



Lawrence Public Schools High School 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.*)

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

- Supplies & Materials: \$33,200
- Teachers Choice: \$2,600
- Office Supplies: \$11,363

- 2. School curriculum issues**

The High School Learning Center will use a curriculum framework aligned with the Massachusetts State Frameworks for each content area. Teachers may be asked to assist in developing new 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.*)

- Up to one day of professional development and/or staff planning days for NEW STAFF only before the year begins
- Two professional development and /or staff planning days before the school year begins: August 26 and August 27
- One professional development and planning day during the school year: November 3
- Two half-day professional development and planning days during the school year: January 15 and March 19
- Full day professional development will be from 8:00AM - 4:00PM
- Half day professional development will be from 12:00PM - 4:00PM

- 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. 180 total school days for students.
- b. 183 total school days for educators, including school days and professional development and planning days.
- c. All federal and state holidays.
- d. 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 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 educators will be 7 hours and 22 minutes. For the majority of educators, required hours will be approximately 7:30am – 2:52pm.
- c. Except in rare circumstances, teachers will be expected to teach no more than 1,775 minutes per week. Teachers will have at least one planning period each day and an additional 30 minutes, three times per week. Teachers will be expected to meet collaboratively weekly to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, one planning time per week will be set aside for family and student support meetings, and/or additional professional development.
- d. It is expected that 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 available at the conclusion of each meeting in the shared Google Drive.
- e. Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.
- f. *In addition to traditional responsibilities and assigned 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:*
 - i. Participation in three family conference evenings during the school year.
 - ii. Phone calls to families about the academic progress of students
 - iii. Preparation of individual Student Success Plans, graduation plans Progress Reports and Report Cards
 - iv. Participation in attendance and engagement outreach team for students
 - v. Participation in staff recruitment and selection process
 - vi. Maintaining bulletin boards to present relevant student work
 - vii. Working regularly with school administrators to improve one's instructional practices
 - viii. Attending student-related meetings including 504 and IEP
 - ix. Serving as advisor/mentor to a small cohort of students
- g. All staff are expected to participate in professional development, collaboration activities and/or staff/building meetings, unless otherwise directed by the principal.



- h. Building meetings will be held on the second Monday of every month from 2:52pm - 3:52pm

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 meetings during the 2020-21 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- October 8: Family Fun Night/Progress Report
- February 25: Open House/Curriculum Night
- May 6: Family Fun Night/Open Mic

8. Notices and announcements

- Teachers will be notified in advance of special events which involve students, such as health testing, school assemblies, etc. Classroom interruptions for notices or public address announcements will be kept to an absolute minimum.

9. School health and safety issues

- Working with the 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 the High School 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.

11. Rotation of duties

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



- 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.
- 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.

12. Class size

The High School Learning Center's 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.