



Lawrence Public Schools
School Name
2021-2022 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 2021-22 school year, discretionary funds have been allocated in the following amounts:

- Teacher's Choice - \$1,000 (\$100 X 10 Professional Staff)
- General Supplies - \$10,000
- Enrichment - \$1,125 Swimming, \$8,000 Granite State Music Program
- Field Trip/Enrichment Bussing - \$3,180

2. School curriculum issues

The SES Annex will continue to provide a standard ABA program utilizing data from the Assessment of Language and Learning Skills (ABLLS) and classroom data collection to provide Discrete Trial Teaching, Whole Group Lessons, and Targeted Interventions. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. Primary focus of each child's education is driven by their Individual Education Program. At the Annex, staff will emphasize independence, communication, social skills, functional academics, and generalization of these skills using the fundamentals of Applied Behavioral Analysis. The SES Annex will provide the Teach Town Curriculum Program and strives to provide supplemental curricula for targeted students in the 2021-2022 school year, such as; ST Math, ASD Reading, News2You, TTAP, Shoebox Tasks, and Learning A-Z.

- 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 and 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 (August 26, 2021);

Up to 2 days of professional development and/or staff planning days before the school year begins – Monday, August 30, 2021 and Tuesday, August 31, 2021;

One full day of Professional Development (November 2, 2021);

Training sessions with the BCBA, Melmark NE consultants, and Advanced Educators focused on the strategies of ABA, scheduled in 3 cohorts of staff to minimize coverage issues.

4. **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.
 - d. The Annex is an 11 month school so all staff will work until the summer session is complete (18 additional school 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.
6. **Schedule for staff and students**
 - a. A preliminary schedule for the 2021-22 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 55 minutes**. For the majority of educators, required hours will be approximately **7:45 am – 3:40 pm**.



- c. The standard workday for paraprofessionals will be **8 hours**. For the majority of paraprofessionals, required hours will be approximately **7:45 am – 3:45 pm**.
- d. *Students hours at the Annex are 8:07AM - 3:30PM, Early Release hours are 8:07AM - 12:30PM*
- e. *Teachers will have at least 4 planning periods each week. Teachers will be expected to meet collaboratively twice per month to plan instruction, discuss student work, share best practices, and engage in professional learning activities. While specialist periods are provided at the Annex, all staff understand that student safety is the priority and staff may have to forego their planning time to intervene with a child.*
- f. *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 uploaded to Google Drive.*
- g. *Teachers will receive 30 minutes of duty-free lunch.*
- h. *Autism Specialist Paraprofessionals will receive 30 minutes of duty -free lunch.*
- i. *All staff members are expected to participate in the following activities:*
 - *Professional Development as outlined in PD calendar;*
 - *Weekly Collaborative Planning;*
 - *Monthly Staff Meetings*
 - *Grade or Team Level Meetings as needed*
- j. *In addition to traditional responsibilities and assigned duties listed above, all staff at the SES Annex 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:*
 - *Phone calls to families about the academic progress of students*
 - *Preparation of individual student weekly reports, Progress Reports, and Report Cards;*
 - *Leading student extracurricular activities;*
 - *Participating in staff recruitment and selection processes;*
 - *Maintaining bulletin boards*
 - *Provide on-going training and mentoring to autism specialists;*



- *Assist in co-leading or Facilitating Professional Development Activities;*
- *Working regularly with school administrators to improve one's instructional practices*
- *Checking homework on a daily basis*
- *All teachers will take a supervisory role to the Autism Specialists;*
- *Participation in monthly written and consultative feedback with BCBA and Autism Specialists*
- *Participation in school-wide events;*
- *Completion of MCAS ALT Assessments, ACCESS ALTs, and other MCAS and/or PARCC requirements;*
- *Attending student-related meetings.*

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

Tentative Schedule for the 2021-2022 School Year (Focus to be determined by Parent/Family Survey)

- September 8, 2021 - Back to School and Curriculum Information
 - Focus on setting up routines, school expectations, introduction to themes
- October 29, 2021 - Fall Festival Costume Parade and Scavenger Hunt
 - Focus on social skills, one to one correspondence, one step directions, greetings, peer interaction
- November 2021 - Parent Training Workshop
 - TBD
- December 20-23, 2021 - Winter Spirit Week
 - Focus on interactive activities for the holidays; receiving gifts, providing social stories for family dynamics through the holidays, waiting, greetings
- December 2021 - First Term Student Progress Conferences
- January 2022 - Parent Training Workshop
 - TBD
- February 11, 2022 - Friendship Day
 - Focus on Social Skills activities to do in the home, waiting, turn-taking, peer interaction



- March 2022 - Second Term Student Progress Conferences
- March 21, 2022 - MCAS ALT Celebration/Portfolio Review
 - Focus on the academic skills acquisitions
- April 1, 2022 - Autism Awareness Celebration
 - Focus on activities to stimulate sensory needs and social skills needs
- June TBA - Field Day and Carnival
 - Focus on turn-taking, physical activity, Sensory needs, waiting, peer interaction

8. 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.

9. 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.

10. Staff dress code

LPS does not seek to inhibit choice in relation to your appearance. However, it is expected that you dress professionally and appropriately. All Annex staff should dress in a business casual or professional manner daily. No t-shirts, sweatpants, gym wear, or leather pants are acceptable. Jeans may be worn with a business casual top. Hats are not permitted.

SES/Annex Logo shirts are permitted.



11. Rotation of duties

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of SES-Annex. These duties may include, but are not limited to:

- Coverage of homeroom periods;
- Coverage of lunch periods, break periods, or block periods;
- Substitute coverage of classes and duties of others who are absent from school;

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

The SES Annex is licensed and commits to ensuring a reasonable class size for students and teachers. Class size may be differentiated to support student learning and teacher development. As outlined in the school's licensure with the Department of Elementary and Secondary Education, maximum class size can never exceed 8 students. Student to staff ratios are 2:1.

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. At the Annex, this bulletin board is located in the Main Office.

Bulletin boards should be changed regularly (at least once per month). Staff may use any area around the building to display student work. Please collaborate with your colleagues to negotiate space on hallway bulletin boards.