

SEZP 2018-19 School Planning Process

School Priorities: Forest Park Middle School



Priority 1: Intentional Practices for Improving Instruction (Turnaround Practice #2)

FPMS will use both formative and summative data to drive daily lessons. Educators will analyze student outcomes on a weekly basis during horizontal collaboration meetings to improve student understanding and mastery of standards. To improve student growth and proficiency, teachers will collaborate and implement a variety of strategies (such as, but not limited to, close reading, text-based lessons, higher-level questioning, applying mathematical concept to real-world problems, demonstrate understanding through speaking and writing, etc.). Previously, educators have been provided two days of department time a week and were required to submit formal lesson plans monthly.

Rationale:

Results from last years Quality Review indicates that analysis and inquiry requires the most attention for Forest Park M.S. for this school year. Ratings are as follows:

- Analysis and Inquiry 2.8
- Quality of Feedback 3.8
- Instructional Dialogue 3.9

Results of our quality review have increased over time, but still have room for growth. Higher order thinking, and applying mathematical concepts to real world applications, is an instructional area of focus as indicated by recent math MCAS SGP scores of 36. Also, most recent MCAS scores identified our special education population as the lowest scoring sub-group. Student achievement will be monitored using data from both ANet and MAP assessments in addition to classroom created assessments. A focus of Forest Park M.S. will be to provide opportunities for students to demonstrate understanding through reading, writing and speaking on a daily basis. This will be monitored through weekly lesson plan collections as well as formal observations.

MCAS data indicates that many students have difficulty clearly explaining their thinking in writing across content areas. Open response data in English Language Arts (ELA) is below the state average by 17 percentage points (grade 6), 13 percentage points (grade 7), and 22 percentage points (grade 8). Grades 6-8 received an average score of 1.65, 1.78, and 1.69 on a 4 point scale.

In math, our students' ability to write a response to a question to explain their thinking was below the state average by 16 percentage points (grade 6), 30 percentage points (grade 7), and 24 percentage points (grade 8), with average scores of 1.67, 1.11 and 1.50 on a 4 point scale.

This years MAP assessment indicates that the bottom 20% of our students have met the following proficiencies in both ELA and Math:

ELA: 71%

Math:65%

Priority 2: Student-Specific Supports & Instruction to All Students (Turnaround Practice #3)

FPMS will create multi-disciplinary intervention teams to recommend Tier 1, 2, & 3 intervention and enrichment for students based on academics, social, and emotional needs. Teams will meet twice a month to examine data (including SRI, MCAS, MAP, & ANet) and adjust student schedules quarterly based on discussions. Previously, FPMS used similar data sets, but encountered challenges adjusting schedules and using all available resources.

Rationale:

As indicated in our mock quality surveys as well as part of Forest Park's new school priorities, teams will be created to review student data and assign students to an appropriate intervention. Historically Forest Park have assigned students to interventions based on scheduling and staffing. For the 2018-19 school year students will be assigned to interventions based on their individual needs. Staff will be assigned to monitor and assess student outcomes on a four week basis. Students will continue with assigned interventions or be placed in a new course or intervention. Previously, only the leadership team would review student data and assign classes accordingly. To further support our students in the social/emotional area, STAT teams per grade will be created to review student concerns on a monthly basis. Counselors have not been previously assigned to facilitate any STAT teams. This will be to their schedule as part of expectations and responsibilities. This time will used to communicate with staff and parents regarding student growth and needs.

Educator Working Conditions (School Operational Plan) Forest Park Middle School



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.

For the 2018-19 school year, discretionary funds have been allocated in the following amounts:

Total amount of \$20,000.00

- \$4500.00 (COP) teacher coverage
- \$2000.00 Grade level field trip funds (6,7,8,Life Skills)
- \$2000.00 (staff: uniforms, events, celebrations)
- \$8500.00 Classroom supplies
- \$3000.00 Student incentives

Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

2. School curriculum issues.

Forest Park M.S. will use a curriculum framework aligned with the Massachusetts State Curriculum Frameworks. 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.

