



Lawrence Public Schools **Spark Academy** **2023-2024 School Operational Plan**

- **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 2023-24 school year, discretionary funds have been allocated in the following amounts:

- \$37,000 Teacher Extra Duty
 - \$61,272 Associate Teacher Extra Duty (subbing, etc.)
 - \$50,756.59 Curriculum and Educational Supplies
 - \$33,696 Photocopier Supplies
 - \$38,000 Operating Supplies
 - \$16,894 Capital Outlay
 - \$5,000 Pupil Transportation
- **Professional development activities** (*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 have 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. These days will run from 7:40 am to 3:48 pm. We will also have 1 full PD day and 3 half PD days during the school year. The full PD day will run from 7:40-4:30. Half day PD days will follow normal hours for staff– 7:40-3:00.

We also have after-school Professional Development time on 26 Tuesdays during the year. These PD sessions run from 3:00 - 4:30. The dates of these 26 PD days will be as follows: 8/29, 9/5, 9/12, 9/26, 10/3, 10/10, 10/24, 11/7 (all day PD, go till 4:30), 11/14, 11/21, 12/5, 12/12, 12/19, 1/9, 1/16, 1/30, 2/6, 2/27, 3/12, 3/19, 3/26, 4/2, 4/23, 5/7, 5/28, 6/11.

- **Calendar:** Please see the attached 2023-24 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 (169 days for pre-kindergarten students)



- b. 186 total school days for educators, including school days and professional development and planning days.
 - c. Annual teacher hours for all teachers in the district will be 1413 hours. This will allow for increased opportunities for directed teacher planning time.
 - d. All federal and state holidays.
 - e. Winter break, Mid-winter break, Spring break.
- **Work before and/or after the regular school year**
 - a. Returning teachers are expected to report to work on August 21, 2023.
 - b. Paraprofessionals are expected to report to work on August 21, 2023.
 - c. New teachers are expected to report to Spark on August 17-18, 2023 for Spark's New Teacher Orientation.
 - d. The final work day for teachers and paraprofessionals is June 20, 2024, including 5 snow days.
 - e. 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.
- **Schedule for staff and students**
 - a. A preliminary schedule for the 2023-24 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 20 minutes. During the 25 Tuesdays that we have after-school professional development, teachers will work 8 hours and 50 minutes. For the majority of teachers, required hours will be 7:40am – 3:00 pm and 7:40-4:30 on the 26 Tuesday PD days. Family nights will run from 3pm until 7pm and will be on 9/21, 11/30, 1/25 and 6/6
 - c. The standard work week for associate teachers/paraprofessionals will be 40 hours per week. For the majority of associate teachers/paraprofessionals, the required hours will be 7:30 am – 3:15 pm Mondays, Wednesdays, Thursdays, and Fridays and 7:30am-4:30pm on Tuesdays.
 - d. 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. 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.
 - 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.
 - During the 2023-2024 school year, academic teachers with more than three years of experience and who have excellent, accessible, and culturally relevant lessons may volunteer into designating one of their prep periods as a small group intervention or student support block. They



will work with their coach and admin to determine what this block will look like if they are interested in this opportunity.

- In 2024-2025, all teachers with more than 3 years of experience and with at least one year of teaching their curriculum will have an additional block of student support either in small group intervention, student enrichment, or in inclusion support, therefore, teaching for 6 periods a day and having 2 periods to plan, attend meetings, and work with their coach. Academic teachers with fewer than 3 years of teaching experience and/or who are in their first year of teaching their primary curriculum will typically have three planning, meeting, and coaching periods in order to allow for the sufficient time to engage in development in their teaching practice, to prepare excellent lessons, and to thoughtfully participate in the coaching process at Spark.
- e. Teachers and Paraprofessionals 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 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 advisory meetings;
 - Checking in with families and advisees regarding advisees' progress;
 - Communicating monthly with advisees' families;
 - Contacting families weekly;
 - 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 PE 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 and/or supervising lunch duty 1 week per trimester.
 - Attending student-related and other meetings.
- **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 2023-24 school year. These are **tentatively** scheduled for the following dates (i.e. curriculum nights, report card nights, conferences, parent workshops, etc.): 9/21, 11/30, 1/25, and 6/6

- **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.

- **School health and safety issues**

- Working with the 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.

- **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 blue jeans and casual clothing are fine during Teacher Orientation, blue jeans are not appropriate during regular teaching days except on designated dress down days.

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. During school expected duties may include, but are not limited to:

- Coverage of homeroom periods
- Dismissal and arrival duties
- Substitute coverage of classes and duties of others who are absent from school

- **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.

- **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.