



Lawrence Public Schools **Upper School 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 have been allocated in the following amounts:

- Stipends - \$12,880
 - Credit Recovery (1 Facil. \$2,500, 4 Teach.\$2,000ea., Support Staff \$1,600)
 - Prom Support (6 @ \$130 ea.)
- Operations - \$10,000
 - Supplies & Services
 - Guest Services
 - Field Trips

- 2. Professional development activities** (*This does not include individualized professional development or coaching of teachers.*) Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day for students, and before or after the school year ends. If possible, at least one week's notice will be given to teachers before any required professional development activities. Expected professional development activities include:

Teachers will participate in 21 after school Thursday PD activities for 1.5 hours to be assigned by school and campus.

- 3 days (August 21, 22, and 23, 2024) of professional development and/or staff planning days for NEW STAFF ONLY before the school year begins;
- 2 days (August 22 and 23, 2024) of professional development and/or staff planning days before the school year begins for returning teachers;
- 1 day (September 3, 2024) of professional development;
- 1/2 day (October 23, 2024) of professional development;
- 1 day (November 5, 2024) of professional development;
- 1/2 day (December 11, 2024) of professional development;
- 1/2 day (January 29, 2025) of professional development;



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:

- 180 total school days for students (169 days for pre-kindergarten students)
- 184 total school days for educators, including school days and professional development and planning days. September 3, 2024 will be a full Professional Development day.
- Annual teacher hours for all teachers in the district will be 1413 hours. This will allow for increased opportunities for directed teacher planning time.
- 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 22, 2024.
- Paraprofessionals are expected to report to work on August 22, 2024.
- New teachers are expected to report to work on August 21, 2024 for mandatory LPS orientation.
- The final work day for teachers and paraprofessionals is June 24, 2025, 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 2024-25 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 30 minutes. For the majority of educators, required hours will be approximately 7:45 am – 3:15 pm.. With the exception of CPT Tuesdays which teachers will remain until 3:30 and PD Thursdays which teachers will remain until 4:1530.

Mon: 7:45-3:15 - Office hours/student-facing time

Tue: 7:45-3:30 - Common Planning time (CPT)

Wed: 7:45-3:15 - Office hours/student-facing time

Thurs (17): 7:45-3:15 - Office hours/student-facing time

Thurs (21): 7:45-4:15 - Professional Development

Fri: 7:45-3:15

- All paraprofessionals should work a minimum of 8.0 hours and a maximum of 8.0 hours unless there are extenuating circumstances where the principal has approved of extra duty and has the means to fund the extra duty. The routine



work schedule for paraprofessionals with the exception of parent liaisons should include student-facing hours from arrival through dismissal.

Standard Paraprofessional hours will be 7:30 am -3:30 pm.

4 Family Engagement Events will be held during the year (Meet and Greet, Family Gala, Report Card Night, Graduation - 8 hours)

Paraprofessionals are required to attend family engagement events and hours will be adjusted accordingly the week of any school-wide family event.

- Except in rare circumstances, teachers will be expected to teach no more than 1,210 minutes per week. Teachers will have at least 1 planning period each day during the school week. 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.
- 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.
- Teachers and Paraprofessionals 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 (including Guidance/School Counselors and Social Workers) 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 (rotation of Guidance/School Counselors)
 - ii. High Stakes Testing Facilitation (MCAS, PSAT, SAT, etc.)
 - iii. Parent/Student Meetings
 - iv. Per 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 2024-25 school year. These are tentatively scheduled for the following dates

- Meet and Greet: Progress Reports/Financial Aid Night - Oct. 3, 2024 5-7 P.M.
- Family Gala: Report Card Night/NHS/LPin - Nov. 21, 2024 5-7 P.M.



- Family Event: Report Card Night/Poetry Slam - Feb. 6, 2025 5-7 P.M.
- Graduation: On or around June 6, 2025 time to be announced

7. Notices and announcements

- Staff will receive a weekly memo to keep them informed of instructional practices, upcoming events for each week and other information pertinent to the Upper School operations
- The Remind app will be used to keep students and staff informed

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 are asked to dress professionally for a school setting. Excessively casual clothing is not permitted. Exceptions will be made on Lancer Fridays.

10. Rotation of duties

All staff members including School Counselors/Social Workers, 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: (list them here)

- Updating grades weekly to reflect student's current academic progress
- Open classrooms for external visitors to support school improvement
- Substitute class coverage
- Cafeteria Duty
- Hall Duty
- Arrival/Dismissal Duty
- Prep & attend IEP meetings
- Parent conferences
- Proctoring (including but not limited to PSAT/SAT, MCAS, ACCESS, etc.)
- 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 in order to respect those teaching more than 1 prep:
 - 1 prep - 5 Duty periods per week
 - 2 Prep - 4 Duty periods per week
 - 3 Preps - 3 Duty periods per week



- 4 Preps - 2 Duty periods per week
- 5 Preps - No Duty periods assigned

11. Class size

The Upper School 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.