



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: \$5,000;
- Teacher's' Choice: \$1,700;
- Principal's Office: \$0;

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 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 days of professional development and/or staff planning days before the school year begins;
- Up to 3 days of professional development and planning days during the school year (September 26, 2017, November 7, 2017, and January 12, 2018); and
- 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 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:

- 181 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 Rollins 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 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 at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively 1 day a week to plan instruction, discuss student work, share best practices, and engage in professional learning activities.
- 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.
- Additionally, 1 planning time per week may be set aside for family and student support meetings, and/or additional professional development.
- 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 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; and
- 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.)

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

- August 25, 2017 (Open House)
- October 12, 2017 (Curriculum Night)
- December 7, 2017 (Report Card Night)
- March 14, 2018 (Report Card Night)

- Parent Development Workshop, (dates/times TBD) 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 the Rollins School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatpants, tank tops and sweatshirts 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 the Rollins School. Additional 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; and
- 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 Rollins 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.

14. Fire Safety

All staff is expected to maintain a fire safe environment.

- All rooms will have fire exit route with map (primary/alternate route) posted;
- No papers is allowed on doors (front/back);
- No clutter;
- No obstacles blocking exits;
- No overloaded outlets, wires running across room or microwaves in classrooms.