



**Lawrence Public Schools**  
**Upper School Academy**  
**Grades 11-12**  
**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: All postings will go by August 24, 2023.

- Stipends - \$25,280
  - Saturday Absent Recovery - \$1,500
    - 2 Teachers - \$750ea.
  - Credit Recovery-Saturday Program-\$20,000
    - 1 Facilitator - \$5,000
    - 6 Teachers - \$2,500ea.
  - Feb / April Academy Support - \$3,000
    - 2 Staff \$750.00ea.
  - Prom-chaperones - \$780
    - 6 Staff - 130.00ea.
- Operations - \$10,000
  - Other Supplies & Student Activities - \$10,000

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

Teachers will participate in 21 after school Thursday PD activities for 1.25 hours to be assigned by school and campus. Additionally, teachers will complete a PD offering of their choice of at least 1.75 hours through Vector Solutions and it should be recorded no later than June 1st., 2024. Additional PD completed outside of Vector Solutions is acceptable, the teacher is responsible to upload the completion certificate by June 1, 2024.

3. **Calendar:** Please see the attached 2023-24 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 (169 days for pre-kindergarten students)



- b. 184 total school days for educators, including school days and professional development and planning days. Sept. 19th will be a PD day in exchange for 7 extended Thursday's.
- 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.

#### **4. 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. 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. 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, except on PD Thursday where it goes until 4:30pm.**
- c. The standard workday for paraprofessionals will be 8 hours and 0 minutes. For the majority of paraprofessionals, the required hours will be approximately **7:30 am – 3:30 pm.**
- d. Except in rare circumstances, teachers will be expected to teach no more than 1,250 minutes per week. Teachers will have at least 1 planning period each day during the school week. During this time, Teachers will be expected to meet collaboratively at least twice 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.
- 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. Teachers and Paraprofessionals at each school will receive 30 minutes of duty-free lunch.



- g. *In addition to traditional responsibilities and assigned duties listed above, all staff (including Guidance Counselors) 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. Early College Student Support
  - ii. High Stakes Testing Facilitation (MCAS, PSAT, SAT, etc.)
  - iii. Parent/Student Meetings
  - iv. Peer Mediation/Restorative Practice events
  - v. Attendance to school/district meetings

**6. 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 3 parent-teacher meetings during the 2023-24 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- Teacher / Guidance Counselors Room Set-up - Aug 21-23 3 hours: may be individually scheduled.
- Meet and Greet / Progress Report / Financial Aid Night - Oct 5, 2023 (progress report week 10/2) - 5:00pm-7:00pm
- Family Gala / Report Card / NHS / LPIN - Nov 16, 2023 - 5:00pm-7:00pm
- Poetry Slam / Report Card - Feb 8, 2024 - 5:00pm-7:00pm
- Graduation - June: realizing family commitments regarding graduation, accommodations may be made with a 14 day notification to the building Principal.

**7. Notices and announcements**

**8. 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.

**9. Staff dress code**

Staff at the Upper 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.



## 10. Rotation of duties

All staff members, including Guidance Counselors, are expected to perform additional duties that are necessary to fulfill the mission of the Upper School. Additional duties may include, but are not limited to:

- Substitute class coverage
- Cafeteria duty
- Hall duty
- Bathroom duty
- Arrival/Dismissal duty
- 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.
- Duty rotation will be assigned as follows in order to respect those teaching more than 1 prep:
  - 1 Prep – 5 Duty periods per week
  - 2 Preps – 4 Duty periods per week
  - 3 Preps – 3 Duty period per week
  - 4 Preps – No Duty periods

## 11. Class size

The Upper School's administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

## 12. 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.