



### Priority 1

**Growth area:** Teacher Development (All instructional staff)

**Description:** All instructional managers implement new, network-wide coaching tool, the UP Teaching Pathway, that promotes more targeted and rapid development for all teachers through shared language and procedures. This tool shows teaching outcomes in a logical order as a teacher increases student learning in the classroom and helps a coach answer two important questions, “What’s the most essential outcome to coach towards right now?” and “How do I know when to shift the focus of my coaching?”

**Action steps / key strategies:**

- Finalize UP Teaching Pathway (UPEN Academic Team)
- ILT (Principal and 2 Deans of Curriculum & Instruction) participate in Teaching Pathway training session with UPEN Academic Team (July)
- ILT engages in further practice of implementation of Teaching Pathway (July)
- ILT plans August Orientation sessions for staff related to the Teaching Pathway (introduction and implementation of)
- ILT implements Teaching Pathway with all instructional staff
- ILT meets regularly to analyze teacher development data and norm on implementation of the Teaching Pathway in order to increase effectiveness as coaches

### Priority 2

**Growth area:** School Culture (All staff)

**Description:** School culture promotes a genuine love of learning among students at the classroom, grade, and school levels.

**Action steps / key strategies:**

- LT plans and facilitates August Orientation sessions for staff that:
  - Introduce priority and define outcomes
  - Highlight connection between effective implementation of Behavior Intervention Ladder (schoolwide behavior management system) and cultivating a culture of learning
  - Provide opportunities for authentic practice implementing behavior management system effectively
  - Provide opportunities for grade level vision setting and action planning in support of priority
- LT outlines expectations and responsibilities of our Grade Level Leaders in support of priority and creates long-term PD plan for Grade Level Leaders; initial PD and training for Grade Level Leaders takes place first week of August Orientation
- LT creates a year-long strategic priority plan which outlines critical action steps and tools (e.g. our long-term staff PD plan) as well as metrics (student, staff, and families-facing) for measuring progress towards achieving the priority over time
- LT engages in regular data inquiry cycles around school climate and culture that provide timely information and feedback on staff perceptions, student behavior and other climate issues for team to analyze and inform changes to practice

### Priority 3

**Growth area:** Role Clarity & Accountability (Leadership Team)

**Description:** Leadership Team increases role clarity for all members and teams on staff and improves systems of accountability to allow managers to more effectively hold one another and staff accountable for fulfilling core responsibilities as effectively and efficiently as possible.

**Action steps / key strategies:**

- LT refines current role descriptions for all members on staff to provide greater clarity regarding the core responsibilities of each role as well as the appropriate intersections and overlap of certain roles
- LT develops debrief protocol to be used regularly and appropriately to minimize and prevent challenging situations from repeating or increasing in severity.
  - LT trains Grade Level Leaders in effective use of debrief protocol with grade level teams
- LT norms on language to be used with staff related to their performance of core responsibilities, keeping messaging clear, consistent, and aligned.
- LT outlines and executes clear protocol for responding to highly likely, though less predictable, challenges (e.g. staffing vacancies, struggling teachers requiring high levels of support, difficult student situations, etc.) and minimizing the impact of such challenges on school leaders and support staff.
  - When faced with an unexpected and/or less common challenge, LT implements new debrief protocol in order to troubleshoot and action plan as early as possible, preventing any challenge from going unaddressed and likely developing into a larger concern



**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 Oliver 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 Oliver 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 Oliver. 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 Oliver 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 Oliver 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 Oliver. 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 Oliver 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 Oliver 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 Oliver 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 Oliver 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 Oliver, Grades 6 - 8  
233 Haverhill Street - (978) 722-8670**

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

	SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT
<b>Aug./Sept.</b>		1	2	3	4	5	6	<b>February</b>				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									
<b>October</b>							1	<b>March</b>				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													
<b>November</b>			1	2	3	4	5	<b>April</b>							
	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						
<b>December</b>					1	2	3	<b>May</b>							
	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			
<b>January</b>								<b>June</b>					1	2	3
	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												

200 Teacher Days - 180 Student Days

<p>Aug. 1-19      Staff PD</p> <p>Aug. 17        LPS New Teacher Orientation (AM)</p> <p>Aug. 19        LPS Kickoff (AM)</p> <p>Aug. 22*       School Opens Grades 1 - 12</p> <p>Aug. 29**      School Opens PK - K</p> <p>Sept. 2 - 5     Labor Day Weekend</p> <p>Oct. 10        Columbus Day</p> <p>Oct. 28        No School for Students / Staff PD</p> <p>Nov. 8         No School for Students / Staff PD</p> <p>Nov. 11        Veteran's Day</p> <p>Nov. 23        Early Release</p> <p>Nov. 24 - 25   Thanksgiving Break</p>	<p>Dec. 22        Early Release</p> <p>Dec. 23 - Jan. 2   Winter Break</p> <p>Jan. 3         No School for Students / Staff PD</p> <p>Jan. 4         School Re-opens</p> <p>Jan. 13        No School for Students / Staff PD</p> <p>Jan. 16        Martin Luther King Day</p> <p>Feb. 20 - 24   Mid-Winter Break</p> <p>Mar. 24        No School for Students / Staff PD</p> <p>Apr. 14        Good Friday</p> <p>Apr. 17 - 21   Spring Break</p> <p>May 29        Memorial Day</p> <p>June 19        Last School Day - Early Release / Afternoon PD <i>includes 5 days for inclement weather</i></p>
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<span style="display: inline-block; width: 15px; height: 15px; background-color: #cccccc; border: 1px solid black; margin-right: 5px;"></span> <b>No School for students &amp; staff</b>	<span style="display: inline-block; width: 15px; height: 15px; background-color: #ffcc00; border: 1px solid black; margin-right: 5px;"></span> <b>Early release for students / Afternoon PD (Typical release at 4:30 PM)</b>
<span style="display: inline-block; width: 15px; height: 15px; background-color: #007bff; border: 1px solid black; margin-right: 5px;"></span> <b>Early release at 12:15 PM</b>	<span style="display: inline-block; width: 15px; height: 15px; background-color: #e91e63; border: 1px solid black; margin-right: 5px;"></span> <b>PD - Full day (Typical PD hours: 8:00 AM - 4:30 PM)</b>

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