



2014-15 School Operational Plan: James F. Hennessey School



2014-15 School Operational Plan at James F. Hennessey

- 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 18,500
- Teachers' Choice: \$2,500

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.**

James F. Hennessey 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/off-site 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;
 - 8/15/14 - New Teacher Orientation Professional Development
 - 8/18/14 - 8/19/14 –Professional Development and Staff planning days
- Up to 3 days of professional development and planning days during the school year
 - 9/9/14 – Professional Development day
 - 11/4/14 – Professional Development day

- 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 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 James F. Hennessey School are expected to report to “New Teacher Orientation” on the dates set by the school district. The final work day for teachers is June 17, 2015. (This include 5 days 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.

All staff will receive a duty free lunch of at least 30 minutes each day.

Teachers at each school will do duties as assigned.

The standard workday for educators will be 7 hours and 55 minutes. For the majority of educators, required hours will be approximately 7:30-3:25pm.

Except in rare circumstances, teachers will be expected to teach no more than 2,250 minutes per week.

Teachers will generally have one planning period each day per week. Homeroom teachers will typically have 2 hours of additional planning (Thursday afternoons) for collaboration, vertical planning, data analysis and professional development. 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 when scheduled, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at James F. Hennessey 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:

Educational and administrative activities for staff

- Participation in 4 family conference evenings during the school year: Open House, Report Card Distribution and Literacy Celebration
- Lesson plans will be available on a weekly basis
- Participate in common planning and data meetings, collaborative meetings and professional development
- Read daily memos and be responsible for the content
- All Teach point observations need to be signed within 48 hours of receipt
- All staff will be treated with professional courtesy and treat others the same
- Teachers and Paraprofessionals are expected to pick students up promptly at 7:45 and walk students out at dismissal at 3:15
- Teachers and paraprofessionals will supervise recess and snack time
- It is expected that staff will maintain a portfolio with evidence of progress towards the performance standards
- Phone calls to families about the academic progress of students
- Preparation of individual student Progress Reports, and Report Cards



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- Preparation and implementation of student behavior charts
- Leading student extracurricular activities
- 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.

James F. Hennessey School will hold 3 Parent Teacher Conferences during the 2014-15 school year.

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 member at James F. Hennessey School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatshirts, sweat pants, and flip flops is not permitted, except for "Jeans Day" Fridays.

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 James F. Hennessey School. These duties may include, but are not limited to:

- Coverage of school yard before school
- Coverage of homeroom periods, not exceeding 470 minutes per day (equivalent to coverage for a full day)
- Coverage of lunch periods, break periods, or block periods, not exceeding 60 minutes per day



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- Substitute coverage of classes and duties of others who are absent from school
- Coverage of afterschool activities, not exceeding 150 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.

James F. Hennessey School commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning needs 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

Hennessey School, 2014-2015 Calendar

Student Hours: Pre-K AM: 7:45-10:45AM; Pre-K PM: 12:15-3:15PM; Kindergarten: 7:45AM-3:15PM; Grades 1-2: 7:45AM-3:15PM

Teacher Hours: 7:30 A M - 3:25 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				

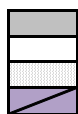
November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	2	3	4	5	6	7	8	Staff Days:	5	6	7	8	9	10	11
17 Days	9	10	11	12	13	14	15	16 Days	12	13	14	15	16	17	18
Student Days:	16	17	18	19	20	21	22	Student Days:	19	20	21	22	23	24	25
16 Days	23	24	25	26	27	28	29	16 Days	26	27	28	29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

<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. 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 Last Day of School - Early Dismissal (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