



**Springfield Public Schools  
2021-2022 Student Calendar  
Springfield Realization Academy  
46 Oakland Street, Springfield, MA 01108**



**Student Hours** 7:25 AM - 3:50 PM \* see calendar for special student early release days; **Saturday Academy = 9:00 AM - 12:00 PM**

**Teacher Hours** 7:15 AM - 3:55 PM

<p>Aug 23: School Begins</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="5">August 2021</th></tr> <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>31</td><td></td><td></td><td></td></tr> </tbody> </table>	August 2021					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	31				<p>Feb 11: Family Event - African American Heritage Celebration</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="5">February 2022</th></tr> <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></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Feb 18: School Closed - Teacher PD Day</p> <p>Feb 21: Schools Closed - Presidents Day</p> <p>Feb 22 - 25: Schools Closed - Mid-Winter Vacation</p> <p><b>Saturday Academies: 4th &amp; 12th</b></p>	February 2022					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				
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## Educator Working Conditions: Springfield Realization Academy

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**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 2021-22 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$4,000
- Field trips: \$3,000
- PD/Conferences: \$3,000

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

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

Springfield Realization Academy (SRA) 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. Teachers may be required to sit on a curriculum review committee. Teachers will be able to access supplemental resources, but their use will be subject to a discussion with school leaders.

**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 15 days of professional development and/or staff planning days before the school year begins;
- Up to 8 days of professional development and planning days during the school year;
- Up to 1 day after the last day of school for students, but before the end of the term of employment.

### **4. School calendar.**

Please see the attached 2021-22 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 for Middle School and 1250 per year for High School.
- 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 and 40 minutes. For the majority of educators, required hours will be approximately 7:15am–3:55pm. SRA will host a one-hour after school program (dates and times TBD) and staff will be encouraged to support that program. Any staff that volunteer to work in the after school program will be paid an hourly rate of \$29.10/hour for that additional time worked.

Also, staff will be required to work a maximum of 8, 2-hour, Saturday Academies throughout the school year, and staff will work on a rotating basis as determined by the building Principal and leadership team. The exact dates for Saturday academies will be presented to staff at the beginning of the school year.

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, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at SRA 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:

- Voluntary participation in SRA's 3 family events during the school year (back to school night, Hispanic Heritage celebration & African American Heritage celebration); staff who volunteer to work these events will be paid an hourly rate of \$29.10/hour for their time worked
- 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, parent conferences etc.
- Serving as a mentor to a small cohort of students
- Enter grades in our Student Management System (SMS) on a weekly basis
- Assign and check homework in core classes, providing feedback to students and working through challenging items with students
- Lead an advisory group daily
- Sit on school committees that are responsible for specific aspects of the school
- Plan at least one field trip for students per year
- Participate in award ceremonies, celebrations, and other school culture events
- Work with school leaders to improve their practice
- Daily operational duties, i.e. transitions, arrival, dismissal, etc.

## **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.

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

Springfield Realization Academy (SRA) will hold 4 parent-teacher conferences, 1 per quarter, per student, during the 2021-22 school year. Teachers will be given time during their regular work day to meet with families and hold conferences.

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

Returning teachers are expected to report to work on August 2, 2021. The final work day for teachers is June 24, 2022. 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.

### **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 Realization Academy (SRA) are asked to dress professionally for a school setting. On Fridays, can participate in College Shirt day by wearing a college or school shirt, jeans, and sneakers. When dress down days are awarded to students as an incentive, staff can also dress down in school-appropriate, casual clothing.

### **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 Realization Academy (SRA). 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:

- Tutoring students, supporting breakfast, arrival/dismissal, not exceeding 2 hours per day
- Coverage of classes and duties of others who are absent from school
- Coverage of afterschool activities, not exceeding 4 hours 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.

### **13. Class size.**

Springfield Realization Academy (SRA) commits to ensuring a reasonable class size/ratio for 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 in a timely manner (24 to 48 hours) throughout the school year.

**FINAL - APPROVED BY THE SEZP BOARD**