



Lawrence Public Schools
School for Exceptional Studies - NCEC
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:

- Supplies and materials: \$68,000
 - After-School: \$88,500
 - Any transfer or use of additional funds received over the course of the school year will be determined by the principal.
2. **Professional development activities** (*This does not include individualized professional development or coaching of teachers.*)
 - Up to 1 day of professional development and/or staff planning days for new staff before the school year begins.
 - Up to 2 days of professional development and/or staff planning days for staff before the school year begins. (Focus Areas- Therapeutic Training, PA, Behavior Management, Pt. Sheet, Classroom Management)
 - Up to 1 full day of professional development and planning days during the school year.
 - Up to 3 half days of professional development and planning days during the school year.
 - Up to 0 days after the last day of school for students, but before the end of the term of employment.
 - Ongoing PD focus areas will include UDL, Academic Instruction, ML Instruction and Behavior Management.
 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. 183 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 40 minutes. For the majority of educators, required hours will be approximately 7:30 am – 3:10 pm.
- 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 the majority of paraprofessionals, required hours will be approximately 7:30 am - 3:30 pm.
 - ii. For the majority of parent liaisons, required hours will be approximately 7:15 am - 3:15 pm.
 - iii. For the majority of lunch aides, required hours will be approximately
6:00am - 2:00pm
6:30am - 2:30pm
7:00am - 3:00pm
 - 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 1250 minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively 3 times a week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, five (30 min.) planning time per week may be set aside for family and student support meetings, and/or additional professional development.
- 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 24 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 the School for Exceptional Studies 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. *Participate in point and level system/ behavior management*
 - ii. *Participate in Project Adventure and Restorative Justice practices*
 - iii. *Reading daily emails, SES Housekeeping and daily checkout logs, and being responsible for content*

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

The School for Exceptional Studies will hold 3 after school parent-teacher meetings 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 Meet and Greet/Provider Night, September 25, 2024: 4:00pm-6:00pm
- Provider night: Date & Time TBD
- Ice Cream Social: Date & Time TBD

In addition SES will host ongoing Family Engagement and/or Family Breakfasts.

7. 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.

8. 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 and wear a name tag.
- 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.



9. Staff dress code

Staff at the School for Exceptional Studies are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is not permitted, except on designated days. Clothing with the SES logo is permitted. Staff shall wear professional attire during meetings with community members on and off site.

10. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of SES. Additional duties may include, but are not limited to: (list them here)

All faculty are expected to perform additional duties that are necessary to fulfill the mission of SES. Additional duties may include, but are not limited to:

- Assisting in the application of Crisis Intervention, as needed
- Participation in scheduled family conferences and school related events offered during the school year
- Preparation of individual student reports, progress reports, and report cards
- Provide ongoing training and mentoring to Crisis Aides
- Attend student related meetings
- Work regularly with the school administration to improve one's instructional practices
- All teachers and Crisis Aides will work collaboratively to support student achievement
- Completion of assessments and administration of standardized testing
- 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.
- Newly hired CIA's will be placed with a veteran CIA, within the program they will be working in, for a week of mentoring through observation and training.
- Educators who are part of school committees will be provided coverage to attend committee meetings based on predetermined meeting times.
- Current committees at SES include (subject to change based on school needs)
 - Teacher Leadership Team (TLT)
 - Language Acquisition Team (LAT)
 - Lawrence Learning Consultancy Cohort Team (LLCC)
 - Literacy Team
 - Mathematics Team
 - Universal Design for Learning Team (UDL)
 - Crisis Aide Planning Committee
 - Data Wise Committee
 - Point Sheet Committee
 - Professional Growth Committee



- Restorative Justice Committee
- Restraint Committee
- Transition Committee

11. Class size

The School for Exceptional Studies is a licensed public therapeutic day school that is committed to ensuring a reasonable class size for students and teachers. Class size may vary to support student learning and teacher development. As outlined in the school's license with the Department of Elementary and Secondary Education, maximum class size can never exceed 11 students.

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. Additionally, teachers' themed bulletin boards are to be changed per term. Individual student work is to be current.