



**Lawrence Public Schools  
Abbott Lawrence 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:

- \$90,000 = School Operating Supplies and Student Activities
- \$26,385 = Stipends, Additional Work
- \$10,000 = Pupil Transportation

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 days are noted in the attached school calendar.

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. 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. Returning teachers are expected to report to work on **August 21, 2024**.
- b. New teachers are expected to report to work on **August 21, 2024** for mandatory LPS orientation.



- 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 7:45 am – 3:15 pm.
- c. Except in rare circumstances, teachers will be expected to teach no more than 1,200 minutes per week. Teachers will have at least 1 planning period/time block each day during the school week; for a minimum of 45 minutes each day, and this time will include opportunities for lesson planning, grading, collaborating with colleagues, attending meetings, making communications home to students' families, etc. Teachers will be expected to meet collaboratively at least one period in their schedules to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, teachers may be asked to cover classes of absent teachers, be assigned a duty, and cover a seventh block, if applicable. If teachers do teach a seventh block, they will be paid the per course rate of \$45 per class, with Union and HR approval, as needed.
- d. 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 posted to the ALA Google Drive within 24 hours of these meetings for administration and colleagues to view, school-wide.
- 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 Abbott Lawrence Academy 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. Participation in family events during the evening and/or Saturdays throughout the school year;
  - ii. At a minimum, monthly grade level team cohort meetings on Thursdays afterschool from 3:15pm-4:30pm (see PD calendar);
  - iii. Phone calls/Emails/Texts about the academic progress of students, including a Welcome Communication;
  - iv. Preparation of individual student Progress Reports and Report Cards;
  - v. Leading student extra-curricular activities, if applicable;
  - vi. Participating in staff and student recruitment and selection processes, as well as new student orientation and other school culture events;



- vii. Maintaining bulletin boards and a cleanly workspace/classroom environment;
- viii. Working regularly with school administrators to improve one's instructional practices;
- ix. Working regularly with school administrators on developing and/or editing syllabi, year-at-a-glance curriculum maps, and all subsequent unit plans for all courses taught at a minimum of once per quarter,
- x. Developing two week mini-assessments aligned to the Standards, Common Core, and contain MCAS-style/AP-style question stems, so that students have a minimum of 18 assessments throughout a year-long course and 9 assessments for a semesterised course;
- xi. Updating grades in PowerSchool bi-weekly, at a minimum to inform accurate reflection of student performance;
- xii. Attending student/parent-related meetings;
- xiii. Serving as an advisor to a small cohort of students during an advisory period and studyhall/intervention block to assist students in meeting academic expectations, goals and as a support for students' socio-emotional well-being and learning; and
- xiv. Holding office hours for student support Mondays, Tuesdays, Wednesdays and Fridays from 2:50pm-3:15pm

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

Abbott Lawrence Academy will hold the following family events during the 2024-25 school year totaling 7.5 hours. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.) Finalized dates will be determined throughout the spring of 2024 in conjunction with the TLT and parent surveys; subject to change, but proper notification will be given to all staff in the event of a date change.

- September 2024 - Hispanic Heritage Celebration = 2.5 hours  
**Family Engagement Event 1**
- November 2024 - Report Card Night = 2.5 hours  
**Family Engagement Event 2**
- March 2025 - Welcome Reception for incoming freshmen = 2.5 hours  
**Family Engagement Event 3**

**Additionally, the following 8.5 hours are part of ALA's academy-based time for school-wide events and per the LTU contract.**

- October 2024 - Open House for prospective families = 3 hours
- June 2025 - Senior Banquet = 4 hours
- June 2025 - Graduation/Grade-Level Specific end-of-year events = 2 hours



## **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 to 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**

Staff at Abbott Lawrence Academy 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 are expected to perform additional duties that are necessary to fulfill the mission of Abbott Lawrence Academy. Additional duties may include, but are not limited to:

- 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.
- Coverage of advisory and/or study hall periods up to five days a week for no more than 50 minutes, Monday through Friday.
- Substitute coverage of classes and duties of others who are absent from school.
- Coverage of after school activities, if applicable.

## **11. Class size**

Abbott Lawrence 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.