

# Holyoke High School (North and Dean Campus) 2018-19 Operational Plan

## School Operational Plan Template

For more information on the HTA agreements, which went into effect in 2016, read the [School Operational Plans and Instructional Leadership Teams](#) and [HPS Professional Compensation System](#) documents.

*“Each school will implement a process to engage teachers in the development of the school’s operational plan. Engagement of teachers must be substantive and allow for opportunities for leadership to both share information and receive feedback from teachers in the building to ensure staff support and buy-in.”*

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### **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, staff salaries and stipends. Any transfer or use of additional funds received over the course of the school year will be determined by the principal. Schools work closely with your financial analyst to create a spending plan that is balanced and meets the needs of the school.

### **2. School curriculum**

We use a curriculum framework aligned with the Massachusetts State Curriculum Frameworks. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. To the extent possible, teachers will be made aware of curriculum changes in advance and have an opportunity to provide feedback. Teachers are encouraged to refer to the school improvement plan for the instructional improvement efforts.

### **3. Professional development applicable to the school as a body**

(This does not include individualized professional development or coaching of teachers.)

Teachers are required to participate in professional development activities throughout the school year, including before and after the school day for students, and before or after the school year ends. If possible, at least one week’s notice will be given to teachers before any required professional development activities. Expected professional development activities include:

- Full day professional development on the following dates: August 20, 21, 22, 23, 24, & 27, November 6, January 29, March 18, and June 14 (or the day after the last day of school)
- Weekly professional development after the school day:
  - Cross-campus collaboration will be up to 2x per month from 2:30 - 4:00pm, to allow for travel time
  - Dean-campus collaboration when only for Dean Campus staff will be from 1:55 - 3:35 p.m.
  - North Campus collaboration when only for North Campus staff will be from 2:20 - 4:00

Professional development during the school day: N/A

### **4. Calendar**

We follow the district’s school year calendar.

### **5. Schedule for staff and students**

### Student Schedule Dean Campus/ North Campus

	Dean Campus	North Campus
Student Arrival	7:35 - 7:45am	8:00 - 8:10 am
Start Time <sup>(1)</sup>	7:45 am	8:10 am
End Time <sup>(2)</sup>	2:30 pm	2:55 pm
Early Release on Wed	1:40 pm	2:05 pm

<sup>(1)</sup> Start time is defined as the start of the student day.

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

Note: There are no additional early release days for conferences or professional development, other than indicated above in the student schedule.

**Total High School Hours: 1182 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.)

- Both campuses will run on a [7 course, 6 period drop schedule](#).
- Teachers will carry 5 assigned classes and will have a prep period every day
- Core Freshmen Academy teachers on both campuses will have common prep period daily, and no supervisory period. These teachers will be expected to meet as a team 3 days/week during their common prep period
- Core Career Pathway teachers (10th gr) will have common prep period daily, and no supervisory period. These teachers will be expected to meet as a team 3 days/week during their common prep period

[North/Dean campus bell schedule](#)

**(Continued on next page)**

**Accounting for the Time**

Category	Length of Time per Session	Frequency	Total Time Per Year	Notes/Details/Dates
Before School Duty	20 min	45 days, organized by quarter	15 hrs	Teachers will be organized by teams to manage opening the building
Teachers are in their classrooms 10 minutes before the start of the student day (8 a.m. North and 7:35 am Dean)	10	180 days	30 hrs	
After School Duty	10 min	weekly	6 hrs	Teachers will be responsible for hallways supervision on the office hours day
Office Hours	1 hr	weekly	36 hrs	Office hours will be 2:40 - 3:40 on the South campus or 3:05 - 4:05 at North Campus
Weekly Collaboration	1 hr 55 min	36 wks (Wed)	69 hrs	
School based PD Days	6.62 hrs	10	66 hrs	8/20, 8/21, 8/22, 8/23, 8/24, 8/27, 11/6, 1/29, 3/18, 6/14 (or the day after the last day of school)
Open House / Student Showcase	2 hrs	fall & spring	4 hrs	dates TBD
<b>Total Time<sup>(4)</sup></b>			<b>226</b>	

<sup>(4)</sup> Total HS time may not exceed 226 hours, unless teachers are compensated according to the HPS Professional Compensation Structure.

