



**Lawrence Public Schools**  
**Guilmette Elementary**  
**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 Stipends 72K
- Professional Development 5K
- Teacher's Choice 5K
- General Supplies 80K
- Field Trips/AS Programs 20K
- Technology/Platforms/Curriculum 28K

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

There are four professional development days for all staff to attend. These include August 21, August 22, August 23, and November 5th. Professional development opportunities for SY 24-25 include Standards Institute, Hill for Literacy, The School Empowerment Network, TLA, Fostering Math Practices, Restorative Justice and Practices, Restorative Circles, Say Yes Institute, The Achievement Network, NWEA, Mass Mentoring, The Bureau of Educational and Research, and Epstein and Sorresso Consulting.

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 21, 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 hours and 35 minutes. For the majority of educators, required hours will be approximately 7:30 am – 3:05 pm.
- 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.
  - i. For the majority of paraprofessionals, required hours will be approximately 7:30 am - 3:30 pm.
  - ii. For the majority of parent liaisons, required hours will be approximately 7:30 am - 3:30 pm.
  - iii. For the majority of lunch aides, required hours will be approximately 6:30 am - 2:30 pm.
  - iv. 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 1650 minutes per week. Teachers will have at least one planning period each day during the school week. Teachers will be expected to meet collaboratively to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, one 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 within 48 hours after this meeting.
- 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 Guilmette Elementary 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. Hallway transitions including but not limited to:
    1. Transition students up from schoolyard to morning homeroom
    2. Transition students to and from recess/lunch/cafeteria
    3. Transition students to and from specials
    4. Transport students out of the building at dismissal daily
  - ii. Preparation for report cards/progress reports
  - iii. Phone calls and meetings with families
  - iv. Parent engagement events/report card nights/virtual events
  - v. Maintain bulletin boards and data tracking
  - vi. Attending school-related meetings (RTII, IEP, 504, Re-entry meetings, etc.)
  - vii. Tracking the progress of PACE and various check in/out forms for students
  - viii. Supporting the student rules for SAFE lines, bathroom passes, electronics, uniform, and expected behaviors set forth school-wide and by grade level teams.

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

The Guilmette Elementary 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.)

- a. Thursday September 26, 2024 (3:00pm-7:00pm)
- b. Thursday December 5, 2024 (3:00pm-7:00pm)
- c. Thursday March 20, 2025 (3:00pm-7:00pm)

**7. Notices and announcements**

Teachers will be notified in advance of special events that involve students such as health testing, assemblies, screenings, etc. Classroom interruptions for notices or public address announcements will be kept to an absolute minimum. Daily coverage communication and a weekly correspondence will be handled through email, therefore, all staff will be expected to check their email daily.



## **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.
- The Guilmette Elementary School will continuously practice and enforce protocols for school safety. An initial training will be held at the beginning of the school year on safety protocols.
- 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 Guilmette Elementary School is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is not permitted, except on designated days. The Guilmette School's Teacher Leadership Team determined specific language on staff dress code guidelines.

## **10. Rotation of duties**

All staff members are expected to perform additional duties that are necessary to fulfill the mission of the Guilmette Elementary 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.
- Support hallway transitions including lunch and recess, specials classes, arrival, and others
- Paraprofessionals and student support members will be assigned to lunch duties. On early release days and inclement weather delay days, teachers may need to support lunch duty.

## **11. Class size**

The Guilmette Elementary 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.

Teachers may be asked to support the development and maintenance of bulletin boards inside classrooms and hallways. Student aliases are required when student data is being tracked.