



Lawrence Public Schools
Tarbox 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 & Materials: \$ 35,000
- Teacher's' Choice: \$5,400 (\$200 each teacher)
- Operating Supplies: \$27,286,000
- Transportation: \$1,500
- Professional Services: \$52,000
- Textbooks: \$25,000
- Educational Supplies \$75,000

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

2. **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.
 - f. Up to 3 days of professional development and/or staff planning days before the school year begins;
 - g. Up to 1 1/2 hours of professional development/Faculty Meetings 10 times throughout the school year.
 - h. Up to 2 days of new staff development/Training (at the beginning of the school year or when a staff member starts)



- i. Paraprofessionals will work until 4:30 10 times throughout the school year. In these weeks paraprofessionals will leave at 3:15 each day the week of the faculty meeting/PD with the exception of the faculty meeting/PD day. This time will be spent at a faculty meeting and in professional development.

3. 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 19, 2024. New staff are expected to attend the mandatory LPS orientation on August 21, 2024. This will be a full work day for new teachers. This day will include new teacher orientation provided by the Central Office and PD provided at the school level.
- 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.

4. Professional Responsibilities

- i. Participation in monthly PD/Faculty meetings for all teaching staff. Up to 15 hours
- ii. Participation in monthly PD/Faculty Meetings for all Paraprofessionals up to 10.
- iii. Participate in Family Engagement Activities. Totaling 15 hours
- iv. Paraprofessionals will work up to 10 additional hours a year to support report card nights, curriculum night and open house. This will be paid at time and a half if the time exceeds the 40 hour work week. This will be paid hourly at a time and a half.
- v. Staff will arrive on time each morning and for all scheduled meetings.
- vi. It is expected that staff maintain artifacts that provide evidence of progress towards the performance standards. These may include but are not limited to; data reports, student work, communication logs, lesson plans, etc.
- vii. All Staff are expected to read the weekly memos and are responsible for its contents.
- viii. Staff are expected to meet all deadlines.
- ix. All TeachPoint observations and evaluations need to be signed within seven (7) days of receipt.
- x. Homeroom teachers are expected to be on the school yard at 7:45 AM and walk students out at dismissal to the designated areas at 2:50 PM. Teachers are required to supervise dismissal until 3:00 PM to ensure a safe and orderly dismissal. Specialists, support staff, and



paraprofessionals will supervise students while waiting for their bus from 2:45-3:00 PM. (Paras work until 3:30).

- xi. Paraprofessionals will be assigned tasks to complete from 3:00-3:30.
- xii. Preparation of students' **Progress Reports and Report Cards**.
- xiii. Participating in staff recruitment and selection processes.
- xiv. Staff are expected to maintain bulletin boards so that they are neat, current, and examples of student work. Objectives and/or CCSS should be posted on all bulletin boards.
- xv. Classrooms are expected to be a neat, clean, and a welcoming environment for students.

Family Engagement/Communication

- i. Participation in 2 student-led conference evenings, an open-house and curriculum night during the school year.
- ii. It is expected that staff communicate weekly with families about the academic progress of students, especially those that are falling behind.
- iii. Teachers will sign-up to participate in a minimum of 15 hours of school-wide family activity throughout the school year. This includes 2 student-led conferences, open-house and curriculum night.
- iv. Staff are expected to attend student related meetings (i.e. parent meetings, IEP meetings, 504 meetings, RTI) prepared with all necessary paperwork, students work, data, and materials.
- v. Staff will have the opportunity to participate in PTO meetings.

Curriculum and Planning

- vi. Lesson plans/Weekly Objectives should be readily available and submitted upon request.
- vii. All Staff are expected to actively participate in Common Planning Meetings, Professional Development Sessions, and Data Meetings.
- viii. Working regularly with school administrators to improve one's instructional practices
- ix. Sub plans will be available in the case the teacher is absent or is attending professional development.

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 7:30 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 6:00 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 **2.325** minutes per week. Teachers will have 1 planning period each day during the school week. Teachers will be expected to meet collaboratively 3 times each 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 Tarbox 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. Lunch/Recess Duty
 - ii. Bus Duty
 - iii. Supervision of students at arrival and dismissal

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

The Tarbox School will hold 2 student-led conferences 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. Open-House (8/22/24 2:00-3:00)



- b. Curriculum Night (9/12/24 5:00-7:00)
- c. Term 1 Report Card Night (12/12//24 3:30-6:00)
- d. Term 2 Report Card Night (3/20/25 3:30-6:00)

7. Notices and announcements

- a. 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

Staff at Tarbox 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 Tarbox School. Additional duties may include, but are not limited to: (list them here)

- 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 Tarbox 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.