



School for Exceptional Studies - Annex: 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: \$ 7,500;
- Teacher's' Choice: \$1,000; and
- Transportation: \$1,800.

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

School for Exceptional Studies – Annex 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. Teachers will use researched-based assessments for students diagnosed with Autism as well as informed decisions based on data collection. Primary focus of each child's education is driven by their Individual Education Plan. At the Annex, staff will emphasize independence, communication, social skills, functional academics, and generalization of these skills using the fundamentals of Applied Behavioral Analysis and Structured TEACCH Approach.

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 and after the school year ends. If possible, at least one week's notice will be given to teachers before any requires 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 2 days of professional development and/or staff planning days before the school year begins – Thursday, August 17, 2017 and Friday, August 18, 2017;
- Up to 2 full days and 7 half days of professional development and planning days during the school year;
- Up to 2 opportunities during the school year to visit programs outside of SES for conducting observations of delivery of ABA services.

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:

- 198 total school days for students;

- 202 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, summer break;
- Extended Year (11 Month School – 198 school days); and
- Extended-Extended School Year (as identified in IEP).

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 SES –Annex are expected to report to work on August 16, 2017.
- The final work day for teachers is July 24, 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

Teachers at each school will receive a duty-free lunch and regular preparatory time. The standard workday for educators will be 7 hours and 30 minutes. For the majority of educators, required hours will be approximately 8:05 AM - 3:35 PM. Standard work day for Autism Specialist Paraprofessionals is 8 hours. Required hours for paraprofessionals will be 8:00am- 4:00pm.

All teachers at the SES Annex are expected to be with their students while students are in the building unless their class is assigned to a “special”. Teacher presence at a “special” will be expected to maintain prescribed ratios.

All staff members are expected to participate in the following activities:

- Professional development as outlined in PD calendar;
- Weekly collaborative planning;
- Staff meetings; and
- Grade level or team level meetings as needed.

In addition to traditional responsibilities and those duties listed above, all staff at School for Exceptional Studies Annex 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 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;
- Leading student extracurricular activities;
- Participating in staff recruitment and selection processes;
- Maintaining bulletin boards;
- Provide ongoing training and mentoring to autism specialists;
- Assist in co-leading or facilitating;
- Working regularly with school administrators to improve one’s instructional practices;
- Checking homework on a daily basis;
- Attending student-related meetings;
- All teachers will take a supervisory role to the autism specialists;
- Participation in bimonthly written and consultative feedback with BCBA and autism specialists;
- Participate in schoolwide events;
- Completion of MCAS ALT Assessments, ACCESS ALTs, and other MCAS and/or PARCC requirements;
- Attend student-related meetings.

7. Scheduling of school-wide parent/teacher meetings

(This does not include parent-teacher meetings that occur between school-wide meetings.) School for Exceptional Studies Annex will hold 2 parent-teacher conferences during the 2017-2018 school year. These are tentatively scheduled for the following dates: November 17, 2017 and April 27, 2018 and may be subject to change.

7. 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.

8. 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.

9. Staff dress code

Staff at School for Exceptional Studies Annex is asked to dress appropriately for the Annex school setting.

10. Rotation of duties

During a typical Monday – Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of the School for Exceptional Studies -Annex. These duties may include, but are not limited to:

- Coverage of homeroom periods;
- Coverage of lunch periods, break periods, or block periods;
- Substitute coverage of classes and duties of others who are absent from school; and
- Coverage of afterschool activities.

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

11. Class size

School for Exceptional Studies –Annex commits to meeting and adhering to the staff to student ratios that are outlined in our annual DESE license. Class sizes may be differentiated to support student learning and teacher development. Students are in a 2:1 student to teacher ratio unless a 1:1 is specified in the child's IEP.

12. Bulletin boards

Teachers may be asked to support the development and maintenance of bulletin boards in hallways. 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.