



Lawrence Public Schools
LHS - 10th Grade
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:

- Extra Duty positions
- Student-facing activities, examples could be MCAS programs targeted at selected populations, seat time/academic recovery on Saturdays, academic clubs (i.e. readers' club), and other activities that are presented to the Teacher Leadership Team for vetting and approval.

- 2. School curriculum issues: The Lower School** will use a curriculum framework aligned with the state Common Core State 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. Each department will maintain a curriculum which provides equitable, standards-aligned curricula and instruction for all of our students and also will be provided a bank of curricula resources from years past. Alignment of curricula and instructional strategies grade 9 through 12 across programs will be the goal through collaboration with staff from other programs; collaboration with 9th Grade and ENLACE staff is critical to meeting MCAS targets. (**Needs to be revisited - multiple departments are in need of curriculum work)

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

Every Tuesday 3:00 - 4:00 Department meetings

Every Thursday 3:00 - 4:00 PM → Full Campus PD

Teachers report to professional development prior to the school year on:

August 26th, 27th 8:00 AM - 3:00 PM

****New Teachers**** Additional PD August 25th 8:00 AM - 3:00 PM



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 as follows (1400 hours total)

Monday = 7:45 AM - 3:00 PM (7 hours, 10 minutes)
Tuesday = 7:45 AM - 4:00 PM **Content PD (8 hours, 10 minutes)
Wednesday = 7:45 AM - 3:00 PM (7 hours, 10 minutes)
Thursday = 7:45 AM - 4:00 PM **Campus PD (8 hours, 10 minutes)
Friday = 7:45 AM - 2:45 PM (6 hours, 55 minutes)
Additional staff PD ½ day on Friday August 21st from 8:00-1:00
Additional 4 "Family Nights" per year. Suggestions:
→ Each department runs a themed night
 History night
 Math night/Science experiment night
 Reading night
 Art night
 - c. Except in rare circumstances, teachers will be expected to teach no more than 1350 minutes per week including College/Career Planning block. Teachers will have at least 1 planning period each day (total of 450 minutes per week) during the school week. Teachers will be expected to meet collaboratively to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additional 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 as follow up.



- 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 10th Grade may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school.*

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

The Lawrence High School 10th Grade 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.). Each night will be from 4:30-6:30 pm.

Thursday, October 1st 2020 → Parent & Student Welcome Back Night

Thursday, November 19th 2020 → Parent Night #1

Thursday, February 4th 2021 → Parent Night #2

8. Notices and announcements

Lower School administration will send out regular communication to staff with updates on daily operations.

9. School health and safety issues

- Working with Campus Administration and Central Office personnel, the school will make every effort to provide appropriate materials, space, and technology to support effective teaching and learning. 10th Grade Administrators and Clerical Staff will improve tracking and storage systems for technology components to allow teaching staff to receive all necessary items efficiently.
- 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



10th Grade Staff are asked to dress professionally for a school setting. Excessively casual clothing is not permitted, such as jeans or sweatpants 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:

- Hallway Duty
- Lunch Duty
- Coverage for teachers to attend IEP meetings
- 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

Lawrence High School administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to best 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.