



Priority 1

Growth area: Rigorous School Curriculum

Description: The Emily G. Wetherbee School will focus on rigorous instruction and critical thinking in all content areas through accountable talk and higher-order questioning.

Action steps/key strategies:

- ❖ Create norms and skills of accountable talk by modeling appropriate forms of discussion and by questioning, probing, and leading conversations to elicit high-level responses.
- ❖ Develop common language protocols for oral discourse across all grade levels.
- ❖ Define “look fors” for accountable talk to ensure students are accountable:
 - to the learning community,
 - to accurate and appropriate knowledge,
 - and to rigorous thinking.
- ❖ Ensure units of study include content that is conceptually challenging or complex, allowing students to engage in problem-solving and inquiry-based learning.
- ❖ Explicitly develop and utilize higher-order questions aligned to lesson objectives and desired outcomes.
- ❖ Provide opportunities for accountable talk to promote language development, and critical thinking/reasoning skills daily in all content areas.
- ❖ Provide multiple opportunities for students to analyze, evaluate, critique and synthesize complex texts and tasks within all content areas and units of study.
- ❖ Engage in professional learning activities focused on accountable talk, including professional resources that will be visited in vertical planning meetings.
- ❖ Refine the sophistication of practice through the continued partnership with consultants and professional learning institutes.



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: \$13,656
- ❖ Teacher's' Choice: \$5,200
- ❖ Principal's Office: \$5,000
- ❖ 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

Emily G. Wetherbee will use units of study aligned with the state Common Core standards and Next Generation Science 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, not to exceed 10 hours, (does not include staff meetings) 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:

- ❖ At least 1 day of professional development and/or staff planning days for new staff only before the school year begins: August 17, 2016;
- ❖ At least 2 days of professional development and/or staff planning days before the school year begins, August 18 and 19 2016;
- ❖ At least 2 days of professional development and staff planning days during the school year, November 8, 2016 (new staff only) and January 13, 2017

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:

- ❖ 180 total school days for students (175 days for kindergarten students)
- ❖ 183 total school days for educators, 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 Emily G. Wetherbee 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

- ❖ A preliminary schedule for the 2016-17 school year is available and is subject to change prior to and during the school year.
- ❖ The standard workday for educators will be 7 hours and 55 minutes. For the majority of educators, required hours will be approximately 7:35am–3:30pm.
- ❖ Except in rare circumstances, teachers will be expected to teach no more than 1470 minutes per week. Teachers will have at least one planning period each day during the school week. Teachers will be expected to meet collaboratively every Monday to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, one planning time per week may be set aside for family and student support meetings, and/or additional professional development.
- ❖ It is expected that an agenda will be created and available during this collaboration period. The agenda, as well as follow-up notes (questions, comments and reflections) will be sent to the administrative team within 24 hours after this meeting.
- ❖ Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.

In addition to traditional responsibilities and assigned duties listed above, all staff at The Emily G. Wetherbee 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 one family conference evening during the school year; and one open house, as well as one parent professional development workshop night during the school year. Additionally, all staff must participate in two parent engagement activities- during the school day or after school.(i.e. PARCC informational session, family literacy events, family social events, etc.);
- ❖ Lesson/Unit plans submitted electronically the first of the month by each teacher to Dean of Curriculum and Instruction, Assistant Principals as well their evaluator. Daily lesson plans should be available in the classroom for the administrative team to review during walk-throughs;
- ❖ Mimios should be shut down when not in use and at the end of every day;
- ❖ All staff is expected to actively participate in Common Planning Meetings, Professional Development Sessions, and Data Meetings;
- ❖ Teams are expected to have current data walls posted in every instructional space; data should not have any identifying student information such as name.
- ❖ All staff are expected to read the week ahead memo and will assume responsibility for its contents;
- ❖ CUM folders are expected to be formally reviewed, in adherence to the cumulative record protocol, within two weeks of the start of the school year and within one week of receiving a new student, and closed by deadline assigned by administration in June;
- ❖ CUM folders should be closed within 1 week of students transferring out;
- ❖ Teachers are expected to come to the office every day to pick up information in their mailboxes.
- ❖ All TeachPoint observations and evaluations will be signed within 48 hours of receipt; if the TeachPoint is not received within 48 hours teachers should contact the evaluator.
- ❖ Homeroom teachers and unified arts teachers are expected to pick up their students promptly at 7:40 a.m. and walk students out at dismissal to the designated areas at 3:20 p.m. Staff are required to supervise dismissal until 3:30 p.m. to ensure safe and orderly dismissal; non classroom teachers will be assigned designated duty spots within the school;
- ❖ Preparation of individual student progress reports and report cards;

