



Lawrence Public Schools **Spark Academy** **2021-2022 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 2021-22 school year, discretionary funds have been allocated in the following amounts:

- After School Clubs and Tutoring: \$17,000
- SPED teacher support and training: \$9,512
- Teacher extra work stipends: \$8,250
- Subbing and coverage \$20,000
- Restorative Justice work \$5,000
- Additional AT stipends \$3,000
- Educational Supplies, Testing, Curriculum, and Teacher Choice curriculum services: \$47,697
- Professional Services: \$56,150
- Field Trips: \$3000
- Photo Copier Expenses: \$20,113
- Operating Supplies: \$26,000
- Technology/ Capital Outlay: \$10,300

- 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.



This year, we are requesting 5 start of year 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 1 PD day during the school year. These PD days will run from 7:50-5:00pm.

4. **Calendar:** Please see dates below for the 2021-22 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
 - b. 187 total school days for returning 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 25, 2021.
 - b. New teachers to Spark are expected to report to work on August 23, 2021.
 - c. The final work day for teachers is June 23, 2022, 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. Per the district, a preliminary schedule for the 2021-22 school year is available and is subject to change prior to and during the school year.
 - b. The standard workday for teachers will be 7 hours and 35 minutes, with 8 hours and 55 minutes for 21 total Tuesdays. For Associate Teachers, weekly hours will continue to be 40 hours per week, combining regular staff hours, professional development, and required extended day student academic services. For the majority of educators, required hours will be approximately 7:50 am –3:25pm, with 20 Tuesdays extending to 4:30 for professional development.
 - c. Spark Academy values the importance of teacher preparation, collaboration, and coaching time and recognizes the essential role this time plays in creating high quality teaching for students.

This year, the Spark Academy schedule plans to increase planning time for the majority of Spark teachers, allocating 2-3 periods per day for Spark teachers to lesson plan individually or collaboratively, attend IEP meetings, and/or attend team meetings to better work with their students. Most teachers who are proficient or exemplary in their teaching craft will be expected to meet collaboratively 2-5 times per week to meet with their grade level team, plan



instruction, discuss student work, share best practices, and engage in professional learning activities. Teachers who are developing or who need significant improvement in their practice may meet more often with a coach and/or mentor to assist in developing their practice. In rare circumstances, the administrative team may need to adjust schedules temporarily to support our students.

Except in rare circumstances, teachers will be expected to teach 5-6 periods per day with 2-3 planning blocks. In rare circumstances, this may need to be adjusted by administration in order to address atypical needs.

- d. Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.
- e. *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 teachers 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 parent-teacher meetings during the 2021-22 school year. These are **tentatively** scheduled for the following dates (i.e. curriculum nights, report card nights, conferences, parent workshops, etc.)

- Tuesday, September 28th
- Thursday, December 9th
- Thursday, February 3rd
- Tuesday, June 15th

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 Spark Academy attire as often as possible.

Classroom Teachers and Associate Teachers



As role models for our students and as an indicator of the 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.

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.