



Lawrence Public Schools
Arlington Elementary School
2021-2022 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:

- \$44,000 for teacher and staff leadership roles and initiatives
- \$2,000 per grade level for field trips and/or virtual enrichment

- 2. School curriculum issues**

Arlington Elementary School will use a curriculum framework aligned with the state Common Core standards.

ELA: Kindergarten - 4th Grade will utilize the Core Knowledge Language Arts curriculum

Math: Kindergarten - 4th Grade will adopt the Engage New York math curriculum*

Science: The AES science team, with the support of Epstein and Associates, will develop vertically aligned units of study, aligned to Massachusetts State Standards, emphasizing science learning through collaborative discovery and rigorous inquiry

Unified Arts: Physical Education and Visual Arts teachers will continue to develop units aligned to Massachusetts State Standards. Teachers will be knowledgeable about and have access to Core Knowledge Language Arts curriculum, in order to integrate topics and vocabulary whenever possible.

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

Arlington Elementary School will continue to identify and offer professional development resources related to data-driven instruction, restorative practices, family engagement, and other topics aligned to school goals and positive school culture.

- 4. Calendar:** [Please see the attached 2021-22 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 30, 2021.
- b. New teachers are expected to report to work on August 26, 2021.
- c. The final work day for teachers is June 23, 2022, including 5 snow days.
- d. AES teachers will participate in **8 hours** of curriculum development work in August prior to the start of the school year. Structured opportunities for this will be offered during the week of August 23, 2021, and staff who are unable to participate at those times will have flexible options available to them.
- e. 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 based upon the 2019-2020 instructional schedule, and is subject to change prior to and during the school year. The school day for students will be 7:30 am -3:10 pm .
- b. The standard workday for **teachers** will be 7 hours and 40 minutes (460 minutes). For the majority of educators, required hours will be approximately 7:30 am – 3:10 pm.
 - i. The teacher workday will include a 30 minute duty free lunch
- c. The standard workday for **paraprofessionals** will be 8 hours and 0 minutes. For the majority of paraprofessionals, required hours will be approximately 7:10 am – 3:10 pm.
- d. The standard workday for **administrators** will be 8 hours and 20 minutes. Administrator start and end times will be set based on need for coverage.
- e. Teachers will also participate in
 - i. Two **30-minute** staff meetings per month, from 3:10-3:40 PM,
 - ii. One **3-hour** Open House in September
 - iii. **2 hours** of additional afternoon family engagement activities over the course of the year



7. Educator Preparation and Planning Time

- a. Teachers will have 300 minutes of preparation and planning time per week. It will be made up of:
 - i. One 50 minute preparation period per day. Classroom teachers with co-teachers will have this planning period at the same time.
 - ii. An additional 50 minutes distributed during the week. In the case of classroom teachers with co-teachers, this planning time will be staggered and one teacher may teach alone while the other has preparation time. This time will be determined based on the team's instructional schedule.
- b. Teachers will be expected to meet collaboratively once per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. It is expected that an agenda will be created and available during this collaboration period. The agenda will be established by the team's Dean of Curriculum and Instruction, unless otherwise coordinated.
- c. Additionally, up to two planning times per week may be designated for professional development or other meetings.
- d. Paraprofessionals will have a minimum of 30 minutes of planning time per day, 150 minutes per week.

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

Each classroom teacher at the Arlington Elementary School will hold 2 formal parent-teacher meetings during the 2021-22 school year. These meetings will occur within 7 days of Term I and Term II report cards being issued. Teachers will schedule these meetings at times that work for them and the families. A virtual option will be available to all families. Teachers are expected to utilize up to 3 hours of out-of-school time over the course of the 7 days to complete these meetings.

9. Notices and announcements

Important notices and announcements are communicated in the following ways:

- "AES Morning Update" emails, Monday - Friday between 7:00-7:30 AM
- Afternoon "Eagle Dispatch" emails, Monday - Thursday at 3:30 PM
- Weekly "Look Ahead" emails, Friday afternoons

All staff policies and resources are located on the Staff Portal google site, updated regularly



10. 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.

11. Staff dress code

Staff at Arlington Elementary School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants are not permitted, except on designated days.

12. Rotation of duties

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

- Ensuring student supervision and safety during arrival, dismissal, recess, and lunch
- Contacting students' families to provide information about their learning progress and how families can be partners in their child's learning

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.

Any bilingual staff member who provides interpretation services for meetings between community members and staff will be compensated for this labor. Monolingual, English-speaking staff are expected to use technological interpretation services whenever possible. Meetings that require live interpretation which should be compensated include: RtII meetings, meetings about incidents involving students, meetings about parent concerns, updates on academic progress, family requests for support with student learning, and others.



13. 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.

14. 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.