



Lawrence Public Schools
**Frost Middle 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. (*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: \$ 23,933;
- Teacher's Choice: \$ 3600; and
- Principal's Office: \$ 94,398 (operating supplies for FRM)

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

Robert L. Frost Middle School teachers will use materials and resources aligned with Common Core State Standards in developing their instructional plans. Assessment results from ANet and MAP will be the foundations used to determine areas of instructional focus.

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 and/or lead professional development activities throughout the year. Expected professional development activities will be included in the following release times:

- Up to 1 day of professional development and or planning for NEW STAFF ONLY before the school year begins;
- Up to 2 days of professional development and or planning for ALL STAFF before the school year begins; and
- Up to 6 additional (full or half) days of professional development and or planning for all staff throughout the school year.

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 (175 days for kindergarten students);
- 184 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 Frost Middle 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 40 minutes. For the majority of educators, required hours will be approximately 7:35 am – 3:15 pm.
- Except in rare circumstances, teachers will be expected to teach no more than 1900 minutes per week.
- Teachers will have at least 45 minutes planning period each day during the school week.
- Teachers will be expected to meet collaboratively several times per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities.
- Additionally, at least one planning time per week 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 48 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 Robert Frost Middle 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 all Open Houses/Parent Conferences to discuss student academic progress;
- Phone calls/emails to families to discuss academic progress of individual students; with a focus on two-way communication;
- Preparation of individual student weekly reports, progress reports, and report cards;
- Leading student extra-curricular activities;
- Participating in staff recruitment and selection;
- Maintaining bulletin boards;
- Working regularly with administrators to improve one's own instructional practices;
- Checking homework daily;
- Attending student-related meetings;
- Maintaining up-to-date information for grade-level or school-based web pages;
- Participation in at least 2 PTO/Family Events during the year.

7. Scheduling of school-wide parent/teacher meetings

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

The Robert Frost Middle School will hold at least 2 parent-teacher meetings during the 2017-18 school year. These are tentatively scheduled for the following dates (All dates and times may be subject to change):

- Curriculum Days/Nights (September/October) to be determined by teams;
- Report Card Pick-Up December 7th (times: TBD) and an additional Progress Report or Report Card Pick-Up (date/time TBD);
- Parent Professional Development Workshop, (dates/times TBD).

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 a 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 Robert Frost Middle School is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is not permitted, except on designated days.

11. Rotation of duties

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

- Coverage of homeroom periods (not to exceed 15 minutes/day);
- 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 Robert Frost Middle 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.