

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



Forest Park

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 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:

- Family/Community Events: \$8,000
- Academic Field trips: \$3,000
- Content for PD/PLC/Conferences: \$5,000

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.

Forest Park Middle School 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 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 7 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 9 hours of PD after the school day ends for students during the year (“extended day”)

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 10 minutes. For the majority of educators, required hours will be approximately 7:20am–3:30pm.

Teachers will have approximately the equivalent of five 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, expected to be held on 5 days per week, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Forest Park Middle School 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 3 family events during the school year (open house (mandatory), curriculum nights, and other family events as planned by the school) outside of regular school hours during the school year.
- Welcome Back BBQ (scheduled for Wednesday, August 25, 2021)
- Phone calls to families about the academic, behavioral, and social-emotional progress of students
- Preparation of individual student weekly reports, progress reports, and report cards
- Participating in staff recruitment and selection processes
- Collaborating regularly with school administrators to improve one's instructional practices
- Participation in professional development opportunities
- Checking for understanding through daily formative assessments
- Attending student-related meetings
- Serving as a primary person to students in Advisory

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:

- Coverage of homeroom periods, not exceeding 25 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.

Forest Park Middle School will hold parent conferences during the 2021-2022 school year during team time. Staff are required to attend meetings as often as weekly with families. Conferences will be scheduled as needed and at the parents request.

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

All teachers are expected to report to work on August 19, 2021. The final work day for teachers is June 23, 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 Forest Park Middle School are asked to dress professionally for a school setting. Excessively casual clothing such as ripped jeans, revealing clothing, and beachwear is not permitted.

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 Forest Park Middle School. 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 homeroom periods, not exceeding 25 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 when subs are not available

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.

Forest Park Middle School 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 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.



**Springfield Public Schools
2021-2022 Student Calendar
Forest Park Middle School
46 Oakland Street, Springfield, MA 01108**



Student Hours 7:25 AM - 3:25 PM; *see calendar for special student early release days

Teacher Hours 7:20 AM - 3:30 PM

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			

Aug 25: Welcome back BBQ
Rain Date Aug 26

Aug 30: School Begins

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				

Feb 16: Family Event

Feb 21: Schools Closed - Presidents Day

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

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	

Sep 6: Schools Closed - Labor Day

Sep 22: Early Release at 1:30pm

Sep 22: Open House

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	

Mar 10: Early Release at 1:30pm

Mar 18: Schools Closed - Teacher PD Day

Mar 22: Family Event

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

Oct 11: Schools Closed - Columbus Day

Oct 13: Early Release at 1:30pm

Oct 28: Family Event

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

Apr 14: Early Release at 1:30pm

Apr 15: Schools Closed - Good Friday

Apr 18: Schools Closed - Patriots Day

Apr 19-22: Schools Closed - Spring 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			

Nov 2: Schools Closed - Teacher PD Day

Nov 10: Early Release at 1:30pm

Nov 11: Schools Closed - Veterans Day

Nov 24 - 26: Schools Closed - Thanksgiving Vacation

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			

May 30: Schools Closed - Memorial Day

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

Dec 7: Family Event

Dec 8: Early Release at 1:30pm

Dec 23: Early Release at 11:35am - Last day before holiday vacation

Dec 24 - 31: Schools Closed - Holiday Vacation"

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	

Jun 1: Family Event

Jun 3: Early Release at 1:30pm

Jun 20: Schools Closed - Observance of Juneteenth Day

Jun 23*: End of School Year - Early Release for Students & Staff

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				

Jan 6: Schools Closed - Teacher PD Day

Jan 12: Early Release at 1:30pm

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

Jan 27: Family Event

*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
- Special Student Early Release
- Regular Day / Family Event



**Springfield Public Schools
2021-2022 Staff Calendar
Forest Park Middle School
46 Oakland Street, Springfield, MA 01108**



Student Hours 7:25 AM - 3:25 PM; *see calendar for special student early release days

Teacher Hours 7:20 AM - 3:30 PM

Aug 19-27: Teacher PD

Aug 25: Special Hours 12-7pm
Welcome Back BBQ

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 8: Extended Day

Feb 16: Family Event

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 6: Schools Closed - Labor Day

Sep 14: Extended Day

Sep 22: Early Release /Staff PD

Sep 22: Family Event - Open House

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 10: Early Release / Staff PD

Mar 18: Schools Closed -
Teacher PD Day

Mar 22: Extended Day/Family
Event

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 11: Schools Closed -
Columbus Day

Oct 12: Extended Day

Oct 13: Early Release / Staff PD

Oct 28: Family Event

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 12: Extended Day

Apr 14: Early Release/ Staff PD

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

Nov 10: Early Release/Staff PD

Nov 11: Schools Closed –
Veterans Day

Nov 16: Extended Day

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 10: Extended Day

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 7: Extended Day/ Family Event

Dec 8 : Early Release/ Staff PD

Dec 23: Early Release at 11:35am -
Last day before holiday vacation

Dec 24 - 31: Schools Closed -
Holiday Vacation

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MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
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Jun 1: Family Event

Jun 3: Early Release / Staff PD

Jun 20: Schools Closed -
Observance of Juneteenth Day

Jun 23*: End of School Year -
Early Release for Students & Staff

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- School Closed
- Staff Early Release
- Special Staff PD Hours
- Regular Day + PD
- Student Early Release + PD
- Full Day PD
- Regular Day / Family Event