



SEZP 2018-19 School Planning Process

School Priorities: Van Sickle Academy

Priority 1: Instructional Leadership, Shared Responsibility and Professional Collaboration (Turnaround Practice #1)

Educators across the school will form Data Teams to convene in monthly meetings to analyze and act upon data resulting from the new *Writing to Text Rubric (WTR)* for ELA, science, and social studies, and iReady assessments for math. This collaborative analysis will allow the Data Teams to provide information to practitioners that informs intervention selection, intervention and core placements, action steps for growing classroom practice, and coaching/observation feedback.

Rationale:

Achievement Network (ANet) data indicates that many students have difficulty clearly explaining their thinking in writing, reading informational text, reading literature, and vocabulary interpretation. Overall performance data in English Language Arts (ELA) for grade 8 is below the network average by 6% points for interim 1 and 6 % points for interim 2. Overall performance data in English Language Arts (ELA) for grade 7 is below the network average by 6% points for interim 1 and 16% points for interim 2. Overall performance data in English Language Arts (ELA) for grade 6 is below the network average by 6% points for interim 1 and 7% points for interim 2. In addition, 2017-2018 MAP data indicates 51.4% of the student population is currently meeting growth targets for reading. Our *Writing to Text Rubric* data will help identify areas of strength and need as students make decisions about the texts they read (e.g., writing is decision-making about text).

In Math, our students' overall performance is below the network average. Overall performance data in Math for grade 8 is below the network average by 3% points for interim 1 and 7% points for interim 2. For grade 7, interim 1 is below the network average by 3% points and 7% points for interim 2. For grade 6, interim 1 is below the network average by 5% points and 2% points for interim 2. In addition, 2017-2018 MAP data indicates 63.4% of the student population is currently meeting growth targets for math. iReady data will help identify areas of strength and need as students engage in differentiated math intervention.

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

Teacher and leader teams across the school will use the resulting data from the WTR (ELA, science, and SS) and iReady (math) in conjunction with the Instructional Practice Guide (IPG) to develop, deliver, and refine instructional feedback and professional development. Educators will self-select IPG indicators as their professional practice goal(s) for the year to ensure differentiated feedback and customized professional learning.

Rationale:

Results of our mock Quality School Review indicate that while we are making effective progress in standards 2a-2f, we are not currently seeing changes in instructional practices across all content areas. Some classrooms still struggle with standards-aligned lessons or scaffolding rigorous grade level tasks to meet the needs of all students in core instruction.

This SY'18-19 school plan has been approved by the SEZP Board

SEZP 2018-19 School Planning Process

Educator Working Conditions (School Operational Plan) Van Sickle Academy



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:

- Supplies & materials: \$3,000

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.

Van Sickle Academy 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 are 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")

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 approximately 8 hours and 15 minutes. For the majority of educators, required hours will be approximately 7:15 AM–3:30 PM Monday through Thursday and 7:15 AM–2:55 PM on Friday.

Teachers will have approximately 35 minutes of planning time 3 times per week. In addition, teachers will have 35 minutes of collaboration time after school, 3 times per week. These hours will be allocated as evenly across the school week as possible.

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This time can be 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 and/or PLC meetings on 4 days per week, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Van Sickle Academy 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 3 family events during the school year;
- 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;
- Attending student-related meetings; and
- Serving as a mentor to a small cohort of students.
- Teachers may be required to teach multiple grade levels

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

Van Sickle Academy will hold 9 parent-teacher conferences during the 2018-19 school year.

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 Van Sickle Academy are asked to dress professionally for a school setting. Excessively casual clothing such as ripped jeans, revealing clothing, beachwear, hats (excluding religious obligations), and flip flops 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 Van Sickle Academy. 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 30 minutes per day;
- Coverage of lunch periods, break periods, or block periods, not exceeding 45 minutes per day;

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- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, not exceeding 60 minutes per week.

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.

Van Sickle Academy 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 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.

Van Sickle Academy may require staff to conduct family home visits throughout the school year. 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.

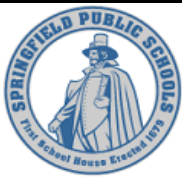
16. Class coverage.

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 30 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.)

