



# 2014-15 School Operational Plan: LAWRENCE FAMILY PUBLIC ACADEMY



- 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 2014-15 school year, discretionary funds have been allocated in the following amounts:

*The discretionary budget for this school is still being finalized and will be shared with the staff when it is finalized.*

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.**

**Lawrence Family Public Academy** 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. Lesson plans will be submitted on Wednesdays and modified by the ELL and special education team by Friday.

- 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 8 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. Specifically:

- Up to 8 days of professional development and/or staff planning days before the school year begins;
- August 15, 2014-New Teacher Orientation Professional Development  
August 18 to August 22 Professional Development
- Up to 1 day of professional development and planning days during the school year, January 5, 2015
- Up to 1 days after the last day of school for students, but before the end of the term of employment.

Lawrence Family Public Academy will provide Professional development activities consistent with professional trainings offered at Lawrence Family Development Charter School with specific attention to:

- **Early Childhood** Instruction, classroom management, child development and social development
- **Writing curriculum units** using LFDCS models for K1 and K2, connecting to the Common Core Standards
- **Writing weekly lesson plans** for each core subject using LFDCS template, uploading online for reference
- **RTI (Response to intervention)** Staff will have grade level/group training monthly in gathering and analyzing data to determine students who are tiered into 3 levels. Will learn how to progress monitor student performance and implement approved strategies.
- **Mentoring:** all new teachers will be assigned a mentor and participate in monthly workshops (1 hour) on school mission, culture and expectations.

#### 4. Calendar.

Please see the attached 2014-15 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 187 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 18, 2014. New teachers to Lawrence Family Public Academy are expected to report to work on August 15, 2014 for the New Teacher Orientation. The final work day for teachers is June 17, 2015. 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.

Teachers will do duties as assigned.

The standard workday for educators will be 8 hours. For the majority of educators, required hours will be approximately 7:45 am–3:45 pm.

Paraprofessionals will work the hours of 7:30 am - 3:30 pm.

Teachers will be expected to teach no more than 2,250 minutes per week. Teachers will have one planning period every week as noted below. This time can be to plan, grade, collaborate with their colleagues, participate in monthly RTI meetings, etc. Teachers may be asked to perform some duties during this time.

Planning periods for teachers:

- During library, 30 minutes, 1 time a week
- During the specials (art, music, physical education) one three hour grade level block.
- Teachers will be free from 3:15 – 3:45pm daily to plan or ready classrooms for the next day

All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings with the following expectations, unless otherwise directed by the principal:

- One day per month for a building meeting led by the school principal 3:30 – 4:30 pm
- One day per month for grade level curriculum planning or workshop led by lead teacher 3:30- 4:30 pm
- One day per month for staff led professional discussion on issues related to Early Childhood 3:30- 4:30pm

In addition to traditional responsibilities (lunch, recess, dismissal) and those duties listed above, all staff at **Lawrence Family Public Academy** 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 3 parent /teacher conferences during the year (November, February, April)
- Lesson plans available on a weekly basis on the T-Drive and in a lesson plan binder accessible to visitors
- Participation in common planning and RTI meetings, collaborative meetings, and professional development
- Read morning message and be responsible for the content
- Teachers and paraprofessionals are expected to pick students up promptly at 7:45 am and walk students out at dismissal at 3:15pm
- Teachers and paraprofessionals are required to supervise lunch and recess
- Participation in Family Math and Literacy Nights(if this takes place, a stipend would be paid)
- Phone calls to families about the academic progress of students and follow-up meetings if necessary
- Preparation of individual student weekly reports, Progress Reports, and Report Cards;
- Participating in staff recruitment and selection processes;
- Maintaining bulletin boards to showcase student work and motivation.
- Working regularly with school administrators to improve one's instructional practices (SMART goals, walk throughs, etc.) maintaining a portfolio of evidence towards goal s
- Preparation and implementation of student behavior charts
- Checking homework on a daily basis;
- Attending student-related meetings including IEP meetings

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

- a) Lawrence Family Public Academy will hold 3 Parent Conferences to discuss report cards and student progress during the 2014-15 school year. These are tentatively scheduled for the following dates: November 17 through 21, February 23 through 27, and April 27 through May 1. Teachers may schedule parent conferences at the following times:
  - 3:30 – 6:00 pm any evening the week of parent conferences
  - Before school starts any day that week
  - During the teacher planning periods that week
  - The intent is to ensure that every parent meets with the teacher and, to the extent possible, the school is flexible to the time needs of parents.
- b) Lawrence Family Public Academy will create a School Site council and hold at least four meetings during the year to learn about the progress and programs at the school. Teachers will be invited but not be required to attend.

**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.

The school will be maintained by the custodial staff to ensure that the students are learning in a clean, safe environment.

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 members at Lawrence Family Public Academy are expected to dress professionally at all times. Jeans, tee shirts, sweatshirts, sweat pants, and flip-flops are not considered appropriate wear for classroom instruction. Jeans Day Fridays will be announced in advance and jeans must be free of rips and tears and fit properly.

## **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 Lawrence Family Public Academy. These duties are intended to maintain the safety of students at all times and to maintain a culture of discipline and respect within the school at all times. These duties may include, but are not limited to:

- Teachers are expected to meet their students in the school yard and/or gym at the beginning of each school day and walk silently to their classroom
- Teachers are expected to monitor their classes en route to any special subject classes, such as Art, music, or physical education and be ready to receive them upon completion.
- Teachers are expected to walk their students to the cafeteria for lunch each day, and then are free to have their own half hour lunch period.
- Teachers are expected to walk their students to the places assigned for walkers, parent pick-up, or bus transportation at the end of the day. Every teacher will have an assigned group to monitor until students leave to go home. Assignment will be by the school principal.
- Paraprofessionals are expected to support the lines of every class as requested by the classroom teacher.
- Paraprofessionals are expected to supervise morning recess from 7:30-7:45 am.
- Paraprofessionals are expected to supervise lunch time for their class and then escort students outside for recess. They will then have one-half hour lunch period.
- Paraprofessionals are expected to walk individual students or small groups of students to the lavatory as necessary, and wait to return the student to their classroom. NO students should be unattended in a bathroom.
- The school also has Procedural Structures and expectations in place that allow for a structured daily routine both in the classroom and throughout the building.

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.

Lawrence Family Public Academy commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

It is expected that these will be the size for each grade level:

- K1, 4 year olds, 17 per class
- K2, 5 year olds, no more than 25 per class

## 13. Bulletin Boards:

Bulletin Boards will be provided in the building for the following purposes:

- **Student work:** at least one bulletin board on each floor to be maintained by the teachers, displaying quality student work
- **Parent information:** one bulletin board near the entrance and/or parent liaison office with important notices/dates for parents in English and Spanish, to be maintained by parent Liaison and receptionist.
- **Lawrence Teachers' Union:** will be provided a clearly designated bulletin board for the purpose of posting union-related notices and other materials. This will be available in the Teacher's Room for the exclusive use of the Union.
- **Workplace regulations:** A bulletin board will be provided in the teacher's room and will post current notices and posters explaining federal workplace regulations: OSHA, Family Medical Leave, Civil Rights, Non-Discriminatory Policies and related topics.