



Lawrence Public Schools
THE Leonard 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:

- a. Supplies & materials: amount is yet TBD, but teachers will have input on spend-down allocations in March-April and discretionary funds available once the budget is finalized in June.
 - b. Any transfer or use of additional funds received over the course of the school year will be determined by the Director of Operations.
2. **Professional development activities** (*This does not include individualized professional development or coaching of teachers.*)
 - a. Hill for Literacy
 - b. Restorative Practice
 - c. Curriculum Specific PD
 - d. School Based PD to support goals.
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. 186.5 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 19, 2024.
 - b. Paraprofessionals are expected to report to work on August 19, 2024.
 - c. New teachers are expected to report to work on August 19, 2024 and attend LPS mandatory orientation on August 21, 2024.



- 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 30 minutes. For the majority of educators, required hours will be 7:30 am – 3:00 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 7:30 am - 3:30 pm.
 - iii. For the majority of lunch aides, required hours will be approximately 6:30 am - 2:30 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 1300 minutes per week. Teachers will have at least one planning period each day during the school week. Teachers will be expected to meet collaboratively weekly 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.
- 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 Leonard 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 family conference sessions.
- ii. Biweekly phone contact with families about students' academic progress, behavior, and attendance;
- iii. Ongoing family communication including student Progress Reports, and Report Cards;
- iv. Leading student extracurricular activities;
- v. Participation in staff recruitment and selection processes;
- vi. Setting up and maintaining classroom/office spaces, bulletin boards, work walls, and other building-wide projects;
- vii. Working regularly with school administrators to analyze data and improve one's instructional practices;
- viii. Keeping student data accurate; attendance and grades.
- ix. Attendance at student-related meetings and IEP meetings;
- x. Serving as an advisor to a small cohort of students; and
- xi. Attendance at regular family engagement events, school dances/celebrations or content-specific nights.
- xii. *Read and respond to daily email communications*
- xiii. *Meet weekly with grade level (specialist) teams*
- xiv. *Transition students to and from recess/lunch*
- xv. *Transition students to and from specials*
- xvi. *Support safe arrival and dismissal time*
- xvii. *Supervise transitions in hallways.*

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

THE Leonard Middle School will hold 3 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.)

- a. August 24, 2024 - Welcome Barbeque
- b. December 5, 2024
- c. March 20, 2025

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 and typically done through email.



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.
- 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 Leonard Middle School is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is not permitted, except on designated days.

10. Rotation of duties

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

- Student arrival and dismissal,
- Homeroom, student lunch, break, recess
- Intervention (ie- Literacy Block and Math Block),
- Homework club, tutoring and/or study hall (focus); and
- Substitute coverage of classes and duties of others who are absent from school in accordance with the school's coverage allocation plan
- 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.

11. Class size

THE Leonard 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.