



2015-16 School Operational Plan

Parthum Elementary 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: \$5,000
- Teachers' Choice: \$200 for classroom teachers/specialists and \$100 for Intervention Teachers, Special Education Teachers, Counselors

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.**

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Parthum Elementary 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 4 days of professional development and/or staff planning days for new staff only before the school year begins;
- Up to 3 days of professional development and/or staff planning days before the school year begins;
- Up to 96 hours 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 (180 days).
- Total number of days for educators, including school days and professional development and planning days (183 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 19 and 20, 2015 for professional development from 8:30AM to 3:00PM and an additional hour for classroom set up at teacher's choice of either 7:30AM to 8:30 AM or 3:00PM to 4:00PM. All staff is expected to attend the district launch on August 21st beginning at 8:00 AM followed by building based meetings to end at 3:00 PM. Teachers will then have from 3:00PM to 4:00PM for additional classroom set up time.

New teachers to Parthum Elementary School are expected to report to work on August 18, 2015 from 8:00AM to 4:00PM. 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.

Attached is a preliminary schedule for the 2015-16 school year. This schedule is subject to change prior to and during the school year.

The standard workday for educators will be 8 hours and 15 minutes. For the majority of educators, required hours will be approximately 7:25AM-3:40PM

Except in rare circumstances, teachers will be expected to teach no more than 1950 minutes per week. Teachers will have 5 planning periods 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 weekly during enrichment times and/or up to 9 staff/building meetings on Thursdays from 3:45PM- 4:45PM unless otherwise directed by the principal.

Staff Building Meetings for ALL Staff

- ❖ September 10th
- ❖ October 15th
- ❖ December 3rd
- ❖ December 10th
- ❖ January 21st
- ❖ February 25th
- ❖ March 24th
- ❖ May 5th
- ❖ June 2nd

In addition to traditional responsibilities and those duties listed above, all staff at Parthum Elementary 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:

Supporting Students

- Participation in 2 family conference evenings and 1 curriculum night during the school year;
- Participation in up to 4 additional family engagement events
- Teams are expected to publicly display data after every data cycle;

- When a critical learning or safety situation arises, it is expected that all staff with expertise willingly gather, share expertise, develop a plan, identify and follow through on next steps;
- Staff will maintain a calm, respectful and objective demeanor with students, families and colleagues;
- It is expected that staff overseeing, lunch, recess, arrival, dismissal and assemblies are active monitors arriving promptly at assigned time, interacting with students, providing positive feedback and reminders of expectations as needed;
- Preparation of individual student reports, Progress Reports, and Report Cards;
- Checking homework on a daily basis or weekly packet of daily homework assignments;
- It is expected that staff communicate frequently with families about the academic progress of students, especially those that are falling behind;
- It is expected that staff maintain artifacts that provide evidence of progress towards the performance standards. These may include but are not limited to; data reports, student work, communication logs, lesson plans, etc.;
- Staff are expected to attend student related meetings (i.e. parent meetings, IEP meetings, CST) prepared with all necessary paperwork, data, and materials.
- Serving as a check in advisor to a small cohort (1-3) of students as determined by student needs.

Teacher Learning

- Working regularly with school administrators to improve one's instructional practices;
- Staff are expected to observe three colleagues at least once in each of the 3 major content area (reading, writing and mathematics) as it applies within the course of a school year and complete three reflections. More frequent observations may be scheduled at the principal's discretion;
- Staff members new to Parthum or new to grade or content are expected to complete monthly collegial observations and reflections;

