

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 Lyceum College Prep School Plan SY 2021-22

Educator Working Conditions: Springfield Lyceum College Prep

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: \$3,000
- 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 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.

Springfield Lyceum College Prep (SLCP) 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 20 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 2.5 hours of professional development per week after the school day ends for students during the year (“extended day”);
- Up to 1.5 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 9 hours. For the majority of educators, required hours will be approximately 7:10am–4:10pm. Summer Professional Development hours will be 8:00am to 3:00pm. On PD days during the school year when students have no school, teachers will work an 8:00am to 3:00pm schedule, while PD scheduled for after school (“extended-day”) will require teachers to stay between 4:10 and 5:30pm. Teachers will also be required to work 10 Saturday Academy sessions throughout the school year, on a rotating basis; Saturday hours will be 9:00am to 12:00pm.

Teachers will have approximately five planning periods per week at a minimum. 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. These times will also include weekly PLC work with administrative leadership which will take place at least once a week. Teachers will receive a duty-free lunch and regular preparatory time.

All staff members are expected to participate in professional development, collaboration activities, and/or parent meetings and conference days per the school calendar.

In addition to traditional responsibilities and those duties listed above, all staff at SLCP 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 student/family BBQ in August 2021
- Participation in one evening student/family event per month;
- Phone calls to families about the academic, behavioral, and social-emotional progress of students;
- Inputting student attendance daily, maintaining accurate grades every two weeks, and anecdotal narratives of student behaviors and consequences using RTI for behaviors into either our school information system or Google or Google Doc Tracker;
- Weekly coaching meetings in order to improve instruction;
- 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 all classes of others who are absent from school
- 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.

SLCP teachers will meet regularly with parents to discuss student progress. These meetings will be included in the regular teacher workday and/or the parent events specified in the calendar and previously in the working conditions.

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

Teachers are expected to report to work on August 2, 2021. The final work day for teachers is June 24, 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 SLCP are asked to dress professionally for a school setting. On Monday-Thursday, this includes a shirt and tie for men and the equivalent for women, with no jeans, shorts, flip flops, or other excessively casual clothing. On Fridays, staff can participate in College Shirt day by wearing a college or school shirt, jeans, and sneakers. When dress down days are awarded to students as an incentive, staff can also dress down in school-appropriate, casual clothing.

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 SLCP. 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 tutoring, arrival, breakfast, dismissal, not exceeding 2 hours per day;
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, not exceeding 4 hours per week;

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.

SLCP 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 in a timely manner (24 to 48 hours) throughout the school year.



**Springfield Public Schools
2021-2022 Student Calendar
Springfield Lyceum College Prep
355 Plainfield St. Springfield, MA 01104**



Student Hours 7:40 AM - 3:20 PM ; see calendar for special early release days

Teacher Hours 7:10 AM - 4:10 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			

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 21: Schools Closed - Presidents Day

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

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	

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 18: Schools Closed - Teacher PD Day

Oct 8: Early Release at 1:00pm

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

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 15: Schools Closed - Good Friday

Apr 18: Schools Closed - Patriots Day

Apr 19 - 22: Schools Closed - Spring Vacation

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 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 27: Early Release at 1:00pm

May 30: Schools Closed - Memorial Day

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

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

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 20: Schools Closed - Observance of Juneteenth Day

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

Jan 6: Schools Closed - Teacher PD Day

Jan 14: Early Release at 1:00pm

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
- Student Early Release at 11:35am
- Special Student Early Release at 1:00pm



**Springfield Public Schools
2021-2022 Staff Calendar
Springfield Lyceum College Prep
355 Plainfield St. Springfield, MA 01104**



Student Hours 7:40 AM - 3:20 PM ; see calendar for special early release days

Teacher Hours 7:10 AM - 4:10 PM

Aug 2-27: 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 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

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 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: Early Release at 11:35am - Last day before holiday vacation
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 / Teacher PD Until 4:10pm
Jun 23*: 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 14: Early Release at 1:00pm
Jan 17: Schools Closed - Dr. Martin Luther King, Jr. Day

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
- Staff Early Release
- Regular Day + PD
- Student Early Release + PD
- Full Day PD