



2015-16 School Operational Plans

James F. Hennessey



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: \$92,467**
- **Teachers' Choice: \$2,700**

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.**

James F. Hennessey 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 for new teachers 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 3 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 **James F. Hennessey** 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.

The standard workday for educators will be **7 hours and 55 minutes**. For the majority of educators, required hours will be approximately **7:30-3:25 pm**.

Except in rare circumstances, teachers will be expected to teach no more than **2,250 minutes per week**. Teachers will generally have one planning period each day per week. Homeroom teachers, Title 1, Special Ed. And ESL teachers, will have **2 hours** of additional planning (Thursday afternoons) for collaboration, vertical planning, data analysis and professional development. 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 when scheduled, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at James F. Hennessey 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:

Educational and administrative activities for staff:

- **Participation in 4 family conference evenings during the school year: Open House, Report Card Distribution and Literacy Celebration**
- **Lesson plans will be available on a weekly basis**
- **Participate in common planning and data meetings, collaborative meetings and professional development**
- **Read daily memos and be responsible for the content**
- **All Teach point observations need to be signed within 48 hours of receipt**
- **All staff will be treated with professional courtesy and treat others the same**
- **Teachers and Paraprofessionals are expected to pick students up promptly at 7:45 and walk students out at dismissal at 3:15**
- **Teachers and paraprofessionals will supervise recess and snack time**
- **It is expected that staff will maintain Portfolio with evidence of progress towards the performance standards**
- **Phone calls to families about the academic progress of students**
- **Preparation of individual student Progress Reports, and Report Cards**
- **Preparation and implementation of student behavior charts**
- **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**

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

James F. Hennessey School will hold **3 Parent Teacher Conferences** during the 2015-16 school year.

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.

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 member at **James F. Hennessey School** are asked to dress professionally for a school setting. Excessively casual clothing, such as jeans and sweatshirts, is not permitted, except for "Jeans Day" Fridays.

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 **James F. Hennessey School**. These duties include, but are not limited to:

- **Coverage of school yard before school**
- **Coverage of homeroom periods, not exceeding 450 minutes per day;**
- **Coverage of lunch periods, break periods, or block periods, not exceeding 60 minutes per day;**
- **Substitute coverage of classes and duties of others who are absent from school;**
- **Coverage of afterschool activities, not exceeding 600 minutes per week;**

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.

James F. Hennessey 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.



Lawrence Public Schools
2015-2016 Staff Calendar
James F. Hennessey School, Grades Pre-K - 2
122 Hancock Street - (978) 975-5950

Student Hours: Monday - Friday PreK AM: 7:45 AM-10:45 AM; PreK PM: 12:15 PM-3:15 PM; Kindergarten: 7:45 AM-3:15 PM

Teacher Hours: Monday - Friday 7:30 AM-3:25 PM

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184 Teacher Days - 180 Student Days

Aug. 19	LPS New Teacher Orientation (AM)	Nov. 26 - 27	Thanksgiving Break
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
Sept. 4 - 7	Labor Day Weekend	Mar. 25	Good Friday
Oct. 12	Columbus Day	Apr. 18 - 22	Spring Break
Nov. 3	Election Day/Staff PD	May 30	Memorial Day
Nov. 11	Veteran's Day	June 20	Last Day of School - Early Dismissal <i>includes 5 days for inclement weather</i>

- No school for students and staff**
- Early release for staff at 12:15 PM**
- Teacher professional development day/no school for students**
Typical PD Hours: 7:30 AM - 3:25 PM

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