- “Up to 160 hours” for additional responsibilities: 160 hours per year
- 6 Scheduled PD days: 6.62 hours x 6 days = 39.75 hours
- 4 School-Scheduled PD days: 6.62 hours x 4 days = 26.5 hours

Exceptions

No exceptions

**ES/MS Paraprofessional Schedule**

Typical Schedule

	Mon	Tues	Wed	Thurs	Fri
DeanCampus	7:30-2:40	7:30-2:40	7:30-1:40	7:30-2:40	7:30-2:40
North Campus	7:55 - 3:05	7:55 - 3:05	7:55 - 2:05	7:55 - 3:05	7:55 - 3:05

<sup>5</sup> School leaders are allowed to stagger paraprofessional schedules, assuming students’ needs and IEPs are met.

### Exceptions

Please note whether any paraprofessionals have alternative schedules.

#### **6. Work before and/or after the regular school year**

Returning teachers are expected to report to work on 8/20/2018.

New teachers to are expected to report to work for district induction training on August 6 and new staff who aren't new to teaching must report to work on August 16.

The final work day for teachers is 6/14/2019 unless snow days require the school days to be extended. 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.

#### **7. Scheduling of school-wide parent/teacher meetings.**

TBD

#### **8. 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 or public address announcements will be kept at an absolute minimum.

#### **9. 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 with the main office upon entry. Additionally, ALL staff and visitors will be required to have an HPS Identification visible at all times. Staff is encouraged to support safety and security efforts by questioning anyone in the building without ID that is visible. 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.

#### **10. Staff dress code**

Staff will dress professionally for a school setting.

#### **11. Rotation of duties**

Teachers who are not on assigned freshmen or sophomore teams will have a supervisory duty period throughout the year. On the day when their prep period is dropped by the schedule rotation, they will be released from their supervision assignment.

#### **12. Class size**

We commit to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated to support student learning and teacher development. Target class sizes are defined in the school staffing allocations.

#### **13. Bulletin boards**

Teachers may be asked to support the development and maintenance of bulletin boards in hallways.

#### **14. Home Visits**

Staff are highly encouraged to conduct home visits to connect with and learn more about our students and families throughout the school year.

#### **15. Family-Teacher Communication**

Teachers are encouraged to have regular communication with families through email, a blog or phone calls home to share what students are learning in class and discuss the academic progress of individual students.

Teachers are expected to respond to family inquiries via email, phone or requests for in-person meetings within 2 working days to at least acknowledge receipt and to indicate when they will follow up with more information, if not immediately resolved.

All teachers are expected to keep their student records current in SchoolBrains so that students and families can track student performance. At a minimum, records should be updated weekly.

#### **16. Class Coverage**

All staff members may be required to cover classes as needed, except during teacher's duty-free lunch, when such incidents as substitute coverage of classes for others who are absent arises. When possible, common planning time should be used when teachers are asked to cover classes, if and when a substitute teacher is not available. To the extent possible, class coverage will be assigned equitably and on a rotating basis.

#### **17. Practicum teacher assignment practices, if applicable, and Additional Leadership Opportunities**

Teachers may be requested to supervise a student teacher during the school year. [Student teaching](#) agreements must be approved by the Executive Principal. Teachers may express preference to the principal in requesting or declining a student teacher placement. Teachers should consult with the Principal and TalentEd system for additional leadership responsibilities.

**Note: In addition to staff appointed by the Executive Principal, the 2018-19 Instructional Leadership Team will include 5 elected teachers (1 CTE, 1 ELL, 1 Special Education, and 1 General Education from each campus) and 1 appointed teacher. Elections will be held during the first week of professional development (August 22, 2018).**