



Lawrence Public Schools

Lawrence Family Public Academy

2024-2025 School Operational Plan

School Mission

The staff at Lawrence Family Public Academy works in partnership with families to promote independent, responsible learners who are able to succeed academically and socially to become active members of the community. We strive to create a culturally aware, safe, nurturing environment that develops and fosters a life-long love of learning and personal growth.

Instructional Mission

At LFPA students are purposefully engaged in an immersive environment. Through hands-on learning experiences they investigate and inquire while making connections to their world and environment. Students will develop the social/emotional skills that lead to the development of confident and responsible individuals.

Teachers will collaborate and use data to develop and implement data driven instruction intended to target multiple learning styles under the UDL (Universal Design of Learning) model.

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:

- Transportation for Field Trips: \$3,000.00
- TLT Stipend Rate will be \$400 for 10 meetings
- Instructional Supplies- \$112,500.00
- Family Events-\$5,000.00
- Teacher's Choice (Reg. Ed)- \$5,100. (\$300.00 per teacher) (6 pre-k, 6 Kindergarten, gym, music, art, ELL,school counselor)
- Teacher's Choice (Special Ed.)-\$900.00 (PA-1, Special Education -Miss Hamel, Special Education-Miss Vaughan)
- Textbooks-\$5,000.00
- Professional Services-\$8,000.00
- Photo Copier/ink-\$10,000.00
- Operating Supplies-\$10,000.00
- Repairs and Maintenance (Custodial Supplies)-1,500.00



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

- Cultural awareness/culturally Responsive Teaching at the pre-k/k level
- UDL
- Safety Care training
- Teaching/Engaging students who are multilingual learners
- RTII Introduction/MTSS

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:

- 180 total school days for students (169 days for pre-kindergarten students)
- 186 total school days for educators, 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.

4. Work before and/or after the regular school year

- Returning and new teachers are expected to report to work on August 19, 2024 (7 hours), August 20, 2024 (7 hours), August 21, 2024 (4 hours).
- Paraprofessionals are expected to report to work on August 22, 2024.
- New teachers are expected to report to new teacher training on August 21, 2024 for mandatory LPS orientation.
- Teachers and Paraprofessionals will stay for a building meeting one time a month for 1.5 hours. Paraprofessionals will be paid for the additional hour of time at work on these days.
- The final work day for teachers and paraprofessionals is June 24, 2025, including 5 snow days.
- 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 preliminary schedule for the 2024-2025 school year is available and is subject to change prior to and during the school year.

The standard workday for teachers will be 7 hours and 30 minutes. For the majority of educators, required hours will be approximately 7:40 am -3:10 pm



The standard workday for paraprofessionals will be 8 hours. For the majority of paraprofessionals, the required hours will be 7:30 am – 3:30pm. Paraprofessionals should report to their assigned duty by 7:40 am to greet their students.

Except in rare circumstances, teachers will be expected to teach no more than 2,250 minutes per week. Teachers will have at least one planning period each day during the school week. There will be at least two team planning periods per week. During Vertical Planning, teachers will be expected to meet collaboratively once a month for 45 minutes to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, 1-2 planning times per week may be set aside for family and student support meetings, IEP meetings, and/or additional professional development.

It is expected that an agenda will be created and available during all collaboration periods. 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.

Teachers at each school will receive 30 minutes of duty-free lunch.

In addition to traditional responsibilities and assigned duties listed above, all staff at Lawrence Family Public Academy 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:

1. Lesson plans available on a weekly basis on the shared drive
2. Participation in common planning, Data, and RTI meetings, collaborative meetings, and professional development
3. All staff are expected to read the daily morning message and be responsible for its content and check email at the end of the day for dismissal notices. If a student will be dismissed early in the day, the teacher will be notified by email or phone ahead of time.
4. Teachers are expected to pick students up promptly at 7:50 am and walk students down at dismissal time at 2:45 pm
5. Phone calls to families regarding the academic progress of students and follow-up meetings if necessary
6. Preparation of progress reports (general education and special education) and report cards
7. Entering of grades into PowerSchool by end of marking period
8. Participating in staff recruitment and selection processes
9. Maintaining bulletin boards to showcase student work and motivation and Common Core State Standards.
10. Teacher participation in 2 Report Card Conference Weeks (Integrated preschool/PA1 will split the time as class make-up dictates) conferences.
11. Working regularly with school administrators to improve one's instructional practices (SMART goals, walk-throughs, etc) maintaining a portfolio of evidence toward goals



12. Use of the language of the Zones of Regulation and social cognitive language which will be explicitly taught and reviewed daily to ensure fidelity to the PBS Pyramid Model
13. Attending student-related meetings including IEP, RTII and family meetings
14. Attendance at monthly staff meetings and vertical team meetings

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

Teachers will be required to attend Open House and Report Card nights

- The Lawrence Family Public Academy will hold two Report Card conferences during the 2024-25 school year, for 3 hours each.
- September Open House (2 hours)

Teachers will be required to attend an additional 7 hours for a total of 15 family engagement hours.

- Fall & Spring Festivals (3 hours)
- Holiday Concert (2 hours)
- Trunk or Treat (1.5 hours)
- Multicultural night (3 hours)

7. Notices and announcements

Teachers will be notified in advance of special events which will involve students such as health testing, field trips, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum. When district-wide fliers are sent home, all school staff will be notified and receive a copy of the flier and a plan will be put in place if action needs to be taken

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.

9. Staff dress code

Staff at Lawrence Family Public Academy are expected to dress professionally for a school setting. Excessively casual clothing such as flip flops, yoga pants, sweatshirts that are not LPS designed and sweatpants are not permitted. Theme days will be designated throughout the year. Jeans can be worn daily, but must be clean, fit properly, and be free of rips. Any logo/design should be child friendly.



10. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Lawrence Family Public Academy. Additional duties may include, but are not limited to:

- Teachers are expected to meet their students in their designated area at the beginning of each school day (7:50) and walk students to their classroom
- Teachers and/or paraprofessionals are expected to monitor their classes en route to any special subject classes, such as Art, Music, or Physical Education.
- Teachers and/or paraprofessionals are expected to walk their students to the cafeteria and monitor recess each day, and then are free to have their own half hour lunch period.
- Teachers and paraprofessionals are expected to walk their students to the places assigned for parent pick-up, or bus transportation at the end of the day. Every staff member will have an assigned group to monitor until students leave to go home. Staff members will be assigned to bus duty as needed. A schedule for dismissal coverage will be created.
- Kindergarten Paraprofessionals are expected to supervise morning drop off from 7:40 - 7:50 am.
- Staff is expected to walk individual students or small groups of students to the bathroom as necessary, and wait to return the student to their classroom..
- Paraprofessionals and specialists (gym, music, and art) may be asked to provide coverage of classes and duties of others who are absent from school. Coverage will be dependent on class make up and/or numbers
 - As students move through the building a head-count should be done before leaving the classroom and upon arriving at the new destination. Staff should also always carry the walkie-talkie, and a classroom backpack with daily attendance record and student emergency forms and the color-coded (red, yellow, green) emergency head-count cards
- 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

Lawrence Family Public Academy 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.