



- 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 (\$20,000) have been allocated in the following amounts:

- **\$2,800 Scholastic News for all grades, 1-5**
- **\$17,200 for spending to be directed by academic teams; All certified staff will be a member of an academic team.**

Any transfer or use of additional funds received over the course of the school year will be determined by the Co-Leaders.

- 2. School curriculum issues.**

**Oliver Partnership 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.

It is expected the development and improvement of curricula will be completed during regular team planning.

Additional school-wide curriculum development may be done as additional work accompanied by a stipend.

- 3. Professional development activities applicable to the school as a body.** This does not include individualized professional development or coaching of teachers.

Expected professional development activities include up to **7-days** of on-site professional development and planning time, with each day including **up to 7.5 hours** of professional development and/or staff planning time. Specifically:

- **2 days of professional development and/or staff planning days before the school year begins (8/20, 8/21);**
- **5 days of professional development and planning days during the school year (includes half-days and full-days – 11/3, 1/15, 9/16, 10/21, 6/1)**

Teachers may be offered additional professional development activities to support school priorities 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 additionally planned professional development activities; stipends may be available but should not be expected.

- 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 school days for students; and**
- **Up to 184 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 20, 2015**. New teachers to Oliver Partnership School are expected to report to work on **August 19, 2015**. The final work day for teachers is **June 20, 2016**, this includes 5 snow days. 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 OPS staff.

Teachers at each school will receive a 30 minute duty-free lunch and 60 minute daily common planning time.

The standard workday for educators will be **7 hours and 50 minutes**. For the majority of educators, required hours will be **7:40am–3:30pm**.

Except in rare circumstances, teachers will be expected to teach no more than **39.16 hours per week**, on weeks that committee meetings take place, teachers are expected to work **40.16 hours per week**.

Teachers will typically have a minimum of **5 planning periods every week**. This time will be used to plan, grade, collaborate with their colleagues, etc. Teachers may be asked to perform some duties during this time.

Paraprofessionals will work a **40 hour work week**; 8 hours per day.

Paraprofessionals will receive a 30 minute duty free lunch period.

The paraprofessional work day will be **7:30-3:30**.

Paraprofessionals will work **184 days per year**.

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

- **Full-Day Professional Development: 11/3, 1/15,**
- **Half Day Professional Development: 9/16, 10/21, 6/1**
- **Building Meeting/Committee Meetings: 9/14, 10/5, 11/2, 12/7, 1/4, 2/1, 3/7, 4/4, 5/2, 6/6**

In addition to traditional responsibilities and those duties listed above, all staff at Oliver Partnership 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 a minimum of 2 family evening/weekend events during the school year;**
- **Maintain records of appropriate parent contact (phone, email, in person meetings, notes home) with a minimum of 5 parent contacts per week. These contacts will be kept in a family communication log by all teachers;**
- **As a staff, we will refine our use of Power School (including attending professional development) with the intention of making the system live to parents during the 2015-2016 school year.**
- **Preparation of individual student educational assessments documents, Progress Reports, and Report Cards;**
- **Maintain records of individual student academic growth data, i.e. ANet, DIBELS, iReady, Running Records, Benchmark Assessments, etc.;**
- **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 active member of a least 1 Teacher Leadership/school based decision-making committee or be elected to the Partnership Team;
- Attend at minimum, 1 weekly Team Meeting led by academic coaches, *scheduled during regular prep time*;
- Attend at minimum, 1 weekly Team Meeting, *scheduled during regular prep time*;
- Check e-mails a minimum of twice daily to ensure you receive all pertinent information relating to everyday operations at the Oliver Partnership School; and
- All staff will call the absence reporting system by 7:00 a.m. on the day of an absence. (if reporting system is not working, and email to the co-leaders and clerk will be acceptable.)

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

While OPS will not have formal "parent/teacher meetings" in the traditional form, every certified member of the teaching staff is required to participate in at **minimum 2 family functions** outside of the school day totaling a **minimum of 4 hours**. These events include, but are not limited to; Family Literacy Events, Holiday Fair, Movie Nights, Art Show, Curriculum Presentations, etc...

### 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 by School Safety. Visitors, including but not limited to, parents, educational partners, etc. to the school will be required to check in upon entry and will be issued a visitor pass.

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.

All staff will be required to enter and exit via the front door at 183 Haverhill Street. No other doors shall be used except in emergency.

