



Lawrence Public Schools
Arlington Elementary
2024-2025 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 2024-25 school year, discretionary funds have been allocated in the following amounts:

- Mid-level leadership stipends: \$40,000
 - Team Lead (each grade level K-4, ML, SPED, Specialized Programs, Specials) - \$2,500 per lead, \$22,500 total
 - RtII Facilitator - \$5,000
 - Science Lead (each grade level): \$2,500 per lead, \$12,500 total
- Duties outside of contract: \$25,000
- Education Supplies: \$160,000
 - Furniture
 - School Supplies
 - Office Supplies
 - Field Trips
 - Blended Learning Programs
- Copiers, Printers & Copy Supplies: \$20,000
- Family engagement programming: \$5,000

- 2. Professional development activities** (*This does not include individualized professional development or coaching of teachers.*)

- a. HILL for Literacy: Science of Reading Coaching
- b. Teaching and Learning Alliance
- c. Unbound Ed: Standards Institute
- d. QTEL Conference
- e. ST Math Professional Development
- f. Epstein and Sorresso Impact Coaching Partners
- g. Extended Professional Development in the Instructional Core: Internal PD Series
- h. MABE: Dual Language
- i. Amplify Science Professional Development

- 3. 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:

- a. 180 total school days for students (169 days for pre-kindergarten students)
- b. 186 total school days for educators, including school days and professional development and planning days.
- c. Annual teacher hours for all teachers in the district will be 1413 hours. This will allow for increased opportunities for directed teacher planning time.
- d. All federal and state holidays.
- e. Winter break, Mid-winter break, Spring break.

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

- a. Returning teachers are expected to report to work on August 19, 2024.
- b. Paraprofessionals are expected to report to work on August 22, 2024.
- c. New teachers are expected to report to work on August 21, 2024 for mandatory LPS orientation.
- d. The final work day for teachers and paraprofessionals is June 24, 2025, including 5 snow days.
- 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.

5. Schedule for staff and students

- a. A preliminary schedule for the 2024-25 school year is available and is subject to change prior to and during the school year.
- b. The standard workday for teachers will be 7 hours and 30 minutes. For the majority of educators, required hours will be approximately 7:30 am – 3:00 pm.
- c. 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.
 - i. For the majority of paraprofessionals, required hours will be approximately 7:30 am – 3:30 pm.
 - ii. For the majority of parent liaisons, required hours will be approximately 7:30 am – 3:00 pm.
 - iii. For the majority of lunch aides, required hours will be approximately ____ am - ____ pm.
 - iv. 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.
- d. Except in rare circumstances, teachers will be expected to teach no more than 1,850 minutes per week. Teachers will have at least one 50-minute planning period each day during the school week. Teachers will be expected to meet collaboratively weekly to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, planning



time may be set aside weekly for family and student support meetings, and/or additional professional responsibilities.

- e. 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.
- f. Teachers and Paraprofessionals at each school will receive 30 minutes of duty-free lunch and collaboration time.
- g. 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. Arrival and dismissal of students
 - ii. Participation in Student Success Plans
 - iii. Family and Community Engagement

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

The Arlington School will hold two rounds of parent-teacher meetings during the 2024-25 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.):

- Term 1: 12/2/2024 - 12/13/2024
- Term 2: 3/24/2025 - 4/4/2025

7. 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
- All-Staff email memos, as needed
- Weekly “End of Week” emails, Friday afternoons

All staff policies and resources are located on the online Staff Portal (<https://sites.google.com/lawrence.k12.ma.us/arlingtonstaff>), updated regularly

8. School health and safety issues

- Working with the 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.

9. 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 is not permitted, except on designated days.

10. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Arlington Elementary School. 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.

11. Class size

Arlington Elementary administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

12. 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.