



Priority 1

Growth area: Academic engagement

Description: Students will take pride in learning and believe that effort leads to achievement, genuinely look forward to showcases of their work, and buy into a culture where nerdiness is respected and celebrated.

Action steps / key strategies:

- Shift from centrally produced curriculum to teacher-created lessons and materials. This will allow for teachers to own their lessons and ensure that class materials are tailored to their students' specific needs. Weekly plans will be required for all teachers that clearly map out 1) when and how teachers will check for understanding and 2) how teachers will scaffold instruction.
- Department-based PD on how to design tasks that encourage productive struggle from students.
- Focus on making explicit connection for students with how each task or activity within a lesson moves them towards mastery of a given objective.
- Lesson sequences that culminate in application of knowledge/skill in new context or environment (e.g. after learning how to use Punnett Squares, students apply that skill in a case study to predict a patient's risk of inheriting sickle-cell anemia).
- Classroom culture where failure and mistakes are supported and encouraged
- Teachers closely monitor student understanding over the course of a lesson and are prepared to ratchet scaffolding up or down in response to evidence of student learning to ensure rigor of task is at the "just right" level.

Priority 2

Growth area: Student and Family Investment

Description: To build school pride, community and investment, we'll create an atmosphere in which every student feels they belong in some aspect of the community, where every family has multiple touch points throughout each quarter, and where all staff feel connected on a deeper level to each of our two most important stakeholders.

Action steps / key strategies:

- Establish a robust advisory program in which advisors have clear roles, understand and utilize a system for communicating with families, and have identified supports in accomplishing these goals. Complement this program with well-developed community meetings that clear trajectories and assessed objectives.
- Create consistent communication channels between families and staff, through advisor phone calls, biweekly reports, and school-wide events. Leverage outreach events like family conferences to build community and trust between staff and families.
- Share 9GA mission and vision with students, providing rationale for rules, procedures and policies, as well as the importance of 9th grade in laying the foundation of skills needed for the college or career of their choice.

Priority 3

Growth area: Clarity and Consistency of Expectations

Description: Consistency enables students to feel safe and respected and creates a supportive, professional environment for staff. This will allow all students and staff to be held accountable for maximizing the school day, provides a stable foundation for daily activities, and clarifies resources for addressing needs or questions.

Action steps / key strategies:

- Systems (behavioral, instructional, and operational) are presented, designed, and documented by leadership team members in ways that are easily accessible for all staff, families, and students to understand and implement.
- Systems have been prioritized for staff such that staff members understand for which systems consistency means similarity and for which systems consistency means uniformity.
- Staff either knowing how to adhere to/implement a system, getting feedback on their implementation, or knowing where to find answers/support on how to adhere to/implement a system.



2016-17 School Operational Plan at the 9th Grade Academy

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.

2. **School curriculum issues.**

The 9th Grade Academy will use a curriculum framework aligned with the state Common Core State 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:

- 8/8-8/18 - Staff & Student orientation (8:00am-4:00pm)
- 8/19 (no school for students - teachers 8:00am - 4:00pm)
- 9/23 (no school for students - teachers 8:00am - 4:00pm)
- 10/19 (half day for students - teachers 12:30pm- 4:00pm)
- 11/8 (half day for students - teachers 12:30pm - 4:00pm)
- 1/15 (no school for students - teachers 8:00am - 4:00pm)
- 3/29 (half day for students - teachers 12:30pm -4:00pm)
- Up to six days of professional development and/or staff planning days before the school year begins;
- Up to three days of professional development and planning days during the school year;
- Up to one day after the last day of school for students, but before the end of the term of employment.

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.**

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

All teachers are expected to report to work on **August 8, 2016**. The final work day for teachers is **June 15, 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.

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 **7 hours and 30 minutes**. For the majority of educators, required hours will be approximately **7:45am–3:15pm**.