### 10. Staff dress code.

All Staff at Oliver Partnership School will dress professionally for a school setting. Excessively casual clothing such as but not limited to jeans, sweatshirts, sweat pants, yoga pants, ripped clothing, mesh clothing, leggings (as pants), low cut tops, spaghetti strap tank tops/dresses, skirts/Bermuda shorts( no shorter than 2 inches above the knee), spandex of any kind and flip flops are not permitted.



### 11. Rotation of duties.

- On a rotating basis, All Teachers will be scheduled to a lunch/recess duty lasting no more than 30 minutes a day.
- On a rotating basis, All Paraprofessionals will be scheduled to a lunch/recess duty.
- All non-Homeroom Teachers will be assigned to a specific classroom or school location to assist with safe dismissal.
- On a rotating basis, all teachers may have to stay beyond 3:30 to ensure safe dismissal.
- On a rotating basis, all teachers may have to arrive at 7:30 for morning coverage.

On a normal basis, paraprofessionals and other support staff will be assigned lunch and recess duty during the typical Monday-Friday week. All support staff members may be expected to perform additional duties that are necessary to fulfill the mission of Oliver Partnership School. These duties may include, but are not limited to:

- Coverage of lunch/recess 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;
- Coverage of classrooms for parent meetings.

Support 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.

Additionally, all staff may have to rotate one week per month to stay after school to ensure the safety and dismissal of all students within their grade level, this includes, but is not limited to making phone calls, and watching a group of students.

### 12. Class size.

Oliver Partnership 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.

### 14. Oliver Partnership School Based Decision Making.

#### Partnership Council

The Partnership Council would essentially function as the school's Board of Directors. All policy and personnel decisions would be vetted through the Council, with the understanding that the Superintendent would have ultimate decision-making authority.

The Partnership Council will include eleven permanent members. Three Oliver teachers will be elected by the faculty in August 2013. The Council will also include three union representatives, one from the Lawrence



Teachers' Union, one from the AFT Massachusetts, and one from AFT National. Two parents and one community representative will also serve on the Partnership Council, and two district administrators will round out the Council. The three teachers will be elected to the Council by fellow teachers this summer. The three union representatives will be appointed by AFT leadership. Two parents will be elected by the Parent Teacher Organization (PTO) and the community representative will be appointed by the other Council members. The two central office administrators will be appointed by the Receiver.

### **Partnership Team**

The Partnership Team will include ten members. Two co-leaders, the administrative heads of the Oliver Partnership School, will be automatic and permanent members of the Team. Seven members will be non-administrator licensed educators, which can include teachers, counselors, and instructional coaches (hereafter referred to as "teachers"). The tenth member will be a paraprofessional. The six teachers and one paraprofessional will be elected by their peers (teachers will be elected by teachers; paraprofessionals will be elected by paraprofessionals), each for two year terms. To ensure stability and to allow enough time for substantive progress, elected teachers and paraprofessionals will serve on the Partnership Team for two years.

In addition to making key education decisions, the Partnership Team will oversee and coordinate the work of several standing teacher leadership committees. Committees will be responsible for developing strategies, and making recommendations to the Partnership Team.

### **Teacher Leadership Committees**

Each Committee will be responsible for making recommendations to the Partnership Team, as well as implementing Team decisions. Committees will meet at least once per month on the first Monday for 60 minutes and as needed thereafter. Committee meeting times will be built into the school schedule. The length of individual commitments to Committees will vary based on need. Committee Liaisons shall provide agendas and notes to the Partnership Team.

## **15. Professional Culture**

All teachers/staff will refrain from using cell phones while in charge of students, these times include but are not limited to, in the classroom, on field trips, in the cafeteria, at recess.

Procedure/Process of Decision making: Consensus

Thumbs Up – Yes

Thumbs Sideways – I can live with it

Thumbs Down – Disagree, but must offer solution

Weather cancellations will be announced on local News and the LPS website. In the event we get advance notice, we will be sure to pass it along via email.



**Lawrence Public Schools**  
**2015-2016 Staff Calendar**  
**Oliver Partnership School, Grades 1 - 5**  
**183 Haverhill Street - (978) 722-8170**

**Student Hours: Monday - Friday 7:45 AM - 3:15 PM**

**Teacher Hours: Monday - Friday 7:40 AM - 3:30 PM**

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

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	No School for Students/Staff PD	May 30	Memorial Day
Nov. 11	Veteran's Day	June 20	Last Day of School - Early Dismissal
Nov. 25	Early Dismissal		<i>includes 5 days for inclement weather</i>

- No school for students and staff**
- Early Dismissal for staff at 12:15 PM**
- Teacher professional development day/no school for students**  
*Typical PD Hours: 8:00 AM - 2:00 PM*

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