



Lawrence Public Schools

ENLACE - LHS

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).

For the 2020-21 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$ 10,000
- 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**

ENLACE will use a curriculum framework aligned with the state Common Core State Standards and the WIDA English Language Development 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.)*

- 8/25/20 - full day for **new staff only**
- 8/26/20 - full day
- 8/27/20 - full day
- 11/3/20 - full day
- 1/15/21 - half day
- 3/19/21 - half day
- Thursday afternoons, from 3:00-4:30pm

- 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:

- 180 total school days for students (177 days for kindergarten students)
- 183 total school 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 26, 2020.
- New teachers are expected to report to work on August 25, 2020.
- The final work day for teachers is June 21, 2021, including 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 2020-21 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 and 45 minutes**. For the majority of educators, required hours will be approximately **7:45 am – 3:30 pm on Mondays-Wednesdays** (which allows for additional student support between 2:45 and 3:30) and **7:45-3:00 on Fridays**.
- All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings on **Thursdays from 3:00-4:30pm**, unless otherwise directed by the principal.
- Except in rare circumstances, teachers will be expected to teach no more than **1600 minutes per week**. Teachers will be afforded **5 preparatory periods per week**. Preparatory time may include non-instructional time such as collaborative and individual planning, attending IEP meetings, parent and student meetings, and professional development.
- Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.

In addition to traditional responsibilities and those duties listed above, all staff at **ENLACE** 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:

- **Submitting weekly lesson plans using the school's lesson plan template;**
- **Participation in 3 family conferences during the school year;**
- **Participation in at least 2 family engagement events;**
- **Phone calls to families about the academic progress of students;**
- **Preparation of individual student bi-weekly reports, Progress Reports, and Report Cards;**
- **Participating in staff recruitment and selection processes;**
- **Maintaining bulletin boards;**
- **Working regularly with school administrators to improve one's instructional practices;**
- **Checking homework on a daily basis;**
- **Updating gradebook on a weekly basis;**
- **Meeting with content-area teams and cohort teams regularly;**



- **Attending student-related meetings;**
- **Serving as an advisor to a group of students and leading a daily 30 minute advisory; and**
- **Teaching a daily 30 minute intervention class to a small group of students.**

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

ENLACE will hold two family orientation sessions in the month of September (dates TBD).

ENLACE will hold three parent-teacher conferences during the 2020-21 school year. These are tentatively scheduled for the following dates and may be subject to change:

- 11/19/20
- 2/4/21
- 4/15/21

ENLACE will hold other family engagement events during the 2020-21 school year. Sometimes these are scheduled in conjunction with parent-teacher conferences. In other cases, they are stand-alone events. Teachers will be expected to attend at a minimum of two of these events but are invited and encouraged to attend as many as possible.

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

Staff at ENLACE 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 ENLACE. Additional duties may include, but are not limited to:

- **Coverage of arrival duty, not exceeding 15 minutes per day;**
- **Substitute coverage of classes and duties of others who are absent from school;**
- **Coverage of afterschool activities (e.g., Homework Club).**
- 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 should not be expected.

12. Class size

ENLACE administration will advocate for 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.