

Lawrence School Operational Plan

Student Schedule

	Mon - Fri
Student Arrival	8:25
Start Time⁽¹⁾	8:30
End Time⁽²⁾	3:35

⁽¹⁾ Start time is defined as the start of the student day. It is likely to start with Breakfast in the Classroom. Students may be allowed in the building prior to this, in order to get to the classroom.

⁽²⁾ End time is defined as the end of the student day. It is dismissal.

Note: There are no early releases for conferences or professional development.

Total Elementary/Middle School Hours: 1275 hours per year

Exceptions

None. Our school follows the HPS calendar.

Teacher Schedule

Actual Schedule (Include all scheduled time outside of the student learning day; this includes entry/dismissal, collaboration, staff meetings, etc.)

	Mon	Tues	Wed	Thurs	Fri
Weekly 2 hour collaboration time	N/A	N/A	7:30-8:30	7:30-8:30	N/A
Before school duty	8:15-8:30	8:15-8:30	N/A	N/A	8:15-8:30
After school duty	3:35-3:45	3:35-3:45	3:35-3:45	3:35-3:45	3:35-3:45
Monthly PLC		3:45-4:45 2nd Tuesday of each month			

Accounting for the Time

Category	Length of Time per Session	Frequency	Total Time Per Year	Notes/Details/Dates
Before School Duty	15 minutes	3 x a week	30 hours	8:15-8:30 (15 min x M, T, F = 30 hours)
After School Duty	10 minutes	daily	33.33 hours	3:35-3:45 (M-F= 33.33 hours)
PLC Meetings	60	10 times total	10 hours	Second Tuesday of each month. This is the 4th PD day divided up over time, plus some of the “up to 90 hours” time
School based PD Days	7.5 hours	3 days	22.5 hours	8/21-8/23

District scheduled PD days	7.5 hours	6 days	45 hours	8/24, 8/25, 8/28, 11/7, 1/2,3/19
Open House	2.0 hours	fall	2 hours	Late September/Early October
Student Showcase & performance	2.0 hours	spring	2 hours	May
Family Conferences	3 hours	after or before school	3- 6 hours	Fall (late October/early Nov) 30 inutes specific grade level parent information meeting (staggered over different nights for different grades) 2.5 hours for individual parent/teacher conferences (scheduled by teacher).
Weekly Collaboration	1 hour	2x a week	80 hours	7:30-8:30 (Wed. & Thurs.)
Total Time			231 hours	

³Total time may not exceed 245 hours, unless teachers are compensated according to the HPS Professional Compensation Structure or Morgan Professional Compensation Structure.

- Weekly Collaboration by having a 7-hr 5 min day: 2 hours per week, 80 hours per year
- “Up to 90 hours” for additional responsibilities: 90 hours per year
- 6 Scheduled PD days: 7.5 hours x 6 days = 45 hours
- 4 School-Scheduled PD days: 7.5 hours x 4 days = 30 hours

Exceptions

No exceptions

Lawrence Paraprofessional Time (Paras work 7.5 hour days)

Actual Schedule

Kinder paras & TIP classroom paras	Mon	Tues	Wed	Thurs	Fri
Start Time	8:25	8:25	7:30	8:25	8:25
End Time	3:44	3:45	3:44	3:44	3:44

****Rest of paras will stagger hours to provide coverage**

1-1/shared paras & 1 TIP interventionist will work (bus duty)	Mon	Tues	Wed	Thurs	Fri
Start Time	8:30	8:30	8:30	8:30	8:30

End Time	4:00	4:00	4:00	4:00	4:00
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2 TIP Case Manager/ Interventionists will work (entrance/bus/ TIP Paperwork)	Mon	Tues	Wed	Thurs	Fri
Start Time	8:15	8:15	8:15	8:15	8:15
End Time	4:15	4:15	4:15	4:15	4:15

1 will work (PM office coverage)	Mon	Tues	Wed	Thurs	Fri
Start Time	8:45	8:45	8:45	8:45	8:45
End Time	4:15	4:15	4:15	4:15	4:15

³ Paraprofessionals will be included in 45 min - 2 hours per week for collaboration. (School choice on how much.)

⁴ Most elementary and middle school paraprofessionals work 37.5 hours per week. Morgan paraprofessionals work 40 hours per week.

⁵ School leaders are allowed to stagger paraprofessional schedules, assuming students' needs and IEPs are met, and that paras can participate in at least 45 min per week of collaboration.

Exceptions

Please note whether any paraprofessionals have alternative schedules.