



Lawrence Public Schools
Francis M. Leahy
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 \$ 28,880
- Transportation \$ 6,000
- Professional Development \$ 36,000
- Technology \$ 5,000
- Text Books \$ 55,000
- Teacher's Choice \$ 4,000
- Teacher Leadership Stipend \$ 5,000
- 2 Academic Tutors \$ 40,000

2. Professional development activities

Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day 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 may include up to 40 days of on site professional development and planning time, with each day including up to 7.5 hours of professional development and/or staff planning time.

Specifically;

*Up to 3 days of professional development and/or staff planning days for new staff only before the school year begins; August 23, 2023, August 24, 2023, August 25, 2023

*Up to 3 days of professional development and/or staff planning days before the school year begins. August 23, 2023, August 24, 2023, August 25, 2023

*Up to 2 days of professional development and/or staff planning days during the school year.

*November 7, 2023

3 ½ Days for students. Professional Development for staff (10/18, 12/13 & 1/31)



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:

- i. 180 total school days for students (178 days for pre-kindergarten students)
- ii. 184 total school days for educators, including school days and professional development and planning days.
- iii. All federal and state holidays.
- iv. Winter break, Mid-winter break, Spring break.
- v. Staff Meetings
 1. *Staff Meetings*
 - a. Once a Month: 3:05-4:05
 2. *Teacher Leadership Team Meetings (stipended)*
 - a. Once a Month: 3:05-3:50

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

- a. Returning teachers are expected to report to work on August 23, 2023
- b. New teachers are expected to report to work on August 23, 2023
- c. The final work day for teachers is June 20, 2024, 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.

5. Schedule for staff and students

- i. A preliminary schedule for the 2023-24 school year is available and is subject to change prior to and during the school year.
- ii. The standard workday for teachers will be 7 hours and 40 minutes. For the majority of educators, required hours will be approximately 7:30 am – 3:05 pm.
- iii. The standard workday for paraprofessionals will be 8 hours. For the majority of paraprofessionals, the required hours will be approximately 7:30 am – 3:30 pm.
- iv. Except in rare circumstances, teachers will be expected to teach no more than 2,600 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 to 3 times per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, 1-2 planning times per week may be set aside for



family and student support meetings, and/or additional professional development.

- v. 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.
- vi. Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.
- vii. In addition to traditional responsibilities and assigned duties listed above, all staff at Leahy 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:
 - 1. **15 Hours Afterschool Activities (For Teachers):**
 - a. **3 Hours- Report Card Night** (3:05-4:00 Planning, 4:00-6:05 Parent Mtgs)
 - b. **3 Hours- Report Card Night** (3:05-4:00 Planning, 4:00-6:05 Parent Mtgs)
 - c. **3 Hours- Back to School night** (3:05-6:00)
 - d. **3 Hours- +2 Additional Events from the Following, Sign up Sheet Below (Set-up, Event, Clean-up)**
 - i. **Tentative Dates**
 - 1. **Oct 12-** Hispanic Heritage Month Celebration with Families
 - 2. **Dec 6-** Holiday Showcase
 - 3. **Feb 9-** Valentine's Day Dance
 - 4. **April 11-** Multi-Cultural Event
 - 5. **May 23-** Spring Concert
 - e. **1 Required PTO Meeting (In Person)**
 - ii. Select a Lion of the Month monthly and a Parent of the Month in November, January, March and May
 - iii. Non-Classroom teachers will be assigned morning duty from 7:30 - 7:50 AM
 - iv. Lesson plans should be readily available on Mondays by 7:30 AM in the designated lesson plan folder
 - v. All staff are expected to read all Leahy School communications, including Weekly Principal's Memo and Daily Morning Memo and are responsible for its contents



- vi. All teachers are expected to review and analyze data after every assessment and data cycle
- vii. Staff are expected to adhere to all deadlines
- viii. It is expected that staff communicate frequently with families about the academic progress of students, especially those that have unfinished learning.
- ix. All TeachPoint observations and evaluations need to be signed within 24 - 48 hours of receiving
- x. Homeroom teachers are expected to pick-up students promptly at 7:50AM and walk students out at dismissal to designated areas at 2:50 PM. Staff are required to supervise dismissal until 3:00 to ensure an orderly dismissal. Students not picked up on time will be supervised by assigned staff members in designated areas of the school.
- xi. Support staff will be assigned end of the day activities: (bus, schoolyard, etc.)
- xii. Preparation of individual student weekly reports, Progress Reports (Special Ed.) and Report Cards.
- xiii. Staff are expected to maintain a classroom conducive to daily learning as well as providing a visually pleasing learning space, including a focus wall with student resources to access/use for ownership of heavy lift of the contents of a lesson
- xiv. Working regularly with school administrators and/or coaches to improve one's instructional practices.
- xv. All staff are required to prepare their classroom space prior to the first day of school.

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

The Leahy School will hold 4 parent-teacher meetings during the 2023-24 school year. These are tentatively scheduled for the following dates (i.e. Family Open House, Back to School night, 2 report card nights, parent workshops, etc.)

- Back to School Night (Week of 9/25)
- Family Parent Breakfast (8/29, 8/30, 8/31, TBD)
- Report Card Nights (Fall and Spring)
 - Dates



- Term 1 ends 11/27/23- Report Card Night Week of 12/4 (tentative)
- Term 2 ends 3/11/24 - Report Card Night Week of 3/18 (tentative)

7. 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.

8. 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.

9. Staff dress code

Staff at Leahy School are asked to dress professionally for a school setting. Excessively casual clothing such as sweatpants, flip flops or ripped clothing are not permitted, except on designated days.

*Gym attire may be worn by the Physical Education teacher

* Jeans will be permitted on Fridays

10. Rotation of duties

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

- Coverage of homeroom/class periods
- Coverage of lunch periods, break periods or block periods
- Substitute coverage of classes and duties of others who are absent from school
- Coverage of after-school program activities, not exceeding 100 minutes Monday-Thursday
- 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

Leahy 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

Staff members may be asked to support the development and maintenance of bulletin boards in hallways.

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.

13. Cell Phone Expectations

Cell phones are not to be in use other than your personal lunch or your personal planning time. As always, if there is an emergency or extenuating circumstances, please reach out to the administration to make them aware.

14. Communication and Collaboration

The School Administrators and Teacher Leadership Team will collaborate and discuss any adjustment that may impact the school community.