



**Lawrence Public Schools**  
**Guilmette Middle 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:

- Local
  - Teacher Stipends \$65K
  - Professional Development \$30K
  - Teacher's Choice \$4K
  - General Supplies \$40K
  - Expeditionary Learning (includes transportation) \$30K
  - Enrichment \$65K

- 2. School curriculum issues**

The Guilmette Middle School will use curriculum that is aligned to the Massachusetts Common Core Standards and Frameworks, Next Generation Science Standards, and the National Core Art Standards. All content areas will follow a school defined scope and sequence in SY 21-22. This scope and sequence is also aligned to the standards-based report card. Teachers may be asked to assist in developing a new and improved curricula and/or assessments 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.)*

There are three professional development days for all staff to attend. These include August 30th, August 31st and November 2nd. Any additional professional development offerings will be optional for Guilmette Middle School staff to attend. Professional development opportunities for SY 21-22 include Standards Institute, Restorative Justice and Practices, Restorative Circles, The Achievement Network, NWEA, The Bureau of Educational and Research, The Ely Center, and Epstein and Sorresso Consulting.



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:
  - a. 180 total school days for students (177 days for kindergarten students)
  - b. 183 total school days for educators, including school days and professional development and planning days.
  - c. All federal and state holidays.
  - d. Winter break, Mid-winter break, Spring break.
5. **Work before and/or after the regular school year**
  - a. Returning teachers are expected to report to work on August 30, 2021.
  - b. New teachers are expected to report to work on August 26, 2021.
  - c. The final work day for teachers is June 23, 2022, including 5 snow days.
  - d. 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. A preliminary schedule for the 2021-22 school year is available and is subject to change prior to and during the school year.
  - b. The standard workday for teachers will be 7 hours and 45 minutes. For the majority of educators, required hours will be approximately 7:30am – 3:15pm.
  - c. 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.
  - d. Except in rare circumstances, teachers will be expected to teach no more than 1625 minutes per week. Teachers will have at least one 65 minute planning period each day during the school week. Teachers will be expected to meet collaboratively to plan instruction, discuss student work, analyze data, share best practices, and engage in professional learning activities. Additionally, planning time per week may be set aside for family and student support meetings, and/or additional professional development.
  - e. 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 \_\_\_\_ hours after this meeting.
  - f. Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.
  - g. *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:*

- i. Lead DEAR/SAW with students
- ii. Lead an advisory or restorative circle with students
- iii. Run two homerooms daily (25 minutes of duty provided in the schedule)
- iv. Transition students to and from recess/lunch (10 minutes of duty provided in the schedule)
- v. Transition students to and from enrichment
- vi. Transport students out of the building at dismissal daily
- vii. Preparation for report cards/progress reports
- viii. Phone calls and meetings with families
- ix. Parent engagement events/report card nights/virtual events
- x. Maintain bulletin boards and data tracking
- xi. Attending school-related meetings (RTII, IEP, 504, Re-entry meetings, etc.)
- xii. Tracking the progress of PACE and various check in/out forms for students
- xiii. Supporting the student rules for SAFE lines, bathroom passes, electronics, uniform, and expected behaviors set forth school-wide and by grade level

**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 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.)

- Tuesday December 14th (4:00-6:00pm)
- Tuesday March 29th (4:00-6:00pm)

**8. Notices and announcements**

Teachers will be notified in advance of special events that involve students such as health testing, assemblies, screenings, etc. Classroom interruptions for notices or public address announcements will be kept to an absolute minimum. Daily coverage communication and a weekly correspondence will be handled through email, therefore, all staff will be expected to check their email daily.



## **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. See our policy on professional attire.

## **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:

- Lead DEAR/SAW
- Lead an Advisory/Restorative Circle
- Run two homerooms daily (25 minutes of duty provided in the schedule)
- Transition students to and from recess/lunch (10 minutes of duty provided in the schedule)
- Transition students to and from enrichment
- Lunch duties will be assigned to specialists without affecting planning time. Paraprofessionals and student support members will be assigned to lunch duties. On early release days and inclement weather delay days, teachers may need to support lunch 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**

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**

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.

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