



2014-15 School Operational Plan at Guilmette Middle 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 2014-15 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$48,500
- Teachers' Choice: \$4,300

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.**

The Guilmette Middle School 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 7 days of on-site professional development and planning time and will run from 8:00 AM – 3:00 PM. Specifically:

- Up to 5 days of professional development and/or staff planning days before the school year begins. This includes 8/13, 8/14, 8/15 (new teachers only), 8/18, and 8/19;
- Up to 2 days of professional development and planning days during the school year

- 4. Calendar.**

Please see the attached 2014-15 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:

- 180 school days (+ 5 days for inclement weather) for students; and
- Up to 186 days (+ 5 days for inclement weather) for returning teachers, including school days and professional development and planning days, and up to 187 days for new teachers.
- 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 13, 2014. New teachers to The Guilmette Middle School are expected to report to work on August 13, 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 8 hours and 5 minutes. For the majority of educators, required hours will be approximately 7:35am–3:40pm.

Except in rare circumstances, teachers will be expected to teach no more than 1605 minutes per week. Teachers will have 1 planning period every day and one vertical planning period 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.

Building Meetings will be held 3:40 to 4:40p, tentatively scheduled for the following Mondays: October 20, 2014; December 8, 2014; January 12, 2014; February 9, 2015, March 9, 2015; April 13, 2015; May 11, 2015; June 8, 2015. Building meetings may be canceled/rescheduled and every effort will be made to provide notice 7 calendar days in advance.

All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at The Guilmette Middle School 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 at least 2 parent events during the school year;
- Participation in at least 1 PTO meeting during the school year;
- Participation in 2 report card nights
- Phone calls to families about the academic progress of students;
- Preparation of individual student weekly reports, Progress Reports, and Report Cards;
- Leading student extracurricular activities;
- Participating in staff recruitment and selection processes;
- Maintaining bulletin boards;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework on a daily basis; and
- Attending student-related meetings.



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

The Guilmette Middle School will hold 2 parent-teacher conferences during the 2014-15 school year. These are tentatively scheduled for the following dates: Tuesday, December 9, 2014 and Tuesday, March 31, 2015 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 Guilmette Middle School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatshirts, sweatpants and flip flops is not permitted, unless advance notice has been given to staff and students that the school is celebrating a “special” day that permits such clothing.

- 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 The Guilmette Middle School. These duties may include, but are not limited to:

- Coverage of homeroom periods
- Coverage of lunch periods, break periods, or block periods
- Substitute coverage of classes and duties of others who are absent from school
- Coverage of afterschool activities

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.

The Guilmette Middle School 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

Guilmette Middle School, 2014-2015 Calendar

Student Hours: 7:45 AM - 3:30 PM

Teacher Hours: 7:35 AM - 3:40 PM

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	10	11	12	13	14	15	16	Staff Days:	1	2	3	4	5	6	7
32 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	SUN	MON	TUE	WED	THU	FRI	SAT	March	SUN	MON	TUE	WED	THU	FRI	SAT
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				

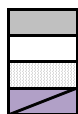
November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	2	3	4	5	6	7	8	Staff Days:	5	6	7	8	9	10	11
17 Days	9	10	11	12	13	14	15	16 Days	12	13	14	15	16	17	18
Student Days:	16	17	18	19	20	21	22	Student Days:	19	20	21	22	23	24	25
16 Days	23	24	25	26	27	28	29	16 Days	26	27	28	29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

December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
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	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
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				

186 Teacher Days - 180 Student Days

<ul style="list-style-type: none"> Aug. 13-14 School-based Teacher PD & Prep Aug. 15 New Teacher Orientation Aug. 18 School-based Teacher PD & Prep Aug. 19 LPS All Staff Opening Aug. 20* School Opens Grades 1 - 12 Aug. 20 - 22 PK - K Screening Aug. 25** School Opens PK - K Aug. 29-Sept. 1 Labor Day Weekend Sept. 9 Primary Election Day - PD for staff Oct. 13 Columbus Day Nov. 4 Election Day - PD for staff Nov. 11 Veteran's Day Nov. 26 Early Dismissal (Thanksgiving) Nov. 27 - 28 Thanksgiving Break 	<ul style="list-style-type: none"> Dec. 22 - Jan. 2 Winter Break Jan. 5 School Re-opens Jan. 8 - Feb. 11 ACCESS for ELL Students Jan. 19 Martin Luther King Day Feb. 16 - 20 Mid-Winter Break March 23 - April 6 ELA MCAS April 3 Good Friday April 20 - 24 Spring Break May 4 - 19 Math MCAS May 25 Memorial Day June 17 Early Dismissal for Last Day of School (includes 5 days for inclement weather) 	
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No school for students and teachers
Early dismissal at 12:00 PM
Testing (MCAS, ACCESS, ANET, iReady)
Teacher professional development day/no school for students