



Lawrence Public Schools

2020-2021 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 2020-21 school year, discretionary funds have been allocated in the following amounts:

- Transportation for field trips-\$5,000.00
- \$100.00 teacher's choice chosen from catalogs of LPS vendors
- Stipends for two PBS coaches \$1,200.00 total
- Stipends for Leadership Team members \$1,800.00 total
- \$5,000.00 for school supplies

- 2. School curriculum issues**

Lawrence Family Public Academy will use a curriculum framework aligned with the state Common Core standards. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. Lesson plans will be submitted/updated on a shared Google Drive on Wednesdays by the classroom teachers and modified by ELL and Special Education teachers.

- 3. Professional development activities applicable to the school as a body** *(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:



- Up to 1 day of professional development and/or staff planning days for NEW STAFF ONLY before the school year begins;
 - Up to 3 days of professional development and/or staff planning days before the school year begins;
 - Up to 2 days of professional development and planning days during the school year;
 - Topics will include Trauma and the Child, differentiated instruction, Tier Two and Three behavior interventions.
- 4. Calendar:** Please see the attached 2020-21 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 (177 days for kindergarten students)
 - b. 183 total school days for educators, including school days and professional development and planning days.
 - c. All federal and state holidays.
 - d. Winter break, Mid-winter break, Spring break.
- 5. Work before and/or after the regular school year**
- a. Returning teachers are expected to report to work on August 26, 2020.
 - b. New teachers are expected to report to work on August 25, 2020.
 - c. The final work day for teachers is June 21, 2021, including 5 snow days.
 - d. 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.
- 6. Schedule for staff and students**
- a. A preliminary schedule for the 2020-21 school year is available and is subject to change prior to and during the school year.
 - b. The standard workday for educators will be 7 hours and 45 minutes, required hours will be 7:45 am – 3:35 pm for teachers and 7:25-3:25 for paraprofessionals.
 - c. One staff member will work the hours 7:00 am -3:00 pm
 - d. Except in rare circumstances, teachers will be expected to teach no more than 2,250 minutes per week. Teachers will have at least one 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, one 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 will receive 30 minutes of duty-free lunch and collaboration time.
- g. Participation on the Teacher Leadership Team or the School Leadership Team
- h. *In addition to traditional responsibilities and assigned duties listed above, all staff at Lawrence Family Public Academy 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:*

Lesson plans available on a weekly basis on the shared drive and a lesson plan binder accessible to visitors at all times

Participation in common planning and RTI meetings, collaborative meetings, and professional development

All staff are expected to read the daily morning message and be responsible for its content and check email at the end of the day for dismissal notices.

Teachers and paraprofessionals are expected to pick students up promptly at 7:45am and walk students out at dismissal time at 3:15pm

Teachers and paraprofessionals are required to supervise lunch and recess

Phone calls to families regarding the academic progress of students and follow-up meetings if necessary

Preparation of progress reports and report cards

Weekly entering of grades into PowerSchool

Participating in staff recruitment and selection processes

Maintaining bulletin boards to showcase student work and motivation

Participation in 3 Progress Report conferences (October , January , and May) during the school year

Working regularly with school administrators to improve one's instructional practices (SMART goals, walk-throughs, etc) maintaining a portfolio of evidence toward goals



Preparation and implementation of student behavior charts (to be shared with all staff who work with the student) and faithfulness to the language of the Zones of Regulation and social cognitive language which will be explicitly taught and reviewed daily to ensure fidelity to the PBS Pyramid Model

Checking homework on a daily basis

Attending student-related meetings including IEP, Tier IV, and family meetings

Opening and closing CUM folders at the beginning/end of the school year or when a student arrives or leaves during the school year

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

The Lawrence Family Public Academy will hold three parent-teacher meetings during the 2020-21 school year. These are tentatively scheduled for the following dates (October 20, January 19, May 17)

8. Notices and announcements

Teachers will be notified in advance of special events which will involve students such as health testing, field trips, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

9. 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.

10. Staff dress code



Staff at Lawrence Family Public Academy is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, flip flops , sweatpants, workout leggings, flip flops and sweatpants is not permitted, except on designated days; sandals with a back strap are permitted.

11. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Lawrence Family Public Academy. Additional duties may include, but are not limited to:

- Teachers are expected to meet their students in the Music Room and/or gym at the beginning of each school day and walk to their classroom
- Teachers are expected to monitor their classes en route to any special subject classes, such as Art, Music, or Physical Education and be ready to receive them upon completion.
- Teachers are expected to walk their students to the cafeteria and monitor recess each day, and then are free to have their own half hour lunch period during student lunch.
- Teachers are expected to walk their students to the places assigned for walkers, parent pick-up, or bus transportation at the end of the day. Every teacher will have an assigned group to monitor until students leave to go home.
- Paraprofessionals are expected to supervise morning drop off from 7:30-7:45 am.
- Paraprofessionals are expected to supervise lunch for their class, they will have one-half hour lunch period.
- Staff is expected to walk individual students or small groups of students to the lavatory as necessary, and wait to return the student to their classroom.
- The school also has Procedural Structures and expectations in place that allow for a structured daily routine both in the classroom and throughout the building.
- Paraprofessionals will cover lunch periods, break periods, or block periods, not exceeding 45 minutes per day;



- Paraprofessionals and specialists (gym, music, and art) may be asked to provide coverage of classes and duties of others who are absent from school
- As students move through the building a head-count should be done before leaving the classroom and upon arriving at the new destination. Staff should also always carry the walkie-talkie, daily attendance record and student emergency forms

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.

12. Class size

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

13. 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.