



Priority 1

Growth area: Rigorous School Curriculum

Description: Refine current balanced literacy units of study to include engaging cognitively demanding Common Core aligned tasks.

Action steps / key strategies:

- ❖ Utilize Common Planning time to incorporate differentiated and engaging cognitively demanding common core aligned tasks.
 - Units already include essential questions and higher order thinking questions based on text. We will use this framework to create and effectively implement cognitively demanding tasks aligned to the CCSS in each reading/writing unit of study. All students will engage in the aligned demanding ELA tasks.
 - All teachers collaborate during common planning time to ensure that we provide the tools for all students to access Common Core aligned tasks.
- ❖ Implement a schedule that aligns writing and reading. This will aid teachers in best facilitating their ELA plans.
- ❖ Utilize Professional Development time to aid our collective understanding of the pedagogy presented in the common core ELA shifts. PD time will also be spent discussing engaging ways to present and assess information.
 - Participate in PD with consultants, with a focus on good teaching aligned with the standards and shifts to be implemented in year-long ELA plans.
 - Focus will be on building concepts through rigorous questioning as opposed to teaching steps or isolated skills

Priority 2

Growth area: Student Engagement

Description: Units of study will be refined to include culturally relevant texts and concepts. Students will develop their researched based opinions through reading texts and analyzing concepts that reflect a variety of cultural experiences including their own.

Action steps / key strategies:

- ❖ Students will research topics relevant to their community, culture and culturally responsive themes.
- ❖ Reading units of study will include culturally and historically relevant texts of various genres and portray multiple points of view.
- ❖ Units will include critical thinking questions that address beliefs and viewpoints of various cultural backgrounds aiding the development of research based opinions.
- ❖ Utilize Professional Development and Common Planning Time to assess and refine the cultural relevance of the content involved in ELA Units of Study.

Priority 3

Growth area: Social and Emotional Growth

Description: All students will engage in curriculum that promotes their social-emotional growth and development so that they are equipped to deeply engage in academic learning, positively interact with others, and be their best selves.

Action steps / key strategies:

- ❖ Teachers will incorporate Open Circle and/or Morning Meeting activities into their schedules at least four times per week.
- ❖ Professional development will address and promote a positive growth mindset amongst admin, teachers, and students.
- ❖ Staff will plan pep-rallies around learning and assessment in order to increase buy in and excitement.
- ❖ A full-time Playworks coach will teach students how to play and problem solve through recess and classroom lessons.
- ❖ School-wide character traits and values will be promoted through sustaining and improving the high-five positive behavior system



- 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:

- General Supplies: \$42,674
- Teacher's Choice: \$4,700

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

- 2. School curriculum issues.**

F.M. Leahy 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. Currently we use Engage NY for Math and teacher designed/enhanced units of study for Reading/Writing. Furthermore, Know Atom science curriculum will be implemented for grades K-5.

- 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 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 **40 days of on-site professional development** and planning time, with each day including up to **7.5 hours** of professional development and/or staff planning time. **Specifically:**

- **Up to 3 days** of professional development and/or staff planning days for NEW STAFF ONLY before the school year begins;
- **Up to 2 days** of professional development and/or staff planning days before the school year begins;
- **Up to 2 days** of professional development and/or staff planning days during the school year; November 8, 2016 & January 13, 2017.

- 4. Calendar.**

Please see the 2016-2017 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:

- **180 (+5 for weather) school days for students;** and
- **Up to 185 (+5 for weather) days for teachers,** including school days and professional development and planning days.
- All federal and state holidays. Winter break, Mid-winter break, Spring break.
- Building Meeting Dates – 3:00 – 4:00 - 9/12-10/3-11/7-12/5-1/9-2/6-3/6-4/3-5/1-6/5 (dates subject to change)
- Leadership Meeting Dates – 3:30 - 4:30 - 9/19-10/17-11/14-12/12-1/23-2/13-3/13-4/10-5/8-6/12* (dates subject to change) Additional leadership meetings can be scheduled as needed. Notice will be given to all members.

