



2015-16 School Operational Plan

Emily G. Wetherbee School



- 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:

- Supplies & materials: \$13,656
- Teachers' 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. 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 19, 2015;
- At least 2 days of professional development and/or staff planning days before the school year begins, August 20 and August 21, 2015;
- At least 2 days of professional development and staff planning days during the school year, November 3, 2015 and January 15, 2016

- 4. Calendar.**

Please see the attached 2015-16 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.
- 184 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 20, 2015. New teachers to Emily G. Wetherbee are expected to report to work on August 19, 2015. The final work day for teachers is June 20, 2016, 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 30 minutes of duty-free lunch and collaboration time.

A preliminary schedule for the 2015-16 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 1 collaborative planning period each day/ 5 times per week. This time can be to plan, grade, and collaborate with their colleagues. Teachers may be asked to perform some duties during this 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 two family conference evenings during the school year; and one open house. Additionally, all staff must participate in two parent engagement activities- during the school day or after school.(i.e. MCAS informational session, family literacy events, family social event, etc.);
- Unit plans submitted electronically the first of the month by each teacher to Scott (K-4) ,and Bridget (5-8) ;
- 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 Test Wiz data walls posted in every instructional space;
- 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;
- All Teach Point observations and evaluations will be signed within 48 hours of receipt;
- Homeroom teachers and unified arts teachers are expected to pick up their students promptly at 7:40 and walk students out at dismissal to the designated areas at 3:20. Staff are required to supervise dismissal until 3:30 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 the first 15 minutes of the extended Monday 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;
- 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;
- Agendas for team meetings and minutes sent to administration on a weekly basis;
- Weekly writing samples, across all content areas, will be sent to administrators for review. Grades K, 1 and 2 will be submitted to Scott, grades 3, 4, 5 will be submitted to Colleen, grades 6, 7, 8 will be submitted to Bridget;
- 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;
- On August 21, 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 year, as well as November 3, 2015;
- Building meetings are mandatory and must be attended by all staff;
- Grade level teams will host a monthly award ceremony to celebrate student success;
- Student work will be displayed, with rubrics, standards, specific feedback, and next steps, in every instructional space.
- It is recommended that staff volunteer at one parent/school based activity during the year;
- 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, 2015.

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 conferences during the 2015-16 school year. These are tentatively scheduled for the following dates:

- September 10, 2015 (Curriculum Night), December 7, 2015 (Report Card Night 12-2:00/ 3:30-5:30), March 21, 2015 (Report Card Night 12-2:00/ 3:30-5:30) and may be subject to change.

8. Notices and announcements.

Morning announcements will be made by selected students at 7:50 a.m., in the principal's office. 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 sweat pants 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 and paraprofessionals 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, and will be required to provide dismissal coverage from 3:20-3:30.

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
2015-2016 Staff Calendar
Emily G. Wetherbee School, Grades K - 8
75 Newton Street - (978) 557-2900

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

Teacher Hours: Monday - Friday 7:35 AM - 3:30 PM

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

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

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

184 Teacher Days - 180 Student Days

Aug. 19	LPS New Teacher Orientation (AM)	Nov. 26 - 27	Thanksgiving Break
Aug. 20 - 21	Staff PD - School Based	Dec. 21 - Jan. 1	Winter Break
Aug. 21	LPS Kickoff (AM)	Jan. 4	School Re-opens
Aug. 24	School Opens Grades 1 - 12	Jan. 15	No School for Students/Staff PD
Aug. 24 - 28	PK - K Screening	Jan. 18	Martin Luther King Day
Aug. 31	School Opens PK - K	Feb. 15 - 19	Mid-Winter Break
Sept. 4 - 7	Labor Day Weekend	Mar. 25	Good Friday
Oct. 12	Columbus Day	Apr. 18 - 22	Spring Break
Nov. 3	No School for Students/Staff PD	May 30	Memorial Day
Nov. 11	Veteran's Day	June 20	Last Day of School - Early Dismissal
Nov. 25	Early Release for Staff and Students		<i>includes 5 days for inclement weather</i>

- No school for students and staff**
- Early release for staff at 12:00 PM**
- Teacher professional development day/no school for students**
Typical PD Hours: 7:35 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).