



2015-16 School Operational Plan

John Breen School



- 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, staff salaries and stipends.

For the 2015-16 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$20, 535
- Teachers' Choice: \$2,300
- Field Trips: \$4,000
- Extra Duty: \$3,426
- Teacher Leader: \$3,000

Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

- 2. School curriculum issues.**

John Breen School will use a curriculum framework aligned with the state Common Core standards. Teachers may be asked to assist in developing new and improved curricula 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.

Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day for students, and before or after the school year ends. If possible, at least one week's notice will be given to teachers before any required professional development activities.

Expected professional development activities include:

- Up to 1 day of professional development and/or staff planning days for new staff only before the school year begins; August 19th.
- Up to 3 days of professional development and/or staff planning days before the school year begins;
- Up to 3 days of professional development and planning days during the school year; Paraprofessionals will have up to 2 days of professional development and planning days during the school year.

- 4. Calendar.**

Please see the attached 2015-16 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:

- Total number of school days for students; 174 days
- Total number of days for educators, including school days and professional development and planning days; 184
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

August Screening Dates for Preschool students

- August 24: 8:15a.m.-10:30a.m.; 12:15p.m.-1:30p.m.
- August 25: 8:15a.m.-10:30a.m.;12:15p.m-1:30p.m.
- August 26: 8:15a.m.-10:30a.m.;12:15p.m.-1:30p.m.
- August 27: 8:15a.m.-10:30a.m.;12:15p.m.-1:30p.m.

August Screening Dates for Kindergarten students

- August 24: 8:15a.m-10:30a.m.; 12:15p.m.-1:30p.m.
- August 25: 8:15a.m.-10:30a.m.; 12:15p.m-1:30p.m.
- August 26: 8:15a.m.-10:30a.m.; 12:15p.m.-1:30p.m.
- August 27: 8:15a.m.-10:30a.m.; 12:15p.m.-1:30p.m.

Teachers will discuss student classroom placements for 1 hour after A.M. appointments (10:30a.m.-11:30a.m.) and for only a half hour after p.m. appointments (1:30:-2:05p.m.)

Screening dates during the school year: The 2nd Friday of the month (September 11th, October 9th, March 11th, April 8th, May 13th and June 10th.)

Events for Families related to curriculum:

- Kindergarten Welcome Event for Families: August 28th, 2015
- Parent Night at the Breen: September 10th, 2015 from 5-6 p.m.
- Pizza Song and Dance Party/Book Fair: October 29th, 2015 from 5-6 p.m.
- Authors' Fair: Wednesday, May 18th, 2015 from 5-6 p.m.

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

Returning teachers are expected to report to work on August 20th, 2015. New teachers to John Breen School are expected to report to work on August 19th, 2015. The final work day for teachers is June 20th, 2016 (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.

Teachers at each school will receive a duty-free lunch and one hour of planning/component time every day.

Please see the school's preliminary schedule below. The school schedule is subject to change prior to and during the school year.

The standard workday for educators will be 6 hours and 55 minutes. For the majority of educators, required hours will be approximately 8:05-3:00 p.m. Monday through Friday.

Except in rare circumstances, teachers will be expected to teach no more than 5 hours and 25 minutes per day. Teachers will have 60 minutes planning/component period per day. This time can be to plan, grade, collaborate with their colleagues, etc. Teachers may be asked to perform some duties during this time.

Building meetings will be scheduled from 3:00-4:00 PM on the first Monday of the month. Building meetings may be cancelled and/ or rescheduled and every effort will be made to provide notice 5 calendar days in advance.

All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at John Breen 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:

- Participation in 2 family conference evenings during the school year;
- Participation in 1 Open House on September 10th, 2015.
- Participation in 2 curriculum evenings for family this school year.
- Phone calls to families about the academic progress of students;
- Preparation of individual student weekly reports, Progress Reports, and Report Cards;
- Participating in staff recruitment and selection processes;
- Maintaining bulletin boards;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework on a daily basis;
- Attending student-related meetings;

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

John Breen School will hold 2 parent-teacher conferences during the 2015-16 school year. These are tentatively scheduled for the following dates: December 10th, 2015 and April 7th, 2016.

