



Lawrence Public Schools **Lower School Grade 10** **2024-2025 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 2024-25 school year, discretionary funds have been allocated in the following amounts:

LSA10 Budget = \$67,400

- Extra Duty = \$25,000 (Cohort Leads, SGA Advisor, Credit Recovery, MCAS Prep, New Clubs)
- Operations = \$35,000 (Teacher/Student Supplies, Student Activities, Field Trips)
- Professional Development = \$7,400 (also includes Subscriptions and Licenses)

- 2. Professional development activities** *(This does not include individualized professional development or coaching of teachers.)* Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day for students, and before or 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 include:

- 3 days (August 21, 22, and 23, 2024) of professional development and/or staff planning days for NEW STAFF ONLY before the school year begins;
- 2 days (August 22 and 23, 2024) of professional development and/or staff planning days before the school year begins for returning teachers;
- 1 day (September 3, 2024) of professional development;
- 1/2 day (October 23, 2024) of professional development;
- 1 day (November 5, 2024) of professional development;
- 1/2 day (December 11, 2024) of professional development;
- 1/2 day (January 29, 2025) of professional development;

- 3. 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:
 - 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 22, 2024.
- b. Paraprofessionals are expected to report to work on August 22, 2024.
- c. New teachers are expected to report to work on August 21, 2024 for mandatory LPS orientation.
- d. The final work day for teachers and paraprofessionals 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.

5. Schedule for staff and students

- a. A preliminary schedule for the 2024-25 school year is available and is subject to change prior to and during the school year.
- b. Student hours will be 8:00am-2:50pm.
- c. The standard workday for teachers will be 7 hours and 30 minutes. For the majority of educators, the required hours will be approximately 7:45 am – 3:15 pm.
 - I. Monday 7:45am- 3:15pm (Office Hours 2:50-3:15pm)
 - II. Tuesday 7:45m- 3:30 PM (Cohort Meetings 3:00-3:30pm)
 - III. Wednesday 7:45am-3:15pm (Office Hours 2:50-3:15pm)
 - IV. Thursdays 7:45am- 4:30pm (Professional Development on 21 Thursdays; non-PD days teachers dismissed at 3:15pm and will host office hours)
 - V. Fridays 7:45am-3:15pm (Family Engagement/ Two-Way Parent Communication/Advisory/Office Hours)
- d. The standard workday for members of the Lawrence Federation of Paraprofessionals (all paraprofessionals, parent liaisons, and lunch aides) will be eight (8) hours and no minutes or 40 hours per week.
 - i. For the majority of paraprofessionals, required hours will be approximately 7:30am-3:30pm.
 - ii. LSA10 will hold 3 family engagement events during the 2024-25 school year. Paraprofessionals are strongly encouraged to attend those events and hours will be adjusted accordingly the week of any school-wide family event. Below is the tentative schedule:



- Progress Report Night (October 3, 2024; 4:40-7:00pm)
 - Family Conferences (February 6, 2025; 4:40-7:00pm)
 - Rising Lancer Night/Pathways Symposium (March 11, 2025; 4:40-7:00pm)
- iii. The maximum hours per day for members of the Lawrence Federation of Paraprofessionals is eight (8) hours unless there are extenuating circumstances where the principal has approved of (optional) extra duty and has the means to fund the extra duty expense.
- e. Except in rare circumstances, teachers will be expected to teach no more than 1300 minutes per week. Teachers will have at least one planning period each day during the school week. Teachers will be expected to meet collaboratively up to twice per week during content meetings to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, one or more planning blocks per week may be set aside for family and student support meetings, Individual Education Plan meetings, and/or additional professional development. In total, teachers will receive 350 minutes of collaborative planning and individual planning per week, 100 minutes of duty/coverage responsibilities, and 50 minutes of advisory/family engagement.
- f. 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.
- g. Teachers and Paraprofessionals at each school will receive 30 minutes of duty-free lunch and collaboration time.
- h. In addition to traditional responsibilities and assigned duties listed above, all staff at LSA10 may be expected to be involved in educational and administrative activities necessary to fulfill the school's mission. These activities may include, but are not limited to:
- i. Family conferences
 - ii. Report card nights
 - iii. Phone calls to families about the academic progress of students
 - iv. Preparation of individual student bi-weekly reports, Progress Reports and Report Cards
 - v. Test Facilitation (ACCESS, WIDA, MAP, MCAS)
 - vi. Participating in staff recruitment and selection processes
 - vii. Project-Based Learning
 - viii. Working regularly with school administrators to improve one's instructional practices
 - ix. Student-related meeting, RTII and Special Education meetings
 - x. Supporting the District's Student Code of Conduct
 - xi. Engaging in Restorative Practices
 - xii. Serving as an advisor to a student in their cohort



- xiii. Updating grades on a weekly basis to reflect the student's current academic progress
- xiv. Updating trackers in advance of meetings where Focus 40 data will be reviewed

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

LSA10 will hold 3 parent-teacher meetings during the 2024-25 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

Progress Report Night (October 3, 2024; 4:40-7:00pm)

Family Conferences (February 6, 2025; 4:40-7:00pm)

Rising Lancer Night/Pathways Symposium (March 11, 2025; 4:40-7:00pm)

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 are asked to dress professionally for a school setting. Excessively casual clothing is not permitted. Exceptions will be made on Lancer Fridays.

10. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of LSA10. Staff may be asked to perform some additional duties or responsibilities not listed. These responsibilities shall not curtail mandatory minimum prep minutes unless they come with additional compensation in the form of stipends or the hourly rate. Additional duties may include, but are not limited to:

- Cafeteria Duty



- Hall Duty/ Bathroom Duty
- Class coverage in the absence of a Teacher
- 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

LSA10 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.