



## **Lawrence Public Schools Frost Elementary School 2023-2024 School Operational Plan**

- **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 2023-24 school year, discretionary funds have been allocated in the following amounts:

- Supplies and materials (\$20,000)
- Teacher Choice (\$200 per teacher)
- Field Trips/Enrichment activities (\$2,000 per grade level team, total \$10,000)
- Enrichment activities for specialty classes \$1500
- Playworks partnership \$30,000 - for further consideration by TLT
- Salem State Fellowship (~\$10,000) - teacher
- Enhancement of classroom environment (whiteboards, furniture, technology)

### **CURRICULUM**

- Core Literacy - CKLA 2nd edition for all students K-4
- Core Math - Eureka (Engage NY) for all students K-4
  - Eureka Squared - under consideration for K adoption
- Core Science - Know Atom for all students K-4 (selected units)
- TeachTown for students in Practical Academics program (with district consideration of possible alternatives)
- Continued implementation of Foundations K-2 ; consideration of expansion to Gr 3
- Just Words for targeted Grade 4 intervention
- Consideration of Wilson Language Program for selected Grade 3 students or possibly Just Words
- Consideration of Lexia Learning technology-based

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



- Response to SQR findings - pending final report
- Instruction - Inclusive Practices for students with disabilities and multilingual learners
- Instruction - Use of DIBELS data training
- Classroom Community - Restorative Practices with Mo Nunez
- Family Engagement - Home Visit Training
- Classroom Community - Trauma informed practice
- School wide School Culture and Climate practices
  - a. Anti bullying work related to Goal #2
  
- **Calendar:** Please see the attached 2023-24 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. 183 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.
  
- **Work before and/or after the regular school year**
  - a. Returning teachers are expected to report to work on August 24, 2023.
  - b. Paraprofessionals are expected to report to work on August 24, 2023.
  - c. New teachers are expected to report to work on August 23, 2023 for mandatory LPS orientation.
  - d. The final work day for teachers and paraprofessionals is June 20, 2024, 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.

### **Schedule for staff and students**

- A preliminary schedule for the 2023-24 school year is available and is subject to change prior to and during the school year.
- The standard workday for Frost Elementary School teachers will be 7 hours and 30 minutes. For educators (LTU members), required hours are 7:35am – 3:05pm.
- Additionally, weekly Directed Planning Time (DPT) twice per month for 60 minutes



- CURRENT standard workday for paraprofessionals will be 7 hours and 45 minutes. For the majority of paraprofessionals, required hours will be approximately 7:30 am – 3:15pm. This includes a 30 minute scheduled, duty free lunch and a 10 minute scheduled, duty free break daily.
- Except in rare circumstances, teachers will be expected to teach no more than 1800 minutes per week. Teachers will have
  - a. 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.
  - b. Additionally, 1 planning period per week may be set aside for family and student support meetings, and/or additional professional development.
  - c. 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.
- Teachers at our school will receive a 30 minute duty-free lunch and collaboration time. (30 minutes is stated in LTU contract)
- Six (6) one hour building meetings/staff meetings over the course of the school year. Specific dates TBD.
- 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.

***Scheduling of school-wide family engagement events including parent/teacher meetings (This does not include parent-teacher meetings that occur between school-wide meetings or family engagement initiatives and efforts that happen during the school day.)***

The Frost Elementary School will hold several family engagement events during the 2023-24 school year. Our Frost Elementary Family Engagement Leadership Team (FELT) has determined the tentative schedule below to include mandatory and voluntary events for all staff members. Our school's operational plan for the 2023-24 year includes 13 hours of family engagement, including 9 hours at mandatory events and 4 hours at optional events (as outlined in our family engagement plan). These dates are subject to change.

Welcome Back Ice Cream Social & Open House – Thursday, September 14<sup>th</sup>, 4-6 PM  
All About Assessment hosted by Coaches & Admin- Sept or October (1 hour event)



Targeted Parent Teacher Progress Check In's (Round 1) – Wed, November 8<sup>th</sup>, 3-6 PM

Trunk or Treat Event - Thursday, October 26th / 4-5:30 PM

Winter Concert & Art Event – Thursday, December 21st / 4-5:30 PM

Targeted Parent Teacher Progress Check In's (Round 2) – Thursday, March 28th / 3-6 PM

Talent Show – Thursday, May 23rd / 4-5:30 PM

Cultural Night Potluck – Tuesday, June 4th / 4-5:30 PM

### **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 and/or weekly. This includes key upcoming events and information that has a school wide impact. All Frost Elementary staff are expected to review the Daily Bulletin.

Frost Elementary families receive school information each week on Take Home Thursday ( a shift from Take Home Tuesday) with the yellow communication folders carrying key information from school to home.

We will continue school wide use of Class DoJo for family communication in 2023-24 with all teachers having it set up and using it.

We will continue use of Standards Based Report Cards in the 2023-24 school year (3 terms) to share information on student progress.

### **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.



### **Staff dress code**

Staff at Frost Elementary School are expected to dress professionally appropriate for a school setting. The Frost Elementary School will continue its fundraiser of Jeans days for staff members who choose to participate. Ripped, torn or distressed jeans will not be allowed.

### **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: 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

### **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.

### **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.