



Lawrence Public Schools

UP Academy Leonard:

2017-18 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, staff salaries and stipends. Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

2. School curriculum

UP Academy Leonard will use a curriculum framework aligned with the state Common Core standards. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building.

3. Professional development activities applicable to the school as a body

(This does not include individualized professional development or coaching of teachers.)

All staff members are expected to participate in professional development and collaboration activities and staff meetings on either Wednesday or Friday afternoons, unless otherwise directed by the Principal or Director of Operations. 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. Specifically:

- Up to 20 days of professional development and/or staff planning time before the school year begins, with each day including up to eight hours of professional development and/or staff planning time;
- Up to 6 days of professional development and planning time after the school year begins, with each day including up to eight hours of professional development and/or staff planning time; and
- Up to 2 days following the last day of school for students.

If possible, at least one week's notice will be given to teachers before any required professional development activities.

4. Calendar

The final 2017-18 calendar will be shared in the spring of 2017. 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:

- Up to 185 school days for students; and
- Up to 205 days for teachers, including school days and professional development and planning days.
- All federal and state holidays.
- Winter break, mid-winter break, spring break.

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

New teachers are expected to report back to work on August 4, 2017. All other teachers are expected to report to work on August 7, 2017. The final workday for teachers will be on or around June 19, 2017 pending final approval of the 2017-18 school calendar and assuming five inclement weather days. 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

The schedule will include regular preparatory time, including a duty-free lunch, for all teachers every day. School leadership will protect this time whenever possible, although teachers may occasionally be asked to perform some duties during this time, particularly for absent colleagues. The standard workday for educators will be 9 hours. For the majority of educators, required hours will be approximately 7:30 am–4:15 pm on Monday-Thursday, and 7:30-4:30 on Friday. Except in rare circumstances, teachers will be expected to teach no more than 1300 minutes per week.

Professional Responsibilities

In addition to traditional responsibilities, all UP Academy Leonard staff members are expected to be involved in a variety of educational and administrative activities that are necessary to fulfill the mission of UP Academy Leonard. These activities may include, but are not limited to the following:

- Participation in three family conference sessions, including up to six evening sessions, during the school year;
- Phone contact with families about students' academic progress, behavior, and attendance;
- Preparation of individual student weekly reports, progress reports, and report cards;
- Leading student extracurricular activities;
- Participation in staff recruitment and selection processes;
- Setting up and maintaining classroom/office spaces, bulletin boards, work walls, and other building-wide projects;
- Leading enrichment programming;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework and inputting student data on a daily basis;
- Attendance at student-related meetings;
- Serving as an advisor to a small cohort of students;
- Support of the school's student recruitment, outreach, and enrollment activities; and
- Attendance at regular family engagement events, school dances/celebrations or content-specific nights.

7. Scheduling of school-wide parent/teacher meetings

(This does not include parent-teacher meetings that occur between school-wide meetings.)

UP Academy Leonard will hold 3 parent-teacher conferences during the 2017-18 school year. Specific dates have not yet been determined. If possible, at least one month's notice of these dates will be given. Teachers are expected to work until 7:00 pm on these days.

8. 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 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

Staff at UP Academy Leonard are asked to dress professionally for a school setting. Please refer to the employee handbook for more details.

11. Rotation of duties

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

- Student arrival and dismissal;
- Homeroom, student lunch, break/recess;
- Intervention (i.e.-Literacy Block and Math Block);
- Homework club, tutoring, and/or Focus; and
- Substitute coverage of classes and duties of others who are absent from school.

12. Class size

UP Academy Leonard commits to ensuring a reasonable class size for students and teachers.

Class sizes may be differentiated, to support student learning and teacher development.

Except in rare circumstances, UP Academy Leonard endeavors to maintain the following class sizes and caseloads once rosters stabilize around October 1st. Note that class sizes are based on LPS enrollment patterns and are not fully in UP Academy's control.

- **Core Subjects, Grades 6-8:** Class size not to exceed 35 students.
- **Encore Subjects** (art, music, physical education, theater, etc.): Class size not to exceed 35 students.
- **English as a Second Language:** Caseload of English Language Learners (ELLs) and Former English Language Learners (FELLs) will vary by student need and by school program, but UP Academy Leonard will attempt to limit the number of ELLs at English Language Development (ELD) levels 1 and 2 in an ESL teacher's caseload and to balance caseloads across ESL teachers as appropriate. ESL-certified general educators may case manage ELLs at ELD levels 4 and 5; ESL-certified Special Education teachers may case manage ELLs with disabilities on their caseload regardless of their ELD levels.
- **Special Education Inclusion:** UP Academy Leonard will attempt to balance caseloads across all special education inclusion teachers.
- **Related Services Providers** (1.0 FTE) (school psychologist, social worker, speech and language pathologist, etc.): Caseload not to exceed 45 students receiving services at any one time.

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.