



Lawrence Public Schools
UNIDOS 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:

Total Budget:

- a. Operation Supplies: \$13,664.
 - b. Education Supplies: \$12,000.
 - c. Extra duty teacher stipends (for after-school programs, teacher leadership, credit recovery, etc.): \$15,000.
 - d. Professional Services: \$13,640.
 - e. The principal will determine any transfer or use of additional funds received over the school year.
- 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, teachers will be given at least one week's notice before any required professional development activities. Expected professional development activities include:

Up to 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.

Up to 2 days (August 22 and 24, 2024) of professional development and/or staff planning days before the school year begins for returning teachers and up to 3 hours of classroom set-up (August 24, 2024) for returning staff.
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Up to 1 day (September 3, 2024) of professional development.
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Up to 1 day (November 5, 2024) 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. Teachers will be given at least one month’s notice before changing the school calendar if possible. 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 22, 2024.
- b. Paraprofessionals are expected to report to work on August 22, 2024.
- c. New teachers will report to work on August 21, 2024, for mandatory LPS orientation.
- d. The final work day for teachers and paraprofessionals is June 24, 2025, 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 2024-25 school year schedule is available and is subject to change before and during the school year.
- b. Student hours will be 8:00 am - 2:50 pm.
- c. The standard workday for teachers will be 7 hours and 30 minutes. Most educators' required hours will be approximately 7:45 am – 3:15 pm.

i. Mondays	7:45 AM - 3:15 PM	Office Hours - 2:50 - 3:15 PM
ii. Tuesdays	7:45 AM - 3:30 PM	Advisory Meetings - 2:50 3:30 PM
iii. Wednesdays	7:45 AM - 3:15 PM	Office Hours - 2:50 - 3:15 PM
iv. Thursdays	7:45 AM - 4:30 PM	Professional development (<i>21 Thursdays-calendar to be provided in August; non-PD days teachers dismissed at 3:15 pm and are expected to host office hours</i>)
v. Fridays	7:45 AM - 3:15 PM	2:50 - 3:15 PM Family Engagement / <i>Two-way parent communication/advisory/Office Hours</i>



- d. The standard workday for paraprofessionals will be maintained at 40 hours per week. Most paraprofessionals' required hours will be approximately 7:30 am – 3:30 pm. Paraprofessionals are required to attend those events and hours will be adjusted accordingly the week of any school-wide family event.
- e. Except in rare circumstances, teachers will be expected to teach at most 1300 minutes per week. Teachers will have at least one planning period each day during the school week. Teachers will be expected to meet collaboratively up to twice per week during content meetings to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, one or more weekly planning blocks may be set aside for family and student support meetings, Individual Education Plan meetings, and/or additional professional development. Teachers will receive 350 minutes of collaborative and individual planning per week, 100 minutes of duty/coverage responsibilities, and 50 minutes of advisory/family engagement.
- f. An agenda is expected to be created and available during this collaboration period. The agenda and follow-up notes (questions, comments, and reflections) will be sent to the administrative team within 24 hours after this meeting.
- g. Teachers and Paraprofessionals at each school will receive 30 minutes of duty-free lunch and collaboration time.
- h. In addition to the traditional responsibilities and assigned duties listed above, all staff at UNIDOS Academy may be expected to be involved in educational and administrative activities necessary to fulfill the school's mission. These activities may include, but are not limited to:
 - i. Family conferences
 - ii. Report card nights
 - iii. Phone calls to families about the academic progress of students
 - iv. Preparation of individual student Progress Reports and Report Cards
 - v. Test Facilitation (ACCESS, MAP, MCAS)
 - vi. Participating in staff recruitment and selection processes
 - vii. Project-Based Learning
 - viii. Working regularly with school administrators to improve one's instructional practices
 - ix. Student-related meetings, RTII, and Special Education meetings
 - x. Supporting the District's Student Code of Conduct
 - xi. Engaging in Restorative Practices
 - xii. Serving as an advisor
 - xiii. Updating grades on a weekly basis to reflect the student's current academic progress



- xiv. Updating trackers in advance of meetings where Focus 40 data will be reviewed

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

UNIDOS Academy will hold four 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.). Dates and times are subject to change.

Progress Report Night	October 3, 2024, 4:40 PM - 7:00 PM
Progress Report Night	December 12, 2024, 4:40 PM - 7:00 PM
Family Conferences	February 6, 2025, 4:40 PM - 7:00 PM
Family Conferences	March 11, 2025, 4:40 PM - 7:00 PM

7. Notices and announcements: Teachers will be notified in advance of special events that 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 building repairs while school is in session to avoid distractions or interruptions to student learning.

9. Staff dress code

Staff at UNIDOS Academy are asked to dress professionally for a school setting. Excessively casual clothing such as jeans and sweatpants are not permitted, except on designated days (Lancer Days are Fridays).

10. Rotation of duties

All staff members are expected to perform additional duties necessary to fulfill the mission of UNIDOS Academy. Staff may be asked to perform some additional duties or responsibilities not listed. These responsibilities shall not curtail mandatory minimum prep minutes unless they come with additional compensation in the form of stipends or the hourly rate. Additional duties may include, but are not limited to:



- Cafeteria Duty
- Hall Duty/ Bathroom Duty
- Class coverage in the absence of a Teacher
- 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 sizes 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 with a clearly designated bulletin board to post Union-related notices and other materials. Such space will be provided in each building for the exclusive use of the Union.