



**Springfield Public Schools  
2020-2021 Student Calendar  
Springfield Honors Academy  
415 State Street, Springfield, MA 01105**



**Student Hours** 7:20 AM - 2:20 PM; \*see calendar for special student early release days

**Teacher Hours** 7:00 AM - 3:00 PM (Monday - Thursday); 7:00am - 2:20pm (Friday)

<p>Aug 20-26 &amp; 28: Teacher PD</p> <p>Aug 27: Full Day Orientation for Students</p> <p>Aug 28: Schools Closed - Convocation</p> <p>Aug 31: School Begins</p>	<p><b>August 2020</b></p> <table border="1"> <thead> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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	31					<p>Feb 15: Schools Closed - Presidents Day</p> <p>Feb 16 - 19: Schools Closed - Mid-Winter Vacation</p>	<p><b>February 2021</b></p> <table border="1"> <thead> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> </tbody> </table>	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
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																																																						
31																																																										
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																																																						

<p>Sep 7: Schools Closed - Labor Day</p>	<p><b>September 2020</b></p> <table border="1"> <thead> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>	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			<p>Mar 12: Schools Closed - Teacher PD Day</p>	<p><b>March 2021</b></p> <table border="1"> <thead> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	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		
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																																																													
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																																																													

<p>Oct 12: Schools Closed - Columbus Day</p> <p>Oct 14: Early Release at 11:05am</p>	<p><b>October 2020</b></p> <table border="1"> <thead> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	MON	TUE	WED	THU	FRI				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<p>Apr 2: Schools Closed - Good Friday</p> <p>Apr 16: School Closed for Students &amp; Staff</p> <p>Apr 19: Schools Closed - Patriots Day</p> <p>Apr 20 - 23: Schools Closed - Spring Vacation</p>	<p><b>April 2021</b></p> <table border="1"> <thead> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	MON	TUE	WED	THU	FRI				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
MON	TUE	WED	THU	FRI																																																											
			1	2																																																											
5	6	7	8	9																																																											
12	13	14	15	16																																																											
19	20	21	22	23																																																											
26	27	28	29	30																																																											
MON	TUE	WED	THU	FRI																																																											
			1	2																																																											
5	6	7	8	9																																																											
12	13	14	15	16																																																											
19	20	21	22	23																																																											
26	27	28	29	30																																																											

<p>Nov 3: Schools Closed - Teacher PD Day (Election Day)</p> <p>Nov 11: Schools Closed - Veterans Day</p> <p>Nov 25 - 27: Schools Closed - Thanksgiving Vacation</p>	<p><b>November 2020</b></p> <table border="1"> <thead> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	MON	TUE	WED	THU	FRI	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					<p>May 31: Schools Closed - Memorial Day</p>	<p><b>May 2021</b></p> <table border="1"> <thead> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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	31				
MON	TUE	WED	THU	FRI																																																											
2	3	4	5	6																																																											
9	10	11	12	13																																																											
16	17	18	19	20																																																											
23	24	25	26	27																																																											
30																																																															
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																																																											
31																																																															

<p>Dec 23: Early Release at 11:05am</p> <p>Dec 24 - 31: Schools Closed - Holiday Vacation</p>	<p><b>December 2020</b></p> <table border="1"> <thead> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	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		<p>Jun 24*: End of School Year - Early Release for Students &amp; Staff</p>	<p><b>June 2021</b></p> <table border="1"> <thead> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>	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		
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																																																												
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																																																													

<p>Jan 1: Schools Closed - New Years Day</p> <p>Jan 6: Schools Closed - Teacher PD Day</p> <p>Jan 18: Schools Closed - Dr. Martin Luther King, Jr. Day</p>	<p><b>January 2021</b></p> <table border="1"> <thead> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table>	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	<p>*Calendar includes five (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.</p> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #003366; margin-right: 5px;"></div> School Closed         <div style="width: 15px; height: 15px; background-color: #92d050; margin-left: 20px; margin-right: 5px;"></div> Student Early Release         <div style="width: 15px; height: 15px; background-color: #ffff00; margin-left: 20px; margin-right: 5px;"></div> Special Student Early Release       </div>	
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																													



