



Lawrence Public Schools
School Name
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:

- MAP Assessment Licenses across the Campus
- Summer Registration Extra Duty for Clerks
- Graduation Expenses
- RISE Program Expenses
- Chrome books
- AP & PSAT exams
- Acellus for credit recovery
- MVRTA
- Guidance suite update
- Naviance for college and career exploration, decision-making, and enrollment

2. School curriculum issues

- a. The campus is focused on ensuring standards-aligned curriculum that is vertically aligned across the campus. It is important that we have representative teachers from each school program attend the Standards Institute to continue examining our curriculum for equitable standards alignment and implementation to instruct all students.
- b. In order to ensure our students have access to higher education opportunities beyond 4-year in-state and 2-year community colleges, we have to ensure access to 3-4 years of World Language.
- c. In order for our students to continue building on their bilingual strengths, we need to ensure access to Spanish Language courses, as early as G9 and including during Newcomer programming for all students to have access to the Seal of Biliteracy.

3. Professional development activities applicable to the school as a body (*This does not include individualized professional development or coaching of teachers.*)

- a. Every Thursday - All Campus PD focused on the following priorities and co-created by the Campus Leadership Team:



- i. Meeting the English language learning needs of ELs and FELs across the contents through differentiated workshops led by LPS Educators and Consultants that will include LASW, SEI Look-fors, as well as, workshopped lesson plans and units differentiated by ELs and FELs learner needs.
 - ii. Promote collaboration across schools to support the socio/emotional and learning transition needs of ELs and FELs
 - iii. Build Lancer Pride and Culture for Staff Retention
 - b. The Campus has implemented an Instructional Leadership Team to address campus professional practice and student learning goals, as well as, to build the professional practice of instructional leaders to move instruction.
- 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 (177 days for kindergarten 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 15 minutes. For the majority of educators, required hours will be approximately 7:45 am – 3:00 pm but each school program has established hours at a minimum at 1330 minutes per year.
 - c. Except in rare circumstances, teachers will be expected to teach no more than the established minutes per week agreed by each school program's TLT and identified in its operational plan. Teachers will have a planning period during the school week, as indicated in their school program's operational plan and agreed by their TLT. Teachers will be expected to meet collaboratively to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, there will be planning time per week



may 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 sent to the administrative team within ____ hours after this meeting.
- 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 Lawrence High School 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. *Hallway and/or Lunch Duty*
 - ii. *Arrival or dismissal duty*

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

The LHS will hold parent-teacher meetings during the 2020-21 school year, as specified in each school program's operational plan.

8. Notices and announcements

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 Lawrence High school 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 Lawrence High School. 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.

12. Class size

LHS 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.