



Lawrence Public Schools
Francis M. Leahy 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:

- Education Supplies \$17,430
- Transportation \$20,000
- Enrichment \$90,000
- Professional Development \$61,000
- Professional Services \$143,6000
- Text Books \$48,320

- 2. School curriculum issues**

F.M. Leahy 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. Currently we use enVisions for Math, CKLA for Reading/Writing, Know Atom for Science for grades 1-5, Discovering Justice for History/ Social Science/Humanities and The Kindness in the Classroom Curriculum.

- 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 and before or after the school year ends. 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 40 days of on-site professional development and planning time, with each day including up to 7.5 hours of professional development and/or staff planning time.

Specifically:

- **Up to 3 days 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;**



Up to 2 days of professional development and/or staff planning days during the school year

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.
- e. **Building Meeting**
Time: 3:15 - 3:45 PM
Dates: 9/14, 10/5, 11/9, 12/7, 1/11, 2/8, 3/8, 4/12, 5/10, 6/7 * (dates subject to change)
- f. **Teacher Leadership Team Meeting:**

Time: 3:15- 4:15

- **Dates – 9/21, 10/19, 11/16, 12/14, 1/25, 2/22, 3/9, 4/26, 5/17, 6/14 * (dates subject to change) Additional leadership meetings can be scheduled as needed. Notice will be given to all members.**

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 50 minutes. For the majority of educators, required hours will be approximately 7:25- am – 3:15 pm.
- c. Except in rare circumstances, teachers will be expected to teach no more than 2,600 minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively 2 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 ____ 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 Leahy School 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:*
 - i. **Participation in 6 family events (12 hours total) during the school year. Required events include: Welcome Back to School Pizza/Curriculum Night, 2 report card distribution sessions- Fall/Spring, one PTO meeting, and one additional event. (MCAS info session, Multi-Cultural Night, December Christmas Concert, etc.)**
 - ii. **Select a Student of the Month from your classroom (monthly) and a Parent of the Month in November, January, March and May**
 - iii. **Non-classroom teachers will be assigned morning duty from 7:25-7:50 AM**
 - iv. **Lesson plans should be readily available and submitted upon request**
 - v. **All staff are expected to read the daily memos and are responsible for its contents**
 - vi. **All teachers are expected to review and analyze data after every data cycle/assessment cycle**
 - vii. **Staff are expected to adhere to all deadlines**
 - viii. **CUM folders are expected to be formally opened within 2 weeks of the start of the school year and within 1 week of receiving a new student**
 - ix. **It is expected that staff communicate frequently with families about the academic progress of students, especially those that are falling behind**
 - x. **All TeachPoint observations and evaluations need to be signed within 24-48 hours of receipt**
 - xi. **Homeroom teachers are expected to pick up students promptly at 7:30AM and walk students out at dismissal to designated areas at 3:00 PM. Staff are required to supervise dismissal until 3:15 to ensure a safe and orderly dismissal. Students not picked up on time will be escorted to the Main office by the classroom teacher**



- xii. **All support staff will be assigned to a homeroom classroom. Support staff will assist with walking students into the building in the AM**
- xiii. **Support staff will be assigned end of the day activities; (bus, playground, crosswalk)**
- xiv. **Preparation of individual student weekly reports, Progress Reports, and Report Cards**
- xv. **Staff are expected to maintain a classroom conducive to daily learning as well as providing a visually pleasing learning space**
- xvi. **Participation in staff recruitment and selection processes**
- xvii. **Working regularly with school administrators to improve one's instructional practices**
- xviii. **Attending student-related meetings;**
- xix. **All staff are required to prepare their classroom space prior to the first day of school.**

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

The Leahy School will hold 2 parent-teacher meetings, 1 curriculum night and 1 parent breakfast per grade level during the 2020-21 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- **Open House August 27, 2:00-3:00 PM**
- **Family / Parent Breakfast – Week of September 1st, - September 4, 2020**
- **Curriculum Night – Thursday, September 17, 2018 (combining Curriculum Night with Pizza Party)**

- **Report Card Night - December 3rd, 2020 & March 11, 2021**

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 **Leahy** School is asked to dress professionally for a school setting. Excessively casual clothing such as jeans (other than approved days), sweatpants and flip flops is not permitted, except on designated days.

11. Rotation of duties

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

- **Coverage of homeroom / class periods,**
- **Coverage of lunch periods, break periods, or block periods**
- **Substitute coverage of classes and duties of others who are absent from school**
- **Coverage of after-school program activities, not exceeding 100 minutes Monday – Thursday.**
- 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

Leahy 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

*** Staff members 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.

14. Cell Phone Expectations:

Cell phones are not to be in use other than your personal lunch or your personal planning time. As always, if there is an emergency or extenuating circumstance please reach out to administration to make them aware.

