



Lawrence Public Schools
LSA9 - LHS
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:

- Distributed Leadership
 - Stipends \$13.5K
 - Professional Development
 - Standards Institute (CLs) \$0.6K *(additional 1.8K district provided)*
- Software
 - Dean's List \$5K
 - ST Math \$3K *(district provided)*
 - Edulastic \$2.8K
- Assessment
 - MAP Assessments ELA & Math \$10K *(district provided)*
 - WIDA Model for ESL \$4.1K
- Operating
 - Copier leases \$21K
 - Supplies \$8.7K

- 2. School curriculum** - We will use curricula that is aligned to the Massachusetts Common Core standards, Massachusetts Science Frameworks, and Massachusetts Social Science Frameworks. All subjects will follow a school defined scope and sequence. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building.

- 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 or after the school year ends. 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 3 days (August 26, 30, and 31, 2021) of professional development and/or staff planning days for NEW STAFF ONLY before the school year begins;
- Up to 2 days (August 30 and 31, 2021) of professional development and/or staff planning days before the school year begins for returning teachers;
- Up to 2 days (November 2, 2021 and TBD) of professional development and/or staff planning days.

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 educators as agreed upon by the Teacher Leadership Team (TLT) on February 26, 2021 and as fits with the campus schedule shall be:

Monday 7:45am - 3:00pm

Tuesday 7:45am - 4:00pm

Wednesday 7:45am - 3:00pm

Thursday 7:45am - 3:00pm

Friday 7:45am - 3:00pm

**Each teacher will commit to an additional hour per week of student-facing office hours. A schedule will be created in August 2021 for the school year.

**Para hours will be maintained at 37.5 hours per week or higher.



- c. Except in rare circumstances, teachers will be expected to teach no more than 1355 minutes per week. Teachers will have at least one planning period each day during the school week. Teachers will be expected to meet collaboratively once per week during content meetings to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Teachers are also expected to participate in Campus Planning Time on Wednesdays from 1 to 3pm. Additionally, one more planning block per week may be set aside for family and student support meetings, Individual Education Plan meetings, and/or additional professional development. In total, teachers will receive 355 minutes of collaborative planning and individual planning per week.
- d. 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 24 hours 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 LSA 9 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. *30 minutes of lunch or hall duty per week*
 - ii. *Cohort and/or Faculty Meetings after school on Tuesdays from 3:00-4:00pm*
 - iii. *Campus professional development on Wednesdays from 1:00-3:00pm*
 - iv. *Student-facing office hours/credit recovery sessions - Each teacher will commit to an additional hour per week of student-facing office hours on Monday or Thursdays. A schedule will be created in August 2021 for the school year.*

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

LSA9 will hold 4 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.)

- Curriculum Night - October 6 4-6pm
- Family Conferences #1 - November 18 4-6pm



- Family Conferences #2- February 3 4-6pm
- Family Conferences #3- April 14 4-6pm

8. Notices and announcements

Teachers will be notified in advance of special events which will 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 LSA9 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 LSA 9. 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. Additional duties may include, but are not limited to:

- Family conferences
- Report card nights
- Phone calls to families about the academic progress of students
- Preparation on individual student bi-weekly reports, Progress Reports and Report Cards
- Leading extracurricular activities
- Participating in staff recruitment and selection processes
- Maintaining bulletin boards
- Working regularly with school administrators to improve one's instructional practices



- Attending student-related meeting, RTII and IEP 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

LSA9 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

Teachers may be asked to support the development and maintenance of bulletin boards inside classrooms and in hallways. Student aliases are required when student data is being tracked.

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.