



## Community Day Arlington Elementary School: 2017-18 School Operational Plan

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**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 2017-18 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$15,000;
- Teacher's Choice: \$12,000;
- Principal's Office: \$0.

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 15 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 for RETURNING STAFF before the school year begins;
- Up to 14 days (3 full days and 11 half days) of professional development and planning days during the school year.

### **4. Calendar**

Please see the attached 2017-18 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:

- 180 total school days for students (175 days for kindergarten students);
- 198 total school 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 7, 2017. New teachers to Community Day Arlington are expected to report to work on August 1, 2017. The final work day for teachers is June 15, 2018 (includes five days for inclement weather). 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 20 minutes. For the majority of educators, required hours will be approximately 7:20am–3:40pm.
- Except in rare circumstances, teachers will be expected to teach no more than 1950 minutes per week. Teachers will have at least 1 planning period every day/week (50 minutes), and in many cases 2 planning periods every day/week (an additional 40 minutes). This time may be used 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 bi-weekly from 3:40-4:10 p.m., 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 one Parent Advisory Board meeting during the year;
  - Hosting one Potluck Dinner during the fall trimester;
  - Participation in one 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 at least one Parent-Teacher Conference with all families during the 2017-18 school year. These are tentatively scheduled for the following dates: December 4th-8th, 2017 and are 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.
- To avoid distractions or interruptions to student learning, every effort will be made to mitigate painting or repairs to buildings while school is in session.

## **10. Staff dress code**

Community Day Arlington staff are 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 400 minutes per day;
- Coverage of lunch periods, break periods, or block periods, not exceeding 50 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**

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.

Teachers may be asked to support the development and maintenance of bulletin boards in hallways.