



## **Lawrence Public Schools Oliver Partnership 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 and Materials
- Teachers' Choice
- Principal Office

- 2. School curriculum issues**

Oliver Partnership School will use a curriculum framework aligned with the state Common Core standards. Teachers will be careful consumers to the assigned curricula.

Teachers are expected the development and improvement of curricula will be completed during regular team planning. Additional school-wide curriculum development may be done as additional work accompanied by a stipend.

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

Expected professional development activities included up to 4-days of on-site professional development and/or staff planning time. Specifically:

1 days of professional development and/or staff planning days before the school year begins ;  
August 25, 2020

3 days of professional development and/or staff planning days during the school  
year; November 3, 2020, January 15, 2021 and March 19, 2021

Teachers may be offered additional professional development activities to support school priorities throughout the school year, including before and after the school day for students, and before or after the school year ends. If possible, at least one week's notice will be given to teachers before any additional planned professional development activities; stipends may be available but should not be expected.

- 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 50 minutes. For the majority of educators, required hours will be approximately 7:40 am – 3:30 pm.
- c. Except in rare circumstances, teachers will be expected to teach no more than 39 hours 16 minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively 1 time to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, 1 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 24 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 Oliver Partnership 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. *Participation to our Open House*
  - ii. *Participation to Parent Conferences*



- iii. *Maintain record of appropriate parent contact(phone, Class DoJo, email, in person meetings, notes home) with a minimum of 5 parent contacts per week. These contacts will be kept in an OPS common family communication binder kept by each teacher;*
- iv. *Preparation of individual student academic growth data*
- v. *Maintaining bulletin boards*
- vi. *Working regularly with school administration to improve one's instructional practice*
- vii. *Attending student related meetings;*
- viii. *Attend a minimum of, 1 weekly team meeting, 1 weekly grade level team meeting with instructional coaches and co-leaders, scheduled during regular prep time;*
- ix. *Check emails a minimum of twice daily to ensure you receive all pertinent information relating to everyday operations at Oliver Partnership School;*
- x. *All staff will report absences to the Self-Serve site no later than 7:00 a.m. on the day of an absence. (If the self-server is down, emailing both co-leaders and clerk by 7:00 a.m. is expected.)*
- xi. *Attend all monthly building meetings*

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

The Oliver Partnership School will hold 2 parent-teacher meetings during the 2020-2021 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

Curriculum Night: August 25, 2020

- Parent workshops and family events (dates TBD) and may be subject to change.  
-Internet safety, water safety, nutrition, PTA, literacy night, sensory night, EL program open house,

**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 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 Oliver Partnership School 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 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**

Oliver Partnership School's administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.



## **12. 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.