



2015-16 School Operational Plan

School for Exceptional Studies - NCEC & Annex



Operational Plan for SES NCEC:

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 years, discretionary funds have been allocated in the following amounts:

- **Supplies & materials: \$4,000**
- **Teachers' Choice: \$3,500**

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.**

SES @ NCEC 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 2 full days and 12 half days of professional development and planning days during the school year and;**

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:

- **198 - Total number of school days for students as all students are eligible for extended school year programming.**
- **202 Total numbers of days for educators for educators who choose to work in the extended school year program, including school days and professional development and planning days in grades K – 8 and 184 for HS staff.**
- **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 School for Exceptional Studies are expected to report to work on **August 19, 2015**. The final work day for teachers is **June 20, 2016 for 184 day staff and July 21, 2016 for 202 day staff**. 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 **high school educators will be 7 hours and 10 minutes, and 7 hours and 30 minutes for K-8 staff**.

Required hours for professional staff will be:

- **High school professional staff will work 8:10am – 3:20pm Monday - Friday**
- **Grades K – 8 professional staff will work 8:10am – 3:40pm Monday - Friday**
- **All crisis intervention aides will work 8:00am – 4:00pm Monday – Friday**
- **On professional development days (both full and half-days), all educators including high school will be expected to work until 4:00pm.**

Teachers will have a minimum of **30 minutes of planning time per 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 as outlined on the staff calendar unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at **School for Exceptional Studies** 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 2 family conferences during the school year;**
- **Phone calls to families about the academic progress of students;**
- **Preparation of individual student reports, Progress Reports, and Report Cards;**
- **Participating in staff recruitment and selection processes;**
- **Maintaining bulletin boards in their classroom and on boards outside their rooms;**
- **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 students;**
- **Facilitating professional development for colleagues;**
- **Actively participating in therapeutic team meetings and check-out groups;**
- **Model the group process model amongst themselves to solve problems.**

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

School for Exceptional Studies will hold **2 parent-teacher conferences** during the 2015-16 school year. These are tentatively scheduled for the following dates:

- **11/3, 1/15** 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 **School for Exceptional Studies** is asked to dress professionally for a school setting. Excessively casual clothing such as [jeans, sweatshirts, sweatpants and flip flops] is not permitted. Jeans on Fridays and half days may be allowed at the discretion of the Principal.

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 **School for Exceptional Studies**.

These duties may include, but are not limited to:

- **Crisis Intervention as needed;**
- **Participating in adult to adult group process to solve problems; and**
- **Assist in facilitating or co-facilitating professional development 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.

School for Exceptional Studies is licensed and commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development. Class size is dictated by our Department of Elementary and Secondary Education annual license and is currently capped at 11 students per class.

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.

Operational Plan for SES Annex:

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: \$7,500**
- **Teachers' Choice: \$1,000**
- **Enrichment: \$5,000**
- **Transportation: \$1,800**

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.**

School for Exceptional Studies – Annex 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. Teachers will use research based assessments for students diagnosed with Autism as well as informed decisions based on data collection. Primary focus of each child's education is driven by their Individual Education Program. **At the Annex**, staff will emphasize independence, communication, social skills, functional academics, and generalization of these skills using the fundamentals of Applied Behavioral Analysis and Structured TEACH Approach.

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 – Wednesday, August 19, 2015;**
- **Up to 2 days of professional development and/or staff planning days before the school year begins – August 20 and 21, 2015;**
- **Up to 7 early release days for 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 (198)**
- **Total number of days for educators, including school days and professional development and planning days (202)**
- **All federal and state holidays.**
- **Winter break, Mid-winter break, Spring break, Summer break**
- **Extended year (11 month school – 198 days)**

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 **SES-Annex** are expected to report to work on **August 19, 2015**. The final work day for teachers is **July 21, 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. Additional school days may be required for students with specific needs as outlined in their IEPs; in this case, teachers will be notified if they are required to work additional days.

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 **7 hours and 30 minutes**. For the majority of educators, required hours will be approximately **8:05am–3:35pm**. Standard work day for Autism Specialist Paraprofessionals is 8 hours. Required hours for paraprofessionals will be **8:00am – 4:00pm**.

All teachers at **SES-Annex** are expected to be with their students while students are in the building unless their class is assigned to a "special".

