

AUGUSTA LEWIS TROUP SCHOOL
Work Rules FINAL

| KEY AREAS | PROFESSIONAL DUTIES AND RESPONSIBILITIES |
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| I. Vision | <p><u>Vision:</u> A student centered learning environment in which respect is practiced by everyone, students participate in engaging learning experiences, students are EMPOWERED to take academic risks, and students ENGAGE in discourse that promotes critical thinking and problem solving. All members of the Troup School community will COLLABORATE to promote the social, emotional, and academic growth of our students as they strive to reach their highest potential.</p> <p><u>Mission:</u> One team working to educate ALL Students.</p> |
| II. School Day and School Year | <p>The needs of the students at A.L. Troup School goes beyond those of many New Haven Public Schools. As such, instructional teaching staff at A.L. Troup School will follow a modified New Haven Public School Calendar. This means that:</p> <ul style="list-style-type: none"> a) The length of student instructional days will be up to 6.5 hours; other than to accommodate unusual or exceptional circumstances. b) The teacher work day will be extended to up to 8.0 hours per day on specified days of the week. This includes additional staff meetings, grade-level meetings and 15 min daily at the end of day for recordkeeping and parent communication. c) The number of staff meetings will increase from 2x monthly to 3x monthly. CIAs will remain the same. d) The number of student school days will be 182 days, consistent with the current NHPS calendar. e) The number of teacher workdays will be 191 days, consistent with the current NHPS calendar and the Commissioner's Network Grant. f) Faculty will receive at least 225 minutes of independent/collaborative preparation time per week to be scheduled by the administrator. In the event of a day off, that will be reduced by 45 mins to 180 minutes per week, etc. g) Faculty will receive a maximum of 30 minutes per day (150 minutes per week) for scheduled lunch. h) Faculty are expected to fully participate in all professional learning sessions, staff meetings, etc. Missed meetings will either be made up by the staff member or will be logged as an absence. |
| III. Professional Development | <p>In addition to the New Haven Public School Calendar, teachers and certified staff at A.L. Troup School will:</p> <ul style="list-style-type: none"> a) Participate in up to 13.5 hours per month in school collaboration meetings. This meeting schedule will be determined prior to the school year starting. These meetings can be before and/or after school. b) Participate in training(s) on and implement with fidelity, a positive behavior program that supports student social and emotional learning and development (PBIS and Restorative Practices). c) Participate in training on developing and maintaining Student Portfolios in order to track students' progress towards their individualized learning goals and identify areas of strengths and growth for each student. d) Participate in training on and implement with fidelity, the SIOP model that supports the students at Augusta Lewis Troup School to make subject matter concepts comprehensible while promoting the students' English language development and struggling readers. e) Contribute positively and constructively to regular professional observations of and discussions about their students' learning. f) Contribute positively and constructively to formal and informal evaluations of their work. g) Adopt an approach of constant reflection and self-improvement not limited to data teams, grade level meetings, meetings with administrators, etc. h) Participate in professional development of the Data Wise Protocol for reviewing student data. |

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| IV. Professional Collaboration | <p>Teachers will:</p> <ul style="list-style-type: none"> a) Participate in an open-door approach to teaching in which other teachers, staff, and outside professionals are welcome as observers at all times in the classroom. b) Seek, welcome, and act upon constructive criticism from peers, administrators, and other stakeholders. c) Teachers will follow and support the school mission and vision. d) Support new teachers formally and informally as determined by the leadership team. e) Actively access, analyze, and use data to inform instruction on a daily basis, presenting to other teachers and groups as requested. f) Develop and collaborate on the use of student portfolios to measure student growth. Portfolios will be reviewed monthly using a specific protocol developed by the school leadership team. g) Plan all lessons, with designated lesson plan templates aligned with the goals of A.L. Troup School in collaboration with colleagues, coaches, and administration. h) Faculty will submit copies of weekly lesson plans by 7:30 AM each Monday morning of the instructional week or upon request by the leadership team, coaches or others as determined by the leadership team. i) Collaboratively plan units of study, with scope and sequence that are aligned with student learning objectives and based on NHPS curriculum and Common Core State Standards. j) Maintain a professional and collegial relationship with all staff. k) Implement with fidelity, all agreed upon school, district, and state policies and protocols. l) Maintain a classroom environment conducive to rigorous instruction, high quality learning, and reflective of the highest professional standards that align with A.L. Troup School's PBIS model and Restorative Practices approach. m) Collaborate with school and district Special Education, Literacy, Math, Science, Social Studies, and ELL departments. n) Confer with math coaches, literacy coaches, and tutors regularly. o) Actively participate in a collaborative coaching model in which staff will work alongside their peers and coaches to model and align with best practices. p) Collaborate with after-school staff about student needs and instructional focus areas for individual students. |
| V. Responsibility for Students | <p>Teachers will:</p> <ul style="list-style-type: none"> a) Participate in arrival and dismissal duties as directed by the administration; including meeting students in the morning and ensuring that all students have been safely dismissed at the end of the day. b) Supervise recess with their students as assigned by administration. c) Participate/instruct in student Advisory Period for students in grades 7/8. All K-8 classrooms will implement with fidelity the Restorative Practices Model. d) Meet students' needs by participating positively in a minimum of one team/committees to which they are responsible and other meetings designed to meet the needs of students as directed by the leadership team. e) Post daily learning targets, learning activities and criteria for success to students in order to communicate the learning that will be accomplished that day. f) Contact parents of students who have been absent for three (3) consecutive days as a check-in and maintain a log of these communications. |

