

2019-20 Compliance Tracker

This document outlines key important compliance dates and documents that you will need to keep track of for SY'19-20

Date	Item	Training/ Paperwork?	Links to Documents	Status	Notes
On-going/All year					
Aug '19 - Jun '20	CPI (restraint) documents	Training & Paperwork	CPI Compliance Documents		Send to Tina Harbour by EOY for June reporting. You should use this form to track who has been trained in your building (need to submit w/in first 30 days of school). Principals will also need to submit any restraints in security portal at EOY.
Aug '19 - Jun '20	School based PD tracking	Enter in TeachPoint			Please make sure you are registering any building based PD trainings and entering staff into TeachPoint as needed for PDP's. Principals & AP's are the only ones with TeachPoint access and will need to complete.
Aug '19 - Jun '20	SSDR (school & safety discipline report) Tracking	Submit via security portal in DESE			Should work with counselors and Principal to ensure ongoing incidents are being entered correctly into PS and DESE's security portal.
Aug '19 - Jun '20	PE Checklist	Survey - online	PE teacher checklist survey		SEZP will send each year to Principals and Principals will then send out to PE staff.
Aug '19 - Jun '20	Monthly Restraint Data Report	Paperwork; Online submission through MySPS	Monthly Restraint Report		Should be completed on a monthly basis by Principal/Administrator or designee and emailed to Tina Harbour. Restraints should also be entered into SPS restraint portal and DESE Security Portal by EOY.
Aug '19 - Jun '20	Monthly STAT Report	Paperwork; Online submission through MySPS	Monthly STAT Report Form		Should be completed on a monthly basis by Principal/Administrator or designee. Should be entered into SPS portal directly
Aug '19 - Jun '20	GCN - Global Compliance Network	Online training	Memo & User Instructions		This is a 6 hour online training, with multiple topics/sections included in one training. All staff (including para's) are required to complete all sections of the training online and hand in certificate of completion. The District Organization ID is 83916. Needs to be completed by 6/30/20.
Aug '19 - Jun '20	Safety & Security Memos & Forms	Forms/procedural memos for use when needed	<ul style="list-style-type: none"> • Fire Drills • Lockdowns • Metal Detector Memo • Student Searches • Weapons, Ambulance & Arrest Memo • Mandated State Reporter (51A) • 3rd Party Requests for Info 		<p>Fire Drill: Schools host 6 fire drills per year. Each time a fire drill is administered, please input Fire Drill Data into the forms portal on MySPS application page.</p> <p>Metal Detectors: MS & HS's will randomly screen students (i.e. every 5th or 12th student) on entering their building using a walk-thru metal detector on a daily basis</p> <p>Weapons/Amb/Arrest: procedure to follow:</p> <ol style="list-style-type: none"> 1. contact Office of Safety & Security the same day of the incident and complete an Incident Report (found in the forms portal on MySPS). 2. follow up with a phone call to the Office of Safety & Security at 787-7100 ext.55391. 3. notify Tina Harbour of any incident involving a weapon, ambulance, or arrest.

August 2019					
8/16/19	SPS 504 Training	Training	504 Annual Training		<p>Training is for 504 Coordinators for the following schools ONLY:</p> <ul style="list-style-type: none"> - Kiley - Duggan - Kennedy - Rise - TAG - Impact Prep - Commerce - SHA
8/15 & 8/16/19	STAT Training (for Counselors)	Training & Paperwork	STAT Training 2019-20		<p>STAT Team form online submission due by 8/13/19</p> <p>STAT training is for the following schools ONLY:</p> <ul style="list-style-type: none"> - Kiley - Duggan, Kennedy - Rise - TAG - Impact Prep - Commerce - SHA
August PD	CPI (restraint) Training	Training & Paperwork	CPI Compliance Documents		Send staff sign-in sheet to Tina by September 30, 2019
September 2019					
	Crisis Intervention Team Tracker	Paperwork	Crisis Intervention Team Members		Send form to Tina by September 30, 2019
9/30/19 & Ongoing.	Bullying Prevention & Intervention Training	Training & Paperwork	Memo & Docs		<p>Send staff sign-in sheet to Tina by September 30, 2019</p> <p>Bullying Incident Report Form - FILLABLE - to be filled out by Principal, Admin, Staff anytime bullying is claimed.</p>
9/11 & 9/17/19	STAT Training (for teachers)	Training & Paperwork	STAT Training 2019-20		<p>STAT Team form online submission due by 8/13/19</p> <p>STAT training is for the following schools ONLY:</p> <ul style="list-style-type: none"> - Kiley - Kennedy, Duggan - Rise - TAG - Impact Prep - Commerce - SHA
October 2019					
BY 10/1/19	Clean up student enrollment in PowerSchool	Technical	N/A	N/A	FOR PRINCIPALS/AP's only: Please make sure you are cleaning up your student enrollment in PS before 10/1