John Breen School will hold 5 curriculum events during the school year 2015-2016:

- Thursday, September 10th, 2015 Parent Night at The Breen
- Thursday, October 29th, 2015 Pizza Song and Dance Party/Book Fair
- Thursday, December 10th, 2015 Report Card Conferences
- Thursday, April 7th, 2016 Report Card Conferences
- Wednesday, May 18th, 2016 Authors' Fair

8. Notices and announcements.

Teachers will be notified in advance of special events which will involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

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 John Breen School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans are not permitted, unless advance notice has been given to staff and students that the school is celebrating a special day which permits such clothing. Staff has agreed to jeans day every Friday for staff; proceeds go to materials and events for school and staff.

11. Rotation of duties.

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of John Breen School. These duties may include, but are not limited to:

- Coverage of homeroom periods, and enrichment periods
- Coverage of lunch periods, break periods, or block periods,
- Substitute coverage of classes and duties of others who are absent from school;

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

12. Class size.

John Breen School commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

13. Bulletin boards.

Teachers may be asked to support the development and maintenance of bulletin boards in hallways. 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.

14. Arrival schedule:

John Breen School commits to ensuring safety for all students both walkers and bus riding students. Paraprofessional staff may have differing arrival times in order to ensure the safety for all students.

- Jump Start students begin arrival at 7:00 a.m.
- Jump Start and Breen staff members arrive at 7:00 a.m. to monitor students.
- Kindergarten students begin arriving at the school at 7:30 a.m.
- Kindergarten Students will salute the flag at 7:40 a.m.
- Breakfast for Kindergarten students will begin in homerooms at 7:45 a.m. and ends at 8:00 a.m. Breakfast will be served in the classrooms.
- Students participating in the Jump Start Program begin breakfast in the cafeteria at 7:30.
- Prek and Kindergarten students begin to arrive on buses at 7:45 a.m.
- Students enter the building and report to designated areas.
- Prek students report to first and second floor.
- Kindergarten students report to classrooms.

Schedule SY 2015-2016

Start time Teacher Staff: 8:05 a.m.

End of Day Teaching Staff: 3:00 p.m. (M-F)

Total Hours per day:

Teachers: **6 hours and 55 min.**

Lunch : 30 min.

Common Planning: 60 min.

Component: 60 min/wk

Start Time Para Staff Staggered:

- 7:30-3:00 (7.5)
- 7:30-3:15 (8)
- 7:45-3:15 (7.5)
- 7:45-3:30 (7.75)
- 7:45-3:45 (8.0)
- 8:00-3:30 (7.5)
- 8:00-4:00 (8.0)

Lunch Time: 30 min

Full DAY: PDD Classroom/ DAHH/Kindergarten students

- Arrival:7:30
- Salute the flag: 7:40
- Breakfast in classrooms: 7:45
- Lunch/Bathroom: 30 min
- Recess 30 minutes (PM)
- Dismissal Buses 2:50
- Dismissal Walkers 2:55

Teacher Planning Time: 10:55-11:55

Teacher Component time: 10:55-11:55

Teacher Lunch: 11:55-12:25

Total Hours: **7 hours and 50 min**

Student Learning Hours Per day: **6 hours and 50 min.**

Preschool Students

- **AM Session**
 - Arrival: 8:10 a.m.
 - Recess/Breakfast/Bathroom: 40 min
 - Dismissal Time: 10:45 a.m.
 - Teacher/Para Lunch: 30 min.

- **PM Session**
 - Arrival: 12:25 p.m.
 - Recess/Lunch/Breakfast: 40 min.
 - Dismissal Buses: 2:50
 - Dismissal Walkers: 2:55

Teacher Planning Time: 10:55-11:55

Teacher Component time: 10:55-11:55

Teacher Lunch: 11:55-12:25

FULL DAY Program Schedules for K Students

- 7:30: Arrival
- 7:40 Salute the flag
- 7:45: Breakfast in classrooms-Paras Cover
- 8:05 -11:25 Morning Activities
- **10:50-11:20 K Para Lunch**
- **11:25 -12:55 K Student Lunch/Recess/Enrichment(6 Regular Education classrooms and PDD and Deaf and Hard of Hearing Kindergartens)**

	Enrichment!!	Lunch	Recess
11:25-11:55	Group 1 and 2	Group 3 and 4	Group 5 and 6
11:55-12:25	Group 3 and 4	Group 5 and 6	Group 1 and 2
12:25-12:55	Group 5 and 6	Group 1 and 2	Group 3 and 4

- **11:25-11:55 K Teacher Lunch**
- **11:55-12:55 K Teacher planning time**
- (PreK Paras support K Paras during Lunch and recess)
- 12:55 -2:50 K Afternoon activities.
- 12:25 Pre k PM session begins

PDD and Deaf and Hard of hearing classrooms may require more than one recess due to the age group of students. Their breakfast and lunch will be integrated with preschool students and Jump Start. Their lunch and enrichment may be integrated with K students since they will only be a few K students in each group. This model supports inclusion and supports through role models.



