



**Lawrence Public Schools**  
**Rollins Early Childhood Center**  
**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:  
Total: \$55,488.00

- \$37,988.00 Educational Supplies
  - \$10,000.00 Stipends/ Extra Duty
  - \$5,000.00 Professional Development
  - \$2,500.00 Field Trips/ Transportation
2. **Professional development activities** : Rollins educators will engage in professional development throughout the course of the school year. We will begin with 5 days of planning/ preparations/ and professional development August 21, 22, 23, 24, and 25. Additionally, November 7th will be a district wide professional development day. Educators are encouraged to participate in professional development opportunities linked to district and school goals.
  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. District PD Days include 10/18, 12/13, and 1/31. Please see the *Educators Hours Breakdown Table* at the end of this document for details
    - 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. Returning teachers are expected to report to work on August 21, 2023.
    - b. Paraprofessionals are expected to report to work on August 24, 2023.
    - c. New teachers are expected to report to work August 21 as well as attend a mandatory LPS orientation on August 23rd.



- 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 25 minutes. For the majority of educators, required hours will be approximately 7:40 am – 3:05 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 7:40 am – 3:10 pm.
- d. Except in rare circumstances, teachers will be expected to teach no more than 1575 minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively weekly to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, 1 planning time per week may be set aside for family and student support meetings, and/or additional professional development.
- 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), will be shared to the administrative team within 24 hours after this 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 Rollins Early Childhood Center 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:*
  - *Report Card Conferences*
  - *School and Family Events*
  - *Welcome Back Event/ Open House*
  - *Other curriculum related family events*
  - *Daily school routines: Arrival, Dismissal, Lunch, Recess*

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



The Rollins Early Childhood Center will hold at least 2 parent-teacher meetings ( for every student) during the 2023-24 school year. These are tentatively scheduled Thursday December 7th and March 21st from 3:00-5:30.

**7. Notices and announcements:** A weekly bulletin will be sent out via email. All staff are expected to read with care to detail and action items. LPS email should be checked at least twice a day by all staff.

**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 Rollins Early Childhood Center is asked to dress professionally and in a manner that allows work with young children.

**10. Rotation of duties**

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Rollins Early Childhood Center. Additional duties may include, but are not limited to: arrival, dismissal, lunch, and recess

- 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**

Rollins Early Childhood Center administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development. All classrooms will be staffed with 2 adults.

**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.