



Lawrence Public Schools
Robert L. Frost Middle 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 and materials: \$23,933
- Teacher's Choice: \$3,600
- Principal's Office: \$115,087 (Operating Supplies for FRM)

- 2. School curriculum issues**

Robert L. Frost Middle School teachers will use materials and resources aligned with MA Common Core State Standards when developing instructional plans. English Language Arts instruction will be provided through Pearson's "My Perspectives". Math instruction will be provided through the Engage NY module series as well as the "GoMath" curriculum published by Houghton Mifflin Harcourt. Science instruction will align with the district's expectations for Know Atom. History/Social Science instruction will support the work performed in English Language Arts using Pearson's "My World" along with supplemental resources and periodicals (ie. NEWSELA, Scholastic).

- 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 selected/required to participate in, and/or lead, professional development activities throughout the year. Expected professional development activities will be included in the following release times:

- Up to 1 day of professional development and/or planning for NEW STAFF ONLY prior to the school year
- Up to 3 full days of professional development and/or planning for ALL STAFF; which includes 2 days prior to the school year and 1 day in November
- Up to 2 additional half days for professional development and/or planning for ALL STAFF scheduled in January and March



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 (177 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.

5. **Work before and/or after the regular school year**
 - a. Returning teachers are expected to report to work on August 26, 2020.
 - b. New teachers are expected to report to work on August 25, 2020.
 - c. The final work day for teachers is June 21, 2021, including 5 snow days.
 - d. 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 40 minutes**. For the majority of educators, required hours will be approximately **7:35 am – 3:15 pm**.
 - c. Except in rare circumstances, teachers will be expected to teach no more than **1,800 minutes per week**. Teachers will have at least **1** planning period each day during the school week. Teachers will be expected to meet collaboratively **several times per week** to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, **one** planning time per week may be set aside for family and student support meetings, and/or additional professional development.
 - d. 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 **48 hours** after this meeting.
 - e. Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.
 - f. *In addition to traditional responsibilities and assigned duties listed above, all staff at Robert L. Frost Middle 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 Open House Events*
- *Participation in parent conferences to discuss students' academic progress*
- *Maintaining open lines of two-way communication with families through **phone conversation, email, and face-to-face meetings***
- *Preparation of weekly student reports, progress reports, report cards with a focus on frequently updating students' assessed performance in PowerSchool*
- *Leading student-based extra-curricular activities*
- *Participating in staff recruitment and selection*
- *Maintaining bulletin boards*
- *Working regularly alongside administration and instructional coaches to improve one's own instructional practice*
- *Attending student-related meetings*
- *Maintaining up-to-date information for grade-level communication outlets such as Grade-level brochures, REMIND, FRM Newsletter, etc.*

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

The Robert L. Frost Middle School will hold **4** mandatory parent-teacher events during the 2020-'21 school year outside the regular hours of the school day. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- Welcome Back / Grade-Level Curriculum Event -- Mid-September
- HS Fair & Student / Parent Progress Report Meetings -- Early to Mid-October
- Report Card Distribution / Parent Conferences -- Early to Mid-December
- Report Card Distribution / Parent Conferences -- Mid to Late March

8. Notices and announcements



- a. **Teachers will be notified, in advance, of special events which involve students, such as health testing, assessment scheduling, assemblies, etc. Classroom interruptions will be kept at a minimum.**

9. School health and safety issues

- Working in conjunction with central office, Robert L. Frost Middle 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 Robert L. Frost Middle School is expected to dress professionally for a school setting. Excessively casual clothing and/or footwear such as jeans, sweatpants, yoga pants, shorts, T-shirts, sleeveless shirts, beach sandals, etc. is not permitted, except on designated days with the consent of school administration.

11. Rotation of duties

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

- Coverage of morning homeroom period (not to exceed 20 minutes/day)
- Bus and/or dismissal duty
- 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

Robert L. Frost Middle 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.