



Priority 1

Growth area: Establishing a Writing Curriculum

Description: The Tarbox School lacks of a Writing Curriculum across all grade levels.

Action steps / key strategies:

- Form a Writing Curriculum Development Team: The goal is to obtain expertise in the scope of the writing curriculum among the team members and develop an effective team
- Professional Development for Teachers
- Schedule a writing block for each grade level
- Writing to respond to reading
- Rubric-vertical alignment
- Regular data cycle looking at student work (LASW)
- Publishing at the end of the unit
- Writing portfolios for next grade level

Priority 2

Growth area: Maintain and monitor an effective intervention system

Description: Interventions must significantly increase the intensity of instruction and practice, which is accomplished primarily by reducing size of the instructional group. Interventions will provide the opportunity for explicit (direct) and systematic instruction and practice along with cumulative review to insure mastery. Interventions will be guided by, and responsive to, data on student progress.

Action steps / key strategies:

- Interventions will be offered in September after a formative assessment is given to each grade level.
- The instruction will be standard- based and targeted to the specific needs of the students
- Provide interventions with sufficient intensity (small group size and daily, uninterrupted intervention sessions).
- Provide expectations, timelines and guidelines
- Provide regular team meetings and leadership to enforce and enable the use of data to adjust interventions as needed.
- Specialists observe teachers on ELA and Math
- Dean of Curriculum & Instruction and the Dean of Assessment will support and monitor to insure that intervention programs are implemented with high fidelity and quality.

Priority 3

Growth area: Enrichment

Description: The Tarbox school will increase the enrichment opportunities for all students to every two weeks in order to allow students to explore their interests. Through enrichment activities students can generate patterns for creative proficiency, build good character, initiate an engaged mode for learning, and find purpose in life. In addition to the benefits of this program for the students, it will be also beneficial for the teachers. Teachers will be provided with more time for Professional Development and Common Planning.

Action steps / key strategies::

- Grades 3-5 will continue attending the BGC. Grades 1-2 will continue with the YMCA.



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:

- **General Supplies: \$20,000**
- **Operating Supplies: \$5,000**
- **Textbooks: \$15,000**
- **Teacher's Choice: \$2,800**

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 Tarbox 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 10 days of on/off-site professional development and planning time, with each day including up to 8 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 2 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 184 school 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 the **Tarbox School** are expected to report to work on **August 17, 2016**. The final work day for teachers is **June 14, 2017** including 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.

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be approximately **8 hours**. For the majority of educators, required hours will be approximately **7:35am–3:30pm**.

Teachers will typically have **3 planning periods** and **2 collaboration\component meetings** every week. This time can be to plan, grade, collaborate with their colleagues, analyze data, forming small groups, 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 twice a week, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at **Tarbox 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:

- **Participation in 3 family conference evenings during the school year;**
- **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 weekly memos and are responsible for its contents;**
- **Teams are expected to publically display data after every data cycle;**
- **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 seven (7) days of receipt;**
- **Teams will plan at least 2 parent workshops/activities to be held during school hours;**
- **All staff will be treated with professional courtesy and treat others the same;**
- **Homeroom teachers are expected to pick students up promptly at 7:40 and walk students out at dismissal to the designated areas at 3:20. Staff is required to supervise dismissal until 3:30 to ensure a safe and orderly dismissal. Specialists and paraprofessionals will supervise students while waiting for their bus from 3:10-3:30;**
- **It is expected that all staff adhere to team and school-wide norms;**
- **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.;**
- **Preparation of students' Progress Reports, and Report Cards;**
- **Participating in staff recruitment and selection processes;**
- **Staff are expected to maintain bulletin boards so that they are neat, current, and examples of student work. Content and language objectives should be posted on all bulletin boards;**
- **Classrooms are expected to be neat, clean, and welcoming environment for students**
- **Working regularly with school administrators to improve one's instructional practices;**
- **Checking homework on a daily basis;**
- **Staff are expected to attend student related meetings (i.e. parent meetings, IEP meetings, FST) prepared with all necessary paperwork, data, and materials;**
- **Staff should demonstrate excellent classroom management skills.**

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

The **Tarbox 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:

- **October 13th, December 8th and March 23rd** 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.

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 the **Tarbox School** is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatshirts, and flip flops is not permitted. Jeans are permitted only on Jeans Day. Dressing sandals are allowed.

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

- **Coverage of lunch/recess periods;**
- **Substitute coverage of classes and duties of others who are absent from school.**
- **Morning duty**

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 Tarbox 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 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
John K. Tarbox School, Grades 1-5
59 Alder Street - (978) 975-5983**

Student Hours: Monday - Friday 7:45 AM - 3:20 PM
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	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												

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| <ul style="list-style-type: none"> Aug. 16[^] School Opens Grade 9 at LHS Aug. 17 LPS New Teacher Orientation (AM) Aug. 17 - 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 PD - Full Day 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 PD - Full Day 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 or staff
 Early release at 12:10 PM
 PD - Full Day (Typical PD hours: 8:00 AM - 3:30 PM)

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