- ❖ Participation in staff recruitment and selection processes;
 - Level 1- admin will conduct initial screening. A team consisting of teachers, students and coaches will conduct a second round of interviews and recommend a candidate;
- ❖ Phone calls and/or emails to families about the academic progress of students at least once a week; staff will utilize 15 minutes of the extended Friday planning time to contact parents. Staff will keep a log of these phone calls. Phone calls from parents should not be sent to teachers during class time. Office staff will take messages or offer teacher email;
- ❖ Nurses will call the families of all students who visit their office;
- ❖ Nurses will inform teachers of students who are dismissed;
- ❖ Grade level teams are expected to maintain hallway bulletin boards, that are neat, current, and include examples of grade level work; Teams will schedule which month a grade level is responsible for the bulletin board, this schedule will be created in August during professional development.
- ❖ All staff will participate in peer observations. New teachers will participate in 6 per year, 2 per semester; non-professional status teachers will participate in 3 per year, 1 per semester; professional status teachers will participate in 2 per year; teachers will meet with the coaches and deans to schedule observations.
- ❖ Monthly writing samples, across all content areas, will be sent to the Dean of Curriculum and Instruction and the Content Coaches by the last day of the month. Three samples of varying performance levels should be submitted via GoogleDocs or the box provided in the main office;
- ❖ Staff members who arrive late for school must call the school and speak to the principal, to let Colleen know that they will be late;
- ❖ Staff members who are sick will call Principal's cell phone in the morning 978-771-5825;
- ❖ Teachers are to provide adequate directions and plans for substitutes in the event of an unplanned absence. Substitute plans (core and intervention) need to be placed in a visible location and include meaningful alternative lessons related to the subject area(s) being taught.
- ❖ On August 19, 2016 , three hours will be allotted for staff to set up their classroom;
- ❖ New staff will report for an additional day , before the start of the school, August 17, 2016.
- ❖ Building meetings, second Monday of every month, are mandatory and must be attended by all staff; Rescheduled meetings due to inclement weather will take place the third Monday of the month. Staff unable to attend the third Monday must make arrangements with Colleen to make up these hours.
- ❖ Grade level teams will host a monthly award ceremony to celebrate student success; these ceremonies will take place in the classrooms or auditorium.
- ❖ Student work will be displayed, with rubrics, standards, specific feedback, and next steps, in every instructional space.
- ❖ Monthly calendars and team newsletters will be submitted to Carmen and Cheryl by the fifteenth of each month, by the team leader;
- ❖ Teacher's Choice orders need to be submitted by November 25, 2016.

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

The Emily G. Wetherbee will hold 3 parent-teacher meetings during the 2016-17 school year. These are tentatively scheduled for the following dates:

- ❖ September 8, 2016 (Curriculum Night),
- ❖ December 12, 2016 (Report Card Pick Up 12-2:30/ 3:30-5:30),
- ❖ Parent Professional Development Workshop, (dates TBD) and may be subject to change.

8. Notices and announcements

- ❖ Morning announcements will be made by selected students at 7:50 a.m., in selected classrooms.
- ❖ Check the week ahead message for special events, 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 Emily G. Wetherbee is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is not permitted, except on designated days.

11. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Emily G. Wetherbee. Additional duties may include, but are not limited to:

- ❖ Coverage of homeroom periods, not exceeding 30 minutes per day;
- ❖ Coaches, paraprofessionals, and selected staff may be required to cover lunch. This will be no more than 2 lunch periods per day.
- ❖ Substitute coverage of classes and duties of others who are absent from school;
- ❖ Staff members may be assigned a daily duty from 7:35-7:40 a.m, and will be required to provide dismissal coverage from 3:20-3:30 p.m.
- ❖ Staff may be asked to perform additional duties or responsibilities not listed. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

12. Class size

Emily G. Wetherbee administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

13. Bulletin boards

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 Calendar
Emily G. Wetherbee School, Grades K-8
75 Newton Street (978) 557-2900**

Student Hours: 7:40 AM - 3:20 PM

Teacher Hours 7:35 AM - 3:30 PM

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
	14	15	16 [^]	17	18	19	20					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	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
									30						
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
	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	

183 Teacher Days - 180 Student Days (175 Days for Grade K Students)

Aug. 17	LPS New Teacher Orientation (AM)	Dec. 22	Early Release
Aug. 18 - 19	Staff PD - School Based	Dec. 23 - Jan. 2	Winter Break
Aug. 19	LPS Kickoff (AM)	Jan. 3	School Re-opens
Aug. 16 [^]	School Opens Grade 9 at LHS	Jan. 13	No School for Students / Staff PD
Aug. 22*	School Opens Grades 1 - 12	Jan. 16	Martin Luther King Day
Aug. 29**	School Opens PK - K	Feb. 20 - 24	Mid-Winter Break
Sept. 2 - 5	Labor Day Weekend	Apr. 14	Good Friday
Oct. 10	Columbus Day	Apr. 17 - 21	Spring Break
Nov. 8	No School for Students & Staff	May 26	Early Release
Nov. 11	Veteran's Day	May 29	Memorial Day
Nov. 23	Early Release	June 14	Last Day of School - Early Dismissal
Nov. 24 - 25	Thanksgiving Break		<i>includes 5 days for inclement weather</i>
Dec. 22	Early Release		

No school for students & staff
 PD - Full day (Typical PD hours 7:35AM - 3:30PM)
 Early release at 12:00 PM

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