



# 2015-16 School Operational Plan

## Robert L. Frost Elementary 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: \$24,000**
- **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 Elementary 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. The school will continue its Balanced Literacy approach to reading and writing instruction based on units of study and its use of EnVision math for core math instruction.

- 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:

- **1 day** of professional development and/or staff planning days for new staff only before the school year begins;
- **3.5 days** of professional development and/or staff planning days before the school year begins;
- **6 days** of professional development and planning days during the school year including **4 early release days** for students where staff will have PD in the afternoon;

- 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.

All teachers are expected to report to work on **August 18, 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.

The standard workday for educators will be **7 hours and 45 minutes**. For the majority of educators, required hours will be approximately **7:35am–3:20pm (plus 44 additional hours of teacher time)**. The standard workday for Kindergarten teachers will be **6 hours, 55 minutes approximately 7:35am-2:30pm**.

Except in rare circumstances, teachers will be expected to teach no more than **335 minutes per week**. Teachers will typically have **5 planning periods every week**. This time can be to plan, grade, collaborate with their colleagues, etc. Teachers may be asked to perform some duties during this time. One planning period per week will be a team meeting. One planning period per week will be a content meeting.

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

- **Professional development full days**
  - **November 3, 2015**
  - **January 15, 2016**
- **Professional development half days**
  - **October 7**
  - **December 9**
  - **March 2**
  - **June 1**
- **10 Building meetings (60 minutes each)** on regular monthly day to be determined in advance by TLT
- **10 Vertical team meetings (60 minutes each)** on regular monthly day to be determined by TLT
- **24 parent engagement/conferencing hours**

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

- **Participation in 3 family events/evenings during the school year;**
- **Phone calls to families about the academic progress of students;**
- **Preparation of Progress Reports and Report Cards; and individual student weekly reports (as needed)**
- **Participating in staff recruitment and selection processes;**
- **Maintaining bulletin boards that reflect current and authentic displays of student work;**
- **Working regularly with school administrators and instructional coaches to improve one's instructional practices;**
- **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.

The School Culture and Climate team and the Teacher Leadership team will work to determine the most effective structure for parent/teacher meetings that promote our unified school culture as well as our desire to more deeply engage parents and families in understanding their child's strengths and areas for growth.

#### **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 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.**

The staff of the **Robert L. Frost Elementary School** is to dress professionally for a school setting. Jeans are not permitted, except for designated "jeans days" throughout the year.

#### **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 Elementary School**. These duties may include, but are not limited to:

- **Coverage of lunch periods or recess periods not exceeding 30 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 Elementary 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 and other staff members 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.



**Lawrence Public Schools**  
**2015-2016 Staff Calendar**  
**Robert L. Frost Elementary School, Grades K - 4**  
**33 Hamlet Street - (978) 975-5941**

**Student Hours: Monday - Friday Grades 1-4 7:35 AM - 3:15 PM; Kindergarten 7:35 AM - 1:45 PM**  
**Teacher Hours: Monday - Friday Grades 1-4 7:35 AM - 3:20 PM; Kindergarten 7:35 AM - 2:30 PM**

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT	
	16	17	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>	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	<del>2</del>	3	4	5
	4	5	6	<del>7</del>	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	<del>3</del>	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	<del>9</del>	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					<del>1</del>	2	3	4
	3	4	5	6	7	8	9		5	6	7	8	9	10	11
	10	11	12	13	14	<del>15</del>	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														

186 Teacher Days - 180 Student Days

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

- No school for students and staff**
- Early release for staff at 12:00 PM**
- Early release for students/Staff PD in the afternoon**
- Teacher professional development day/no school for students**  
*Typical PD Hours: 7:45AM - 3:20PM*

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