



2015-16 School Operational Plan

Lawrence Family Public Academy



- 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 2015-16 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$5,000
- Teachers' Choice: \$1,600

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.**

Lawrence Family Public Academy 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. Lesson plans will be submitted on Wednesdays by the classroom teachers and modified by ELL and Special Education teachers by Friday.

- 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 for students, 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 1 day of professional development and/or staff planning days for new staff only before the school year begins;
- Up to 5 days of professional development and/or staff planning days before the school year begins;
- Up to 2 days of professional development and planning days during the school year;

- 4. Calendar.**

Please see the attached 2015-16 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:

- Total number of school days for students.
- Total number of 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, 2015. New teachers to Lawrence Family Public Academy are expected to report to work on August 17, 2015. The final work day for teachers is June

20, 2016. 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.

Teachers at each school will receive a duty-free lunch and regular preparatory time. The school schedule is subject to change prior to and during the school year.

The standard workday for educators will be 8 hours. For the majority of educators, required hours will be approximately 7:45am–3:45pm for teachers and 7:25-3:25 for paraprofessionals.

Except in rare circumstances, teachers will be expected to teach no more than 2,250 minutes per week. Teachers will have 1 Team planning periods every week and 1 individual planning period four times a week. This time can be to plan, grade, collaborate with their colleagues, etc. Teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings on 1 day from 3:30-4:30, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Lawrence Family Public Academy 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:

- Lesson plans available on a weekly basis on the T-Drive and a lesson plan binder accessible to visitors
- Participation in common planning and RTI meetings, collaborative meetings, and professional development
- Read daily morning message and be responsible for its content
- Teachers and paraprofessionals are expected to pick students up promptly at 7:45am and walk students out at dismissal at 3:15pm
- Teachers and paraprofessionals are required to supervise lunch and recess
- Participation in family math and literacy nights (a stipend will be paid)
- Phone calls to families regarding the academic progress of students and follow-up meetings if necessary
- Preparation of progress reports and report cards
- Weekly entering of grades into PowerSchool
- Participating in staff recruitment and selection processes
- Maintaining bulletin boards to showcase student work and motivation
- Participation in 3 Progress Report conferences (November, February, and April) during the school year
- Phone calls to families about the academic progress of students;
- Working regularly with school administrators to improve one's instructional practices (SMART goals, walk-throughs, etc) maintaining a portfolio of evidence toward goals
- Preparation and implementation of student behavior charts
- Checking homework on a daily basis;
- Attending student-related meetings including IEP, Tier IV, and family meetings
- Serving as an advisor to a small cohort of students.

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

- a) Lawrence Family Public Academy will hold three parent-teacher conferences during the 2015-16 school year. These are tentatively scheduled for the following dates: October 13-16, 2015; January 19-22, 2016; and May 2-6, 2016 and may be subject to change. Teachers may schedule conferences at the following times:
- 3:30-6:00pm any evening the week of parent conferences
 - Before school starts any day that week
 - During the teacher planning periods that week
 - The intent is to ensure that every parent meets with the teacher and, to the extent possible, the school is flexible to the time needs of parents.
- b) Lawrence Family Public Academy will create a PTO and hold monthly meetings during the year to plan family activities, volunteering possibilities, and fund raisers. There will be discussions regarding the progress and programs of the school as well as workshops. Teachers will be invited, but not required to attend.

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 Lawrence Family Public Academy are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, tee-shirts, sweatshirts, sweatpants, shorts (above the knee), hats, and flip flops is not permitted. Jeans Day Fridays will be announced in advance and jeans must be free of rips and tears and fit properly.

11. Rotation of duties.

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of Lawrence Family Public Academy. These duties are intended to maintain the safety of students at all times and to maintain a culture of discipline and respect within the school at all times. These duties may include, but are not limited to:

- Teachers are expected to meet their students in the school yard and/or gym at the beginning of each school day and walk silently to their classroom
- Teachers are expected to monitor their classes en route to any special subject classes, such as art, music, or physical education and be ready to receive them upon completion.

