



*Lawrence Public Schools*  
**School for Exceptional Studies Annex**  
**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:

- Educational Supplies: subscriptions, adaptive equipment
- Pupil Transportation: transportation for community outings and field trips
- Operational Supplies: universal materials and resources
- Materials: grade ban specific tools
- Professional Services (partner fees)
- Stipended Leadership Opportunities (TLT, ILT, Extra Duty)

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

The School for Exceptional Studies @ Annex (SESA) is committed to supporting staff in their professional development.

- a. Standards-Based Instruction/UDL: lesson planning and preparedness; planning for learner variability; planning for multiple means of action and expression.
- b. Applied Behavior Analysis: behavior management, implementing behavior plans, interpreting and understanding components of behavior plans, data collection.
- c. Maintaining Strong Teams: culture, climate and team building activities at the school and classroom level.
- d. Interdisciplinary Supports: implementation of sensory integration strategies, use of Alternative and Augmentative Communication, planning for social skills in the classroom.

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. 183 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. The standard workday for teachers will be 7:30am - 3:10pm.
  - i. Students 7:50 - 2:50
    - 1. Half Days:
      - a. Staff: 7:30 - 12:00
      - b. Student: 7:50 - 11:45
- c. 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; 7:30 am - 3:30pm
  - i. 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.
- d. Except in rare circumstances, teachers will be expected to teach no more than 2,250 minutes per week. Teachers will have at least a (30) minute planning period each day during the school week. Teachers will be expected to meet collaboratively (30 - 60 or more) minutes per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, (30) minutes of planning time per week may be, as needed, 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.
  - i. All Building Based Annex Staff will support Recess and Lunch coverages



- ii. Paraprofessionals will be allotted sub-pay for IEP and 3yr re-evaluation meetings on a rotating basis
- iii. All Building Based Annex Staff will support Student Celebrations, Activities and related needs to promote student learning
- g. In addition to traditional responsibilities and assigned duties listed above, all staff at SES ANNEX 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. *Teacher Leadership Team: Operations Team, Family Engagement Team, School Culture and Climate Team*
  - ii. *Instructional Leadership Team: Mentorship, Lead Teacher/Lead Para Roles, MCAS ALT Support/MCAS Support, WIDA ALT ACCESS, Collaborative Planning, Professional Development, Data Cycles, Scheduling Peer Observation*
  - iii. *Crisis Meetings, Physical Management Review, Physical Management Practice*
  - iv. *Building Meetings, Crisis and Safety Practice*
  - v. *Family Engagement EventsL Fall, Winter, Spring, EOY*
  - vi. *Student Celebrations and Performances*
  - vii. *Monthly Responsibilities: "all because we care activities"*

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

The SES ANNEX School 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.)

- Introduction Meetings: Month of September
- Ice Cream Social: September 9/12/24
- Progress Reporting: December 12-14
- Progress Reporting: March 3/27-29
- MCAS ALT Celebration: April 6, 2025
- End of Year Celebration TBD: 6/7/25

**7. Notices and announcements**

The SESA will continue to utilize Blackboard Connect to communicate messages that impact all or large groups of families.



All classroom teachers are expected to maintain frequent and proactive communication with the families of students they teach through phone calls, emails, Class DOJO, daily communication logs, and Zoom.

Monthly calendars will be sent home to families and staff at the start of each month which include important dates and celebrations. Colored paper is utilized to help families differentiate types of documents they are receiving on a regular basis.

Weekly communication will be provided in the form of a weekly memo shared via LPS email. All staff at the SESA will be required to read the memo prior to the start of school day and will be held accountable to the information and notices communicated through this format (via LPS email ONLY). Additionally, information will be shared through a community bulletin board, emails, and meetings as needed.

In the event of absences, it is expected that staff will report these into the ESS system by 7:00 AM. Staff are expected to notify the school administrator and classroom team through text or phone call.

In the event a staff member will arrive late, it is expected that staff will message the designated school administrator and the classroom staff they are assigned to.

If a staff member needs to leave early and the time off equates to a half day or more of school, staff will be expected to report this as a half day absence in ESS.

## **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.
  - At SES Annex, Safety and Crisis is reviewed monthly as a team; routines and procedures are practiced as teams and as a school. All procedures are met on, written up, and shared with all staff members during staff meetings.

## **9. Staff dress code**

Staff at SES ANNEX School are asked to dress professionally for a school setting. Casual clothing such as jeans and sweatpants is permitted. At the SES ANNEX, tasteful



discretion is determined by the administrator due to the nature of daily tasks and responsibilities with students.

## **10. Rotation of duties**

- All staff members are expected to perform additional duties that are necessary to fulfill the mission of positive collaboration, communication, consistency, coherence and engagement. 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.
  - Staff are expected to fulfill professional responsibilities such as checking work email daily, checking mailboxes daily, and utilizing the ESS for reporting absences.
  - Staff are expected to supervise no less than 1 recess and/or lunch duty daily.

## **11. Class size**

SES Annex administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development. At SES Annex, class sizes will vary, with the goal of not exceeding 6 students per class. Classrooms are maintained at 2 students: 1 staff member ratios.

## **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.