3. **Professional development activities 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 starts and 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 those below (please see school calendar for additional details):

- Up to 5 days of professional development and/or staff planning days before the school year begins;
- Up to 3 days of professional development and planning days during the school year;
- Up to 10 hours of PD after the school day ends for students during the year ("extended day")
- 16 hrs of PD after the school day ends for students on an early release day ("early release/afternoon pd")

4. School calendar.

Please see the attached 2018-19 school year calendar for staff. Any change to the school year calendar is subject to SEZP approval. If possible, at least one month's notice will be given to teachers before any change to the school calendar. In the event of a change during the year, accommodations may be made for individuals with critical scheduling conflicts on a case-by-case basis. The school calendar will include:

- Total number of school days and hours for students. Required total hours for students are a minimum of 1330 per year.
- Total number of days and hours for educators, including school days and professional development and planning days. Teachers are required to work a minimum of 1500 hours per year.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

5. Schedule for staff and students, provided that teachers will continue to receive duty-free lunch and regular preparatory time.

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be 8 hours and 5 minutes. For the majority of educators, required hours will be approximately 7:25am-3:30pm.

Teachers will have approximately 5 planning hours per week. These hours will be allocated as evenly across the school week as possible. This time can be used to plan, grade, collaborate with their colleagues, etc. In extenuating circumstances, teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities, PLC meetings and/or preparatory period up to 5 days per week, unless otherwise directed by the principal.

Each educator including counselors are required to host one after school extra help session per week not to exceed 30 minutes.

In addition to traditional responsibilities and those duties listed above, all staff at Forest Park M.S. may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school. These activities may include, but are not limited to:

- Participation in 2 family events during the school year; (Open house/parent-teacher conference, 1 Curriculum night)
- Phone calls to families about the academic progress of students;
- Preparation of individual student weekly reports, progress reports, and report cards;
- Participating in staff recruitment and selection processes;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework on a daily basis; and
- Attending student-related meetings.

6. Scheduling of school-wide parent/teacher meetings. This does not include individual parent-teacher meetings that may occur between school-wide meetings.

Forest Park M.S. will hold 1 scheduled parent-teacher conference/open house and 1 school family curriculum night during the 2018-19 school year. Adding more for individual students as needed. Dates to be scheduled during August PD.

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

Returning teachers are expected to report to work on August 20, 2018. The final work day for teachers is June 19, 2019. These dates assume five days built in for inclement weather and will change based on the actual number of inclement weather days. 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. 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 SEZP and SPS, 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 upon entry.

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 at Forest Park M.S. are asked to dress professionally for a school setting. Excessively casual clothing such as ripped jeans, revealing clothing, and beachwear is not permitted.

11. Rotation of duties.

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of Forest Park M.S. To the extent possible, duties will be equitably distributed and rotated among staff members on a regular basis. These duties may include, but are not limited to:

- Coverage of homeroom periods, not exceeding 25 minutes per day;
- Coverage of lunch periods, break periods, or block periods, not exceeding 30 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school when subs are not available.

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but stipends should not be expected.

12. Class size.

Forest Park M.S. commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

13. Bulletin boards.

Teachers may be asked to support in the development and maintenance of bulletin boards in hallways. The Springfield Education Association will be provided a clearly designated bulletin board for the purpose of posting Association-related notices and other materials. Such space will be provided in each building for the exclusive use of the Association.

14. Parent-teacher home visit project, if applicable.

Forest Park Middle School may conduct family home visits throughout the school year for those teachers *who opt in* to the home visit program. Teachers will be compensated for home visits if they occur outside the regularly scheduled working hours for teachers (i.e. teachers will move into the next band for their ELT stipend, or participating teachers may be paid an additional stipend).

