



2015-16 School Operational Plan

Abbott Lawrence Academy



- 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:

- Operating Supplies: \$15,000
- Budget: \$50,000

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.**

Abbott Lawrence Academy will use a curriculum framework aligned with the state Common Core standards in conjunction with private school curricula adapted from local independent schools. 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 days are:

- 8/10- 8/17 (full day for teachers – 8:30am)
- 8/21 (full day)
- 10/7 (half day)
- 11/3 (full day)
- 1/15 (full day)
- 3/30 (half day)

- 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:

- Total number of school days for students.
- Total number of days for educators, 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 10, 2015 at 8:30am. 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.

Attached is a preliminary schedule for the 2015-16 school year. This schedule is subject to change prior to and during the school year.

The standard workday for educators will be from 7:45am-3:30pm. One additional half hour per week will be staff members office hours that would extend the time to 4pm.

Teachers will have 1 planning period per day. 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 family and parent events once a month, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Abbott Lawrence Academy 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 monthly family events during the evening throughout 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 and student 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.

Abbott Lawrence Academy will hold monthly parent and family events during the 2015-16 school year. These are tentatively scheduled for the following dates: 9/14/15, 10/24/15, 11/12/15, 12/16/15, 1/14/16, 2/3/16, 3/11/16, 4/28/16, 5/21/16, and 6/9/16 and may be subject to change.

7. 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.

8. 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.

9. Staff dress code.

Staff at Abbott Lawrence Academy are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatshirts, t-shirts, and flip flops is not permitted.

10. 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 Abbott Lawrence Academy. These duties may include, but are not limited to:

- Coverage of homeroom periods, not exceeding 10 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- 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.

11. Class size.

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

12. 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 Abbott Lawrence Academy at LHS, 2015-2016 Staff Calendar

Student Hours: Monday - Friday 8:00 AM - 2:45 PM

Teacher Hours: Monday, Tuesday, Wednesday, Thursday: 7:45 AM - 3:30 PM; Friday: 7:45 AM - 3:00 PM

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

192 Teacher Days - 184 Student Days

Aug. 10	ALA Staff Orientation	Nov. 26 - 27	Thanksgiving Break
Aug. 18	School Opens Grade 9	Dec. 21 - Jan. 1	Winter Break
Aug. 21	LPS Kickoff (AM) / Student Field Trip	Jan. 4	School Re-opens
Aug. 24	School Opens Grades 1-8, 10-12	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. 7	Half Day for Students / Staff PD	Mar. 30	Half Day for Students / Staff PD
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 - Half Day for Students & Staff
Nov. 25	Half Day for Students & Staff		<i>includes 5 days for inclement weather</i>

- No School for Students & Staff**
- Half Day for Students & Staff** (Staff Report 7:45 AM - 12:15 PM)
- Half Day for Students / Staff PD in PM** (Staff Report 7:45 AM - 3:30 PM)
- No School for Students / Full Day Teacher PD day** (Staff Report 7:45 AM - 3:00 PM)

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