



## *Lawrence Public Schools* **South Lawrence East 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:

- Teacher's Choice (\$250 per teacher)
  - Contracted agencies for support and professional development (ANET, TLA, Hill for Literacy, etc)
  - Classroom materials, school supplies, and teacher resources
  - Support for transportation costs for field trips
  - Rewards for student incentive programs (i.e. Student Recognition Awards Love Note Raffles, Big prize, No Referral Luncheon, etc)
- 2. Professional development activities** (*This does not include individualized professional development or coaching of teachers.*)
  - 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.

### 2024-2025 Calendar Information

- August 21: First Day of School for New Staff
- August 22: First Day of School for Returning Staff
- August 26: First Day of School - Grades K-12
- August 30 - September 2: Labor Day Weekend, No School
- September 3: Primary Election Day - No School for Students & Staff
- September 4: First Day of School - Pre-K
- October 14: Indigenous People's Day, No School



- October 23: Half Day for Students, Professional Development for staff (PM), No Pre-K
- November 5: Election Day, No School for Students/District Staff Professional Development Day
- November 11: Veteran's Day, No School
- November 27: Half Day for Students and Staff, No Pre-K
- November 28-29: Thanksgiving Break
- December 11: Half Day for Students, Professional Development for staff (PM), No Pre-K
- December 20: Half Day for Students and Staff, No Pre-K
- December 23-January 3: Winter Break
- January 20: Martin Luther King Jr. Day, No School
- January 29: Half Day for Students, Professional Development for staff (PM), No Pre-K
- February 17-21: Mid-Winter Break
- April 18: Good Friday, No School
- April 21-25: Spring Break
- May 26: Memorial Day, No School
- June 19: Juneteenth, No School
- June 24: Last Day of School (includes 5 built-in snow days), Half Day for Students and Staff, No Pre-K

#### **Additional PD Time**

9/3/24 - 8:00-4:20 (no students)

9/17/24 - 3:10-4:20

10/22/24 - 3:10-4:20

11/5/24 - PD day 8-4:20 (no students)

12/10/24 - 3:10-6:00 (includes report card conferences)

1/14/25 - 3:10-4:20

2/11/25 - 3:10-4:20

3/23/25 - 3:10-6:00 (includes report card conferences)

4/8/25 - 3:10-4:20

#### **Trimester/Quarter/Progress Report Dates**

**Trimester 1: 8/26/24 - 11/22/24 (59 days)**

Progress Report 1: Week of 10/21/24

**Trimester 2: 11/25/24 - 3/14/25 (62 days)**

Progress Report 2: Week of 1/27/25

**Trimester 3: 3/17/25 - 6/24/25 (or last day of school, (59 days)**

Progress Report 3: Week of 5/5/25

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



- a. Returning teachers are expected to report to work on Thursday, August 22, 2024.
- b. Paraprofessionals are expected to report to work on Thursday, 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 7:35 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 7 hours and 45 minutes.
  - i. For the majority of paraprofessionals, required hours will be approximately 7:35 am-3:20 pm.
  - ii. For the majority of parent liaisons, required hours will be approximately 7:20 am - 3:20 pm.
  - iii. The maximum hours per day for members of the Lawrence Federation of Paraprofessionals is 7 hours and 45 minutes (parent liaison will work 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 1825 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.
- e. Teachers and Paraprofessionals at each school will receive 30 minutes of duty-free lunch and collaboration time.
- f. *In addition to traditional responsibilities and assigned duties listed above, all staff at The 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:*
  - i. *Morning, lunch, and dismissal duties*
  - ii. *Ongoing and frequent communication with families about the academic and social development of their children*
  - iii. *Attend at least one school sponsored school event outside of school hours*



**6. Scheduling of school-wide parent/teacher meetings** *(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 2024-25 school year. These are tentatively scheduled for the following dates (i.e. Open House, report card nights, parent workshops, etc.),

Open House will be held on August 23, 2024. Report Card Conferences will be held on Tuesday, December 10, 2024 from 3:30-6:00, and Tuesday, March 25th, 2025 from 3:30-6:00

**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 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.

**8. Staff dress code**

Staff at the South Lawrence 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 South Lawrence Elementary School. Additional duties may include, but are not limited to: morning duty, tech time coverages, dismissal/ bus duties, and classroom coverages.

- 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**

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.



## **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.