15. Family-teacher communication.

Teachers may be required to make regular phone calls to families about the academic progress of students, as well as respond to family inquiries via email, phone or in-person meetings throughout the school year.

16. Class coverage.

During a typical Monday-Friday week, all staff members may be required to cover classes as needed, except during teachers' duty-free lunch. To the extent possible, class coverage will be assigned equitably and on a rotated basis, including:

- Coverage of homeroom periods, not exceeding 25 minutes per day;
- Substitute coverage of classes of others who are absent from school. (When possible, PLC or common planning time should be used when teachers are asked to cover class. Preference would be to hire substitute teachers)

17. Practicum teacher assignment practices, if applicable.

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.



**Springfield Public Schools
2018-2019 Student Calendar
Forest Park Middle School
46 Oakland St, Springfield, MA 01108**



Student Hours 7:25 AM - 2:55 PM

Teacher Hours 7:25 AM - 3:30 PM

Aug 20-23: Teacher PD
Aug 24: Convocation
Aug 27: School Begins

Aug-18				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Feb 6: Early Release for Students - Dismissal at 1:30pm

Feb-19				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

Feb 18: Schools Closed - Presidents Day

Feb 19-22: Schools closed for Mid-Winter Vacation

Sep 3: Schools Closed - Labor Day
Sep 12: Early Release for Students - Dismissal at 1:30pm
Sep 26: Early Release for Students - Dismissal at 1:30pm

Sep-18				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Mar 6: Early Release for Students - Dismissal at 1:30pm

Mar-19				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Mar 15: Schools Closed - Teacher Professional Day

Mar 27: Early Release for Students - Dismissal at 1:30pm

Oct 8: Schools Closed - Columbus Day
Oct 17: Early Release for Students - Dismissal at 1:30pm

Oct-18				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Apr 3: Early Release for Students - Dismissal at 1:30pm

Apr-19				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Apr 15: Schools Closed - Patriots Day

Apr 16-19: Schools Closed for Spring Vacation

Nov 6: Schools Closed - Teacher Professional Day (Election Day)
Nov 12: Schools Closed - Veterans Day
Nov 21-23: Schools Closed - Thanksgiving Vacation

Nov-18				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
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May 27: Schools Closed - Memorial Day

May-19				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Dec 5: Early Release for Students - Dismissal at 1:25pm
Dec 21: Early Release at 11:35am - Last day before holiday vacation
Dec 24-31: Schools Closed for holiday vacation

Dec-18				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
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31				

Jun 19*: Early Release at 11:35am - End of school year

Jun-19				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Jan 1: Schools Closed - New Years Day
Jan 11: Schools Closed - Teacher Professional Day
Jan 21: Schools Closed - Dr. Martin Luther King, Jr. Day
Jan 23: Early Release for Students - Dismissal at 1:30pm

Jan-19				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

*Calendar includes (5) additional pupil school days for inclement weather. Schools will close after they have been in session for 180 pupil school days. Official end date and dismissal will be covered by bulletin.

- School Closed for Students and Staff
- Early Release for Students and Staff at 11:35am
- Early Release for Students at 1:30pm
- No School for Students / Teacher Professional Day



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*Calendar includes (5) additional pupil school days for inclement weather. Schools will close after they have been in session for 180 pupil school days. Official end date and dismissal will be covered by bulletin.

- School Closed for Students and Staff
- Early Release for Students and Staff at 11:35am
- Regular Day for Students/Teachers Release at 3:00pm
- No School for Students / Full Day PD (8:30am-3:00pm)
- Regular Day for Students + Afternoon Staff PD until 4:00pm
- Early Release for Students at 1:30pm / Afternoon PD until 3:30pm



Practice 1

Instructional Leadership, Shared Responsibility, and Professional Collaboration: The school has established a community of practice through leadership and shared responsibility.

Statement of alignment to priorities: To ensure full collaboration within Forest Park M.S., a vote for a new TLT will take place in August. Purpose and Goal: strengthen and enhance the current structure for communication between TLT and staff, administration to staff and stakeholders.

