



Lawrence Public Schools
Spark Academy
2020-2021 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 2020-21 school year, discretionary funds have been allocated in the following amounts:

- Extra Duty Teacher Leaders + Curriculum Camp: \$35,430
- Subbing: \$18,000
- Extra Duty Aides AT support tasks, operations and climate restorative justice work 11,060
- Educational Assessments: \$12,336
- Curriculum Materials/ instructional supplies: \$45,259
- Professional Services, including outside providers and PD/ coaching: \$87,658
- Professional Services, professional development leadership: 6,000
- Photocopy Machines: \$34,255
- Pupil Transportation, including field trips: \$9,000
- Technology (Chromebooks, Printers, etc.): \$11,800
- Operating Supplies: \$36,481

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 are open sourced and can be used in perpetuity in an unobstructed manner by both Spark Academy, the designing teacher, and any educator who requests access.

3. Professional development activities applicable to the school as a body *(This does not include individualized professional development or coaching of teachers.)*

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 5 on-site mandatory professional days for all teachers and 2 additional on-site professional development days (“Pre-Orientation”) for all teachers who are new to Spark Academy. We will also have three half day PD days

All teachers:

- 4 days of orientation from Monday, August 24th, 2020 to Thursday, August 27th, 2020, each of which is 9 hours and 10 minutes (7:50AM - 5:00PM)
- 1 professional development day during the year on: 11/3/2020, which will run from 7:50-5PM as well
- 3 PD half days on 1/15, 3/19, and 6/21 (or the last half day of school) that will run from 11:30-3:55

Only 1st year teachers at Spark:

- 2 days of pre-orientation from Thursday, August 20 to Friday, August 21, which will also run from 7:50am-5:00pm

Additional After-School Professional Development:

Spark Academy teachers will have professional development after school for 18 Tuesdays during the year. These Tuesdays will run from 3:55-5pm. The dates will be 9/1, 9/8, 9/15, 9/22, 10/6, 10/13, 10/20, 11/10, 11/17, 12/1, 12/8, 12/15, 1/5, 1/12, 2/2, 3/1, 4/6, and 5/1. Associate teachers will continue with their 40 hour work week the second half of the year, staying on Tuesdays, Wednesdays, or Thursdays until 5pm to run Homework clubs and tutoring.

On Fridays for the full year from 2:45 -3:15, staff participate in faculty meetings, contact their advisees families, and complete SPED/ESL reporting and planning.

4. **Calendar:** Please see the attached 2020-21 school year calendar for staff. 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:
 - a. 180 total school days for students (177 days for kindergarten students)
 - b. 185 total school days for educators, including school days and professional development and planning days.
 - c. All federal and state holidays.
 - d. Winter break, Mid-winter break, Spring break.
5. **Work before and/or after the regular school year**
 - a. Returning teachers are expected to report to work on August 24, 2020.
 - b. New teachers are expected to report to work on August 20, 2020.
 - c. The final work day for teachers is June 21, 2021, including 5 snow days.
 - d. 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**



- a. A preliminary schedule for the 2020-21 school year is available and is subject to change prior to and during the school year.
- b. Teachers and Associate Teachers receive a 30 minute duty-free lunch and regular preparatory time. The standard school workday for teachers will be 8 hours and 5 min. For the majority of teachers, required hours will be approximately 7:50 AM - 3:55 PM on Monday, Wednesday & Thursdays. On specific Tuesdays throughout the year (see dates above), the majority of teachers 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. Associate Teachers will work a 40 hour week; from 7:55- 3:46 on Mondays, Wednesdays, and Thursdays; from 7:55 - 3:15 on Fridays and from 7:55 - 5:00 on Tuesdays for the entire year.
- c. 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 will be used to plan, grade, collaborate with their colleagues, attend IEP meetings, and meet with their coach. 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.
- d. *In addition to traditional responsibilities and assigned 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/biweekly advisory meetings;
 - Checking in regarding advisees' progress;
 - Communicating monthly with advisees' families;
 - Contacting families weekly during team meeting communication time;
 - 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;
- Participating in at least monthly "connections" time with students during athletics;
- 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 2020-2021 school year. The dates will tentatively be for Family Night #1, 9/24; for Family Night #2, 12/10; for Family Night #3, 1/28; and the last Family Night will be scheduled once known sometime in late May or June. If possible, at least one month's notice will be given to teachers before any change to parent night dates. Teachers will be on duty from 3:55 - 8:00 on family nights.

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, stained, excessively tight/revealing 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

As role models for our students and in value of our profession, teachers should wear **professional** clothing at least 4 days a week, as detailed in the Operations Playbook. 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 Tuesdays). 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. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Spark Academy that are not listed above. When duties or tasks are given to be completed beyond regular school staff hours, they are optional and may include stipends. During school expected duties may include, but are not limited to:

- Coverage of homeroom periods
- Dismissal and arrival duties
- 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

12. Class size

Spark Academy administration will advocate for 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.