



Lawrence Public Schools
Bruce School
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:

- Teacher's' Choice: **\$6250.00**
- Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

- 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 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 up to **3 days of on-site professional development** and planning time, with each day including up to 8 hours of professional development and/or staff planning time.

Specifically:

- **Up to 3 days** of professional development and/or staff planning days before the school year begins;
- **Up to 1 day** of professional development and planning days during the school year

- 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 with an additional 6 hour floating day for summer team collaboration and planning.
 - 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 2024-2025 school year is available and is subject to change prior to and during the school year.
 - b. The standard workday for educators will be **7 hours 45 minutes**. For the majority of educators, required hours will be approximately **7:35 am–3:20pm Monday-Thursday, and 7:35-2:55pm on Fridays**
 - c. The standard workday for paraprofessionals will be 8 hours. For the majority of paraprofessionals, required hours will be approximately **7:35 am–3:35pm Monday-Friday**.
 - d. Except in rare circumstances, teachers will be expected to teach no more than 1900 minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively on a weekly basis to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, 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 via shared drive folders.
 - 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 The Alexander Bruce 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:

- Participation in 1 Open House Night, and two Report Card Nights throughout the school year
- Phone calls to families about the academic progress of students;
- Attending parent workshops/student activities that occur after the regular school day
- Preparation of individual student Report Cards;
- Leading student extracurricular activities;
- Participating in staff recruitment and selection
- Maintaining bulletin boards;
- Working regularly with school Administrators to improve one's instructional practices;
- Checking homework
- Attending student related meetings;
- Serving as an advisor to a small cohort of students;
- Maintaining accurate records, paperwork, and keeping the PowerSchool GradeBook up to date
- Keeping classrooms neat, organized, and attractively decorated.

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

The Alexander Bruce School will hold 3 parent-teacher meetings during the 2024-25 school year. These are tentatively scheduled for the following windows, but may be subject to change:

- A. Early September- Open House
- B. December- Report Card Night
- C. March- Report Card Night

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. A morning memo will be sent daily with important announcements and coverage needs. A weekly memo will be sent to staff by Friday with important upcoming dates, events and information.



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 The Alexander Bruce School are 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 Alexander Bruce 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.
- Coverage of homeroom periods, not exceeding 30 minutes per day;
- Coverage of lunch periods or break periods, not exceeding 120 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, not exceeding 120 minutes per week.

11. Class size

The Alexander Bruce 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.