



2015-16 School Operational Plan

LHS: Business Management & Finance High 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: \$2,100
- Textbooks: \$23,700
- Guidance: \$200

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.**

Business Management & Finance 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 7 days of on-site professional development and planning time, with each day including up to 8 hours of professional development and/or staff planning time. Specifically:

- 8/19 (full day for new teachers – 8:30am; half day for returning teachers – 11am)
- 8/20 (full day)
- 8/21 (full day)
- 10/7 (half day)
- 11/3 (full day)
- 1/15 (full day)
- 3/30 (half day)

- 4. Calendar**

Please see the attached 2015-16 school year calendar. 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:

- 180 days for students and up to 185 days for teachers.
- 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 19, 2015. New teachers to Lawrence High School Campus 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 6 hours and 55 minutes. For the majority of educators, required hours will be approximately 7:50-2:45PM.

Teachers will typically have 1 planning period every day. 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 on 7 days from 7:50-2:45PM, unless otherwise directed by the principal.

Business Management & Finance will hold building meetings during the 2015-16 school year. These are tentatively scheduled for the following dates: September 14, October 12, December 14, January 11, March 14, May 9 and June 6.

Scheduled dates for the after-school campus meetings to review Common Interim Assessment data: November 9, February 1, and April 25.

In addition to traditional responsibilities and those duties listed above, all staff at Business Management & Finance 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:

- 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;
- Attending student-related meetings;
- Serving as an advisor to a small cohort of student; and
- Participating in teams (Lead Learners, PTO, and School Leadership Team).

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

Business Management & Finance will hold 3 parent-teacher conferences during the 2015-16 school year. These are tentatively scheduled for the following dates: September 30, December 9, and March 24 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 members at Business Management & Finance are asked to dress professionally for a school setting. Excessively casual clothing such as shorts, sweatshirts, sweat pants and flip flops is not permitted.

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 Business Management & Finance. These duties may include, but are not limited to:

- Coverage of lunch periods, break periods, or block periods, not exceeding 90 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.

Business Management & Finance 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

LHS - Business, Management & Finance High School, Grades 10 - 12

70-71 North Parish Road - (978) 946-0713

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

Teacher Hours: Monday - Friday 7:50 AM - 2:45 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														

185 Teacher Days - 180 Student Days

Aug. 18*	School Opens for New and Incoming Grade 9 Students at LHS	Nov. 25	Half Day for Staff and Students
Aug. 19	LPS New Teacher Orientation (AM)	Nov. 26-27	Thanksgiving Break
Aug. 19 - 21	Staff PD - School Based	Dec. 21-Jan. 1	Winter Break
Aug. 21	LPS Kickoff (AM)	Jan. 4	School Re-opens
Aug. 24**	No School for Ninth Grade Academy	Jan. 15	No School for Students/Staff PD
Aug. 24-28	School Opens Grades 1-8 & 10-12	Jan. 18	Martin Luther King Day
Aug. 31***	PK-K Screening	Feb. 1	After-school Campus Meeting
Sept. 4-7	School Opens PK-K	Feb. 15-19	Mid-Winter Break
Oct. 7	Labor Day Weekend	Mar. 25	Good Friday
Oct. 12	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	Election Day / Staff PD	Apr. 25	After-school Campus Meeting
Nov. 9	After-school Campus Meeting	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**
- Half Day - Release at 12:00 PM**
- Staff professional development day/no school for students**
- After-school campus meetings to review Common Interim Assessment data**

Typical PD Hours: 8:00-4:00 PM

* Please see School Operational Plan for details on other required meetings/events for staff (staff meetings, family nights, etc). This may include additional building meetings specific to each LHS campus school.