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| VI. Family Engagement | <p>Teachers will:</p> <ul style="list-style-type: none"> a) Encourage family engagement in understanding curriculum objectives by corresponding quarterly, or as frequently as needed, with parents to explain students' strengths, weaknesses, and plans for improvement. b) Plan and schedule a minimum of one (1) family and community engagement activity a year, outside of the school day that supports the educational components of the school's curriculum. This may include but are not limited to literacy nights, math nights, science nights, and other activities as directed by the leadership team. c) Attend a minimum of one (1) family and community engagement activity each marking quarter, outside of the school day that supports the educational components of the school's curriculum. This may include but are not limited to literacy nights, math nights, science nights, and other activities as directed by the leadership team. d) Attend orientation in August. e) Attend one Open House per academic year. f) Attend three (3) report card conferences for first, second and third marking periods. |
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| VII. Communication | <p>All staff is expected to:</p> <ul style="list-style-type: none"> a) Adhere to the communication platform selected by the school for family engagement (i.e. ClassDojo) b) Keep up to date with and make regular use of current technology and mailbox for planning, communication, and for instruction. c) Check email, staff mailboxes and phone messages a minimum of 2 times per day and read all emails outlining upcoming meetings/events sent each weekend in preparation for the upcoming week. d) Respond to all professional emails and communications within twenty four hours. e) Respond to all email or phone messages from parents within twenty four hours and log contact in PowerSchool. f) Participate constructively in regular and collegial discussion about school policy, curricula, and all other school related topics with the goal of collaborative decision-making. g) Create and distribute monthly grade-level newsletters to leadership team to be published in a school-wide newsletter for parents and the wider school community to increase home-school connections. |
| VIII. Other Responsibilities | <p>Teachers will:</p> <ul style="list-style-type: none"> a) Participate in and/or chair at least one school-wide committee. Such committee assignments may be requested but will be confirmed by the administration to ensure all committees are properly and equitably staffed. b) Follow a professional dress code defined as business casual (no jeans, t-shirts, leggings, sweatshirts, sweatpants, and hats) unless otherwise denoted by professional assignment or special circumstances recognized by administration. c) Participate in leadership opportunities as offered by administration. d) Be punctual and maintain excellent attendance. e) Regular and consistent attendance is expected of all staff members. After the third consecutive sick day a doctor's note will be required. f) Chronic absenteeism will result in a meeting with your IM and possibility of being placed on a plan of improvement.(Excluding approved FMLAs) g) In the event of absences, report the absence as early in advance as possible in the online absenteeism system and provide clear and comprehensive lesson plans for substitute teachers. h) All substitute plans need to be housed in the Main Office with work for students. Five days' worth of plans must be housed and available to the substitute, and updated quarterly to reflect current learning. In the event you are out and plans have been used, please update upon returning to work. |

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| | <ul style="list-style-type: none"> i) Work with administration to ensure a safe and orderly environment. j) Adhere to work deadlines and meet requests made by the leadership team, coaches and other staff in a timely manner or unless otherwise stated. k) Maintain a clean and bright working environment for students. Classroom environment will be student centered and develop student independence fostering a sense of self-sufficiency. l) Develop and maintain bulletin boards and data boards that highlight students' areas of strengths and students' growth areas as well as communicating a specific instructional goal. Bulletin boards will be updated every 4-6 weeks. |
| IX. Wrap-around services | <p>Teacher will focus on whole student development including:</p> <ul style="list-style-type: none"> a) Physical health, social, emotional, personal development, and school and family engagement. b) Working with NHPS and their partners to meet student needs. |