



Lawrence Public Schools
UNIDOS 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 have been allocated in the following amounts:

- Supplies and materials: \$14,664.
- Extra duty teacher stipends (for after-school programs, teacher leadership, etc.): \$15,000.
- Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

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

- a. Up to three days (August 23, 2023 - August 25, 2023) of professional development and/or planning days for New Staff Only before school year 23-24 begins;
- b. Up to two days (August 24, 2023 - August, 25, 2023) of professional development and/or staff planning days before the school year begins for returning teachers;
- c. Up to one day (November 7, 2023) of professional development and/or staff planning day.

- 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. 183 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. 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.

Monday	7:50 AM - 3:30 PM
Tuesday	7:50 AM - 3:30 PM
Wednesday	7:50 AM - 3:30 PM
Thursday	7:50 AM - 4:30 PM
Friday	7:50 AM - 2:50 PM

- b. The standard workday for teachers will be 1200 minutes. For the majority of educators, required hours will be approximately 7:50 am – 3:30 pm.
- c. The standard workday for paraprofessionals will be 8 hours. For the majority of paraprofessionals, the required hours will be approximately 7:50 am – 3:30 pm.
- d. Except in rare circumstances, teachers will be expected to teach no more than 1200 minutes per week. Teachers will have at least one planning period each day during the school week. Teachers will be expected to meet collaboratively at least once per for Common Planning Time (CPT) to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, one more 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 and collaboration time.
- g. *In addition to traditional responsibilities and assigned duties listed above, all staff at UNIDOS may be expected to be involved in educational and administrative*



activities that are necessary to fulfill the mission of the academy. These activities may include, but are not limited to:

- h. Submitting weekly lesson plans;
- i. Participation in 3 family conferences during the school year and two family holiday events;
- j. Phone calls to families about the academic progress of students;
- k. Preparation of individual student bi-weekly reports, Progress Reports, and Report Cards;
- l. Participating in staff recruitment and selection processes;
- m. Maintaining bulletin boards;
- n. Working regularly with school administrators to improve one's instructional practices;
- o. Checking homework on a daily basis;
- p. Updating grade-book on a weekly basis;
- q. Meeting with content-area teams and cohort teams regularly;
- r. Attending student-related meetings;
- s. Serving as an advisor to a group of students and leading a daily advisory; and
- t. Teaching a daily intervention class to a small group of students.

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

UNIDOS will hold three 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.).

Family Conference #1: November 2, 2023
Family Conference #2: February 8, 2024
Family Conference # 3: May 9, 2024

UNIDOS will also have two Holiday event for families 2 hours per event. Event schedule will be done with teacher and family input.

7. Notices and announcements

Teachers will be notified in advance of special events which will involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

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.
- 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

UNIDOS staff is 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 are expected to perform additional duties that are necessary to fulfill the mission of UNIDOS. Additional duties may include, but are not limited to:

- **Coverage of arrival duty, not exceeding 10 minutes per day;**
- **Substitute coverage of classes and duties of others who are absent from school;**
- **Coverage of afterschool activities (e.g., Homework Club).**
- 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.

11. Class size

UNIDOS 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.