Lawrence Public Schools
2015-2016 Calendar
John Breen School, Grades Pre-K - K
114 Osgood Street - (978) 975-5932

Student Hours: Monday - Friday PreK AM 8:10 AM-10:45 AM; PreK PM 12:25-2:55 PM; Kindergarten 7:30 AM-2:55 PM

Teacher Hours: Monday - Friday 8:05 AM - 3:00 PM

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20	21	22				1	2	3	4	5	6
23	24*	25	26	27	28	29		7	8	9	10	11	12	13	
30	31**	1	2	3	4	5		14	15	16	17	18	19	20	
6	7	8	9	10	11	12		21	22	23	24	25	26	27	
13	14	15	16	17	18	19		28	29						
20	21	22	23	24	25	26									
27	28	29	30												

October	SUN	MON	TUE	WED	THU	FRI	SAT	March	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	3				1	2	3	4	5
4	5	6	7	8	9	10		6	7	8	9	10	11	12	
11	12	13	14	15	16	17		13	14	15	16	17	18	19	
18	19	20	21	22	23	24		20	21	22	23	24	25	26	
25	26	27	28	29	30	31		27	28	29	30	31			

November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7							1	2	
8	9	10	11	12	13	14		3	4	5	6	7	8	9	
15	16	17	18	19	20	21		10	11	12	13	14	15	16	
22	23	24	25	26	27	28		17	18	19	20	21	22	23	
29	30							24	25	26	27	28	29	30	

December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4	5								
6	7	8	9	10	11	12		1	2	3	4	5	6	7	
13	14	15	16	17	18	19		8	9	10	11	12	13	14	
20	21	22	23	24	25	26		15	16	17	18	19	20	21	
27	28	29	30	31				22	23	24	25	26	27	28	
								29	30	31					

January	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
						1	2					1	2	3	4
3	4	5	6	7	8	9		5	6	7	8	9	10	11	
10	11	12	13	14	15	16		12	13	14	15	16	17	18	
17	18	19	20	21	22	23		19	20	21	22	23	24	25	
24	25	26	27	28	29	30		26	27	28	29	30			
31															

184 Teacher Days - 174 Student Days

Aug. 19	LPS New Teacher Orientation (AM)	Nov. 26-27	Thanksgiving Break
Aug. 20 - 21	Staff PD - School Based	Dec. 10	Report Card Conferences-No AM PreK
Aug. 21	LPS Kickoff (AM)	Dec. 21 - Jan. 1	Winter Break
Aug. 24	School Opens Grades 1 - 12	Jan. 4	School Re-opens
Aug. 24 - 27	PK - K Screening	Jan. 15	No School for Students/Staff PD
Aug. 28	Class Lists Generated/Calls Home Prek	Jan. 18	Martin Luther King Day
Aug. 28	K Welcome Event for Families (AM)	Feb. 15 - 19	Mid-Winter Break
Aug. 31	School Opens PK - K	Feb. 23	Donuts with Mom
Sept. 4 - 7	Labor Day Weekend	Feb. 25	Donuts with Dad
Sept. 10	Parent Night At the Breen	Mar. 25	Good Friday
Oct. 2	No School for Students/Staff PD	Apr. 7	Report Card Conferences-No PM PreK
Oct. 12	Columbus Day	Apr. 18 - 22	Spring Break
Oct. 29	Parent Workshops	May. 18	Young Author's Fair
Nov. 3	No School for Students/Staff PD	May 30	Memorial Day
Nov. 11	Veterans Day	June 20	Last Day of School - Early Dismissal <i>includes 5 days for inclement weather</i>

- Family Event**
- No school for students and staff**
- Early release for staff at 12:05 PM**
- PK Screening**
- Report Card Conferences 3-5 PM**
- Teacher professional development day/no school for students**
Typical PD Hours: 8:05 AM-2:05 PM

* Please see School Operational Plan for details on other required meetings/events for staff (e.g., staff meetings, family nights, etc).