



**Lawrence Public Schools**  
**Lawlor 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:

- Stipends for Teams (Student Acclimation, Family Engagement, Restorative Justice/SEL) \$4500
  - Student Enrichment \$2000
  - Classroom Supplies, including materials for differentiated materials \$8293
  - Teachers' Choice \$2100
- 2. Professional development activities** *(This does not include individualized professional development or coaching of teachers.)*
    - Restorative Justice Tier 1 training for all staff
    - LLCC participation
    - HILL Year Two Coaching
    - UnboundEd Standards Institute (summer)
  - 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. 184 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. Returning teachers are expected to report to work on August 23, 2023.
    - b. Paraprofessionals are expected to report to work on August 24, 2023.  
*Paraprofessionals and BBEs may choose to return on August 23, 2023 with teachers.*



- c. New 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 7:35 am – 3:05 pm. Once per week, for a total of 31 hours, teachers will stay until 4:05 for additional planning time. We will not meet the week of Thanksgiving or week prior to Christmas, the two weeks of report card nights, or the last two weeks of school.
- 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 1757 minutes per week. Teachers will have at least a 40 minute individual planning period each day during the school week. Teachers will be expected to meet collaboratively at least weekly to plan instruction, discuss student work, share best practices, and engage in professional learning activities outside of individual planning. 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 sent 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 Lawlor 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. *Participate in the family events as outlined in the event section*
  - ii. *Phone calls to families about progress of students and log communication.*
  - iii. *Preparation of individual progress reports and report cards.*



- iv. *Build consensus about what tests to prioritize and when to administer them. Data meetings will happen at least monthly with classroom teachers and building leadership.*
- v. *Participation in staff recruitment and selection processes.*
- vi. *Maintain bulletin boards.*
- vii. *Check homework on a daily or weekly basis.*
- viii. *Attend student-related meetings.*
- ix. *Promote communication with parents using diverse media.*
- x. *Maintain artifacts as related to the teacher evaluation process.*

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

The Lawlor School will hold 2 parent-teacher meetings during the 2023-24 school year and 4 family engagement events. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- Welcoming Event Thursday August 24th, 2023 4-6pm
- Fall, Winter and Spring Events (teachers will choose 2 of the three to attend)  
Thursday October 26th 2023, Thursday February 8th, 2024, Thursday May 16th, 2024: 4-7pm
- Report Card Conferences: December 7, 4-6pm and March 21st, 4-6pm
- Transition Field trips to first grade buildings: Walking field trips during school hours to applicable elementary schools. These field trips will take place in late May, early June.

**7. Notices and announcements**

**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 Lawlor School is asked to dress professionally for a school setting. Excessively casual clothing such as 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 the mission of The Lawlor 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.

## **11. Class size**

The Lawlor 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.