**Springfield Public Schools  
2020-2021 Staff Calendar  
Springfield Honors Academy  
415 State Street, Springfield, MA 01105**



**Student Hours** 7:20 AM - 2:20 PM; \*see calendar for special student early release days

**Teacher Hours** 7:00 AM - 3:00 PM (Monday - Thursday); 7:00am - 2:20pm (Friday)

Aug 20-26 & 28: Teacher PD

August 2020				
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
31				

Aug 27: Full Day Orientation for Students

Aug 28: Schools Closed - Convocation

Aug 31: School Begins

Feb 15: Schools Closed - Presidents Day

Feb 16 - 19: Schools Closed - Mid-Winter Vacation

February 2021				
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

Sep 7: Schools Closed - Labor Day

September 2020				
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		

Mar 12: Schools Closed - Teacher PD Day

March 2021				
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		

Oct 12: Schools Closed - Columbus Day

Oct 14: Early Release for Students/ Afternoon Teacher PD until 4pm

October 2020				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Apr 2: Schools Closed - Good Friday

Apr 16: School Closed for Students & Staff

Apr 19: Schools Closed - Patriots Day

Apr 20 -23: Schools Closed - Spring Vacation

April 2021				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Nov 3: Schools Closed - Teacher PD Day (Election Day)

Nov 11: Schools Closed - Veterans Day

Nov 25 - 27: Schools Closed - Thanksgiving Vacation

November 2020				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 31: Schools Closed - Memorial Day

May 2021				
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
31				

Dec 23: Early Release at 11:05am

Dec 24 - 31: Schools Closed - Holiday Vacation

December 2020				
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	

Jun 24\*: End of School Year - Early Release for Students & Staff

Jun 25 & 28: Schools Closed - Teacher PD Day

June 2021				
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		

Jan 1: Schools Closed - New Years Day

Jan 6: Schools Closed - Teacher PD Day

Jan 18: Schools Closed - Dr. Martin Luther King, Jr. Day

Jan 19: Midterm Madness; Extended Day until 4:00pm

January 2021				
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

\*Calendar includes five (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
- Staff Early Release
- Special Staff Early Release
- Regular Day + PD until 4pm
- Student Early Release + PD
- Full Day PD

**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 2020-21 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$12,500
- Professional Services: \$8,700 (29 x \$300 per person, but can be shared between teachers)
- Field trips: \$5,000

*Allocation of professional service funds will be allocated individually for Q1 and Q2, and may be distributed by department in Q3 and Q4.*

Any transfer or use of additional funds received over the course of the school year will be determined by the principal. If additional funds are available in late fall after “true-ups” TLTs should discuss the possibility to increase discretionary funds in the current fiscal year.

## **2. School curriculum issues.**

Springfield Honors 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. As the academy grows, AP programming and college partnerships will elevate its curriculum design.

**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 for additional details):

- Up to 6 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 4 hours of professional development each month (7:15am - 7:30am Monday through Thursday) and 3.5 hours for two Tuesdays per month (following student dismissal);
- Up to 2 days after the last day of school for students, but before the end of the term of employment.

## **4. School calendar.**

Please see the attached 2020-21 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

## **This SY'20-21 school plan has been approved by the SEZP Board.**

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 1200 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 all teachers will continue to receive duty-free lunch and regular student-free 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. For the majority of educators, required hours will be approximately 7am - 3pm. On Fridays, staff may leave following student dismissal (by 2:20pm).

Teachers will have approximately the equivalent of 5 self-directed preparatory periods per week. These hours will be allocated as evenly across the school week as possible. This self-directed 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.

