



Lawrence Public Schools
Robert Frost Elementary School
2024-2025 School Operational Plan

Vision of Robert Frost Elementary School

Each member of the Frost Elementary School community:

- Is known and valued as an individual and as a member of a team
- Is honored for who they are as a person including their language, ability, background, and culture
- Is successful because they get what they need and are provided opportunities to demonstrate success
- Lives out our core values (We Work Hard, We Work Together, We Are Kind)
- Is a #proudfrostlion

We believe students learn best when they know:

- I am in a space that is safe, organized, and supportive
- I know what I am learning
- I can engage with learning from where I am starting
- I can talk about what I know or what I think or ask questions
- My progress is monitored
- I am known and have trusting relationships with staff

- **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 2024-25 school year, discretionary funds have been allocated in the following amounts:

- Supplies and materials (\$20,000)
- Teacher Choice (\$200 per teacher)
- Field Trips/Enrichment activities (\$2,000 per grade level team, total \$10,000)
- Enrichment activities for specialty classes \$1,500
- Salem State Fellowship \$15,000 - teacher
- Enhancement of classroom environment (whiteboards, furniture, technology)



CURRICULUM

- Core Literacy - CKLA 2nd edition for all students K-4
- Core Math
 - Eureka² - for Kindergarten (piloted in 2023-24)
 - Eureka² - Grades 1-4 year 1 adoption
- Core Science - Know Atom for all students K-4 (selected units)
- Foundations K-2
- TeachTown for students in Practical Academics program (with district consideration of possible alternatives)
- Just Words for targeted Grade 4 intervention
- Use of Lexia Learning technology-based
- ST Math use for math technology based supplement

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

- Core Instruction - Inclusive practices and strategies related to students with disabilities
- Core Instruction - Effective practices and strategies related to multilingual learners
- Family Engagement - Cultural Responsiveness and Home Visit Training
- School wide School Culture and Climate practices
 - i. Work related to Goal #2
- Response to SQR findings - as applicable, pending final report

Calendar: Please see the attached 2024-25 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
- 186 total school days for educators (LTU members), 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.

Work before and/or after the regular school year



- a. All LTU members are expected to report to work on Monday, August 19, 2024 for a 3 full day FRO summer institute/PD (Monday, August 19, 2024, Tuesday, August 20, 2024 and Wednesday, August 21, 2024) for a total of 22.5 hours. Schedule and agenda submitted for approval by district by May, 2024.
- b. New teachers will attend mandatory LPS orientation on August 21, 2024
- c. Paraprofessionals are expected to report to work on August 22, 2024.
- d. The final work day for all staff members is June 24, 2025, 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.

Educator schedule (LTU members)

The standard workday for Frost Elementary School educators will be 7 hours and 30 minutes. For educators (LTU members), required hours are 7:35am – 3:05pm.

Except in rare circumstances, teachers will be expected to teach no more than 1800 minutes per week.

Teachers will have:

- 1 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.
- Additionally, 1 planning period per week may be set aside for family and student support meetings, and/or additional professional development.
- 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 with the administrative team.

Teachers at our school will receive a 30 minute duty-free lunch and collaboration time. (30 minutes as stated in LTU contract)

A daily schedule for the 2024-25 school year will be determined by the TLT (subcommittee).

See [Appendix A](#) and [Appendix B](#) for more details on LTU member hours. It is subject to change prior to and during the school year.

Three (3) eighty minute building meetings/staff meetings over the course of the school year in October, February and May. Specific dates will be listed in [Appendix A](#).



Six (6) hours prior to August 22, 2024 for classroom/workspace prep. Scheduling of this time is flexible starting in mid August and is outside of hours already included in this plan. These hours do not include home visits which are stipended separately. Hours to be logged in google form. Expected activities include setting up Class DoJo, preparing welcome letters and outreach to families, establishing a welcome classroom environment.

Paraprofessional schedule

For the 2024-25 School Year, the Frost Elementary School is adjusting the paraprofessional schedules. This adjustment aligns with district and Lawrence Federation of Paraprofessionals (LFP) expectations for 40 hours per week for paraprofessional hours. To best support students and school goals, the schedule will include 2 options for FRO paraprofessionals: a 7am-3pm shift or a 7:30am-3:30pm shift. This includes a 30 minute scheduled, duty free lunch and a 10 minute scheduled, duty free break daily. Our parent liaison (a paraprofessional position) will work each day from 7:30am-3:30pm.

Paraprofessionals are expected to attend three staff meetings during the school and will be compensated for the additional time. Paraprofessionals are invited to participate in family engagement events on a voluntary basis and will be compensated for the additional time.

- In addition to traditional responsibilities and assigned duties listed above, all staff at Frost Elementary School may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school.

Scheduling of school-wide family engagement events including parent/teacher meetings/PTO meetings and welcoming events. *(This does not include parent-teacher meetings that occur between school-wide meetings or family engagement initiatives and efforts that happen during the school day.)*

The Frost Elementary School will hold several family engagement events during the 2024-25 school year and proposed a schedule that includes mandatory and voluntary events for LTU members. Our school's operational plan for the 2024-25 year includes 17.5 hours of family engagement for LTU members. These hours are outlined and detailed in Appendix C.

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 minimized.



Frost Elementary staff members receive a Daily Bulletin (or regular communication) from administrators each morning and/or weekly. This includes key upcoming events and information that has a school wide impact. All Frost Elementary staff are expected to review the Daily Bulletin.

