



Executive Summary of Spark Academy Operations Plan

(This section includes the sections required by the LPS as well as full plan is attached)

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 2014-15 school year, discretionary funds have been allocated in the following amounts:

- Supplies & Materials: \$16,000
- Academic and Positive Culture Materials: \$4,000
- Teachers' Choice: \$2,000

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 18 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 7 days of professional development and/or staff planning days before the school year begins;
- Up to 2 days of professional development and planning days during the school year; Currently Scheduled: 9/9/14 and 11/4/14
- Up to 2 days after the last day of school for students, but before the end of the term of employment;
- Up to 9 half-days (4.5 hours each) of professional development during the school year; Currently scheduled: 10/1; 12/3; 1/7; 2/4; 3/4; 4/1; 5/6; 6/3; 6/17
- Teachers may be invited to participate in stipended curriculum design sessions during the summer.

4. **Calendar.**

Please see the attached 2014-15 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 191 days for teachers, including school days and professional development and planning days. Professional Development Days: 8/11/14; 8/12/14; 8/13/14; 8/14/14; 8/15/14; 8/18/14; 8/19/14; 9/9/14; 11/4/14; 6/18/14; 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 25 min. For the majority of educators, required hours will be approximately 8:05am–4:30pm.

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 run 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; and
- 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 2014-15 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 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.

14. Major Addenda to Comprehensive Operations Plan (see attached for full Operations Plan).

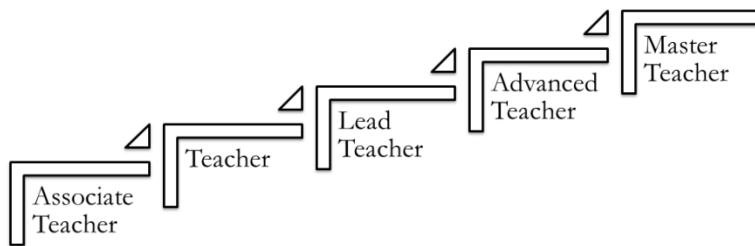
- a) Teachers will participate in eleven days beyond the 180 day school year. These additional days will be to support academic progress and school culture and will be allocated for a staff orientation prior to the start of school, professional development days during and at the end of the year, and flexible days over the summer to support and monitor the Academy's summer academic program. These days will be determined by the administrative team while developing the next year's calendar.
- b) Teachers who work directly with an associate educator may be their direct supervisors, providing them with regular feedback, which will be incorporated into the evaluation tool used by the administration. Supervise and provide feedback to assigned associate educators.



SCHOOL OPERATIONAL PLAN: SPARK ACADEMY



- c) Repeated violations of the school rules will result with the student being placed in the Pathways program. This program is designed to provide an alternative education environment to support students with specific behavioral needs to reinvest in their education and the overall school culture with the eventual goal of reintroducing them into the general setting. The school will make efforts to meet with parents and inform them of the decision to making placement changes. If the student receives special education services, the Pathways program will continue to provide the necessary services as determined by the child's IEP.
- d) Spark Academy has an internal career ladder aligned with the District career ladder that is designed to 1) foster a highly productive school environment to ensure our students' academic success, and 2) develop our teachers and support their growth in the profession. There are five steps on the Spark Academy ladder, as shown below.
- e) Spark Academy's Lead Teacher positions consist of Academic Team Leader, Department Chair, Data Specialists, Professional Development Specialists and other leadership positions. The Spark Academy Administration nominates teacher candidates for Lead Teacher roles each year.





LAWRENCE PUBLIC SCHOOLS SPARK Academy 2014-2015 Calendar

Student Hours: Monday-Thursday 8:15 AM - 4:15 PM; Friday 8:15 AM - 2:45 PM

Teacher Hours: Monday-Thursday 8:05 AM - 4:30 PM; Friday 8:05 AM - 4:30 PM

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	10	11	12	13	14	15	16	Staff Days:	1	2	3	4	5	6	7
35 Days	17	18	19	20*	21	22	23	15 Days	8	9	10	11	12	13	14
Student Days:	24	25**	26	27	28	29	30	Student Days:	15	16	17	18	19	20	21
27 Days	31	1	2	3	4	5	6	15 Days	22	23	24	25	26	27	28
	7	8	9	10	11	12	13								
	14	15	16	17	18	19	20								
	21	22	23	24	25	26	27								
	28	29	30												

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

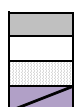
November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	2	3	4	5	6	7	1	Staff Days:	5	6	7	1	2	3	4
17 Days	9	10	11	12	13	14	8	16 Days:	12	13	14	8	9	10	11
Student Days:	16	17	18	19	20	21	22	Student Days:	19	20	21	22	23	24	25
16 Days	23	24	25	26	27	28	29	16 Days:	26	27	28	29	30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

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

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

191 Teacher Days - 180 Student Days

<p>Aug. 11-15 School-based Teacher PD & Prep</p> <p>Aug. 15 New Teacher Orientation</p> <p>Aug. 18 School-based Teacher PD & Prep</p> <p>Aug. 19 LPS All Staff Opening</p> <p>Aug. 20* School Opens Grades 1 - 12</p> <p>Aug. 20 - 22 PK - K Screening</p> <p>Aug. 25** School Opens PK - K</p> <p>Aug. 29-Sept. 1 Labor Day Weekend</p> <p>Sept. 9 Primary Election Day</p> <p>Oct. 1 Early Dismissal for Students (12:15 PM)</p> <p>Oct. 13 Columbus Day</p> <p>Nov. 4 Election Day</p> <p>Nov. 11 Veteran's Day</p> <p>Nov. 26 Early Dismissal (Thanksgiving)</p> <p>Nov. 27 - 28 Thanksgiving Break</p> <p>Dec. 12 Early Dismissal for Students (12:15 PM)</p>	<p>Dec. 22 - Jan. 2 Winter Break</p> <p>Jan. 5 School Re-opens</p> <p>Jan. 7 Early Dismissal for Students (12:15 PM)</p> <p>Jan. 8 - Feb. 11 ACCESS for ELL Students</p> <p>Jan. 19 Martin Luther King Day</p> <p>Feb. 4 Early Dismissal for Students (12:15 PM)</p> <p>Feb. 16 - 20 Mid-Winter Break</p> <p>Mar. 4 Early Dismissal for Students (12:15 PM)</p> <p>Mar. 23 - Apr. 6 ELA MCAS</p> <p>Apr. 1 Early Dismissal for Students (12:15 PM)</p> <p>Apr. 3 Good Friday</p> <p>Apr. 20 - 24 Spring Break</p> <p>May 4 - 19 Math MCAS</p> <p>May 6 Early Dismissal for Students (12:15 PM)</p> <p>May 25 Memorial Day</p> <p>June 6 Early Dismissal for Students (12:15 PM)</p> <p>June 17 Early Dismissal for Last Day of School (includes 5 days for inclement weather)</p> <p>June 18 PD Day for Staff</p> <p>TBD 1 additional "flex" date for staff between June 18-30</p>
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No school for students and staff
Early Release at 12:15 PM
Testing (MCAS, ACCESS, ANET, iReady)
Teacher professional development day/no school for students