



## Lawrence Public Schools

# Spark Academy: 2017-18 School Operational Plan

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### **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 2017-18 school year, discretionary funds have been allocated in the following amounts:

- Extra duty: \$32,800
- Educational supplies: \$35,594
- Professional services: \$75,500
- Photocopy machines: \$30,560
- Pupil transportation: \$7,800
- Technology (Chromebooks, etc.): \$15,673
- Operating supplies: \$19,900

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

### **2. School curriculum**

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, before, during and after regular student school days**

In addition to regular coaching meetings, teachers are 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.

This year, we have 10 on-site mandatory professional days for all teachers and 4 additional on-site professional development days ("Pre-Orientation") required for all teachers who are new to Spark Academy or have less than 2 full years of teaching experience. To fulfill their pre-orientation hours, teachers who are not new to Spark and have completed 2 full years of teaching can choose between the following 4 options:

- 1) Attend the 4 days of pre-orientation (2 days devoted to designing the teacher's curriculum and 2 days devoted to school-wide projects) from 8/8/17 to 8/11/17;
- 2) Attend 2 days of pre-orientation and work the 18 additional hours during the school year tutoring or leading a student club during non-traditional school hours;
- 3) Work 36 additional hours during the school year tutoring or leading a principal-approved student club during non-traditional school hours;
- 4) Serve as a Spark Academy Teacher Leader (with agreement from administration).

This year, our 10 mandatory professional development days will be divided as follows:

- 6 days of orientation from August 14, 2017 to August 21, 2017, each of which is 8 hours and 35 minutes (7:50AM-4:25PM);
- 3 professional development days during the year on: 9/26/17, 11/7/17 and 1/12/18;
- 1 day of professional development the day after the last day of school for students (date TBD).

This year, the four pre-orientation days are 9 hours and 10 minutes long, from 7:50AM-5:00PM. The orientation PD days will run from 7:50AM-4:25PM. Professional development days during the year will run from 7:50AM-3:55PM.

This year we will also have 5 half days for students on which days the teachers will participate in professional development in the afternoons. The dates are: 9/13/17, 10/4/17, 2/7/18, 3/7/18, and the last day of school (TBD).

Additionally, every Tuesday staff has professional development from 3:55-5:00PM and every Friday staff participate in a faculty meetings from 2:45-3:15PM.

#### **4. Calendar**

Please see the attached 2017-18 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 180 school days and up to 15 professional development and planning days as recorded above.

#### **6. Schedule for staff and students**

- Teachers receive a 30 minute duty-free lunch and regular preparatory time.
- The standard school workday for educators will be 8 hours and 5 min. For the majority of educators, required hours will be approximately 7:50 AM-3:55 PM on Monday, Wednesday & Thursdays. On Tuesdays, the majority of educators will have required hours of 7:50 AM-5:00 PM. On Fridays, the majority of educators will have required hours of 7:50-3:15 pm.
- Except in rare circumstances, teachers will be expected to teach no more than 1800 minutes a week. Teachers will typically have 1 to 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, coaching, 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 implementing 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**

Spark Academy will hold 4 family nights during the 2017-18 school year. The dates are currently scheduled as follows: 9/28.17; 11/6/17; 1/25/18; and 5/31/18. If possible, at least one month's notice will be given to teachers before any change to parent night dates.

### **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 Wednesdays). 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.