



Priority 1

Growth area: Rigor

Description: Teachers will demonstrate mastery of standards through refinement of units of study in all subject areas. Teachers will focus on deepening understanding of rigor with a particular emphasis on culminating activities and/or final products where students are able to demonstrate the mastery of the grade level standard.

Action steps / key strategies:

- ❖ Professional Development to focus on implementation of Engage NY in ELA and math in grades K-4;
- ❖ Vertical ELA and math teams will determine student expectations and outcomes within and across grade levels including resources students can access independently, homework, academic language, etc.
- ❖ Accountable talk will continue to focus on synthesizing information and drawing a conclusion using stems: *Is my thinking/answer reasonable? I used to think, now I think...This makes me think...* Teachers will increase the quality of accountable talk by identifying common talk worthy questions when unpacking each unit of study in ELA, math and science
- ❖ Teachers will continue to focus on identifying and teaching “the why” within content and language objectives for every lesson. Students will explicitly identify why they are learning academic and social skills.
- ❖ Continue Instructional Rounds as teacher professional development opportunities and qualitative measure of growth. All teachers will have the opportunity to participate in an Instructional Round by the end of the school year.
- ❖ Specialists will complete a student engagement learning walk across each grade level throughout the school year during planning time to observe instructional techniques and student interaction in the classroom setting.
- ❖ Continue practice of using data binders to identify and track common assessments. Data binders will be utilized during common planning time and as potential evidence for student learning goals and professional practice goals.
- ❖ Implement a science block in grades 1, 2, and 3 using Know Atom curriculum to increase content knowledge, vocabulary and informational reading and writing skills.
- ❖ Implement a science block pilot in Kindergarten during OST using Know Atom curriculum to increase content knowledge, vocabulary and informational reading and writing skills.
- ❖ Implement a phonics block in grades K, 1, 2 using a phonics curriculum.
- ❖ Implement a word study/grammar block in grades 3 and 4 to provide strong word knowledge and syntax.

Priority 2

Growth area: Customized Learning

Description: Students will participate in customized intervention and acceleration to remediate, propel, and accelerate students in reading and mathematics standards using a blend of direct instruction and technology. In conjunction with administration, teachers will use formative assessment measures to determine instructional focus during the intervention times.

Action steps / key strategies:

- ❖ Students’ needs will be determined through data analysis formally on an ongoing basis using ANET assessment, NWEA diagnostic, and BAS Benchmark. After each assessment, students will be regrouped accordingly.

- ❖ Conferring notes as a means of assessment.
- ❖ ELL teacher(s) will provide professional development of effective practices that support ELL learners.
- ❖ We will continue specialized reading instruction by offering Orton Gillingham and Rave O group.
- ❖ Incentives for student growth and achievement will continue to be developed to increase student engagement and investment in learning outcomes.

Priority 3

Growth area: Citizenship

Description: The Parthum Community will act as caring and productive citizens by embracing a safe, kind and learning mindset and by consistently demonstrating PRIDE values (come PREPARED to learn, act with RESPECT, lead with INTEGRITY, tackle with DETERMINATION, achieve EXCELLENCE). Students will transfer positive skills and problem solving skills across all areas (i.e. specials, after school programming, enrichment, home) to create a shared sense of responsibility and community.

Action steps / key strategies:

- ❖ We will implement a school wide recognition program for attendance, achievement, and effort. Continue and expand the role of student leadership groups.
- ❖ Continue investigating implementation of the Teacher/Home Visit Program.



- 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: \$5,000
- Teachers' Choice: \$100 for classroom teachers/specialists and \$100 for Intervention Teachers, Special Education Teachers, Counselors

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.**

Parthum 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 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** 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 96 hours** 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 (180 days).
- Total number of days for educators, including school days and professional development and planning days (182 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 18 and 19, 2016 for professional development from 8:00AM to 3:00PM. All staff is expected to attend the district launch on August 19th beginning at 8:00 AM followed by building based meetings to end at 3:00 PM.

New teachers to Parthum Elementary School are expected to report to work on August 17, 2016 from 8:00AM to 4:00PM. The final work day for teachers is June 14, 2017, including 5 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.

