



2014-15 School Operational Plan at Rollins Early Childhood Center

- 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: \$6,267
- Teachers' Choice: \$1,600

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.**

Rollins Early Childhood Center 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 8.5 days of on-site professional development and planning time, with each day including up to 7 hours of professional development and/or staff planning time. Specifically:

- Up to 3.5 days of professional development and/or staff planning days before the school year begins;
- Up to 5 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:

- 175 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 Rollins Early Childhood Center are expected to report to work on August 15, 2014. The final work day for teachers is June 17, 2015 (Includes 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.

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be 6 hours 50 minutes. For the majority of educators, required hours will be approximately 7:55am–2:45pm, Monday – Friday.

Except in rare circumstances, teachers will be expected to teach no more than 1,650 minutes per week (335 minutes per day). Teachers will typically have 1 planning period every day (2:00-2:45pm). 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. Building meetings will be held on Mondays at 3:00pm on the following days, unless otherwise directed by the principal.

September 8, 2014	January 12, 2015	May 11, 2015
October 20, 2014	February 9, 2015	June 8, 2015
November 10, 2014	March 9, 2105	
December 8, 2014	April 13, 2015	

In addition to traditional responsibilities and those duties listed above, all staff at Rollins Early Childhood Center 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 3 family Curricula/Report Card Nights during the school year;
- Phone calls & logs 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 with current student work;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework on a daily basis; Checking backpacks for communication from families;
- Attending student-related meetings; IEP, FST; and
- Participation in After School family events is expected.

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

Rollins Early Childhood Center will hold 3 parent-teacher conferences during the 2014-15 school year. These are tentatively scheduled for the following dates: September 11, 2014, December 11, 2014 April 2, 2015 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 Rollins Early Childhood Center is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatshirts, tank tops, and sweatpants is not permitted. Staff will be notified of designated special event days.

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 Rollins Early Childhood Center. These duties may include, but are not limited to:

- Coverage of homeroom periods, not exceeding 60 minutes per day;
- Coverage of lunch periods, break periods, or block periods, not exceeding 60 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, not exceeding 60 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. Changing diapers may be a required additional duty.

12. Class size.

Rollins Early Childhood Center 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

Rollins Early Childhood Center 2014-2015 Calendar

Student Hours: Pre-K AM: 8:00-10:50 AM; Pre-K PM: 11:25-2:00 PM; Kindergarten: 8:00 AM - 2:00 PM

Teacher Hours: 7:55 AM - 2:45 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
21 Days	26	27	28	29	30	31		21 Days	22	23	24	25	26	27	28
									29	30	31				

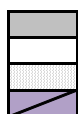
November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	2	3	4	5	6	7	8	Staff Days:	5	6	7	8	9	10	11
17 Days	9	10	11	12	13	14	15	16 Days	12	13	14	15	16	17	18
Student Days:	16	17	18	19	20	21	22	Student Days:	19	20	21	22	23	24	25
15 Days	23	24	25	26	27	28	29	16 Days	26	27	28	29	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 - 175 Student Days

Aug. 15	New Teacher Orientation	Dec. 22 - Jan. 2	Winter Break (Students)
Aug. 18	School-based Teacher PD & Prep	Dec. 23 - Jan. 2	Winter Break (Staff)
Aug. 19	LPS All Staff Opening	Jan. 5	School Re-opens
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. 16 - 20	Mid-Winter Break
Aug. 29-Sept. 1	Labor Day Weekend	Mar. 13	No School for Students (Teacher PD)
Sept. 9	Primary Election Day	Mar. 23 - Apr. 6	ELA MCAS
Oct. 13	Columbus Day	Apr. 3	Good Friday
Oct. 24	No School for Students (Teacher PD)	Apr. 20 - 24	Spring Break
Nov. 4	Election Day	May 4 - 19	Math MCAS
Nov. 11	Veteran's Day	May 25	Memorial Day
Nov. 26	Early Dismissal (Thanksgiving)	June 17	Early Dismissal for Last Day of School (includes 5 days for inclement weather)
Nov. 27 - 28	Thanksgiving Break		
Dec. 22	Professional Development for Teachers		



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