



Lawrence Public Schools
Parthum Elementary
2024-2025 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 2024-25 school year, discretionary funds have been allocated in the following amounts:

- For the 2024-25 school year, discretionary funds will be equitably allocated to the following:
 - Educational supplies
 - Operating supplies
 - Professional services
 - Student Activities/Field Trips
 - Extra duty opportunities for staff
 - Teacher's Choice funding will be allocated equitably within the areas of Staff 'wish list' items

2. **Professional development activities** (*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. Professional development may also be made available before and after the school day and before the start of the school year 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 4 days** of professional development and/or staff planning days for new staff only before the school year begins (including one day unique to this year that will be dedicated to extra professional development)
- **Up to 3 days** of professional development and/or staff planning days before the school year begins (including one day unique to this year that will be dedicated to extra professional development)
- **Up to 3 full days** of professional development and planning days during the school year;

3. **Calendar:** Please see the attached [2024-25 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. 184 total school days for educators, including regularly scheduled school days, professional development, planning days, and one extra day unique to this year that will be dedicated to professional development.
- 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.

4. Work before and/or after the regular school year

- a. Returning teachers are expected to report to work on August 22, 2024.
- b. Paraprofessionals are expected to report to work on August 22, 2024.
- c. New teachers are expected to report to work on August 21, 2024 for mandatory LPS orientation.
- d. The final work day for teachers and paraprofessionals is June 24, 2025, 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.

5. Schedule for staff and students

- a. A preliminary schedule for the 2024-25 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 35 minutes. Required hours for educators will be 7:20 a.m – 2:55 p.m.
- c. The standard workday for members of the Lawrence Federation of Paraprofessionals (all paraprofessionals, parent liaisons, and lunch aides) will be eight (8) hours and zero minutes.
 - i. Required hours for paraprofessionals will be 7:15 am - 3:15 pm.
 - ii. Required hours for parent liaisons (Family Engagement Specialist) will be 7:15 am - 3:15 pm.
 - iii. The maximum hours per day for members of the Lawrence Federation of Paraprofessionals is eight (8) hours unless there are extenuating circumstances where the principal has approved of (optional) extra duty and has the means to fund the extra duty expense.
- d. On half days of school, the standard workday for educators will be 4 hours and 20 minutes. Required hours for educators will be 7:20 a.m. – 11:40 a.m.
- e. Except in rare circumstances, teachers will be expected to teach no more than 1,675 minutes per week. Teachers will have at least one planning period each day during the school week. Teachers will be expected to meet collaboratively up to three days a week to plan instruction, discuss student work, share best



practices, and engage in professional learning cycles/activities. Additionally, up to two days of planning time per week may be set aside for family and student support meetings, and/or additional professional development. Any changes to the aforementioned planning structure will reflect the requirements of the Lawrence Teachers Union's contract and will be agreed upon by administration and the teacher leadership team.

- f. It is expected that a Meeting Wise Agenda will be created and available during each collaboration period. The agenda, as well as follow-up notes (questions, comments and reflections) will be maintained in a Shared Team-Created Google Drive that is updated prior to the meeting (at least one day) and in real time.
- g. Teachers and Paraprofessionals at each school will receive 30 minutes of duty-free lunch/collaboration time.
- h. Per staff request, time will be built in once per week for meetings with administration. This will take place during planning time. These dates will be pre-determined at the beginning of the year. Every effort will be made to keep these dates and times. Agendas will be co-created by administration and grade level teams.

