



Lawrence Public Schools RISE Academy 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 (\$35,000) have been allocated in the following amounts:

- Stipended roles (\$10,000)
 - Testing and Accountability
 - TLT
 - Weekend Outreach and Engagement
 - Coordinating Off-Campus Learning
- Educational Supplies and Services (\$10,000)
 - Remind
 - Curricular materials
 - General supplies
- Professional Development (\$5,000)
- Student Activities (\$10,000)

2. Professional development activities

a. Timing of PD

i. PD Days

1. August 23, 2023 (New Staff Only)
2. August 24, 2023
3. August 25, 2023
4. September 19, 2023
5. November 7, 2023

ii. PD on Early Release Days

1. October 18, 2023
2. December 13, 2023
3. January 31, 2024

iii. Weekly PD

1. Tuesdays from 2:50-4:05

b. Whole School PD

- i. Book study
- ii. RJ (General)

c. Role Specific PD



- i. PBL for teachers
- ii. RJ Coaching
- iii. LLCC

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.
- 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 24, 2023.
**New teachers will attend mandatory LPS orientation on August 23, 2023, as scheduled.
- b. Paraprofessionals and exempt staff are expected to report to work on August 24, 2023.
- c. The final work day for teachers and paraprofessionals is June 18, 2024, 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 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 15 minutes. For the majority of educators, required hours will be approximately 7:50 am – 3:05 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.
- 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 and collaboration time.

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

RISE Academy will hold 5 family engagement events during the 2023-24 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- Back to School Night 8/30/2023 2:00 - 4:05
- Quarterly Hour-Long Open House

7. Notices and announcements

- N/A

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. All current and former students will be screened upon arrival.
- 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 RISE Academy strive to model a culture of achievement that promotes resilience, intellectualism, self efficacy and empowerment. Our staff should present themselves in a way that models this culture in a way that is culturally responsive and allows for individual expression and functionality. To that end, the following guidelines are in place.

- Staff are to be appropriately covered from shoulders to mid-thigh.
- If leggings are worn, a tunic-length top should also be worn.
- Closed-back shoes are preferred for safety reasons.
- Any clothing worn should be clean and well maintained.



10. Rotation of duties

Teachers at RISE Academy are not typically required to perform additional duties beyond the typical requirements listed above in section 5.

11. Class size

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.

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.