



**Lawrence Public Schools**  
**Arlington Middle**  
**2024-2025 School Operational Plan**

- **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 2024-25 school year, discretionary funds have been allocated in the following amounts:

- Supplies: pencils, notebooks, paper, etc
  - Technology: projector bulbs, charging stations, powerstrips, projectors, replacing Chromebooks, Chromebook chargers, etc
  - Books
  - Furniture
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- **Professional development activities** (*This does not include individualized professional development or coaching of teachers.*)
    - LLCC
    - HILL for Literacy: SOR
    - Standards Institute
    - Co-Teaching (SPED and ML)
    - Curriculum: Envision, Intervention Platforms, Morning Meeting / Advisory Curriculum (Zones of Regulation / Character Strong)
    - NWEA
    - Datawise
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- **Calendar:** Please see the attached [2024-25 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 (169 days for pre-kindergarten students)
    - 185 total school days for educators, including school days and professional development and planning days.
    - Annual teacher hours for all teachers in the district will be 1413 hours. This will allow for increased opportunities for directed teacher planning time.
    - All federal and state holidays.
    - Winter break, Mid-winter break, Spring break.



- **Work before and/or after the regular school year**
  - Teachers are expected to report to work on August 20, 2024.
  - Paraprofessionals are expected to report to work on August 22, 2024.
  - New teachers are expected to report to work on August 20, 2024, and will have mandatory LPS orientation on August 21, 2024.
  - The final work day for teachers and paraprofessionals is June 24, 2025, including 5 snow days.
  - 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.
  
- **Schedule for staff and students**
  - A preliminary schedule for the 2024-25 school year is available and is subject to change prior to and during the school year.
  - The standard workday for teachers will be 7 hours and 30 minutes. For the majority of educators, required hours will be 7:30am – 3:00pm.
  - The standard workday for members of the Lawrence Federation of Paraprofessionals (all paraprofessionals, parent liaisons, and lunch aides) will be eight (8) hours and no minutes.
    - For the majority of paraprofessionals, required hours will be approximately 7:30am - 3:30 pm.
    - The maximum hours per day for members of the Lawrence Federation of Paraprofessionals is eight (8) hours unless there are extenuating circumstances where the principal has approved of (optional) extra duty and has the means to fund the extra duty expense.
  - Except in rare circumstances, teachers will be expected to teach no more than 1800 minutes per week. Teachers will have at least a 60 minutes planning period each day during the school week. Teachers will be expected to meet collaboratively 30 minutes per day to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, 60 minutes of planning time per week may be set aside for family and student support meetings, and/or additional professional development.
  - 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.
  - Teachers and Paraprofessionals at each school will receive 30 minutes of duty-free lunch and collaboration time.



- Teachers are required to participate in the following Professional Development Sessions:
  - 10 x 2.5hours (3:00-5:30 pm on Tuesdays: 8/27/24, 9/10/24, 10/8/24, 11/12/24, 12/10/24, 1/14/25, 2/11/25, 3/11/25, 4/8/25, 5/13/25)
- 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:
  - Morning Meeting / Advisory
  - Participation in Student Success Plans
  - Family and Community Outreach
- **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 4 parent-teacher meetings during the 2023-24 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.)

- Meet and Greet: 8/22/24
- Open House: 9/19/24\*
- Gators Give Thanks: 11/21/24\*
- Report Card Night: 12/5/24\*
- Hispanic Heritage Celebration: 10/17/24\* or STEAM Night: 4/10/25\*

*\*Finalized dates set by June 2024*

- **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

- **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.



- **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.

- **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 for 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.

- **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.

- **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.