



Lawrence Public Schools
Lawrence High School
2023-2024 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 2023-24 school year, discretionary funds have been allocated in the following amounts:

- **Campus website**
- **PLTW Annual Fee**
- **PSAT, SAT, STAMP-State Seal of Biliteracy, and AP Exams**

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

Teachers will be required to participate in professional development activities throughout the school year aligned with LHS Campus and Academy goals. On nine Thursdays after school, all Campus Staff will participate in PD focused on the following priorities and co-created by the Campus Leadership Team:

- *Continue campus-wide Data-Inquiry Cycle model supported by monthly PD time. Academy based content teams will continue using Data-Wise to ensure coherence and consistency across campus. The LHS Instructional Leadership Team will support the alignment and effectiveness of DICs with an ongoing focus on high-quality agendas and facilitation. Directors of Curriculum and Instruction, Assistant Principals, and trained teacher leaders will directly lead the teams in collaboration with teacher-leaders*
- *Multilingual Team and SPED Team members will collaborate and support content teams during the monthly Data-Inquiry Cycle PD to ensure that teams' action plans focus on addressing equity gaps and are informed by research-based instructional strategies.*
- *Supervise and establish campus-wide norms and calibrate with instructional leaders for the faithful implementation of the following instructional practices:*
 - i. *Rigor of questions and tasks using DOK*
 - ii. *Academic conversation and dialogue using DOK-leveled questions*



iii. *Implementing elements of the differentiation look-for tool as determine by student need*

3. **Calendar:** Please see the attached 2023-24 school year calendar for staff.
4. 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. 184 total school days for educators, including school days and professional development and planning days.
 - c. Annual teacher hours for all teachers in the district will be 1413 hours. This will allow for increased opportunities for directed teacher planning time.
 - d. All federal and state holidays.
 - e. 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 24, 2023.
 - b. Paraprofessionals are expected to report to work on August 24, 2023.
 - c. New teachers are expected to report to work on August 23, 2023 for mandatory LPS orientation.
 - d. The final work day for teachers and paraprofessionals is June 20, 2024, including 5 snow days.
 - e. September 19, 2023 will be a full-day all-staff professional development from 7:50 am - 3:15pm
 - f. 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 2023-24 school year is available and is subject to change prior to and during the school year.
 - b. The standard workday for teachers will be 7 hours and 30 minutes. For the majority of educators, required hours will be approximately 7:45 am – 3:15 pm.
 - c. The standard workday for paraprofessionals will be 7 hours and 30 minutes. For the majority of paraprofessionals, the required hours will be approximately 7:45 am – 3:15 pm.
 - d. Except in rare circumstances, teachers will be expected to teach no more than the established minutes per week agreed to by each academy program's TLT and identified in its operational plan. Teachers will have planning periods during the school week, as indicated in their academy program's operational plan and agreed by their TLT. Teachers will be expected to meet collaboratively to plan instruction, discuss student work, share best practices, and engage in professional learning activities.



- e. 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.
- f. Additionally, there will be planning time per week which may be set aside for family and student support meetings, and/or additional professional development.
 1. It is expected that an agenda will be created and available during this collaboration period.
 2. The agenda, as well as follow-up notes (questions, comments and reflections) will be sent to the academy administrative team after each meeting.
- g. Teachers at each school will receive 30 minutes of duty-free lunch.
- h. In addition to traditional responsibilities and assigned duties listed above, all staff at Lawrence High School may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school.
 1. These activities may include, but are not limited to:
 - i. *Hallway and/or Lunch Duty*
 - ii. *Arrival or dismissal duty*

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

Each Academy will hold a minimum of 2 parent-teacher meetings during the 2023-24 school year.

8. Notices and announcements

Teachers will know in advance of special events that involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will happen 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 Lawrence High School are 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 Lawrence High School. Additional duties may include, but are not limited to:

- Family conferences
- Report card nights
- Working regularly with school administrators to improve one's instructional practices
- Attending student-related 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.
- 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

Lawrence 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.

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.