



Lawrence Public Schools Adult Learning Center 2020-2021 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.*)
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- 2. School curriculum issues:**
 - a. Continue to align our ESOL, ABE/HSE, Advisory, Family Literacy, and Para Educator curriculum to the *College and Career Readiness Standards for Adult Education (CCRSAE)* and the *Massachusetts English Language Proficiency Standards for Adult Education (MA ELPS)* and ensure that instruction is guided by the instructional shifts in the *CCRSAE & the MA ELPS*.
 - b. Integrate digital literacy into all curriculum units and instructional practices in order to provide opportunities for students to explore, experiment, and develop expertise using real world applications for digital literacy while building their academic skills.
 - c. Implement the *CCRSAE* for ELA and mathematics (for instruction in ABE) and the *MA ELPS* for English language acquisition and the *CCRSAE* for mathematics (for instruction in ESOL).
- 3. Professional development activities applicable to the school as a body:**
 - a. Implement a professional learning program for FY 21 based on data collected in a staff professional learning needs survey completed by May 1, 2020.
 - b. Continue Curriculum Work Groups during the summer of 2020 to complete standards aligned curriculum for all subject areas.
 - c. Provide professional learning opportunities to enhance teacher development and instruction which supports the digital literacy development of students at every level.
 - d. Integrate mathematics instruction into ESOL instruction to align with the *CCRSAE* for mathematics and the Standards for Mathematical Practice.
 - e. Attend (all ALC staff) the Massachusetts Coalition for Adult Education (MCAE) Network Conference scheduled for March 26, 2021, no school for students.
 - f. Plan a Lawrence AE Partners Professional Learning Day (full day) for all educators on the January 15, 2021, LPS half-day.
- 4. Calendar:** Please see the attached 2020-21 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. 160 total school days for students in our AM/Morning program.
 - b. 96 total school days for students in our PM/Afternoon program.
 - c. 96 total school days for students in our Night/Evening program.



- d. 183 total school days for FTE educators, including school days and professional development and planning days.
- e. All federal and state holidays.
- f. Winter break, Mid-winter break, Spring break.

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

- a. Returning teachers are expected to report to work on August 26, 2020.
- b. New teachers are expected to report to work on August 25, 2020.
- c. The final work day for teachers is June 21, 2021, including five (5) snow days.
- d. 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. A preliminary schedule for the 2020-21 school year is available and is subject to change prior to and during the school year.
- b. The standard workday for FTE educators will be seven (7) hours. The required hours will be 7:45 AM – 2:45 PM.
- c. Except in rare circumstances, teachers will be expected to teach no more than 1,305 minutes per week (21 hours and 45 minutes). Teachers will have at least 45 minutes of planning each day during the school week. Teachers will be expected to meet collaboratively for two hours every other week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, 60 minutes of planning time per week may be set aside for school building meetings, student support meetings, and/or additional professional development.
- d. 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 36 hours after this meeting.
- e. Teachers at each school will receive 30 minutes of duty-free lunch daily.
- f. In addition to traditional responsibilities and assigned duties listed above, all staff at ALC are expected to participate in educational and administrative activities that are necessary to fulfill the mission of the school. These activities may include, but are not limited to:

School Improvement, and professional learning to support school improvement will include staff embedded professional learning as well as SABES and ACLS professional learning opportunities, (webinars, meetings and trainings) and annual Massachusetts Coalition for Adult Education (MCAE) Network Conference.

7. School health and safety issues

- Working with the Central Office, the Adult Learning Center 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.

8. Staff dress code

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

9. 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:

- Family Literacy Night, Graduation Ceremonies, Open Houses, New Student Enrollment and Placement Testing, Annual Family Resource Center Summit.
- Staff may be asked to perform additional duties or responsibilities not listed above. Some additional responsibilities may come with additional compensation in the form of stipends or “extra-duty” hourly compensation but should not be expected.

10. Class size

The Adult Learning Center administration will advocate for reasonable class size for students and teachers. Currently our class size varies from 10-20 adult students depending on space, and the class plan submitted to MA DESE-ACLS. The goal is to support student learning and educator growth and development.

11. Bulletin boards

The Lawrence Teachers Union has been provided with a clearly designated bulletin board in the ALC Staff Lounge 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.