



Priority 1

Growth area: Curriculum and Assessment

Description: Adopt Achievement Network (ANet) and Measures of Academic Progress (MAP) to better align school curriculum with Common Core State Standards (CCSS) and guide daily instructional practices in an effort to attain an increase in student proficiency in math and an increase in student proficiency in ELA as measured by the state mandated assessment system.

Action Steps/Key Strategies:

- ❖ Support the Frost Middle School (FRM) staff with regularly scheduled professional development throughout the year that includes 10 sessions facilitated by the ANet coach for ELA and Math.
- ❖ Utilize interim assessment, access “myANet” to generate student performance data, collaborate with Lawrence-based learning and development events, and provide school based teacher professional development on the CCSS and its alignment to ANet.
- ❖ Use MAP data as an adaptive interim assessment to measure student growth over time allowing FRM to better align to the CCSS as a measure of actual student growth and improvement.
- ❖ Utilize the NWEA Learning Continuum, available with MAP, as a resource that allows educators to determine specific areas of skill and content to support targeted acceleration.

Priority 2

Growth Area: Intervention: Technology

Description: Create a scope and sequence for building grade level curriculum around developing technical skills that are necessary for students to be successful in a computer based educational environment of all academic areas.

Action Steps/Key Strategies:

- ❖ Collaborate at each grade level to create a school-wide scope and sequence across the curriculum to build a set of skills that will support students’ growth in the use of Microsoft programs such as Word, Excel, PowerPoint, and Access.
- ❖ Create an effective plan for implementation of these skills into their grade level assignments.

Priority 3

Growth Area: School Culture

Description: Create a unified school culture around positive behavior, growth and improvement that fosters a positive environment for students, promotes student learning, and is consistent school-wide.

Action Steps/Key Strategies:

- ❖ Collaborate with the Teacher Leadership Team (TLT) to update the current FRM school-wide expectations.
- ❖ Roll out school-wide expectations, including common language for all adults and students around the development of consistent classroom management practices.
- ❖ Plan regular assemblies that reinforce school-wide expectations and recognize student achievement and growth.



- 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 2016-17 school year, discretionary funds have been allocated in the following amounts:

- ***Supplies & materials: \$83,222**
- **Teachers' Choice: \$3,600**

*May be subject to change after budget review. The budget will be finalized before June 30, 2016.

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 2016-17 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 18, 2016**. New teachers to Robert L. Frost Middle School are expected to report to work on **August 17, 2016**. The final work day for teachers is **June 14, 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 2016-17 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–3:15 pm**.

Except in rare circumstances, teachers will be expected to teach no more than **1900 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 19, 2016, December 5, 2016, February 6, 2017, March 27, 2017**

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.**

The Robert L. Frost Middle School will hold a variety of **family events** during the school year. Each grade level will determine their own family event/date and time. Frost middle school will host a welcome back to school night tentatively scheduled for September 19, 2016.

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 2016-17 school year. These are tentatively scheduled for **October 17, 2016 and March 27, 2017**, 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.

2016-17 MASTER SCHEDULE

	7:45-8:25	8:25 - 9:15	9:15 - 10:10	10:10 - 11:00	11:00 -11:50	11:50 - 12:40	12:40 – 1:25	1:25 - 1:45	1:45 - 2:00	2:00 – 2:55	2:55 - 3:05
Grade 5	HR	LAE	Core I	Core II	Core III	Core IV	Core V	LUNCH	RECESS	Specials	HR
	HR	LAE	Core V	Core I	Core II	Core III	Core IV			Specials	HR
	HR	LAE	Core IV	Core V	Core I	Core II	Core III			Specials	HR
	HR	LAE	Core III	Core IV	Core V	Core I	Core II			Specials	HR
	HR	LAE	Core II	Core III	Core IV	Core V	Core I			Specials	HR
	HR	LAE	Core I	Core II	Core III	Core IV	Core V			Specials	HR

5th grade schedule accommodates a short HR period at the end of the school day

	7:45-8:25	8:25 -9:15	9:15 - 10:10	10:10 – 11:05	11:05 -12:00	12:00 – 12:45	12:45 - 1:00	1:00 - 1:20	1:20 - 2:15	2:15 –3:05
Grade 6	HR	LAE	Core I	Specials	Core II	Core III	RECESS	LUNCH	Core IV	Core V
	HR	LAE	Core V	Specials	Core I	Core II			Core III	Core IV
	HR	LAE	Core IV	Specials	Core V	Core I			Core II	Core III
	HR	LAE	Core III	Specials	Core IV	Core V			Core I	Core II
	HR	LAE	Core II	Specials	Core III	Core IV			Core V	Core I
	HR	LAE	Core I	Specials	Core II	Core III			Core IV	Core V