Additionally, all staff members are expected to participate in professional development, collaboration activities and/or PLC meetings on the first and third Tuesday of the month until 4pm, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Springfield Honors 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 6 family events during the school year;
- Phone calls to families about the academic progress of students;
- Preparation of individual student progress reports and report cards;
- Preparation of reports for students on support plans;
- Participating in staff recruitment and selection processes;
- Working regularly with school administrators to improve one's instructional practices;
- Provide intentional academic support for any student with an average of 75 or lower;
- Updating grades in PowerTeacher a minimum of once every two weeks; and
- Attending student-related meetings

### **6. Class coverage and substitutes.**

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:

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

**FINAL - APPROVED BY THE SEZP BOARD**

**This SY'20-21 school plan has been approved by the SEZP Board.**

**7. Schedule of school-wide parent/teacher meetings.** This does not include individual parent-teacher meetings that may occur between school-wide meetings.

Springfield Honors Academy will hold a freshmen-only conference in the fall and a conference for all grade levels in the spring of the 2020-21 school year.

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

Returning teachers are expected to report to work on August 20th, 2020. The final work day for teachers is June 28th, 2021. 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.

**9. 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. Staff will communicate announcements to students in a timely fashion as necessary.

**10. 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.

**11. Staff dress code.**

Staff at Springfield Honors Academy are asked to dress professionally for a school setting. Excessively casual clothing such as ripped jeans, revealing clothing, beachwear, and flip flops is not permitted. However, jeans (without rips) may be worn on Fridays only, or in the event of a dress down day for students. Additionally, staff are permitted to wear school gear on Tuesdays.

**12. 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 Springfield Honors 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 lunch periods, break periods, or block periods, not exceeding 60 minutes per day
- Substitute coverage of classes and duties of others who are absent from school
- Coverage of afterschool activities, not exceeding 80 minutes per week

**FINAL - APPROVED BY THE SEZP BOARD**

**This SY'20-21 school plan has been approved by the SEZP Board.**

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.

**13. Class size.**

Springfield Honors Academy commits to ensuring a reasonable class size of no more than 25 students, and no less than 8 students for underclassmen core classes, for the benefit of students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

**14. 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.

**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. Teachers may also be required to submit one article per department per quarter for a school-wide newsletter to increase parent awareness.

## The SEZP 2020-21 Roadmap Improvement Plan: Springfield Honors Academy



### Priority Area 1: (Instructional Leadership and Professional Collaboration Turnaround #1 and Intentional Practices for Improving Instruction (Turnaround Practice #2)):

In welcoming Grade 12 in the coming academic year, we also welcome our final stages of building out a comprehensive academic program. Our priority then lies in the ongoing development of a curriculum which supports our instructional vision; with particular attention to equitable access, student ownership, and AP preparedness. Beyond continued development of the curriculum itself, we aim to develop a more unified approach to educating the Springfield Honors Academy students consistently across all classrooms; while remaining conscious and supportive of individual teacher practice. Professional development will require a dual platform; strong support for continued development of our school's curriculum alongside the intentional refinement of a set of practices, selected by our Instructional Leadership Team, and aligned with our vision, centered on growing and sustaining high performance.

#### Rationale:

Our focus will be in line with SQR recommendations tied to indicator 1D, Goal Evolution, and 2C, Teacher Input into Professional Development, which both speak to supporting students and teachers in a more comprehensive and consistent manner. It is most important to realize these indicators past the Developing stage. Designing professional development experiences centered on our academy's beliefs, aligned instructional practices, and the implementation of those practices tied to our curriculum, will allow for us to rally staff, students and stakeholders around a common set of outcomes related to the quality education offered here at SHA.

#### Key Objectives

- Establish an Instructional Leadership Team to design and assist in the implementation of a strengthened, consistent set of instructional practices across classrooms; aligned with the school's instructional vision.
- Revise and improve Learning Partnership Check-In observation system to include an increase in frequency, adjustments to feedback structure, and data collection/review.
- Design a set of professional development experiences centered on implementation of aligned instructional practices and curriculum development.

