



2014-15 School Operational Plan at Arlington Middle

- 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 2014-15 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$7,955
- Teachers' Choice: \$4,600

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.**

Arlington Middle 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 on-site professional development and planning time, with each day including up to 8 hours of professional development and/or staff planning time. Specifically:

- Up to 3 days of professional development and/or staff planning days before the school year begins.
- Up to 2 days of professional development and planning days during the school year.

- 4. Calendar.**

Please see the attached 2014-15 school year calendar. 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:

- 180 school days for students; and
- Up to 185 days for teachers, 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 18, 2014. New teachers to Arlington Middle are expected to report to work on August 15, 2014. The final work day for teachers is June 18, 2015. 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 the majority of educators, required hours will be approximately 7:30am–3:45pm Monday-Thursday, 7:30-2:45 Friday.

Except in rare circumstances, teachers will be expected to teach no more than 32 hours. Teachers will typically have 4 planning periods every week. This time can be to plan, grade, collaborate with their colleagues, attend IEP meetings, etc. Teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities one day per week for 3 hours while the students participate in off-site enrichment, as well as a vertical planning meeting once a week unless otherwise directed by the principal. Principal reserves the right to call a 30 minute building meeting after school monthly.

In addition to traditional responsibilities and those duties listed above, all staff at Arlington Middle 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 3 family engagement and/or PTO meetings during the school year, in addition to the 3 school wide parent teacher meetings, referenced in Section 7;
- Weekly lesson plan submission by all teachers;
- All staff are expected to actively participate in Common Planning Meetings, Professional Development Meetings and Data Meetings;
- Teams are expected to have data walls posted in their classrooms and the Data Room with updated data after every data cycle;
- All staff are expected to read the weekly memo and are responsible for its contents;
- Cumulative folders are expected to be formally opened within 2 weeks of the start of the school year and within 1 week of receiving a new student;
- Cumulative folders are expected to be closed within 1 week of students transferring out;
- All Teach Point observations and evaluations must be signed within 48 hours of receipt;
- Phone calls, emails, and/or texts to families about the progress of students;
- Preparation of individual student Progress Reports, Report Cards, and need based weekly reports;
- Leading student extracurricular activities;
- Participating in staff recruitment and selection processes;
- Working regularly with school administrators, coaches and peers to improve one's instructional practices;
- Attending student-related meetings; and
- Maintain up-to-date grades in PowerSchool



7. Scheduling of school-wide parent/teacher meetings.

Arlington Middle will hold 3 parent-teacher conferences during the 2014-15 school year. These are tentatively scheduled for 9/12/14, 12/11/14, and 4/3/15. Dates 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 Arlington Middle are asked to dress professionally for a school setting. Excessively casual clothing such as flip flops, sweatpants and jeans (except on designated jeans days) are 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 Arlington Middle. These duties may include, but are not limited to:

- Coverage of homeroom periods;
- Coverage of lunch periods, break periods, or block periods;
- Substitute coverage of classes and duties of others who are absent from school; and
- Coverage of afterschool activities, not exceeding 60 minutes per week.

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.

Arlington Middle commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.



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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 Arlington Middle School, Grades 5-8, 2014-2015 Calendar

Student Hours: Monday-Thursday: 7:30 AM - 3:45 PM; Friday: 7:30 AM- 2:45 PM

Teacher Hours: Monday-Thursday: 7:30 AM - 3:45 PM; Friday: 7:30 AM - 2:45 PM

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	10	11	12	13	14	15	16	Staff Days:	1	2	3	4	5	6	7
30 Days	17	18	19	20*	21	22	23	15 Days	8	9	10	11	12	13	14
Student Days:	24	25**	26	27	28	29	30	Student Days:	15	16	17	18	19	20	21
27 Days	31	1	2	3	4	5	6	15 Days	22	23	24	25	26	27	28
	7	8	9	10	11	12	13								
	14	15	16	17	18	19	20								
	21	22	23	24	25	26	27								
	28	29	30												

October	SUN	MON	TUE	WED	THU	FRI	SAT	March	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	5	6	7	8	9	10	11	Staff Days:	1	2	3	4	5	6	7
22 Days	12	13	14	15	16	17	18	22 Days	8	9	10	11	12	13	14
Student Days:	19	20	21	22	23	24	25	Student Days:	15	16	17	18	19	20	21
22 Days	26	27	28	29	30	31		22 Days	22	23	24	25	26	27	28

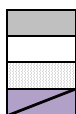
November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	2	3	4	5	6	7	8	Staff Days:	5	6	7	8	9	10	11
16 Days	9	10	11	12	13	14	15	16 Days	12	13	14	15	16	17	18
Student Days:	16	17	18	19	20	21	22	Student Days:	19	20	21	22	23	24	25
16 Days	23	24	25	26	27	28	29	16 Days	26	27	28	29	30		
	30														

December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	7	8	9	10	11	12	13	Staff Days:	3	4	5	6	7	8	9
15 Days	14	15	16	17	18	19	20	20 Days	10	11	12	13	14	15	16
Student Days:	21	22	23	24	25	26	27	Student Days:	17	18	19	20	21	22	23
15 Days	28	29	30	31				20 Days	24	25	26	27	28	29	30
									31						

January	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
Staff Days:	4	5	6	7	8	9	10	Staff Days:	7	8	9	10	11	12	13
19 Days	11	12	13	14	15	16	17	13 Days	14	15	16	17	18	19	20
Student Days:	18	19	20	21	22	23	24	Student Days:	21	22	23	24	25	26	27
19 Days	25	26	27	28	29	30	31	13 Days	28	29	30				

184 Teacher Days - 180 Student Days

Aug. 15	New Teacher Orientation	Dec. 22 - Jan. 2	Winter Break
Aug. 18	School-based Teacher PD & Prep	Jan. 5	School Re-opens
Aug. 19	LPS All Staff Opening	Jan. 8 - Feb. 11	ACCESS for ELL Students
Aug. 20*	School Opens Grades 1 - 12	Jan. 19	Martin Luther King Day
Aug. 20 - 22	PK - K Screening	Feb. 13	Early Dismissal (12:15 PM)
Aug. 25**	School Opens PK - K	Feb. 16 - 20	Mid-Winter Break
Aug. 29-Sept. 1	Labor Day Weekend	March 23 - April 6	ELA MCAS
Sept. 9	Primary Election Day (1/2 day for staff)	April 3	Good Friday
Oct. 10	Early Dismissal (12:15 PM)	April 17	Early Dismissal (12:15 PM)
Oct. 13	Columbus Day	April 20 - 24	Spring Break
Nov. 4	Election Day (1/2 day for staff)	May 4 - 19	Math MCAS
Nov. 11	Veteran's Day	May 22	Early Dismissal (12:15 PM)
Nov. 26	Early Dismissal (12:15 PM)	May 25	Memorial Day
Nov. 27 - 28	Thanksgiving Break	June 17	Last Day of School for Students
Dec. 19	Early Dismissal (12:15 PM)		Early Dismissal (12:15 PM)
			(includes 5 days for inclement weather)



No school for students and staff
Early Dismissal at 12:15 PM
Testing (MCAS, ACCESS, ANET, iReady)
Teacher professional development day/no school for students