



Lawrence Public Schools
**Guilmette Middle School:
2017-18 School Operational Plan**

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 2017-18 school year, discretionary funds have been allocated in the following amounts:

- Enrichment partners and bussing \$196.1K (all grant funded);
- Academic professional development partners \$21.7K;
- Curricular expenditures \$ 25.3K local and \$7.6K grant;
- Teacher's Choice \$5K;
- Textbooks \$2K;
- Field trips \$12K;
- Copier lease, toner, Mimio, paper and supplies \$53.7K;
- Capital outlay \$10K (*in addition, considering ways through grant to ramp up to computer-based testing requirements for SY18*);and
- Upgrade to specialists supplies \$4K.

2. School curriculum issues

The Guilmette Middle School will use the curriculum that is aligned to the Massachusetts Common Core standards, Next Generation Science Standards, and National Core Art Standards. All subjects will follow a school defined scope and sequence in SY 2017-18. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. Some particulars with regard to curriculum include:

- Mathematics – EngageNY and Evision
- English Language Arts – EngageNY and teacher created
- Science – KnowAtom
- Humanities – Discovering Justice and TCI
- Integrated Arts – teacher created
- Intervention – Envision and Collections
- Read 180/ESL

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 3 days (August 16, 17 and 18, 2017) of professional development and/or staff planning days for NEW STAFF ONLY before the school year begins;
- Up to 2 days (August 17 and 18, 2017) of professional development and/or staff planning days before the school year begins for returning teachers; and

- Up to 3 days (September 26, November 7, 2017 and January 12, 2018) of professional development and/or staff planning days as OPTIONAL for all staff members.

4. Calendar

Please see the attached 2017-18 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; and
- 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 17, 2017.
- New teachers to The Guilmette Middle School are expected to report to work on August 16, 2017.
- The final work day for teachers is June 15, 2018, 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 2017-18 school year is available and is subject to change prior to and during the school year.
- The standard workday for educators will be 8 hours and 10 minutes. For the majority of educators, required hours will be approximately 7:30 am – 3:40pm.
- Except in rare circumstances, teachers will be expected to teach no more than 1640 minutes per week.
- Teachers will have one planning period each day during the school week (70 minutes per day).
- Teachers will be expected to meet collaboratively at least twice a week to plan instruction, discuss student work, share best practices, and engage in professional learning activities.
- Additionally, 460 minutes of 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 48 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 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:

- Family conferences;
- Report card nights;
- Phone calls to families about the academic progress of students;
- Preparation on individual student bi-weekly reports, progress reports and report cards;
- Leading extracurricular activities;
- Participating in staff recruitment and selection processes;

- Maintaining bulletin boards;
- Working regularly with school administrators to improve one's instructional practices;
- Assigning and checking homework on a daily basis according to the guidelines for your teaching area;
- Attending student-related meeting, RTI and IEP meetings when needed;
- Serving as homeroom teacher/advisor to a cohort of students;
- Tracking the daily progress of PACE and additional students in need of check in/out form;
- Defined duties including AM and PM homeroom, transitions to and from lunch, dismissal, and hallway transitions; and
- Supporting the student rules for SAFE lines, bathroom passes, electronics, uniform and expected behaviors set forth in grade level contracts.

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 3 parent-teacher meetings during the 2017-18 school year. These are tentatively scheduled for the following dates:

- Tuesday October 10, 2017 (Curriculum Night 3:30-5:30 p.m.);
- Thursday December 16, 2017 (Report Card Pick-Up 8:30-11:30 a.m./3:30-5:30 p.m.); and
- Thursday March 22, 2018 (Report Card Pick-Up 8:30-11:30 a.m./3:30-5:30 p.m.).

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 Guilmette Middle School 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 the Guilmette Middle School. Additional duties may include, but are not limited to:

- Coverage of homeroom periods not exceeding 20 minutes per day;
- Coverage of lunch period transitions, not exceeding 10 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of dismissal which includes bringing homerooms from classrooms out into the school yard on a daily basis, not to exceed 10 minutes per day.
- 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

The Guilmette Middle School 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

- Teachers may be asked to support the development and maintenance of bulletin boards inside classrooms and in hallways. Student aliases are required when student data is being tracked.
- 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.