



Lawrence Public Schools
South Lawrence East Elementary School
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:

- Curriculum materials
- Instructional Technology
- Professional Development and leadership stipends

- 2. School curriculum issues**

The South Lawrence East Elementary School will continue to utilize CKLA (ELA), EngageNY (math), and Know Atom (Science) across all grade levels.

- 3. Professional development activities applicable to the school as a body** *(This does not include individualized professional development or coaching of teachers.)*

The South Lawrence East Elementary School is committed to supporting staff in their professional development.

The South Lawrence East will send up to 5 staff to Standards's Institute this year.

The South Lawrence East Elementary School will continue to invest Professional development resources into building capacities in Restorative Justice Practices for all staff.

The South Lawrence East will continue relationships with our ANET and DataWise partners as an investment in continued growth and development.

The ESL team at the South Lawrence East Elementary School will provide 3-5 PD sessions to support growth and development of instructional practices for the teaching of EL students.

- 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. 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 2020-21 school year is available and is subject to change prior to and during the school year.
- b. The standard workday for educators will be 7 hours and 45 minutes. For the majority of educators, required hours will be approximately 7:45 am –3:30 pm.
- c. Except in rare circumstances, teachers will be expected to teach no more than 1825 minutes per week. Teachers will have at least 1, 60 minute planning period each day during the school week. Teachers will be expected to meet collaboratively 2 times each week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, _____ planning time per week may be set aside for family and student support meetings, and/or additional professional development.
- d. Paraprofessionals at South Lawrence East Elementary will work a 7 hour and 30 minute work day and receive a 40 minute duty free lunch daily.
- e. Teachers at the South Lawrence East Elementary School will receive 40 minutes of duty-free lunch and collaboration time.
- f. *In addition to traditional responsibilities and assigned duties listed above, all staff at 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. Lunch/Recess duty
 - ii. Coverage of Classrooms



7. Scheduling of school-wide parent/teacher meetings and community engagement events
(*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 2021-22 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- Open House, September 9, 2021 at 5:00 PM
- Report Card Conferences, Thursday, December 9, 2021 from 3:45-5:30
- Report Card Conferences, Thursday, March 24, 2022 from 3:45-5:30
- Staff must sign up for 2 community engagement events that fall outside of the school day.

8. Notices and announcements

The South Lawrence East Elementary School will continue to utilize Blackboard Connect to communicate messages that impact all or large groups of families.

All homeroom, ESL, and SPED staff are expected to maintain frequent and proactive and frequent communication with the families of students they teach through phone calls, emails, texts, and through Zoom or in person meetings.

Specialists are expected to communicate with families to share positive news as well as when concerns arise.

The South Lawrence East Elementary School's Administrative Team will make every effort to communicate with clarity.

- Daily communication will be provided in the form of a morning memo. All staff at the South Lawrence East Elementary School will be required to read the daily memo prior to the start of school each day and will be held accountable to the information and notices communicated through this format.
- In the event of absences, it is expected that staff will report these into the ESS system by 6:45 AM.
- In the event a staff member will arrive late, it is expected that staff will text Lori Butterfield (978) 502-2911 and Kathy Goehring (617) 633-1118.
- If a staff member needs to leave early and the time off equates to a half day or more of school, staff will be expected to report this as an half day absence in ESS



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.
- The South Lawrence East Elementary will follow all CDC Guidelines as they pertain to the COVID 19 Pandemic.

10. Staff dress code

Staff at South Lawrence East Elementary 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.

11. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of the South East Elementary School. Additional duties may include, but are not limited to:

- 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.
- Staff may be asked to perform lunch/recess duty.
- Staff may be asked to provide classroom coverage in cases of teacher absence.

12. 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.



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.

14. Restorative Justice

The South Lawrence East Elementary School will continue to embody and strengthen our commitment to the tenants of Restorative Justice as a means of building positive relationships within our school community (students, families, and colleagues). Circles will continue to be a structure used across all classrooms for this purpose. All South Lawrence East Elementary Staff will approach disruptive behavior from a Restorative lens with a focus on reparation and forgiveness vs exclusion and punishment.