



Springfield Public Schools
2019-2020 Student Calendar
Duggan Academy
1015 Wilbraham Road, Springfield, MA 01109



Student Hours Middle School: 7:32am - 3:20pm (Mon, Wed, Thurs, & Fri); 7:32am - 2:10pm (Tues); High School: 7:32am - 2:20pm (Mon-Fri)

Teacher Hours Middle & High School: 7:25am - 3:20pm (Mon-Fri)

Aug 12-23: Schools Closed - New Staff PD
 Aug 19-23: Schools closed - Returning Staff PD
 Aug 23: Convocation
 Aug 26: School Begins

August 2019				
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

Feb 17: Schools Closed - Presidents Day
 Feb 18 - 21: Schools Closed - Mid-Winter Vacation

February 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

Sep 2: Schools Closed - Labor Day

September 2019				
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				

Mar 13: Schools Closed - Teacher PD Day

March 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	31			

Oct 14: Schools Closed - Columbus Day

October 2019				
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	

Apr 10: Schools Closed - Good Friday
 Apr 20: Schools Closed - Patriots Day
 Apr 21 -24: Schools Closed - Spring Vacation

April 2020				
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	

Nov 5: Schools Closed – Teacher PD Day (Election Day)
 Nov 11: Schools Closed – Veterans Day
 Nov 27 - 29: Schools Closed - Thanksgiving Vacation

November 2019				
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

May 25: Schools Closed - Memorial Day

May 2020				
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

Dec 20: Early Release @ 11:35am - Last day before holiday vacation
 Dec 23 - 31: Schools Closed - Holiday Vacation

December 2019				
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			

Jun 19*: End of School Year - Student Early Release @ 11:35am

Jun 22* - Schools Closed - Teacher PD Day

Jun 23*: Schools Closed - Teacher PD Day

June 2020				
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			

Jan 1: Schools Closed - New Years Day
 Jan 6: Schools Closed - Teacher PD Day
 Jan 20: Schools Closed - Dr. Martin Luther King, Jr. Day

January 2020				
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

*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
- Student Early Release at 11:35am
- Tuesday Student Early Release at 2:10pm
- Student Early Release at 1:00pm



**Springfield Public Schools
2019-2020 Staff Calendar
Duggan Academy
1015 Wilbraham Road, Springfield, MA 01109**



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Teacher Hours Middle & High School: 7:25am - 3:20pm (Mon-Fri)

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New Staff PD

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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Aug 19-23: Schools closed -
Returning Staff PD

Aug 23: Convocation

Aug 26: School Begins

Feb 17: Schools Closed -
Presidents Day

February 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

Feb 18 - 21: Schools Closed -
Mid-Winter Vacation

Sep 2: Schools Closed -
Labor Day

September 2019				
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				

Mar 13: Schools Closed -
Teacher PD Day

March 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	31			

Oct 14: Schools Closed -
Columbus Day

October 2019				
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	

Apr 10: Schools Closed -
Good Friday

April 2020				
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	

Apr 20: Schools Closed -
Patriots Day

Apr 21 -24: Schools Closed -
Spring Vacation

Nov 5: Schools Closed -
Teacher PD Day (Election Day)

November 2019				
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

Nov 11: Schools Closed -
Veterans Day

Nov 27 - 29: Schools Closed -
Thanksgiving Vacation

May 25: Schools Closed -
Memorial Day

May 2020				
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

Dec 20: Early Release -
Last day before holiday vacation

December 2019				
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			

Dec 23 - 31: Schools Closed -
Holiday Vacation

Jun 19*: End of School Year -
Early Release for Students

June 2020				
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			

Jun 22*: Schools Closed -
Teacher PD Day

Jun 23*: Schools Closed -
Teacher PD Day

Jan 1: Schools Closed -
New Years Day

January 2020				
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

Jan 6: Schools Closed -
Teacher PD Day

Jan 20: Schools Closed -
Dr. Martin Luther King, Jr. Day

*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
- Early Release at 11:35am
- Early Release at 1:00pm
- Student Early Release + PD until 4:40pm
- Student Early Release + PD until 3:20pm
- Full Day PD

This SY'19-20 school plan has been approved by the SEZP Board.

SEZP 2019-20 School Planning Process

Educator Working Conditions: Duggan 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 budget for district services, partner fees, staff salaries, and stipends.