Except in rare circumstances, teachers will be expected to teach no more than **1600 minutes per week**. Teachers will have at least **5 planning periods per week**. This time can be used to plan, grade, 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 on **Thursdays at 3:00pm**, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at the **9th Grade Academy** 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 three family conferences during the school year;**
- **Phone calls to families about the academic progress of students;**
- **Preparation of individual student weekly reports, Progress Reports, and Report Cards;**
- **Maintaining bulletin boards;**
- **Working regularly with school administrators to improve one's instructional practices;**
- **Checking homework on a daily basis;**
- **Updating gradebook on a weekly basis;**
- **Submitting weekly plans on a weekly basis**
- **Meeting with content-area teams and cohort teams regularly;**
- **Attending student-related meetings; and**
- **Serving as an advisor to a small group of students.**

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

The **9th Grade Academy** will hold three parent-teacher conferences during the 2016-17 school year. These are tentatively scheduled for the following dates and may be subject to change:

- **Nov 3**
- **Jan 26**
- **April 12**

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 members at the **9th Grade Academy** are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatshirts, and open-toed shoes/sandals, is not permitted.

Please note the specifics of the **9th Grade Academy** dress code:

- **Men must wear collared, button-up shirts, a tie, and dress pants or khaki pants with professional shoes.**
- **Women must wear dress slacks, knee-length skirts with blouses, or professional dresses with professional shoes.**
- **Tank tops and other non-professional shirts must only be worn in layers underneath a professional shirt, sweater, or jacket. Sleeveless blouses are not allowed unless the straps extend from the neckline to the shoulder.**
- **Attire must be well maintained and should not be excessively stained, wrinkled, or frayed.**
- **Sandals, tennis shoes, hiking boots, etc., should not be worn to school unless explicitly approved by school leadership.**

Exceptions to the dress code may be made for certain events (i.e., field trips) or for certain staff (i.e., PE instructor).

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 **9th Grade Academy**. These duties may include, but are not limited to:

- **Coverage of arrival duty, not exceeding 20 minutes per day;**
- **Coverage of homeroom periods, not exceeding 10 minutes per day;**
- **Substitute coverage of classes and duties of others who are absent from school;**
- **Coverage of afterschool activities, not exceeding 30 minutes per week;**

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 9th Grade Academy 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.



Lawrence Public Schools 2016-2017 Staff Calendar

Updated 6/22/16

Lawrence High School
70-71 North Parish Road
978-975-2750

Student Hours: 8:00am - 2:45 pm

Teacher Hours: 7:50am - 2:45 pm

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
See note below	7	8	9	10	11	12	13								
	14	15	16 [^]	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								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	

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

NOTE- Start Dates vary by program; see back of calendar for more information

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|---|--|
| <ul style="list-style-type: none"> Aug. 4 Instructional Leadership Institute 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 School Aug. 29** Opens PK - K Sept. 2 - 5 Labor Day Weekend- No School Sept. 23 No School for Students/Staff PD Oct. 10 Columbus Day-No School Oct. 19 Early Release Students/Staff PD Nov. 8 No School for Students/Staff PD Nov. 11 Veteran's Day-No School | <ul style="list-style-type: none"> Nov. 23 Early Release for Staff and Students Nov. 24 - 25 Thanksgiving Break-No School Dec. 22 Early Release for Staff and Students Dec. 23 - Jan. 2 Winter Break- No School Jan. 3 School Re-opens Jan. 13 No School for Students/Staff PD Jan. 16 Martin Luther King Day-No School Feb. 20 - 24 Mid-Winter Break-No School Mar. 29 Early Release Students/Staff PD Apr. 14 Good Friday-No School Apr. 17 - 21 Spring Break-No School May 29 Memorial Day-No School June 15 Last Day of School - Early Dismissal
<i>includes 5 days for inclement weather</i> |
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	No school for students and staff		Final Exams
	Early release at 12:00 PM		Early release for students
	Teacher professional development day//no school for students		Full Day for Staff

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).

SY 16-17 start dates for students and staff

	Staff	Students
9GA:	Monday, August 8th	Tuesday, August 16th
ENLACE:	Monday, August 8th	Tuesday, August 16th
ALA:	new staff- Tuesday, August 9th returning staff- Wednesday, August 10th	Gr 9- Tuesday, August 16th Gr 10- Monday, August 22nd
10GA:	Monday, August 15th	Monday, August 22nd
Upper schools (BMF, HHS, HLD, INT, PFA, MST):	Thursday, August 18th	Monday, August 22nd
LIFE students of all grades (formerly Life Skills & Lawrence Prep):	Thursday, August 18th	Monday, August 22nd
RISE Program:	Thursday, August 18th	Monday, August 22 nd