



**Lawrence Public Schools**  
**Lawlor 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 2021-22 school year, discretionary funds have been allocated in the following amounts:

- \$5000 for Illustrative Math curriculum tangibles, one year expense
- \$7000 for Professional Development: \$5000 for continued partnership with Momenta and \$2000 for conferences and stipends.

- 2. School curriculum issues**

Lawlor Educators will continue into Year Three with Momenta, creating time during PD days and CPT to further enhance the literary block. Our focus is on including planned and data informed time for small group instruction, increased student talk, and experiential learning opportunities. We will continue to honor the CKLA themes and learning continuum, but prioritize the use of high quality picture books. Teachers will continue to build lessons that open with student friendly learning objectives, plan questions that are a balance of closed and open-ended, and ending activities with planned questions that serve to track progress toward mastery while also developing students' ability to gauge their own understanding.

The Math Leadership team and school principal will also move forward with a thoughtful roll out of a kindergarten math curriculum. The Lawlor does not currently have a shared math curriculum, but staff made efforts to develop a standardized math scope and sequence and several assessment priorities during SY 20/21. A lack of a research based math scope and sequence is an issue of equality, quality, and access for all our students, especially as they transition to schools that have already adopted the math curriculum which relies on vertical alignment to optimize student success. During school year 20/21, the Lawlor team developed collaboration strategies that supported efforts to calibrate this important work. In SY21/22, we will continue to increase access to quality scope and sequence developed by a research based curriculum.

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

Teachers will be required to participate in professional development activities throughout the school



year. 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 2 days of professional development and/or staff planning days at the start of the school year (08/30, 8/31);

This plan is contingent upon the school calendar approval process: One full day of professional development and planning during the school year; Two half days of professional development and planning days during the school year

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 (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.
- e. **Screening Dates:**

In order to welcome our new students and families while also planning for thoughtful classroom groupings, the principal and parent liaison will begin to screen incoming students upon May registration. The process for screening during the COVID pandemic will be developed in order to minimize risk for assessor and student. This practice will help build early relationships while also reducing the number of August screenings needed. Consequently, the Lawlor team will have more time in August for collaboration and professional development. Only children new to LPS will be screened. Those transitioning from LEAP or district preschool programs need not be screened a second time as they were screened upon initial enrollment. Classroom teachers will administer ESGI benchmark assessment tools for all students to better understand literacy and mathematical skills at the beginning of the year.

- Ongoing May and June screening, dates to be determined by rate of enrollment and family availability.
- **August 27th:** 8:00am-3:00pm

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

Staff at the James I Lawlor School will receive a 30 minute lunch. Teachers receive 190 minutes of planning every week (40 minutes x 4, 30 minutes x1). CPT will begin the second week of school and will be from 7:40-9:00am each Wednesday morning. Paraprofessionals will be compensated for classroom coverage. During this time, paraprofessionals will support breakfast, morning meeting, and then thirty minutes with ST Math, Keyboarding without tears, or an arts and crafts activity that the teacher develops. A rotating schedule will be developed so that each class has access to the technology they need.

The standard workday for educators will be **7 hours and 15 minutes**.

Student Hours will be 7:45-2:45. For the majority of educators, required hours will be 7:40am – 2:55pm.

- 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 teachers will be 7 hours and 15 minutes. For the majority of educators, required hours will be approximately 7:40am –2:55 pm.
- c. The standard workday for paraprofessionals will be 7 hours and 30minutes. For the majority of paraprofessionals, required hours will be approximately 7:30\_\_\_\_ am – 3:00 pm.
- d. Except in rare circumstances, teachers will be expected to teach no more than 1700 minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively 1 hour and 20 minutes per 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 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 Lawlor 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. **Participate in the family events as outlined in the event section**



- ii. Phone calls to families about progress of students and log communication in a google form that will be created by the principal.
- iii. Preparation of individual progress reports and report cards.
- iv. Adherence to end of unit testing in alignment with curricula scope and sequence.
- v. Participation in staff recruitment and selection processes.
- vi. Maintaining bulletin boards.
- vii. Working regularly with school administration to improve one's instructional practices.
- viii. Checking homework on a daily or weekly basis.
- ix. Attending student-related meetings.
- x. Promote communication with parents using diverse media.
- xi. Maintaining artifacts as related to the teacher evaluation process.

**Schedule SY2021-22 - James I Lawlor School**

Start Time Para Staff with an option to stagger. Paraprofessionals who choose to work the later shift will do so in order to support dismissal.

7:30-3:00 (7.5hrs)

7:45-3:15 (7.5 hrs)

Lunch: 30 minutes

Start Time for Students: 7:45

End of Day Students: 2:45

Lawlor Students will have two outdoor recesses per day, weather permitting. A morning or afternoon recess will be 15 minutes and lunch recess will be 20 minutes.

Student Lunch and recess schedule:

Rooms	Recess	Lunch
1 and 3	10:40-11:00	11:00-11:20
6 and 7	11:00-11:20	11:20-11:40
8 and 5	11:20-11:40	11:40-12:00
9 and 4	11:40-12:00	12:00-12:20

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

The Lawlor School will hold six parent-teacher events during the 2021-22 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- **Lawrence Learns! Welcoming Event** Thursday August 27th. 9am-11am and ZOOM 5pm-6pm. Participating staff members will receive a stipend
- **Winter Wonderland** Thursday December 3, 2021: 5-6:30pm
- **Report Card Conferences:** December 7-10, 8am-3pm (coverage to be provided)



- **Report Card Conferences:** March 22-25, 8am-3pm (coverage to be provided); evening event Thursday 3/25, 2020 4:00-6:30pm
- **Transition Field trips to first grade buildings:** Walking field trips during school hours to applicable elementary schools.
- **Moving On Ceremony:** Friday June 18th, 10am at NCEE

## **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.

## **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 James I Lawlor School is asked to dress professionally for a school setting. Excessively casual clothing such as yoga pants and sweatpants are not permitted. Appropriate jeans may be worn; no holes or tears allowed.

## **11. Rotation of duties**

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

- Substitute coverage of classrooms, lunch and recess duties
- 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**

James I Lawlor School administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated to support student learning and teacher development, but that size differentiation will not cause other classrooms to exceed the district defined cap.

## **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.