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 Leahy School are expected to report to work on **August 17, 2016**. The final work day for teachers is **June 14, 2017**. 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 **7 hours and 55 minutes**. For the majority of educators, required hours will be approximately **7:35am–3:30pm**.

Except in rare circumstances, teachers will be expected to teach no more than **1855 minutes per week**. Teachers will have up to **4-5 planning periods per week**. This time can be to plan, grade, collaborate with their colleagues, and engage in professional development 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 when scheduled, unless otherwise directed by the principal.

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

- **Participation in 6 family events (12 hours total) during the school year. Required events include: Welcome Back to School Pizza, Curriculum Night, 2 report card distribution sessions-Fall/Spring, one PTO meeting, and one additional event. (MCAS 2.0 info session, Multi-Cultural Night, December Christmas Concert, etc.)**
- **Select a Student of the Month from your classroom (monthly) and a Parent of the Month in November, January, March and May;**
- **Non-classroom teachers will be assigned morning duty from 7:35-7:40am**
- **Lesson plans should be readily available and submitted upon request;**
- **All staff are expected to read the daily memos and are responsible for its contents;**
- **All teachers are expected to review and analyze data after every data cycle;**
- **Staff are expected to adhere to 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;**
- **It is expected that staff communicate frequently with families about the academic progress of students, especially those that are falling behind;**
- **All TeachPoint observations and evaluations need to be signed within 24-48 hours of receipt;**
- **Homeroom teachers are expected to pick up students promptly at 7:40 and walk students out at dismissal to designated areas at 3:20. Staff are required to supervise dismissal until 3:30 to ensure a safe and orderly dismissal;**
- **All support staff will be assigned to a homeroom classroom. Support staff will assist with walking students into the building in the AM.**
- **Support staff will be assigned end of the day activities; (bus, playground, crosswalk)**
- **Preparation of individual student weekly reports, Progress Reports, and Report Cards;**
- **Staff are expected to maintain bulletin boards so that they are neat, current, and contain examples of student work. Objectives and/or CCSS should be posted on all bulletin boards;**
- **Participation in staff recruitment and selection processes;**
- **Working regularly with school administrators to improve one's instructional practices;**

- **Attending student-related meetings;**
- **All staff are required to prepare their classroom space prior to the students first day of school.**

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

Leahy School will hold **2 parent-teacher conferences, 1 curriculum night and 1 parent breakfast** per grade level during the 2016-17 school year. These are tentatively scheduled for the following dates:

- **Parent Breakfast – Week of August 22-August 26, 2016 Kindergarten will be held on Sept. 1, 2016.**
- **Curriculum Night – October 13, 2016**
- **Report Card Night - December 8, 2016 & April 4, 2017**

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 Leahy School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatshirts, tank tops and flip flops is not permitted.

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 Leahy School. These duties may include, but are not limited to:

- Coverage of homeroom periods, not exceeding 20 minutes per day;
- Coverage of lunch periods, break periods, or block periods, not exceeding 80 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of after-school program activities, not exceeding 180 minutes on Mondays and not exceeding 100 minutes on Tuesday – Thursday.

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.

Leahy 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 will 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. Common Space.

Grade Level, Special Needs, Title I, ESL, Coaches, Counselors, Coverage Specialists, Office Staff and Paraprofessionals will adopt an area in the building in order to maintain its appearance, keep it current and create an overall sense of pride in our school.



**Lawrence Public Schools
2016-2017 Staff Calendar
F.M. Leahy School, Grades K-5
100 Irving Avenue - (978) 975-5959**

Student Hours Kindergarten 7:40 AM - 1:30 PM; Grades 1-5: Monday 7:40 AM - 2:05 PM / Tuesday - Friday 7:40 AM - 3:20 P
Teacher Hours: Monday - Friday 7:35 AM - 3:30 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		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
	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												

185 Teacher Days - 180 Student Days

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

No school for students & staff
 PD - Full day (Typical PD hours 7:35AM - 3:30PM)
 Early release at 12:15 PM

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