



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 2017-18 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$ 22,700;
- Teacher's Choice: \$ 2,300;
- Field trips: \$ 2,375;
- Extra duty: \$ 4,086;
 - Teacher Leadership Team, Intervention Team, Science Technology Engineering Arts & Math (STEAM) Team, Data Input Stipend. (TLT will determine the number of meetings for each leadership team.)
- Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

2. School curriculum

John Breen School will use curriculum frameworks aligned with the MA Curriculum Frameworks and Common Core State 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 (August 16th);
 - Up to 2 days of professional development and/or staff planning days before the school year begins;
 - Up to 4 days of professional development and planning days during the school year;
 - Paraprofessionals will have up to 3 days of professional development and planning days during the school year (Tuesday, September 26, 2017; Tuesday, November 7, 2017; Friday, March 16, 2018);
- All staff will report to work on PD days at 8:05 a.m. and will be dismissed at 2:05 p.m.

4. Calendar

Please see the attached 2017-18 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 includes:

- Total number of school days for students: 174 days for K; 174 for PK AM; 173 for PK PM;
- 184 total school days for educators, including school days and professional development and planning days;
- All federal and state holidays;
- Winter break, mid-winter break, spring break;

Important dates for PreK students

- Screening Dates for PreK students:
 - Aug. 22nd from 8:15-10:30 a.m. and 12:00-1:30 p.m.;
 - Aug. 23rd from 8:15-11:15 a.m. and 12:00-1:30 p.m.;
 - Aug. 24th from 8:15-11:15 a.m. and 12:00-1:30 p.m.;
 - Teachers will discuss student classroom placements for 1 hour after AM appointments (10:30-11:30) and for a half hour after PM appointments (1:30-2:00).
- Welcome phone calls to families will be made by classroom paraprofessionals daily.
- Welcome event for families (Popsicles on the Playground): Aug. 25th from 9:00-10:00 a.m.
- Aug. 25th afternoon time scheduled for teachers to set up classrooms and prepare for first day of school.
- June 5th: half- day for students.

Important dates for Kindergarten students

- Screening Dates for K students:
 - Aug. 22nd from 8:15-10:30 a.m. and 12:15-1:30 p.m.;
 - Aug. 23rd from 8:15-10:30 a.m. and 12:15-1:30 p.m.;
 - Aug. 24th from 8:15-10:30 a.m. and 12:15-1:30 p.m.;
 - Teachers will discuss student classroom placements for 1 hour after AM appointments (10:30-11:30) and for a half hour after PM appointments (1:30-2:00).
- Welcome event for families (Popsicles on the Lawn): Aug. 25th: 9:00-10:00 a.m.
- Friday, Aug 25th afternoon time scheduled for teachers to set up classrooms and prepare for first day of school.
- June 5th: half- day for students.

Events for families related to curriculum:

- PK/K Welcome Event for Families: August 25, 2017 starting at 9:00 a.m.;
- Parent Night at the Breen: September 13, 2017 from 5:00-6:00 p.m.;
- Family Fun Night: October 19, 2017 from 4:00-5:00 p.m.;
- Authors' Fair: May 16, 2018 from 4:30-5:30 p.m.

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

- Returning teachers are expected to report to work on August 17, 2017.
- New teachers to John Breen School are expected to report to work on August 16, 2017.
- The final work day for teachers is June 15, 2018 (including 5 snow days).
- 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 the John Breen School will receive a duty-free lunch and one hour of planning/component time every day.
- Attached is a preliminary schedule for the 2017-18 school year. This schedule is subject to change prior to and during the school year.
- The standard workday for educators will be 6 hours and 55 minutes. For the majority of educators, required hours will be approximately 8:05-3:00 p.m. Monday through Friday.
- Except in rare circumstances, teachers will be expected to teach no more than 5 hours and 25 minutes. Teachers will have 60 minutes planning/component period per day. This time may be used to plan, grade, collaborate with their colleagues, etc. Teachers may be asked to perform some duties during this time.
- Building meetings will be scheduled from 3:00-4:00 p.m. on the first Monday of the month. Building meetings may be cancelled and/or rescheduled and every effort will be made to provide notice 5 calendar days in advance.
- All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings, unless otherwise directed by the principal.
- In addition to traditional responsibilities and those duties listed above, all staff at John Breen School may be expected to participate 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 2 family conference evenings during the school year;
 - Participation in 1 Open House on September 13th, 2017;
 - Participation in 2 curriculum evenings for family this school year;
 - Phone calls to families about the academic progress of students;
 - Preparation of individual student weekly reports, Progress Reports, and Report Cards;
 - Participating in staff 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.

7. Scheduling of school-wide parent/teacher meetings

(This does not include parent-teacher meetings that occur between school-wide meetings.)

- John Breen School will hold 2 parent-teacher conferences during the 2017-18 school year. These are tentatively scheduled for the following dates: December 7, 2017 and March 15, 2018.
- John Breen School will hold 5 curriculum events during the school year 2017-2018:
 - Parent Night at the Breen: Thursday, September 13, 2017;
 - Family Fun Night: Thursday, October 19, 2017;
 - Report Card Conferences:
 - Thursday, December 7, 2017 (No A.M. Preschool)
 - Thursday, March 15, 2018 (No P.M. Preschool)
 - Authors' Fair and Book Fair: Wednesday, May 16, 2018.

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.
- To avoid distractions or interruptions to student learning, every effort will be made to mitigate painting or repairs to buildings while school is in session.

