



# 2015-16 School Operational Plan

## 9<sup>th</sup> Grade Academy



**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:

- Credit/Attendance Recovery Program: \$15,000

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.**

9GA will use a curriculum framework aligned with the state Common Core standards. Curriculum materials are developed by the Curriculum Design Leads in each content area to ensure uniformity across the school. Teachers may differentiate as necessary while utilizing the designed curricula as baseline.

**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 days are:

Date	Time	Notes	Date	Time	Notes
8/10	8:30-3:30	Full Day Staff Orientation	12/10	3:30-4:30	9GA After School Staff PD
8/11	8:30-3:30	Full Day Staff Orientation	12/17	3:30-4:30	9GA After School Staff PD
8/12	8:30-3:30	Full Day Staff Orientation	1/7	3:30-4:30	9GA After School Staff PD
8/13	8:30-3:30	Full Day Staff Orientation	1/15	7:45-3:00	No School for Students/Full Day PD for Staff
8/14	8:30-3:30	Full Day Staff Orientation	1/28	3:30-4:30	9GA After School Staff PD
8/17	8:30-3:30	Full Day Staff Orientation	2/4	3:30-4:30	9GA After School Staff PD
8/21	8:30-1:00	No School for Students/Half Day PD for Staff	2/11	3:30-4:30	9GA After School Staff PD
8/27	3:30-4:30	9GA After School Staff PD	2/25	3:30-4:30	9GA After School Staff PD
9/10	3:30-4:30	9GA After School Staff PD	3/3	3:30-4:30	9GA After School Staff PD
9/17	3:30-4:30	9GA After School Staff PD	3/10	3:30-4:30	9GA After School Staff PD
9/24	3:30-4:30	9GA After School Staff PD	3/17	3:30-4:30	9GA After School Staff PD
10/1	3:30-4:30	9GA After School Staff PD	3/30	12:00-3:30	Half Day for Students/Staff PD in PM
10/7	12:00-3:30	Half Day for Students/Staff PD in PM	4/7	3:30-4:30	9GA After School Staff PD
10/15	3:30-4:30	9GA After School Staff PD	4/28	3:30-4:30	9GA After School Staff PD
10/22	3:30-4:30	9GA After School Staff PD	5/5	3:30-4:30	9GA After School Staff PD
10/29	3:30-4:30	9GA After School Staff PD	5/19	3:30-4:30	9GA After School Staff PD
11/3	7:45-3:00	No School for Students/Full Day PD for Staff	5/26	3:30-4:30	9GA After School Staff PD
11/19	3:30-4:30	9GA After School Staff PD	6/9	3:30-4:30	9GA After School Staff PD
12/3	3:30-4:30	9GA After School Staff PD			

#### 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 Monday, August 10, 2015 at 8:30am. 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 will receive a duty-free lunch and regular preparatory time.

- **Student hours:** Monday - Friday 8:00 am - 2:45pm (doors open at 7:45am; optional office hours are until 3:30pm)
- **Teacher hours:** Monday, Tuesday, Wednesday, Thursday: 7:45 am - 3:30pm (4:30pm on selected PD days); Friday: 7:45am - 3:00pm

All departments have collaboration time scheduled for three times per week: one prep period, one flex block, and one day after school.

Below is a sample daily schedule.

Daily Schedule					
Start	End	Duration	Period	Example student	Example teacher
7:45 AM	8:05 AM	0:20	Arrival	Arrival	Arrival
8:05 AM	8:10 AM	0:05	Homeroom	Homeroom	Homeroom
8:10 AM	9:07 AM	0:57	Period 1	ELA	Teach HR A
9:10 AM	10:07 AM	0:57	Period 2	World Studies	Teach HR B
10:10 AM	11:07 AM	0:57	Period 3	Elective	Prep
11:10 AM	11:40 AM	0:30	Flex A	I-Block	Department meeting
11:43 AM	12:12 PM	0:29	Flex B	A-Lab	
12:15 PM	12:45 PM	0:30	Flex C	Lunch	Lunch
12:48 PM	1:45 PM	0:57	Period 4	Biology	Teach HR C
1:48 PM	2:45 PM	0:57	Period 5	Algebra	Teach HR D
2:45 PM	3:00 PM	0:15	Dismissal / after-school programs	Dismissal / after school programs	Host student office hours

Teachers will hold office hours one time per week. Office hours are tutoring or homework help sessions that take place after school. Teachers host a 30-minute period after school one day a week where students can receive additional support to master class content. Office hours are held on Mondays, Tuesdays, and Wednesdays from 3:00pm-3:30pm. Students can attend office hours voluntarily or at the suggestion of the teacher.

