

School Operational Plan Addendum

For more information on the HTA agreements, which went into effect in July 2019, read the [Collective Bargaining Agreement](#).

This addendum is in response to schools reopening remotely, except for a small cohort of students, for SY20-21. Components of the SOP may need to be adjusted throughout the year, in response to health and government guidelines. District and school leaders will continue to work closely with teachers and staff to develop alternatives as needed to respond to evolving conditions.

1. 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 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. Expected professional development include:

- Before school year, full-day professional development: August 24-September 11th and August 10-September 11 (for Veritas only). Please note, for PreK-8 (except Veritas), 8/24-9/3 will be district-directed to provide reopening training including best practices in virtual/blended learning. 9/4-9/11 will be school-based.
- Full day district-directed professional development on the following dates: November 2-3, January 4-5. *Please note, this could change based on student learning needs.*
- Weekly Wednesday professional collaboration/ professional development for PreK-8 (except Veritas): 2x-month district-directed (on the second and fourth Wednesday of the month starting in October), 2x-month school-directed (on the first and third Wednesday of the month starting in October).

2. Calendar

We follow the district's [school year calendar](#).

3. Remote Learning Schedule

Staff and students are expected to attend school every day, on time, although additional flexibility will be granted based on the pandemic. Our students learn best when taught by their teachers. Staff should refer to the contract for attendance expectations.

Sample Teacher Schedule

To calculate the average teacher workday, we used the average student day in a typical year, the weekly time for school-based professional development, and hours for additional duties, per the contract. Given different salary structures, the hours per week vary. Most PreK-8 teachers work 40 hours per week (8 hours per day on average). Morgan teachers work an average of 42.5 hours a week (8.5 hours a day). Veritas teachers work an average of 42.4 hours a week (8.47 hours a day or 8 hours, 28 minutes a day). High school teachers work an average of 37 hours a week (7.4 hours a day or 7 hours, 24 minutes a day).

2nd Wednesday District-wide job-alike collaboration (PreK-8 only, except Veritas)

4th Wednesday, District-directed professional development (PreK-8 only, except Veritas)

[Remote/Cohort C School Scheduling Guidance](#)

4. Professional Expectations

Please be reminded that the district rolled out two new policies that staff are expected to follow. Staff are expected to sign-off on the [Personal Responsibilities Policy](#) (or complete the [form](#) if this was not completed during the on-boarding process) and expected to fully understand the [Professional Expectations for Remote Learning](#).