



**Lawrence Public School**  
**Emily G. Wetherbee**  
**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:

- Supplies and materials: \$28,430
- Teachers Choice: \$5,200
- Principal's office: \$120,309
- Professional Development: \$21,000
- Any transfer or use of additional funds received over the course of the year will be determined by the principal

**2. School curriculum issues**

Emily G. Wetherbee will use units of study aligned with the state Common Core standards and Next Generation Science Standards. Teachers may be asked to assist in and/or develop new and improved curricula for their own use and that of other teachers in the building.

- Lesson/Unit plans should be submitted via Google Drive prior to each unit by the teacher to all administrative staff and the Unified Arts staff. Daily lesson plans should be included and shared in the Unit plan and available in the classroom for the administrative team to review during walk-throughs.
- WIDA/ACCESS information will be shared with all unified arts staff at the beginning of the school year at a team meeting
- Projectors should be shut down when not in use and at the end of every day.
- It is suggested during remote instruction that staff use document cameras during lessons.

**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:

- 2 days of professional development and/or staff planning days before the school year begins; August 26, 2021, ( 3 days for new staff) and August 30, 2021, August 31, 2021 (returning staff),
- 1 additional professional development and staff planning days during the school year; November 2, 2021



#### **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
- 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**

- e. Returning teachers are expected to report to work on August 30, 2021, August 31, 2021.
- f. New teachers are expected to report to work on August 26, 2021.
- g. The final work day for teachers is June 23, 2022, including 5 snow days.
- h. 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**

- i. A preliminary schedule for the 2021-22 school year is available and is subject to change prior to and during the school year.
- j. The standard workday for educators will be **7 hours and 45 minutes.** For the majority of educators, required hours will be approximately **7:30 am – 3:10 pm.**
- k. Except in rare circumstances, teachers will be expected to teach no more than 1900 minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively 2 days per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, 1 planning time per week may be set aside for family and student support meetings, and/or additional professional development.
- l. 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.



m..Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.

*In addition to traditional responsibilities and assigned duties listed above, all staff at Emily G. Wetherbee 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:*

- Participation in one report card conference; and one open house, as well as one parent professional development workshop night during the school year. Additionally, all staff must participate in two parent engagement activities- during the school day or after school. (i.e. MCAS informational session, family literacy events, family social events, etc.);
- CUM folders are expected to be formally reviewed, in adherence to the cumulative record protocol, within two weeks of the start of the school year and within one week of receiving a new student, and closed by deadline assigned by administration in June;
- CUM folders should be closed within 1 week of students transferring out;
- All TeachPoint observations and evaluations will be signed within 48 hours of receipt; if the TeachPoint is not received within 48 hours teachers should contact the evaluator.
- Participation in staff recruitment and selection processes;
  - Level 1- admin will conduct initial screening. A **diverse school hiring team** consisting of teachers, students and coaches will conduct a second round of interviews and recommend a candidate; **consider adding recommended parents( LFISS, PTO) to the team**
- Phone calls and/or emails to families about the academic progress of students at least once a week; staff will utilize 15 minutes of planning time to contact parents. Staff will keep a log of these phone calls. Except in rare cases or emergencies, phone calls from parents will not be sent to teachers during class time. Office staff will take messages or offer teacher email.

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

The Emily G. Wetherbee School will hold 2 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.)

- September 16,2021 (Curriculum Night)
- December 16, 2021 (Report card pick up 3:15-5:15 or if necessary by ZOOM appointment)

### **8.Notices and announcements**



- All staff are expected to read the week ahead memo and will assume responsibility for its contents;
- Morning announcements will be made by selected students/staff or the principal by 8:00 am
- Classroom interruptions for notice or public address announcements will be kept at 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.
- All students and staff are required to adhere to district/school Covid Protocols and requirements regarding masks, social distancing, handwashing and other PPE requirements deemed necessary.

### **10.Staff dress code**

- Staff at Emily G. Wetherbee School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans,athleisure wear 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 the Emily G. Wetherbee 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.



## **12. Class size**

- Emily G. Wetherbee 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.