



Lawrence Public Schools
**School for Exceptional Studies:
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: \$42,858;
- Teacher's' Choice: \$4,000;
- Principal's Office: \$11,000.

2. School curriculum issues

The School for Exceptional Studies will use curriculum frameworks aligned with the Common Core State Standards, apply the core curriculum of EngageNY and intervention curriculums of Imagine Learning, ST Math, Know Atom, Second Step, and Foundations and Assessment of Functional Living Skills (AFLS). MAP testing will be used to monitor student progress in the fall and spring.

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 the school year begins. 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 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 and 5 half days of professional development and planning days during the school year;
- 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 2017-2018 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 student days for students in grades K-12. Summer School will be optional. Dates are to be determined.
- 185 total number of days for educators, including school days, professional development, and planning days. Summer school will be optional. Dates are to be determined.
- 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 SES are expected to report to work on August 16, 2017.
- The final work day for teachers is June 15, 2018, including 5 snow days. The final work day for teachers who elect to attend summer school is to be determined.
- 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 for high school teachers, 7 hours and 50 minutes for elementary and middle school teachers, and 8 hours for all crisis intervention aides.
 - o For high school teachers and professional staff, required hours will be approximately 8:00 am – 3:00 pm.
 - o For elementary school & middle school teachers and professional staff, required hours will be approximately 8:00 am – 3:50 pm.
 - o For crisis intervention aides, required hours will be approximately 8:00am – 4:00 pm.
 - o On professional development days (both full and half-days), all teachers and professional staff will be expected to work until 4:00pm.
- Except in rare circumstances:
 - o High school teachers will be expected to teach no more than 1560 minutes per week.
 - High school teachers will have at least 1 planning period each day during the school week.
 - High school teachers will be expected to meet collaboratively three times per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, five (30 minute) planning times per week may be set aside for family and student support meetings, and/or additional professional development.
 - o Elementary & middle school teachers will be expected to teach no more than 1675 minutes per week.
 - Elementary & middle school teachers will have at least 1 planning period each day during the school week.
 - Elementary & middle school teachers will be expected to meet collaboratively three times per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, five (30 minute) 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 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 School for Exceptional Studies may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school.

7. Scheduling of school-wide parent/teacher meetings

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

SES will hold two parent-teacher meetings during the 2017-18 school year. These are tentatively scheduled for the following dates:

- February 15, 2018 (Curriculum Night);
- November 6, 2017 (Report Card Pick Up 12-2:30/ 3:30-5:30);
- Parent Professional Development Workshop, (dates 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 SES are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, hats, leggings without a business appropriate top, and sweatpants is not permitted, except on designated days. All male staff are to wear collared shirts. Clothing with the SES logo is permitted.

11. Rotation of duties

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

Primary duties may include, but are not limited to:

- Assisting in the application of Crisis Intervention, as needed;
- Participation in adult to adult group process to solve problems;
- Participation in 2 family conferences during the school year;
- Phone calls to families about the academic progress of students;
- Preparation of individual student reports, progress reports, and report cards;
- Provide ongoing training and mentoring to crisis aides;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework daily;
- Attending student-related meetings;
- All teachers will take a supervisory role to the crisis aides;
- Participate in school-wide events;
- Completion of assessments, and administration of standardized testing;
- Attend student-related meetings.

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. These activities may include, but are not limited to:

- Assist in facilitating or co-facilitating professional development activities;
- Leading student extra-curricular activities;
- Participating in staff recruitment and selection processes.

12. Class size

The School for Exceptional Studies is licensed and commits to ensuring a reasonable class size for students and teachers. Class size may be differentiated to support student learning and teacher development. As outlined in the school's licensure with the Department of Elementary and Secondary Education, maximum class size may never exceed 12 students.

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.