For the 2019-20 school year, discretionary funds have been allocated in the following amounts:

- \$5,000 Classroom resources
- \$5,000 Professional Development
- \$5,000 Student Field Trips

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.

Duggan 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 are 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 10 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 18 hours of PD after the school day ends for students during the year ("extended day");
- 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 2019-20 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:

- The total number of school days and hours for students. Required total hours are a minimum of 1330 per year for Middle School students and 1200 for High School students.
- The 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.

FINAL – APPROVED BY SEZP BOARD

This SY'19-20 school plan has been approved by the SEZP Board.

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 7 hours and 55 minutes. For the majority of educators, the required hours will be approximately 7:25am–3:20pm.

Teachers will have approximately 3 planning hours per week not including planning meetings. 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 and/or PLC meetings on set times as shown on the school calendar, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Duggan Academy may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school.

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 rotating basis, including:

- Coverage will not exceed 64 minutes per day;
- 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)

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

Duggan Academy will hold one parent-teacher conference and one open house during the 2019-20 school year.

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

Returning teachers are expected to report to work on **August 19th, 2019**. New hires are expected to report to work on **August 12th, 2019**. The final workday for all teachers is **June 23rd, 2020**. This date assumes 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.

This SY'19-20 school plan has been approved by the SEZP Board.

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 Duggan Academy are asked to dress professionally for a school setting.

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 Duggan 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 will not exceed 64 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;
- Coverage of afterschool activities, not exceeding 30 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.

13. Class size.

Duggan Academy commits to ensuring a reasonable class size 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 contact with families about the academic progress of students. This includes family inquiries via email, Unified Classrooms, Class Dojo, phone, or in-person meetings throughout the school year.

The SEZP 2019-20 Roadmap Improvement Plan: Duggan Academy



Priority Area 1:

All Duggan students will demonstrate growth in their ability to attain grade-level literacy proficiency, specifically in reading and writing. This will be evident through the creation of quality student work in all content areas. To accomplish this, Duggan will implement a content-literacy-based curriculum that aligns with the necessary professional development for staff. Class content will be rigorous and includes essential practice for students throughout the academic day, with a focus on differentiation where needed. Students' progress will be measured by the Massachusetts Comprehensive Assessment System (MCAS), teacher-created formative and summative assessments, and other internal growth measures.

Rationale:

26% of Duggan students in grades 6-8 scored a meeting or exceeding on the spring 2018 MCAS in English Language Arts compared to 51% percent from the state, and in 10th grade, 67% percent of students scored at proficient or higher compared to 91% of the state. Further internal data shows that entering 6th-grade students need additional support in reading. 40% of 10th-grade students are scoring proficient or higher on the math compared to 78% from the state students are scoring proficient or higher compared.

Key Objectives

- Refinement of the current curriculum
- Deepening rigor in the classroom through the continuation of professional development
- Continued implementation of peer observation and feedback
- Student work analysis to adjust instruction

Evaluation Plan

During the school year, the data team will monitor student performance with the current curriculum, continuation of the implementation of peer feedback and professional development for staff through progress-monitoring and/or formative assessments from each department throughout the year; this data will include Iready, Writing on Demands, and Unit Assessments. Administrators will use mid-year and end-of-the-year MAP and MCAS data to measure progress as well. Support with peer observation to support feedback will be provided during summer professional development, lead coaches, and administration as needed. Student work protocol observations will be conducted during vertical team meetings to monitor teacher and student progress.

Specific Measurable Outcomes:

- Increase the percentage of students mid year growth on ELA and Math MAP by 15%
- Increase indicator 2 on the right path (practice for improving instruction from 1.3 to 2.5)
- Increase MCAS performance scores from 487 in ELA and Math to 492 or higher in both subjects

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 might be needed to complete each action step (e.g., time in master schedule, professional learning time, new role/staff, outside partnership, etc.)?</i>	<i>How will you know that you are making progress along the way?</i>	<i>When do you expect to complete this action step?</i>
Curriculum revisions made by educators in ELA, Social Studies and	Teachers and Dean of Instruction	Observation and post meetings	July 1st

