



Lawrence Public Schools Oliver Elementary 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, there is an allotment of \$59,000 in discretionary funds.
- 2. Professional development activities** (*This does not include individualized professional development or coaching of teachers.*)
 - Master Calendar of Workshops & Family Engagement Events
 - Master Schedule of Workshop Trajectory (to be completed Summer 23)
- 3. Calendar:** Please see the 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:
 - 180 total school days for students (169 days for pre-kindergarten students)
 - 185 total school days for educators, including school days and professional development and planning days.
 - Annual teacher hours for all teachers in the district will be 1413 hours. This will allow for increased opportunities for directed teacher planning time.
 - All federal and state holidays.
 - Winter break, Mid-winter break, Spring break.
- 4. Work before and/or after the regular school year**
 - Returning teachers are expected to report to work on August 22, 2023.
 - Paraprofessionals are expected to report to work on August 24, 2023.
 - Paraprofessionals are welcome to return to work on August 22, 2023 and be compensated accordingly. Prior notice of attendance on this date will be requested in June 2023 (or upon hire for new paraprofessionals).
 - New teachers are expected to report to work on August 22, 2023 and report on August 23, 2023 for mandatory LPS orientation.
 - The final work day for teachers and paraprofessionals is June 20, 2024, including 5 snow days.
 - 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 preliminary schedule for the 2023-24 school year is available and is subject to change prior to and during the school year.



- The standard workday for teachers will be 7 hours and 30 minutes. For the majority of educators, required hours will be approximately 7:35am – 3:05pm.
- The standard workday for paraprofessionals will be 7 hours and 45 minutes.
 - For the majority of paraprofessionals, the required hours will be approximately 7:30am – 3:15pm.
- Except in rare circumstances, teachers will be expected to teach approximately 1,700 minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively 1-2 times per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities and coaching. Additionally, 1 planning time per week may be set aside for family and student support meetings, and/or additional professional development.
- It is expected that a team-led agenda will be created and available during this collaboration period. The agenda, as well as follow-up notes (questions, comments, and reflections), will be stored in the school’s Google Drive within 24 hours of this meeting.
- Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.
- In addition to traditional responsibilities and assigned duties listed above, all staff are expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school. A comprehensive list of professional learning sessions and family engagement events can be found here and will be required of all staff.
 - More specifically, paraprofessionals are required to attend professional workshops and family engagement events not exceeding 75 minutes a week. Anything beyond the 75 minutes would be considered optional and will be compensated accordingly.

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

The Oliver Elementary School will hold 1 open house and 3 student showcases during the 2023-24 school year. These are tentatively scheduled:

August	8/23/2023	3:30pm - 6:00pm
December	12/4/2023	3:05pm - 5:50pm
December	12/13/2023	3:30pm - 6:00pm
March	3/20/2024	3:30pm - 6:00pm
March	3/25/2024	3:05pm - 5:50pm
May	5/29/2024	3:30pm - 6:00pm



7. Notices and announcements

Teachers will be notified in advance of special events that 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 the 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 the Oliver Elementary School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is not permitted, except on designated days.

10. Rotation of duties

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

- Coverage of school yard before school, homeroom periods, 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;
- Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

11. Class size

Oliver Elementary 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.