



SCHOOL OPERATIONAL PLAN

Community Day Arlington



- 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, staff salaries and stipends.

For the 2015-16 school year, discretionary funds have been allocated in the following amounts:

- **Supplies & materials: \$5,000**
- **Teachers' Choice: \$2,000**

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.**

Community Day Arlington will use a curriculum framework aligned with the state Common Core standards. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building.

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

Teachers 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. 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 5 days** of professional development and/or staff planning days for NEW STAFF ONLY before the school year begins;
- **Up to 10 days** of professional development and/or staff planning days before the school year begins;
- **Up to 13 days** (3 full days and 10 half days) of professional development and planning days during the school year;

- 4. Calendar.**

Please see the attached 2015-16 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:

- Total number of school days for students.
- Total number of days for educators, including school days and professional development and planning days.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

5. Work before and/or after the regular school year.

Returning teachers are expected to report to work on **August 10, 2015**. New teachers to **Community Day Arlington** are expected to report to work on **August 3, 2015**. The final work day for teachers is **June 21, 2016**. 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.

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be **8 hours and 25 minutes**. For the majority of educators, required hours will be approximately **7:45am–4:10pm**.

Except in rare circumstances, teachers will be expected to teach no more than **1950 minutes per week**. Teachers will have **1 planning periods every day/week (45 minutes)**. This time can be to plan, grade, collaborate with their colleagues, etc. Teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings **biweekly from 7:15-7:45am**, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at **Community Day Arlington** 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:

- **Home Visits during orientation;**
- **Attendance at 1 Parent Advisory Board meeting during the year;**
- **Hosting 1 Potluck dinner during the fall trimester;**
- **Participation in 1 family conference evening during the school year;**
- **Phone calls to families about the academic progress of students;**
- **Preparation of individual student weekly reports, Progress Reports, and Report Cards;**
- **Participating in staff recruitment and selection processes;**
- **Maintaining bulletin boards;**
- **Working regularly with school administrators to improve one's instructional practices;**
- **Checking homework on a daily basis; and**
- **Attending student-related meetings.**

7. Scheduling of school-wide parent/teacher meetings. This does not include parent-teacher meetings that occur between school-wide meetings.

Community Day Arlington will hold **1 parent-teacher conference** with all families during the 2015-16 school year. These are tentatively scheduled for the following dates: **December 7-11, 2015** and may be subject to change.

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 **Community Day Arlington** is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, sweatshirts, and flip flops is not permitted.

11. Rotation of duties.

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of Community Day Arlington. These duties may include, but are not limited to:

- **Coverage of morning duty, not exceeding 30 minutes per day;**
- **Coverage of homeroom periods, not exceeding 405 minutes per day;**
- **Coverage of lunch periods, break periods, or block periods, not exceeding 30 minutes per day;**
- **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 here. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

12. Class size.

Community Day Arlington commits to ensuring a 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.



Lawrence Public Schools 2015-2016 Staff Calendar Community Day Arlington, Grades K - 4 150 Arlington Street - (978) 722-8311

Student Hours: Monday - Friday 8:00 AM - 4:00 PM

Teacher Hours: Monday - Friday 8:00 AM - 4:10 PM

Aug./Sept.	February																																																																																																		
SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT																																																																																																		
<table style="width: 100%; border-collapse: collapse;"> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24*</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31**</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24*	25	26	27	28	29	30	31**	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<table style="width: 100%; border-collapse: collapse;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td></td><td></td><td></td><td></td><td></td></tr> </table>		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29					
2	3	4	5	6	7	8																																																																																													
9	10	11	12	13	14	15																																																																																													
16	17	18	19	20	21	22																																																																																													
23	24*	25	26	27	28	29																																																																																													
30	31**	1	2	3	4	5																																																																																													
6	7	8	9	10	11	12																																																																																													
13	14	15	16	17	18	19																																																																																													
20	21	22	23	24	25	26																																																																																													
27	28	29	30																																																																																																
	1	2	3	4	5	6																																																																																													
7	8	9	10	11	12	13																																																																																													
14	15	16	17	18	19	20																																																																																													
21	22	23	24	25	26	27																																																																																													
28	29																																																																																																		
October	March																																																																																																		
<table style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																														
				1	2	3																																																																																													
4	5	6	7	8	9	10																																																																																													
11	12	13	14	15	16	17																																																																																													
18	19	20	21	22	23	24																																																																																													
25	26	27	28	29	30	31																																																																																													
		1	2	3	4	5																																																																																													
6	7	8	9	10	11	12																																																																																													
13	14	15	16	17	18	19																																																																																													
20	21	22	23	24	25	26																																																																																													
27	28	29	30	31																																																																																															
November	April																																																																																																		
<table style="width: 100%; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<table style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																												
1	2	3	4	5	6	7																																																																																													
8	9	10	11	12	13	14																																																																																													
15	16	17	18	19	20	21																																																																																													
22	23	24	25	26	27	28																																																																																													
29	30																																																																																																		
					1	2																																																																																													
3	4	5	6	7	8	9																																																																																													
10	11	12	13	14	15	16																																																																																													
17	18	19	20	21	22	23																																																																																													
24	25	26	27	28	29	30																																																																																													
December	May																																																																																																		
<table style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table style="width: 100%; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																
		1	2	3	4	5																																																																																													
6	7	8	9	10	11	12																																																																																													
13	14	15	16	17	18	19																																																																																													
20	21	22	23	24	25	26																																																																																													
27	28	29	30	31																																																																																															
1	2	3	4	5	6	7																																																																																													
8	9	10	11	12	13	14																																																																																													
15	16	17	18	19	20	21																																																																																													
22	23	24	25	26	27	28																																																																																													
29	30	31																																																																																																	
January	June																																																																																																		
<table style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<table style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																							
					1	2																																																																																													
3	4	5	6	7	8	9																																																																																													
10	11	12	13	14	15	16																																																																																													
17	18	19	20	21	22	23																																																																																													
24	25	26	27	28	29	30																																																																																													
31																																																																																																			
			1	2	3	4																																																																																													
5	6	7	8	9	10	11																																																																																													
12	13	14	15	16	17	18																																																																																													
19	20	21	22	23	24	25																																																																																													
26	27	28	29	30																																																																																															

198 Teacher Days - 180 Student Days

Aug. 3 - 7	New Teacher Orientation	Dec. 21 - Jan. 1	Winter Break
Aug. 10 - 21	All Staff Orientation	Jan. 4	School Re-opens
Aug. 24	School Opens Grades 1 - 4	Jan. 15	No School for Students/Staff PD
Aug. 24 - 28	PK - K Screening	Jan. 18	Martin Luther King Day
Aug. 31	School Opens PK - K	Feb. 15 - 19	Mid-Winter Break
Sept. 4 - 7	Labor Day Weekend	Mar. 25	Good Friday
Oct. 12	Columbus Day	Apr. 18 - 22	Spring Break
Nov. 3	No School for Students/Staff PD	May 27	No School for Students/Staff PD
Nov. 11	Veteran's Day	May 30	Memorial Day
Nov. 25	Early Release for Staff and Students	June 21	Last Day of School - Early Dismissal <i>includes 5 days for inclement weather</i>
Nov. 26 - 27	Thanksgiving Break		

- Student release at 12:00 PM/Staff PD
 - No school for students and staff**
 - Early release for staff at 12:00 PM**
 - Teacher professional development day/no school for students**
- Typical PD Hours: 8:00 AM - 4:00 PM*

* Please see School Operational Plan for details on other required meetings/events for staff (e.g., staff meetings, family nights, etc).