

## Holyoke STEM Academy Operational Plan

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. 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. We will be developing a school improvement plan with our educators and are especially excited to offer acceleration opportunities and project-based learning.

### **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:
  - July 12-13 (focused on systems, culture and climate, community outreach)
  - 1 day between July 14 - August 17 based on content cohort (teachers will have say into which day this is)
  - August 20-24
  - August 27
  - November 6
  - January 29
  - March 18
  - 1 day after the last day of school in June
- Weekly professional development after the end of the school day: Tuesdays/Thursdays from 3:05-4:05 p.m. (We are sending a survey to educators who have already been hired to gather their input.)
- Professional development during the school day: (Wednesdays during Teacher Prep)

#### 4. Calendar

We follow the district' school year calendar, with the school-determined professional development days as listed in Section 3.

#### 5. Schedule for staff and students

##### Student Schedule

	Mon - Fri
Student Arrival	7:35 - 7:45
Start Time <sup>(1)</sup>	7:45
End Time <sup>(2)</sup>	2:50

<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 (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 Duty	7:30-7:45	7:30-7:45	7:30-7:45	7:30-7:45	7:30-7:45
Teaching	7:45 - 2:50, with 30 min duty-free lunch and at least 40 min prep/planning				
Dismissal Duty	2:50-3:00	2:50-3:00	2:50-3:00	2:50-3:00	2:50-3:00
PD		3:00 - 4:05		3:00 - 4:05	

<sup>(3)</sup> 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.

**(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	15 min	180 days	45 hrs	
After School Duty	10 min	180 days	30 hrs	
Weekly Collaboration	65 min	Tuesdays, Thursdays	87 hrs	
School based PD Days	7.5 hrs	7	52.5 hrs	7/12, 7/13, 1 day btwn 7/14-8/17, 8/20, 8/21, 8/22, 1 day at the end of the school year
District scheduled PD days	7.5 hrs	6	45 hrs	8/23, 8/24, 8/27, 11/6, 1/29, 3/18
Open House	3 hrs	1	3 hrs	
Student Showcase & Performance	3 hrs	2	6 hrs	
Student-Led Conferences	8 hrs	varies	8 hrs	
Home Visits and Neighborhood Walks	8 hrs	varies	8 hrs	
Additional Time as needed			up to 11.5 hrs	This will be scheduled as needed throughout the year
Total Time <sup>(4)</sup>			338.5 hrs	<b>*This requires that teachers are compensated an additional \$500 above their pay for year 1</b>

<sup>(4)</sup> 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

At this time, we do not anticipate any exceptions. If there is an extreme circumstance that needs a modification, the educator should work directly with the principal to make other arrangements.

## MS Paraprofessional Schedule

### Typical Schedule

	Mon	Tues	Wed	Thurs	Fri
TBD					

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

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

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

### Exceptions

No exceptions anticipated at this time.

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

Returning teachers are expected to report to work on August 20th, in addition to the 3 days in July. New teachers to are expected to report to work for district induction training on **August 6th** (first year teachers) & **August 16th** (New Teachers to Holyoke with teaching experience).

The final work day for teachers 1 day after the last student day - see district calendar.

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.**

This will be developed over the summer and throughout the school year.

### **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). Staff are strongly encouraged to participate in Spirit Days and College Gear Days.

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

Specific information about duties will be communicated to staff individually. Time is set aside as determined in section 5. Yet, educators should understand that we are launching and designing a new school and expect an “all hands on deck” approach to our collective work to accelerate student learning.

### **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 and Physical Spaces**

Teachers will update bulletin boards at least once a month to ensure that current student work is displayed. Especially for the launch of our inaugural school year, it is critical that our physical space represents our mission, vision, values and high expectations for all students.

### **14. Home and Community Visits**

We conduct home visits to connect with and learn more about our students and families throughout the school year. We will work together to develop the schedule and system for home visits. Home visits are scheduled as indicated in Section 5, with additional time on professional development days as needed.

Educators are highly encouraged to embrace and get to know the broader Holyoke community. We will email staff with many opportunities over summer and throughout the school year.

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

Teachers will have regular communication with families through email, a blog or phone calls home to introduce themselves and welcome the students to our new Holyoke STEM Academy. Throughout the school year, teachers will communicate 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 1 working day 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, such as serving on the Holyoke STEM Academy Design Team, Instructional Leadership Team, coaching and extracurricular activities/clubs.