



Lawrence Public Schools
John Breen School
2020-2021 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, and staff salaries.*)

For the 2020-21 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$20,000
- Teacher's Choice: \$2,600
- Extra Duty:
- Teachers: Extra Duty: 10,086 (\$6,686 Teacher Leadership + \$3,400 Screening)
 - Teacher Leadership Team, SEL Task Force, STEAM Team, Data Input Stipend (PK), Preschool/Kindergarten Placement, Family and Student Learning Team, Culture and Climate Team, (TLT will determine the number of meetings for each leadership team)
 - Screening in August: 2 days (8 teachers)
- Enrichment Paras
 - Enrichment: \$4,500
 - Screening Dates in August (3 paras per day): \$600
- Field Trips: \$2,000
- Operational: \$10,000
- The principal will determine any transfer or use of additional funds received over the course of the school year.

2. School curriculum issues

John Breen School 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.

- 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. 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 1.5 days** of professional development and/or staff planning days before the school year begins;
 - Full day PD Monday, **August 31, 2020**
 - ½ day (PM) Housekeeping and Placement Meetings **Thursday, August 27, 2020**
 - **Up to 3 days** of professional development and planning days during the school year, Paraprofessionals will have up to 2 days of professional development and planning days during the school year.
 - Full day PD **Tuesday, November 3, 2020** (no students)
 - Full day PD **Friday, January 15, 2021** (Half day for K students, no PK)
 - Full day PD **Friday, March 19, 2021** (Half day for K students, no PK)
 - **All staff will report to work on PD days at 7:50 a.m. and will be dismissed at 3:05 p.m.**
4. **Calendar:** Please see the attached 2020-21 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:
- a. 180 total school days for students (178 days for kindergarten students)
 - b. 183 total school days for educators, including school days and professional development and planning days.
 - c. All federal and state holidays.
 - d. Winter break, Mid-winter break, Spring break.

Screening Dates for PreK Students:

- **August 24 and August 25: Extra Duty** (5 teachers and 2 paras: 9:00 a.m. - 3:15 p.m. Housed in School support of clerk and translators.)
- **Wednesday, August 26:** 5 Screening Appointments 8:15, 9, 9:45, 12, 12:45
 - PK Teachers will discuss student classroom placements for 1 hour after A.M. appointments {10:30-11:30 A.M.} 30 minute lunch for staff {11:30-12:00} and a half hour discussion of placements after P.M. appointments {1:30-2:00}
 - Welcome phone calls to families will be made by classroom paraprofessionals daily.
- **Thursday, August 27:** 1:00-2:00 PK teachers will discuss placements and develop FINAL class lists.
- **Tuesday, September 1:** 9:00-10:30 a.m. Welcome Event for Families (Popsicles at the Breen); Afternoon schedule: Set up classrooms and prep for first day of school

Screening Dates for K Students:

- **August 24 and August 25: Extra Duty** (3 teachers and 1 para): 9:00 a.m. - 3:15 p.m. Housed in School support of clerk and translators.)



- **Wednesday, August 26:** 7 Screening Appointments: 8:15, 8:50, 9:25, 10:00, 10:35, 11:50, 12:25
 - K teacher lunch {11:15-11:45}, Placement meeting {1:00-3:00}.
 - **Thursday, August 27:** 1:00-2:00 K teachers will discuss placements and develop FINAL class lists.
- Kindergarten teachers will NOT use screening appointments for rising K students from PreK at the Breen. During sending and receiving, we will talk with PreK teachers, go over their assessments, and arrange times for visits. K teachers will come to meet and observe PreK students in their PreK classrooms, and arrange a time for the PK student to see their new K classroom, in the spring. These students will get their welcome packet labeled with the child's room number in the spring.
- **Tuesday, September 1:** 9:00-10:30 a.m. Welcome Event for Families (Popsicles at the Breen); Afternoon schedule: Set up classrooms and prep for first day of school.