#### Evaluation Plan

- Increase ratings from [Developing] to [Established] in the following Indicators of the SQR: 1A Vision, 2A Educator Feedback Systems, and 2C Teacher Input into PD
- Alignment of instructional practices with the school's vision should increase baseline data for AP, MAP, and GPA metrics. AP and GPA baseline is difficult to accurately establish from the '19-'20 school year, given the closure (AP scores will return in July 2020). We will look to maintain our 38% or higher ELA MAP growth target as well as increase our -25% MATH MAP growth target to a positive value (1% or higher).
- Increase Insight survey percentages; especially in regards to teachers receiving quality feedback while still relevant and actionable. We will look to move our Index from 52% to 75% (recognizing the founding staff will increase by 37% this year which could impact results).

#### Action Plan

<b>Action Step</b> <i>What will you need to do in order to implement the key objectives?</i>	<b>Owner + Resources</b> <i>Who will be assigned to this task and what resources might be needed to complete each action step ?</i>	<b>Benchmark</b> <i>How will you know that you are making progress along the way?</i>	<b>Completion Date</b> <i>When do you expect to complete this action step?</i>
Create ILT; comprised of Principal, Asst Principal, Academic Dean, Lead Teacher of Curriculum & Instruction, Humanities Team Lead and STEM Team Lead	Administration	Documented in weekly meeting agendas/minutes, presence in PLCs, and established documents and data tied to team work	Team will be named, and in action, beginning Summer 2020
Establish Instructional Practices tied to both classroom Look Fors of Purpose, Product, and Standards as well as instructional vision of Student Ownership & Inquiry and Community Learning Targets (established recently in creation of Virtual Learning response plan)	ILT	Documentation within ITSHAC, LPC forms, Teachpoint, and data tracking of influence on AP, MAP, and GPAs	August 2020 (established practices); February 2021 (data ready to inform school planning for '21-'22)
Administration calendar prioritized for more frequent informal/formal observations	Administration	Documented in LPC forms and Teachpoint	Calendars set by Sept 15
Develop set of professional development experiences tied to established instructional practices (use of Muhammad's Cultivating Genius: A Four-Layered Framework for Culturally and Historically Responsive Literacy)	ILT; specifically Teacher Leader of Curriculum and Instruction  Built in professional learning time includes bi-weekly "Late Nights", district generated full PD days, morning meetings, weekly PLCs, and book club	Evidenced in Professional Development Calendar, Insight Survey (and additional teacher surveys), and demonstrated in quality products born from faculty pd sessions; feedback from PD sessions	Calendar ready for August 15; and then ongoing through June '21
Mobilize Data Team more effectively to support success of all three areas of improvement (consistent instructional practices across classrooms, observation system, and professional development experiences) with relevant data points( i.e. % of teachers with proficient feedback tied to Look Fors) and timely turnaround of analysis	Data Team	Evidenced in data team bi-weekly agendas/minutes, data tracking documents and review process (qualitative data accessible and able to inform individual teacher support)	Ongoing - June '21
Strengthen administration team efforts in supporting instructional vision and feedback system	Administration  Create and support an Academic Dean position as well as Humanities and STEM teacher leadership roles	Campus Organizer (detailing role responsibilities)	July 1
Establish a review process to analyze data, celebrate progress, revise to support/accelerate progress	ILT and TLT	Evidenced in review process documentation; Insight Survey	Sept 15



## Priority Area 2: Student-Specific Supports and Instruction to All Students (Turnaround Practice #3) and Climate & Culture for Students, Families and the Community (Turnaround Practice #4))

In bringing on our first graduating class, with a mission of four-year college success in mind, we must center greater efforts on post-secondary preparations and supports. These supports will need to expand beyond building and defining college planning at SHA. We will need to prioritize our individual student support systems, perfecting our current intervention/acceleration blocks (Study Squad and Academic Lab) that are in place. We will also need to bring our families into this important work through strengthening our communications with our school community and extending their ability to support from the homefront.

