



SCHOOL OPERATIONAL PLAN

SCHOOL FOR EXCEPTIONAL STUDIES



2014-15 School Operational Plan at School for Exceptional Studies @ NCEC & ANNEX

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: \$10,000 @ ANNEX and
- Supplies & materials: \$10,000 @ NCEC
- Teachers' Choice: 4,000

2. School curriculum issues.

The School for Exceptional Studies will use a curriculum framework aligned with the state Common Core standards. Teachers will be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. Primary focus of each child's education is driven by their Individual Education Program. At the Annex location, staff will emphasize communication, social skills as well as Applied Behavior Analysis and TEACCH.

3. Professional development activities applicable to the school as a body.

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. Specifically:

ANNEX

- Up to 3 full-days of professional development and/or staff planning days before the school year begins;
- Up to 2 full-days and 7 early release days of professional development and planning days during the school year.

NCEC

- Up to 3 full days of professional development and/or staff planning days before the school year begins;
- Up to 2 full Days and 7 early release 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:

- Up to 198 school days for students; and



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- Up to 202 days for teachers, including school days (11 months) and professional development and planning days.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.
- Summer School extends the school year to 198 days for students.
- Extended-Extended School Year 07/22/2015 – 07/30/2015.

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 School for Exceptional Studies are expected to report to work on August 15, 2014. The final work day for teachers is June 17, 2015, unless they are working the extended year which ends on July 21, 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 or 7.5 hours. The required hours will be approximately

SES @ ANNEX	8:05am – 3:35pm
SES @ NCEC EL/MS	8:10am – 3:40pm
SES @ NCEC HS	8:15am – 3:05pm

The standard work days for crisis intervention aides at:

SES ANNEX and SES @ NCEC EL/MS	8am – 4pm
SES @ NCEC HS	7:45 – 3:45

All teachers at SES @ ANNEX or assigned to SES @ NCEC EL/MS are expected to be with their students while students are in session. These teachers are provided Extended Learning Time stipends for planning and collaboration.

All high school teachers are expected to be with their students at all times unless their class is assigned to a "special". High school teachers are given one period off per day for planning and collaboration.

All staff members are expected to participate in the following activities:

- Professional Development as outlined in locations calendar
- Weekly collaborative planning
- Weekly Clinical Meetings
- Monthly staff meetings
- Grade or Team level meetings as needed



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In addition to traditional responsibilities and those duties listed above, all staff at the School for Exceptional Studies 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 conference evenings during the school year;
- Phone calls 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;
- Provide on-going training and mentoring to crisis intervention aides and autism specialists;
- Assist in co-leading or Facilitating a Professional Development Activity;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework on a daily basis;
- All teachers will take a supervisory role of the crisis intervention aides and autism specialists;
- Participation in school-wide events;
- Completion of MCAS Alt Assessments, ACCESS Alt's and other MCAS and PARCC requirements;
- Attending student-related meetings; and
- Serving as an advisor to a small cohort of students.

7. Scheduling of school-wide parent/teacher meetings.

The School for Exceptional Studies will hold 3 parent-teacher conferences during the 2014-15 school year. These are tentatively scheduled for the following weeks: 10/31/2014, 01/23/2015 and 03/27/2015 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.



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10. Staff dress code.

Staff at the School for Exceptional Studies is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatshirts, and open toed shoes is not permitted. Male staff members are expected wear collared shirts.

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 the School for Exceptional Studies. 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 school; and
- Coverage of afterschool activities.

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 School for Exceptional Studies commits to meeting and adhering to the staff to student ratios that are outlined in our annual DESE license. 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

School for Exceptional Studies, 2014-2015 Calendar

Student Hours: (Grades 1-8) 8:50 AM - 3:20 PM; High School (Grades 9-12) 8:05 AM - 2:35 PM

Teacher Hours: Grades 1-8: 8:10 AM - 3:40 PM; Grades 9-12: 8:10 AM - 3:05 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
31 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	Staff Days:	8	9	10	11	12	13	14
Student Days:	19	20	21	22	23	24	25	22 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

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	18 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	18 Days:	28	29	30				

July	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	5	6	7	8	9	10	11
10 Days:	12	13	14	15	16	17	18
Student Days:	19	20	21	22	23	24	25
10 Days:	26	27	28	29	30	31	

202 Teacher Days - 198 Student Days (11 month program)
 184 Teacher Days - 180 Student Days (10 month program)
 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. 8 - Feb. 11	ACCESS for ELL Students
Aug. 20*	School Opens Grades 1 - 12	Jan. 19	Martin Luther King Day
Aug. 20 - 22	PK - K Screening	Feb. 16 - 20	Mid-Winter Break
Aug. 25**	School Opens PK - K	March 23 - April 6	ELA MCAS (tentative)
Aug. 29-Sept. 1	Labor Day Weekend	April 3	Good Friday
Sept. 9	Primary Election Day	April 20 - 24	Spring Break
Oct. 13	Columbus Day	May 4 - 19	Math MCAS (tentative)
Nov. 4	Election Day	May 25	Memorial Day
Nov. 11	Veteran's Day	June 17	Last day for 10 month students (includes 5 days for inclement weather)
Nov. 22	Early Dismissal (Thanksgiving)	June 19	No school for students or staff
Nov. 27 - 28	Thanksgiving Break	June 26	No school for students or staff
		June 29-July 3	Summer Break
		July 10	No school for students or staff
		July 17	No school for students or staff
		July 21	Early Dismissal for Last Day of School (includes 5 days for inclement weather)



No school for students and teachers
Early Release: High School Students at 11:50 AM; Grades 1-8 at 12:50 PM
Testing (MCAS, ACCESS, ANET, iReady)
Teacher professional development day/no school for students



LAWRENCE PUBLIC SCHOOLS

School for Exceptional Studies @ Bruce Annex, 2014-2015 Calendar

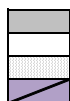
Student Hours: 8:50 AM - 3:20 PM

Teacher Hours: 8:05 AM - 3:35 PM

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10 Days	12	13	14	15	16	17	18	10 Days	12	13	14	15	16	17	18
Student Days:	19	20	21	22	23	24	25	Student Days:	19	20	21	22	23	24	25
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Nov. 26	Early Dismissal (Thanksgiving)	June 29-July 3	Summer Break
Nov. 27 - 28	Thanksgiving Break	July 10	No school for students or staff
Dec. 22 - Jan. 2	Winter Break	July 17	No school for students or staff
		July 21	Last Day of School - Early Dismissal



No school for students and teachers
Early Release at 12:30 PM
Testing (MCAS, ACCESS, ANET, iReady)
Teacher professional development day/no school for students