



Lawrence Public Schools
Frost Middle School
2024-2025 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 2024-25 school year, discretionary funds have been allocated in the following amounts:

- Educational supplies and materials: \$13,525
- Teacher Choice: \$7600
- Textbooks: \$32,000
- Principal's Office: \$104,139 (Operating Supplies for FRM)
- Extra Duty (Teacher): \$22,925; Extra Duty (Paraprofessional): \$10,000

- 2. Professional development activities** *(This does not include individualized professional development or coaching of teachers.)*

- a. August 21, 2024 (12:00PM – 3:00PM); August 22, 2024 (7:30AM – 3:00PM); August 23, 2024 (7:30AM– 3:00PM); October 23,2024 (11:30 to 3:00); November 5, 2024 (7:30AM – 3:00PM); December 11, 2024 (11:30AM – 3:00PM); January 29, 2025 (11:30AM – 3:00PM)
- b. Bi-weekly Common Planning Meetings, including but not limited to:
 - i. Alignment of Curriculum to Instruction and Assessment
 - ii. Teaching All Students (specific to subgroups designated SPED / ML)
 - iii. Analysis of student work and data (ie. MCAS, MAP, ACCESS, etc.)
- c. Scheduled Learning Walks and debrief sessions per grade / per subject area
- d. Regularly scheduled (10) Building Meetings (dates TBD in advance) from 3:05 – 4:35, to cover business including but may not be limited to:
 - i. Professional Development led by Advanced Educators, Teacher Leaders, FRM Staff, etc.
 - ii. Sessions with NWEA / HMH / KnowAtom / IXL / Formative / Go Guardian
 - iii. Sessions involving Restorative Practices / SEL
 - iv. School-based programming
 - v. District-based programming

NOTE: *Professional development programs generally will be determined at the school level. There will be occasions however where the Superintendent may require district-wide professional development. Employees at Frost Middle School may elect to attend professional



development outside the school's or district's purview. If the desired PD is relevant to the employee's current role(s) and responsibilities, and with approval from school administration, FRM will pay the professional development admission not exceeding \$150 per person during the school year. FRM cannot share or split a cost in excess of the individual allotment of \$150.

3. **Calendar:** Please see the attached [2024-25 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 (169 days for pre-kindergarten students)
 - b. **184** total school days for educators, including school days and professional development and planning days.
 - c. Annual teacher hours for all teachers in the district will be 1413 hours. This will allow for increased opportunities for directed teacher planning time.
 - d. All federal and state holidays.
 - e. Winter break, Mid-winter break, Spring break.

4. **Work before and/or after the regular school year**
 - a. Returning teachers are expected to report to work on August 22, 2024.
 - b. Paraprofessionals are expected to report to work on August 22, 2024.
 - c. New teachers are expected to report to work on August 21, 2024 for mandatory LPS orientation.
 - d. The final work day for teachers and paraprofessionals is June 24, 2025, 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.

5. **Schedule for staff and students**
 - a. A preliminary schedule for the 2024-25 school year is available and is subject to change prior to and during the school year.
 - b. The standard workday for teachers will be **_7_ hours and _35_ minutes**. For the majority of educators, required hours will be approximately **7:30 am – 3:05pm**.
 - c. The standard workday for members of the Lawrence Federation of Paraprofessionals (all paraprofessionals, parent liaisons, and lunch aides) will be eight (8) hours and no minutes.
 - i. For FRM paraprofessionals, required hours will be approximately **_7:10_ am - _3:10_ pm**.
 - ii. For the majority of parent liaisons, required hours will be approximately **_7:30_ am - _3:30_ pm**.



- iii. For the majority of lunch aides, required hours will be approximately _____am - _____ pm.
- iv. The maximum hours per day for members of the Lawrence Federation of Paraprofessionals is eight (8) hours unless there are extenuating circumstances where the principal has approved of (optional) extra duty and has the means to fund the extra duty expense.
- d. Except in rare circumstances, teachers will be expected to teach no more than 1,800 minutes per week. Teachers will have at least one (1) planning period each day during the school week. Teachers will be expected to meet collaboratively **multiple times per week** to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Collaborative meetings may include, but may not be limited to:
 - i. Team Meetings
 - ii. Meeting(s) with Administration and/or Instructional Coaches
 - iii. Co-planning session(s) with general educators, special educators, and multilingual teaching team
 - iv. IEP / 504 meeting(s)
 - v. *Planning period(s)

*NOTE: Teachers will be afforded a minimum of two (2) teacher-directed planning periods per week. Additionally, one planning period per week may be set aside for family and student support meetings, and/or additional professional development.