Events for Families related to curriculum:

- **PK/K Popsicles at the Breen/Welcome Event for Families: September 1, 2020; 9:00-10:30 a.m.**
- **Parent Night at the Breen: Thursday, September 17, 2020; 5:30-6:30 p.m.**
- **Report Card Conferences: Thursday, December 3, 2020; 3-5 p.m.**
- **Multicultural Event: Date TBD ; 4-5 p.m.**
- **Report Card Conferences: Thursday, March 18, 2021; 3-5 p.m.**
- **STEAM Family Showcase: Thursday, April 8, 2021; 4-5 p.m.**
- **Young Authors' Celebration: Thursday, May 20, 2021; 9:30-10:30 a.m., 1:30-2:30 p.m.**

5. Work before and/or after the regular school year

- a. Extra Duty screening dates will take place on August 24 and 25, 2020. Screening will be housed in school with support of clerk and translators. There will be 5 preschool teachers and 3 kindergarten teachers.
 - i. Times: 9:00 a.m. - 3:15 p.m. with a 30 minute lunch
- b. **New teachers are expected to report to work on August 25, 2020.**
- c. **Returning teachers are expected to report to work on August 26, 2020.**
- d. The final work day for teachers is June 21, 2021, including 5 snow days.
- e. 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. A preliminary schedule for the 2020-21 school year is available and is subject to change prior to and during the school year.
- b. The standard workday for educators will be 7 hours and 15 minutes. For the majority of educators, required hours will be approximately 7:50 a.m. – 3:05 p.m.



- c. Except in rare circumstances, teachers will be expected to teach no more than 5 hours and 25 minutes per day. Teachers will have at least 52 minutes of component/planning period each day during the school week. Teachers will be expected to meet for collaborative planning 1 day per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities.
 - d. It is expected that an agenda will be created and available during the PCLC cycles/component.
 - e. Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.
 - f. Preschool teachers and Special Education teachers at the Breen will have one monthly component meeting time assigned to attend the required monthly special education meeting with the building ETF.
 - g. Preschool and Special Education teachers will be allotted one monthly collaborative meeting to work on IEPs and Special Education paperwork. The regular education Kindergarten teachers will be allotted one monthly collaborative meeting to work on Standard-Based Grading. The dates for these meetings will be determined at the start of the SY 2020-2021.
 - h. *In addition to traditional responsibilities and assigned duties listed above, all staff at John Breen 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:*
- **Building meetings will be scheduled from 3:05-4:05 PM on the first Monday of the month.** Building meetings may be cancelled and/ or rescheduled and every effort will be made to provide notice 5 calendar days in advance. There may be a total of 8 building meetings scheduled for the SY 2020-2021. All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at **John Breen 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 during the school year;**
- **Participation in 1 Parent Night on September 17th;**
- **Participation in 2 curriculum evenings for family this school year (STEAM Family Showcase and Multicultural Event)**
- **Phone calls to families about progress of students;**
- **Preparation of individual student weekly reports, Progress Reports, and Report Cards;**
- **Participating in staff recruitment and selection processes;**
- **Maintaining bulletin boards;**
- **Working regularly with school administrators to improve one's instructional practices;**



- **Checking homework on a daily basis or weekly basis;**
- **Attending student-related meetings;**
- **Promote communication with parents using diverse media.**

7. Scheduling of school-wide parent/teacher meetings *(This does not include parent-teacher meetings that occur between school-wide meetings.)*

The John Breen School will hold 3 parent-teacher meetings during the 2020-21 school year. These are tentatively scheduled for the following dates (i.e. Parent Night At The Breen, report card nights.)

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 John Breen School is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is not permitted, except on designated days. Staff has agreed to Jeans Day every Friday for all staff. Proceeds go to materials and events in school for staff.

11. Rotation of duties

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



- 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

- Administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.
- Co-teaching classrooms will have a maximum of 20 students.
- General-education kindergarten classrooms will have a maximum of 23 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.

14. Arrival Schedule:

John Breen School commits to ensuring safety for all students both walkers and bus riding students. Paraprofessional staff may have differing arrival times in order to ensure the safety for all students.

- **Kindergarten students begin arriving at the school at 7:55 a.m.**
- **Breakfast for Kindergarten begins in homerooms at 8:00 a.m. and ends at 8:20 a.m. Breakfast will be served in the classrooms.**
- **Kindergarten students will salute the flag/or classroom promise in their classrooms at 8:20 a.m.**
- **PreK and Kindergarten students begin to arrive on buses at 7:55 a.m.**
 - **Students enter the building and report to designated areas.**
 - **PreK students report to the first and second floor.**
 - **Kindergarten students arriving on buses report to classrooms.**

Schedule SY 2020-2021 John Breen School

Start time Teacher Staff: 7:50 a.m. End of Day Teaching Staff: 3:05 p.m. (M-F)

Total Hours per day Teachers: **7 hours and 15 min.**

Lunch: 30 min.

