



## *Lawrence Public Schools* **Guilmette Elementary School** **2022-2023 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 2022-23 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

### **2. Professional development activities**

- (*This does not include individualized professional development or coaching of teachers.*)
- There are four professional development days for all staff to attend. These include August 24th, 25th, August 26th and November 8th. Professional development opportunities for SY 22-23 include Standards Institute, Teaching and Learning Alliance, Restorative Justice and Practices, Restorative Circles, The Achievement Network, NWEA, Mass Mentoring, The Bureau of Educational and Research, and Epstein and Sorresso Consulting.

### **3. Calendar**

Please see the attached 2022-23 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 (178 days for pre-kindergarten students)
- b. 184 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 24, 2022.
- b. New teachers are expected to report to work on August 24, 2022.
- c. The final work day for teachers is June 20, 2023, 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 2022-23 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 35 minutes. For the majority of educators, required hours will be approximately 7:30 AM – 3:05 PM.
- c. Teachers will have one planning period each day during the school week.
- d. 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.
- e. Teachers will receive 30 minutes of duty-free lunch and collaboration time.
- f. Staff Meetings will be held the first Tuesday of every month from 3:05 - 4:50.
- g. *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:*

#### **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 3 parent-teacher meetings during the 2022-23 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- Tuesday October 4th (3:00-7:00pm)
- Tuesday December 20th (3:00-7:00pm)
- Tuesday March 28th (3:00-7:00pm)

#### **7. 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.

### **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 the Guilmette Elementary School are asked to dress professionally for a school setting, in accordance with Lawrence Public Schools district guidance and the school-based dress code norms determined by the principal and Teacher Leadership Team.

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.

### **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.

### **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.