



Lawrence Public Schools
Arlington Middle School
2020-2021 School Operational Plan

- 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, and staff salaries.*)

For the 2020-21 school year, discretionary funds have been allocated in the following amounts:

- Supplies; pencils, notebooks, paper
- Tech Needs; projector bulbs, Charging stations, power strips, etc
- Books; classroom libraries

- 2. School curriculum issues**

Arlington Middle School will use a curriculum framework aligned with the Common Core Standards.

- 3. Professional development activities applicable to the school as a body**

- CoP
- Standards Institute
- Data Wise
- HQPL Communities of Practice

- 4. Calendar:** Please see the attached 2020-21 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 (177 days for kindergarten students)
- b. 183 total school days for educators, including school days and professional development and planning days.
- c. All federal and state holidays.
- d. Winter break, Mid-winter break, Spring break.



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

- a. Returning teachers are expected to report to work on August 26, 2020.
- b. New teachers are expected to report to work on August 25, 2020.
- c. The final work day for teachers is June 21, 2021, including 5 snow days.
- d. 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

- a. A preliminary schedule for the 2020-21 school year is available and is subject to change prior to and during the school year.
- b. The standard workday for educators will be 7 hours and 40 minutes. For the majority of educators, required hours will be approximately 7:30am 3:10pm.
- c. Except in rare circumstances, teachers will be expected to teach no more than 30 hours per week. Teachers will have at least one 40 minute planning period each day during the school week. Teachers will be expected to meet collaboratively 40 minutes a day to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, one day/ week while students are at enrichment will be set aside for family and student support meetings, and/or additional professional development.
- d. It is expected that an agenda will be created and available during this collaboration period. The agenda, as well as follow-up notes (questions, comments and reflections), will be sent to the administrative team within 24 hours after this meeting.
- e. Teachers 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 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:*
 - i. *Advisory*
 - ii. *Participation in Student Success Plans*
 - iii. *Family and Community Outreach*

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



The Arlington Middle School will hold parent-teacher meetings during the 2020-21 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- Open House: 9/24/20
- Report Card Night: 12/9/20

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 of 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 are asked to dress professionally for a school setting. Excessively casual clothing such as jeans and sweatpants is not permitted, except on designated days.

11. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Arlington Middle School. Additional duties may include, but are not limited to:

- *Hallway duty and supervision of student transitions*



- *Coverage of lunch periods*
- *Coverage of before and after school activities; arrival, dismissal, detention*
- Staff may be asked to perform additional duties or responsibilities not listed. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

12. Class size

Arlington Middle School administration will advocate for 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.