



Lawrence Public Schools Arlington Elementary 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:

- *Curriculum, blended learning, and related materials*
 - *Curriculum: \$68,000*
 - *Technology: \$20,000*
- *Extra duty work and stipended roles: \$58,000*
- *Classroom materials: \$200 per classroom/teacher*
- *Field Trips & Enrichment Programs:*
 - *Field Trips: \$10,000*
 - *Enrichment Programs: \$20,000*

- 2. School curriculum issues**

CDA will continue use of the same curriculum from the 2019-20 school year into the 2020-21 school year.

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

First year teachers and student teachers will receive specialized professional development on August 25th. Professional development throughout the year will be responsive to differentiated needs and aligned to school goals.

- 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 **7:30 am – 3:10 pm**.
- c. Except in rare circumstances, teachers will be expected to teach no more than **1,950** minutes per week. Teachers will have at 1 planning period each day during the school week. Teachers will be expected to meet collaboratively **under the guidance of an instructional leader up to twice per week** to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, **1** planning time per week may be set aside for family and student support meetings, and/or additional professional development.
- d. Teachers at each school will receive 30 minutes of duty-free lunch and collaboration time.
- e. *In addition to traditional responsibilities and assigned duties listed above, all staff at Arlington Elementary 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. Bi-weekly team staff meetings, 30 minutes each
 - ii. Meetings related to special education, student support, and the Response to Intervention process
 - iii. Regular communication with students' parents and caregivers

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

Teachers at Arlington Elementary School will be expected to participate in the following family engagement events during the 2020-21 school year:

- Parent Teacher Conferences: Between the months of November and December
- Back to School Night: Tentative Date September 17
- Family Potluck (by grade band): Tentatively the Week of October 5-10
- One Parent Advisory Board Meeting during the school year

8. Notices and announcements



Notices about significant school events, schedule changes, and other matters will be communicated to all staff, to the extent timing allows, in a weekly newsletter distributed each Friday afternoon.

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 Elementary School are asked to dress professionally for a school setting. Dress code guidance includes:

- No jean/denim pants unless a “jeans day” is scheduled or “dress down pass” is used
- Leggings should be appropriately paired with tops that extend below the waist
- No sweatpants or athletic clothing

11. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Community Day Arlington. Additional duties may include, but are not limited to: supervision of students during lunch, recess, arrival, and dismissal.

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 Elementary 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.