



## *Lawrence Public Schools* **School for Exceptional Studies** **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: \$68,000
- After-School: \$80,000
- Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

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

- Up to 1 day of professional development and/or staff planning days for new staff before the school year begins.
- Up to 2 days of professional development and/or staff planning days for staff before the school year begins.
- Up to 1 full day of professional development and planning days during the school year.
- Up to 3 half days of professional development and planning days during the school year.
- Up to 0 days after the last day of school for students, but before the end of the term of employment.

- 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 (169 days for pre-kindergarten students)
- b. 183 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 24, 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 40 minutes. For the majority of educators, required hours will be approximately 7:30 am – 3:10 pm.
- c. The standard workday for paraprofessionals will be 8 hours and 0 minutes. For the majority of paraprofessionals, the required hours will be approximately 7:30 am – 3:30 pm.
- d. Except in rare circumstances:
  - All teachers will be expected to fulfill their agreed upon contracted work (1413) hours per academic school year.
  - All teachers will attend one building meeting, per month, which will take place from 3:00 to 4:00.
  - All teachers will have at least 1 planning period each day during the school week.
  - Additionally, three (30 minute) planning times per week may be set aside for family and student support meetings, and/or additional professional development.
  - High School Teachers will be expected to meet collaboratively a minimum of three times per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities.
  - Elementary & Middle School Teachers will be expected to meet collaboratively a minimum of three times per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities.
  - Additionally, five (30 minute) planning times 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 shared with 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 School for Exceptional Studies may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school.*

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

The School for Exceptional Studies will hold a minimum of 3 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.)

- Welcome back Meet and Greet, September 27, 2023: 4:00pm-6:00pm
- Provider night: Date & Time TBD
- Ice Cream Social/MCAS information night TBD
- Ongoing Family Engagement and/or Family Breakfasts

**7. Notices and announcements**

Teachers will be notified in advance of special events which will 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 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**

All staff at the School for Exceptional Studies are asked to dress professionally for a school setting. Clothing with the SES logo is permitted. Excessively casual clothing (such as jeans and sweatpants) is not permitted, except on designated days. Staff shall wear professional attire during meetings with community members on and off site.



## 10. Rotation of duties

All faculty are expected to perform additional duties that are necessary to fulfill the mission of SES. Additional duties may include, but are not limited to:

- Assisting in the application of Crisis Intervention, as needed
  - Participation in both of the family conferences offered during the school year
  - Preparation of individual student reports, progress reports, and report cards
  - Provide ongoing training and mentoring to Crisis Aides
  - Attend student related meetings
  - Work regularly with the school administration to improve one's instructional practices
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- All teachers will take an advisory role to the Crisis Aides
  - Participate in school-related events
  - Completion of assessments and administration of standardized testing
  - 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.
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- Newly hired CIA's will be placed with a veteran CIA for a week of mentoring through observation and training.

## 11. Class size

The School for Exceptional Studies is a licensed public therapeutic day school that is committed to ensuring a reasonable class size for students and teachers. Class size may vary to support student learning and teacher development. As outlined in the school's license with the Department of Elementary and Secondary Education, maximum class size can never exceed 11 students.

## 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. Additionally, teachers' themed bulletin boards outside classrooms are to be changed per term. Individual student work is to be changed at least every 4 weeks.