



HOLYOKE PUBLIC SCHOOLS

A PATHWAY FOR EVERY STUDENT

School Operational Plan: SY 21-22 Holyoke Transitions Academy

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

1. **School Organization Chart**

[Transitions Academy Org Chart](#)

2. **Discretionary Funds**

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. Allocation of discretionary funds made available by the principal include things like wraparound services for students and families, after-school programs, and school supplies. In addition to normal discretionary funding, the school will have access to a significant amount of federal dollars. These funds will be used to accelerate learning and support students returning to school. Schools will work with their financial analyst and EDSL to ensure that funding is used appropriately and that investments made are sustainable.

3. **District-approved Curriculum**

- Most curriculum resources can be found [here](#).
- Transition-Based James Stanfield Curriculum
- UNIQUE

4. **Lesson Planning Expectations**

[Lesson Plan](#)

Lesson planning is a professional responsibility and expectation, since it is an essential component of providing our students with a high quality, standards-based learning experience. Staff are expected to refer to the SIP for specific guidelines on their lesson plan templates and components. Baseline expectations include:

- A plan should exist for each course, class or content area taught.
- The lesson planning process should add value to an educator's ability to deliver high quality instruction. It should not be an exercise in compliance, but rather offer sufficient preparation to provide for a strong learning experience for all students.
- The expectations established by each school should be aligned to the SIP as determined by the Instructional Leadership Team (ILT).
- Minimally, the following components should be part of a lesson plan: *grade level standard, learning and language objective, description of student task/engagement, scaffolds/differentiation and formative assessment of student learning.*

5. **District and School-based Professional Development**

(Morgan, Veritas Prep, and the high schools will have additional PD hours for teachers. This does not include individualized professional development or coaching of teachers.)

Teachers are 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 the school year, full day professional development: **August 17-20**. *Please note that August 17 will be district-directed. Details will be available in the summer.*
- Full day district-directed professional development on the following dates: **November 2, January 4-5**.
- Full day school-based professional development on the following dates: **September 21**
- Weekly professional development before or after the school day: **Weekly, Wednesday Mornings 7am-7:40am**
- School-based data/planning meetings during the school day: **Quarterly, 3 Thursday of Every Month 7am-7:45am**

6. **Calendar**

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

7. **Staff and Student Schedule**

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 - Fri
Student Arrival	7:30am
Start Time ⁽¹⁾	7:40am
End Time ⁽²⁾	2:15pm

⁽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 Elementary/Middle Student School Hours (except Veritas): **1269 hours per year (178 days of 7 hours 5 minutes, plus two days of 4 hours 5 minutes)**

Total High School Hours: **1179 hours per year**

Note: HPS will release 3-hours early for students, teachers, and paraprofessionals two days in SY21-22. HPS reserves the right to make these full days in subsequent years.

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
7:15-7:40	Prep	Prep	Prep	Prep/ Professional Development	Prep
7:40-8:30	Social Skills	Social Skills	Social Skills	Social Skills	Social Skills
8:30-12:00pm	Vocational	Vocational	Prep/ Vocational	Vocational	Vocational
12:30pm	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-2:15pm	Functional Academics	Functional Academics	Functional Academics	Functional Academics	Functional Academics
2:15pm	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal
2:15-2:45pm	Data Collection/ Assessment	Collaboration/ Professional Development	Staff Meeting	Collaboration/ Professional Development	Data Collection/ Assessment

⁽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.
- Teachers will have 4-5 planning periods every week. This time will be used to plan, grade, collaborate with colleagues, participate in professional development, data and planning meetings, etc. Teachers may be asked to perform some duties during this time. Planning periods are at the discretion of the building principal.

Accounting for Time

During School: All schools will include in their teaching day meetings during teacher planning time that include intentional and explicit attention to providing observation feedback, data meetings, and planning meetings.

Category	Length of Time per Session	Details
Data Meetings	45-60 min	Weekly Vocational and informational assessments
Planning Meetings	45-60 min	Weekly Staff Meetings & Professional Development
Observation & Feedback	15-30 min	Quarterly

Before/After School:

Category	Length of Time per Session	Frequency	Total Time Per Year	Notes/Details/Dates
Before School Duty	30 minutes	Daily	Up to 90 hours	Prep, Weekly Staff Meetings, Professional Development
After School Duty	15 minutes	Daily	45 hours	Collaboration, Assessment, Data Collection. Clean Up
Weekly Collaboration: • PD • Data Meetings	30 minutes per session	Daily	Up to 90 hours	Prep, Weekly Staff Meetings, Professional Development, Collaboration, Assessment, Data Collection, Clean Up

