

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



# **Kiley Middle School**

## **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: \$5,000
- Field trips: \$3,000
- PD/Conferences: \$7,500

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.**

M.Marcus Kiley 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 90 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. For the majority of educators, required hours will be approximately 7:20am–3:20pm and 7:20am-4:15pm on Tuesday's.

Teachers will have approximately the equivalent of 5 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 Learning Systems (RTI) development, collaboration activities and/or PLC meetings, expected to be held on daily, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at M. Marcus Kiley 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 2 family events during the school year (dates TBD)
- Phone calls to families about the academic 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
- Checking homework
- Attending student-related meetings that will take place during the regular school day
- 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:

- Coverage of homeroom periods, not exceeding 30 minutes per day

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

Kiley Middle School will hold 2 parent-teacher conferences during the 2021-22 school year. Teachers will be expected to schedule a number of individual conferences, but will be given time within their regular school day in which to meet with parents.

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

Returning teachers are expected to report to work on August 18, 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 M.Marcus Kiley are asked to dress professionally at all times 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 M.Marcus Kiley . 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 30 minutes per day
- Substitute coverage of classes and duties of others who are absent from school in emergency situations

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.**

M.Marcus Kiley commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development, not to exceed a maximum of 30 students.

#### **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  
Kiley  
180 Cooley Street, Springfield, MA 01128**



**Student Hours** 7:25 AM - 3:15 PM ; see calendar for additional special student early release days

**Teacher Hours** 7:20 AM - 3:20PM; 7:20 AM - 4:15 PM (Tues)

<p>Aug 30: School Begins</p> <table border="1"> <thead> <tr><th colspan="5">August 2021</th></tr> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	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				<p>Feb 21: Schools Closed - Presidents Day</p> <p>Feb 22 - 25: Schools Closed - Mid-Winter Vacation</p> <table border="1"> <thead> <tr><th colspan="5">February 2022</th></tr> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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				
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**Springfield Public Schools  
2021-2022 Staff Calendar  
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**Student Hours** 7:25 AM - 3:15 PM ; see calendar for additional special student early release days

**Teacher Hours** 7:20 AM - 3:20PM; 7:20 AM - 4:15 PM (Tues)

Aug 18-19 & 23-27: Teacher PD  
Aug 27: Convocation  
Aug 30: School Begins

August 2021				
MON	TUE	WED	THU	FRI
2	3	4	5	6
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Feb 21: Schools Closed - Presidents Day  
Feb 22 - 25: Schools Closed - Mid-Winter Vacation

February 2022				
MON	TUE	WED	THU	FRI
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Sep 3: Student Early Release at 1:00pm / Teacher PD until 3:00pm  
Sep 6: Schools Closed - Labor Day

September 2021				
MON	TUE	WED	THU	FRI
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Mar 18: Schools Closed - Teacher PD Day

March 2022				
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Oct 8: Student Early Release at 1:00pm / Teacher PD until 3:00pm  
Oct 11: Schools Closed - Columbus Day

October 2021				
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Apr 15: Schools Closed - Good Friday  
Apr 18: Schools Closed - Patriots Day  
Apr 19-22: Schools Closed - Spring Vacation

April 2022				
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Nov 2: Schools Closed - Teacher PD Day (Election Day)  
Nov 11: Schools Closed - Veterans Day  
Nov 23: Student Early Release at 1:00pm / Teacher PD until 3:00pm  
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 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 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 14: Student Early Release at 1:00pm / Teacher PD until 3:00pm  
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
- Staff Early Release
- Regular Day + 4:15pm release
- Student Early Release + PD
- Full Day PD