NOTE: Building meetings may be canceled and/or rescheduled. If a building meeting is canceled due to inclement weather, scheduling conflicts, etc., that time will not be added to subsequent building meetings but may be rescheduled with advance notice. FRM will make every effort to provide notice of rescheduled times at least seven (7) calendar days, in advance.

- e. 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.
- f. Teachers and Paraprofessionals at each school will receive 30 minutes of duty-free lunch and collaboration time.
- g. *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:*
 - i. *Participation in parent outreach events*
 - ii. *Participation in parent conferences to discuss students' progress*



- iii. *Maintaining open two-way communication with families through phone and text, REMIND, TalkingPoints, CLEVER, email, newsletters, Zoom, face-to-face meetings, etc.*
- iv. *Preparation of student reports, progress reports, report cards, and updates of student performance in PowerSchool (at minimum) every two weeks*
- v. *Leading student-centered extra-curricular activities*
- vi. *Participating in staff recruitment, selection, and/or orientation*
- vii. *Fulfilling leadership roles and responsibilities (ie. TLT, Advanced Educator, Mentor, etc.)*
- viii. *Maintaining bulletin boards (F.A.L.C.O.N.S. attendance challenge)*
- ix. *Working alongside administration and instructional coaches to improve individual professional practice*
- x. *Attending student-related meetings*
- xi. *Maintaining and disseminating up-to-date information through grade level communication outlets*
- h. *The Teacher Leadership Team (TLT) will meet once per month (schedule TBD and subject to change).*

6. 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 7 parent-teacher events during the 2024-25 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- “Welcome Back” Event / Curriculum / Introduction to FRM Programs – Early to Mid-September, 2024 (date TBD 3:05PM – 6:05PM)
- Progress Report Parent/Teacher Conferences – Mid-October (date TBD 3:05PM – 6:00PM)
- “Family Dinner” Event – Mid-November (date TBD 4:30PM – 6:30PM)
- Term 1 Report Card Parent/Teacher Conferences – Early to Mid-December (date TBD 3:05 – 6:00PM)
- Term 2 Report Card Parent/Teacher Conferences – Mid-March (date TBD 3:05 – 6:00PM)
- Frost Middle School Honor Society Celebration/Induction Ceremony – May (date TBD 4:30PM – 6:30PM)
- Frost Middle School Final Assembly – June (date TBD 5:30PM – 7:00PM)



7. Notices and announcements

- a. Teachers will be notified, in advance, of special circumstances which involve students, such as health screenings, assessment scheduling, assemblies, etc. Classroom interruptions will be kept to a minimum.
- b. Notices will be shared via the daily morning email message, staff mailboxes, morning announcements, text messaging, and Google Docs.

8. School health and safety issues

- Working with central office, FRM 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.

NOTE: Staff leave:

- *For LTU members, Article 29 Duty-Free Lunch*

Each teacher will be provided a thirty (30) minute duty-free lunch period. All lunch periods will be consecutive. Except in emergency or extenuating situations, teachers shall be permitted to leave the school building during their 30-minute scheduled lunch period with advance notice of the principal or his/her designee and with the completion of a signed In/Out log.

Per Lawrence Public School District

Buildings are staffed in accordance to student enrollment with deference to student-to-teacher ratios. In the interest of student safety, staffing numbers and work assignments must be monitored and sustained throughout the day in the event of an emergency, such as a building evacuation, shelter in place order, staff or student injury, unforeseen staff leave, need for coverage, parent/family request for a meeting, etc. In turn, Lawrence Public Schools expects staff to remain on site when performing professional responsibilities including, but not limited to, planning and preparation, parent outreach, professional development, etc. unless permitted by school administration or central office personnel to fulfill work-related duties off site OR if having to attend to a personal/professional emergency. Requests to leave the school building during school hours must be granted by an administrator with completion of a signed In/Out log.



9. Staff dress code

Staff at The Robert L. Frost Middle School is asked to dress professionally for a school setting. Excessively casual clothing 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**. School administration will consult all TLT representatives on an appropriate schedule for wearing jeans or other casual clothing periodically throughout the school year calendar.

10. 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 35 minutes/day)
- Coverage of lunch/recess
- 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.

NOTE: It is the responsibility of all teaching staff to maintain regularly updated academic records of student performance in PowerSchool. "Regularly updated" may be different for each subject area, but grades should be entered for assignments within two weeks of the assignment being due and/or passed in. In addition to sharing progress reports and report cards, teachers are expected to make periodic contact during the academic term (via email or other written correspondence, by phone, or through one-to-one meeting) with any parents of students who are not meeting grade level standard(s).

11. 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.

12. 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.