



Lawrence Public Schools
**Adult Learning Center:
2017-18 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, staff salaries and stipends.*)

For the 2017-18 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$ 28,505;
- Teacher's Choice: \$ 1,500;
- 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 Adult Learning Center will use curriculum frameworks aligned with the College and Career Ready Standards and the State of Massachusetts ESOL Curriculum Frameworks. Teachers will assist in developing, reviewing, and updating curricula to enhance the instruction in the classroom and align our program with the expectations of ACLS/DESE.

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 for students. 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 1 day of professional development and/or staff planning for NEW STAFF ONLY before the school year begins;
- Up to 8 days of professional development and/or staff planning days before the school year begins;
- Up to 5 days of professional development and/or planning days during the school year;
- Up to 10 days after the last day of school for students, but before the end of the term of employment.

4. Calendar

Please see the attached 2017-18 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:

- Total number of school days for students (approximately 160 days for morning students, 96 days for afternoon and evening students);
- 185 total school days for educators, including school days and professional development and/or 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 17, 2017.
- New teachers are expected to report to work on August 16, 2017.
- The final work day for teachers is June 15, 2018 (this includes 5 snow days).
- 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

- A preliminary schedule for the 2017-18 school year is available and is subject to change prior to and during the school year.
- The standard workday for educators will be 7 hours. For the majority of educators, required hours will be approximately 7:45 am – 2:45 pm.
- Except in rare circumstances, teachers will be expected to teach no more than 1650 minutes per week. Teachers will have at least 1 planning period each school day. Teachers will be expected to meet collaboratively weekly during program planning time to plan instruction, discuss student work, share best practices, and engage in professional learning activities.
- Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.

In addition to traditional responsibilities and assigned duties listed above, all staff at The Adult 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 2 evenings of testing/substituting for the evening program (one in the fall/one in the spring);
- Phone calls to students about attendance, post testing;
- Maintenance of student folders;
- Leading student extracurricular activities;
- Participating in staff recruitment and selection processes;
- Maintaining classroom learning space;
- Working regularly with school administrator to improve one's instructional practices;
- Attending student related meetings;
- Serving as an advisor to a small cohort of students.

7. Scheduling of school-wide student/teacher progress conference meetings

The Adult Learning Center will hold 2 student/teacher progress conference meetings during the 2017-18 school year. These are tentatively scheduled for the following dates:

- By January 31, 2018 (first semester);
- By May 31, 2018 (second semester).

8. Notices and announcements

Teachers will be notified in advance of special events which will involve students such as assemblies, workshops, etc. Classroom interruptions for notices or PA announcements will be kept to 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.
- To avoid distractions or interruptions to student learning, every effort will be made to mitigate painting or repairs to buildings while school is in session.

10. Staff dress code

Staff at The Adult Learning Center is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is not permitted, except on designated days.

11. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of The Adult Learning Center. Additional duties may include, but are not limited to:

- 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 or extra duty pay, but should not be expected.

12. Class size

The Adult 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

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.