



Lawrence Public Schools

Lawrence High School Campus

2021-2022 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:

- PLTW Annual Fee
- MASS Insight Partnership
- Online Learning
- Drop In Learning Center
- Collaborative Work Group Stipends
- Summer Bridge Programs

Please see individual LHS Academy Operational Plans for additional discretionary funds allocations.

2. School curriculum issues

The LHS Campus will implement a curriculum aligned to the Massachusetts State Frameworks (which includes the Common Core Standards) and the WIDA English Language Development Standards.

- The campus is focused on ensuring vertically aligned standards-based curriculum across the high school.
- The campus is committed to ensuring our students have access to higher education opportunities beyond 4-year in-state and 2-year community colleges, by providing access to 3 years of World Language.
- The campus will continue to build on students' bilingual strengths by ensuring access to Spanish Language courses as well as during newcomer programming allowing all students access to the Seal of Biliteracy.

Working with central office, the school will make every effort to provide appropriate materials, space, and technology to support effective teaching and learning.

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 aligned with LHS Campus and Academy goals.

- Every Wednesday, all Campus Staff will participate in PD focused on the following priorities and co-created by the Campus Leadership Team:
 - Meeting the English language learning needs of ELs and FELs across content areas
 - Promoting collaboration across schools to support the SEL and transition needs of ELs and FELs
 - Build Lancer Pride and Culture for Staff Retention
 - Develop staff capacity to deliver effective standards-based lessons that are aligned to increasing access to the curriculum for ELs, FELs, and those on IEPs/504s.
 - The Campus has implemented an Instructional Leadership Team to address campus professional practice and student learning goals, as well as, to build the professional practice of instructional leaders to move instruction.



- 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 kindergarten 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

- New teachers are expected to report to work on August 26, 2021.
- Returning teachers are expected to report to work on August 30, 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 7 hours and 15 minutes. For the majority of educators, required hours will be approximately 7:45 am – 3:00 pm.
- Except in rare circumstances, teachers will be expected to teach no more than the established minutes per week agreed to by each academy program's TLT and identified in its operational plan. Teachers will have planning periods during the school week, as indicated in their academy program's operational plan and agreed by their TLT. Teachers will be expected to meet collaboratively to plan instruction, discuss student work, share best practices, and engage in professional learning activities.
- Additionally, there will be planning time per week which 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 sent to the academy administrative team after each meeting.
- Teachers at each school will receive 30 minutes of duty-free lunch.
- In addition to traditional responsibilities and assigned duties listed above, all staff at Lawrence 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:
 - i. *Hallway and/or Lunch Duty*
 - ii. *Arrival or dismissal duty*



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

Each Academy at Lawrence High School will hold a minimum of 2 parent-teacher meetings during the 2021-22 school year. Please see individual academy plans for specific dates and times.

8. Notices and announcements

Teachers will know in advance of special events that involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will happen at an absolute minimum.

9. School health and safety issues

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 Lawrence High School 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 Lawrence High School.

Additional duties may include, but are not limited to (Please refer to your LHS Academy Operational Plan for more examples):

- Family conferences
- Report card nights
- Working regularly with school administrators to improve one's instructional practices
- Attending student-related meetings when needed
- Serving as advisor to a cohort of students
- Supporting the student rules for bathroom passes, electronics, uniform and expected behaviors set forth in cohort contracts.

12. Class size

Lawrence 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.