- i. *In addition to traditional responsibilities and assigned duties listed above, all staff at Parthum 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. Participation in two family conference (Report Card) evenings and one curriculum night during the school year
- ii. Teachers may use their other four days of planning during Report Card Distribution Week to schedule parent/teacher conferences, as long as it does not interfere with other pertinent and/or scheduled PD. Teachers should check with the principal prior to scheduling during PD time.
- iii. In addition to the report card/conference nights, staff will be required to participate in two hours of scheduled family engagement events:
 - 1. Grade levels/teams will determine structure and schedule of events (i.e. one event for two hours vs. two events for one hour each)
 - 2. School wide events will be determined by staff interest-participation. For example: For the school to host Spring Fling again, we will need at least 75% of staff to commit to volunteer in order to make the night successful.
- iv. Preparation of weekly student reports (Friday cards), progress reports and report cards should be ongoing, as information/grades are entered.
- v. Maintaining bulletin boards and displays of student work, updating monthly;



- vi. Participation in collaborative coaching and feedback cycles with assigned coaches;
- vii. Keeping classrooms neat, organized, and appropriately decorated;
- viii. It is expected that staff overseeing lunch, recess, arrival, dismissal and assemblies are active monitors, arriving promptly at assigned times, interacting with students, distributing Panther Paws, and providing positive feedback and reminders of expectations as needed;
- ix. Checking homework on a daily basis;
- x. It is expected that staff communicate weekly with families about the academic progress of students, especially those that are falling behind (academics/behavior/attendance). This includes sending out Friday Cards (hard copy) and disseminating information via Class Dojo;
- xi. It is expected that staff maintain artifacts that provide evidence of progress towards the performance standards. These may include but are not limited to: Data reports, student work, communication logs, lesson plans, etc.;
- xii. Staff are expected to attend student-related meetings (i.e. parent meetings, IEP meetings, RTII meetings) prepared with all necessary paperwork, data, and materials;
- xiii. Staff are expected to actively participate in collaborative team meetings, professional development sessions, and data meetings;
- xiv. Staff are expected to read the daily morning memos, check email in the afternoon, read weekly reminders, and are responsible for the contents;
- xv. Student records/CUM folders are expected to be managed according to guidelines provided by Central Office;
- xvi. It is required that all Teachpoint observations and evaluations be signed within 72 hours of receipt. Teachers are strongly encouraged to submit a reflection based on the observation feedback;
- xvii. Homeroom teachers are expected to pick up students promptly at 7:45 a.m. and walk students out at dismissal to the designated areas at 2:45 p.m. Staff are required to supervise dismissal until 2:55 p.m. to ensure a safe and orderly dismissal; On half days of school, teachers are expected to pick up students promptly at 7:45 a.m. and walk students out at dismissal to the designated areas at 11:30 a.m. Staff are required to supervise dismissal until 11:40 a.m. to ensure a safe and orderly dismissal; Staff may then bring students to the designated "Late Pickup" area.
- xviii. Staff are encouraged to lead student extracurricular activities;
- xix. Staff are encouraged to participate in staff recruitment and selection



processes;

xx. Staff are encouraged to serve on school-based shared leadership teams;

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

The Parthum Elementary School will hold three parent-teacher meetings and one staff/family event during the 2024-25 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.):

- Thursday, September 5, 2024, 3:00 p.m.-5:00 p.m. (Curriculum Night)
- Thursday, October 10, 2024 3:00-7:00 p.m. (Heritage Night)
- Thursday, December 5, 2024, 3:00 p.m.-6:00 p.m. (Report Card Night)
- Thursday, March 20, 2025, 3:00 p.m.-6:00 p.m. (Report Card Night)

7. Notices and announcements

- All contracted teachers will be notified in advance of special events that will involve students, such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at a minimum.

8. 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.
- A Parthum Complex Crisis Team will meet monthly. Crisis drills will be performed routinely. All staff will have access to the Parthum Complex Crisis Plan and be expected to provide feedback to administration after drills/meetings to improve our crisis response. Staff members are expected to read through the Code and implement all policies. Staff members are expected to follow all protocols and procedures and immediately report any concerns to administration.

9. Staff dress code

- Staff at the Parthum Elementary School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, yoga pants, and/or sweatpants are not permitted, except in certain situations as determined by the principal.



10. Rotation of duties

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

- Coverage of arrival and dismissal, not exceeding 20 minutes per day for the majority of staff
- Coverage of lunch periods or break periods, not exceeding 120 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- 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 this cannot be expected in every instance.

11. Class size

- Parthum 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.

12. 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.
- All school staff members are expected to support the development and maintenance of bulletin boards/data walls in the hallways.