Professional Responsibilities

- Lesson plans are readily available at the beginning of each week and submitted upon request;
- Daily lesson plans for each lesson should be kept in an accessible location (i.e. teacher desk, mimeo cart, small group table).
- A current weekly lesson plan will be submitted for all formative and summative evaluations by principal determined submission date;
- Staff are expected to actively participate in Common Planning Meetings, Professional Development Sessions, and Data Meetings;
- It is expected that staff adhere to team and school-wide norms as agreed upon and posted yearly;
- Staff are expected to read the daily and weekly memos and are responsible for the contents;
- CUM folders are expected to be formally opened within 2 weeks of the start of the school year and within 1 week of receiving a new student;
- CUM folders should be closed within 1 week of students transferring out;
- It is requested that all Teachpoint observations and evaluations must be signed within 48 hours of receipt;
- Homeroom teachers are expected to pick up students promptly at 7:30 and walk students out at dismissal to the designated areas at 3:30. Staff are required to supervise dismissal until 3:40 to ensure a safe and orderly dismissal;
- Participating in staff recruitment and selection processes;
- Serving on school-based shared leadership teams;
- Maintaining bulletin boards;

- Classrooms are expected to be neat, clean, and welcoming environments for students in accordance to the Lawrence Public Schools Learning Environment Expectations

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

Parthum Elementary School will hold 2 parent-teacher conferences and 1 curriculum night during the 2015-16 school year. These are tentatively scheduled for the following dates: September 10th, December 10th and March 24th and may be subject to change.

8. Family Engagement.

In order to live and achieve our PRIDE values, families are an integral part of the Parthum Elementary School. We will hold up to 9 family engagement events including the above mentioned 3 parent-teacher conferences/curriculum nights during the 2015-16 school year per grade level. These are tentatively scheduled for the following Thursdays from 5:00PM to 6:30PM for family nights and 5:00PM to 7:00PM for parent-teacher conferences/curriculum nights and may be subject to change.

Fifty percent of each grade level/content team staff will attend each of the 6 family engagement events and 100% of staff will attend report card/curriculum nights. Each teacher will attend a minimum of 6 afterschool nights (3 report card/curriculum nights and 3 family nights). Teams will develop a calendar indicating the team members attending each event and submit to administration by September 1, 2015. In the rare event that a staff member has a serious and unavoidable conflict, the staff member is expected to negotiate a mutually agreed upon plan with his/her team and re-submit the plan to administration prior to the event.

- ❖ September 10th Community Pot Luck and Curriculum Night K-4
- ❖ October 15th Exhibition of Learning Math; Math Games
- ❖ December 3rd Winter Family Celebration: Grades K,1,2 evening; Grade ¾ during the school day (Polar Express)
- ❖ December 10th Report Card Night K-4; Specialists Exhibition of Learning
- ❖ January 21st Exhibition of Learning ELA; 100th Day Exhibition
- ❖ February 25th MCAS 3, 4 evening; Grade K,1,2 during the school day (Author's Breakfast)
- ❖ March 24th Report Card Night K-4; Specialists Exhibition of Learning
- ❖ May 5th Family night K-4
- ❖ June 2nd Family night K-4

9. 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.

10. 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.

11. Staff dress code.

Staff at Parthum Elementary School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatshirts, sneakers and flip flops is not permitted.

12. 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 Parthum Elementary School. These duties may include, but are not limited to:

- Coverage of arrival and dismissal, not exceeding 20 minutes per day for majority of staff;
- 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.

13. Class size.

Parthum Elementary School commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

14. 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
Edward F. Parthum Elementary School, Grades K - 4
255 East Haverhill Street (978) 691-7200

Student Hours: Monday - Friday 7:30 AM - 3:30 PM

Teacher Hours: Monday - Friday 7:25 AM - 3:40 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	23	7	1	2	3	4	5	6	
23	24*	25	26	27	28	29	30	14	8	9	10	11	12	13	
6	7	8	9	10	11	12	13	21	15	16	17	18	19	20	
13	14	15	16	17	18	19	20	28	22	23	24	25	26	27	
20	21	22	23	24	25	26	27	28	29						
27	28	29	30												

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

183 Teacher Days - 180 Student Days

Aug. 18	New Teacher Orientation School Based	Nov. 25	Early Dismissal
Aug. 19	LPS New Teacher Orientation (AM)	Nov. 26 - 27	Thanksgiving Break
Aug. 19, 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 <i>includes 5 days for inclement weather</i>

- No school for students and staff**
- Early Dismissal for staff at 12:10 PM**
- Teacher professional development day/no school for students**
Typical PD Hours: 8:00 AM - 4:00 PM

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