



Lawrence Public Schools
Guilmette Elementary School
2021-2022 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, and staff salaries*).

For the 2021-22 school year, discretionary funds have been allocated in the following amounts:

- Supplies & curriculum materials - \$250,288.00
- Teams will work with the Guilmette Elementary School Clerk to inventory and create their supply orders using the process established by the TLT in spring 2020.
- All teachers will be allocated at least \$100 to be used at their discretion.
- Any transfer or use of additional funds received over the course of the year will be determined by the principal

2. School curriculum

Reading:

All grades at the Guilmette Elementary School will provide an equitable and standards aligned curriculum that builds students' foundational reading skills and provides access to grade level texts. Teachers will implement a workshop model drawing from the Calkins Reading Units of Study. The budget will support the purchase of additional books for all classrooms so each teacher has a robust classroom library, including decodable texts for emergent readers.

The Foundations curriculum will be used to teach students phonics. For the 2021-22 year, our use of the curriculum will be expanded to grade 4 to address concerns of learning loss.

We will also explore phonemic awareness curriculum and resources to address the growing need to provide both tier 1 instruction and intervention in the area of phonemic awareness in the early grades.

Teachers will administer the Foundations Words Lists (grades 1 - 3), Trick Word Lists (grades 1 - 3), and Benchmark Assessment System (BAS) three times per year (September, January, June). Foundations End of Unit Assessments will be administered consistently. We will also administer NWEA Measures of Academic Progress and ANET assessments three times a year.



Reading data will be entered into the grade level Google data sheet and used to make instructional decisions and intervention groups.

Writing:

All grades at the Guilmette Elementary School will implement a Writing Workshop using the Calkins Writing Units of Study in conjunction with equitable and standards aligned writing curriculum materials. Students will be assessed using the On-Demand Writing Prompts at the end of each unit.

Math:

All grade levels will utilize Engage NY for our tier 1 math curriculum. To address learning loss and gaps in conceptual understanding, we will utilize intervention materials including Kathy Richardson modules for developing number concepts and Do the Math (Marilyn Burns).

Students will be assessed using end of unit assessments, and we will purchase student licenses for AMC Anywhere, which is an online assessment tool to go along with Kathy Richardson modules. Similar to reading, we will administer NWEA Measures of Academic Progress and ANET assessments three times a year.

Science:

All teachers will use the KNOW ATOM curriculum.

Social Emotional Learning:

Teachers will incorporate Responsive Classroom and Restorative Justice practices into their classrooms daily to build students social and emotional skills and promote a safe and positive classroom community.

3. Professional development activities applicable to the school as a body (*This does not include individualized professional development or coaching of teachers.*)

- The four-day (28-hour) Responsive Classroom Elementary Core Course will be offered in the summer of 2021 for up to 30 Guilmette Elementary School staff members.



- Professional development on trauma informed practices will be provided to all staff (dates TBD).
- Professional development on reading instruction, and specifically phonics instruction will be provided to all teachers (grades 1 - 4).

4. Calendar: Please see the attached 2021-22 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 (177 days for kindergarten students)
- 183 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 30, 2021.
- New teachers are expected to report to work on August 26, 2021.
- The final work day for teachers is June 23, 2022, 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 2021-22 school year is available and is subject to change prior to and during the school year.
- The standard workday for teachers will be 7 hours and 50 minutes. For the majority of educators, required hours will be approximately 7:25 am – 3:15 pm.
- The standard workday for paraprofessionals will be 7 hours and 45 minutes. For the majority of paraprofessionals, required hours will be approximately 7:30 am – 3:15 pm.
- Teachers will have at least 1 planning period (60 minutes) each day during the school week. Teachers will be expected to meet collaboratively on a weekly basis to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, one 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.
- 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 Guilmette 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:*
 - i. Visitor's Day & Ice Cream Social - Date - Tuesday, August 31st, 2:00 - 3:00 PM
 - ii. Spring Carnival - Date - May 26th, 3:30 - 5:30 PM

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

The Guilmette Elementary School will hold three parent-teacher meetings during the 2021-22 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- Curriculum Night - Thursday, September 23, 2021, 5:00 - 7:00 PM
 - Gr. 1 & 2 Presentations and Classroom Visit - 5:30 - 6:15 PM
 - Gr. 3 & 4 Presentations and Classroom Visit - 6:15 - 7:00 PM
 - Pizza in Cafe - 5:00 - 6:15 PM
- Parent/Teacher Conferences
 - December/January - Date TBD
 - March/April - Date TBD

8. Notices and announcements

A morning memo will be sent daily to let staff know who is out that day and remind staff of meetings that will be held. Coverage and changes to individual schedules will be included.

A weekly update will be sent on Fridays. The weekly update will include information about upcoming school events, meetings, and provide guidance to staff.

A quarterly newsletter will be sent to families to keep them up to date in addition to regular notices and updates. Teachers are also encouraged to send a monthly newsletter to families.



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 Elementary School are asked to dress professionally for an elementary school setting. The student population we serve is 6 years - 10 years old and we all serve in different roles in the building. While some staff sit on the floor with students daily, others supervise outdoor recess, and we need to dress accordingly. That said, excessively casual clothing is not permitted, except on designated "spirit" days.

11. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Guilmette Elementary School. Additional duties may include, but are not limited to:

- Supervision of lunch and recess
- Supervision of arrival/morning greeter
- Dismissal duty
- 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

Guilmette Elementary School administration will advocate for reasonable class size for students and teachers. At Guilmette School we define favorable class size to be not more than 24 students per class. 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.