● Planning Meetings				
Staff Meeting				
Before-School Year, full PD Days	7.5 hours/day	3 days	22.5 hours	August 18-20* Convocation will be held on August 20
School-based PD	7.5 hours/day	1 day	7.5 hours	September 21
District scheduled PD days	7.5 hours.day	4 days	30 hours	August 17, November 2, January 4-5
Open House	2 Sessions, 1 Student Focused, 1 Parent Focused	Spring Semester	1.5hr/session	Dates TBD
Academic-focused family events	2 Hours-Community Based Evening Events	Quarterly	8 hours	SEPAC Collaboration (i.e. Trunk or Treat, Holiday Celebration, End of Year Celebration)
Family Conferences	TBD- As Needed	TBD- As Needed	TBD- As Needed	
Home/Virtual Visits	TBD- As Needed	TBD-As Needed	TBD-As Needed	
Total Time ⁽⁴⁾				

⁽⁴⁾ Total ES/MS time may not exceed 230 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
- 4 District PD days: 7.5 hours x 4 days = 30 hours
- 4 school-based PD days: 7.5 hours x 4 days = 30 hours

Total HS time may not exceed 219.5 hours, unless teachers are compensated according to the HPS Professional Compensation Structure.

- “Up to 160 hours” for additional responsibilities: 160 hours per year
- 9 PD days: 6.62 hours x 9 days = 59.5 hours (Note: The equivalent of one day may be spread throughout the school year in shorter increments, based on teacher feedback and designed in concert with teacher leaders.)

Exceptions

Please note whether any teachers have alternative schedules.

ES/MS Paraprofessional Schedule

Paraprofessionals work 186 days per year: the 180 student days, **August 19 and 20** (work sessions and convocation), September 21 (school-based PD), November 2 and January 4 and 5 (district-based PD). *(Except for Morgan and Veritas - Paras follow the school schedule).*

Typical Schedule

	Mon	Tues	Wed	Thurs	Fri
7:15am	Arrival	Arrival	Arrival	Arrival	Arrival
7:15-7:40am	Prep	Prep	Staff Meeting	Prep/PD	Prep
7:40am-8:30am	Social Skills	Social Skills	Social Skills	Social Skills	Social Skills

8:30am-12:00 pm	Vocational	Vocational	Vocational	Vocational	Vocational
12:00-12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-1:00	Life Skills	Life Skills	Life Skills	Life Skills	Life Skills
1:00pm-2:15pm	Functional Academics	Functional Academics	Functional Academics	Functional Academics	Functional Academics
2:15pm-2:45	Collab	Collab	Collab	Collab	Collab

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 any paraprofessionals who have alternative schedules.

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

Please refer to the district's [school year calendar](#) as needed.

This is the schedule for when teachers return to work:

- First year teachers (induction): **August 9-12**
- New staff orientation (for all new teaching and non-teaching staff): **August 13**
- Returning teachers : **August 17** (for all schools except HHS, Veritas and Morgan - those schools should adjust this language to reflect their return to school date).

The final workday for teachers is Monday, June 21st, with five inclement weather days built in.

If possible, at least one month's notice will be given to teachers before any change is made to the start and end of the school year.

9. ILT Membership:

Kelsey Brousseau, Transition Academy Director

Marc Stochel, Transition Academy Teacher

Elizabeth Jazab, Transition Academy Teacher

10. Schedule of Parent/Teacher Meetings

As Needed/Ongoing Basis

11. 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.

12. School Health and Safety

Working with the 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](#) and any additional health and safety procedures to reduce the potential spread of COVID-19. Additional cleaning and safety protocols and procedures will be communicated to staff prior to the start of the school year.

13. Staff dress code

As part of our professional culture, 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).

14. Rotation of duties

Director- Oversee all daily operations, Develop/Design Programming

Teachers-Deliver Curriculum based on individual transition needs

Job Coaches- Teach, oversee, observe student progress at work-sites and at Academy site

Ed Coach- Provide Support in a college setting, including but not limited to attending classes, connecting with college supports, travel training, etc.

Paraprofessional-Provide student support as directed by teacher

1:1 Paraprofessional-Provide 1:1 student support

15. 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.

16. Bulletin boards

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

17. Home visits

When the health environment is safe to do so, 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” or “up to 160 hours” of additional responsibilities as detailed above.

18. Family-Teacher Communication

As part of our professional culture, teachers are expected 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. Teachers should refer to the SIP for more details, which will include at least two opportunities for family/teacher conferences and two opportunities for families to learn how to support learning at home (e.g. student showcase, math game night, publishing party, literacy instructional workshop, etc.)

19. 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.

20. Additional leadership opportunities, including practicum teacher assignment practices if applicable

Teachers should consult with the Principal, TalentEd system and other district communications for additional leadership responsibilities. Teachers may be requested to supervise a student teacher during the school year. Teachers may express a preference to the principal in requesting or declining a student teacher placement.