



Lawrence Public Schools
**Arlington Middle School:
2017-18 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, staff salaries and stipends. 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 Common Core States 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 and/or District.

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 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:

- 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 17, 2017. New teachers to Arlington Middle School are expected to report to work on August 16, 2017. The final work day for teachers is June 15, 2018. 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 7 hours and 45 minutes. For the majority of educators, required hours will be approximately 7:30am–3:25pm.
- 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 will be used to plan, grade, collaborate with colleagues, participate in professional development, 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 7:30-11:00, 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:
 - Participation in 3 school wide parent teacher meetings and 3 family engagement (referenced in #7) events 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 and 3 family events during the 2015-16 school year. The parent teacher conferences are tentatively scheduled for the following dates: 09/28/17, 12/07/17, and 3/22/18. There will be multiple family events and PTO meetings scheduled to fulfill the 2 event requirements. All dates 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 are asked to dress professionally for a school setting. Excessively casual clothing such as; jeans, sweatpants, and flip flops is not permitted, unless otherwise designated (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:

- Hallway duty and supervision of student transitions;
- 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; and
- 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.