

School Operational Plan - ENWhite

Student Schedule

	Mon - Fri
Start Time ⁽¹⁾	7:40
End Time ⁽²⁾	2:45

⁽¹⁾ 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.

⁽²⁾ 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.)

	Mon	Tues	Wed	Thurs	Fri
Teacher Entry	7:30	7:30	7:30	7:30	7:30
Student Entry	7:40	7:40	7:40	7:40	7:40
Student Dismissal	2:45	2:45	2:45	2:45	2:45
Teacher Dismissal	2:55	2:55	2:55	2:55	2:55
Teacher Collaboration		2:55-4:10		2:55-4:10	

Accounting for the Time

Category	Length of Time per Session	Frequency	Total Time Per Year	Notes/Details/Dates
Weekly Collaboration	75 min	2x per wk	100 hours	We took 30 min per week from PD days = 20 hours
Other Meetings	60 min	1x per mth	10 hours	Faculty Meetings- Nuts and Bolts information
Entry and Dismissal	10 before school and after dismissal	20 min x 180 days	60 hours	
Student Showcases or Conferences	2.5 hours	3 x per year	6 hours	Conference in fall Showcase in January Conferences in spring
4 School-Scheduled PD Days	(10 hours left) Aug. 23 8-3 (7hrs) 3 hours to be used for home/family		10 hours	Aug. 23 at EN White all do the following: <ul style="list-style-type: none"> ● staff will review SIP ● staff will develop expectations and consequences for students ● staff will develop student

	connections prior to the start of school			learning goals and professional practice goals using Teach Point
Parent Engagement/ Home Visits	2 hours	5x per year	10 hours	To be scheduled by the teacher
Rotating Office Detention	45 min	156 days (No Fridays)	3.6 hours	Rotated equitably through all teaching staff
6 Scheduled PD Days (8/24, 8/25, 8/28, 11/7, 1/2, 3/19)	7.5 hours	6	45 hours	(8/24, 8/25, 8/28, 11/7, 1/2, 3/19)
Total Time ³			244.6 hours	

³Total 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.

TBD based on teaching staff and building needs.

ES/MS Paraprofessional Time

Typical Schedule

	Mon	Tues	Wed	Thurs	Fri
Start Time	7:30	8:15	7:30	7:30	7:30
End Time	3:00	3:00	3:00	3:00	3:00
Collaboration Time		3:00-3:45			
Total Time	7.5	7.5 *Paras would report at a later time to participate in collaboration time. Morning Duties would be reassigned.	7.5	7.5	7.5

³ Paraprofessionals will be included in 45 min - 2 hours per week for collaboration. (School choice on how much.)

⁴ Most elementary and middle school paraprofessionals work 37.5 hours per week. Morgan paraprofessionals work 40 hours per week.

⁵ 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.

TBD based on Para staff and building needs.