

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.



**J.F. Kennedy  
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 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: \$10,000
- Field trips: \$5,000
- PD/Conferences: \$10,000

Any transfer or use of additional funds received over the course of the school year will be determined by the principal. If additional funds 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.**

John F. Kennedy 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 additional days of professional development/new-hire orientation before the school year begins (paid by stipend);
- Up to 3 days of professional development and planning days during the school year;
- Up to 17 days of Tuesday extended days
- 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:

- Total number of school days and hours for students. Required total hours for students are a minimum of 1330 per year.
- 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 55 minutes. For the majority of the week, the required hours will be approximately 7:15am–3:10pm Monday - Friday. On 17 Tuesdays, educators will work 7:15am - 4:20pm. Please see the staff calendar for details on which Tuesdays are extended. Two additional hours will be added to two of the Tuesday extended days for family conferences. Dates will be determined prior to the start of the year in collaboration with the teacher leadership team.

Teachers will have approximately 4 planning hours a week. 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. Any missed prep periods will be paid at the contractual rate.

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 John F.Kennedy 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:

- Attend the family BBQ event (up to 2 hours- date TBD)
- Open House in Fall 2021 (up to 2 hours; exact date TBD)
- Participate in family conferences that are prior to half day conferences October 26th and February 1st
- Participate in school celebration events

#### **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 of periods, not exceeding 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.

John F. Kennedy Middle School will hold 2 parent-teacher conferences 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 staff will be compensated at the contractual hourly rate of \$29.10/hour. 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 John F. Kennedy Middle School are asked to dress professionally for a school setting. Excessively casual clothing such as ripped jeans, revealing clothing, 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 John F. Kennedy 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 1 block per day
- Coverage of lunch periods, break periods, or block periods, not exceeding 64 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;

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.**

John F. Kennedy 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, behavioral, and social 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  
John F. Kennedy Middle School  
1385 Berkshire Avenue, Springfield, MA 01151**



**Student Hours** 7:20 AM - 3:05 PM; \* Midterms on January 19, 20 & 21 = 1 PM dismissal ; \*see calendar for additional student early releases

**Teacher Hours** 7:15 AM - 3:10 PM (Mon-Fri); \*Special Tuesday (extended day) 7:15 AM - 4:20 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 2: Half Day - Dismissal at 11:35am  
Feb 18: Half Day - Dismissal at 11:35am  
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

| 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 1:00pm  
Oct 11: Schools Closed - Columbus Day  
Oct 27: Half Day - Dismissal at 11:35am

| 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: Half Day - Dismissal at 11:35am  
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 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 1:00pm  
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 - Dismissal at 11:35am  
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 21 & 22 Half Day - Dismissal at 11:35am  
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 6: Schools Closed - Teacher PD Day  
Jan 17: Schools Closed - Dr. Martin Luther King, Jr. Day  
Jan 19-21: \*Midterms - Early Release at 1:00pm

| 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
- Half Day (11:35AM Dismissal)
- Mid Term Dismissal 1PM
- Early Dismissal 1PM



**Springfield Public Schools**  
**2021-2022 Staff Calendar**  
**John F. Kennedy Middle School**  
**1385 Berkshire Avenue Springfield, MA 01151**



**Student Hours** 7:20 AM - 3:05 PM; \* Midterms on January 19, 20 & 21 = 1 PM dismissal ; \*see calendar for additional student early releases

**Teacher Hours** 7:15 AM - 3:10 PM (Mon-Fri); \*Special Tuesday (extended day) 7:15 AM - 4:20 PM

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 2: Student Dismissal at 11:35am/ Teacher PD until 3:10pm

| 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  |
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Sep 6: Schools Closed - Labor Day

| September 2021 |     |     |     |     |
|----------------|-----|-----|-----|-----|
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|                |     | 1   | 2   | 3   |
| 6              | 7   | 8   | 9   | 10  |
| 13             | 14  | 15  | 16  | 17  |
| 20             | 21  | 22  | 23  | 24  |
| 27             | 28  | 29  | 30  |     |

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| March 2022 |     |     |     |     |
|------------|-----|-----|-----|-----|
| MON        | TUE | WED | THU | FRI |
|            | 1   | 2   | 3   | 4   |
| 7          | 8   | 9   | 10  | 11  |
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Oct 8: Student & Staff Dismissal at 1:00pm  
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| October 2021 |     |     |     |     |
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| 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: Half Day - Student & Staff Dismissal at 11:35am

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  |

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 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 & Staff Dismissal at 1:00pm

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 11:35am  
 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 21 & 22: Half Day - Student & Staff Dismissal at 11:35am

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

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 17: Schools Closed - Dr. Martin Luther King, Jr. Day  
 Jan 19-21: \*Midterms - Student Dismissal at 1:00pm / Teacher PD until 3:10pm

| 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
- Half Day (7:20AM to 11:35AM)
- Mid Term (7:20 AM to 3:10PM)
- Regular Day + PD
- Full Day PD
- Early Dismissal 1PM
- Student Early Release + PD until 3:10pm