



2014-15 School Operational Plan at Leahy 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:

- General Supplies: \$24,289
- Teacher's Choice: \$4,700
- Guidance: \$100
- Trade Books: \$15,000

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.

Leahy 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 41 days of on-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;
- Up to 35 days of professional development and planning during the school year on Mondays
- Up to 3 days of professional development and/or staff planning days during the school year (Full-days: 9/9, 11/4, 12/22)

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 186 days for teachers, including school days and professional development and planning days.
- All federal and state holidays.



- Winter break, Mid-winter break, Spring break.
- Building Meetings: Sept. 8, and Oct.– June, 1st Monday of each month, 3:00-4:00pm
- Teacher Leadership Team Meetings: October 20th, and Nov. – June (second Monday of the month) from 3:30-4:30pm; scheduling is subject to change, for example: During the planning meetings for the following school year, meetings may be held weekly (March-April); additionally, meetings may extend to 5:00pm

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 Leahy 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 will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be 7 hours, 55 minutes. For the majority of educators, required hours will be approximately 7:35am–3:30pm.

Except in rare circumstances, teachers will be expected to teach no more than 1855 minutes per week (30 hours, 55 minutes). Teachers will typically have 4-5 planning periods every week. This time can be to plan, grade, collaborate with their colleagues, coaches, administrators, 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 on all days at designated times, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Leahy 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 Conference evenings during the school year and 1 Curriculum Night;
- Participation in the Welcome Back to School Pizza Party;
- 3 Phone calls/week to families about the academic progress of students;
- Attendance at a minimum of 3 school events (PTO, Family Events, School-sponsored events);
- Select a Student of the Month from your classroom (monthly) and a Parent of the Month in September, November, January, March and May;
- Non-classroom teachers will be assigned morning duty from 7:35-7:40am;



2014-15 School Operational Plan: Francis M. Leahy School



- All support staff will be assigned end-of-day duties (bus, playground, crosswalk, etc.);
- 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;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework on a daily basis;
- Attending student-related meetings; and
- Serving as an advisor to a small cohort of students.

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

Leahy School will hold 2 parent-teacher conferences, 1 curriculum night and 1 parent breakfast during the 2014-15 school year. These are tentatively scheduled for the following dates: 12/11/14 (RC), 4/1/15 (RC), 10/8/14 (Curriculum Night), and 8/25-8/28/14 (Parent Breakfasts) and are 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 Leahy School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatshirts, tank tops and flip flops 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 Leahy School. These duties may include, but are not limited to:

- Coverage of homeroom periods, not exceeding 20 minutes per day;



- Coverage of lunch periods, break periods, or block periods, not exceeding 80 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool program activities, not exceeding 180 minutes on Mondays and not exceeding 100 minutes on Tuesday – Thursday.

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.

Leahy 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. Common Space.

Grade Level, Special Needs, Title I, ESL, Coaches, Counselors, Coverage Specialists, Office Staff and Paraprofessionals will adopt an area in the building in order to maintain its appearance, keep it current and create an overall sense of pride in our school.



LAWRENCE PUBLIC SCHOOLS

Francis M. Leahy School, 2014-2015 Calendar

Student Hours: Kindergarten: 7:40 AM - 1:30 PM Grades 1-5: Monday 7:40 AM - 2:00 PM; Tuesday-Friday 7:40 AM - 3:20 PM

Teacher Hours: 7:35 AM - 3:30 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				

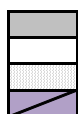
November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	2	3	4	5	6	7	8	Staff Days:	5	6	7	8	9	10	11
17 Days	9	10	11	12	13	14	15	16 Days	12	13	14	15	16	17	18
Student Days:	16	17	18	19	20	21	22	Student Days:	19	20	21	22	23	24	25
16 Days	23	24	25	26	27	28	29	16 Days	26	27	28	29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

185 Teacher Days - 180 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. 20 - 22 PK - K Screening</p> <p>Aug. 25** School Opens PK - K</p> <p>Aug. 29-Sept. 1 No School - Labor Day Weekend</p> <p>Sept. 9 No School - Primary Election Day (Teacher PD)</p> <p>Oct. 13 No School - Columbus Day</p> <p>Nov. 4 No School - Election Day (Teacher PD)</p> <p>Nov. 11 No School - Veteran's Day</p> <p>Nov. 26 Early Dismissal (Thanksgiving)</p> <p>Nov. 27 - 28 No School - Thanksgiving Break</p> <p>Dec. 22 No School - Professional Development for Teachers</p>	<p>Dec. 22 - Jan. 2 No School - Winter Break for Students</p> <p>Dec. 23 - Jan. 2 Winter Break for Staff</p> <p>Jan. 5 School Re-opens</p> <p>Jan. 8 - Feb. 11 ACCESS for ELL Students</p> <p>Jan. 19 No School - Martin Luther King Day</p> <p>Feb. 16 - 20 No School - Mid-Winter Break</p> <p>March 23 - April 6 ELA MCAS</p> <p>April 3 No School - Good Friday</p> <p>April 20 - 24 No School - Spring Break</p> <p>May 4 - 19 Math MCAS</p> <p>May 25 No School - 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