



**Lawrence Public Schools**  
**South Lawrence East Elementary School**  
**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:
  - a. Teacher's Choice (\$100 per contracted teacher)
  - b. Professional Development (i.e. Standards Institute, Center for Restorative Justice)
  - c. Student incentives
  - d. Classroom materials
2. **SLE will continue to utilize the following curriculum:**
  - a. Core Knowledge in grades 1-2 (Skills and Listening and Learning)
  - b. Expeditionary Learning in grades 3-5 for ELA
  - c. EngageNY in grades 1-5 for math
  - d. Know Atom in grades 1-5 for Science
3. **Professional development activities applicable to the school as a body** (*This does not include individualized professional development or coaching of teachers.*)
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 (184 days for teachers new to the district), 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 35 minutes. For the majority of educators, required hours will be approximately **7:45 am – 3:20 pm**.
- c. Except in rare circumstances, teachers will be expected to teach no more than **1,750** minutes per week. Teachers will have at least **60 minute** planning period each day during the school week. Teachers will be expected to meet collaboratively (minimally) **2 times per week** to plan instruction, discuss student work, share best practices, and engage in professional learning activities.
- d. Teachers at each school will receive at least 30 minutes of duty-free lunch and collaboration time.
- e. In addition to traditional responsibilities and assigned duties listed above, all staff at **South Lawrence East Elementary 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. Teacher Leadership Team
  - ii. LAT team
  - iii. School Leadership Team
  - iv. Restorative Justice Leadership Team
  - v. Peer Observation Classrooms

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

The **South Lawrence East Elementary School** will hold **3** parent-teacher meetings during the 2020-21 school year. These are tentatively scheduled for the following dates:

- a. Open House 9/17/2020,
- b. Report card nights 12/17/2020 and 3/25/2021

**8. Notices and announcements**

- a. Staff are required to read the morning memo daily and will be held accountable to all information shared in this memo.
- b. Staff will receive monthly calendars inclusive of testing dates, student incentives/assemblies, holidays, and PD days
- c. Announcements regarding indoor recess will be made by 10:30 each day.

*If there is a situation where the weather unexpectedly changes after 10:30, we will have to make an announcement after this time.*

**9. School health and safety issues**



- a. Working with the central office, the school will make every effort to provide appropriate materials, space, and technology to support effective teaching and learning.
- b. Security of school premises will be maintained and visitors to the school will be required to check in upon entry.
- c. Visitors will be provided with a visitor's badge for easy identification (including LPS employees not assigned to SLE)
- d. 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**

- a. Staff at **South Lawrence East Elementary School** are asked to dress professionally for a school setting.
- b. Excessively casual clothing such as jeans and sweatpants is not permitted, except on designated days.

#### **11. Rotation of duties**

- a. All staff members are expected to perform additional duties that are necessary to fulfill the mission of **South Lawrence East Elementary School**. Additional duties may include, but are not limited to: **Lunch/Recess Duty, Bus Duty, Morning Duty**
- b. 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**

**South Lawrence East Elementary School** 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.