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 45 minutes. For the majority of educators, required hours will be approximately 7:30AM to 3:15PM

Except in rare circumstances, teachers will be expected to teach no more than 1695 minutes per week. Teachers will have 5 planning periods every day/week. This time can be 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 weekly during enrichment times unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Parthum Elementary 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:

Supporting Students

- Participation in 2 family conference evenings and 1 curriculum night during the school year;
- Participation in up to 3 additional family engagement events;
- Teams are expected to publicly display data after every data cycle;
- When a critical learning or safety situation arises, it is expected that all staff with expertise willingly gather, share expertise, develop a plan, identify and follow through on next steps;
- Staff will maintain a calm, respectful and objective demeanor with students, families and colleagues;
- It is expected that staff overseeing, lunch, recess, arrival, dismissal and assemblies are active monitors arriving promptly at assigned time, interacting with students, providing positive feedback and reminders of expectations as needed;
- Preparation of individual student reports, Progress Reports, and Report Cards;
- Checking homework on a daily basis or weekly packet of daily homework assignments;
- It is expected that staff communicate frequently with families about the academic progress of students, especially those that are falling behind;
- 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 are expected to attend student related meetings (i.e. parent meetings, IEP meetings, CST) prepared with all necessary paperwork, data, and materials.

Professional Responsibilities

- Lesson plans are readily available at the beginning of each week and submitted upon request;
- Daily lesson plans for each lesson should be kept in an accessible location (i.e. teacher desk, mimeo cart, small group table).
- Staff are expected to actively participate in Common Planning Meetings, Professional Development Sessions, and Data Meetings;
- It is expected that staff adhere to team and school-wide norms as agreed upon and posted yearly;

- Staff are expected to read the daily morning and afternoon memos as well as weekly memos and are responsible for the contents;
- 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 requested that all Teachpoint observations and evaluations must be signed within 48 hours of receipt. Teachers are encouraged to submit a reflection based on the learning walk feedback;
- Homeroom teachers are expected to pick up students promptly at 7:30 and walk students out at dismissal to the designated areas at 3:05. Staff are required to supervise dismissal until 3:15 to ensure a safe and orderly dismissal;
- Participating in staff recruitment and selection processes;
- Serving on school-based shared leadership teams;
- Maintaining bulletin boards;
- Classrooms are expected to be neat, clean, and welcoming environments for students in accordance to the Lawrence Public Schools Learning Environment Expectations

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

Parthum Elementary School will hold 2 parent-teacher conferences and 1 curriculum night during the 2016-17 school year. These are tentatively scheduled for the following dates: September 22nd, December 8th and March 23rd and may be subject to change.

8. Family Engagement.

In order to live and achieve our PRIDE values, families are an integral part of the Parthum Elementary School. We will hold up to 7 family engagement events including the events listed below. Grade level teams will be responsible for the additional 3 family engagement events (1 per term) which could take place during the school day or after school.

These are tentatively scheduled for the following Thursdays as follows and may be subject to change.

- September 22, 2016 - Curriculum Night, 4:00pm-6:00pm
- December 8, 2016 - Report Card Night & Specialists Exhibition of Learning, 4:00pm-6:00pm
- March 9, 2017 - MCAS 2.0 Family Informational Session, 3:30pm - 5:30pm
- March 23, 2017 - Report Card Night & Specialists Exhibition of Learning, 4:00pm-6:00pm

9. 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.

10. 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.

11. Staff dress code.

Staff at Parthum Elementary School are asked to dress professionally for a school setting. Excessively casual clothing is not permitted.

12. 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 Parthum Elementary School. These duties may include, but are not limited to:

- Coverage of arrival and dismissal, not exceeding 20 minutes per day for majority of staff;
- Coverage of lunch periods, break periods, or block periods, not exceeding 90 minutes per day;
- 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.

13. Class size.

Parthum Elementary School commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

14. 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
Edward F. Parthum Elementary School, Grades K-4
255 East Haverhill Street (978) 691-7200**

Student Hours: Monday - Friday Kindergarten: 7:40 AM - 1:20 PM; Grades 1-4: 7:30 AM - 3:05 PM
Teacher Hours: Monday - Friday Kindergarten: 7:35 AM - 2:40 PM; Grades 1-4: 7:30 AM - 3:15 PM

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Aug. 16[^] School Opens Grade 9 at LHS
 Aug. 17 Staff PD - School Based
 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 Election Day (Half Day PD)
 Nov. 11 Veteran's Day
 Nov. 23 Early Release
 Nov. 24 - 25 Thanksgiving Break

Dec. 22 Early Release
 Nov. 24 - 25 Thanksgiving Break
 Dec. 22 Early Release
 Dec. 23 - Jan. 2 Winter Break
 Jan. 3 School Re-opens
 Jan. 13 Half Day PD
 Jan. 16 Martin Luther King Day
 Feb. 20 - 24 Mid-Winter Break
 Apr. 14 Good Friday
 Apr. 17 - 21 Spring Break
 May 29 Memorial Day
 June 14 Last Day of School - Early Release
includes 5 days for inclement weather

No school for students & staff	PD - Full day (Typical PD hours 8:00AM - 3:00PM)
Early release at 12:10 PM	PD - Half day (Typical PD hours 8:00AM - 12:00PM)

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