

School Operational Plan - **MorganSchool**

Student Schedule

	Mon - Fri
Start Time ⁽¹⁾	830am
End Time ⁽²⁾	335pm

⁽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
Daily Times	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00
Collaboration	7:30-8:30am	7:30-8:30am	7:30-8:30am	7:30-8:30am	7:30-8:30am
BIC	8:30-8:45	8:30-8:45	8:30-8:45	8:30-8:45	8:30-8:45
Student Classes	8:45-3:35	8:45-3:35	8:45-3:35	8:45-3:35	8:45-3:35
Dismissal	3:35-3:40	3:35-3:40	3:35-3:40	3:35-3:40	3:35-3:40
Collaboration	3:40-4:00	3:40-4:00	3:40-4:00	3:40-4:00	3:40-4:00

Accounting for the Time

Category	Length of Time per Session	Frequency	Total Time Per Year	Notes/Details/Dates
Weekly Collaboration	1 hour	Daily	180 hours	This is PD, Planning, Collaboration, Principal meeting, etc.
Other Meetings	35 Mins	Weekly	during school day	Grade Level PLC Except during MCAS Testing
Dismissal	5 min	Daily	15 hours	
Student Showcases or Conferences	2 per semester individual team Spring STEM Fair Home Visits & Conferences- 335-400pm			

	teacher's discretion			
Home Visits	3	Quarterly	12 total	Teachers may choose how to divide these visits. Many will use 335pm-400pm or weekends
4 School-Scheduled PD Days	8.5 hours	4 days	34 hours	3 Days-Monday, August 21-Wednesday, August 23rd 1 day- between July 3rd, 2017-June 29, 2018 for Teams (ILT has developed a draft list of approved topics)
6 Scheduled PD Days (8/24, 8/25, 8/28, 11/7, 1/2, 3/19)	7.5 hours	6	46.5 hours	(8/24, 8/25, 8/28, 11/7, 1/2, 3/19) 11/7, 1/2 and 3/19 will be at least 8 hours for Morgan Teachers

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.

ES/MS Morgan Paraprofessional & Front Office Managers Time

Typical Schedule

	Mon	Tues	Wed	Thurs	Fri
Start Time	8:00am	8:00am	8:00am	8:00am	8:00am
End Time	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm

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.