



Lawrence Public Schools
South Lawrence East Elementary School
2023-2024 School Operational Plan

- **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 2023-24 school year, discretionary funds have been allocated in the following amounts:

- Operational Budget \$38,101
- Staff stipends \$35,000
- Photo Coier \$15,369
- Educational Materials \$124,000
- Teacher's Choice \$ (take out of Ed Supplies - \$250 per teacher)
- Transportation for field trips (1 per grade) - \$10,000

- **School curriculum issues**

The South Lawrence East Elementary School will continue to utilize CKLA (ELA), EngageNY Squared (math), and Know Atom (Science) across all grade levels.

- **Professional development activities applicable to the school as a body** (*This does not include individualized professional development or coaching of teachers.*)

The South Lawrence East Elementary School is committed to supporting staff in their professional development.

The South Lawrence East will send up to 6 staff to Standards's Institute this year.

The South Lawrence East will engage in partnership with ANET, Soresso and Associates (potentially), and Hill for Literacy.

The South Lawrence East will provide PD aligned to school wide instructional Priorities.

The South Lawrence East will engage in the Lawrence Leadership Consultancy Cohort



- **School Year Calendar:** Please see the SY 23-24 calendar
- 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.
- **Work before and/or after the regular school year**
 - Returning teachers are expected to report to work on August 24, 2023.
 - Paraprofessionals are expected to report to work on August 24, 2023.
 - New teachers are expected to report to work on August 23, 2023 for mandatory LPS orientation.
 - The final work day for teachers and paraprofessionals is **June 20, 2024**, including 5 snow days.
 - 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.
- **Schedule for staff and students**
 - A preliminary schedule for the 2023-24 school year is available and is subject to change prior to and during the school year.
 - The student school day is scheduled from **7:50-2:50**, with a rolling entrance starting at 7:40.
 - The standard workday for teachers will be 7 hours and 35 minutes. The standard work day for paraprofessionals will be 7:30-3:15 (7 hours and 45 minutes).
 - Teachers will have at least one 60-minute planning period each day during the school week.
 - Teachers will be expected to meet collaboratively 2 times each week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, planning time may be set aside for family and student support meetings, and/or additional professional development.
 - Paraprofessionals at South Lawrence East Elementary will work a 7 hour and 45 minute work day and receive a 30 minute duty free lunch daily.
 - Teachers at the South Lawrence East Elementary School will receive 30 minutes of duty-free lunch each day.
 - Homeroom teachers will supervise breakfast, lunch, and recess with their classes.
 - ESL teachers, special educators, specialists, coaches, counselors, and paras will support during the morning and afternoon transitions.
 - Special educators, ESL teachers, and Paras will supervise the instructional technology block in classrooms while homeroom teachers take lunch.
 - In addition to traditional responsibilities and assigned duties listed above, all staff at South Lawrence East Elementary 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:



- Lunch and/or recess duty
- Classroom coverages
- Bus Duty
- School Entrance and Dismissal Duty

Trimester/Quarter/Progress Report Dates

Trimester 1: 8/28/23 - 11/22/23 (59 days)

Progress Report 1: Week of 10/16/23

Trimester 2: 11/27/23 - 3/8/24 (62 days)

Progress Report 2: Week of 1/22/24

Trimester 3: 3/11/24 - 6/20/24 (or last day of school, (64 days)

Progress Report 3: Week of 4/29/24

After school PD days 3:00-5:30

Tuesday, August 29th

Tuesday, September 12

Tuesday, October 10th

Tuesday, November 14th

Tuesday, December 12th

Tuesday, January 9th

Tuesday, February 13th

Tuesday, March 12th

Tuesday April 9th

Tuesday, May 14th

- **Scheduling of school-wide parent/teacher meetings and community engagement events**
(*This does not include parent-teacher meetings that occur between school-wide meetings.*)
 - The South Lawrence East Elementary School will hold 3 parent-teacher meetings during the 2023-24 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)
 - Open House, August 25, 2023 12:30-2:00
 - Report Card Conferences, Thursday, December 14, 2023 from 3:30-5:30
 - Report Card Conferences, Thursday, March 21, 2024 from 3:30-5:30
 - Virtual or in person conferences are an option and are scheduled ahead of time (schedule genius)
 - Create a family Partnership and Engagement team consisting of 8-10 members (stipended)
 - Staff must sign up for 1 community engagement event that falls outside of the school day (create team to co-plan events that are more inclusive of all cultures/religions)



- Fall Festival
- Breakfast with Santa
- Sweetheart Dance

- **Notices and announcements**

- The South Lawrence East Elementary School will continue to utilize Blackboard Connect to communicate messages that impact all or large groups of families.
- All homeroom, ESL, and SPED staff are expected to maintain frequent and proactive and frequent communication with the families of students they teach through phone calls, emails, texts, and through Zoom or in person meetings.
- Specialists are expected to communicate with families to share positive news as well as when concerns arise.
- The South Lawrence East Elementary School's Administrative Team will make every effort to communicate with clarity.
 - Daily communication will be provided in the form of a morning memo. All staff at the South Lawrence East Elementary School will be required to read the daily memo prior to the start of school each day and will be held accountable to the information and notices communicated through this format.
 - In the event of absences, it is expected that staff will report these into the ESS system **by 6:30 AM.**
 - In the event a staff member will arrive late, it is expected that staff will text Lori Butterfield (978) 502-2911 and Kathy Goehring (617) 633-1118.
 - If a staff member needs to leave early and the time off equates to a half day or more of school, staff will be expected to report this as an half day absence in ESS

- **School health and safety issues**

- Working with the 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.
- The South Lawrence East Elementary will follow all CDC Guidelines as they pertain to the COVID 19 Pandemic.

- **Staff dress code**

- Staff at South Lawrence East Elementary School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants or workout pants, hoodie sweatshirts are not permitted, except on designated days.



- **Rotation of duties**

- All staff members are expected to perform additional duties that are necessary to fulfill the mission of the South East Elementary School. Additional duties may include, but are not limited to:
 - 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.
 - Staff may be asked to perform lunch/recess duty.
 - Staff may be asked to provide classroom coverage in cases of teacher absence.

- **Class size**

- The South Lawrence East Elementary School's administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

- **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.

- **Restorative Justice and SEL**

- The South Lawrence East Elementary School will continue to embody and strengthen our commitment to the tenants of Restorative Justice as a means of building positive relationships within our school community (students, families, and colleagues). Circles will continue to be a structure used across all classrooms for this purpose. All South Lawrence East Elementary Staff will approach disruptive behavior from a Restorative lens with a focus on reparation and forgiveness vs exclusion and punishment.

The South Lawrence East will continue to utilize a vertically aligned SEL curriculum to teach about topics such as; friendship, identity, tolerance, race, social justice, empathy, growth mindset, and more