Action Plan

Task	Owner	Start By	Complete By	Notes
Elect new teacher leadership team with school-wide representation	TLT	August 2018	Sept. 2018	TLT Election
Finalize TLT meeting schedule for the year	TLT	August 2018	Sept. 2018	TLT Schedule
Publish TLT notes in OneNote following meetings to provide transparency around TLT processes, encourage teacher feedback around TLT topics, and ensure cohesion of action steps school-wide	TLT	September 2018	Ongoing 2018-19	TLT/Grade level leader
Establish and train (on expectations) teacher leaders for each team to facilitate team meetings	Admin/ Coaches	July 2018	Eng Sept. 2018	
Create clear purpose and expectations for common planning time across the 4 days per week	Mazza, Macon, O'Grady	June PD	August PD	
Communicate purpose of common planning times to teachers	Admin/ Department leaders	June PD	August PD and ongoing	
Daily Administration emails to teams.	Admin	August	Ongoing 2018-19	
Establish ILT for each turnaround practice	Mazza	August PD 2018	Ongoing 2018-19	
Create staff shared calendar	Admin	June 2018	August 2018	

Practice 2

Intentional Practices for Improving Instruction: The school employs intentional practices for improving teacher-specific and student-responsive instruction.

Statement of alignment to priorities: Forest Park M.S. will provide an intensive focus on practices to improve instruction in all classes, in all content areas. Teachers will have support through professional development, weekly department and planning meetings. All educators will receive quality feedback through weekly lesson plan collection. The principal will, assign coaching support to educators whom need improvement.

Action Plan

Task	Owner	Start By	Complete By	Notes
Draft extended day topics aligned to new priorities	Mazza/ Macon/ O'Grady	May 2018	June 2018	
Create and administer a teacher survey to elicit feedback around PD. Note: needs to be aligned to school priorities.	TLT	May 2018	June 2018	
Create August PD plan aligned to school Priorities	Leadership Team	June 25, 2018	June 26, 2018	
Design system for coaching cycles for Master Teachers (purpose, caseload, timelines, expectations)	Mazza/ O'Grady/ Macon	July 2018	August 2018	
Administration/Lead Teacher focused IPG learning rounds	Admin/TLT/ Teachers	August 2018	Ongoing 2018-2019	
Teachers will use interim assessment data to make instructional adjustments to meet the needs of students	Admin/ Coaches/ Teachers	August 2018	Ongoing 2018-2019	
Design Observation Schedule to support alignment of School Priorities	Admin	August 2018	End of Sept.	
Online Training Video Platform Rollout, use, etc	Mazza/ Gangi	April 2018	Ongoing	
Math/ELA COP	Mazza/ Gangi	September 2018	June 2019	

Practice 3

Providing Student-Specific Supports and Instruction to All Students: The school is able to provide student-specific supports and interventions informed by data and the identification of student-specific needs.

Statement of alignment to priorities: Using data to improve instruction is one of the school priorities for Forest Park M.S. for FY18. Student achievement will be monitored on a five week cycle to ensure students properly receive correct tiered instruction. Forest Park will use multiple data points to schedule students in the intervention and enrichment classes in both math and reading. Teachers will use research-based interventions to support specific student groups.

