



Priority 1

Growth area: Teacher Development

Description:

- ❖ **Common priority among all UP Network Schools**
- ❖ **Utilize the pilot program we ran this year (using a framework to provide individualized coaching to staff) to further enhance the rapid growth of teacher skill in our building**

Action steps / key strategies:

- ❖ Utilize the “show evidence” software to track our coaching points and observation feedback for staff
- ❖ Work with staff to provide PD on the “Pathway” (a framework of outcomes for excellent teaching)
- ❖ Create a menu of “coaching moves” and provide training for DCIs to better support teacher development

Priority 2

Growth area: School climate (compliance to engagement to investment)

Description: We have established a culture of compliance and to some extent engagement in our school. Provide training to teachers to develop more engaging lessons that also incorporate character education, which will boost investment in school

Action steps / key strategies:

- ❖ Create more enrichment activities that promote student voice (active student council, 8th grade leadership group, etc)
- ❖ Develop the aspects of our “pathway” (teaching framework) that have strategies for more engaging lessons (Kagan structures, gallery walks)
- ❖ Develop the aspects of our “pathway” (teaching frameworks) that provide strategies for incorporating character education into academic classes
- ❖ Enhance our school’s advisory program, and utilize the program as an opportunity to teach character education

Priority 3

Growth area: Support Services

Description: Provide more academic remediation for students who enter lacking basic reading skills

Action steps / key strategies:

- ❖ Adjust remedial programs to focus on guided reading rather than exclusively phonics development
- ❖ Enhance the current “DEAR” program to be more targeted on building reading skills. Provide more incentives for students to make rapid growth



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.

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.

UP Academy Leonard 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.

All staff members are expected to participate in Professional Development and Collaboration activities and staff meetings on either Wednesday or Friday afternoons, unless otherwise directed by the Principal or Director of Operations. 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. Specifically:

- Up to 20 days of professional development and/or staff planning time before the school year begins, with each day including up to eight hours of professional development and/or staff planning time
- Up to 6 days of professional development and planning time after the school year begins, with each day including up to eight hours of professional development and/or staff planning time
- Up to 2 days following the last day of school for students

If possible, at least one week's notice will be given to teachers before any required professional development activities.

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:

- Up to 185 school days for students; and
- Up to 205 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.

New and returning teachers are expected to report to work on August 1, 2016. The final work day for teachers is June 19, 2017 (includes five days 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.

The schedule will include regular preparatory time, including a duty-free lunch, for all teachers every day. School leadership will protect this time whenever possible, although teachers may occasionally be asked to perform some duties during this time, particularly for absent colleagues.

The standard workday for educators will be 9 hours. For the majority of educators, required hours will be approximately 7:30 am–4:30 pm.

Except in rare circumstances, teachers will be expected to teach no more than 1300 minutes per week.

Professional Responsibilities

In addition to traditional responsibilities, all UP Academy Leonard staff members are expected to be involved in a variety of educational and administrative activities that are necessary to fulfill the mission of UP Academy Leonard. These activities may include, but are not limited to the following:

- Participation in three family conference sessions, including up to six evening sessions, during the school year
- Phone contact with families about students' academic progress, behavior, and attendance
- Preparation of individual student weekly reports, Progress Reports, and Report Cards
- Leading student extracurricular activities
- Participation in staff recruitment and selection processes
- Setting up and maintaining classroom/office spaces, bulletin boards, work walls, and other building-wide projects
- Leading enrichment programming
- Working regularly with school administrators to improve one's instructional practices
- Checking homework and inputting student data on a daily basis
- Attendance at student-related meetings
- Serving as an advisor to a small cohort of students
- Support of the school's student recruitment, outreach, and enrollment activities
- Attendance at regular Family Engagement events, school dances/celebrations or Content-specific nights.

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

UP Academy Leonard will hold 3 parent-teacher conferences during the 2016-17 school year. These are tentatively scheduled for the following dates: 11/8, 1/19, 3/30 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 UP Academy Leonard are asked to dress professionally for a school setting. Please see your school personnel manual for more details.

