



Lawrence Public Schools
Wetherbee School
2023-2024 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 2023-24 school year, discretionary funds have been allocated in the following amounts:

- Supplies and materials: 73,000
- Teachers Choice: 13,000
- Operating Supplies: 58,940
- Professional Development: 38,000
- Transportation (Field Trips): 10,000

Any transfer or use of additional funds received over the course of the 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 day for students, and before or 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:

- 5 days of professional development and/or staff planning days before the school year begins for all LTU (August 21, 2023 - August 25, 2023)
- 2 days of professional development planning days before the school year begins for Paraprofessionals (August 24 & 25, 2023).
- One (1) additional professional development and staff planning day on November 7 and three (3) half-days during the school year for professional development: October 18, 2023, December 13, 2023, and January 31, 2024.

- 3. Calendar:** Please see the attached 2023-24 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



- b. 186 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, 2023.
- b. Paraprofessionals are expected to report to work on August 24, 2023.
- c. New teachers are expected to report to work on August 23, 2023 for mandatory LPS orientation.
- d. The final work day for teachers and paraprofessionals is June 20, 2024, 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 2023-24 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 30 minutes. For the majority of educators, required hours will be approximately 7:30 am – 3:00 pm.
- c. The standard workday for paraprofessionals will be 7 hours and 45 minutes. For the majority of paraprofessionals, the required hours will be approximately 7:15 am – 3:00 pm.
- d. Except in rare circumstances, teachers will be expected to teach no more than 1,800 minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively 2 days per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, 1 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 24 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 Wetherbee 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. Participation in two report card pick up nights; and one open house. Additionally, all staff must participate in two parent engagement activities- during the school day or after school. (i.e. MCAS informational session, family literacy events, family social events, etc.);*
- ii. All TeachPoint observations and evaluations will be signed within 48 hours of receipt.*
- iii. Phone calls, texts, and/or emails to families about the academic progress of students at least once a week; staff will utilize 15 minutes of planning time to contact parents. Staff will keep a log of these phone calls. Except in rare cases or emergencies, phone calls from parents will not be sent to teachers during class time. Office staff will take messages or offer the teacher's email.*
- iv. Lead an advisory or restorative circle with students*
- v. Transition students to and from recess/lunch*
- vi. Transition students to and from enrichment and specials*
- vii. Transport students out of the building at dismissal daily*
- viii. Preparation for report cards/progress reports*
- ix. Maintain bulletin boards with student work and data tracking*
- x. Attending school-related meetings (RTII, IEP, 504, Re-entry meetings, etc.)*
- xi. Tracking the progress of various check in/out forms for students*
- xii. Supporting the student rules for bathroom passes, electronics, uniform, and expected behaviors set forth school-wide and by grade level*
- xiii. All staff will be assigned an arrival and dismissal duty.*

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

The Wetherbee School will hold 6 parent-teacher meetings during the 2023-24 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- Open House Friday August 25, 2023 (1:30-2:30pm)
- Curriculum Night Thursday September 14, 2023 (3:00-5:00pm)
- Report Card Night December 14, 2023 (3:00-6:00pm)
- Report Card Night March 21, 2024 (3:00-6:00pm)
- Grade levels Family Night (2 activities) -TBA- (2 hours 3:00-5:00pm)



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 and assume responsibility for its contents.

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 Wetherbee School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and 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 our 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.

11. Class size

Wetherbee administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

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.