Common Planning: 52 min per week

Component: 52 min per week

Start Time Para Staff Staggered:

7.5 hours or 8 hours

- 7:30-3:00 (7.5 hrs)



- 7:40-3:10 (7.5 hrs)
- 7:15-3:15 (8 hrs.)
- 7:30-3:30 (8 hrs.)
- 7:40-3:40 (8 hrs.)
- 7:45-3:45 (8 hrs.)
- 8:00-4:00 (8 hrs)

Lunch Time: 30 min; Break time 10 minutes during the day.

Total Number of hours per day: 7.5 or **8 hours**

Total Number of hours per week: 37. 5 or **40 hours**

Preschool Students

AM Session

- Arrival of student on buses: 7:55 a.m.
- Arrival in classrooms: 8:05 a.m. (For safety reasons, walkers' transition after bus students.)
- Recess/Breakfast/Bathroom: 40 min
- Dismissal Time: 10:42 a.m.

Total Student Hours Per Day: **2 hours and thirty-seven minutes**

PM Session

- Arrival of Bus students: 12:15 p.m.
- Arrival in classrooms: 12:15 p.m.
- Recess/Lunch/Bathroom: 40 min.
- Dismissal: 2:52 p.m.

Total Student Hours Per Day: **2 hours and thirty-seven minutes**

Teacher Planning Time: 10:48-11:40 a.m.

Teacher Component time: 10:48-11:40 a.m.

PK Para Lunch: 11:40 a.m. -12:10 p.m.

PK Teacher Lunch: 11:45-12:15

Teacher/Para Lunch: 30 min.

Total hours for preschool students are at 452.68 hours.

FULL DAY Program Schedules for K Students

- Breakfast Monitors Set up Breakfast
- 7:55 Arrival-Breakfast Monitors support
- 8:00-8:20 Breakfast in classrooms-Teachers and Paras Cover



- 8:20 -10:40 Salute the Flag/Morning Activities
- **10:48-11:40 Teacher Planning Time**
- **11:45-12:15 Teacher Lunch Time**
- **K Student Lunch/Recess/Enrichment**

K and PreK paras will support the Enrichment. Enrichment will be coordinated and planned by Enrichment Intervention Paras.

- **12:20 - 12:50 K Para Lunch**
- 12:15 - 2:45 K Afternoon activities.
- 2:52 Dismissal

Teacher Planning Time: 10:48-11:40 a.m.

Teacher Component time: 10:48-11:40 a.m.

Kindergarten Student Hours Per day: **6 hours and 57 min.**

Total hours for Kindergarten is 1220.27 hours (178 school days, 5 half days)

ILP classrooms may require more than one recess due to the age group of students. Their breakfast and lunch will be integrated with Kindergarten and preschool students. Their lunch and enrichment may be integrated with K students since there will only be a few K students in each group. This model supports inclusion by providing opportunities for students with special needs to interact with typically developing peers.

**Breen Enrichment
2020-2021 Cycle 1**

Kindergarten Class	Time	Enrichment	Notes
Room 9	10:45-11:25	Art	Every day for 11 Weeks
Room 15	10:45-11:25	Spanish	Every day for 11 Weeks
Room 19	10:45-11:25	STEAM	Every day for 11 Weeks
Kindergarten Class	Time	Enrichment	Notes
Room 10	10:45-11:25	Recess/Lunch	Every day for 11 weeks
Room 14	10:45-11:25	Recess/Lunch	Every day for 11 weeks
Room 20	10:45-11:25	Recess/Lunch	Every day for 11 weeks

Kindergarten Class	Time	Enrichment	Notes
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Room 9	11:25-12:15	Recess/Lunch	Every day for 11 weeks
Room 15	11:25-12:15	Recess/Lunch	Every day for 11 weeks
Room 19	11:25-12:15	Recess/Lunch	Every day for 11 weeks
Kindergarten Class	Time	Enrichment	Notes
Room 10	11:25-12:15	Spanish	Every day for 11 weeks
Room 14	11:25-12:15	STEAM	Every day for 11 weeks
Room 20	11:25-12:15	Art	Every day for 11 weeks

***Schedule Break Down:**

Rooms: 9, 15, 19

10:45-11:25 Enrichment

11:25-11:45 Recess

11:45-12:15 Lunch

Rooms: 10, 14, 20

10:45-11:05 Recess

11:05-11:25 Lunch

11:25-12:15 Enrichment