



Lawrence Public Schools UP Academy Oliver 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:

- Supplies & materials: ~ \$53,376 (final amount is pending approval) - teachers will have input on spend-down allocations in March-April, grade level budgets, and discretionary funds available once the budget is finalized in June.
- Any transfer or use of additional funds received over the course of the school year will be determined by the Director of Operations and the Principal.

- 2. School curriculum issues:** UP Academy Oliver will use a curriculum framework aligned with the state Common Core standards. Teachers will be asked to implement and modify the curriculum with guidance from coaches, managers and team leads.

- 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 the majority of Friday afternoons from 1:50-3:35pm, unless otherwise directed by the Principal or Director of Operations.

Teachers and other staff 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: Seven days of required professional development before the school year starts for returning and new staff (four for returners, three additional for new staff), as well as full and half days of professional development during the school year in accordance with Lawrence Public Schools Calendar. All professional development sessions within this time frame will be held on site.

With regard to professional development before the school year, there will be a committee of elected members formed after approval of the operational plan whose purpose will be to give feedback and input to the administrative team as they design the summer professional development calendar, and a strong draft of the summer professional development calendar will be shared with all staff before June 21, 2020. This draft will be subject to some adjustment as appropriate, and final setting of the professional development calendar will be by the



administrative team. However, as agreed upon with TLT, summer PD will include at least ½ day of curriculum work time with outcomes, and ½ day of beautiful learning spaces/classroom set up with outcomes.

- 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. 183 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 19, 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. The standard school day for students will run from 7:30am - 3:20pm M-Th and 7:30am - 1:30pm on Fridays.
 - c. The standard workday for educators will be eight (8) hours and five (5) minutes. For the majority of educators, required hours will be approximately 7:30am – 3:35pm.
 - d. Except in rare circumstances, teachers will be expected to teach no more than 1300 minutes per week. Teachers will have at least one planning period each day during the school week, and will have two planning periods the majority of days. Teachers will be expected to meet collaboratively once a week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, 50-100 minutes of planning time per week may be set aside for family and student support meetings, and/or additional professional development.
 - e. Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.
 - f. In addition to traditional responsibilities and assigned duties listed above, all staff at UP Academy Oliver School 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:

- Participation in three family conference sessions, including up to three evening sessions, during the school year;
- Participation in at least two additional family events throughout the year, including curriculum night and parent professional development or PTO
- Phone contact with families about students' academic progress, behavior, and attendance;
- Preparation of RISE UP weekly reports, as well as student 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; 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.*)

The UP Academy Oliver school will hold 4 parent-teacher meetings during the 2020-21 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.):

- Thursday, August 27th (Family Orientation): 2.5 hours
- November 12th, January 28th, April 8th (subject to change) (Report Card Pick Up and Family Conferences 4:00-6:30pm): 2.5 hours
- Parent Professional Development Workshop, (date TBD) and may be subject to change: 2.5 hours

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 Oliver is asked to dress professionally for a school setting. Excessively casual clothing such as jeans and sweatpants are not permitted, except on designated days.

11. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of UP Academy Oliver. Additional duties may include, but are not limited to:

- Student arrival and dismissal
- Homeroom
- Advisory block
- Student lunch and recess
- Intervention
- Study Hall, tutoring, and/or detention
- Enrichment, and
- Substitute coverage of classes and duties of others who are absent from school.

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

12. Class size

UP Academy Oliver 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

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.