



Lawrence Public Schools
LHS Upper 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:

- School Improvement, Supplies & Materials = \$35,000
- Principal's Office/Professional Development Opportunities = \$25,000
 - Will fund data informed, highly structured academic programming and professional development opportunities in accordance with LHS - USA goal achievement and support.

2. School curriculum issues

● **Curriculum Liaisons**

- Establish plan to implement DCI positions w/Campus support
- Data Inquiry Cycles inclusive of Common Interim Assessments
 - Establish cycle calendar w/review/reteaching plan
 - MAP Assessment

● **Campus Wide Vertical Planning/Alignment Early College**

- CCP
- Pathways/Jobs for the Future

● **STEM/Humanities Supervisors**

- Structured/Aligned Professional Development
- Instructional Alignment Support
- Instructional Practice Support and Professional Development

● **Data Driven Extended Day Academic Programming**

- Multiple MCAS Boot Camps w/Language and Special Education supports
- English Language Literacy Program

- 3. Professional development activities applicable to the school as a body:** 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 and after the school year ends. At least one week's notice will be given to teachers before any required professional development.

Predetermined Professional Development Dates for 21-22: Aug. 30, 31; Nov. 2



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 schedule for the 21-22 school year is available and is subject to change prior to and during the school year.
- b. Total yearly hours obligation of Teachers is 1,400. An additional extended planning stipend of \$2,000 will be prorated throughout the school year.
- c. The standard workday for educators will be 7 hours and 25 minutes. For the majority of educators, required hours will be Monday, Tuesday, Wednesday and Friday 7:50 am – 3:15 pm and Thursday from 7:50 - 4:30.
- d. Except in rare circumstances, teachers will be expected to teach no more than 3 classes plus one CCP class per day. Teachers will have at least 1 planning or duty period each day during the school week. Teachers will be expected to meet collaboratively to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, teachers may be assigned to attend family and student support meetings, and/or additional professional development directed by the Principal.
- e. Teachers will keep a Power School grade book including all graded assignments and assessments that are updated biweekly.
- f. It is expected that an agenda will be created and available during collaboration periods. The agenda, as well as follow-up notes (questions,



comments and reflections), will be sent to the administrative team within 24 hours of this meeting.

g. Teachers will receive 30 minutes of duty-free lunch.

h. In addition to traditional responsibilities and assigned duties listed above, all staff at the Upper 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. Hall Duty
- ii. Cafeteria Duty
- iii. Bus Duty
- iv. Class Coverage

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

The Upper School will hold 4 scheduled parent-teacher / community events which are mandatory for all staff during the 2021-22 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- Welcome Back to School BBQ - September 2021
- Progress Report Night - October 2021
- Family Gala - Report Card Night - November 2021
- Graduation - June 2022

Additional family and community engagement event attendance will be documented by individuals. Events may include sporting events, Plays, Music Shows, Art Exhibitions, and other community events that support student engagement.

8. Notices and announcements

- School communication will be delivered via LPS email. All faculty and staff shall check email every morning prior to period 1 and again after the last block of the day to ensure to stay up to date with important information. In emergency situations, an announcement will be made via the intercom system if it is necessary to immediately check email for important information.
- Additional modes of communication that may be used are; Remind, Intercom announcements, and Faculty & Department Meetings.
- In order to support continuous, uninterrupted routines for students, ALL teachers shall have a Substitute Folder including 3 days of lesson plans available in a public Google



folder accessible by any individual with an LPS email in the event of a non-planned absence. Substitute folder links will be collected by administration for quick reference.

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 LHS - Upper School will dress professionally for a school setting. Excessively casual clothing such as jeans, yoga pants, leggings, hats and sweatpants is not permitted, except on designated days.

11. Rotation of duties

All staff members will be assigned additional duties that are necessary to fulfill the mission of the Upper School. Additional duties may include but are not limited to:

- Cafeteria Duty
- Hall Duty
- Class coverage in the absence of a Teacher

Staff may be asked to perform additional duties or assigned additional responsibilities not listed. Some additional responsibilities may come with additional compensation in the form of stipends but should not be expected.

12. Class size

Upper 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.