



# 2014-15 School Operational Plan: Robert L. Frost Middle School



## 2014-15 School Operational Plan at Robert L. Frost Middle 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: \$74,527
- Teachers' Choice: \$3,600
- Clubs & Organizations and Detention: \$6,950

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

Robert L. Frost Middle 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 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 5 days of on-site/district professional development and planning time, with each day including up to 7.5 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 2 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:

- 180 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.



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## 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 Robert L. Frost Middle School 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 7 hours 40 minutes. For the majority of educators, required hours will be approximately 7:35 AM-3:15 PM.

Except in rare circumstances, teachers will be expected to teach no more than 1825 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 held 3:15-4:15; tentatively scheduled for the following Mondays: October 20, 2014; December 15, 2014; January 12, 2015; February 9, 2015; March 9, 2015; April 13, 2015; May 11, 2015; June 8, 2015. Building Meetings may be cancelled and/or rescheduled and every effort will be made to provide notice 7 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 Robert L. Frost Middle 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 at least 2 PTO/family events during the school year;
- Participation in at least 1 Open House (student progress and/or report cards);
- 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;
- Maintaining informational web pages on the FRM Website through LPS;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework on a daily basis; and
- Attending student-related meetings.



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

Robert L. Frost Middle School will hold [1] parent-teacher conference during the 2014-15 school year. This is tentatively scheduled for March 26, 2015 and may be subject to change. All teachers are expected to attend

Robert L. Frost Middle School will hold [8] PTO/Curriculum and Family Events during the 2014-15 school year. These are tentatively scheduled for the following dates, and may be subject to change:

Saturday, September 13, 2014	Welcome Back to School Family BBQ
Tuesday, September 23, 2014	Family Literacy Night (I)
Tuesday, October 14, 2014	Family Math Night
Tuesday, January 27, 2015	Family Literacy Night (II)
Wednesday, February 25, 2015	Humanities Exposition Family Night
Wednesday, March 18, 2015	Healthy Living Family Expo Night
Tuesday, April 7, 2015	Family Literacy Night (III)
Tuesday, April 28, 2015	Family Math and Science Night

- 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 Robert L. Frost Middle School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans or sweatpants is not permitted, unless advanced notice has been given to staff and students that the school is celebrating a "special day" which permits such clothing.



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## **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 Robert L. Frost Middle 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
- 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.**

Robert L. Frost Middle 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.



# LAWRENCE PUBLIC SCHOOLS

## Robert L. Frost Middle School, 2014-2015 Calendar

**Student Hours: 7:45 AM - 3:05 PM**

**Teacher Hours: 7:35 AM - 3:15 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	1	2	3	4	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	1	Staff Days:	5	6	7	1	2	3	4
17 Days	9	10	11	12	13	14	8	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
16 Days	23	24	25	26	27	28	29	16 Days	26	27	28	29	30		
	30														

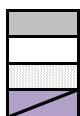
December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	7	1	2	3	4	5	6	Staff Days:	3	4	5	6	7	1	2
15 Days	14	8	9	10	11	12	13	20 Days	10	11	12	13	14	15	16
Student Days:	21	22	23	24	25	26	27	Student Days:	17	18	19	20	21	22	23
15 Days	28	29	30	31				20 Days	24	25	26	27	28	29	30
	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

January	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	4	5	6	7	1	2	3	Staff Days:	7	1	2	3	4	5	6
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

<p>Aug. 15 New Teacher Orientation</p> <p>Aug. 18 School-based Teacher PD &amp; Prep</p> <p>Aug. 19 LPS All Staff Opening</p> <p>Aug. 20* School Opens Grades 1 - 12</p> <p>Aug. 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. 9 Primary Election Day</p> <p>Oct. 13 Columbus Day</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. 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>March 23 - April 6 ELA MCAS</p> <p>April 3 Good Friday</p> <p>April 20 - 24 Spring Break</p> <p>May 4 - 19 Math MCAS</p> <p>May 25 Memorial Day</p> <p>June 17 Early Dismissal for Last Day of School (includes 5 days for inclement weather)</p>
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**No school for students and teachers**

**Early Release at 12:00 PM**

**Testing (MCAS, ACCESS, ANET, iReady)**

**Teacher professional development day/no school for students**