



2014-15 School Operational Plan at John Breen 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 2014-15 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$20,535
- Teachers' Choice: \$2,000
- Extra Duty: \$2,597
- Field Trips: \$3,000

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.**

The John Breen 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 will 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 6.5 hours of professional development and/or staff planning time.

Expected Professional Development Activities include

- Up to 3 days (August 18-20) of professional development and/or staff planning days before the school year begins for returning teachers;
- Up to 4 days of professional development and/or staff planning days before the school year begins for new teachers;
- Up to 4 days of professional development and planning days during the school year.

- 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:

- Up to 175 school days for students; and
- Up to 185 days for teachers, including school days and professional development and planning days.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.



- Screening dates for Pre-K and K students in August:
 - Aug. 18 12:45PM-2:50PM;
 - Aug. 20 8:15AM-2:00PM;
 - Aug. 21 8:15AM-2:50PM;
 - Aug. 22 8:15AM-2:40PM.
- Screening dates during school year: One Monday per month from 2:05-2:50PM (September, October, November, March, April, and May).
- Book Fair/Parent Workshop: October 9, 2014: 5:00-6:30PM (1.5 hrs)
- Literacy Fair: May 14, 2015: 5:00-6:30PM (1.5 hrs)

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 John Breen School are expected to report to work on August 15, 2014. The final work day for teachers is June 17, 2015 (includes 5 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 6 hours and 45 minutes. For the majority of educators, required hours will be approximately 8:05AM–2:50PM.

Except in rare circumstances, teachers will be expected to teach no more than 450 minutes per week. Teachers will typically have one 45 minute planning 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.

Building Meetings will be scheduled from 2:00-3:00PM on the first Monday of the month. Building meetings may be cancelled and/or rescheduled and every effort will be made to provide notice 5 calendar days in advance

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

In addition to traditional responsibilities and those duties listed above, all staff at John Breen 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 report card conference evenings during the school year;
- Participation in 1 Open House on September 4, 2014;
- Participation in 2 curriculum evenings with families 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.

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

John Breen School will hold 2 parent-teacher conferences during the 2014-15 school year. These will be held in December and April (exact dates TBD).

John Breen School will hold 5 Curriculum and/or Family Events during the 2014-1015 school year. These are tentatively scheduled for the following dates, and may be subject to change.

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|-------------------------------|---------------------------------------|
| • Thursday, September 4, 2014 | Welcome Open House |
| • Thursday, October 9, 2014 | Book Fair/Pizza Night/Parent Workshop |
| • Thursday, December 11, 2014 | Report Card Conferences |
| • Thursday, April 9, 2015 | Report Card Conferences |
| • Thursday, May 14, 2014 | Author's Fair |

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 the John Breen School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans and sweatshirts are not permitted, unless advance notice has been given to staff and students that the school is celebrating a "special day" which permits such clothing. Staff has agreed to have jeans day every Friday for staff.



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 John Breen School. 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;

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.

John Breen School 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.

14. Arrival Schedule: Extended Time

John Breen School commits to ensuring safety for all students both walkers and bus riding students. Paraprofessional Staff may have differing arrival times in order to ensure the safety for all students.

- Jump Start students begin arrival at 7:00AM.
- Jump Start staff member arrives at 7:00AM to monitor students.
- Kindergarten students begin arriving at the school at 7:30AM.
- Breakfast for Kindergarten students begins at 7:30AM and ends at 8:10AM.
- Students participating in Jump Start program have breakfast with Kindergarten students from 7:30-8:00AM.
- Pre-K and Kindergarten students begin to arrive on buses at 7:50AM.
- Students enter the building and report to designated areas.
- Kindergarten students report to the cafeteria and Pre-K students report to the first and the second floors.



LAWRENCE PUBLIC SCHOOLS

Breen School, Grades Pre-K- Kindergarten, 2014-2015 Calendar

Student Hours: PreK AM: 8:15-10:45AM; PreK PM: 11:25-2:00PM; Kindergarten: 8:15AM-2:00PM
Teacher Hours: 8:05AM - 2:50PM

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

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

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

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

184 Teacher Days - 175 Student Days

<p>Aug. 15 New Teacher Orientation</p> <p>Aug. 18 School-based Teacher PD & Prep</p> <p>Aug. 19 LPS All Staff Opening</p> <p>Aug. 20* School Opens Grades 1 - 12</p> <p>Aug. 18, 20-22 PK - K Screening</p> <p>Aug. 25** School Opens PK - K</p> <p>Aug. 29-Sept. 1 Labor Day Weekend</p> <p>Sept. 4 Welcome Open House Pk-K</p> <p>Sept. 9 Primary Election Day</p> <p>Oct. 9 Book Fair/Parent Night</p> <p>Oct. 13 Columbus Day</p> <p>Oct. 17 No school for students, PD for teachers</p> <p>Nov. 4 Election Day</p> <p>Nov. 11 Veteran's Day</p> <p>Nov. 26 Early Dismissal (Thanksgiving)</p> <p>Nov. 27 - 28 Thanksgiving Break</p>	<p>Dec. 11 Report Card Conferences</p> <p>Dec. 22 - Jan. 2 Winter Break</p> <p>Jan. 5 School Re-opens</p> <p>Jan. 8 - Feb. 11 ACCESS for ELL Students</p> <p>Jan. 19 Martin Luther King Day</p> <p>Feb. 16 - 20 Mid-Winter Break</p> <p>Mar. 6 No school for students, PD for teachers</p> <p>March 23 - April 6 ELA MCAS</p> <p>April 3 Good Friday</p> <p>April 9 Report Card Conferences</p> <p>April 20 - 24 Spring Break</p> <p>May 14 Author's Fair</p> <p>May 4 - 19 Math MCAS</p> <p>May 25 Memorial Day</p> <p>June 17 Last Day of School - Early Dismissal (includes 5 days for inclement weather)</p>	
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	Events for Families
	No school for students and teachers
	Early Dismissal at 12:00 PM
	Testing (MCAS, ACCESS, ANET, iReady)
	Teacher professional development day/no school for students