



Lawrence Public Schools

South Lawrence East 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:

- Supplies & materials: \$5,000.00;
- Teacher's' Choice: \$5,100.00;
- Principal's Office: \$2,000.00;

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

South Lawrence East Elementary School will use curriculum frameworks aligned with the state Common Core Standards. Teachers will be asked to develop and implement new and improved curricula for their own use and that of other teachers in the building. Teachers are expected to research, design, prepare, and deliver detailed weekly lesson plans which entail innovative, engaging, and rigorous learning activities aligned to the Common Core State Standards while employing best practices of instruction. Lesson plans should be submitted to administrators/evaluators for review.

3. Professional development activities applicable to the school as a body

(*This does not include individualized professional development or coaching of teachers.*)

- NWEA Professional Development: Fall/Winter/Spring Data Review;
- ANET: On-going trainings three to five times per year;
- Core Knowledge Language Arts: Initial and follow up trainings;
- KNOW Atom: Second year implementation trainings.

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;
- 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 SLE 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 35 minutes. For the majority of educators, required hours will be approximately 7:50 am – 3:25 pm.
- Except in rare circumstances, teachers will be expected to teach no more than 1650 minutes per week.
- Teachers will typically have 1 planning period each day during the school week.
- Teachers will be expected to meet collaboratively twice a week to plan instruction, discuss student work, share best practices, and engage in professional learning activities.
- Additionally, two planning times 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 72 hours after this meeting.
- Teachers at each school will receive 30 minutes of duty-free lunch.

In addition to traditional responsibilities and assigned duties listed above, all staff at South Lawrence East 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 two family conference evenings during the school year;
- Participation in at least one school hosted family celebration event during the school year;
- Attend at least two Parent Teacher Organization meetings (held monthly);
- Employ formative and summative assessments and analyze results to inform best practices for instruction;
- Leading student extracurricular activities;
- Participating in staff recruitment and selection processes;
- Attending a minimum of two after school professional learning workshops facilitated by the Advanced Educators of the SLE;
- Attend after-school professional development led by academic partners (ANET, NWEA, KNOW ATOM).

7. Scheduling of school-wide parent/teacher meetings

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

The South Lawrence East Elementary School will hold two parent-teacher meetings during the 2017-18 school year. These are tentatively scheduled for the following dates:

- Thursday, September 14, 2017- Welcome Back Open House, Meet and Greet with the Teachers;
- Wednesday, December 6, 2017 for Report Card Pick-Up between 3:30-5:30 pm;
- Wednesday, March 21, 2018 for Report Card Pick-Up between 3:30-5:30 pm.

8. Notices and announcements

Teachers will be notified in advance of special events which 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. No visitors will be admitted to the main office without a visitor's pass and no visitor will be sent to classrooms without principal authorization.
- Every effort will be made to paint or repair classrooms/building while school is not in session, to avoid distractions or interruptions to student learning.

10. Staff dress code

Staff at the South Lawrence East Elementary School are asked to dress professionally for a school setting. Casual clothing such as jeans, and sweatpants are not permitted, except on designated days. All staff will dress in such a way that represents a respectful school culture while meeting the on the go demands that proudly label us teachers of small children. Principal discretion will be used on questionable attire.

11. Rotation of duties

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

- Morning duty for special education teachers, interventionists, EL teachers, and paraprofessionals;
- Coverage of homeroom periods not to exceed 15 minutes per day;
- Coverage of lunch periods, break periods, or block periods;
- 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

South Lawrence East 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 each building for the exclusive use of the Union.

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