



Parthum Elementary 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:

- Teacher's' Choice: \$4800;
- 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 Parthum Elementary School will use a curriculum framework aligned with Common Core State Standards. Teachers will be using EngageNY for Math and ELA, Core Knowledge Language Arts for ELA/Phonics, Know Atom for Science and Children Discovering Justice for Social Studies.

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 3 days of professional development and/or staff planning days for new staff only before the school year begins;
- Up to 2 days of professional development and/or staff planning days before the school year begins;
- Up to 3 full days of professional development and planning days during the school year;
- Up to 8 hours a month of professional development and planning during Enrichment Time during 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);
- 185 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.

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 Parthum Elementary 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 55 minutes. For the majority of educators, required hours will be approximately 7:20 am – 3:15 pm.
- Except in rare circumstances, teachers will be expected to teach no more than 1975 minutes per week.
- Teachers will have at least one planning period each day during the school week.
- Teachers will be expected to meet collaboratively 3 days a week 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 Parthum Elementary 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 2 family conference evenings and 1 curriculum night during the school year;
- Participation in up to 3 additional family engagement events, one each trimester;
- 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 and updating on an ongoing basis;
- Working regularly with administrators to improve one's instructional practices;
- Keeping classrooms neat, organized and attractively decorated;
- It is expected that staff overseeing, lunch, recess, arrival, dismissal and assemblies are active monitors arriving promptly at assigned time, interacting with students, distributing Panther Paws, and providing positive feedback and reminders of expectations as needed;
- Checking homework on a daily basis or weekly packet of daily homework assignments;
- It is expected that staff communicate frequently with families about the academic progress of

students, especially those that are falling behind;

- It is expected that staff maintain artifacts that provide evidence of progress towards the performance standards. These may include but are not limited to; data reports, student work, communication logs, lesson plans, etc.;
- Staff are expected to attend student related meetings (i.e. parent meetings, IEP meetings, CST) prepared with all necessary paperwork, data, and materials;
- Staff are expected to actively participate in Common Planning Meetings, Professional Development Sessions, and Data Meetings;
- Staff are expected to read the daily morning and afternoon memos as well as weekly memos and are responsible for the contents;
- CUM folders are expected to be formally opened within 2 weeks of the start of the school year and within 1 week of receiving a new student;
- CUM folders should be closed within 1 week of students transferring out;
- It is requested that all TeachPoint observations and evaluations must be signed within 48 hours of receipt. Teachers are strongly encouraged to submit a reflection based on the learning walk feedback;
- Homeroom teachers are expected to pick up students promptly at 7:30 am and walk students out at dismissal to the designated areas at 3:05 pm. Staff are required to supervise dismissal until 3:15 pm to ensure a safe and orderly dismissal;
- Serving on school-based shared leadership teams.

7. Scheduling of school-wide parent/teacher meetings

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

The Parthum Elementary School will hold 3 parent-teacher meetings during the 2017-18 school year.

These are tentatively scheduled for the following dates:

- September Curriculum Night, 3:30-5:30 pm;
- December Report Card Night, 3:30-5:30 pm;
- March Report Card Night, 3:30-5:30 pm.

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

The Parthum Elementary School staff 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 Parthum Elementary School. Additional duties may include, but are not limited to:

- Coverage of arrival and dismissal, not exceeding 20 minutes per day for majority of staff;
- Coverage of lunch periods, break periods, or block periods, not exceeding 120 minutes per day;
- 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. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

12. Class size

Parthum Elementary 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 the teacher's mail room for the exclusive use of the Union.
- All school staff are expected to support the ongoing development and maintenance of bulletin boards in the hallways.