



Lawrence Public Schools
Lawrence Family Public Academy
2021-2022 School Operational Plan

School Mission

The staff at Lawrence Family Public Academy works in partnership with families to promote independent, responsible learners who are able to succeed academically and socially to become active members of the community. We strive to create a culturally aware, safe, nurturing environment that develops and fosters a life-long love of learning and personal growth.

1. Discretionary Funds

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 2021-22 school year, discretionary funds have been allocated in the following amounts:

- Transportation for Field Trips: \$3,000.00
- Teacher's Choice (\$100) chosen from catalogs for LPS vendors: \$1,600.00
- TLT Stipend of \$150 for Teacher Leadership Team members: \$1,500.00
- School supplies- \$6,500.00

2. School Curriculum

Lawrence Family Public Academy will use a curriculum framework aligned with the state Common Core standards. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. Lesson plans will be submitted/updated on a shared Google Drive on Wednesdays by the classroom teachers and modified by ELL and Special Education teachers.

3. Professional development activities applicable to the school as a body

(This does not include individualized professional development or coaching of teachers.)

Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day for students, and before or after the school year ends. If possible, at least one week's notice will be given to teachers before any



required professional development activities. Expected professional development activities include:

- Up to 1 day of professional development and/or staff planning days for NEW STAFF ONLY before the school year begins;
- Up to 3 days of professional development and/or staff planning days before the school year begins;
- Up to 2 days of professional development and planning days during the school year;

Topics will include Trauma and the Child, differentiated instruction, Tier Two and Three behavior interventions.

- 4. Academic Calendar:** Please see the attached 2021-22 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 (177 days for kindergarten students)
- b. 183 total school days for educators, including school days and professional development and planning days.
- c. All federal and state holidays.
- d. Winter break, Mid-winter break, Spring break.

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

- a. Returning teachers are expected to report to work on August 30, 2021.
- b. New teachers are expected to report to work on August 26, 2021.
- c. The final work day for teachers is June 23, 2022, including 5 snow days.

- 6. Schedule for staff and students**

LFPA pre-kindergarten is a full day as opposed to the other pre-k's in the district that are half days therefore, they will follow the kindergarten academic calendar and schedule for half days and snow days.

- a. The standard workday for educators will be 7 hours and 15 minutes. For the majority of educators, required hours will be 7:45 am – 3:15 pm ; paraprofessional hours will be 7:45-3:15
- b. Except in rare circumstances, teachers will be expected to teach no more than 2,250 minutes per week. Teachers will have at least one planning period each day during the school week. Teachers will be expected to meet collaboratively



once a week 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.

- c. Staff at each school will receive 30 minutes of duty-free lunch and collaboration time.

7. Staff Responsibilities

- a. 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.
- b. In addition to traditional responsibilities and assigned duties listed above, all staff at Lawrence Family Public Academy 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:
 - Lesson plans available on a weekly basis on the shared drive
 - Participation in common planning, Data, and RTI meetings, collaborative meetings, and professional development
 - All staff are expected to read the daily morning message and be responsible for its content and check email at the end of the day for dismissal notices.
 - Teachers are expected to pick students up promptly at **8:00** am and walk students out at dismissal time at **3:00** pm
 - Teachers and paraprofessionals are required to supervise lunch and recess
 - Phone calls to families regarding the academic progress of students and follow-up meetings if necessary
 - Preparation of progress reports and report cards
 - Weekly entering of grades into PowerSchool
 - Participating in staff recruitment and selection processes
 - Maintaining bulletin boards to showcase student work and motivation
 - Teacher participation in 3 Progress Report conferences (October 20, January 12, and April 27) during the school year
 - Working regularly with school administrators to improve one's instructional practices (SMART goals, walk-throughs, etc) maintaining a portfolio of evidence toward goals
 - Faithfulness to the language of the Zones of Regulation and social cognitive language which will be explicitly taught and reviewed daily to ensure fidelity to the PBS Pyramid Model
 - Staff will collect data to accurately complete Behavior Incident Forms for those students consistently exhibiting unexpected behaviors
 - Checking homework on a daily basis
 - Attending student-related meetings including IEP, Tier IV, and family meetings



- Opening and closing CUM folders at the beginning/end of the school year or when a student enrolls or leaves during the school year

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

Lawrence Family Public Academy will hold three parent-teacher meetings during the 2021-22 school year. These are tentatively scheduled for the following dates [October 20](#), [January 12](#), and [April 27](#).

9. Notices and announcements

Teachers will be notified in advance of special events which will involve students such as health testing, field trips, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

10. 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.

11. Staff dress code

Staff at Lawrence Family Public Academy is asked to dress professionally for a school setting and assigned role. Excessively casual clothing such as jeans, flip flops, yoga pants, logo t-shirts, sweatshirts that are not LPS designed and sweatpants are not permitted, except on designated days. Friday will be a designated jeans day-jeans must be clean, fit properly, and be free of rips.



Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Lawrence Family Public Academy. Additional duties may include, but are not limited to:

- Teachers are expected to meet their students in the Music Room and/or gym at the beginning of each school day (8:00) and walk students to their classroom
- Teachers are expected to monitor their classes en route to any special subject classes, such as Art, Music, or Physical Education and be ready to receive them upon completion.
- Teachers are expected to walk their students to the cafeteria and monitor recess each day, and then are free to have their own half hour lunch period during student lunch.
- Teachers and paraprofessionals are expected to walk their students to the places assigned for walkers, parent pick-up, or bus transportation at the end of the day. Every staff member will have an assigned group to monitor until students leave to go home. Two staff members will be assigned to bus duty as needed. A schedule for dismissal coverage will be created.
- Paraprofessionals are expected to supervise morning drop off from 7:45 - 8:00 am.
- Paraprofessionals are expected to supervise lunch for their class, they will have one-half hour lunch period.
- Staff is expected to walk individual students or small groups of students to the lavatory as necessary, and wait to return the student to their classroom.
- The school also has Procedural Structures and expectations in place that allow for a structured daily routine both in the classroom and throughout the building.
- Paraprofessionals will cover lunch periods and planning periods;
- Paraprofessionals and specialists (gym, music, and art) may be asked to provide coverage of classes and duties of others who are absent from school.



Paras will also cover their daily assigned specials with the exception of library and dramatic play.

- As students move through the building a head-count should be done before leaving the classroom and upon arriving at the new destination. Staff should also always carry the walkie-talkie, daily attendance record and student emergency forms
- Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

12. Class size

Lawrence Family Public Academy administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

13. 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.

The Leadership Team will be surveying staff in an effort to rename the school as we are no longer part of the partnership with Lawrence Family Development Charter School. Two names have been suggested by the Leadership Team: Tower Hill School or Lowell Street School.