

Holyoke Middle School

School Operational Plan Template

SY22-23

For more information on the HTA agreements, which went into effect in July 2019, read the [Collective Bargaining 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 August 1, 2022, 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. Most curriculum resources can be found on this [January 2022 “Call to Action” memo](#). 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 (SIP) for the instructional improvement efforts.

3. Lesson Planning

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. See the [Lesson Planning](#) memo and refer to your school SIP or school leader for more information as needed.

4. Calendar

This link will bring you to the [HPS 2022-23 calendar](#) as of 5/26/22. Changes to the calendar can occur throughout the year.

5. 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 sessions include:

- First year teachers (induction): August 15-19
- New staff orientation (for all new teaching and non-teaching staff): August 23
- August 24-26: Full Day Professional Development
- October 31, January 31, & March 24: District Wide Common Assessment Professional Development
- November 8 & May 15: School-based Professional Development (May 15th is with their new school, if any changes occur)
- Professional development, including collaboration, will occur before, during and after the school day. It will vary by teacher/grade level/content. Please see the next section for more information.

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

The elementary and middle school student day is 6 hours 45 minutes daily ("bell to bell" time). The doors of the school open 15 minutes prior to the start time. When developing schedules, principals with students in grades PreK-5 should refer to the [ERS Elementary School Scheduling Guidelines](#) and principals with students in grades 6-8 should refer to the [Middle School Scheduling Guidelines](#). All principals should refer to the [entry/dismissal guidelines](#).

Late Start PreK-8, Elementary or Middle School

	Mon - Fri
Doors Open / Student Arrival	8:30 a.m.
Official Start Time	8:45 a.m.
Official End Time	3:30 p.m.

Total Elementary/Middle School Hours: 1215 student hours per year

Teacher Schedule

Actual Schedule (Include all scheduled time outside of the student learning day; this includes

entry/dismissal, collaboration, staff meetings, etc.)

- Teachers at each school will receive a duty-free lunch and regular preparatory time.
- The ideal amount of planning/collaboration during the PreK-8 teacher work day, when staffing and scheduling allows it, is 50 minutes of planning 4 days a week and 90 consecutive minutes of collaboration with a team 1 day a week. 55-60 minutes daily is fine too.
- Note: Up to 16 hours of before or after school collaboration time can be reallocated for school-related events, such as open house, literacy night, spring conference, etc. The reallocated time should be given within a week before or after the event. See section 7.

Late Start PreK-8, Elementary or Middle School

	Mon - Thurs	Fri
7:40 - 8:30 a.m. <i>(includes 5 min to transition from collab to duty)</i>	Collaboration/Planning/PD (2 days/week principal-directed)	n/a
8:30 - 8:45 a.m.	Entry Duty	Entry Duty
8:45 a.m. - 3:30 p.m.	Student Instructional Day (Teachers have 30 min lunch daily and an average of 55-60 min. prep daily)	Student Instructional Day (Teachers have 30 min lunch daily and an average of 55-60 min. prep daily)
3:30 - 3:40 p.m.	Dismissal Duty	Dismissal Duty

ES/MS Paraprofessional Schedule

Paraprofessionals will follow the district [default district calendar](#) unless stated otherwise under *Exceptions* below. (Please see the tab that says PARA.)

Typical Schedule

	Mon	Tues	Wed	Thurs	Fri
Days begins	8:15	8:15	7:40	8:15	8:15
Day ends	3:35	3:35	3:35	3:35	3:35
Time	7.33	7.33	7.917	7.33	7.33

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.

Nurse Schedule

Typical Schedule

	Mon	Tues	Wed	Thurs	Fri
Days begins	8:15	8:15	8:15	8:15	8:15

Day ends	3:45	3:45	3:45	3:45	3:45
Time	7.5	7.5	7.5	7.5	7.5

Other Staff Schedules

Assistant Principals, Deans, and Teachers will follow the [default district schedule](#) unless otherwise specified in this plan. All other staff will work with the building leadership team to determine the most appropriate work schedule which will best support the school's needs. All schedules will be shared individually by the building principal. Such schedules will be determined by June 1st.

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

November 8th
 February 2nd
 April 13th

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 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](#). 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.

10. 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).

11. Assignment of supervisory duties

Teachers may be assigned the following duties. Duties will be assigned as fairly and equitably as possible:

- Hallway duty - Monitoring halls and checking student passes
- Lunch duty - Monitoring lunch in the cafeteria
- Recess duty - Monitoring recess
- Arrival duty - Monitoring students in non-instructional spaces during arrival
- Dismissal duty - Monitoring students in non-instructional spaces during dismissal

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

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

14. 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.

15. Family-teacher communication

As part of our professional culture, teachers are encouraged 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.)

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. 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.