

## School Operational Plan - Peck Full Service Community School

### Student Schedule

	Mon - Fri
Start Time <sup>(1)</sup>	7:40am
End Time <sup>(2)</sup>	2:45pm

<sup>(1)</sup> Start time is defined as the start of the student day. It is likely to start with Breakfast in the Classroom. Students may be allowed in the building prior to this, in order to get to the classroom.

<sup>(2)</sup> End time is defined as the end of the student day. It is dismissal.

Note: There are no early releases for conferences or professional development.

**Total Elementary/Middle School Hours: 1275 hours per year**

### Exceptions

None. Our school follows the HPS calendar.

### Teacher Schedule

Actual Schedule (Include all scheduled time outside of the student learning day; this includes entry/dismissal, collaboration, staff meetings, etc. [Click here for guidelines and sample schedules.](#))

	Mon	Tues	Wed	Thurs	Fri
Teacher Arrival	7:30	7:30	7:30	7:30	7:30
Student Entry	7:35	7:35	7:35	7:35	7:35
Student Day	7:40 - 2:45	7:40 - 2:45	7:40 - 2:45	7:40 - 2:45	7:40 - 2:45
Dismissal	2:45 - 2:50	2:45 - 2:50	2:45 - 2:50	2:45 - 2:50	2:45 - 2:50
Collaboration Time or Professional Development	N/A	2:50 - 3:50	N/A	2:50 - 3:50	N/A
Staff meeting	Bi-weekly 2:50 - 3:50	N/A	N/A	N/A	N/A
Staff Dismissal	2:50 or 3:50	3:50	2:50	3:50	2:50

### Accounting for the Time

Category	Length of Time per Session	Frequency	Total Time Per Year	Notes/Details/Dates
Weekly Collaboration (up to 80 hrs./yr.)	1 hour	75 days	75 hours	Tuesdays - 1 hour Thursdays - 1 hour
4 School-Scheduled PD Days (30 hours)	7.5 hours	4 days	30 hours	8/21, 8/22, 8/23, 6/15 (or day after last day of school)
6 Scheduled PD Days (8/24, 8/25, 8/28, 11/7, 1/2, 3/19) (45 hours)	7.5 hours	6 days	45 hours	8/24, 8/25, 8/28, 11/7, 1/2, 3/19
Staff Meetings (up to 90 hrs./yr.)	1 hour	Bi-weekly	18 hours	9/11; 9/25; 10/23; 11/6; 11/20; 12/4; 12/18; 1/29; 2/12; 2/26;

				3/12; 3/26; 4/9; 4/23; 5/7; 5/21; 6/4; 6/18
Entry	10 minutes	180 days	30 hours	
Dismissal	5 minutes	180 days	15 hours	
Back to School Night	2 hours	Once	2 hours	
Winter Student Showcase	2 hours	Once	2 hours	
Spring Student Showcase	2 hours	Once	2 hours	
Community Walk	2 hours	Once	2 hours	
Family Engagement or Culture Events	3 hours	Quarterly	12 hours	Teachers to supervise one culture event per academic quarter
<i>Unused Time</i>			12 hours	
Total Time <sup>3</sup>			245 hours	

<sup>3</sup>Total time may not exceed 245 hours, unless teachers are compensated according to the HPS Professional Compensation Structure or Morgan Professional Compensation Structure.

- Weekly Collaboration by having a 7-hr 5 min day: 2 hours per week, 80 hours per year
- “Up to 90 hours” for additional responsibilities: 90 hours per year
- 6 Scheduled PD days: 7.5 hours x 6 days = 45 hours
- 4 School-Scheduled PD days: 7.5 hours x 4 days = 30 hours

#### Exceptions

Please note whether any teachers have alternative schedules.

#### **ES/MS Paraprofessional Time**

##### Typical Schedule

	Mon	Tues	Wed	Thurs	Fri
Start Time	7:30	7:30	7:30	7:30	7:30
End Time	2:50	3:40 ( <i>grade level team meeting</i> )	2:50	2:50	2:50
Totals (37.5 hours)	7.33	8.17	7.33	7.33	7.33

\* Paraprofessionals will be included in 45 min - 2 hours per week for collaboration. (School choice on how much.)

<sup>4</sup> Most elementary and middle school paraprofessionals work 37.5 hours per week. Morgan paraprofessionals work 40 hours per week.

<sup>5</sup> School leaders are allowed to stagger paraprofessional schedules, assuming students’ needs and IEPs are met, and that paras can participate in at least 45 min per week of collaboration.

#### Exceptions

Please note whether any paraprofessionals have alternative schedules.

## Guidelines and Sample Schedules

**For elementary and middle schools, there are 3 buckets of time that can be used for teacher responsibilities beyond the student day:**

- **Two hours per week for professional collaboration and learning.** (This time is new for SY17-18.) The time is made possible through the reduction of the student day (5 days x 25 min per day = 125 minutes per week, which is approximately 2 hours per week or 80 hours per year).
- **Up to 90 hours per year for additional responsibilities** (e.g. before/after school duties, meetings, home-family connections, conferences, etc.)
- **10 days for professional development.** These days are scheduled as follows:
  - 3 days directly before the start of school (Thurs 8/24, Fri 8/25, Mon 8/28)
    - Thurs 8/24 and Fri 8/25 are district-owned
  - 3 days are scattered throughout the school year and are primarily district-led (Tues 11/7, Tues 1/2, Mon 3/19)
    - The morning of each of these days (8-11:30am) is district-owned
  - 4 days are used at the school's discretion. These can be used in full day increments (7.5 hours) or they can be spread across the school year in smaller increments. (This is 30 hours in total for elementary/middle schools.)