### Rationale:

Our SQR report points to a specific area of support in indicator 3B, Progress Monitoring Interventions. There is a need for our staff to use our allotted Squad and Academic Lab time to push the envelope more intensely to better guide individual student progress. We must better utilize a data-based method for identifying all specific student supports each week, as well as ensure that those with the greatest academic and social emotional needs are being met in a systematic manner. In AY20-21, we will finally have baseline data from which we can truly name our most significant areas of improvement and success. *(Note: This final statement has been impacted by school closure in Spring 2020).*

Our SQR data points to the need for more effective communication with families in the area of communicating student learning goals and progress; indicator 4I, Engaging Families in Student Goals. We will provide greater opportunities for teacher-parent connection, extend activities to deepen learning (especially in relation to supporting AP success) and build partnerships that establish parents, and the community, as pivotal resources to help to lift the incredible undertaking of graduating our seniors onward and upward.

### Key Objectives

- Define the roles and responsibilities of Academic Lab and Study Squad teachers as part of enhancing a systematic process to track and respond to student needs, while intentionally supporting individual student progress.
- Develop tools and opportunities to empower families in their capacity to support their high school student; including efforts to enhance communication systems which will allow for family goal setting and an increased monitored and motivated level of parent/guardian participation.
- Utilize data (MAP scores as well as weekly Shakedown scoring) to effectively support students who need increased interventions (STAT).

### Evaluation Plan

- Increase ratings from [Developing] to [Established] in the following Indicators of the SQR: 3B Progress Monitoring Interventions, 4I Engaging Families in Student Goals, and 4G Effective Communication
- Increase Family Survey percentages surrounding communication of student learning goals and supports for academic improvement. We will look to move our Index from 64% to 75%.
- Establish baseline data concerning college acceptances and graduation rate for first graduating class

### Action Plan

Action Step	Owner + Resources	Benchmark	Completion Date
<i>What will you need to do in order to implement the key objectives?</i>	<i>Who will be assigned to this task and what resources</i>	<i>How will you know that you are making progress</i>	<i>When do you expect to complete this action</i>

	<i>might be needed to complete each action step?</i>	<i>along the way?</i>	<i>step?</i>
Create and ensure shifts in Academic Lab and Study Squad systems to support all student progress with emphasis on deeper interventions for students with greatest need	Administration and TLT will lead in plan design and evaluation, teachers will implement, Data Team will review and inform necessary next steps	Data from Shakedown scoring and MAP; system outline/evaluation process for both lab and squad	Plans designed by Aug 15; and then ongoing through June '21
Establish communication route for keeping families informed bi-weekly of student progress through Shakedown scoring system, Google Form Family Support Checklists for supporting high school students at home, and arrive at process for developing family goals (in contract form) to support a deeper family connection/impact on academic success and mental well-being  Continue (implemented during school closure) weekly Family Zoom with Principal (include special guests; including community members and students to celebrate)	Administration and TLT will lead in plan design and evaluation, teachers will implement, Data Team will review and inform necessary next steps, PGAC organization will support  Assistant Principal and Academic Dean will oversee implementation by teachers	Shakedown scoring; Google Forms Family Support Checklists; Parent/Guardian Power Metric on progress reports and report cards that allow families to gauge their level of influence/support; Family Survey	Plans designed by Aug 15; and then ongoing through June '21
Implement and support college and career curriculum and activities to prepare, promote, and support seniors in establishing their post secondary goals	College and Career Readiness Counselor; School Counselor; Administration; Parent and Community Stakeholders	Baseline data connected to graduation rates, application process, Naviance/counselor designed lesson completion, and college acceptances	Plans finalized by Oct 1; and then ongoing through June '21
Improve STAT system to consistently identify and meet the needs of students with the greatest academic and social emotional needs	Special Education Lead Teacher; School Counselor; Administration	STAT data input; documentation tied to systematic approach to STAT meetings	System in place by Sept 15; and then ongoing through June '21