



# 2015-16 School Operational Plan

## High School Learning Center



- 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, staff salaries and stipends.

For the 2015-16 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$12,000
- Teachers' Choice: \$2,400

Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

- 2. School curriculum issues.**

The High School Learning Center will use a curriculum framework aligned with the state Common Core standards. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building.

- 3. Professional development activities applicable to the school as a body.** 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, including before and after the school day for students, and before 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 one day of professional development and/or staff planning days for new staff only before the school year begins;
- Two professional development and/or staff planning days before the school year begins; August 20 and August 21.
- Two professional development and planning days during the school year; November 3 and January 15.
- Two half-day professional development and planning days during the school year; October 7 and March 30.

- 4. Calendar.**

Please see the attached 2015-16 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:

- Up to 180 school days for students.
- Up to 185 days for educators, including school days and professional development and planning days.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

## **5. Work before and/or after the regular school year.**

Returning teachers are expected to report to work on August 20, 2015. New teachers to the High School Learning Center are expected to report to work on August 19, 2015. The final work day for teachers is June 20, 2016 (Includes 5 days of inclement weather). 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.**

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be 7 hours and 12 minutes. For the majority of educators, required hours will be approximately 7:30AM–2:42PM.

Except in rare circumstances, teachers will be expected to teach no more than 1,535 minutes per week. Teachers will have one planning periods every day. This time can be to plan, grade, collaborate with their colleagues, etc. Teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings, unless otherwise directed by the principal.

Building meetings will be held on the second Monday of every month from 3:00PM-4:05PM

Professional Development will be held on the following days from 8:00AM – 4:00PM:

- August 19<sup>th</sup> (New teacher orientation)
- August 20<sup>th</sup>
- August 21<sup>st</sup>
- October 7<sup>th</sup> (Half-day professional development)
- November 3<sup>d</sup>
- January 15<sup>th</sup>
- March 30<sup>th</sup> (Half-day professional development)

In addition to traditional responsibilities and those duties listed above, all staff at the High School Learning Center 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:

- Participation in three family conference evenings during the school year;
- Phone calls to families about the academic progress of students;
- Preparation of individual Student Success Plans, Progress Reports, and Report Cards;
- Participate in attendance and engagement outreach team for students.
- Participating in staff recruitment and selection processes;
- Maintaining bulletin boards to present relevant students work
- Working regularly with school administrators to improve one's instructional practices;
- Attending student-related meetings including 504 and IEP
- Serving as advisor/mentors to a small cohort of students.

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

The High School Learning Center will hold 3 parent-teacher conferences during the 2015-16 school year. These are tentatively scheduled for the following dates: September 30, November 11, and February 3. These dates may be subject to change.

#### **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.**

The Staff at the High School Learning Center are asked to dress professionally for a school setting. No excessively casual clothing such as jeans, sweatshirts, and flip flops.

#### **11. Rotation of duties.**

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of The High School Learning Center. These duties may include, but are not limited to:

- Coverage of lunch periods, break periods, or block periods, not exceeding 60 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, not exceeding 60 minutes per week;

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

#### **12. Class size.**

The High School Learning Center commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

#### **13. Bulletin boards.**

Teachers may be asked to support the development and maintenance of bulletin boards in hallways. 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.



**Lawrence Public Schools**  
**2015-2016 Staff Calendar**  
**High School Learning Center, Grades 9 - 12**  
**233 Haverhill Street - (978) 975-5917**

**Student Hours: Monday - Friday 8:05 AM - 2:42 PM**

**Teacher Hours: Monday - Friday 7:30 AM - 2:42 PM**

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	<del>19</del>	<del>20</del>	<del>21</del>	22	23	7	1	2	3	4	5	6	
23	24*	25	26	27	28	29	30	14	8	9	10	11	12	13	
6	7	8	9	10	11	12	13	21	15	16	17	18	19	20	
13	14	15	16	17	18	19	20	28	22	23	24	25	26	27	
20	21	22	23	24	25	26	27	28	29						
27	28	29	30												

  

October	SUN	MON	TUE	WED	THU	FRI	SAT	March	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	3				1	2	3	4	5
4	5	6	7	8	9	10	11	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	18	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	25	20	21	22	23	24	25	26	
25	26	27	28	29	30	31		27	28	29	30	31			

  

November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	<del>3</del>	4	5	6	7							1	2	
8	9	10	11	12	13	14		3	4	5	6	7	8	9	
15	16	17	18	19	20	21		10	11	12	13	14	15	16	
22	23	24	25	26	27	28		17	18	19	20	21	22	23	
29	30							24	25	26	27	28	29	30	

  

December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4	5								
6	7	8	9	10	11	12		1	2	3	4	5	6	7	
13	14	15	16	17	18	19		8	9	10	11	12	13	14	
20	21	22	23	24	25	26		15	16	17	18	19	20	21	
27	28	29	30	31				22	23	24	25	26	27	28	
								29	30	31					

  

January	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
						1	2					1	2	3	4
3	4	5	6	7	8	9		5	6	7	8	9	10	11	
10	11	12	13	14	15	16		12	13	14	15	16	17	18	
17	18	19	20	21	22	23		19	20	21	22	23	24	25	
24	25	26	27	28	29	30		26	27	28	29	30			
31															

184 Teacher Days - 180 Student Days

Aug. 19	LPS New Teacher Orientation (AM)	Nov. 26 - 27	Thanksgiving Break
Aug. 20 - 21	Staff PD - School Based	Dec. 21 - Jan. 1	Winter Break
Aug. 21	LPS Kickoff (AM)	Jan. 4	School Re-opens
Aug. 24	School Opens Grades 1 - 12	Jan. 15	No School for Students/Staff PD
Aug. 24 - 28	PK - K Screening	Jan. 18	Martin Luther King Day
Aug. 31	School Opens PK - K	Feb. 15 - 19	Mid-Winter Break
Sept. 4 - 7	Labor Day Weekend	Mar. 25	Good Friday
Oct. 7	Student Half Day/Staff PD	Mar. 30	Student Half Day/Staff PD
Oct. 12	Columbus Day	Apr. 18 - 22	Spring Break
Nov. 3	Election Day/Staff PD	May 30	Memorial Day
Nov. 11	Veteran's Day	June 20	Last Day of School - Early Dismissal <i>includes 5 days for inclement weather</i>

- No school for students and staff**
- Early release for staff and students at 12:00 PM**
- Student Half Day/Staff PD: Staff hours 8:00 AM - 4:00 PM**
- Teacher professional development day/no school for students**  
Typical PD Hours: 8:00 AM - 4:00 PM

\* Please see School Operational Plan for details on other required meetings/events for staff (e.g., staff meetings, family nights, etc).