All staff members are expected to participate in the following activities:

- **Professional Development as outlined in PD calendar;**
- **Weekly Collaborative Planning;**
- **Monthly Staff Meetings;**
- **Grade or Team Level Meetings as needed.**

In addition to traditional responsibilities and those duties listed above, all staff at SES-Annex 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 2 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;**
- **Provide on-going training and mentoring to autism specialists;**
- **Assist in co-leading or Facilitating Professional Development Activities;**
- **Working regularly with school administrators to improve one's instructional practices;**
- **Checking homework on a daily basis;**
- **All teachers will take a supervisory role to the Autism Specialists;**
- **Participation in monthly written and consultative feedback with BCBA and Autism Specialists**
- **Participation in school-wide events;**
- **Completion of MCAS ALT Assessments, ACCESS ALTs, and other MCAS and/or PARCC requirements;**
- **Attending student-related meetings.**

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

SES –Annex will hold **2 parent-teacher conferences** during the 2015-16 school year. These are tentatively scheduled for the following dates and may be subject to change:

- **November 10, 2015 and April 12, 2016**

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.

Every effort will be made to to avoid distractions or interruptions to student learning.

10. Staff dress code.

Staff at The School for Exceptional Studies-Annex is asked to dress appropriately for the Annex school setting.

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 **SES-Annex**. 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; and**
- **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.

SES-Annex commits to meeting and adhering to the staff to student ratios that are outlined in our annual DESE license. Class sizes may be differentiated, to support student learning and teacher development. Students are in a 2:1, student to teacher ratio unless a 1:1 is specified in the child's IEP.

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
School for Exceptional Studies, Grades K-12
 233 Haverhill Street - (978) 975-5980

Student Hours: Grades K-8: 8:50 AM - 3:20 PM; Grades 9-12: 8:05 AM - 2:35 PM
Teacher Hours: Grades K-8: 8:10 AM - 3:20 PM; Grades 9-12: 8:10 AM - 3:40 PM

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202 Teacher Days - 198 Student Days

Aug. 19	LPS New Teacher Orientation (AM)	Dec. 21 - Jan. 1	Winter Break
Aug. 20 - 21	Staff PD - School Based	Jan. 4	School Re-opens
Aug. 21	LPS Kickoff (AM)	Jan. 15	No School for Students/Staff PD
Aug. 24	School Opens Grades 1 - 12	Jan. 18	Martin Luther King Day
Aug. 24 - 28	PK - K Screening	Feb. 15 - 19	Mid-Winter Break
Aug. 31	School Opens PK - K	Mar. 25	Good Friday
Sept. 4 - 7	Labor Day Weekend	Apr. 18 - 22	Spring Break
Oct. 12	Columbus Day	May 30	Memorial Day
Nov. 3	No School for Students/Staff PD	June 20	Last Day of School - Early Dismissal
Nov. 11	Veteran's Day		<i>includes 5 days for inclement weather</i>
Nov. 25	Early Dismissal	Jun. 21 - Jul. 21	Extended School Year:
Nov. 26 - 27	Thanksgiving Break		Mon-Thu, 8:00 AM-1:00 PM

- No school for students and staff**
 - Early release for staff at 12:30 PM**
 - Early release for students/Staff afternoon professional development**
 - Teacher professional development day/no school for students**
- Typical PD Hours: 12:45 PM - 4:00 PM (8:00 AM - 4:00 PM on 11/3 and 1/15)*

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



Lawrence Public Schools 2015-2016 Staff Calendar School for Exceptional Studies - Bruce Annex, Grades 1-9 483 Lowell Street - (978) 722-8160

Student Hours: Monday - Friday 8:50 AM - 3:20 PM

Teacher Hours: Monday - Friday 8:05 AM - 3:35 PM

Aug./Sept.	February																																																																																																									
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202 Teacher Days - 198 Student Days

Aug. 19	LPS New Teacher Orientation (AM)	Dec. 21 - Jan. 1	Winter Break
Aug. 20 - 21	Staff PD - School Based	Jan. 4	School Re-opens
Aug. 21	LPS Kickoff (AM)	Jan. 15	No School for Students/Staff PD
Aug. 24	School Opens Grades 1 - 12	Jan. 18	Martin Luther King Day
Aug. 24 - 28	PK - K Screening	Feb. 15 - 19	Mid-Winter Break
Aug. 31	School Opens PK - K	Mar. 25	Good Friday
Sept. 4 - 7	Labor Day Weekend	Apr. 18 - 22	Spring Break
Oct. 12	Columbus Day	May 30	Memorial Day
Nov. 3	No School for Students/Staff PD	Jun. 21 - Jul. 21	Extended School Year:
Nov. 11	Veteran's Day		Mon-Thu, 8:00 AM-1:00 PM
Nov. 25	Early Dismissal	Jun. 24	No School for Students
Nov. 26 - 27	Thanksgiving Break	Jul. 1 - 10	Summer Break
		Jul. 15	No School for Students
		Jul. 21	Last Day of Extended School Year <i>includes 5 days for inclement weather</i>

- No school for students and staff**
- Early release for staff at 12:30 PM**
- Early release for students/Staff afternoon professional development**
- 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)*