



Alexander B. Bruce School: 2017-18 School Operational Plan

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.

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

- Teacher's Choice: \$ 4,800.00;
- 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

The Alexander B. Bruce 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 2 days of professional development before the year begins;
- Up to 2 days during the school year; and
- Up to 2 days during the year on early dismissal afternoons.

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 will include:

- 180 total school days for students;
- 185 total school days for educators, including school days and professional development and planning days;
- All federal and state holidays; and
- 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 17, 2017.
- New teachers to the Alexander B. Bruce 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

- A preliminary schedule for the 2017-18 school year is available and is subject to change prior to and during the school year.
- The standard workday for educators will be 7 hours and 50 minutes. For the majority of educators, required hours will be approximately 7:35 am – 3:25 pm.
- Except in rare circumstances, teachers will be expected to teach no more than 1900 minutes per week.
- Teachers will have at least 1 planning period each day/5 per week during the school week.
- Teachers will be expected to meet collaboratively weekly to plan instruction, discuss student work, share best practices, and engage in professional learning activities.
- Additionally, planning time may be set aside for family and student support meetings, and/or additional professional development.
- It is expected that an agenda will be created and available during this collaboration period. The agenda, as well as follow-up notes (questions, comments and reflections) will be sent to the administrative team within 24 hours after this meeting.
- Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.

In addition to traditional responsibilities and assigned duties listed above, all staff at the Alexander B. Bruce 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 per year;
- Phone calls to families about the academic progress of students and to share positive reports;
- Preparation of individual weekly student reports, progress reports, and report cards;
- Leading student extracurricular activities;
- Participation in staff recruitment and selection processes;
- Maintaining bulletin boards and displays of student work;
- Working regularly with administrators to improve one's instructional practices;
- Checking homework on a daily basis;
- Attending student-related meetings;
- Serving as an advisor to a small cohort of students;
- Maintaining accurate records and paperwork;
- Keeping classrooms neat, organized, and attractively decorated.

7. Scheduling of school-wide parent/teacher meetings

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

The Alexander B. Bruce School will hold 3 parent-teacher meetings during the 2017-18 school year. These are tentatively scheduled for the following dates:

- October --Curriculum Night;
- December--Report Card Night 3:30-5:30; and
- March—Report Card Night 3:30-5:30.

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 or 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 the Alexander B Bruce School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is not permitted, except in certain situations as determined by the principal.

11. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of the Alexander B. Bruce School. Additional duties may include, but are not limited to:

- Coverage of homeroom periods, not exceeding 25 minutes per day;
- Coverage of lunch periods, break periods, not exceeding 120 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, not exceeding 120 minutes per week;
- Staff may be asked to perform additional duties or responsibilities not listed. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

12. Class size

The Alexander B. Bruce School administration will advocate for 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.