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Science during a two-day summer retreat. Staff will make curriculum adjustments based on peer and coaching feedback.			
6th-grade team of teachers sent to the standards institute with a concentration in deepening rigor for special education	Administration	n/a	June 1st
Teacher share new learning from standards institute in staff PD and then follow up with a more detailed PD for special education teachers	Teachers that attended standards institute	Exit tickets	Ongoing in vertical meetings
August PD on Buddy system	Teacher Leadership Team	Tracking system and internal data(Iready, MAP, writing on demand)	Ongoing
Deepening Math professional development in the 2nd year by providing professional development from illustrative math. PD will be provided in August and is differentiated for those teachers that have gone to 1st illustrative math PD during the summer of 2018	Administration	Math internal data	August and ongoing
Expand math coaching support by providing math teacher into a leadership program	Math Teacher- Coach	Program feedback	August and ongoing
Science department PD to national science association conference	Administration	Internal data(Iready, MAP, writing on demand)	July and ongoing
Science teachers will refine current curriculum based on new learning from the science institute	Science teachers	Observation and post meetings	
Map out an internal assessment time table	Teacher leadership team	(Iready, MAP, writing on demand)	June 2019 and ongoing

This SY'19-20 school plan has been approved by the SEZP Board.

Priority Area 2:

Duggan will focus on improving school culture through our Habits of Scholarship initiative of Respect, Responsibility, Quality, and Perseverance. There will be a specific emphasis on instilling a sense of academic achievement, personal fulfillment, leadership, and active global citizenship in all students. Students will also increase their academic achievement by taking increased ownership of their work through strengthened character and independence, with amplified support from our faculty. We will measure our progress of this priority through attendance and suspension rates, student and staff survey data, and by analyzing ongoing student work.

Rationale:

The rationale for our second priority was determined using feedback garnered from site visits, academic coaching sessions for teachers, and staff discussions during grade-level team meetings. A closer analysis of the data obtained from these sessions and other data underscores a correlation between school culture and academic performance, including the number of quality work students produce. Students and most parents report satisfaction with communication between the school and home, However, in conversations with students and parents, there was no evidence that students are aware of a clear set of learning goals they are working towards, either in core classes or intervention support. Although parents are aware of broader goals related to grade-level proficiency in reading, the passing of classes, and good behavior, they were also unable to share specific learning goals or how progress towards those goals is communicated.

Recommended Action Steps from SQR

- Create a system to set, track, and communicate specific and measurable academic goals for all students in core subject areas.
- Utilize Crew structures to communicate goals and periodic progress towards goals to families

Key Objectives

- Focus crew on building relationships and setting and communicating student goals
- Students and families know strongly know their academic address and set goals
- Increase technology use for online curriculum access for students and families

Evaluation Plan

Observation of crew lessons to ensure that staff and students utilize that time to deepen goal setting and reflection through-out the school year. During the school year, the data team will monitor student performance through progress-monitoring and/or formative assessments from each department throughout the year; this data will include Iready, Writing on Demands, and Unit Assessments. Administrators will use mid-year and end-of-the-year MAP and MCAS data to measure progress as well. Student and parent surveys will be reviewed to see the understanding of students current academic address and their students progress on goal setting and reflection The teacher leadership team will seek feedback on the expanded use of technology to further identify needs for additional resources or professional development.

Specific Measurable Outcomes:

- Increase the percentage of students mid year growth on ELA and Math MAP by 15%
- School Quality Review standards: Engaging families in student goals will improve from developing to established
- Increase MCAS performance scores from 487 in ELA and Math to 492 or higher in both subjects

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 might be needed to complete each action step (e.g., time in</i>	<i>How will you know that you are making progress along the way?</i>	<i>When do you expect to complete this action step?</i>

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	<i>master schedule, professional learning time, new role/staff, outside partnership, etc.)?</i>		
Reschedule the crew(advisory) to small groups of 12 to 15 students per one teacher	Administration	Completing date June 1st	May 15th
Add high school teachers to middle school crews	Administration	The completion date of schedules and roster June 15th and distributed	June 1st
Relaunch crew with goal setting tightly tied in	Administration and Dean of Culture and Intervention	Ongoing observation and feedback	August PD and Ongoing
Student's voice continues to increase by allowing student ambassadors to run school meetings and give suggestions for future student enrichment and intensive opportunities	Administration and Dean of Culture	Ongoing observation and feedback	August PD and ongoing
Increase of student internship and dual enrollment opportunities in 11th/12trh grade	Administration	Internal tracking of numbers	May 2019 and ongoing
Develop a goal setting template for school-wide use	Dean of Intervention	The completion date of June 15th	June 2019
Map out and implement crew lessons that resemble student led conferences	Dean of Culture and Teacher Leadership Team	Ongoing observation and feedback	June 2019 and ongoing