



Lawrence Public Schools  
**Emily G. Wetherbee:**  
**2017-18 School Operational Plan**

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**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:

- Supplies & materials: \$83,150
- Teacher's' Choice: \$5,200
- Principal's Office: \$46,754

Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

**2. School curriculum & resources**

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.

- Lesson/Unit plans should be submitted prior to each unit by the 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.

**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:

- At least 1 day of professional development and/or staff planning days for new staff only before the school year begins: August 16, 2017;
- At least 2 days of professional development and/or staff planning days before the school year begins, August 17 and 18 2017;
- At least 2 days of professional development and staff planning days during the school year, November 7, 2017 and January 12, 2018.

**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. The school calendar will include:

- 180 total school days for students (175 days for kindergarten students);
- 185 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**

- New teachers to Emily G. Wetherbee are expected to report to work on August 16, 2017.
- Returning teachers are expected to report to work on August 17, 2017. On August 18, 2017, a minimum of three hours will be allotted for staff to set up their classroom;
- The final work day for teachers is June 15, 2018, including 5 snow days.

#### **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 05 minutes. For the majority of educators, required hours will be approximately 7:35 a.m.–3:40 p.m. Monday - Thursday, and Friday 7:35 a.m.–2:40 p.m.
- Staff members who arrive late for school must call the school and speak to the principal, to let her know that they will be late.
- Staff members who are sick will call Principal's cell phone in the morning (978-771-5825).
- 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. All support staff should report to their assigned homeroom promptly at 7:40 a.m. daily. 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.
- Except in rare circumstances, teachers will be expected to teach no more than 1,975 minutes per week. Teachers will have at least one planning period each day during the school week. Teachers will be expected to meet collaboratively a minimum of 2x per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. This may include time working in grade level teams, vertical planning, data meetings, and meetings facilitated by a coach, dean, or administrator. Additionally, one planning time per week may be set aside for family and student support meetings, and/or additional professional development.
- All staff is expected to actively participate in common planning meetings, professional development sessions, and data meetings; 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.
- Building meetings, second Monday of selected months, 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 the principal to make up these hours.

*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 & responsibilities 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. MCAS informational session, family literacy events, family social events, etc.);

- 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 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.
- 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 planning time/enrichment time to contact parents. Staff will keep a log of these phone calls. Except in rare cases or emergencies, phone calls from parents will not be sent to teachers during class time. Office staff will take messages or offer teacher email.

#### **7. Grade level/specialist team expectations**

- Grade level and specialist teams are expected to maintain hallway bulletin boards that are neat, current, and include examples of student 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, and they will track all school, observations and learning walks.
- Teachers are to provide adequate directions and plans for substitutes in the event of an unplanned absence. Substitute plans for all content/subject areas need to be placed in a visible location and include meaningful alternative lessons related to the subject area(s) being taught.
- Grade level teams will host a monthly award ceremony to celebrate student success; these ceremonies will take place in the classrooms or auditorium.
- 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, 2017.
- No field trips will be scheduled during the state testing window, and only 1 field trip may be taken by each class per semester.

#### **8. Data, Assessment & Student Records**

- All staff are required to participate in the preparation of individual student progress reports and report cards.
- Teams are expected to have current data walls posted in every instructional space; data should not have any identifying student information such as name.
- Student work will be displayed, with rubrics, standards, specific feedback, and next steps, in every instructional space.

## **9. 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 2017-18 school year. These are tentatively scheduled for the following dates:

- September 7, 2017 (Curriculum Night),
- December TBD, 2017 (Report Card Pick-Up 12-2:30 p.m. and 3:30-5:30 p.m. )
- Parent Professional Development Workshop, (dates TBD) and may be subject to change.

## **10. Notices and announcements**

- All staff are expected to read the week ahead memo and will assume responsibility for its contents;
- Morning announcements will be made by selected students/staff or the principal by 8:00 a.m.;
- Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

## **11. School health and safety issues**

- Nurses will call the families of all students who are injured, or being dismissed. Nurses will inform teachers of students who have been dismissed.
- The in-house teacher and/or grade level administrator will notify parents regarding students who have been placed into the in-house room for the day.
- 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 in the main office and may not enter through the cafeteria doors.
- 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.

## **12. 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.

## **13. 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;
- Lunch coverage (paraprofessionals, coaches, and/or selected staff);
- Substitute coverage of classes and duties of others who are absent from school;
- Non-homeroom teachers may be assigned to support a classroom from 7:40-8:00 a.m. daily, and will be required to provide dismissal coverage until 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.

## **14. 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.

## **15. LPS Union**

- The Lawrence Teachers Union will be provided a clearly designated bulletin board (main office & teacher's room outside cafeteria) 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.
- All union matters should be discussed with the union representative, who will bring concerns to the principal.