



2014-15 School Operational Plan at Robert Frost Elementary

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: \$12,418**
- **Teachers' Choice: \$3,600**

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 Frost Elementary 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 **10 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 **3 days** of professional development and/or staff planning days before the school year begins;
- Up to **7 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 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.

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 **the Robert Frost Elementary** 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, 50 minutes, except for some Kindergarten Teachers, who will work 6 hours.** For the majority of educators, required hours will be approximately **7 hours, 50 minutes.**

Except in rare circumstances, teachers will be expected to teach no more than **335 minutes per week.** Teachers will typically have **5 planning periods every week.** 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. There will be **4 professional development days that run 7:45AM-3:35PM and 5 professional days that run 12:30PM-3:30PM,** unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at the **Robert Frost Elementary** 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 1 family welcome back day in September, 2014;**
- **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; and**
- **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.

The Robert Frost Elementary will hold **2 parent-teacher conferences** during the 2014-15 school year. These are tentatively scheduled for the following dates: **12/16/14 and 3/31/15** 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.

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 Robert Frost Elementary are asked to dress professionally for a school setting. Jeans are not permitted, except for designated “jeans day” throughout the year.

11. Rotation of duties.

During a typical Monday-Friday week, selected staff members are expected to perform additional duties that are necessary to fulfill the mission of the **Robert Frost Elementary**. 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 schools**

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.

The Robert Frost Elementary 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 Frost Elementary School, 2014-2015 Calendar

Student Hours: Kindergarten: 7:45 AM - 1:45 PM; Grades 1-4: 7:45 AM - 3:30 PM

Teacher Hours: Kindergarten: 7:45 AM - 2:35 PM; Grades 1-4: 7:45 AM - 3:35 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
									29	30	31				

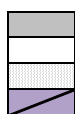
November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	2	3	4	5	6	7	8	Staff Days:	5	6	7	8	9	10	11
17 Days	9	10	11	12	13	14	15	16 Days:	12	13	14	15	16	17	18
Student Days:	16	17	18	19	20	21	22	Student Days:	19	20	21	22	23	24	25
16 Days	23	24	25	26	27	28	29	16 Days:	26	27	28	29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

December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	7	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
5 extra days built into calendar in case of inclement weather

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. 16	Early Dismissal for Students (12:00 PM)
Aug. 20*	School Opens Grades 1 - 12	Jan. 8 - Feb. 11	ACCESS for ELL Students
Aug. 20 - 22	PK - K Screening	Jan. 19	Martin Luther King Day
Aug. 25**	School Opens PK - K	Feb. 13	Early Dismissal for Students (12:00 PM)
Aug. 29-Sept. 1	Labor Day Weekend	Feb. 16 - 20	Mid-Winter Break
Sept. 9	Primary Election Day	March 23 - April 6	ELA MCAS
Oct. 13	Columbus Day	April 3	Good Friday
Oct. 31	Early Dismissal for Students (12:00 PM)	April 17	Early Dismissal for Students (12:00 PM)
Nov. 4	Election Day	April 20 - 24	Spring Break
Nov. 11	Veteran's Day	May 4 - 19	Math MCAS
Nov. 26	Early Dismissal (Thanksgiving)	May 25	Memorial Day
Nov. 27 - 28	Thanksgiving Break	June 17	Last Day of School - Early Dismissal
Dec. 19	Early Dismissal for Students (12:00 PM)		(includes 5 days for inclement weather)



No school for students and teachers
Early Release at 12:00 PM
Testing (MCAS, ACCESS, ANET, iReady)
No school for students/Teacher professional development day