



2015-16 School Operational Plan

Spark Academy



- 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, staff salaries and stipends.

For the 2015-16 school year, discretionary funds have been allocated in the following amounts:

- Supplies & Materials: \$16,000
- Academic and Positive Culture Materials: \$4,000
- Achievement Network Interim Assessment: \$19,000
- Enrichment Services: \$40,000
- PD Providers: \$40,000
- Student Behavior System: \$5,500
- Technology (Chromebooks, etc.): \$25,000

Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

- 2. School curriculum issues.**

Spark Academy will use a curriculum framework aligned with the state Common Core standards. Teachers are responsible to develop new and/or improve curricula for their own use and that of other teachers in the building. All curriculum designed by teachers while at Spark Academy can be used in an unobstructed manner by both Spark Academy and the designing teacher for perpetuity.

- 3. Professional development activities applicable to the school as a body.** 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 up to 15 days of on-site professional development and planning time, with each day including up to 8.5 hours of professional development and/or staff planning time. Specifically:

- Up to 11 days of professional development and/or staff planning days before the school year begins. These days include 7 required professional development days prior to the start of the school year for all staff (currently scheduled: 8/13/15-8/21/15). Teachers may choose one of the four options for their required hours:
 - Attend 4 additional PD days prior to school designated for structured curriculum design and school-wide curricular projects from 8/7/15-8/12/15; (All teachers who are new to Spark Academy as well as all teachers with only 1 year of teaching experience are required to select this option.)
 - Attend 2 additional PD days (8/11/15 and 8/12/15) as described above and work the 16 additional hours during the school year to work with students during non-traditional school hours;
 - Attend the 7 required PD days prior to the start of school and work the 32 additional hours during the school year to work with students during non-traditional school hours.

- Attend the 7 required PD days prior to the start of school and work the 32 additional by serving as a teacher leader during the school year.
- Up to 2 days of professional development and planning days during the school year; currently scheduled: 11/3/15 and 1/15/16
- Up to 2 days after the last day of school for students, but before the end of the term of employment; (1 currently scheduled for 6/21/15)
- Up to 9 half-days (3 hours, 55 minutes each) of professional development during the school year; Currently scheduled 5 half day sessions: 9/2; 10/7; 12/2; 2/3; 3/2;
- Teachers may be invited to participate in stipended curriculum design sessions during the summer.

4. Calendar.

Please see the attached 2015-16 school year calendar. 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 school days for students; and
- Up to 195 days for teachers depending on option chosen above, including school days and professional development and planning days.
 - Optional Professional Development Days for most staff (mandatory for teachers who are new to Spark or have taught for only 1 year): 8/7/15; 8/10/15; 8/11/15; 8/12/15;
 - Required Professional Development Days for All Staff: 8/13/15; 8/14/15; 8/17/15; 8/18/15; 8/19/15; 8/20/15; 8/21/15; 11/3/15; 1/15/16; 6/21/16; June Flex day
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

5. Work before and/or after the regular school year.

Returning teachers are expected to report to work on August 11, 2014. New teachers to Spark Academy are expected to report to work on August 11, 2014. There will be two work days for teachers after the last day of school for students, including June 18, 2015 and one "flex" day between June 18 and June 30 (exact date TBD). 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.

6. Schedule for staff and students.

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be 8 hours and 5 min. For the majority of educators, required hours will be approximately 7:50am-3:55pm.

Except in rare circumstances, teachers will be expected to teach no more than 1800 minutes a week. Teachers will typically have 1-2 planning periods every day. This time can be to plan, grade, collaborate with their colleagues, etc. Teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings as scheduled, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Spark 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:

- Participating in 4 family conference evenings during the school year;
- Running weekly advisory meetings;
- Checking in weekly regarding advisees' progress;
- Communicating weekly with advisees' families;
- Preparing of individual student daily/weekly reports, including: progress reports, behavior reports, report cards, etc.;
- Designing and running community meetings;
- Participating in relationship-building activities during athletics and other times;
- Tutoring students;
- Completing school-wide projects;
- Attending home visits;
- Participating in staff recruitment and selection processes;
- Maintaining bulletin boards;
- Facilitating grade-level detentions;
- Providing regular rigorous constructive feedback for colleagues on lesson plans and instruction;
- Setting and tracking class-wide and/or individual goals to motivate student achievement;
- Implementing school-wide behavioral systems and norms consistently;
- Supervising associate educators and provide feedback for their growth;
- Designing and implement class incentive plan;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework on a daily basis;
- Attending student-related and other meetings.

7. Scheduling of school-wide parent/teacher meetings. This does not include parent-teacher meetings that occur between school-wide meetings.

Spark Academy will hold 4 family nights during the 2015-16 school year.

8. Notices and announcements.

When possible, 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.

9. 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.

10. Staff dress code.

The guidelines for our staff dress code throughout the year are described below.