Family Communication:

- Frost Elementary families receive school information each week on **Take Home Thursday** with the yellow communication folders carrying key information from school to home.
- We will continue school wide use of Class DoJo for family communication in 2024-25 from all educators.
- We will continue use of Standards Based Report Cards in the 2024-25 school year (3 terms) to share information on student progress.

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.

Staff dress code

Staff at Frost Elementary School are expected to dress professionally appropriate for a school setting. The Frost Elementary School will continue its fundraiser of Jeans days for staff members who choose to participate. Ripped, torn or distressed jeans will not be allowed.

Rotation of duties

- All staff members are expected to perform additional duties that are necessary to fulfill the mission of Frost Elementary School. Additional duties may include, but are not limited to: arrival, dismissal, bus supervision, lunch, recess, transitions.
- 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.
- Centralized bulletin boards are expected to be updated regularly and reflect.



Class size

Frost Elementary administration and staff will advocate for reasonable class sizes of no more than 25 students. Class sizes may be differentiated, to support student learning and teacher development.

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.

Bulletin boards are expected to be updated regularly and reflect current academic focus and standards as well as the core values of the Frost Elementary School.



Appendix A

Educator Hours for 2024-25 School Year	# of hours
<p>DAILY SCHEDULE: 7:35am-3:05pm daily schedule for educators. This provides a 15 minute buffer before and 15 minute buffer after the student school day (a 30 minute total buffer). This time will be assigned for supervision to ensure student safety and overall school processes run smoothly</p>	1330
<p>LATE SUMMER INSTITUTE: 3 full day summer institute/PD Monday, August 19, 2024 Tuesday, August 20, 2024 Wednesday, August 21, 2024</p>	22.50
<p>PRE-SCHOOL YEAR: Logged time over the summer for classroom/work prep. Scheduling of this time is flexible starting in mid August but does not include home visits which are stipended separately. 6 hours to be logged in google form. Expected activities include setting up Class DoJo, preparing welcome letters and outreach to families, establishing a welcome classroom environment.</p>	6
<p>HALF PD DAYS: 3 afternoon PD days, district wide 10/23/24, 12/11/24, 1/29/25</p>	10.5
<p>FULL PD DAYS: 3 full Professional Development Days, district wide 8/22/24, 8/23/24, 11/5/24</p>	22.5
<p>STAFF MEETINGS: All staff meetings (80 minutes each) October 2024 February 2025 May 2025</p>	4
<p>FAMILY ENGAGEMENT: Determined by school's Family Engagement Leadership team (pending final proposal)</p>	17.5
<p>Total Number of Hours (LTU members) for 2024-25 school year</p>	1413



Appendix B

<i>Professional Development and Learning Time</i>	
August 19, 2024	Day 1 Frost Summer PD Institute, LTU members (7.5 hours)
August 20, 2024	Day 2 Frost Summer PD Institute, LTU members (7.5 hours)
August 21, 2024	Day 3 Frost Summer PD Institute, LTU members (7.5 hours)
August 22, 2024	PD and Prep Day for all staff
August 23, 2024	PD Day and Prep for all staff
October 23, 2024	Early Release Day & Afternoon PD - all staff
<i>October 2024</i>	All staff meeting - 80 minutes (date to be determined)
November 5, 2024	PD day for all staff
December 11, 2024	Early Release Day & Afternoon PD - all staff
January 29, 2025	Early Release Day & Afternoon PD - all staff
<i>February, 2025</i>	All staff meeting - 80 minutes (date to be determined)
<i>May, 2025</i>	All staff meeting - 80 minutes (date to be determined)



Appendix C - SY2024-25 Family Engagement plan (total 17.5 hours required hours)

Required Events (this can total between 11.5 and 14.5 hours):

- Tuesday, September 10th Welcome Back Ice Cream Social & First “Day in the Life” event (1.5 Hours)
- Parent Teacher Progress Check In’s (minimum 3 hours; maximum 6 hours)
 - *Flexible dates determined by LTU members* - more info below*
- Tuesday, February 11th Second “Day in the Life” Event (2 hours)
- One Team Event - details below (2 hours) Dates TBD in March, April, or May**
- *Planning/Prep for above events (3 hours)*

Other School Wide Events (choose up to 8 hours):

- Wednesday, October 23rd Trunk or Treat Event (2 hours)
- December (date tbd) Holiday Store with PTO (2 hours)
- Thursday, January 16th Winter/Art Showcase (2 hours)
- Spring 2024 (date tbd) Someone Special Dance PTO Event (2 hours)
- Thursday, May 29th Cultural Night (2 hours)

*Each LTU member is required to have at least 3 hours of time dedicated to parent teacher progress check ins. These meetings can occur throughout the year and can align with BOY or MOY data. FELT is not hosting one conference night for all grades. The team reviewed data for 3 years and determined this was not an effective model. Sharing student progress with families is important and required. There will be a specific tracker used for parent teacher progress check ins that will be used and reviewed by administration and FELT. Progress Check In’s can occur throughout the year and need to be offered to every parent similar to the structure last year. Teachers will schedule progress check in’s with families who request them and also reach out to families who need them and did not originally sign up.

**One team event to be planned in March, April or May. This can be before school, after school or in the evening. Some examples: family breakfast & work share, Health and Wellness with yoga, Math Night, Bingo Night, Literacy Night, or other ideas proposed by teams.