BY 10/1/19	DESE Anti-Hazing Policy/Form Acknowledgment	Technical	N/A	N/A	FOR PRINCIPALS only: Please make sure you are completing the Anti-Hazing Policy on DESE's security portal.
By 11/8/19	SEL Survey	Survey - Online Student & Staff	Sample Surveys: Sample Teacher Survey Sample Student Survey Communication Templates: Parent Letter Staff Letter & FAQ's		Please make sure to send email to staff by 10/9. I sent you a template that you can easily copy and paste to send out to all. SEL/CC: Life skills, LINKS, LLD, MCAS-ALT students will not need to take the survey.
November 2019					
BY 11/22/19	Adding Para to classes in PS	Technical	Kelly Partridge usually sends memo	N/A	Paraprofessionals should be listed within the section as Teacher/Staff Additional, with a role of Paraprofessional.
BY 12/17/19	SEZP Family Survey	Survey - Online & Paper			Participation goal = 40% <ul style="list-style-type: none"> ● Launches 11/25 - 12/17 ● Paper surveys arriving on 11/19. Can open paper survey on 11/20 ● Minimum Goal = 40%
December 2019					
BY 12/1/19	Non-Highly Qualified Staff - letters to families & HR	Paperwork	19-20 District Memo Template Letter (need to edit and specify for each staff)	N/A	Only need to send letter for core academic subjects (i.e. English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, history, geography, and the arts: music, art, drama) Admin need to send home the following docs for any waived staff ASAP: <ol style="list-style-type: none"> 1. 19-20 District Memo 2. Template Letter (need to edit and specify for each staff) 3. Send copy of customized letter to Ashley Grondin, grondina@springfieldpublicschools.com, and Tina

By: 12/20/19	SEZP Insight (staff) Survey	Survey - Online Staff			<ul style="list-style-type: none"> • Launches 12/2 - 12/20 • Minimum goal = 40% • Last years participation was 95%
January 2020					
February 2020					
BY 2/13/19	PNAS/YRBS Survey (Prevention Needs Assessment Survey)/Youth Risk Behavioral Survey	Online Student Survey		N/A	Online survey for: 8th, 10th & 12th gr students only
March 2020					
3/13/21	DESE Cover Letter	Paperwork	District memo Cover letters are available in English & nine other languages on DESE's report card website: http://www.doe.mass.edu/accountability/report-cards/ .		<p>Note: You do NOT need to send home the actual report card, just the cover letter that can be customized to highlight the highs and lows of the school. Each school can choose what they want to include in the letter based on the report. DESE has developed a sample cover letter (parent/guardian notification) <u>that each school must customize with their school information.</u></p> <p>Please send report card cover letters by March 13, 2020 and email a copy of your schools customized school report card cover letter to the Grants Management Office (emails below) no later than March 20, 2020.</p>
April 2020					
May 2020					
June 2020					

March = DESE COVER LETTER



Please see the District [memo](#)

Report cards are now available on the Department of Elementary and Secondary Education (DESE) <http://reportcards.doe.mass.edu/> website and will be posted on the district & schools website **by February 28, 2020.**

Note: You do NOT need to send home the actual report card, just the cover letter that can be customized to highlight the highs and lows of the school. Each school can choose what they want to include in the letter based on the report. DESE has developed a sample cover letter (parent/guardian notification) that each school must customize with their school information. Cover letters are available in English & nine other languages on DESE's report card website: <http://www.doe.mass.edu/accountability/report-cards/>.

For families who request to receive a hard copy of the report card, DESE will make a printable version available in the spring of 2020.

Next step: Please send report card cover letters by March 13, 2020 and email a copy of your schools customized school report card cover letter to the Grants Management Office (emails below) no later than March 20, 2020.

If you need further assistance, please contact Ms. Jennifer Buel at 413.787.1700 ext. 55330 or buelj@springfieldpublicschools.com, or Ms. Mindie Richter at 413.787.7100 ext. 55331 or richterm@springfieldpublicschools.com.

Resources

1. [State MCAS testing schedule for 2019-20](#)
2. [ACCESS testing schedule for 2019-20](#)
3. [2019-20 School Committee Meeting Schedules](#)
4. [SPS Attendance Policy \(Amended 2018\)](#)
5. [2019-20 Report Card & Term Schedule](#)

SEZP Compliance Officer's (by school)			
School	Compliance Officer	Position	Email
Chestnut Academy	Dan Sullivan	Principal	sullivanand@springfieldpublicschools.com
Chestnut TAG	Andrea Cooley-Strom	Assoc. Principal	stroma@springfieldpublicschools.com
Commerce HS	Diane Bauer	Chief Ops Officer	bauerd@springfieldpublicschools.com
Duggan	Mike Calvanese	Principal	calvanesem@springfieldpublicschools.com
Forest Park	Kim O'Grady	Master Teacher	ogradyk@springfieldpublicschools.com
Impact Prep	Crystal Cappas	Ops	cappasc@springfieldpublicschools.com
J.F. Kennedy	Mike Calvanese	Principal	calvanesem@springfieldpublicschools.com
Kiley	Cheri Drapeau	Master Teacher	drapeauc@springfieldpublicschools.com
Rise Academy	Adam Copeland (MS) Morgan Stone (HS)	Ops. Coordinators	copelanda@springfieldpublicschools.com stonem@springfieldpublicschools.com



Springfield Honors Academy	Grace Howard Donlin	Principal	howard-donling@springfieldpublicschools.com
Van Sickle Academy	Ronnie McCoy	AP	mccoyr@springfieldpublicschools.com