,
- Daily practice in reading within controlled text,
- Institute a longer phonics block (45-60 minutes daily).

Priority 3

Growth area: Educator Development

Description: Continue to support teacher utilization of “best” practices, lesson design, and unit development in order to ensure high quality and rigorous literacy and math instruction for all students .

Action steps / key strategies:

- Identify 2-3 Master Educators who will work with teachers in a coaching capacity (unit design, effective use of data, lesson planning, co-teaching),
- Continue to align and differentiate professional development to school wide priorities,
- Identify 4-6 observation classrooms in order to create opportunities for structured peer observations in literacy and math,
- Provide teachers with frequent feedback to promote continuous growth in these areas.



2016-2017 School Operational Plan at Guilmette Elementary

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: \$150,000**
- **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 three days prior to the start of school and on some Fridays throughout the school year between the hours of **12:30pm-3:00pm**. An additional half day of professional development will occur on January 13, 2017.

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 184 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 17, 2016**. 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 14, 2017** (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 **7 hours and 50 minutes (Monday - Thursday)**. For the majority of educators, required hours will be **7:25am–3:15pm**. On Fridays the standard work day will be **7 hours and 40 minutes**, required hours will be **7:25am-3:05pm**.

Teachers will typically have a minimum **10 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 1 family conference evenings or family events during the school year (i.e., Open House).
- 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 according to district and school guidelines;
- 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 may be asked to plan 1-2 parent workshops to be held during school hours;
- Homeroom teachers are expected to pick students up promptly at 7:30am and walk students out at dismissal to the designated areas at 3:10pm. Staff are required to supervise dismissal until 3:15pm 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) as well as the strengths and successes of students;
- 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.;
- Staff will be required to complete Report Cards and rubrics for each trimester;
- Some staff will be invited to participate in the recruitment and selection processes of new hires;
- 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;
- Staff are expected to be open to and reflective of feedback intended to guide instructional improvement;
- Staff are expected to give and check reading and math homework 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 2016-17 school year. An Open House is tentatively scheduled for **9/15/2016** (after school) and parent conferences will be held following the completion of each trimester (during the school day).

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. 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
2016-2017 Staff Calendar
Gerard A. Guilmette Elementary School, Grades 1-4
80 Bodwell Street - (978) 686-8150**

Student Hours: Monday - Thursday 7:30AM - 3:10PM; Friday 7:30AM - 3:00PM
Teacher Hours: Monday - Thursday 7:25AM - 3:15PM; Friday 7:25AM - 3:05PM

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

184 Teacher Days - 180 Student Days

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

Early release at 12:10 PM

PD - Full Day (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.)