

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



High School of Commerce 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:

- Supplies & materials: \$7,000
- Field trips: \$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.

The High School of Commerce 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 6 days of professional development and/or staff planning days before the school year begins;
- Up to 2 days of professional development and planning days during the school year (November 2, 2021 and January 6, 2022);
- Up to 1 hour of PD after the school day ends for students during the year (“extended day”)
- 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 30 minute duty-free lunch and regular preparatory time.

The standard workday for educators will be 8 hours and 20 minutes, Monday - Thursday; 7 hours and 20 minutes on Fridays. For the majority of educators, required hours will be approximately 7:10am - 3:30pm, Monday - Thursday and 7:10am to 2:30pm on Fridays.

Teachers will have approximately the equivalent of 450 minutes over ten days of self-directed preparatory time. 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, as scheduled, unless otherwise directed by the principal. A schedule will be made available to staff by August 19th.

In addition to traditional responsibilities and those duties listed above, all staff at The High School of Commerce 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 4 Open House/Family Events during the school year
- Weekly phone calls or other forms of contact (text, email, letter) 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
- Working regularly with school administrators to improve one's instructional practices
- Attending student-related meetings
- Serving as a mentor to a small cohort of students

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)

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

The High School of Commerce will hold parent/community engagement nights during the 2021-2022 school year. This does not include individual parent-teacher meetings that may occur between school-wide meetings.

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

Newly hired staff will be expected to report to work on August 18, 2021 and will be paid an hourly rate of \$29.10/hour for their time. Returning staff would have the option to also come in on August 18th, 2021 to attend one extra day of PD and would be paid the same hourly rate of \$29.10/hour for their time. All teachers are expected to report to work on August 19, 2021. The final work day for teachers is June 24th, 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 The High School of Commerce are asked to dress professionally for a school setting. Casual clothing such as jeans, beachwear, and flip flops 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 The High School of Commerce. 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 time equivalent to one scheduled class time per day
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, not exceeding 60 minutes per week

Staff may be asked to perform additional duties or responsibilities such as focus groups, voluntary participation on committees, sub groups etc. Some additional responsibilities may come with additional compensation in the form of stipends, but stipends should not be expected.

13. Class size.

The High School of Commerce 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, social and behavioral progress of students, as well as respond to family inquiries via email, phone or in-person meetings throughout the school year.

All teachers are expected to make an effort to establish and maintain two-way communication with families. Protocol for weekly calls will be left up to grade-level teams. Documentation must be done according to school-wide protocol.

16. School culture transformation.

A foundational element of the High School of Commerce mission is to develop relationships and social agency. As part of this vision, staff and faculty will carry out school-wide focus of practice to support a positive, scholarly culture.



**Springfield Public Schools
2021-22 Student Calendar
High School of Commerce
415 State Street Springfield, MA 01105**



Student Hours 7:20 AM - 2:20 PM

Teacher Hours 7:10 AM - 3:30 PM (Monday - Thursday); 7:10 AM - 2:30 PM (Fridays)

Aug 26: 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 10: Open House/Family Night

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 9: Open House/Family Night

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 for Students & Staff

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

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 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. 12: School Closed for Students & Staff

Nov 18: Open House/Family Night

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 12: Open House/Family Night

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 Juneteenth Day

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

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 3: Schools Reopen

Jan 6: Schools Closed - Teacher PD Day

Jan 7: School Closed for Students & Staff

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
 Family Event



**Springfield Public Schools
2021-22 Staff Calendar
High School of Commerce
415 State Street Springfield, MA 01105**



Student Hours 7:20 AM - 2:20 PM

Teacher Hours 7:10 AM - 3:30 PM (Monday - Thursday); 7:10 AM - 2:30 PM (Fridays)

Aug 18: New Staff Orientation/PD
Aug 19-25: Teacher PD
Aug 26: School Begins
Aug 27: Convocation

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 10: Open House/Family Event
Feb 21: Schools Closed - Presidents Day
Feb 22 - 25: Schools Closed - Mid-Winter Vacation***

February 2022				
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	1	2	3	4
7	8	9	10	11
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Sep 6: Schools Closed - Labor Day
Sep 9: Open House/Family Event

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Apr 19-22: Schools Closed - Spring Vacation

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Jun 23*: End of School Year - Early Release for Students & Staff
Jun 24: Schools Closed - Teacher PD Day (full day)

June 2022				
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- School Closed
- Staff Early Release at 11:05am
- Staff Early Release at 2:30pm
- Full Day PD
- Family Event Night