



Lawrence Public Schools
Oliver Elementary
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:

- Afterschool Programming & Teacher Leadership Opportunities: \$61,000

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

- Educators will engaged in a series of professional development workshops on the 3rd Thursday of every month (except in December and June): 9/19, 10/17, 11/21, 1/16, 2/13*, 3/20, 4/17, 5/15
- Each session will be 2 hours in duration and topics will align to the Instructional Priorities Action Plan.

- 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:

- 180 total school days for students (169 days for pre-kindergarten students)
- 184 total school days for educators, including school, professional development and planning days.
- Annual teacher hours for all teachers in the district will be 1413 hours. This will allow for increased opportunities for directed teacher planning time.
- All federal and state holidays; Winter break, Mid-winter break, Spring break.

- 4. Work before and/or after the regular school year**

- Returning teachers are expected to report to work on August 21, 2024.
- Paraprofessionals are expected to report to work on August 21, 2024.
- New teachers are expected to report to work on August 21, 2024 for LPS orientation.
- Educators receiving a stipend for the Hill for Literacy Professional Development series in the SY24-25 are also expected to allocate 1 day (8 hours) to setting up their classrooms up before August 18, 2024.
- The final work day for teachers and paraprofessionals is June 24, 2025, 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.

- 5. Schedule for staff and students**

- A preliminary schedule for the 2024-25 school year is available and is subject to change prior to and during the school year.
- The standard workday for teachers will be from 7:30am - 3:05pm.
- 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 unless there are extenuating circumstances where the principal has approved of (optional) extra duty and has the means to fund the extra duty expense.
 - For the majority of paraprofessionals and parent liaisons, required hours will be approximately 7:30am - 3:30pm EXCEPT during weeks where there are workshops.
 - During weeks where there are workshops, required hours will be approximately 7:30am - 3:15pm on Monday, Tuesday, Wednesday and Friday. Thursday hours will be 7:30am - 4:30pm.
 - For the majority of lunch aides, required hours will be approximately 6:30am - 2:30pm.



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- Except in rare circumstances, teachers will be expected to teach approximately 1,700 minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively 2 times per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities and coaching. Additionally, 1 planning time per week may be set aside for family and student support meetings.
- It is expected that a team-led agenda will be created and available during this collaboration period. The agenda, as well as follow-up notes (questions, comments, and reflections), will be stored in the school's Google Drive within 24 hours of this meeting.
- Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.
- In addition to traditional responsibilities and assigned duties listed above, all staff are expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school. Staff are expected to attend professional development workshops and family engagement events on the tentative dates mentioned above.
 - For paraprofessionals specifically, they are required to attend professional workshops and family engagement events not exceeding 75 minutes a week. Anything beyond the 75 minutes would be considered optional and will be compensated accordingly.

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

The Oliver Elementary School will hold a minimum of 4 family engagement 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.):

- Open House 3:30pm - 6:00pm on 8/21/24
- Report Card Conferences/ Family Activities 3:30pm - 6:00pm on 10/17/24, 12/11/24, 3/26/25

7. 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 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.

8. Staff dress code

Staff at the Oliver Elementary School are asked to dress professionally for a school setting.

9. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of the school. 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.

10. Class size

Oliver Elementary School administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

11. 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.