



**Lawrence Public Schools**  
**UP Academy Oliver**  
**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:

- 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.
- UP Academy Oliver will pay an additional stipend to staff eligible for extended learning time stipend which covers a maximum of 100 hours that adults work in addition to students over the course of the year. Staff at UP Academy Oliver are expected to work an additional 64 hours and 15 minutes bringing the total staff expected hours to 1,500 and 25 minutes. The stipend amount will be calculated consistent with Extended Learning Time stipend amounts. Eligible staff will be paid a total of \$1,000. They should expect a payment of \$500 in September and another \$500 payment in December.

- 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 1:55-3:35pm, 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: Nine days of required professional development before the school year starts for returning and new staff (Six 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. Professional development sessions within this time frame may be held on site.

- 4. Calendar:** Please see the attached 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 (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 23, 2021.
  - b. New teachers are expected to report to work on August 18, 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. 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 educators will be 8 hours and 5 minutes. For the majority of educators, required hours will be approximately 7:30 am – 3:35 pm. Hours for students will be approximately 7:30 am - 3:20 pm.



- a. The standard workday for paraprofessionals will be 8 hours and 5 minutes. For the majority of paraprofessionals, required hours will be approximately 7:30 am – 3:35 pm.
- c. 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.
- d. It is expected that an agenda will be created and available during this collaboration period. The agenda, as well as follow-up notes (questions, comments and reflections) will be sent to the administrative team within 24 hours after this meeting.
- 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 two family conference sessions, including up to two 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 three parent-teacher meetings during the 2021-22 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- Thursday, August 31st (Family Orientation): 3 hours
- December 16th, March 31st (subject to change) (Report Card Pick Up and Family Conferences 3:30-6:00pm): 2.5 hours each

**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
- 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.