



2014-15 School Operational Plan at Emily G. Wetherbee

- 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 2014-15 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 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 4 days of on-site professional development and planning time.

Specifically:

- Up to 2 days of professional development and/or staff planning days before the school year begins; 3 days for new staff before the school year begins.
- Up to 2 days of professional development and planning days during the school year. Students will be present at the school. The Wetherbee staff will be conducting an in house PD., on February 9, 2015. Students will attend school on this day.

- 4. Calendar.**

Please see the attached 2014-15 school year calendar [attach final calendar template]. 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 183 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, 2014. New teachers to Emily G. Wetherbee are expected to report to work on August 15, 2014. The final work day for teachers is June 17, 2015. 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 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 1,690 minutes per week. Teachers will have 5 planning periods per week. This time can be to plan, grade, collaborate with their colleagues, 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 on, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at 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 2 family conference evenings during the school year; and 1 open house, and 2 additional parent engagement activities (i.e. MCAS informational session, Family Literacy Event, Family Social Event, etc.);
- Lesson plans submitted the first of the month by each teacher;
- All Staff are expected to actively participate in Common Planning Meetings, Professional Development Sessions, and Data Meetings;
- Teams are expected to have data walls posted in their classrooms, with updated data after every data cycle;
- All Staff are expected to read the week ahead memos and will assume responsibility for its contents;
- 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 Teach point observations and evaluations need to be signed within 48 hours of receipt;
- Teams will plan at least 2 parent activities, one academic, to be held during school hours;
- 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 are required to supervise dismissal until 3:30 to ensure a 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;
- Participating in staff recruitment and selection processes;



- Level 1- admin will do initial screening, then the teacher, a student and a coach will do a second round of interviews;
- 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;
- Phone calls from parents should not be sent to parents during class time. Office staff will take messages or offer teacher email;
- Nurses will visit classrooms to pick up students;
- Staff are encouraged to participate in student extracurricular activities;
- Staff are expected to maintain bulletin boards, on a rotating basis, so that they are neat, current, and have include examples of student work, with standards posted;
- Agendas for team meetings, and minutes sent to administration on a weekly basis;
- Weekly writing samples, for designated grade levels, sent to office for review;
- Each day that a staff member will be arriving late for school, the staff member will call the school and let the principal know that they will be late;
- On August 19, 2014, 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; and
- There will be monthly building meetings for all staff, to be held on the second Monday of each month for one hour.

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

Emily G. Wetherbee will hold 2 parent-teacher conferences during the 2014-15 school year. These are tentatively scheduled for the following dates: : September 10, 2014- 3:30-4:30; December 15, 2014- 12:00-5:00; March 30, 2015, time TBD 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 Emily G. Wetherbee are asked to dress professionally for a school setting. Excessively casual clothing such as sweatpants and jeans is not permitted with the exception that jeans are permitted on PBS jeans day.

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 Emily G. Wetherbee. These duties may include, but are not limited to:

- Coverage of lunch periods, break periods, or block periods, not exceeding 40 minutes per day; Coaches 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; and
- Staff members may be assigned a daily duty from 7:35-7:40, and again from 3:20-3:30.

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.

Emily G. Wetherbee 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

Emily G. Wetherbee School, Grades K-8, 2014-2015 Calendar

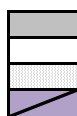
Student Hours: 7:40 AM - 3:20 PM

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

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

183 Teacher Days - 180 Student Days

<p>Aug. 15 New Teacher Orientation</p> <p>Aug. 18 School-based Teacher PD & Prep</p> <p>Aug. 19 LPS All Staff Opening</p> <p>Aug. 20* School Opens Grades 1 - 12</p> <p>Aug. 20, 21, 22, 25, 26 PK - K Screening</p> <p>Aug. 27** School Opens PK - K</p> <p>Aug. 29-Sept. 1 Labor Day Weekend</p> <p>Sept. 9 Primary Election Day (New Teacher PD)</p> <p>Oct. 13 Columbus Day</p> <p>Nov. 4 Election Day (Staff PD)</p> <p>Nov. 11 Veteran's Day</p> <p>Nov. 26 Early Dismissal (Thanksgiving)</p> <p>Nov. 27 - 28 Thanksgiving Break</p>	<p>Dec. 22 - Jan. 2 Winter Break</p> <p>Jan. 5 School Re-opens</p> <p>Jan. 8 - Feb. 11 ACCESS for ELL Students</p> <p>Jan. 19 Martin Luther King Day</p> <p>Feb. 16 - 20 Mid-Winter Break</p> <p>March 23 - April 6 ELA MCAS</p> <p>April 3 Good Friday</p> <p>April 20 - 24 Spring Break</p> <p>May 4 - 19 Math MCAS</p> <p>May 25 Memorial Day</p> <p>June 17 Last Day of School - Early Dismissal (includes 5 days for inclement weather)</p>
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No school for students and staff

Early Release at 12:00 PM

Testing (MCAS, ACCESS, ANET, iReady)

Teacher professional development day/no school for students