



Lawrence Public Schools
International High 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 2021-22 school year, discretionary funds have been allocated in the following amounts:

- \$8,500
- \$14,500
- \$10,000

- 2. School curriculum issues:**

International High School will continue to use a curriculum framework aligned with the Massachusetts State Standards. Specific issues will be addressed during the year (see below).

- Strengthening PBL curriculum-embedded assessments, aligned with campus initiatives
- Creating curriculum maps for the following classes:
 - Spanish I
 - Spanish II
 - Spanish III
 - Spanish IV
 - AP Spanish
 - Anatomy & Physiology
 - ELA Honors

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

Teachers will be required to participate in professional development activities throughout the school year, including after school and before or after the school year ends. The INT Professional Development Plan will be shared with staff at the beginning of the school year.

- 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:

- 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 30, 2021.
- b. New teachers are expected to report to work on August 26, 2021.
- c. The final work day for teachers is June 23, 2022, 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 2021-22 school year is available and is subject to change prior to and during the school year.
- b. The standard workday for teachers will be 7 hours and 50 minutes. For the majority of educators, required hours will be approximately 7:50 am – 3:15 pm.
- c. The standard workday for paraprofessionals will be 8 hours and 00 minutes. For the majority of paraprofessionals, required hours will be approximately 7:50 am – 3:50pm.
- d. Except in rare circumstances, teachers will be expected to teach no more than _____ minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively bi-weekly to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, _____ planning time per week may be set aside for family and student support meetings, and/or additional professional development.
- e. 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 1 hours after this meeting.
- f. Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.
- g. *In addition to traditional responsibilities and assigned duties listed above, all staff at International High 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:*
 - *Leading student extracurricular activities;*
 - *Participating in staff recruitment and selection processes;*
 - *Maintaining bulletin boards;*



- *Working regularly with school administrators to improve one's instructional practices;*
- *Preparation of individual student weekly reports, progress reports, and report cards;*
- *Checking homework on a daily basis;*
- *Virtual home visits and Phone calls to families about the academic progress of students;*
- *Attending student-related meetings; and*
- *Serving as an advisor to a small cohort of student*

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

The International High School will hold 3 parent-teacher meetings during the 2021-22 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- October 5, 2021
- December 15, 2021
- May 25, 2022

8. Notices and announcements

- Weekly memo
- Faculty meeting rolling agenda

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 International High School is 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 International High 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.
- Coverage of lunch periods, break periods, or block periods, not exceeding 75 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school.

12. Class size

The International High 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.