



**Lawrence Public Schools**  
**Wetherbee 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:

- Supplies and materials: 73,000
- Teachers Choice: 26,000 (\$400.00 ea)
- Operating Supplies: 58,940
- Professional Development: 12,000
- Transportation (Field Trips): 10,000

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

- 5 days of professional development and/or staff planning days before the school year begins for all LTU (August 19, 2024 - August 23, 2024)
- 2 days of professional development planning days before the school year begins for Paraprofessionals (August 22 & 23, 2024).
- One (1) additional professional development and staff planning day on November 5 and three (3) half-days during the school year for professional development: October 23, 2024, December 11, 2024, and January 29, 2025.

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. 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 19, 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 30 minutes. For the majority of educators, required hours will be approximately 7:30 am – 3:00 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 7:15 am - 3:15 pm.
  - ii. For the majority of parent liaisons, required hours will be approximately 7:15 am - 3:15 pm.
  - iii. For the majority of lunch aides, required hours will be approximately 6:00 am - 2:00 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 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 once a 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 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 accessible to administration.
- 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 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:*
  - *Participation in two report card pick up nights; and one open house. Additionally, all staff must participate in three parent engagement activities- after school. (i.e. MCAS informational session, family literacy events, family social events, etc.);*
  - *All TeachPoint observations and evaluations will be signed within 48 hours of receipt.*



- *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.*
- *Lead an intervention group and/or restorative circle/restorative activity with students*
- *Transition students to and from recess/lunch*
- *Transition students to and from enrichment and specials*
- *Transport students out of the building at dismissal daily*
- *Preparation for report cards/progress reports*
- *Maintain bulletin boards with student work and data tracking*
- *Attending school-related meetings (RTII, IEP, 504, Re-entry meetings, etc.)*
- *Tracking the progress of various check in/out forms for students*
- *Supporting the student rules for bathroom passes, electronics, uniform, and expected behaviors set forth school-wide and by grade level.*
- *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 7 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.)

- Open House Friday, August 23, 2024 (1:00-2:00pm)
- Curriculum Night Thursday September 19, 2024 (3:00-5:00pm)
- Report Card Night December 12, 2024 (3:00-6:00pm)
- Report Card Night March 27, 2025 (3:00-6:00pm)
- Grade levels Family Night -TBA- (2 hours 3:00-5:00pm)
- Two school-wide Family Activities October 17th and June 5th (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 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 the Wetherbee. 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.

## **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.