



**Lawrence Public Schools**  
**Hennessey 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:

- Operational Supplies- \$52,000.00
- Student Activities-\$ 9,000.00
- Educational Supplies-\$80,000.00

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

Expected professional development activities include: Up to 4 days of professional development and/or staff planning before the school year begins. (8/20/24, 8/21/24, 8/22/24, 8/23/24)

One Wednesday of each month (1.5 Hours) will be used for in-school professional development: from 3:05-4:30 PM- 9/25/24, 10/30/24, 11/20/24, 12/18/24, 1/15/25, 2/26/25, 3/19/25, 4/30/25, 5/21/25, 6/4/25. PD will align with school and district goals and data collected from SY 23-24 Learning walks, SQR, assessments and SAF Dashboard.

- 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. 185 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 20, 2024.
- b. Paraprofessionals are expected to report to work on August 22, 2024.
- c. New teachers are expected to report to work on August 20, 22, 23, 2024 at Hennessey and 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. All paraprofessionals should work a minimum of 7.5 hours and a maximum of 8 hours unless there are extenuating circumstances where the principal has approved of extra duty and has the means to fund the extra duty. The routine work schedule for paraprofessionals with the exception of parent liaisons should include student-facing hours from arrival through dismissal. Hennessey Paraprofessional hours (7:20-3:20 M-F)
- d. Except in rare circumstances, teachers will be expected to teach no more than 1800 minutes per week. Teachers will have at least 1 (60 minute) planning period each day during the school week. Teachers will be expected to meet collaboratively a minimum of 60 minutes per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, one 60 minute planning time per week may be set aside for family and student support meetings, and/or additional professional development.
- e. It is expected that a rolling 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 40 minutes of duty-free lunch and collaboration time.
- g. In addition to traditional responsibilities and assigned duties listed above, all staff at The Hennessey 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. Participating in 5 Family Events @ 1 hour each



- ii. The Student Support Team will conduct home visits when needed. All staff are welcome to join.
- iii. Communicating with families weekly via in person, by phone, Class Dojo, email, text, and WhatsApp to share messaging and feedback. This is documented through the HEN Communication Log.
- iv. Reading daily emails and being responsible for content
- v. Signing TeachPoint observations within 48 hours of receipt
- vi. Maintaining evidence of progress towards the performance standards
- vii. Preparing individual student Progress Reports and Report Cards
- viii. Preparing and implementing student behavior charts and plans in collaboration with the Student Support Team
- ix. Participating in staff recruitment and selection processes
- x. Maintaining bulletin boards
- xi. Working regularly with school administration to improve one's instructional practices
- xii. Attending student related meetings
- xiii. Providing evidence and/or feedback in regards to student achievement in the form of academic grades, commentary, social-emotional status, observation records or individual conference notes.

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

The Hennessey School will hold three parent-teacher events during the 2024-25 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.) (9/11/24, 12/19/24, 3/19/25)

**7. Notices and announcements**

- Teachers will be notified in advance of special events that 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 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 the Hennessey School are asked to dress professionally for a school setting.

## **10. Rotation of Duties**

All staff members are expected to perform additional duties that are necessary to fulfill the mission of the Hennessey School. Additional duties may include, but are not limited to: (list them here)

- Coverage of the school yard before school and/or lobby.
- Coverage of lunch periods, break periods, or block periods, not exceeding 60 minutes per day.
- Substitute coverage of classes and duties of others who are absent from school.
- 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**

The Hennessey 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. (Located in the staff dining room)