- Teachers are expected to walk their students to the cafeteria for lunch each day, and then are free to have their own half hour lunch period.
- Teachers are expected to walk their students to the places assigned for walkers, parent pick-up, or bus transportation at the end of the day. Every teacher will have an assigned group to monitor until students leave to go home. Assignment will be by the school principal.
- Paraprofessionals are expected to support the lines of every class as requested by the classroom teacher.
- Paraprofessionals are expected to supervise morning recess from 7:30-7:45 am.
- Paraprofessionals are expected to supervise lunch time for their class and then escort students outside for recess. They will then have one-half hour lunch period.
- Paraprofessionals are expected to walk individual students or small groups of students to the lavatory as necessary, and wait to return the student to their classroom. NO students should be unattended in a bathroom.
- The school also has Procedural Structures and expectations in place that allow for a structured daily routine both in the classroom and throughout the building.
- Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.
- Coverage of lunch periods, break periods, or block periods, not exceeding 30 minutes per day;
- 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 here. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

12. Class size.

Lawrence Family Public Academy endeavors to ensure a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development. Our target class sizes are as follows, but are subject to the needs of the school and district:

- K-1, four-year-olds: 17 per class
- K-2, five-year-olds: no more than 25 per class

13. Bulletin Boards:

Bulletin Boards will be provided in the building for the following purposes:

- **Student work:** at least one bulletin board on each floor to be maintained by the teachers, displaying quality student work
- **Parent information:** one bulletin board near the entrance and/or parent liaison office with important notices/dates for parents in English and Spanish, to be maintained by parent Liaison and receptionist.
- **Lawrence Teachers' Union:** will be provided a clearly designated bulletin board for the purpose of posting union-related notices and other materials. This will be available in the Teacher's Room for the exclusive use of the Union.
- **Workplace regulations:** A bulletin board will be provided in the teacher's room and will post current notices and posters explaining federal workplace regulations: OSHA, Family Medical Leave, Civil Rights, Non-Discriminatory Policies and related topics.



Lawrence Public Schools
2015-16 Staff Calendar
Lawrence Family Public Academy, Grades Pre-K - K
526 Lowell Street - (978) 722-8030

Student Hours: Monday - Friday 7:45 AM - 3:15 PM

Teacher Hours: Monday - Friday 7:45 AM - 3:45 PM

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
	16	17	18	19	20	21	22			1	2	3	4	5	6
	23	24*	25	26	27	28	29		7	8	9	10	11	12	13
	30	31**	1	2	3	4	5		14	15	16	17	18	19	20
	6	7	8	9	10	11	12		21	22	23	24	25	26	27
	13	14	15	16	17	18	19		28	29					
	20	21	22	23	24	25	26								
	27	28	29	30											
October	SUN	MON	TUE	WED	THU	FRI	SAT	March	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	3				1	2	3	4	5
	4	5	6	7	8	9	10		6	7	8	9	10	11	12
	11	12	13	14	15	16	17		13	14	15	16	17	18	19
	18	19	20	21	22	23	24		20	21	22	23	24	25	26
	25	26	27	28	29	30	31		27	28	29	30	31		
November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6	7							1	2
	8	9	10	11	12	13	14		3	4	5	6	7	8	9
	15	16	17	18	19	20	21		10	11	12	13	14	15	16
	22	23	24	25	26	27	28		17	18	19	20	21	22	23
	29	30							24	25	26	27	28	29	30
December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4	5								
	6	7	8	9	10	11	12		1	2	3	4	5	6	7
	13	14	15	16	17	18	19		8	9	10	11	12	13	14
	20	21	22	23	24	25	26		15	16	17	18	19	20	21
	27	28	29	30	31				22	23	24	25	26	27	28
									29	30	31				
January	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
						1	2					1	2	3	4
	3	4	5	6	7	8	9		5	6	7	8	9	10	11
	10	11	12	13	14	15	16		12	13	14	15	16	17	18
	17	18	19	20	21	22	23		19	20	21	22	23	24	25
	24	25	26	27	28	29	30		26	27	28	29	30		
	31														

187 Teacher Days - 175 Student Days

Aug. 17 - 21	Staff PD - School Based	Nov. 26 - 27	Thanksgiving Break
Aug. 19	LPS New Teacher Orientation (AM)	Dec. 21 - Jan. 1	Winter Break
Aug. 21	LPS Kickoff (AM)	Jan. 4	School Re-opens
Aug. 24	School Opens Grades 1 - 12	Jan. 15	No School for Students/Staff PD
Aug. 24 - 28	PK - K Screening	Jan. 18	Martin Luther King Day
Aug. 31	School Opens PK - K	Feb. 15 - 19	Mid-Winter Break
Sept. 4 - 7	Labor Day Weekend	Mar. 25	Good Friday
Oct. 12	Columbus Day	Apr. 18 - 22	Spring Break
Nov. 3	No School for Students/Staff PD	May 30	Memorial Day
Nov. 11	Veteran's Day	June 20	Last Day of School - Early Dismissal
Nov. 25	Early Dismissal		<i>includes 5 days for inclement weather</i>

- No school for students and staff**
- Early dismissal for staff at 12:15pm**
- Teacher professional development day/no school for students**
Typical PD Hours: 8:00am-3:45pm

* Please see School Operational Plan for details on other required meetings/events for staff (e.g., staff meetings, family nights, etc).