



Lawrence Public Schools RISE Academy 2024-2025 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 2024-25 school year, discretionary funds (\$60,000) have been allocated in the following amounts:

- Stipended roles (\$20,000)
 - Hourly staff stipend for bi-weekly staff professional development
 - Exempt staff stipend for 3 day early return (August 19-21)
 - Weekend and summer outreach and engagement
 - Counselor school planning (August)
- Educational Supplies and Services (\$15,000)
 - Remind (family engagement communication)
 - PD Curricular materials (books)
 - General supplies
 - Shop supplies
 - Start-up elective supplies
- Professional Development (\$10,000)
 - Safety Care Certifications (all staff)
- Student Activities (\$15,000)
 - Field trips/conferences
 - Project Adventure
 - College/Career Readiness

2. Professional development activities

a. Timing of PD

- i. PD Days
 - 1. August 19, 2024
 - 2. August 20, 2024
 - 3. August 21, 2024
 - 4. August 22, 2024
 - 5. August 23, 2024
 - 6. November 5, 2024
- ii. PD on Early Release Days
 - 1. October 23, 2024



2. December 11, 2024
3. January 29, 2025
- iii. Bi-Weekly PD
 1. Tuesdays from 3:10-4:10
- b. Whole School PD
 - iv. Book study (Trauma-sensitive)
 - v. Restorative Justice (General)
 - vi. Trauma informed strategies
- c. Role Specific PD
 - vii. HILL for Literacy - Adolescent Literacy Module (all teachers)
 - viii. Restorative Justice Coaching
 - ix. Lawrence Learning Consultancy Cohort

3. Calendar: Please see the attached [2024-25 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. 186 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.

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

- a. New and returning teachers are expected to report to work on August 19, 2024. New teachers will attend mandatory LPS orientation on August 21, 2024 from 9-11 and then report back to Rise Academy.
- b. Paraprofessionals and exempt staff are expected to report to work on August 19, 2024.
- c. The final work day for teachers and paraprofessionals is June 24, 2025, 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.

5. Schedule for staff and students

- a. A preliminary schedule for the 2024-25 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 7:40 am – 3:10 pm.
- c. The standard workday for paraprofessionals will be 8 hours. 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 1675 minutes per week. Teachers will have at least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively weekly to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, 1 planning period per week may be set aside for family and student support meetings, and/or additional professional development.
 - i. 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.
- e. Teachers and Paraprofessionals at each school will receive 30 minutes of duty-free lunch and collaboration time.
- f. In addition to traditional responsibilities and assigned duties listed above, all staff at Rise Academy may be directed by administration to be involved in educational and administrative activities that are necessary to fulfill the mission of the school. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected. These activities may include, but are not limited to:
 - a. Participation in three family conference evenings during the school year.
 - b. Regular phone calls to families about the attendance and academic progress of students
 - c. Involvement in individual Student Success Plans, graduation plans Progress Reports and Report Cards
 - d. Participation in attendance and engagement outreach team for students
 - e. Participation in staff recruitment and selection process
 - f. Maintaining bulletin boards to present relevant student work
 - g. Working regularly with school administrators to improve one's instructional practices
 - h. Attending student-related meetings including 504 and IEP
 - i. Serving as advisor/mentor to a small cohort of students
 - j. Participating in weekly content team meetings and coaching meetings
 - k. Substitute coverage of classes and duties of others who are absent from school

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

- 1. RISE Academy will hold 4 family engagement events during the 2024-25 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)
 - a. Start of the year parent night-Monday 09/09 from 4-6
 - b. Winter Festival- Tuesday 12/1 from 3:30-6:30
 - c. Spring Festival- Wednesday 3/19 from 3:30-6:30
 - d. EOY cookout- Thursday 06/05 from 3:30-6



7. Notices and announcements

1. Staff will receive a weekly memo with important dates and information on a weekly basis. It is the expectation that staff read this memo in full so that they are prepared for upcoming events.

8. School health and safety issues

1. Working with the central office, the school will provide appropriate materials, space, and technology to support effective teaching and learning.
2. Security of school premises will be maintained and visitors to the school will be required to check in upon entry. All current and former students will be screened upon arrival.
3. 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

1. Our staff should present themselves in a way that models this culture and is culturally responsive and allows for functionality. To that end, the following guidelines are in place:
 - a. Staff are to be appropriately covered from shoulders to mid-thigh.
 - b. If leggings are worn, a tunic-length top should also be worn.
 - c. Closed-back shoes are preferred for safety reasons.
 - d. Any clothing worn should be clean and well maintained.

10. Class size

1. RISE Academy administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

11. Bulletin boards

1. 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.