



Lawrence Public Schools
Guilmette Elementary School
2020-2021 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 2020-21 school year, discretionary funds have been allocated in the following amounts:

- Supplies & curriculum materials - \$250,288.00
- The Guilmette Elementary School Clerk will join a TLT meeting to create a process for taking inventory and creating the supply order.
- 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 issues**

Reading:

All grades at the Guilmette Elementary School will implement a Reading Workshop using the Calkins Reading Units of Study conjunction with equitable and standards aligned curriculum that provides access to grade level texts. The budget will support the purchase of additional books for all classrooms so each teacher has a robust classroom library. We will also purchase guided reading books for students at Levels A - N.

The Foundations curriculum will be used to teach students to decode and encode words. For the 2020-21 year, this curriculum will be taught with fidelity in grades 1 - 2 and aspects of the curriculum will be used with grade 3 and grade 4 students.

Teachers will administer the Benchmark Assessment System (BAS) three times per year (September, January, June).

Reading data will be entered into the grade level Google data sheet and used to make instructional decisions and intervention groups. Data will include Foundations word lists and end-of-unit assessments, sight word lists, BAS data, etc.

All grade levels will also provide all students with access to grade level text on a consistent basis.



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.

Math:

All grade levels will utilize Engage NY math curriculum while we investigate other equitable and standards aligned curriculum options that may better meet student needs. This includes piloting some units of the Investigations 3 (2017) curriculum. We will also look at Match Fishtank, and iReady.

We will explore math intervention curriculum options to build students' math concepts when gaps in learning exist. This will include Kathy Richardson modules for developing number concepts for grade 1 - 3 and Do the Math (Marilyn Burns) for grades 3 - 4. Our pilot of Kathy Richardson will include student licenses for AMC Anywhere, which is an online assessment tool.

Science:

All teachers will use the KNOW ATOM curriculum. Each grade level team will decide which units of study to teach for 2020-2021.

Social Emotional Learning:

Teachers will incorporate Responsive Classroom practices into their classrooms.

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 2020 to 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).

3. **Calendar:** Please see the attached 2020-21 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
- 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.

4. Work before and/or after the regular school year

- a. Returning teachers are expected to report to work on August 26, 2020.
- b. New teachers are expected to report to work on August 25, 2020.
- c. The final work day for teachers is June 21, 2021, 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.

5. Schedule for staff and students

- a. A preliminary schedule for the 2020-21 school year is available and is subject to change prior to and during the school year.
- b. The standard workday for educators will be 7 hours and 50 minutes. For the majority of educators, required hours will be approximately 7:25 AM – 3:15 PM.
- c. Teachers will have one planning period each day during the school week. Planning time will not be used for IEP meetings or PLCs.
- d. Coverage will be provided for a weekly PLC meeting.
- 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 shared with the administrative team.
- f. Teachers will receive 30 minutes of duty-free lunch and collaboration time.
- g. Staff Meetings will be held once per month on Tuesday from 3:30 - 4:30.
- h. *In addition to traditional responsibilities and assigned duties listed above, all staff at Guilmette Elementary 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 - Thursday, August 27, 2020, 2:00 - 3:00 PM
 - ii. Spring Carnival - Tentative date - June 10, 2021, 3:15 PM - 5:15 PM

6. 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 2020-21 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- Curriculum Night - Thursday, September 24, 2020, 5:00 - 7:00 PM
 - Gr. 1 & 2 Presentations and Classroom Visit - 5:30 - 6:15
 - Gr. 3 & 4 Presentations and Classroom Visit - 6:15 - 7:00
 - Pizza in Cafe - 5:00 - 6:15
- Parent/Teacher Conferences
 - January 15, 2021, 12:00 - 3:00 PM
 - April 8, 2021, 3:30 - 5:30 PM

7. 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 monthly letter and calendar will be sent from the principal to families to keep them up to date. Teachers are also encouraged to send a monthly newsletter to families.

8. 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.

9. 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 to 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.

10. 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.

11. Class size

Guilmette Elementary School administration will advocate for favorable class size for students and teachers. We define favorable class size to be not more than 25 students per class. Class sizes may be differentiated, to support student learning and teacher development.

12. 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.