



*Lawrence Public Schools*  
**James F. Hennessey School**  
**2021-2022 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 2021-2022 school year, discretionary funds have been allocated in the following amounts:

- Supplies & Materials (including Teacher's Choice): \$80,000
- Afterschool Programming: \$8,000

- 2. School curriculum issues:** The Hennessey School will use a curriculum framework aligned with the state Common Core standards. Teachers are expected to enhance the curriculum by developing supplementary materials that will provide all students access to the curriculum.

- 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. If possible, at least one week's notice will be given to teachers before any required professional development activities.

Expected professional development activities include:

- Up to 2 days of professional development and/or staff planning before the school year begins
- Up to 3 days of professional development and planning days during the school year
- One Friday a month of in-school professional development: 9/10/21, 10/15/21, 11/12/21, 12/10/21, 1/21/22, 2/11/22, 3/18/22, 4/29/22, 5/20/22, 6/10/22.

- 4. Calendar:** Please see the attached 2021-22 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 (177 days for pre-k 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 are expected to report to work on August 30, 2021.
- New teachers are expected to report to work on August 26, 2021.
- The final work day for teachers is June 23, 2022, 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 2021-22 school year is available and is subject to change prior to and during the school year.
- The standard workday for educators will be M-Th. 8 hours and 0 minutes. For the majority of educators, required hours will be approximately 7:25 am – 3:25 pm. Friday hours will be 7:25 -2:30 except for one identified Friday each month used for professional development 7:25-3:25. Paraprofessional -
- Pre Kindergarten student hours for AM session will be M-F 7:45-10:30 and PM session M-F 11:45-2:30.
- Except in rare circumstances, teachers will be expected to teach no more than 1900 minutes per week. Teachers will have at least one 60 minute planning period each day during the school week. Teachers will be expected to meet collaboratively two times per week 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.
- 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 logged on our school Google Drive within 24 hours after the meeting.
- Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.
- *In addition to traditional responsibilities and assigned duties listed above, all staff at Hennessey 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:*
  - Participation in 1 open house event;*
  - Participation in 2 Report Card Conferences;*
  - Participation in family engagement and relationship building events;*
  - Completing home visits and participate in home visit training/ modeling*
  - Communicating with families of all students monthly, either in person or by phone, to share positive feedback;*
  - Reading daily morning emails and being responsible for the content;*
  - Signing TeachPoint observations within 48 hours of receipt;*
  - Maintaining portfolio with evidence of progress towards the performance standards;*
  - Preparing individual student Progress Reports and Report Cards;*
  - Preparing and implementing student behavior charts;*
  - Participating in staff recruitment and selection processes;*
  - Maintaining bulletin boards;*



- xiii. *Working regularly with school administrators to improve one's instructional practices;*
- xiv. *Attending student-related meetings*
- xv. *Providing evidence and /or feedback in regards to student achievement in the form of academic grades, commentary, social-emotional status, observation records or individual conference notes.*

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

The Hennessey School will hold 2 parent-teacher meetings and 1 curriculum night during the 2021-22 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.) 9/15/21, 12/15/21, 3/9/22

**8. Notices and announcements** Teachers will be notified in advance of special events that involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

**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 the Hennessey School are asked to dress professionally for a school setting.

**11. Rotation of duties** All staff members are expected to perform additional duties that are necessary to fulfill the mission of the Hennessey School. Additional duties may include, but are not limited to:

- Coverage of school yard before school and/or lobby;
- Coverage of homeroom periods;
- Coverage of lunch periods, break periods, or block periods, not exceeding 60 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, not exceeding 600 minutes per week.

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation such as stipends, but should not be expected.



## **12. Class size**

The Hennessey 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 building for the exclusive use of the Union.