**Schools can combine the above buckets of time for distribution (245 hour in total!) across the school year.** There is tremendous opportunity with this time to accelerate staff - and then student - learning!

When devising a schedule for next year, please keep in mind:

- The 2 hours weekly of collaboration time, plus the 10 professional development days, must be focused on professional collaboration and development. (It cannot be used for "duties.")
- There must be a minimum of 2 hours of collaboration outside of the school day each week. (Please note that school leaders will need to be available by 4pm on Thursdays for Mgmt & Ops.)
- Professional collaboration doesn't have to be the exact same time and day for all staff. For example, MS may collaborate on a different day than K-2. Or, 1 of the 4 PD days scheduled at the school's discretion could happen any day over the summer, with the principal setting guidelines for the expectations and deliverables of that time.
- You are welcome and encouraged to use some of this time for home visits, parent-family connections, student conferences, student showcases, etc.
- You are welcome to reserve some of this time for teachers to attend Holyoke University courses, which are customized, teacher-led courses based on the district's instructional strategy and school's instructional focus statements. Course sequence is likely to be 5-8 hours. A principal could "trade" some of the scheduled weekly collaboration during a given week if the principal wants a teacher or group of teachers to attend a Holyoke University course.
- We recommend schools are able to receive students at least 5 minutes before the school start time and set aside at least some of the "up to 90 hours for additional responsibilities" time for arrival and dismissal.
- Most elementary and middle school paraprofessionals work 37.5 hours per week; Peck TIP and Morgan paras work 40 hours per week. Paraprofessionals should participate in at least 45 minutes of professional learning outside of the school day and can participate in up to 2 hours. (If a paraprofessional participates for 45 minutes per week, the principal can schedule 1 hour 15

minutes of their time for before or after school duties.)

**Sample Weekly Schedule A: ES/MS Teacher Day is 8:20 - 3:40 3 days a week, 7:20 - 3:40 2 days a week**

	Mon	Tues	Wed	Thurs	Fri
7:20-8:20 (1 hour)	N/A	All staff Collaboration	MS Collaboration	PK-5 Collaboration	N/A
8:20-8:30	Student Arrival	Student Arrival	Student Arrival	Student Arrival	Student Arrival
8:30-3:35	Student Day	Student Day	Student Day	Student Day	Student Day
3:35-3:40	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Accounting for the Minutes

- Weekly Collaboration: 2 hours (80 hours per year)
- From the “up to 90 hours for additional responsibilities” bucket:
  - “Duty Time”: 1 hour, 15 minutes (45 hours per year)
  - Student Showcases and Home connects: 15 hours per year
  - Monthly staff meeting: 10 hours
  - Unused time (which is fine): 20 hours
- 4 discretionary PD days: 3 scheduled before the school year (Mon 8/21, Tues 8/22, Wed 8/23) and 1 at the end of the school year
- 6 Scheduled PD days: (8/24, 8/25, 8/28, 11/7, 1/2, 3/19)

Total Hours: 245 hours (with 20 hours being unused)

**Sample Weekly Schedule B: ES/MS Teacher Day is 7:45 - 3:40 daily**

	Mon	Tues	Wed	Thurs	Fri
7:45-8:25 (45 min)	All staff Collaboration	All staff Collaboration	All staff Collaboration	All staff Collaboration	All staff Collaboration
8:25-8:30	Student Arrival	Student Arrival	Student Arrival	Student Arrival	Student Arrival
8:30-3:35	Student Day	Student Day	Student Day	Student Day	Student Day
3:35-3:40	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Accounting for the Minutes

- Weekly Collaboration: 3.75 hours
  - 2 hours per week (80 hours per year) from the weekly collaboration bucket
  - 15 hours per year from the “4 discretionary PD days” bucket
  - 1.75 hours per week (50 hours per year) from the “up to 90 hours for additional

responsibilities” bucket

- “Duty Time”: 50 minutes (30 hours per year) from the “up to 90 hours” bucket
- Student Showcases: 5 hours
- Unused Time: 5 hours (which is fine)
- 4 discretionary PD days: 2 scheduled before the school year (Tues 8/22, Wed 8/23) and 2 spread across the year for weekly collaboration (see first bullet point)
- 6 Scheduled PD days: (8/24, 8/25, 8/28, 11/7, 1/2, 3/19)
- Note: Some of the weekly collaboration time will be spent on student conferences and home-family connections

Total Hours: 245 hours (with 5 hours being unused)

For more information on the HTA agreements on School Operational Plans, visit [this document](#), which went into effective in 2016. For more information on the teacher’s Professional Compensation System, read [this document](#), which went into effective in 2016.