



**Lawrence Public Schools**  
**Abbott Lawrence Academy**  
**2020-2021 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 2020-21 school year, discretionary funds have been allocated in the following amounts:

- Educational Supplies and Materials- \$69,418
- Transportation- \$15,000
- Staff Stipends and Extra Duty Postings- \$23,385

2. **School curriculum issues**

Abbott Lawrence Academy will use a curriculum framework aligned with the state Common Core standards in conjunction with private school curricula adapted from local independent schools and in accordance with Advanced Placement College Board standards. Teachers may be asked to assist in the developing of new and improved curricula for their own use and that of other teachers in the building, especially if they are teaching a newly added course to the ALA Scope and Sequence. Teachers in grades 9-12 will use the developed curriculum for ALA that was created by ALA teachers during the 2016-2017, 2017-2018, 2018-2019, and 2019-2020 schools years, as applicable, however, making the necessary adjustments based on student data and college persistence and alumni feedback.

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 days are noted in the attached school calendar.

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:
  - 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 26, 2020.
- b. New teachers are expected to report to work on August 25, 2020.
- c. The final work day for teachers is June 21, 2021, 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 2020-21 school year is available and is subject to change prior to and during the school year.
- b. The standard workday for educators will be 7 hours and 30 minutes. For the majority of educators, required hours will be approximately 7:45 am – 3:15 pm. An additional 45 minutes per week will be staff members' office hours that would extend the time to 4:00pm.
- c. Except in rare circumstances, teachers will be expected to teach no more than 1110 minutes per week. Teachers will have at least one period in their schedule, up to 75 minutes, for lesson planning and this time will include opportunities to plan, grade, collaborate with their colleagues, attend meetings, make phone calls home to families, etc. Teachers will have at least one period in their schedule set aside for collaborative planning to plan instruction, discussion student work, share best practice, and engage in professional learning activities. Additionally, teachers will have one period in their schedule in which they may be assigned a duty, cover classes of absent teachers, or teach a sixth block if applicable.
- d. It is expected that an agenda will be created and available during this each teachers' collaboration period. The agenda, as well as follow-up notes (questions, comments and reflections) will be posted to the ALA Google drive within 24 hours of these meetings
- 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 Abbott Lawrence Academy 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. *Participation in monthly family events during the evening throughout the school year;*
  - ii. *Monthly grade level team meetings after school*
  - iii. *Phone calls to families about the academic progress of students, including a Welcome Call*
  - iv. *Preparation of individual student bi-weekly reports, Progress Reports, and Report Cards;*



- v. Leading student extra-curricular activities;
- vi. Participating in staff and student recruitment and selection processes, as well as new student orientation and other school culture events
- vii. Maintaining bulletin boards
- viii. Working regularly with school administrators to improve one's instructional practices;
- ix. Checking homework on a daily basis
- x. Updating grades in POverSchool weekly, at a minimum, with assignments put in at least one a week,
- xi. Attending student/parent-related meetings; and
- xii. Serving as an advisor to a small cohort of students during an advisory period and studyhall/intervention block to assist students in meeting academic expectations, goals and as a support for students' socio-emotional well-being and learning

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

The Abbott Lawrence Academy will hold monthly parent and family events during the 2020-21 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- 9/10, 10/24, 11/25, 3/12, 5/15, and 6/3
- In addition, Student work exhibitions and culture events in December, January, February, and April will be scheduled by departments

**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 to an absolute minimum

**9. School health and safety issues**

- Working with the 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 Abbott Lawrence Academy are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, t-shirts, flip flops 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 Abbott Lawrence Academy. 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 advisory and study hall periods four days a week for 50 minutes, Tuesday thru Friday
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities

## **12. Class size**

Abbott Lawrence Academy 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.

