



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:

- Professional Development
- Technology Integration
- Teaching and Learning

2. **School curriculum issues**

- a. *Competency Based Learning* - RISE will move to a fully competency based curriculum with a focus on literacy, writing, and math skills, our own graduation requirements, and a continuum of support that starts with intensive reading, writing, math, and social/emotional supports when students first enter the program, and transitioning students to a career development/transition plan as they reach the end of their graduation requirements, ending with a certificate or credential as well as a high school diploma. Benchmarks and assessments will be internally developed and implemented and curriculum and schedule will be redesigned to reflect competency basis.
- b. *Evening School* - in order to serve the significant number of students who are parenting, working, and otherwise supporting themselves, RISE will create and implement an evening school program. The program will run from 3:30 - 7:00 and offer ELA, math, science, and history classes using both face to face classes and blended learning.

3. **Professional development activities applicable to the school as a body**

- a. Competency based curriculum design and implementation
- b. Restorative justice practices

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 35 minutes. For the majority of educators, required hours will be approximately 7:45 am – 3:20 pm. All RISE staff will meet every Thursday for professional development until 4:00.
- c. Evening school staff will have flex schedules and will have assigned hours of 11:25 am - 7:00 pm.
- d. It is expected that an agenda will be created and available during any collaboration period. The agenda, as well as follow-up notes (questions, comments and reflections) will be sent to the administrative team within 1 hour 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 RISE 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. *Transition/entry supervision*

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

RISE will hold several parent-teacher meetings during the 2020-21 school year. These are tentatively scheduled for the third Tuesday of every month.

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 RISE are asked to dress appropriately for an alternative school setting. Excessively casual clothing is not permitted.

11. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of RISE.

- 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

RISE 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.