10. Staff dress code

Staff members of the John Breen School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans are not permitted, unless advance notice has been given to staff and students that the school is celebrating a special day which permits such clothing. Staff has agreed to jeans day every Friday for staff (proceeds go to materials and events for school and staff).

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 John Breen School. These duties may include, but are not limited to:

- Coverage of homeroom periods, and enrichment periods;
- Coverage of lunch periods, break periods, or block periods;
- Substitute coverage of classes and duties of others who are absent from school.

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

John Breen 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

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. Arrival Schedule:

John Breen School commits to ensuring safety for all students both walkers and bus riding students. Paraprofessional staff may have differing arrival times in order to ensure the safety of all students. The following start times apply:

- Jump Start students begin arrival at 7:00 a.m.;
- Jump Start and Breen staff members arrive at 7:00 a.m. to monitor students;
- Kindergarten students begin arriving at the school at 7:40 a.m.;
- Kindergarten students will salute the flag at 7:40 a.m.;
- Breakfast for kindergarten begins in homerooms at 7:45 a.m. and ends at 8:00 a.m.
- Jump Start Program students begin breakfast in the cafeteria at 7:45;
- Prek and kindergarten students begin to arrive on buses at 7:40 a.m.;
- Students enter the building and report to designated areas:
 - o Prek students report to the first and second floor;
 - o Kindergarten students report to classrooms.

Schedule SY 2017-2018

Start time Teacher Staff: 8:05 a.m.

End of Day Teaching Staff: 3:00 a.m. (M-F)

Total Hours per week for teachers: 6 hours and 55 min.

Teacher Lunch: 30 min.

Common Planning: 60 min.

Component: 60 min.

Start time paraprofessional staff (staggered):

- 7:00-3:00 (8 hrs.)
- 7:30-3:00 (7.5 hrs.)
- 7:30-3:15 (7.75 hrs.)
- 7:40-3:10 (7.5 hrs.)
- 7:45-3:45 (8 hrs.)
- 7:45-3:15 (7.5 hrs.)
- 8:00-3:30 (7.5 hrs.)
- 8:00-4:00 (8 hrs.)

Paraprofessional Lunch: 30 min.

Paraprofessional total number of hours per day: Varies

Paraprofessional total number of hours per week: Varies

Preschool Student Program Schedule

AM Session

- Arrival of bus students: 7:45 a.m.
- Arrival In classrooms with Paras: 8:05 a.m.
- Arrival of walkers: 8:10 a.m.
- Recess/breakfast/bathroom: 40 min
- Dismissal time: 10:35 & 10:40 a.m.
- Teacher/para lunch: 30 min.

Total Prek student hours per day: **2 hours and thirty five minutes**

PM Session

- Arrival of walkers: 12:20 p.m.
- Arrival of bus students: 12:25 p.m.
- Recess/lunch/bathroom: 40 min.
- Dismissal buses: 2:45 p.m.
- Dismissal walkers: 2:50 p.m.

Total K student hours per day: **2 hours and thirty minutes**

Teacher Planning Time: 10:45-11:45 a.m.

Teacher Component Time: 10:45-11:45 a.m.

FULL DAY Kindergarten Student Program Schedule

- 7:40 a.m. arrival/salute the flag
- 7:45 a.m. breakfast in classrooms-paras cover
- 8:10 -10:40 a.m. morning activities
- 10:40-11:40 a.m. teacher planning time
- 11:40-12:10 p.m. teacher lunch time
- K student lunch/recess/enrichment

PDD and Deaf & Hard of Hearing classrooms may require more than one recess due to the age group of students. Their breakfast and lunch will be integrated with kindergarten, preschool and Jump Start students. Their lunch and enrichment may be integrated with K students since there will only be a few K students in each group. This model supports inclusion with the support of role models.

Breen Enrichment SY 2017-2018 Cycle 1

Kindergarten Class	Time	Enrichment	Notes
Room 9	10:45-11:25	Theater	Every day for 11 Weeks
Room 10	10:45-11:25	Art	Every day for 11 Weeks
Room 14	10:45-11:25	Technology	Every day for 11 Weeks
Kindergarten Class	Time	Enrichment	Notes
Room 15	10:45-11:25	Recess/Lunch	Every day for 11 weeks
Room 19	10:45-11:25	Recess/Lunch	Every day for 11 weeks
Room 20	10:45-11:25	Recess/Lunch	Every day for 11 weeks
Kindergarten Class	Time	Enrichment	Notes
Room 9	11:25-12:15	Recess/Lunch	Every day for 11 weeks
Room 10	11:25-12:15	Recess/Lunch	Every day for 11 weeks
Room 14	11:25-12:15	Recess/Lunch	Every day for 11 weeks
Kindergarten Class	Time	Enrichment	Notes
Room 15	11:25-12:15	Theater	Every day for 11 weeks
Room 19	11:25-12:15	Art	Every day for 11 weeks
Room 20	11:25-12:15	Technology	Every day for 11 weeks

K and Prek paras will support the Enrichment Programs. Enrichment will be coordinated and planned by Enrichment Intervention Paras.

- 12:20 - 12:50 K para lunch
- 12:15 - 2:45 K Afternoon activities
- 2:45 dismissal of buses; 2:50 dismissal of walkers

Teacher Planning Time: 10:40-11:40 a.m.

Teacher Component: 10:40-11:40 a.m.

Total Hours: **7 hours and 20 min.**

Student learning hours per day: **6 hours and 55 min.**