



Lawrence Public Schools
Robert L. Frost Middle School
2023-2024 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 2023-24 school year, discretionary funds have been allocated in the following amounts:

- Educational supplies and materials: \$19,525
- Teacher Choice: \$3,600
- Textbooks: \$32,000
- Principal's Office: \$114,139 (Operating Supplies for FRM)

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

- a. August 22, 2023 (7:30AM - 3:00PM); August 23, 2023 (12:00PM – 3:00PM); August 24, 2023 (7:30 – 3:00PM); August 25, 2023 (7:30AM – 3:00PM); September 19, 2023 (7:30 – 3:00); November 7, 2023 (7:30 – 3:00PM)
- b. Weekly Coaches Meetings, including but not limited to:
 - i. Alignment of Curriculum to Instruction and Assessment
 - ii. Teaching All Students (specific to subgroups designated SPED / ML)
 - iii. Analysis of student work and data (ie. MCAS, MAP, Formative, etc.)
- c. Scheduled Learning Walks and debrief sessions per grade / per subject area
- d. Regularly scheduled (14) Building Meetings from 3:00 to 4:15, to cover business including, but not limited to:
 - i. Professional Development led by Advanced Educators; FRM Staff; etc.
 - ii. Sessions with NWEA / HMH / Eureka / KnowAtom / Lexia Learning
 - iii. Sessions involving Restorative Practices / SEL
 - iv. School-based Programming

- 3. Calendar:** Please see the attached 2023-24 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. 186 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.

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

- a. FRM teachers are expected to report to work on August 22, 2023.
- b. Paraprofessionals are expected to report to work on August 24, 2023.
- c. New LPS teachers are expected to report to work on August 23, 2023 for mandatory LPS orientation.
- d. The final work day for teachers and paraprofessionals is June 20, 2024, 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 2023-24 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 30 minutes. For the majority of educators, required hours will be approximately 7:30 am – 3:00 pm.
- c. The standard workday for paraprofessionals will be 7 hours and 30 minutes. For the majority of paraprofessionals, the required hours will be approximately 7:30 am – 3:00 pm.
- d. Except in rare circumstances, teachers will be expected to teach no more than 1,800 minutes per week. Teachers will have at least one planning period each day during the school week. Teachers will be expected to meet collaboratively **multiple times per week** to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Collaborative meetings may include, but not limited to:
 - i. Team Meeting(s)
 - ii. Meeting(s) with Administration and/or Instructional Coaches



- iii. Co-planning session(s) with general educators, special educators, and multilingual teaching team
- iv. IEP / 504 meeting(s)
- v. *Planning period(s)

*Teachers will be afforded a minimum two (2) teacher-directed planning periods per week. Additionally, one planning period per week may be set aside for family and student support meetings, and/or additional professional development.

Note: Building meetings may be canceled and/or rescheduled. If a building meeting is canceled due to inclement weather, schedule conflicts, etc., that time will not be added to subsequent building meetings but may be rescheduled with advance notice. FRM will make every effort to provide notice of rescheduled times at least seven (7) calendar days, in advance.

- e. 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), may be sent to the administrative team within 48 hours after meeting.
- f. Teachers and Paraprofessionals at each school will receive 30 minutes of duty-free lunch and collaboration time.
- g. *In addition to traditional responsibilities and assigned duties listed above, all staff at Robert L. Frost 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. Participation in parent outreach events
- ii. Participation in parent conferences to discuss academic progress
- iii. Maintaining open two-way communication with families through phone and text, REMIND, TalkingPoints, CLEVER, email, newsletters, Zoom, face-to-face meetings, etc.
- iv. Preparation of student reports, progress reports, report cards, and updates of student performance in PowerSchool (at minimum) every two weeks.
- v. Leading student-centered extra-curricular activities
- vi. Participating in staff recruitment, selection, and/or orientation
- vii. Fulfilling leadership roles and responsibilities (ie. TLT, Advanced Educator, Mentor, etc.)
- viii. Maintaining bulletin boards (Attendance challenge, etc.)
- ix. Working alongside administration and instructional coaches to improve individual professional practice
- x. Attending student-related meetings



- xi. Maintaining and disseminating up-to-date information through grade level communication outlets.
- h. The Teacher Leadership Team will meet once per month (schedule TBD and subject to change.)

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

The Robert L. Frost Middle School will hold 5 parent outreach events (“Welcome Back”, progress report conferences, report card conferences, parent workshops, etc.) during the 2023-24 school year. These are tentatively scheduled for the following dates / timeframes on the school calendar and in accordance with the district’s calendar. Some dates still yet to be determined.

- “Welcome Back” Event / Curriculum / Intro to FRM Programs – Early to Mid-Sept, 2023 (3:00 – 6:00PM)
- Progress Report Parent/Teacher Conferences – October 18, 2023 (3:00PM to 6:00PM)
- Report Card Parent/Teacher Conferences – December 13, 2023 (3:00PM to 6:00PM)
- Mid-Year Parent/Teacher Conferences / Parent Workshops – March 20, 2024 (3:00PM – 6:00PM)
- End of Year “Block Party” Event – June, 2024 (date TBD 3:00PM to 6:00PM)

7. Notices and announcements:

- a. Teachers will be notified, in advance, of special circumstances which involve students, such as health screening, assessment scheduling, assemblies, etc. Classroom interruptions will be kept to a minimum.
- b. Notices will be shared via the daily morning email, staff mailboxes, morning announcements, text messaging, and Google Docs.

8. School health and safety issues:

- Working with central office, FRM 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.

9. Staff dress code:

Staff at Robert L. Frost Middle School is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatpants, yoga pants, shorts, t-shirts, sleeveless shirts, beach sandals, etc. is not permitted, **except on designated days with the consent of school administration**. School administration will consult all TLT representatives on an appropriate schedule for wearing jeans or other casual clothing periodically throughout the school year calendar.

10. Rotation of duties:

All staff members are expected to perform additional duties that are necessary to fulfill the mission of the Robert L. Frost Middle School. Additional duties may include, but are not limited to:

- Coverage of morning homeroom period (not to exceed 30 minutes/day)
- Coverage of lunch/recess
- Bus and / or dismissal duty
- 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.

11. Class size:

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

12. 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.