



**Lawrence Public Schools**  
**Rollins Early Childhood Center**  
**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:

- **Instructional Supplies / Student Activities**  
*Including but not limited to: CKLA, ST Math, Know Atom, Music, NWEA, Soccer \$39725.00*
  - **Professional Development \$5000.00**
  - **Extra Duty Stipends \$3500.00**
  - **Field Trips \$2500.00**
  - **Teacher's Choice \$2000.00**
  - **Operating Supplies \$5000.00**
2. **School curriculum issues:** Rollins Early Childhood Center will use Common Core aligned curriculum which compliments *The Guidelines for Preschool and Kindergarten Learning Outcomes, Massachusetts Department of Elementary and Secondary Schools.*
  3. **Professional development activities applicable to the school as a body**
    - **Culturally Responsive training for all staff**
    - **Environment Rating Scales Institute online introductory training course on the Early Childhood Environment Rating Scale**
    - **Saul Zaentz Early Education Initiative, Harvard Graduate School of Education**
  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 preschool/ 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 15 minutes. For the majority of educators, required hours will be approximately 7:50am – 3:05 pm.
- c. Except in rare circumstances, teachers will be expected to teach no more than 1800 minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively at least one time 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. Every effort will be made to have one planning period each week to be used at the teacher's discretion.
- 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 24 hours after this meeting.
- e. All staff at The Rollins Early Childhood Center 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 The Rollins Early Childhood Center 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. *Regular ongoing communication with families*
  - ii. *Monthly building meetings*

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

The Rollins Early Childhood Center will hold 2 parent-teacher meetings during the 2020-21 school year as well as 3 family events. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- ***Welcome/ Open House: Wednesday August 26, 2020 1:30-3:00***
- ***Back to School Night: Tuesday September 22, 2020 4:00-5:00***
- ***Report Card Conference Fall: Thursday December 3, 2020 3:30-5:30***
- ***Report Card Conference Spring: Thursday March 18, 2021 3:30-5:30***
- ***Spring Showcase: Wednesday May 19th 4:00-5:00***



**8. Notices and announcements:** *All staff will receive, read, and respond to a weekly bulletin shared via email by the principal each week. Necessary updates will be sent as needed via email. All staff must check email at least one time per work day.*

**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**

The Rollins Early Childhood Center staff is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants 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 Rollins Early Childhood Center. Additional duties may include, but are not limited to: lunch/ recess duty, arrival and 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**

The Rollins Early Childhood Center administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development. All classrooms will be staffed with at least one paraprofessional.

**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 at The Rollins Early Childhood Center for the exclusive use of the Union.