	7:45-8:25	8:25 – 9:15	9:15 – 10:10	10:10 – 11:00	11:00- 11:45	11:45 – 12:40	12:40 - 1:00	1:00 - 1:15	1:15 – 2:10	2:10 – 3:05
Grade 7	HR	LAE	Core I	Core II	Core III	Specials	LUNCH	RECESS	Core IV	Core V
	HR	LAE	Core V	Core I	Core II	Specials			Core III	Core IV
	HR	LAE	Core IV	Core V	Core I	Specials			Core II	Core III
	HR	LAE	Core III	Core IV	Core V	Specials			Core I	Core II
	HR	LAE	Core II	Core III	Core IV	Specials			Core V	Core IV
	HR	LAE	Core I	Core II	Core III	Specials			Core IV	Core V

	7:45-8:25	8:25 – 9:15	9:15 – 10:10	10:10 – 11:05	11:05 – 11:55	11:55 – 12:40	12:40 – 1:30	1:30 - 1:45	1:45 - 2:05	2:05 – 3:05
Grade 8	HR	LAE	Specials	Core I	Core II	Core III	Core IV	RECESS	LUNCH	Core III
	HR	LAE	Specials	Core V	Core I	Core II	Core III			Core II
	HR	LAE	Specials	Core IV	Core V	Core I	Core II			Core I
	HR	LAE	Specials	Core III	Core IV	Core V	Core I			Core V
	HR	LAE	Specials	Core II	Core III	Core IV	Core V			Core IV
	HR	LAE	Specials	Core I	Core II	Core III	Core IV			Core V



Lawrence Public Schools
2016-2017 Calendar
Robert L. Frost Middle School, Grades 5 - 8
33 Hamlet Street - (978) 722-8810

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

Teacher Hours: 7:35 AM - 3:15 PM

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

October	SUN	MON	TUE	WED	THU	FRI	SAT	March	SUN	MON	TUE	WED	THU	FRI	SAT
						7	1	5	6	7	8	9	10	3	4
2	3	4	5	6	7	8	9	12	13	14	15	16	17	18	19
9	10	11	12	13	14	15	16	19	20	21	22	23	24	25	26
16	17	18	19	20	21	22	23	26	27	28	29	30	31		
23	24	25	26	27	28	29	30								
30	31														

November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4	5	2	3	4	5	6	7	1	
6	7	8	9	10	11	12	13	9	10	11	12	13	14	8	
13	14	15	16	17	18	19	20	16	17	18	19	20	21	15	
20	21	22	23	24	25	26	27	23	24	25	26	27	28	22	
27	28	29	30					30						29	

December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	3	7	8	9	10	11	12	5	6
4	5	6	7	8	9	10	11	14	15	16	17	18	19	13	
11	12	13	14	15	16	17	18	21	22	23	24	25	26	20	
18	19	20	21	22	23	24	25	28	29	30	31			27	
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	3	4	5	6	7	8	4	5	6	7	8	1	2	3
8	9	10	11	12	13	14	15	11	12	13	14	15	9	10	
15	16	17	18	19	20	21	22	18	19	20	21	22	16	17	
22	23	24	25	26	27	28	29	25	26	27	28	29	23	24	
29	30	31											30		

184 Teacher Days - 180 Student Days

Aug. 17	LPS New Teacher Orientation (AM)	Dec. 22	Early Release
Aug. 18 - 19	Staff PD - School Based	Dec. 23 - Jan. 2	Winter Break
Aug. 19	LPS Kickoff (AM)	Jan. 3	School Re-opens
Aug. 16 [^]	School Opens Grade 9 at LHS	Jan. 13	No School for Students
Aug. 22*	School Opens Grades 1 - 12	Jan. 16	Martin Luther King Day
Aug. 29**	School Opens PK - K	Feb. 20 - 24	Mid-Winter Break
Sept. 2 - 5	Labor Day Weekend	Mar. 3	Early Release / Afternoon PD
Oct. 7	Early Release / Afternoon PD	Apr. 14	Good Friday
Oct. 10	Columbus Day	Apr. 17 - 21	Spring Break
Nov. 8	No School for Students	May 29	Memorial Day
Nov. 11	Veteran's Day	June 2	Early Release / Afternoon PD
Nov. 23	Early Release	June 14	Last Day of School - Early Dismissal
Nov. 24 - 25	Thanksgiving Break		<i>includes 5 days for inclement weather</i>
Dec. 8	Early Release / Afternoon PD		

 No school for students & staff	 Early release for students / Afternoon PD (Typical release at 3:15PM)
 Early release at 12:00 PM	 PD - Full day (Typical PD hours 7:45AM - 3:00PM)

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