

Lawrence Public Schools
**LHS Upper School 2020-21 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, staff salaries and stipends.)

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

- Supplies & materials:
\$10,000

- Principal's Office: \$25,000

- Principal / School Improvement Team:
\$35,000

- Will fund data-directed, highly structured academic programming and professional development opportunities in accordance with LHS-USA goal achievement.

- The principal will determine any transfer or use of additional funds received over the course of the school year.

**2. School Curriculum
Supports:**

- **Curriculum
Liaisons**

- Common Interim Assessments
- Curriculum Alignment
- Common Planning

- **Campus Wide Vertical
Planning/Aligning**

- Early College
- CCP / ADV
- Pathways/Jobs for the Future

• STEM / Humanities

Supervisors

- Structured/Aligned Professional Development
- Instructional Alignment support
- Instructional Practice Support and Professional Development

• Data Driven Extended Day Academic Programming

- Multiple MCAS Boot camps with ELL and SPED supports
- English Language Literacy Program

3. Professional development activities applicable to the school as a body (*This does not include individualized professional development or coaching of teachers.*): Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day for students, and before and after the school year ends. At least one week's notice will be given to teachers before any required professional development.

Pre-Determined PD Dates: Full Day PD: August 27, 28; November 3; 1/2 Day PD: January 15; March 19; additional time to be determined.

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:

- 180 total school days for students
- 183 total school days for educators, including school days and professional development and planning days.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

5. Work before and/or after the regular school year

- Returning teachers shall report to work on August 27,

2020.

- New teachers to LHS Upper School shall report to work on August 26, 2020.
- The final workday for teachers is June 21, 2021, including 5 snow days.
- 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 preliminary schedule for the 2020-21 school year is available and is subject to change prior to and during the school year.
- The standard workday for educators will be 7 hours and 10 minutes. For the majority of educators, required hours will be approximately 7:50 – 3:00.
- Except in rare circumstances, teachers will not be expected to teach more than 37.5 hours per week. Teachers will have at least 1 planning period each day 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. Additionally, 1 planning period per week may be set aside for family and student support meetings, and/or additional professional development.
- Educators will participate in Department Meetings, Professional Learning Team Meetings, and other Professional Development on a rotating calendar basis on Thursdays from 3:00-4:00. Activities will include, but are not limited to the following:
 - Content Meetings
 - Department / Curriculum Meetings
 - Review of Student work and Assessment Data
 - Cross Curricular work
- Weekly Hour Schedule (No ELP Stipend): Stipend allowance will be used for data-directed, highly structured academic programming outside of the school day.
 - Mon – Wed: 7:50-3:00
 - Thur: 7:50-4:00
 - Fri: 7:50-2:45

- Each Educator will be a member of a Professional Learning Team which will meet a minimum of once a month.
- Teachers will receive 30 minutes of duty-free lunch.
- Educators will not be expected to have more than 3 preps.

In addition to traditional responsibilities and assigned duties listed above, all staff at LHS – Upper School 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 LHS Upper School will hold 2 parent-teacher meetings during the 2020-21 school year. These are tentatively scheduled for the following dates:

- September 24, 2020: Meet and Greet, (Progress Report Pick Up) 5:00-7:00 PM
- November 19, 2020: Family Gala (Report Card Pick Up), 5:00-7:00 PM

8. Notices and Announcements

- The preferred mode of communication of important announcements is LPS email. Teachers should check email in the morning prior to 1st block and once prior to leaving in the afternoon. In addition, an announcement will be made in circumstances that need addressing immediately.
- Additional modes of communication that may be used are Remind, Announcements and Faculty & Department Meetings.
- Teachers will have a Substitute Folder including 3 days of plans and copies in a visible location in his/her classroom in the event of an absence; plans should be updated accordingly throughout the term.

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 Upper School will be required to check in upon entry at the Main Campus Safety Desk.
- Every effort will be made to mitigate painting and repairs to buildings while school is in session in order to avoid distractions or interruptions to student learning.

10. Staff dress code

Staff at LHS Upper School will dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants are not permitted, except on designated days.

11. Rotation of duties

All staff members will be assigned an additional duties that are necessary to fulfill the mission of the Upper School. Additional duties may include, but are not limited to:

- Cafeteria Duty
- Hall Duty
- Class coverage in absence of Teacher
- 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 – Upper School 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 school for the exclusive use of the Union.