



# 2015-16 School Operational Plan

## South Lawrence East 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: \$3,400

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.**

**South Lawrence East Elementary School** will use 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 are expected to research, design, prepare and deliver detailed lesson plans which entail innovative, engaging, and rigorous learning activities aligned to common core and state standards while employing the balanced workshop model of instruction.

- 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 staff activities include up to 6 full-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 and up to 10 days of on-site professional development and planning time during monthly meetings, with each meeting including up to 2 hours of professional development and/or staff planning time. Specifically:

- Up to 3 days of professional development and/or staff planning days before the school year begins;
- Up to 3 days of professional development and planning days during the school year

- 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 186 days for teachers, 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 20, 2015. New teachers to South Lawrence East Elementary School are expected to report to work on August 19, 2015. The final work day for teachers is June 20, 2015 (includes five days built in for inclement weather). 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 7 hours and 35 minutes. For the majority of educators, required hours will be approximately 7:50am –3:25pm.

Except in rare circumstances, teachers will be expected to teach no more than 1650 minutes per week. Teachers will typically have 5 planning periods each week. This time is utilized for planning, grading, collaborating with colleagues, etc. Teachers may be asked to perform alternative duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings at least one time per month, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at South Lawrence East 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:

- Participation in 2 family conference evenings during the school year;
- Participation in at least 1 school hosted family celebration event during the school year;
- Phone calls, emails, notes to families about the academic progress of students;
- Attend at least 2 Parent Teacher Organization meetings (held monthly);
- Preparation of individual student weekly reports, Progress Reports, and Report Cards;
- Employ formative and summative assessments and analyze results to inform Balanced Workshop instruction;
- Leading student extracurricular activities;
- Participating in staff recruitment and selection processes;
- Maintaining current anchor charts in core content areas, data wall displays and student exemplar bulletin boards;
- Working regularly with school administrators, Dean and/or Advanced Educators to improve instructional practices;
- Checking homework on a daily basis;
- Attending student-related meetings;
- Providing evidence and/or feedback in regards to student achievement in the form of academic grades, commentary, social-emotional status, observation records, or individualized conference notes.
- Attend at least 2 after school Professional Learning Workshops facilitated by Advanced Educators (to be held monthly).

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

South Lawrence East Elementary School will hold 2 scheduled parent-teacher conferences during the 2015-16 school year. These are tentatively scheduled for 12/10/15 and 3/23/16 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.

No visitor will be admitted to the main office without a visitor's pass and no visitor will be sent to classrooms without principal authorization.

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.**

Professional and respectful attire is expected of all South Lawrence East Elementary adults. Staff should appear comfortable sitting with students, bending to meet them at eye level, and be prepared to move swiftly alongside them in appropriate footwear. All staff shall dress in such a way that represents a respectful/respected school culture while meeting the on-the-go demands that proudly label us teachers of small children.

Principal discretion on questionable attire.

## **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 South Lawrence East Elementary 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 30 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school; and
- Coverage of afterschool activities, not exceeding 180 minutes per week.
- 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.**

South Lawrence East Elementary School commits to ensuring a reasonable class size for all 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 data and bulletin boards in classrooms and 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  
South Lawrence East Elementary School, Grades 1 - 5  
165 Crawford Street - (978) 975-5970**

**Student Hours: Monday - Friday 8:00 AM - 3:15 PM**

**Teacher Hours: Monday - Friday 7:50 AM - 3:25 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														

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 release for staff at 12:10 PM**
- Teacher professional development day/no school for students**  
*Typical PD Hours: 7:50 AM-3:25 PM*

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