



Lawrence Public Schools Frost Elementary School



2021-2022 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 2021-2022 year, discretionary funds have been allocated in the following amounts:

- Supplies and materials (\$20,000)
- Teacher Choice (\$150 per teacher)
- Field Trips/Enrichment activities (\$5,000, \$1,000 per grade level team)
- Technology replacement and enhancement (ask at budget meeting)
- Playworks \$30,000
- Salem State Fellows (~\$16,000) - teaching and counseling
- District paying for Nearpod?

2. School curriculum issues

- a. Adoption of CKLA 2nd edition
- b. Adoption of CKLA Writing Studio
- c. Continued implementation of Eureka (Engage NY) Kindergarten - Gr 4
- d. Continued implementation of Know Atom Kindergarten - Gr 4

- 3. Professional development activities applicable to the school as a body** (This does not include individualized professional development or coaching of teachers.)

- a. Our TLT discussed the following for consideration:
 - i. Classroom Discourse /Accountable Talk



- ii. Inclusive Practices for students with disabilities and English Learners
- iii. Restorative Practices *Mo Nunez
- iv. Home Visit Training
- v. Training - CKLA Writing Studio
- vi. Trauma informed practice

4. Calendar: Please see the attached 2021-22 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
- 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 30, 2021.
- b. New teachers are expected to report to work on August 26, 2021
- c. The final work day for teachers is June 23, 2022, 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 2021-22 school year is available and is subject to change prior to and during the school year. Our master schedule will be reviewed by the TLT in upcoming meetings.
- b. The standard workday for educators will be 7 hours and 40 minutes. For the majority of educators, required hours will be approximately 7:35am – 3:15pm.
- c. The standard workday for paraprofessionals will be ___ hours and ___ minutes. For the majority of paraprofessionals, required hours will be approximately ___ am – ___ pm.
- d. Except in rare circumstances, teachers will be expected to teach no more than 1800 minutes per week. Teachers will have



- e. at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively at least weekly to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, 1 planning period per week may be set aside for family and student support meetings, and/or additional professional development.
- f. 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.
- g. Teachers at our school will receive a 40 minutes duty-free lunch and collaboration time.
- h. Six (6) one hour building meetings/staff meetings (dates to be determined)
- i. In addition to traditional responsibilities and assigned duties listed above, all staff at Frost 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. Opening, updating and closing student cumulative folders

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

The Frost Elementary School will hold several family/teacher meetings during the 2021-22 school year. Our Frost Elementary Family Engagement Leadership Team (FELT) in collaboration with our TLT will determine and schedule these events by Spring 2021. Our school's operational plan for the 2021-22 year includes 10 hours of family engagement.

8. 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.

Frost Elementary staff members receive a Daily Bulletin from administrators each morning. This includes key upcoming events and information that has a school wide impact. All Frost Elementary staff are expected to review the Daily Bulletin each morning. There is also a Frost School Google calendar that all Frost staff have access to in which they can view upcoming events.



Frost Elementary families receive school information each week on Take Home Tuesdays with the communication folders carrying the monthly newsletter and calendar (English and Spanish) as well as upcoming events and permission slips. Following a successful school wide adoption of Class Do Jo for family communication, we will continue that in 2021-22. We will also continue use of Standards Based Report Cards in the 2021-22 school year (3 terms) to share information on student progress.

9. School health and safety issues

- Working with the 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.
- Frost Complex Crisis Team will conduct regular meetings
- Regularly scheduled safety drills including lockdown and fire emergency
- Updated protocols and training related to COVID-19 prevention

10. Staff dress code

Staff at Frost Elementary School are expected to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is not permitted, except on designated days. The Frost Elementary School will continue its fundraiser of Jeans Fridays for all staff members who choose to participate. Ripped, torn or distressed jeans will not be allowed.

11. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Frost Elementary School. Additional duties may include, but are not limited to:

- All staff members are expected to perform additional duties that are necessary to fulfill the mission of Frost Elementary School. Additional duties may include, but are not limited to: arrival, dismissal, bus supervision, lunch, recess, transitions.



- 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.
- Centralized bulletin boards are expected to be updated regularly and reflect

12. Class size

Frost Elementary administration and staff will advocate for reasonable class sizes of no more than 25 students. 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.

Bulletin boards are expected to be updated regularly and reflect current academic focus and standards as well as the core values of the Frost Elementary School.