

Veritas Prep Holyoke (VPH) SY20-21 School Operational Plan

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

In accordance with the HTA's agreement, *"Each school will implement a process to engage all 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."* School leaders should lead a process to gather input through at least three ways, which includes through meetings (e.g. whole staff, ILT, grade level, climate and culture, focus groups, teachers from the School Site Council, etc.), surveys or written correspondence.

The principal will have the SOPs available to school staff by June 18th, although teachers may request a draft copy of the SOP from the school principal before this time. SOPs will be posted online, with additional information about reopening planning.

We recognize we are developing this document in the midst of a worldwide pandemic. 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. 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. 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. Lesson Planning

Teachers in core content areas are expected to use and internalize the lesson plans provided by their content area leader. To internalize or "intellectually prep" a lesson plan, teachers need to (1) write exemplar responses for key tasks in the lesson plan, (2) script in key ratio or engagement strategies and circulation laps, (3) script in key questions to support students with misconceptions, (4) identify key students to work with/gather data about during circulation rounds, (5) read all related texts tied to the lesson plan.

Teachers in non core areas, should at minimum have lesson plans that include the following components: a grade level standard, learning and language objective, description of student task/engagement, scaffolds/differentiation and formative assessment of student learning.

4. 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 10th - 13th, August 17th - 20th, August 24th - 28th, November 2nd - 3rd, and January 4th - 5th. Professional development on these days will be from 8 a.m. to 3:15 p.m. *Please note, this could change based on student learning needs.*
- Half day professional development days on the following dates: October 23rd, January 22nd, and March 5th. Professional development on these days will be from 12 p.m. to 3:15 p.m.
- Weekly professional development after the start of the school day: Wednesdays 1:30 to 3:45pm
- Professional development during the school day: Grade level planning meetings and data meetings

5. Calendar

We closely follow the district’s [school year calendar](#), with exceptions noted in the calendar. The school-determined professional development days as dictated below. All days are full days except where indicated.

- August 10th - 13th
- August 17th - 20th
- August 24th - 28th
- October 23rd (Students are dismissed at 12noon)
- November 2nd - 3rd
- January 4th - 5th
- January 22nd (Students are dismissed at 12noon)
- March 5th (Students are dismissed at 12noon)

6. Attendance and Schedule for staff and students

Staff and students are expected to attend school every day, on time. Our students learn best when taught by their teachers. Staff should refer to the contract for attendance expectations.

Student Schedule

	Mon, Tues, Thurs, Fri (140 days)	Wednesday (37 days)	Friday half days (3 days)
Student Arrival	7:25-7:35am	7:25-7:35am	7:25-7:35am
Start Time ⁽¹⁾	7:35am	7:35am	7:35am
End Time ⁽²⁾	3:35pm	1pm	12pm

⁽¹⁾ Start time is defined as the start of the student day. It starts 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.

Total Hours: 1,333.3 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 one 45 min prep/planning per day			
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

Half day Fridays

	Wed
AM Duty	7:25 - 7:35
Teaching	7:35 - 12:00, with 30 min duty-free lunch

⁽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. Teachers may be asked to attend up to 45 minutes of coaching meetings as part of a planning period per week. Additionally, teachers may be asked to attend ten minute curriculum meetings each day and occasional content planning meetings.

Accounting for the Time

Category	Length of Time per Session	Frequency	Total Time (hours) Per Year	Notes/Details/Dates
Before School Duty	10 min	Daily	30	Ten minutes prior to school day (7:25 to 7:35)
After School Duty	10 min	Daily (4	24	Ten minutes after school day

		times per week		(3:35 to 3:45 Mon, Tues, Thurs, Fri)
School based PD - Weekly PD on Wednesday Early Release Days	2.25 hours	Weekly (36 total)	81	On early release days, students are dismissed by 1 p.m. Professional development runs from 1:30 to 3:45
School based PD - Weekly PD on Friday Early Release Days	3.25 hours	3	9.75	On early release days, students are dismissed by 12 p.m. Professional development runs from 12:30 to 3:45
Weekly Planning time	0.5	Weekly (36 total)	18	Time between dismissal and start of PD (1-1:30pm on Wednesday)
Friday Half Day Planning time	.5	3	1.5	Time between dismissal and start of PD (12-12:30pm on Wednesday)
Before SY School based PD Days	7.25	13	94.25	August 10th - 13th August 17th - 20th August 24th - 28th
District scheduled PD days during school year	7.25	4	29	November 2nd - 3rd January 4th - 5th
Open House	2.5	1	2.5	Open house to be held the week of September 23rd from 4 to 6:30pm
Family Conferences	N/A	3	5.75	Report Card Conferences for T1 to be held 11/18 from 2:45 to 4:45pm (1 hour outside of school day) and 11/19 from 4 to 6pm (2 hours outside of school day) Report Card Conferences for T2 to be held week of 3/1 from 2:30 to 6:30pm (2 hours and 45 minutes outside of school day)
Teacher closeout for the year	3	1	3	The day after the last day of school
Additional PD as needed	TBD	TBD	7-17	TBD
Total Time ⁽⁴⁾			1649	*Includes 1,333 student hours

⁽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).

7. Work before and/or after the regular school year

All teachers are expected to report to work on August 10th. (VPH teachers do not participate in the HPS new teacher induction program, day of learning or new staff orientation due to VPH professional development taking priority.)

The final workday for teachers is **Monday, June 28th**, 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.

8. Scheduling of school-wide parent/teacher meetings.

Open House to be held the week of September 23rd, from 4 to 6:30.

Report Card Conferences for T1 to be held November 18th from 2:45 to 4:45pm and November 19th from 4pm to 6pm.

Report Card Conferences for T2 to be held the week of March 1st from 4:00pm to 6:30pm.

9. 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.

10. 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. Staff should follow the [District Green Cleaning procedures](#). Additional cleaning and safety protocols and procedures will be communicated to staff prior to the start of the school year, as developed by the HPS Reopening Leadership Team.

11. 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.

12. 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.

13. 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.

14. Bulletin boards

As part of our professional culture, teachers will be asked to support the development and maintenance of bulletin boards in hallways and in classrooms.

15. Restorative Conversations

Teachers may be asked to have restorative conversations with students in order to best support students. The Student Support Team will support these conversations. Teachers may be asked to perform home visits with support, when the health environment due to COVID-19 is safe to do so.

16. Family-Teacher Communication

As part of our professional culture, teachers are encouraged to have regular communication with families through email 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. Teachers will be assigned advisories composed of a small number of families and will be responsible for maintaining regular communication with these families.

17. 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.

18. Additional Leadership Opportunities, including practicum teacher assignment practices if applicable

Teachers should consult with the Principal and other district communications for additional leadership responsibilities. 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.