



Priority 1

Growth area: Rigorous School Curriculum

Description: Develop scope and sequences and high quality units of study for ELA curriculum across grade levels. These units and corresponding lessons will develop enduring understanding for students and increase student investment and motivation.

Action steps / key strategies:

- ❖ Ensure units include essential questions, a defined purpose, student learning targets & activities, defined literacy sources (ie. Mentor texts), and professional texts that will be visited in vertical planning
- ❖ Create detailed unit plans, including:
 - Daily objectives that are measurable, standards-based, & kid-friendly
 - A rigorous assessment to measure student mastery within each unit
 - Ensure focus is on building concepts as opposed to teaching steps or isolated skills

Priority 2

Growth area: Intervention/Acceleration

Description: All students will participate in skills-based intervention/acceleration groups based on teacher analysis of multiple data sources aimed at achieving mastery.

Action steps / key strategies:

- ❖ Train all staff on how to effectively interpret data and action plan in order to set meaningful student and grade level goals. Included in this planning will be ways to differentiate for intervention
- ❖ Increase the number of days for intervention from 2 to 3 per week
- ❖ Ensure students receive corrective instruction in which teachers utilize different instructional strategies than were used during core instruction

Priority 3

Growth area: School culture

Description: Create a unified school culture that fosters a positive environment for students, promotes student learning, and is consistent school-wide.

Action steps / key strategies:

- ❖ Update implementation of PBIS (Positive Behavioral Intervention and Supports)
- ❖ Roll out of school wide expectations, including common language for all adults and students around expectations, and development of consistent classroom management practices
- ❖ Plan monthly assemblies that reinforce school wide expectations and recognize student achievement
- ❖ Engage in data inquiry cycles around school climate and culture that provide regular information and feedback on staff perceptions, student behavior and other climate issues for team to analyze and adjust practice



South Lawrence East Elementary School: 2016-17 School Operational Plan

- 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: \$3,400

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.**

South Lawrence East Elementary School will use 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. Teachers are expected to research, design, prepare and deliver detailed weekly lesson plans which entail innovative, engaging, and rigorous learning activities aligned to common core and state standards while employing the balanced workshop model of instruction. Lessons should be submitted to administrators and evaluators for review.

- 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 staff activities include up to 6 full-days of on-site professional development and planning time, with each day including up to 8 hours of professional development and/or staff planning time and up to 10 days of on-site professional development and planning time during monthly meetings, with each meeting including up to 2 hours of professional development and/or staff planning time. Specifically:

- Up to 3 days of professional development and/or staff planning days before the school year begins;
- Up to 3 days of professional development and planning days during the school year

- 4. Calendar.**

Please see the attached 2016-17 school year 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 school days for students; and
- Up to 186 days 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 18, 2016. New teachers to South Lawrence East Elementary School are expected to report to work on August 17, 2016. The final work day for teachers is June 14, 2017 (includes five days built in for inclement weather). 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 35 minutes. For the majority of educators, required hours will be approximately 7:50am –3:25pm.

Except in rare circumstances, teachers will be expected to teach no more than 1650 minutes per week. Teachers will typically have 5 planning periods each week. This time is utilized for planning, grading, collaborating with colleagues, etc. Teachers may be asked to perform alternative duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings at least one time per month, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at South Lawrence East 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 include, but are not limited to:

- Participation in 2 family conference evenings during the school year;
- Participation in at least 1 school hosted family celebration event during the school year;
- Phone calls, emails, notes to families about the academic progress of students;
- Attend at least 2 Parent Teacher Organization meetings (held monthly);
- Preparation of individual student weekly reports, Progress Reports, and Report Cards;
- Employ formative and summative assessments and analyze results to inform Balanced Workshop instruction;
- Attend at least 2 Team Collaboration meetings weekly to analyze and discuss grade level data, create and refine units of study, and to disseminate grade level specific and schoolwide updates.
- Leading student extracurricular activities;
- Participating in staff recruitment and selection processes;
- Working individually and collaboratively to create and submit weekly lesson plans which organize and reflect most current lesson designs and units of instruction.
- Maintaining current anchor charts in core content areas, data wall displays and student exemplar bulletin boards;
- Working regularly with school administrators, Coaches or Advanced Educators to improve instructional practices;
- Checking homework on a daily basis;
- Attending student-related meetings;
- Providing evidence and/or feedback in regards to student achievement in the form of academic grades, commentary, social-emotional status, observation records, or individualized conference notes.
- Attend at least 2 after school Professional Learning Workshops facilitated by Advanced Educators (to be held monthly).

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

South Lawrence East Elementary School will hold 2 scheduled parent-teacher conferences during the 2016-17 school year. These are tentatively scheduled for **12/8/16 and 3/23/17** and may be subject to change.

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. No visitor will be admitted to the main office without a visitor's pass and no visitor will be sent to classrooms without principal authorization.

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.

Professional and respectful attire is expected of all South Lawrence East Elementary adults. Staff should appear comfortable sitting with students, bending to meet them at eye level, and be prepared to move swiftly alongside them in appropriate footwear. All staff shall dress in such a way that represents a respectful/respected school culture while meeting the on-the-go demands that proudly label us teachers of small children.

Principal discretion on questionable attire.

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 South Lawrence East Elementary School. These duties include, but are not limited to:

- Coverage of homeroom periods, not exceeding 15 minutes per day;
- Coverage of lunch periods, break periods, or block periods, not exceeding 30 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school; and
- Coverage of afterschool activities, not exceeding 180 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.

South Lawrence East Elementary School commits to ensuring a reasonable class size for all 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 data and bulletin boards in classrooms and 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
South Lawrence East Elementary School, Grades 1 - 5
165 Crawford Street - (978) 975-5970**

Student Hours: 8:00 AM - 3:15 PM
Staff Hours: 7:50 AM - 3:25 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	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	

184 Teacher Days - 180 Student Days

<ul style="list-style-type: none"> Aug. 16[^] School Opens Grade 9 at LHS Aug. 17 LPS New Teacher Orientation (AM) Aug. 18 - 19 Staff PD - School Based 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 PD Nov. 11 Veteran's Day Nov. 23 Early Release for Staff and Students Nov. 24 - 25 Thanksgiving Break 	<ul style="list-style-type: none"> Dec. 22 Early Release for Staff and Students Dec. 23 - Jan. 2 Winter Break Jan. 3 School Re-opens Jan. 13 No School for Students/Staff 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 Dismissal <i>includes 5 days for inclement weather</i>
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No School for students
 PD - Full Day (Typical PD hours: 7:50 AM - 3:25 PM)
 Early release at 12:10 PM

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