Office Hours Rotation Schedule	
Mondays	Electives
Tuesdays	English and Algebra
Wednesdays	World Studies and Biology

In addition to traditional responsibilities and those duties listed above, all staff at 9GA 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 conference evenings during the school year;
- Phone calls 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; and
- Attending student-related meetings

#### **7. Scheduling of school-wide parent/teacher meetings.**

9GA will hold 3 parent-teacher conferences during the 2015-16 school year. These are tentatively scheduled for the following dates:

Thursday, November 12, 2015

Thursday, February 4, 2015

Thursday, April 14, 2015

\*These dates are tentative 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.

We always aim to set high expectations for students and to model those expectations with our own behavior and appearance. As such, staff members should ensure that their attire exceeds the standards of professionalism required of students. Excessively casual clothing such as jeans, sweatshirts, and flip flops is not permitted.

### Professional Dress Norms:

1. Create a high level of professionalism by adhering to the following norms:
  - Wear attire that is well maintained (i.e. free of stains, wear, or excessive wrinkles).
  - Adhere to the dress code from 7:45 a.m. to 3:30 p.m. and at family conferences or formal school events.
  - Opt to wear an LHS t-shirt, polo shirt, or sweatshirt on Fridays as long as other components of dress are professional.
  - Wear professional dress except when participating in or monitoring a physical activity or attending an informal field trip. In those cases, athletic or casual attire may be appropriate. Athletic attire should be loosely fitted and shorts should be no shorter than one inch above the knee. Staff members are not permitted to wear jeans.
  
2. Female members of the faculty uphold the following norms:
  - Do not wear clothing that is excessively tight or that reveals undergarments.
  - Wear skirts that fall one inch above the kneecap when standing or dress slacks that are not tightly fitted.
  - Wear blouses or tops that exceed the level of professionalism of a polo shirt.
  - Do not wear Toms, sandals, or flip-flops as part of professional dress.
  - Do not wear colored jeans, tank tops with less than a three-inch strap, or camisoles as an outer layer.
  - May wear neatly kept deck shoes and opened toe flats or heels with full backing.
  
3. Male members of the faculty uphold the following norms:
  - Do not wear clothing that is excessively tight
  - Wear khaki pants or slacks that are an appropriate length and not tightly fitted, with a belt.
  - Wear a button-down shirt with a tie. Note that this requirement still applies when wearing a fleece or sweater.
  - Wear professional shoes; oxfords, loafers, slip-ons, or neatly kept deck shoes.
  - Do not wear Toms, Sandals, or Flip Flops as part of professional dress.

## 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 **the 9<sup>th</sup> Grade Academy**. These duties may include, but are not limited to:

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

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.**

9GA 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 Ninth Grade Academy at LHS, 2015-2016 Calendar

**Student Hours: Monday - Friday 8:00 AM - 2:45 PM**

**Teacher Hours: Monday, Tuesday, Wednesday, Thursday: 7:45 AM - 3:30 PM; Friday: 7:45 AM - 3:00 PM**

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

192 Teacher Days - 183 Student Days

Aug. 10	9GA Staff Orientation	Nov. 26 - 27	Thanksgiving Break
Aug. 18	School Opens Grade 9	Dec. 21 - Jan. 1	Winter Break
Aug. 21	No School for Students / Half Day PD	Jan. 4	School Re-opens
Aug. 24	School Opens Grades 1-8, 10-12	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. 7	Half Day for Students / Staff PD	Mar. 30	Half Day for Students / Staff PD
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 20	Last Day of School - Half Day for Students & Staff
Nov. 25	Half Day for Students & Staff		<i>includes 5 days for inclement weather</i>

- No School for Students & Staff**
- Half Day for Students & Staff (Staff Report 7:45 AM - 12:15 PM)**
- Half Day for Students / Staff PD in PM (Staff Report 7:45 AM - 3:30 PM)**
- No School for Students / Full Day Teacher PD (Staff Report 7:45 AM - 3:00 PM)**
- No School for Students / Half Day Teacher PD (Staff Report 8:30 AM - 1:00 PM)**

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