



Lawrence Public Schools International High School 2022-2023 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 2022-23 school year, discretionary funds have been allocated in the following amounts:

- Extra duty
- Educational Supply
- Operation

- 2. Professional development activities** *(This does not include individualized professional development or coaching of teachers.)*

Teachers will participate in professional development activities throughout the school year, including after school. The INT Professional Development Plan will be shared with staff at the beginning of the 22-23 school year.

- 3. Calendar:** Please see the attached 2022-23 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 (178 days for pre-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.

- 4. Work before and/or after the regular school year**

- Returning teachers are expected to report to work on August 24, 2022.
- New teachers are expected to report to work on August 23, 2022.
- The final work day for teachers is June 20, 2023, 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.



5. Schedule for staff and students

- A preliminary schedule for the 2022-23 school year is available and is subject to change prior to and during the school year.
- The standard workday for teachers will be 7 hours and 15 minutes. For the majority of educators, required hours will be approximately 7:50am – 3:05pm.
- The standard workday for paraprofessionals will be 8 hours and 0 minutes. For the majority of paraprofessionals, the required hours will be approximately 7:30am – 3:30pm.
- Except in rare circumstances, teachers will be expected to teach no more than 1,300 minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively bi-weekly 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.
- 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 1 hour after this meeting.
- 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 International 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. Home visits and phone calls to families about the academic progress of students; attendance
 - ii. Preparation of individual student weekly reports, progress reports, and report cards;
 - iii. Leading student extracurricular activities;
 - iv. Maintaining bulletin boards;
 - v. Working regularly with school administrators to improve one's instructional practices;
 - vi. Checking homework on a daily basis;
 - vii. Assigning grades weekly
 - viii. Attending student-related meetings



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

The International High School will hold 3 parent-teacher meetings during the 2022-23 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.) (7 Hours)

- October 5, 2022
- December 7, 2022
- May 17, 2023

On Mondays/Wednesdays/Fridays the majority of educators' required hours will be approximately 7:50am – 3:05pm. 10 minutes in morning and 15 minutes dismissal time. (1317 Hours)

The International High School will hold:

- 1 PD on 8/24 prior to the 8/25 & 8/26 (8 hours)
- Weekly Content Team meeting 53 minutes (Tuesdays) 3:05pm-3:58pm (35 Hours)
- Weekly PD 1.25 hrs (Thursdays) 3:05pm-4:20pm (46 Hours)

7. Notices and announcements

- Weekly memo
- Faculty meeting
- Internal communication (via email, Google drive)

8. 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.



Staff dress code

Staff at International High School is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is not permitted, except on designated days

9. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of International High 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.
- Coverage of lunch periods, break periods, or block periods, not exceeding 65 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school.

10. Class size

International 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.

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.