Action Plan

Task	Owner	Start By	Complete By	Notes
Create outline for Math Intervention	O'Grady/ Sarno	June 22	July 31st 2018	Sarno will be assisting during the summer. Up to 10 hours paid.
Create or update module assessments for core math class	Math Teachers & O'Grady	June 1, 2018 and ongoing	May 1, 2019	Current Module Assessments will be reviewed and updated starting in June and continue through the school year
Monitoring System for Moving students into and out of Math Intervention	O'Grady	June 22	Sept. 27 2018	Educators will be trained in the iReady program to monitor assessment data.
Select Students for Reading classes based on need	Reading Teachers & Macon	June 2018	Sept. 27 2018	Students will take Reading Inventory in the first two weeks of school. Based off their score students will be placed in Code X, Read 180, or System 44
Schedule students into Reading classes based on need	Macon/ Cooley	June 2018	Aug. 1 2018	Placements will be revisited each time the SRI test is give .
Outline monthly writing prompt expectations: rollout, data, meetings, specific feedback, etc	Leadership Team	O'Grady - Math Macon - ELA/Reading Science - Saunders, SS- Nelson	June 22 2018	Goal is to ensure writing prompts are used as teaching tools vs. being used as test where students get specific INDIVIDUAL feedback, so they can learn from their mistakes
Assign students to Core Math classes based on data.	Macon/ Cooley	June 2018	Aug. 1 2018	Students will be assigned core Math classes based on assessments and teacher recommendations.
Schedule students into math intervention based on data and teacher recommendation	Macon/ Cooley	June 2018	Aug. 1 2018	Students will be assigned using exit slips in math intervention and core classes as well as Anet, MAP and class grades.
Early Start hiring for incoming 6th graders	Mazza	May 1	May 20	Hiring the coordinator and that person will hire staff for the summer.
Early Start-ELL student coordination and selection process	Mendes	May 22	June 15	Ms. Mendes will select and coordinate the 6th grade and selected

				7th grade ELL students' participation in the FPMS Early Start Program.
Student Monthly Data Sheet	ELL and SPED teachers - Macon will roll out to these teachers	June 22	Aug. 2018	Teachers collect monthly data on the ELL students and students with IEPs and gives it to the special ed teacher. The special education teacher uses it to write progress reports.
Core Action educator professional practice goal selection	Admin	Aug	Ongoing	All educators will select two Core Actions from their content area.

Practice 4

Climate and culture for students, families and the community: The school establishes and maintains an orderly and respectful learning environment for students and a collegial, collaborative, and professional culture for teachers. Additionally, the school employs intentional practices to engage families in their child's education, solicits ideas from families to improve the school and builds positive connections with the surrounding community.

Statement of alignment to priorities: Forest Park M.S. will continue to support students and families through various programs and activities. Forest Park M.S. will provide a safe teaching and learning environment for all staff and students. We will strengthen the sense of school as a community Forest Park will have a school-wide implementation of Positive Behavior Intervention System (PBIS), Advisory and Breakfast in the Classroom with peers in data groups. Forest Park will continue to offer after-school athletics and extracurricular activities such as: drama, chess club, yearbook, art club and Student Council.

Action Plan

Task	Owner	Start By	Complete By	Notes
Schedule meeting times for the C3 basketball program	Mazza/Ramos	July	Aug	
Revise Physical Education common space	Simons/Saunders	July	July	
Work with counselors to develop mediation training for all counselors in each grade	Mazza/Gandara	May	July	
Schedule and invite grade six parents and students for building tour	Torres/Mazza	July	July	
Meet with CSI program for FY18	Saunders	June	Aug	
Plan PD for Zone counselors in August	Mazza/Gangi	June	Aug	
Order/schedule welcome back breakfast for staff	Mazza/Goodrow	July	July	
Organize August PD (progressive discipline)	Cooley/Torres	July	Aug	
Schedule Kickboard events and create material list	Torres/Grade levels	July	Aug	
Meet with students from feeder elementary schools Purchase kickboard program	Mazza/Torres	May	June	
Design Sped. training for staff to include BIP, FBA and IEP's	Crevison	June	Aug	
Design weekly teacher PLC schedule/tasks for collaboration, looking at student work and discipline	Leadership team	June	July	
Create parent conference schedule for FY18-19	Counselors/Mazza	Aug	Aug/Ongoing	
Workshop/Seminar for Kickboard	Admin	June	July	
Select open house dates for all grades	TLT	Aug	Aug	
Forest Park Civic Association meeting schedule	Mazza	Aug	Ongoing	