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 UP Academy Leonard. These duties may include, but are not limited to, the following:

- Student arrival and dismissal
- Homeroom, student lunch, break/recess,
- Intervention (i.e.-Literacy Block and Math Block)
- Homework club, tutoring, and/or Focus
- Substitute coverage of classes and duties of others who are absent from school

12. Class size.

UP Academy Leonard commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

Except in rare circumstances, UP Academy Leonard endeavors to maintain the following class sizes and caseloads once rosters stabilize around October 1st. Note that class sizes are based on LPS enrollment patterns and are not fully in UP Academy's control.

- **Core Subjects, Grades 6-8:** Class size not to exceed 35 students.
- **Encore Subjects** (art, music, physical education, theater, etc.): Class size not to exceed 35 students, due to inclusion of students typically educated in substantially separate settings.
- **English as a Second Language:** Caseload of English Language Learners (ELLs) and Former English Language Learners (FELLs) will vary by student need and by school program, but UP Academy Leonard will attempt to limit the number of ELLs at English Language Development (ELD) levels 1 and 2 in an ESL teacher's caseload and to balance caseloads across ESL teachers as appropriate. ESL-certified general educators may case manage ELLs at ELD levels 4 and 5; ESL-certified Special Education teachers may case manage ELLs with disabilities on their caseload regardless of their ELD levels.
- **Special Education Inclusion:** UP Academy Leonard will attempt to balance caseloads across all special education inclusion teachers.
- **Related Services Providers** (1.0 FTE) (school psychologist, social worker, speech and language pathologist, etc.): Caseload not to exceed 45 students receiving services at any one time.

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
UP Academy Leonard, Grades 6-8
60 Allen Street - (978) 722-8159**

Student Hours: Monday - Thursday 7:45 AM - 3:35 PM, Friday 7:45 AM - 1:35 PM
Teacher Hours: Monday - Friday 7:30 AM - 4:30 PM

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5	6					1	2	3	4
7		8	9	10	11	12	13	5	6	7	8	9	10	11	
14		15	16	17	18	19	20	12	13	14	15	16	17	18	
21		22*	23	24	25	26	27	19	20	21	22	23	24	25	
28		29**	30	31	1	2	3	26	27	28					
4		5	6	7	8	9	10								
11		12	13	14	15	16	17								
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	5								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								6
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
			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		

199 Teacher Days - 180 Student Days

Aug. 1-19	Staff Professional Development	Dec. 23 - Jan. 2	Winter Break
Aug. 17	LPS New Teacher Orientation (AM)	Jan. 3	No School for Students / Staff PD
Aug. 19	LPS Kickoff (AM)	Jan. 4	School Re-opens
Aug. 22*	School Opens Grades 1 - 12	Jan. 13	No School for Students & Staff
Aug. 29**	School Opens PK - K	Jan. 16	Martin Luther King Day
Sept. 2 - 5	Labor Day Weekend	Jan. 19	Early Release / Afternoon P
Oct. 10	Columbus Day	Feb. 20 - 24	Mid-Winter Break
Oct. 28	No School for Students / Staff PD	Mar. 24	No School for Students / Staff PD
Nov. 8	No School for Students / Staff PD	Mar. 30	Early Release / Afternoon P
Nov. 11	Veteran's Day	Apr. 14	Good Friday
Nov. 23	Early Release	Apr. 17 - 21	Spring Break
Nov. 24 - 25	Thanksgiving Break	May 29	Memorial Day
Dec. 22	Early Release	June 19	Last School Day - Early Release / Afternoon PD <i>includes 5 days for inclement weather</i>

No School for students & staff
 Early release for students / Afternoon PD (Typical release at 4:30 PM)

Early release at 12:15 PM
 PD - Full Day (Typical PD hours: 8:00 AM - 4:30 PM)

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