



2015-16 School Operational Plan

Robert L. Frost Middle School



2015-16 School Operational Plan at Robert L. Frost Middle 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: \$83,222**
- **Teachers' Choice: \$3,600**

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.**

Robert L. Frost Middle 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;
- **Up to 2 days** of professional development and/or staff planning days before the school year begins;
- **Up to 6 days** (including ½ 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.
- Total number of days for educators, including school days and professional development and planning days.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

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

Returning teachers are expected to report to work on **August 20, 2015**. New teachers to **Robert L. Frost Middle School** are expected to report to work on **August 19, 2015**. The final work day for teachers is **June 20, 2016**. 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 regular preparatory time.

Attached is a preliminary schedule for the 2015-16 school year. This schedule is subject to change prior to and during the school year.

The standard workday for educators will be **7 hours and 40 minutes**. For the majority of educators, required hours will be approximately **7:35 am–3:25 pm**.

Except in rare circumstances, teachers will be expected to teach no more than **1825 minutes per week**. **Teachers will have at least one 45 minute planning period every day/week**. This time can be to plan, grade, collaborate with their colleagues, etc. Teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or staff building meetings, unless otherwise directed by the principal. Building Meetings are **3:15-4:15 pm**:

- **September 28, 2015, November 30, 2015, January 25, 2016, March 28, 2016, April 23, 2016**

In addition to traditional responsibilities and those duties listed above, all staff at Robert L. Frost 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:

- **Participation in all Open Houses/Parent Conferences to discuss student academic progress**
- **Phone calls/e-mails to families about the academic progress of students;**
- **Preparation of individual student weekly reports, Progress Reports, and Report Cards;**
- **Leading student extracurricular activities;**
- **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;**
- **Maintaining up-to-date informational grade-level web-based communication pages; and**
- ***Participation in at least 2 PTO/Family Events during the school year (see below.)**

The Robert L. Frost School will hold **6 PTO Family Events** during the school year. They are tentatively scheduled for the following dates and may be subject to change:

- **Thursday, September 10, 2015** **Back-to-School Pasta Night**
- **Thursday, November 19, 2015** **Family Literacy Night**
- **Tuesday, December 7, 2015** **Family Math Night**
- **Wednesday, February 24, 2016** **Humanities Exhibition and Healthy Living Expo**
- **Wednesday, April 13, 2016** **Family Literacy Night**
- **Thursday, May 5, 2016** **Family Science Night**

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

Robert L. Frost Middle School will hold **2 Open Houses** for parent-teacher conferences during the 2015-16 school year. These are tentatively scheduled for **October 15, 2015 and March 23, 2016**, and may be subject to change.

- 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 **Robert L. Frost Middle School** is asked to dress professionally for a school setting. Excessively casual clothing such as jeans or sweatpants is not permitted unless advanced notice has been given to staff and students that the school is celebrating a "special day" which permits such clothing.

- 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 Robert L. Frost Middle School. These duties may include, but are not limited to:

- **Coverage of homeroom periods, not exceeding 15 minutes per day;**
- **Coverage of lunch periods, break periods, or block periods, not exceeding 45 minutes per day;**
- **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.**

Robert L. Frost Middle 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.

Robert L. Frost Middle School

MASTER SCHEDULE 2015-2016

5	7:45-8:00 HR	8:00-8:45 CORE I	8:45-9:45 LA Enrich	9:45-10:30 CORE II	10:30-11:15 CORE III	11:15-12:00 SPECIAL	12:00-12:45 CORE IV	12:50-1:25 LUNCH	1:30-2:15 CORE V	2:15-2:50 Focus	2:50-3:05 HR
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Focus Specials = Thursday

6	7:45-8:00 HR	8:00-8:45 CORE I	8:45-9:45 LA Enrich	9:45-10:30 CORE II	10:30-11:15 SPECIAL	11:15-12:00 CORE III	12:05-12:40 LUNCH	12:45-1:30 CORE IV	1:30-2:15 CORE V	2:15-2:50 Focus	2:50-3:05 HR
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Focus Specials = Monday

7	7:45-8:00 HR	8:00-8:45 CORE I	8:45-9:45 LA Enrich	9:45-10:30 CORE II	10:30-11:15 CORE III	11:15-12:00 CORE IV	12:00-12:45 CORE V	12:50-1:25 LUNCH	1:30-2:15 SPECIAL	2:15-2:50 Focus	2:50-3:05 HR
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Focus Specials = Tuesday

8	7:45-8:00 HR	8:00-8:45 CORE I	8:45-9:45 LA Enrich	9:45-10:30 SPECIAL	10:30-11:15 CORE II	11:15-12:00 CORE III	12:05-12:40 LUNCH	12:45-1:30 CORE IV	1:30-2:15 CORE V	2:15-2:50 Focus	2:50-3:05 HR
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Focus Specials = Wednesday



Lawrence Public Schools
2015-2016 Staff Calendar
Robert L. Frost Middle School, Grades 5 - 8
33 Hamlet Street - (978) 722-8810

Student Hours: Monday - Friday 7:45 AM - 3:05 PM

Teacher Hours: Monday - Friday 7:35 AM - 3:15 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 - 180 Student Days

Aug. 19	LPS New Teacher Orientation (AM)	Dec. 9	Early Release Day (12:00)/Staff PD
Aug. 20 - 21	Staff PD - School Based	Dec. 21 - Jan. 1	Winter Break
Aug. 21	LPS Kickoff (AM)	Jan. 4	School Re-opens
Aug. 24	School Opens Grades 1 - 12	Jan. 15	No School for Students/Staff PD
Aug. 24 - 28	PK - K Screening	Jan. 18	Martin Luther King Day
Aug. 31	School Opens PK - K	Feb. 15 - 19	Mid-Winter Break
Oct. 7	Early Release Day (12:00)/Staff PD	Mar. 2	Early Release Day (12:00)/Staff PD
Sept. 4 - 7	Labor Day Weekend	Mar. 25	Good Friday
Oct. 12	Columbus Day	Apr. 18 - 22	Spring Break
Nov. 3	No School for Students/Staff PD	May 30	Memorial Day
Nov. 11	Veteran's Day	June 1	Early Release Day (12:00)/Staff PD
Nov. 25	Early Release for Staff and Students	June 20	Last Day of School - Early Dismissal
Nov. 26 - 27	Thanksgiving Break		<i>includes 5 days for inclement weather</i>

- No school for students and staff**
- Early release for staff at 12:00 PM**
- Teacher professional development day/no school for students**
Typical PD Hours: 7:45-3:00 PM

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