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
Van Sickle Academy
1170 Carew St, Springfield, MA 01104**



Student Hours	7:25 AM - 2:55 PM
Teacher Hours	7:15 AM - 3:30 PM (Monday - Thursday); 7:15 AM - 2:55 PM (Friday)

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 18: Schools Closed - Presidents Day
Feb 19-22: Schools closed for Mid-Winter Vacation

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	

Sep 3: Schools Closed - Labor Day

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 15: Schools Closed - Teacher Professional Day

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

Oct 8: Schools Closed - Columbus Day

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 15: Schools Closed - Patriots Day
Apr 16-19: Schools Closed for Spring Vacation

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			

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
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Dec 21: Early Release at 11:35am - Last day before holiday vacation
Dec 24-31: Schools Closed for holiday vacation

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

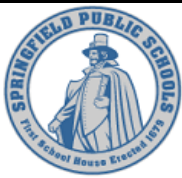
Jun-19				
MON	TUE	WED	THU	FRI
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Jan 1: Schools Closed - New Years Day
Jan 11: Schools Closed - Teacher Professional Day
Jan 21: Schools Closed - Dr. Martin Luther King, Jr. Day

Jan-19				
MON	TUE	WED	THU	FRI
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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 at 11:35am
 No School for Students - Teacher Professional Day



**Springfield Public Schools
2018-2019 Staff Calendar
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1170 Carew St, Springfield, MA 01104**



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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 (11:35) and Staff (11:45)
- Regular Day for Students / Friday Early Release for Staff at 2:55
- Regular Day for Students + Afternoon Staff PD until 4:25
- No School for Students - Staff PD Day (8:00-3:00)



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: Establish a coherent school vision that includes short and long-term goals that are frequently tracked through intentional distributive leadership.

Action Plan

Task	Owner	Start By	Complete By	Notes
Refine vision	Admin/TLT	07/01/18	08/01/18	
Present vision/mission PD	Admin/TLT	08/20/18	08/24/18	
Professional Practice Goals derived from IPG, one from Core Action #2, Core Action #3	Teachers	08/20/18	09/14/18	tracking school wide IPG tracker
Student Practice Goal - teachers will choose from specific domain from MAP to move growth from Fall to Winter(Soc Studies/Science ELA)	Teachers	08/20/18	09/14/18	MAP Fall/Winter move students within a particular band
Develop School wide benchmarks for Q1, Q2, Q3,Q4 and timeline to access progress	Admin/TLT	07/01/18	08/17/18	mid module, end of module assessments from ENY Writing rubric MAP data I-Ready ELA, Math
Data Meeting Best Practice/Protocol - fine tune the Data Meeting and best practices	Admin	09/11/18	06/21/19	
PLC schedule (develop/disseminate)	Admin	09/04/18	06/21/19	
Curriculum/Department Meetings identifying and developing teacher leaders to facilitate meeting	Admin	08/27/18	06/21/19	

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: Engage in frequent observations of teacher practice with timely and actionable feedback to inform professional learning and development.

Action Plan

Task	Owner	Start By	Complete By	Notes
Unpack 1st 2 modules of Math /ELA ENY using annotation lesson planning	Inst Leaders	07/01/18	08/17/18	
IPG learning walk	TLT/Admin	9/10/18	5/24/19	Sept - Oct weekly, Nov-Dec bi-weekly, Jan- Feb weekly
Lesson Plan Feedback delivered weekly	Admin	8/27/18	6/21/19	
TLA measuring outcome of coaching	Admin	9/10/18	6/21/19	
Data Meetings/Analyzing student work for data meeting and analysis of work into teacher specific core action	Admin/Teachers	08/27/18	06/21/19	

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: Establish a multi-tiered system of support to all students, based on a variety of academic and non-cognitive techniques and tools, designed and personalized to meet the needs of every learner.

Action Plan

Task	Owner	Start By	Complete By	Notes
I-Ready ELA	Admin	8/27/18	6/21/19	re-evaluate student placement per diagnostic assessment every 5 weeks
I-Ready Math	Admin	8/27/18	6/21/19	re-evaluate student placement per diagnostic assessment every 5 weeks
Scholastic classroom libraries	Teacher	9/4/18	6/21/19	
Read 180/Sys 44	Teacher	8/27/18	6/21/19	

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: Establish and provide embedded support for a unifying culture of high expectations and partnership, and consistently communicate these expectations to students, staff, and families.

Action Plan

Task	Owner	Start By	Complete By	Notes
PBIS	Admin	9/4/18	6/21/19	fine tune current practice
Open House(2)	Teacher	10/2/18	10/2/18	one school wide, one grade level
Parent/Student/Teacher Conference	Teacher	9/4/18	6/21/19	bi-monthly
PTO	Admin	9/4/18	6/21/19	
Harvard Institute: Creating Effective Home and School Partnerships for Student Success	Admin	7/23/18	6/1/19	4 day - family engagement training