



2015-16 School Operational Plan

Rollins 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:

- Supplies & materials: \$5,000
- 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 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 1 day of professional development and/or staff planning days for NEW STAFF ONLY before the school year begins;
- Up to 5.5 days of professional development and/or staff planning days before the school year begins;
- Up to 2 days of professional development and planning days during the school year;
- Up to 0 days after the last day of school for students, but before the end of the term of employment.

- 4. Calendar.**

Please see the attached 2015-16 school year calendar for staff 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:

- 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 20, 2015. New teachers to Rollins 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.

Preliminary schedules for the 2015-16 school year are available for kindergarten, preschool and ABA. These schedules are subject to change prior to and during the school year.

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

Except in rare circumstances, teachers will be expected to teach no more than 1,650 minutes per week. Teachers will have 1 planning periods every day/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 and/or staff/building meetings on the second Monday of the month at 3:00pm, unless otherwise directed by the principal.

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

- Participation in 3 family conference evenings during the school year;
- Leadership Team
- 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 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
- 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 School will hold [3] parent-teacher conferences during the 2015-16 school year. These are tentatively scheduled for the following dates: September 17, 2015, December 10, 2015, April 7, 2016 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 Rollins School are 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 School. 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.

12. Class size.

Rollins 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 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
2015-2016 Staff Calendar
John R. Rollins School, Grades Pre-K - K
451 Howard Street - (978) 722-8190

Student Hours: Monday - Friday PreK AM: 8:00AM-10:50AM; PreK PM: 11:25AM-2:00PM; Kindergarten: 8:00AM-2:00PM

Teacher Hours: Monday - Friday 7:55 AM-2:45 PM

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

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

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

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

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

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

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

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

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

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

184 Teacher Days - 175 Student Days

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|--------------|----------------------------------|------------------|--|
| 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 dismissal at 12:00 PM**
- Teacher professional development day/no school for students**
Typical PD Hours: 7:55 AM-2:45 PM

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