

This SY'21-22 school plan has been approved at the building-level by the Principal and Teacher Leadership Team, and is final pending SEZP Board approval later this school year



# **Duggan Academy**

## **School Plan**

### **SY 2021-22**

**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 2021-22 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. 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.**

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 the school calendar for additional details):

- Up to days 7 of professional development and/or staff planning days before the school year begins;
- Up to 3 additional days of professional development/new-hire orientation before the school year begins (to be paid by stipend at teacher contractual rate)
- Up to 3 days of professional development and planning days during the school year;
- Up to 15 days of PD after the school day ends for students during the year (“ Tuesday extended day”)
- Up to 1 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 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:

- 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.

**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 50 minutes. For most educators, the required hours will be approximately 7:20am – 3:10pm.

Teachers will have approximately 4 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.

Additionally, all staff members are expected to participate in professional development, collaboration activities and/or PLC meetings, expected to be held every day for one hour during schools, 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. These activities may include, but are not limited to:

- Attend Duggan Graduation in June (up to 3 hours; exact date TBD)
- Open House in Fall 2021 (up to 4 hours; exact date TBD)
- Participate in parent meetings/conferences (up to 3 hours and when possible aligned during extend days)
- Participate in after school tutoring and student support/clubs (up to 15 hours; exact dates TBD)

## **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 1 block 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 2 parent-teacher conferences and an open house during the 2021-22 school year.

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

Newly hired staff will be required to report to work August 16<sup>th</sup> - 18<sup>th</sup>, 2021, for a new teacher orientation and those staff will be compensated at the contractual hourly rate of \$29.10/hour for their time. All teachers are expected to report to work on August 19<sup>th</sup>, 2021. The final workday for all teachers is June 24<sup>th</sup>, 2022. 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.

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 1 block 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 families about the academic, behavioral, and social progress of students. This includes family inquiries via email, Unified Classrooms, Class Dojo, phone, or in-person meetings throughout the school year.



**Springfield Public Schools  
2021-2022 Student Calendar  
Duggan Academy  
1170 Carew Street, Springfield, MA 01104**



**Student Hours** Middle School: 7:28 AM - 3:00 PM / High School 7:28 AM - 2:20 PM \* see calendar for special early release days

**Teacher Hours** Middle & High School: 7:20 AM - 3:10 PM (Mon-Fri); \*Special Tuesday (extended day) 7:20 AM - 4:30 PM

Aug 30: School Begins

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			

Feb 18: Early Release at 1:10pm

Feb 21: Schools Closed - Presidents Day

Feb 22-25: Schools Closed - Mid-Winter Vacation

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				

Sep 3: Early Release at 1:10pm

Sep 6: Schools Closed - Labor Day

September 2021				
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	

Mar 18: Schools Closed - Teacher PD Day

March 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	29	30	31	

Oct 8: Early Release at 1:10pm

Oct 11: Schools Closed - Columbus Day

October 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

Apr 14: Early Release at 1:10pm

Apr 15: Schools Closed - Good Friday

Apr 18: Schools Closed - Patriots Day

Apr 19-22: Schools Closed - Spring Vacation

April 2022				
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 2: Schools Closed – Teacher PD Day (Election Day)

Nov 11: Schools Closed – Veterans Day

Nov 23: Early Release at 1:10pm

Nov 24 - 26: Schools Closed - Thanksgiving Vacation

November 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			

May 27: Early Release at 1:10pm

May 30: Schools Closed - Memorial Day

May 2022				
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: Half Day - Student Dismissal at 11:05am

Dec 24 - 31: Schools Closed - Holiday Vacation

December 2021				
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

Jun 20: Schools Closed - Observance of Juneteent

Jun 23\*: End of School Year - Half Day - Student Dismissal at 11:05am

June 2022				
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	

Jan 6: Schools Closed - Teacher PD Day

Jan 12-14: \*Midterms - Student Dismissal at 1:10pm

Jan 17: Schools Closed - Dr. Martin Luther King, Jr. Day

January 2022				
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				

\*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  
 Student Early Release at 1:10pm



**Springfield Public Schools  
2021-2022 Staff Calendar  
Duggan Academy  
1170 Carew Street, Springfield, MA 01104**



**Student Hours** Middle School: 7:28 AM - 3:00 PM / High School 7:28 AM - 2:20 PM \* see calendar for special early release days

**Teacher Hours** Middle & High School: 7:20 AM - 3:10 PM (Mon-Fri); \*Special Tuesday (extended day) 7:20 AM - 4:30 PM

Aug 16-18: New Staff Orientation  
Aug 19-27: Teacher PD  
Aug 27: Convocation  
Aug 30: School Begins

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			

Feb 18: Student Dismissal at 1:10pm / Staff Early Release at 1:15pm  
Feb 21: Schools Closed - Presidents Day  
Feb 22 - 25: Schools Closed - Mid-Winter Vacation

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				

Sep 3: Student Dismissal at 1:10pm / Staff Early Release at 1:15pm  
Sep 6: Schools Closed - Labor Day

September 2021				
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	

Mar 18: Schools Closed - Teacher PD Day

March 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	29	30	31	

Oct 8: Student Dismissal at 1:10pm / Staff Early Release at 1:15pm  
Oct 11: Schools Closed - Columbus Day

October 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

Apr 14: Student Dismissal at 1:10pm / Staff Early Release at 1:15pm  
Apr 15: Schools Closed - Good Friday  
Apr 18: Schools Closed - Patriots Day  
Apr 19 - 22: Schools Closed - Spring Vacation

April 2022				
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 2: Schools Closed - Teacher PD Day (Election Day)  
Nov 11: Schools Closed - Veterans Day  
Nov 23: Student Dismissal at 1:10pm / Staff Early Release at 1:15pm  
Nov 24 - 26: Schools Closed - Thanksgiving Vacation

November 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			

May 27: Student Dismissal at 1:10pm / Staff Early Release at 1:15pm  
May 30: Schools Closed - Memorial Day

May 2022				
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: Early Release at 11:05am  
Dec 24 - 31: Schools Closed - Holiday Vacation

December 2021				
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

Jun 20: Schools Closed - Observance of Juneteent  
Jun 23\*: End of School Year - Early Release at 11:05am  
Jun 24: Schools Closed - Teacher PD Day

June 2022				
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	

Jan 6: Schools Closed - Teacher PD Day  
Jan 12-13 \*Midterms - Student Dismissal at 1:10pm; Staff PD until 3:10pm  
Jan 14: \*Midterms - Student Dismissal at 1:10pm / Staff Early Release at 1:15pm  
Jan 17: Schools Closed - Dr. Martin Luther King, Jr. Day

January 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				

\*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 11:40am
- Early Release at 1:15pm
- Tuesday Extended Day until 4:30pm
- Student Early Release + PD until 3:10pm
- Full Day PD