



2015-16 School Operational Plan

F.M. 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 2015-16 school year, discretionary funds have been allocated in the following amounts:

- **General Supplies: \$42,674**
- **Teacher's Choice: \$4,700**
- **Trade Books: \$14,000**

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.**

F.M. 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 **40 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 for NEW STAFF ONLY before the school year begins;**
- **Up to 2 days of professional development and/or staff planning days before the school year begins;**
- **Up to 35 days of professional development and/or staff planning days during the school year;**
- **Up to 2 days of professional development and/or staff planning days during the school year; November 3, 2015 & January 15, 2016.**

4. **Calendar.**

Please see the attached 2015-16 school year calendar for staff. 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 for students.**
- **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.**
- **Building Meeting Dates – 3:00 – 4:00 - 9/14-10/5-11/2-12/7-1/4-2/1-3/7-4/4-5/2-6/6 (dates subject to change)**

- **Leadership Meeting Dates – 3:30 - 4:30 - 9/21-10/19-11/9-12/14-1/11-2/8-3/14-4/11-5/9-6/13 (dates subject to change) Additional leadership meetings can be scheduled as needed. Notice will be given to all members.**

5. Work before and/or after the regular school year.

Returning teachers are expected to report to work on **August 20, 2015**. New teachers to Leahy School are expected to report to work on **August 19, 2015**. The final work day for teachers is **June 20, 2016**. 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 hours and 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**. Teachers will have up to **4-5 planning periods per week**. This time can be to plan, grade, collaborate with their colleagues, and engage in professional development 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 when scheduled, 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 include, but are not limited to:

- **Participation in 5 family events during the school year: such as Curriculum Night, 2 report card distribution times, and 2 additional parent engagement activities i.e. MCAS informational sessions, Family Literacy Event, Family Social Events, PTO;**
- **Participation in the Welcome Back to School Pizza Party;**
- **Select a Student of the Month from your classroom (monthly) and a Parent of the Month in November, January, March and May;**
- **Non-classroom teachers will be assigned morning duty from 7:35-7:40am**
- **Lesson plans should be readily available and submitted upon request;**
- **All staff are expected to read the daily memos and are responsible for its contents;**
- **All teachers are expected to publically display data after every data cycle;**
- **Staff are expected to adhere to all deadlines;**
- **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 expected that staff communicate frequently with families about the academic progress of students, especially those that are falling behind;**
- **All TeachPoint observations and evaluations need to be signed within 24-48 hours of receipt;**
- **Homeroom teachers are expected to pick up students promptly at 7:40 and walk students out at dismissal to designated areas at 3:20. Staff are required to supervise dismissal until 3:30 to ensure a safe and orderly dismissal;**

- **All support staff will be assigned to a homeroom classroom. Support staff will assist with walking students into the building in the AM.**
- **Support staff will be assigned end of the day activities; (bus, playground, crosswalk)**
- **Preparation of individual student weekly reports, Progress Reports, and Report Cards;**
- **Staff are expected to maintain bulletin boards so that they are neat, current, and contain examples of student work. Objectives and/or CCSS should be posted on all bulletin boards;**
- **Participation in staff recruitment and selection processes;**
- **Working regularly with school administrators to improve one's instructional practices;**
- **Attending student-related meetings;**
- **All staff are required to prepare their classroom space prior to the students first day of school.**

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 per grade level during the 2015-16 school year. These are tentatively scheduled for the following dates:

- **Parent Breakfast – Week of August 24 – 27, 2015**
- **Curriculum Night – October 15, 2015**
- **Report Card Night - December 10, 2015 & April 5, 2016**

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 will 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
2015-2016 Staff Calendar
F.M. Leahy School, Grades K - 5
100 Irving Avenue - (978) 975-5959**

Student Hours: Kindergarten: 7:40 AM - 1:30 PM; Grades 1-5: Monday 7:40 AM - 2:05 PM; Tuesday-Friday 7:40 AM - 3:20 PM

Teacher Hours: Monday - Friday 7:35 AM - 3:30 PM

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
	16	17	18	19	20	21	22			1	2	3	4	5	6
	23	24*	25	26	27	28	29		7	8	9	10	11	12	13
	30	31**	1	2	3	4	5		14	15	16	17	18	19	20
	6	7	8	9	10	11	12		21	22	23	24	25	26	27
	13	14	15	16	17	18	19		28	29					
	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
					1	2	3				1	2	3	4	5
	4	5	6	7	8	9	10		6	7	8	9	10	11	12
	11	12	13	14	15	16	17		13	14	15	16	17	18	19
	18	19	20	21	22	23	24		20	21	22	23	24	25	26
	25	26	27	28	29	30	31		27	28	29	30	31		
November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6	7							1	2
	8	9	10	11	12	13	14		3	4	5	6	7	8	9
	15	16	17	18	19	20	21		10	11	12	13	14	15	16
	22	23	24	25	26	27	28		17	18	19	20	21	22	23
	29	30							24	25	26	27	28	29	30
December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4	5								
	6	7	8	9	10	11	12		1	2	3	4	5	6	7
	13	14	15	16	17	18	19		8	9	10	11	12	13	14
	20	21	22	23	24	25	26		15	16	17	18	19	20	21
	27	28	29	30	31				22	23	24	25	26	27	28
									29	30	31				
January	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
						1	2					1	2	3	4
	3	4	5	6	7	8	9		5	6	7	8	9	10	11
	10	11	12	13	14	15	16		12	13	14	15	16	17	18
	17	18	19	20	21	22	23		19	20	21	22	23	24	25
	24	25	26	27	28	29	30		26	27	28	29	30		
	31														

184 Teacher Days - 180 Student Days

Aug. 19	LPS New Teacher Orientation (AM)	Nov. 26 - 27	Thanksgiving Break
Aug. 20 - 21	Staff PD - School Based	Dec. 21 - Jan. 1	Winter Break
Aug. 21	LPS Kickoff (AM)	Jan. 4	School Re-opens
Aug. 24	School Opens Grades 1 - 12	Jan. 15	No School for Students/Staff PD
Aug. 24 - 28	PK - K Screening	Jan. 18	Martin Luther King Day
Aug. 31	School Opens PK - K	Feb. 15 - 19	Mid-Winter Break
Sept. 4 - 7	Labor Day Weekend	Mar. 25	Good Friday
Oct. 12	Columbus Day	Apr. 18 - 22	Spring Break
Nov. 3	No School for Students/Staff PD	May 30	Memorial Day
Nov. 11	Veteran's Day	June 20	Last Day of School - Early Dismissal
Nov. 25	Early Dismissal		<i>includes 5 days for inclement weather</i>

- No school for students and staff**
- Early release for staff at 12:15 PM**
- Teacher professional development day/no school for students**
Typical PD Hours: 7:35 AM-3:30 PM

* Please see School Operational Plan for details on other required meetings/events for staff (e.g., staff meetings, family nights, etc).