

Peck 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.”

This is a draft of the SOP, with adjustments due to SIP planning allowed through June 15th.

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. Most curriculum resources can be found [here](#). 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. Educators 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 may be 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; the day after the last day of school
- Weekly professional development before or after the school day: Tuesdays & every other Monday is Staff Meeting
- Professional development during the school day: TBD

4. Calendar

We follow the district’ school year calendar, with the school-determined professional development days as dictated below.

5. Schedule for staff and students

Student Schedule

	Mon - Fri
Student Arrival	7:30am
Start Time ⁽¹⁾	7:35am
End Time ⁽²⁾	2:40 pm

⁽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 additional early release days for conferences or professional development, other than indicated above in the student schedule.

Total Elementary/Middle School Hours (except Veritas): 1275 hours per year

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.)

	Mon	Tues	Wed	Thurs	Fri
Entry	7:20am	7:20am	7:20am	7:20am	7:20am
Staff Meeting	2:50 - 3:50 (every other week)				
Dismissal	2:50pm	2:50pm	2:50pm	2:50pm	2:50pm
GLT		2:50 - 3:50			
Professional Learning		3:50 - 4:50			

⁽³⁾ Collaboration outside of the traditional school day for ES/MS must be at least 2 hours per week.

- Teachers at each school will receive a duty-free lunch and regular preparatory time.
- Teachers will have 4-5 planning periods every week. This time will be used to plan, grade, collaborate with colleagues, participate in professional development, etc. Teachers may be asked to perform some duties during this time.

(see next page)

Accounting for the Time

Category	Length of Time per Session	Frequency	Total Time Per Year	Notes/Details/Dates
Before School Duty	15 min	180 days	45 hours	
After School Duty	10 min	180 days	30 hours	
Weekly Collaboration	2 hours	weekly	72 hours	36 weeks (No extended day on full-day PD days of 11/6, 1/29, 4/9)
Before or After School Meetings "Nuts & Bolts"/Staff Meeting	1 hour	bi-weekly	17 hours	9/10, 9/24, 10/15, 10/29, 11/5, 11/19, 12/3, 1/7, 1/28, 2/11, 2/25, 3/11, 3/25, 4/8, 4/22, 5/6, 5/20, 6/3
School based PD Days	7.5 hours	4	30 hours	8/20, 8/21, 8/22, 6/14 (or the day after the last day of school)
District scheduled PD days	7.5 hours	6	45 hours	8/23, 8/24, 8/27, 11/6, 1/29, 3/18
Open House	1.5 hours	Once	1.5 hours	September TBD, 4:15 - 5:45pm
Student Showcase & performance	1.5 hours	Once	1.5 hours	June
Family Conferences	1.5 hours	Twice	3 hours	November, March
Total Time ⁽⁴⁾			245 hours	

⁽⁴⁾ Total ES/MS 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

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

N/A

Exceptions

Please note whether any teachers have alternative schedules.

ES/MS Paraprofessional Schedule

Typical Schedule

	Mon	Tues	Wed	Thurs	Fri
Start Time	7:25am	7:25am	7:25am	7:25am	7:25am
End Time	2:45pm		2:45pm	2:45pm	2:45pm
Collaboration		2:45 - 3:35pm			
Totals (37.5 hours)	7 hrs 20 min	8.15 hours	7 hrs 20 min	7 hrs 20 min	7 hrs 20 min

³ Elementary and middle school paraprofessionals should be included in at least 45 minutes of collaboration weekly.

⁴ Most elementary and middle school paraprofessionals work 7.5 hours. High school paraprofessionals work 7 hours. All Morgan paraprofessionals work 8.0 hours.

⁵ 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 August 20, 2018.

New teachers to are expected to report to work for district induction training on **Monday Aug. 6- Aug. 16, 2018**. Teachers new to the district report to work on August 16.

The final work day for teachers is June 13, 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.

Open House - September - 4:15 - 5:45pm

Fall Family Conference - November - 4:15 - 5:45pm

Spring Family Conference - March 4:15 - 5:45pm

Student End of Year Showcase - June 4:15 - 5:45pm

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. Excessively casual clothing such as: jeans, sweatpants, and flip flops is not permitted, unless otherwise designated (approved Jeans Day). Fridays are Jeans Days. You may only wear jeans on Fridays. Staff may wear school spirit or college swag on Fridays.

11. Rotation of duties

N/A

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. Home visits may be conducted on professional development days or as part of the “up to 90 hours” of additional responsibilities as detailed above.

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.

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. 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.