

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



Springfield Honors Academy School Plan SY 2021-22

Educator Working Conditions: Springfield Honors Academy

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: \$12,500
- Professional Services: \$8,700 (29 x \$300 per person, but can be shared between teachers)
- Field trips: \$5,000

Allocation of professional service funds will be allocated individually for Q1 and Q2, and may be distributed by department in Q3 and Q4.

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 development.

Springfield Honors Academy uses a curriculum framework aligned with the Massachusetts State Curriculum Frameworks. Teachers assist in developing new and improved curricula for their own use and that of other teachers in the school. The director of curriculum and instruction will lead the development and revision of curricula across all content areas. To the best extent possible, teachers will be made aware of curriculum changes in advance and have an opportunity to provide feedback. As the academy grows, AP programming and college partnerships will elevate its curriculum design.

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 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 4.5 hours of professional development each month before school (Monday through Thursday) and 3 hours for two Tuesdays per month (following student dismissal);
- 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 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 7:00am - 3:00pm. On Fridays, staff may leave following student dismissal (by 2:30pm).

Teachers will have 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 development, collaboration activities and/or PLC meetings on the first and third Tuesday of the month until 4pm, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Springfield Honors 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:

- Participation in 7 family events during the school year;
- Phone calls to families about the academic, behavioral, and social-emotional progress of students;
- Preparation of individual student progress reports and report cards;
- Preparation of reports for students on support plans;
- Participating in staff recruitment and selection processes;
- Working regularly with school administrators to improve one's instructional practices;
- Provide intentional academic support for any student with an average of 75 or lower;
- Updating grades in PowerTeacher a minimum of once every two weeks; and
- Attending student-related meetings

6. Class coverage and substitutes.

During a typical Monday-Friday week, staff members may be required to cover classes as needed. Class coverage will be assigned in the following way:

- Preference would be to hire substitute teachers.
- Counselors are exempt from covering classes but they may be assigned cover duties.
- Staff may not be assigned to cover during their duty-free lunch.
- A staff member may be asked to cover a class if a substitute teacher is not available. Staff will not be asked to cover more than one class a day: every staff member is guaranteed one prep period every day.
- When possible, PLC or common planning time should not be used when teachers are asked to cover class.
- When possible, coverage will be rotated between different teachers. No additional pay is given for coverage.

7. Schedule of school-wide parent/teacher meetings.

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

Springfield Honors Academy will hold a freshmen-only conference in the fall and a student-led conference for all grade levels in the spring of the 2021-22 school year.

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

All teachers are expected to report to work on August 18th, 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 by email 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 done by school intercom, teleconference (like Zoom or Google Meet), or email. A 24-hour notice is expected for all scheduled events when possible. Staff will communicate announcements to students in a timely fashion and/or share the teleconference link (like the Zoom or the Google Meet link).

10. School health and safety issues.

Working with SEZP and SPS, the school will make every effort to provide appropriate environment, 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.

If mandated by the district, all staff must follow all district procedures (such as self-certifying their health daily before arriving on campus) for the safety of all staff and students. In the case that a staff member develops symptoms during the course of the day, they should follow all district procedures.

11. Staff dress code.

Staff at Springfield Honors Academy 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. However, jeans (without rips) may be worn on Fridays only, or in the event of a dress down day for students. Additionally, staff are permitted to wear school gear on Tuesdays.

Casual dress days may be extended by the principal and/or the TLT.

12. Distribution 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 Springfield Honors Academy. To the extent possible, duties will be equitably distributed among staff members on a regular basis by school administrators. These duties may include, but are not limited to:

- Coverage of lunch periods, break periods, or block periods, not exceeding 65 minutes per day
- Substitute coverage of classes and duties of others who are absent from school
- Coverage of afterschool activities such as clubs and student organizations, up to 80 minutes per week
- Proctoring of exams and tests. Teachers may also volunteer to proctor on Saturday for a stipend.
- Coverage of school detention, no more than 40 minutes per month

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.

Springfield Honors Academy commits to ensuring a reasonable class size of no more than 25 students, and no less than 8 students for underclassmen core classes, for the benefit of 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. Teachers will also be required to update a biweekly Textedly academic report to increase parent awareness and family support systems.



**Springfield Public Schools
2021-2022 Student Calendar
Springfield Honors Academy
415 State Street, Springfield, MA 01105**



Student Hours 7:20 AM - 2:20 PM; *see calendar for special student early release days

Teacher Hours 7:00 AM - 3:00 PM (Monday - Thursday); 7:00 AM - 2:30 PM (Friday)

<p>Aug 26: Full-Day Orientation for Students</p> <p>Aug 27: School Closed - Convocation</p> <p>Aug 30: School Resumes</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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<p>Jan 6: Schools Closed - Teacher PD Day</p> <p>Jan 17: Schools Closed - Dr. Martin Luther King, Jr. Day</p>	<table border="1"> <thead> <tr><th colspan="5">January 2022</th></tr> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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					<p>*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.</p> <ul style="list-style-type: none"> School Closed Student Early Release Special Student Early Release Student Orientation / First Day of School 	
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2021-2022 Staff Calendar
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Aug 19-25 & 27: Teacher PD

August 2021				
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Aug 26: Full-Day Orientation for Students

Aug 27: Schools Closed for Students - Convocation/Teacher PD

Aug 30: School Resumes

Feb 21: Schools Closed - Presidents Day

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

February 2022				
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Sep 6: Schools Closed - Labor Day

September 2021				
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Mar 18: Schools Closed - Teacher PD Day

March 2022				
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	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 13: Early Release for Students/ Afternoon Teacher PD until 4pm

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 13: Early Release for Students/ Afternoon Teacher PD until 4pm

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 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 - 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: School Closed - Observance of Juneteenth Day

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 18: Midterm Madness; Extended Day until 4:00pm

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
- Staff Early Release
- Special Staff Early Release
- Regular Day + PD until 4pm
- Student Early Release + PD
- Full Day PD
- Student Orientation / First Day