



2015-16 School Operational Plan

Arlington Middle School



- 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: \$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 3 days of professional development and/or staff planning days for new staff only before the school year begins;**
- **Up to 2 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 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 20, 2015**. New teachers to **Arlington Middle School** are expected to report to work on **August 19, 2015**. The final work day for teachers is **June 20, 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 15 minutes**, except **Fridays it will be 7 hours and 15 minutes**. For the majority of educators, required hours will be approximately **7:30am–3:45pm**, except **Fridays it will be 7:30-2:45pm**.

Except in rare circumstances, teachers will be expected to teach no more than **30 hours per week**. Teachers will have **5 planning periods every week**. 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 on Y days from **8:30-11:00**, unless otherwise directed by the principal.

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

- In addition to 3 school wide parent teacher meetings, referenced in #7; participation in 3 family engagement and/or PTO meetings during the school year;
- 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;
- Cum 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;
- Cum 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, email, and or text 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. This does not include parent-teacher meetings that occur between school-wide meetings.

Arlington Middle School will hold **3 parent-teacher conferences** during the 2015-16 school year. These are tentatively scheduled for the following dates: **10/15/15, 12/09/15, 3/22/16** 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 **Arlington Middle School** is asked to dress professionally for a school setting. Excessively casual clothing, such as jeans and sweatpants, is not permitted, unless otherwise designate (approved jeans day).

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 School. 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;**
- **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 School 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
Arlington Middle School, Grades 5 - 8
150 Arlington Street - (978) 975-5930**

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
	16	17	18	19	20	21	22			1	2	3	4	5	6
	23	24*	25	26	27	28	29		7	8	9	10	11	12	13
	30	31**	1	2	3	4	5		14	15	16	17	18	19	20
	6	7	8	9	10	11	12		21	22	23	24	25	26	27
	13	14	15	16	17	18	19		28	29					
	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
					1	2	3				1	2	3	4	5
	4	5	6	7	8	9	10		6	7	8	9	10	11	12
	11	12	13	14	15	16	17		13	14	15	16	17	18	19
	18	19	20	21	22	23	24		20	21	22	23	24	25	26
	25	26	27	28	29	30	31		27	28	29	30	31		
November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6	7							1	2
	8	9	10	11	12	13	14		3	4	5	6	7	8	9
	15	16	17	18	19	20	21		10	11	12	13	14	15	16
	22	23	24	25	26	27	28		17	18	19	20	21	22	23
	29	30							24	25	26	27	28	29	30
December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4	5								
	6	7	8	9	10	11	12		1	2	3	4	5	6	7
	13	14	15	16	17	18	19		8	9	10	11	12	13	14
	20	21	22	23	24	25	26		15	16	17	18	19	20	21
	27	28	29	30	31				22	23	24	25	26	27	28
									29	30	31				
January	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
						1	2					1	2	3	4
	3	4	5	6	7	8	9		5	6	7	8	9	10	11
	10	11	12	13	14	15	16		12	13	14	15	16	17	18
	17	18	19	20	21	22	23		19	20	21	22	23	24	25
	24	25	26	27	28	29	30		26	27	28	29	30		
	31														

184 Teacher Days - 180 Student Days

Aug. 19	LPS New Teacher Orientation (AM)	Nov. 26 - 27	Thanksgiving Break
Aug. 20 - 21	Staff PD - School Based	Dec. 21 - Jan. 1	Winter Break
Aug. 21	LPS Kickoff (AM)	Jan. 4	School Re-opens
Aug. 24	School Opens Grades 1 - 12	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	Election Day/Staff PD	May 30	Memorial Day
Nov. 11	Veteran's Day	June 20	Last Day of School - Early Dismissal
Nov. 25	Early Release for Staff and Students		<i>includes 5 days for inclement weather</i>

- No school for students and staff**
- Early release for staff at 12:15 PM**
- Teacher professional development day/no school for students**
Typical PD Hours: 8:00 AM - 12:00 PM

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