



## 2014-15 School Operational Plan at Business Management & Finance

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:

- **General Supplies: \$9,850**
- **Teachers Choice: \$3,300**
- **Textbooks: \$42,000**
- **Guidance: \$200**

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.**

Business Management & Finance 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 7 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:

- 8/15 (New Teacher PD)
- 8/18
- 8/19
- 9/9
- 11/4
- 2/5 – ½ Day PD
- 4/9 – ½ Day PD

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 days for students and up to 185 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 18, 2014. New teachers to Lawrence High School Campus are expected to report to work on August 15, 2014. 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.

The standard workday for educators will be 6 hours and 57 minutes. For the majority of educators, required hours will be 8:20am-3:17pm.

Except in rare circumstances, teachers in BMF will follow a rotating waterfall schedule and will teach no more than 5 periods per day. Teachers will have at least 1 planning and/or 1 duty period 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 (dates TBD), unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at **Business Management & Finance** 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 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;
- Participating in staff recruitment and selection processes;
- 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 advisor to a small cohort of students; and
- Maintaining & updating Power School student grades regularly (every 3 weeks).

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

**BMF** will hold **3 parent-teacher conferences** during the 2014-15 school year. These dates have not yet been scheduled.

\*LHS Campus schools will hold 3 parent-teacher conferences during the 2014-15 school year. Grade 9 teachers will also be asked to hold a voluntary parent/ student's conference for incoming freshmen before the school year commences.



## 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 **Business Management & Finance** are asked to dress professionally for a school setting. Excessively casual clothing is not permitted.

## 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 **Business Management & Finance**. These duties may include, but are not limited to:

- Coverage of homeroom periods, not exceeding 35 minutes per day;
- 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, not exceeding 90 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.

**Business Management & Finance** 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.



# LAWRENCE PUBLIC SCHOOLS

## Business, Management, and Finance High School, 2014-2015 Calendar

**Student Hours: 8:30 AM - 3:07 PM**

**Teacher Hours: 8:20 AM - 3:17 PM**

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	10	11	12	13	14	15	16	Staff Days:	1	2	3	4	5	6	7
30 Days	17	18	19	20*	21	22	23	15 Days	8	9	10	11	12	13	14
Student Days:	24	25**	26	27	28	29	30	Student Days:	15	16	17	18	19	20	21
27 Days	31	1	2	3	4	5	6	15 Days	22	23	24	25	26	27	28
	7	8	9	10	11	12	13								
	14	15	16	17	18	19	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
Staff Days:	5	6	7	8	9	10	11	Staff Days:	1	2	3	4	5	6	7
22 Days	12	13	14	15	16	17	18	22 Days	8	9	10	11	12	13	14
Student Days:	19	20	21	22	23	24	25	Student Days:	15	16	17	18	19	20	21
22 Days	26	27	28	29	30	31		22 Days	22	23	24	25	26	27	28

  

November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	2	3	4	5	6	7	8	Staff Days:	5	6	7	8	9	10	11
16 Days	9	10	11	12	13	14	15	16 Days	12	13	14	15	16	17	18
Student Days:	16	17	18	19	20	21	22	Student Days:	19	20	21	22	23	24	25
15 Days	23	24	25	26	27	28	29	16 Days	26	27	28	29	30		
	30														

  

December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	7	8	9	10	11	12	13	Staff Days:	3	4	5	6	7	8	9
15 Days	14	15	16	17	18	19	20	20 Days	10	11	12	13	14	15	16
Student Days:	21	22	23	24	25	26	27	Student Days:	17	18	19	20	21	22	23
15 Days	28	29	30	31				20 Days	24	25	26	27	28	29	30
									31						

  

January	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	4	5	6	7	8	9	10	Staff Days:	7	8	9	10	11	12	13
19 Days	11	12	13	14	15	16	17	13 Days	14	15	16	17*	18	19	20
Student Days:	18	19	20	21	22	23	24	Student Days:	21	22	23	24	25	26	27
19 Days	25	26	27	28	29	30	31	13 Days	28	29	30				

184 Teacher Days - 180 Student Days

Aug. 15	New Teacher Orientation	Dec. 22 - Jan. 2	Winter Break
Aug. 18	School-based Teacher PD & Prep	Jan. 5	School Re-opens
Aug. 19	LPS All Staff Opening	Jan. 19	Martin Luther King Day
Aug. 20*	School Opens Grades 1 - 12	Feb. 5	Early Dismissal (PD for staff)
Aug. 20 - 22	PK - K Screening	Feb. 16 - 20	Mid-Winter Break
Aug. 25**	School Opens PK - K	April 3	Good Friday
Aug. 29-Sept. 1	Labor Day Weekend	April 9	Early Dismissal (PD for staff)
Sept. 9	Primary Election Day (PD for staff)	April 20 - 24	Spring Break
Oct. 13	Columbus Day	May 25	Memorial Day
Nov. 4	Election Day (PD for staff)	June 17	Last Day of School
Nov. 11	Veteran's Day		(includes 5 days for inclement weather)
Nov. 26	Early Dismissal (Thanksgiving)		
Nov. 27 - 28	Thanksgiving Break		



**No school for students and staff**  
**Early Release at 11:55 AM**  
**No school for students/Staff professional development day**