



SCHOOL OPERATIONAL PLAN:

2014-15 Operational Plan

As the Parthum Elementary School community, we adhere to and model our PRIDE values: come prepared to learn and teach, act with respect, lead with integrity, tackle with determination, and achieve excellence. The following operational plan provides guidance and detail of expectations of teaching and learning at Parthum Elementary 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:

- Teachers' Choice: \$200 per teacher

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.**

Parthum Elementary School will use a curriculum framework aligned with the state Common Core standards. Teachers will 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 96 hours of on-site professional development and planning time during the school year, with each day including up to 4 hours of professional development and/or staff planning time. Specifically:

- Up to 4 days of professional development and/or staff planning days before the school year begins;
- Up to 96 hours 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 184 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. Work hours for staff on August 18th and 19th will be from 8:00 to 4:00PM.
- New teachers to Parthum Elementary are expected to report to work on August 14, 2014 at Parthum Elementary School and August 15, 2014 in attendance at district level training and returning to Parthum Elementary to complete their day. Work hours will be 8:00 to 4:00PM for new teachers on August 14th and 15th.
- The final work day for teachers is June 17, 2015 including 5 snow days. 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 8 hours, 15 minutes. For the majority of educators, required hours will be approximately 7:25am–3:40pm.

Except in rare circumstances, teachers will be expected to teach no more than 1950 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 weekly during enrichment from 1:15 to 3:15 and up to 9 monthly staff/building meetings on Thursdays from 3:45 to 4:45, unless otherwise directed by the principal.

Building Meeting Dates for ALL Staff

- September 11th
- October 23rd
- December 4th
- December 11th
- January 22nd
- February 26th
- April 9^h
- May 7th
- June 4th

In addition to traditional responsibilities and those duties listed above, all staff at Parthum Elementary 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:

Supporting Students

- Participation in 2 family conference evenings and 1 curriculum night during the school year;
- Participation in up to 6 family engagement events;
- Teams are expected to publically display data after every data cycle;



- When a critical learning or safety situation arises, it is expected that all staff with expertise willingly gather, share expertise, develop a plan, identify and follow through on next steps;
- Staff will maintain a calm, respectful demeanor with students, families and colleagues;
- It is expected that staff overseeing, lunch, recess, arrival, dismissal and assemblies are active monitors arriving promptly at assigned time, interacting with students, providing positive feedback and reminders of expectations as needed;
- Preparation of individual student reports, Progress Reports, and Report Cards;
- Checking homework on a daily basis or weekly packet of daily homework assignments;
- It is expected that staff communicate frequently with families about the academic progress of students, especially those that are falling behind;
- It is expected that staff maintain artifacts that provide evidence of progress towards the performance standards. These may include but are not limited to; data reports, student work, communication logs, lesson plans, etc.;
- Staff are expected to attend student related meetings (i.e. parent meetings, IEP meetings, CST) prepared with all necessary paperwork, data, and materials; and
- Serving as a check in advisor to a small cohort (1-3) of students as determined by student needs.

Teacher Learning

- Working regularly with school administrators to improve one's instructional practices;
- Staff are expected to observe three colleagues at least once in each of the 3 major content area (reading, writing and mathematics) as it applies within the course of a school year and complete three reflections. More frequent observations may be scheduled at the principal's discretion; and
- Staff members new to Parthum or new to grade or content are expected to complete monthly collegial observations and reflections.

Professional Responsibilities

- Lesson plans are readily available at the beginning of each week and submitted upon request;
- A current weekly lesson plan will be submitted for all formative and summative evaluations by principal determined submission date;
- Staff are expected to actively participate in Common Planning Meetings, Professional Development Sessions, and Data Meetings;
- It is expected that staff adhere to team and school-wide norms as agreed upon and posted yearly;
- Staff are expected to read the daily and weekly memos and are responsible for the contents;
- CUM folders are expected to be formally opened within 2 weeks of the start of the school year and within 1 week of receiving a new student;
- CUM folders should be closed within 1 week of students transferring out;
- It is requested that all Teach Point observations and evaluations must be signed within 48 hours of receipt;
- Homeroom teachers are expected to pick up students promptly at 7:30 and walk students out at dismissal to the designated areas at 3:30. Staff are required to supervise dismissal until 3:40 to ensure a safe and orderly dismissal;
- Participating in staff recruitment and selection processes;
- Serving on school-based shared leadership teams;
- Maintaining bulletin boards; and



- Classrooms are expected to be neat, clean, and welcoming environments for students in accordance to the Lawrence Public Schools Learning Environment Expectations.

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

Parthum Elementary School will hold 3 parent-teacher conferences/curriculum nights during the 2014-15 school year. These are tentatively scheduled for the following dates: September 11th, December 11th, and April 9th and may be subject to change.

8. Family Engagement.

In order to live and achieve our PRIDE values, families are an integral part of the Parthum Elementary School. We will hold up to 9 family engagement events including the above mentioned 3 parent-teacher conferences/curriculum nights during the 2014-15 school year per grade level. These are tentatively scheduled for the following Thursdays from 5PM to 7PM and may be subject to change. In the rare event that a staff member has a serious and unavoidable conflict, the staff member is expected to communicate a mutually agreed upon plan to the administration.

- September 11th Community Pot Luck and Curriculum Night K-4
- October 23rd Fall Family Celebration K-4
- December 4th Winter Family Celebration: Grades K,1,2 evening; Grade ¾ during the school day
- December 11th Report Card Night K-4
- January 22nd Exhibition Fair K-4
- February 26th MCAS 3, 4 evening; Grade K,1,2 during the school day
- April 9th Report Card Night K-4
- May 7th Guys and Dolls Tea Party K-4
- June 4th Sweetheart Dance K-4

9. 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.

10. 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.



11. Staff dress code.

Staff at Parthum Elementary are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatshirts, sneakers and flip flops is not permitted except on designated dress down days.

12. 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 Parthum Elementary School. These duties may include, but are not limited to:

- Coverage of arrival and dismissal, not exceeding 15 minutes per day for majority of staff;
- Coverage of lunch periods, break periods, or block periods, not exceeding 90 minutes per day; and
- 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.

13. Class size.

Parthum Elementary commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

14. 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 Parthum Elementary School, 2014-2015 Calendar

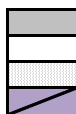
Student Hours: Kindergarten: 7:40 AM- 1:25 PM; Grades 1-4: 7:30 AM - 3:30 PM

Teacher Hours: 7:25 AM - 3:40 PM

	SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT	
Aug./Sept.								February								
Staff Days:	10	11	12	13	14	15	16	Staff Days:	1	2	3	4	5	6	7	
29 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				1	2	3	4	March								
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							1	April				1	2	3	4	
Staff Days:	2	3	4	5	6	7	8	Staff Days:	5	6	7	8	9	10	11	
16 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							6	May						1	2	
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					1	2	3	June								
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					

182 Teacher Days - 180 Student Days

<p>Aug. 14 New Teacher Orientation</p> <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 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