Physical Education Staff

Our PE staff wears professional athletic attire (not frayed or stained, not provocative or tight, etc.) and sneakers, as per our detailed description in the Spark Academy Operations Playbook. We encourage our PE staff to wear a Spark Academy uniform shirt as often as possible.

Classroom Teachers and Associate Teachers:

Teachers should wear **professional** clothing at least 4 days a week. Although jeans and casual clothing are fine during Teacher Orientation, jeans are not appropriate during regular teaching days. Teachers participate in "Connections" once a week, in which they attend an athletic class (typically Thursdays). On that day, teachers should feel free to wear the same attire as our physical education staff so that they can participate fully in the athletics. (We encourage ties for men at least once or twice a week.)

11. Additional duties.

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of Spark Academy. These duties may include, but are not limited to:

- Coverage of homeroom periods;
- Coverage of lunch periods, break periods, or block periods, not exceeding 60 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, with either time or monetary compensation.

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

12. Class size.

Spark Academy commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

13. Bulletin boards.

Teachers may be asked to support the development and maintenance of bulletin boards in hallways. 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.



**Lawrence Public Schools
2015-2016 Staff Calendar
Spark Academy, Grades 6 - 8
165 Crawford Street - (978) 975-5993**

Student Hours: Monday - Thursday 8:00 AM - 3:45 PM; Friday 8:00 AM - 2:30 PM
Teacher Hours: Monday, Wednesday, Thursday 7:50 AM - 3:55 PM; Tuesday 7:50 AM - 5:00 PM; Friday 7:50 AM - 3:15 PM

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
9	10	11	12	13	14	15	16	7	1	2	3	4	5	6	
16	17	18	19	20	21	22	23	14	15	16	17	18	19	20	
23	24*	25	26	27	28	29	30	21	22	23	24	25	26	27	
6	7	8	9	10	11	12	13	28	29						
13	14	15	16	17	18	19	20								
20	21	22	23	24	25	26	27								
27	28	29	30												

October	SUN	MON	TUE	WED	THU	FRI	SAT	March	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	3				1	2	3	4	5
4	5	6	7	8	9	10	11	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	18	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	25	20	21	22	23	24	25	26	
25	26	27	28	29	30	31		27	28	29	30	31			

November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7	8	3	4	5	6	7	8	9	
8	9	10	11	12	13	14	15	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	29	17	18	19	20	21	22	23	
29	30							24	25	26	27	28	29	30	

December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
6	7	8	9	10	11	12	13	1	2	3	4	5	6	7	
13	14	15	16	17	18	19	20	8	9	10	11	12	13	14	
20	21	22	23	24	25	26	27	15	16	17	18	19	20	21	
27	28	29	30	31				22	23	24	25	26	27	28	
								29	30	31					

January	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
						1	2	5	6	7	8	9	10	11	
3	4	5	6	7	8	9	10	12	13	14	15	16	17	18	
10	11	12	13	14	15	16	17	19	20	21	22	23	24	25	
17	18	19	20	21	22	23	24	26	27	28	29	30			
24	25	26	27	28	29	30	31								

194 Teacher Days - 180 Student Days

Aug. 7, 10-12	Staff Pre-Orientation	Nov. 26 - 27	Thanksgiving Break
Aug. 13-14, 17-21	Staff PD - School Based	Dec. 21 - Jan. 1	Winter Break
Aug. 19	LPS New Teacher Orientation (AM)	Jan. 4	School Re-opens
Aug. 20 - 21	Staff PD - School Based	Jan. 15	No School for Students/Staff PD
Aug. 21	LPS Kickoff (AM)	Jan. 18	Martin Luther King Day
Aug. 24	School Opens Grades 1 - 12	Jan. 28	Family Night
Aug. 24 - 28	PK - K Screening	Feb. 3	Student Half Day/Staff PD
Aug. 31	School Opens PK - K	Feb. 15 - 19	Mid-Winter Break
Sept. 2	Student Half Day/Staff PD	Mar. 25	Good Friday
Sept. 4 - 7	Labor Day Weekend	Apr. 6	Student Half Day/Staff PD
Sept. 17	Family Night	Apr. 18 - 22	Spring Break
Oct. 7	Student Half Day/Staff PD	May 30	Memorial Day
Oct. 12	Columbus Day	June 9	Family Night
Nov. 3	Election Day/Staff PD	June 20	Last Day of School - Early Dismissal <i>includes 5 days for inclement weather</i>
Nov. 11	Veteran's Day	June 21	Staff PD
Nov. 12	Family Night		
Nov. 25	Half Day/Staff Release at 12:00 PM		

- No school for students and staff
- Student early release at 12:00 PM; Professional development for all staff from 12:00-4:00PM
- Family Nights: All staff participate from 4:30-6:30PM
- All staff professional development day/no school for students
- Pre-Orientation

Typical Full Day PD Hours: 7:50 AM - 3:55 PM; Typical Weekly Afterschool PD Hours: 3:55 PM-5:00 PM