

Veritas Prep Holyoke School Operational Plan 2018-19

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.”

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. The majority of our curriculum is adopted from Veritas Preparatory Charter School in Springfield, MA. All lesson materials will be adjusted to shelter instruction for English Language Learners. 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

Teachers will 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 6th - 10th, August 13th - 17th, August 20th - 24th, August 27th, November 7th, January 2nd, March 19th
- Weekly professional development before or after the start of the school day: Wednesdays 1:15 to 3:45
- Professional development during the school day: Weekly coaching meetings and bi-weekly grade level planning meetings

4. Calendar

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

August 6 - 10, 13 - 17, 20 - 25, 27

November 6

January 29

April 9

5. Schedule for staff and students

Student Schedule

	Monday, Tuesday, Thursday, Friday	Wednesday
Student Arrival	7:25-7:35	7:25-7:35
Start Time ⁽¹⁾	7:35	7:35
End Time ⁽²⁾	3:35	1:00

⁽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 Veritas student hours: 1342 hours per year

Teacher Schedule

Actual Schedule - Exact placement of enrichment period will vary by class and by day. This will result in slight adjustments to the schedule below.

Monday, Tuesday, Thursday, Friday

	Mon	Tues	Thurs	Fri
AM Duty	7:25 - 7:35	7:25 - 7:35	7:25 - 7:35	7:25 - 7:35
Teaching	7:35 - 3:35, with 30 min duty-free lunch and at least 50 min prep/planning			
PM Duty	3:35 - 3:45	3:35 - 3:45	3:35 - 3:45	3:35 - 3:45

Wednesday

	Wed
AM Duty	7:25 - 7:35
Teaching	7:35 - 1:00, with 30 min duty-free lunch
PM Duty	1 - 1:10

⁽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.

Accounting for the Time

Category	Length of Time per Session	Frequency	Total Time Per Year (Hours)	Notes/Details/Dates
Before School Duty	.17 hours (10 min)	Daily	30.6	Ten minutes prior to school day (7:25 to 7:35)
After School Duty	.17 hours (10 min)	Daily	30.6	Ten minutes after school day (3:35 to 3:45)
School based PD - Weekly PD on Early Release Days	2.58	Weekly (38 total)	98.04	On early release days, students are dismissed at 1 p.m. Professional development runs from 1:10 to 3:45
Special events (Open House and Family Conferences)	2.5	3 yearly	7.5	Open House to be held week of September 25th, from 4 to 6:30 Report Card Night to be held the week of November 13th, from 4 to 6:30 Report Card Night to be held the week of March 5th, from 4 to 6:30
School based PD - Whole days in August	7.25	16 Yearly	116	8/6-8/10, 8/13-8/17, 8/20-8/24, 8/27
School based PD Whole days during school year	7.25	3 yearly	21.75	11/6, 1/29, 3/18
Teacher closeout for year	3	1 yearly	3	6/14
Total Time ⁽⁴⁾			307.5	

⁽⁴⁾Total ES/MS is exceeding the standard, so teachers are compensated according to the HPS Professional Compensation Structure (an additional \$1,500 for up to 1650 hours total). .

Exceptions

No exceptions

ES/MS Paraprofessional Schedule

Typical Schedule

Monday, Tuesday, Thursday, Friday

	Mon	Tues	Thurs	Fri
AM Duty	7:25 - 7:35	7:25 - 7:35	7:25 - 7:35	7:25 - 7:35
Teaching	7:35 - 3:35, with 30 min duty-free lunch and at least 50 min prep/planning once a week			
PM Duty	3:35 - 3:45	3:35 - 3:45	3:35 - 3:45	3:35 - 3:45

Wednesday

	Wed
AM Duty	7:25 - 7:35
Teaching	7:35 - 1:00, with 30 min duty-free lunch and at least 50 min prep/planning once a week
PM Duty	1 - 1:10

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

All teachers are expected to report to work on August 6th.

The final work day (3 hours) for teachers is June 14th, 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 to be held the week of September 25th, from 4 to 6:30

Report Card Night to be held the week of November 13th

Report Card Night to be held the week of March 5th

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 are 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

A duty schedule will be presented to teachers during August orientation. Duties will be assigned by trimester unless extenuating circumstances necessitate a change in duties. To the extent possible, duties will be assigned equitably and on a rotating basis.

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 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 Visits

Staff are required 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 required to have regular communication with families through email, a blog or phone calls or text messages 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 teacher communication should be logged the same day in Dean's List to ensure consistency of communication.

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.