This SY'22-23 school plan has been approved at the building-level by the Principal and Teacher Leadership Team, as well as the SEZP Board.

SEZP

SPRINGFIELD EMPOWERMENT ZONE PARTNERSHIP

High School of Commerce

2022-23 School Plan

Springfield Public Schools
2022-23 Student Calendar
High School of Commerce
415 State Street Springfield, MA 01105

SEZP
SPRINGFIELD EMPOWERMENT ZONE PARTNERSHIP

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 25: School Begins

August 2022				
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	31		

Sep 5: Schools Closed - Labor Day

Sep 6: Schools Closed – Teacher PD Day

Sep 8: Open House/FamilyNight

September 2022				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Oct 10: Schools Closed - Columbus Day

October 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				

Nov 8: Schools Closed – Teacher PD Day (Election Day)

Nov 11: Schools Closed – Veterans Day

Nov 17: Open House/Family Night

Nov 23 - 25: Schools Closed - Thanksgiving Vacation

November 2022				
MON	TUE	WED	THU	FRI
		2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Dec 23: Early Release at 11:05am

Dec 26 - 30: Schools Closed - Holiday Vacation

December 2022				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Jan 2: Schools Closed - New Year's Day Observed

Jan 3: Schools Reopen

Jan 6: Schools Closed for Students & Staff

Jan 16: Schools Closed - Dr. Martin Luther King, Jr. Day

January 2023				
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 9: Open House/Family Night

Feb 20: Schools Closed - Presidents Day

Feb 21 - 24: Schools Closed - Mid-Winter Vacation"

February 2023				
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			

Mar 17: School Closed for Students & Staff

March 2023				
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

Apr 7: Schools Closed - Good Friday

Apr 17: Schools Closed - Patriots Day

Apr 18 -21: Schools Closed - Spring Vacation

April 2023				
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

May 8: School Closed for Students & Staff

May 11: Open House/Family Night

May 29: Schools Closed - Memorial Day

May 2023				
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	31		

Jun 19: Schools Closed - Juneteenth Day

Jun 22*: End of School Year - Early Release for Students & Staff

June 2023				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

*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

FINAL - APPROVED BY THE SEZP BOARD

Springfield Public Schools
2022-23 Staff Calendar
High School of Commerce
415 State Street Springfield, MA 01105

SEZP
SPRINGFIELD EMPOWERMENT ZONE PARTNERSHIP

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 17: New Staff Orientation/PD?

Aug 18 - 24: Teacher PD

Aug 25: School Begins

August 2022

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	31		

Sep 5: Schools Closed - Labor Day

Sep 6: Schools Closed – Teacher PD Day

Sep 15: Open House/Family Event

September 2022

MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Oct 10: Schools Closed - Columbus Day

October 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				

Nov 8: Schools Closed – Teacher PD Day (Election Day)

Nov 11: Schools Closed – Veterans Day

Nov 23 - 25: Schools Closed - Thanksgiving Vacation

Nov 29: Open House/Family Event

November 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		

Dec 23: Early Release at 11:05am

Dec 26 - 30: Schools Closed - Holiday Vacation

December 2022

MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Jan 2: Schools Closed - New Year's Day Observed

Jan 3: Schools Reopen

Jan 6: School Closed for Students & Staff

Jan 16: Schools Closed - Dr. Martin Luther King, Jr. Day

January 2023

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 16: Open House/Family Event

Feb 20: Schools Closed - Presidents Day

Feb 21 - 24: Schools Closed - Mid-Winter Vacation

February 2023

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			

Mar 17: School Closed for Students & Staff

March 2023

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

Apr 7: Schools Closed - Good Friday

Apr 17: Schools Closed - Patriots Day

Apr 18 -21: Schools Closed - Spring Vacation

April 2023

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

May 8: School Closed for Students & Staff

May 25: Open House/Family Event

May 29: Schools Closed - Memorial Day

May 2023

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	31		

Jun 19: Schools Closed - Juneteenth Day

Jun 22*: End of School Year - Early Release for Students & Staff

Jun 23: Schools Closed – Teacher PD Day (full day)

June 2023

MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

*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 at 11:05am
- Staff Early Release at 2:30pm
- Full Day PD from 8:00am-3:00pm
- Family Event Night

FINAL - APPROVED BY THE SEZP BOARD

Educator Working Conditions: High School of Commerce

1. Staff work year calendar and calculating total educator time

The calendar tool is built to give schools flexibility on the types of days (known as 'day types') that their school will follow during the following school year. The calendar tool correctly determines the total hours and salary based on calculations aligned to our Collective Bargaining Agreement (CBA). Student and staff calendars are then generated based on the information entered in Tab 1 of the calendar tool. The decisions made on the calendar tool will then become the school-specific Educator Working Conditions. This template will extract educator hours to provide everyone with a clear understanding of what is expected for total educator hours for the upcoming school year.

Part 1: School year hours

These hours reflect **"school year hours"** which is 180 days of instruction with students plus any professional development days during the school year (traditionally 3) and the 5 days of August professional development that occurs just before students begin the year.

			Staff Hours - Grades 9-12		
	Day Type	**Staff Category**	**Start time**	**End time**	**Hrs:Min**
1.	Regular Day for Students and Staff	Regular Day	7:10 AM	3:30 PM	8:20
2.	Early Release for Students and Staff	Staff Early Release at 11:05am	7:10 AM	11:05 AM	3:55
3.	Regular Day for Students / 2:30 Sched for Staff	Staff Early Release at 2:30pm	7:10 AM	2:30 PM	7:20
4.	No School for Students / Full Day Staff PD	Full Day PD	8:00 AM	3:00 PM	7:00
5.	Summer PD #1 (Pre-Aug 22)	Summer PD	8:00 AM	3:00 PM	7:00

Part II: Additional educator hours

Teachers may be required to participate in professional development activities, or student-related activities throughout the school year, including before and after the school day for students, and before or after the school year starts and ends.

These hours will be included in the total educator work hours and payment will be calculated into an educator's annual compensation. This does not preclude teachers from independently scheduling individual parent-teacher meetings or other meetings as needed. Because compensation varies before the 'traditional' start of school, which in SY 22-23 is August 22nd, please be sure to use the correct table to record (and transfer) events from your calendar tool into this document.

A. Summer Events *Prior to* August 22nd

Event Description	Date/Time	# of Staff Hours in gr. 9-12
N/A	N/A	N/A
TOTAL ADDITIONAL SUMMER HOURS BEFORE 8/22/22		0 hrs

B. Other Events *on or After* August 22nd

Event Description	Date/Time	# of Staff Hours in gr. 9-12
Open House/ Parent Night 1	Thursday, September 15, 2022	3

Open House/ Parent Night 2	Tuesday, November 29, 2022	1.5
Open House/ Parent Night 3	Thursday, February 16, 2023	1.5
Open House/ Parent Night 4	Thursday, May 25, 2023	1.5
TOTAL ADDITIONAL SUMMER HOURS ON OR AFTER 8/22/22		7.5 hrs

Part III: Total educator hours

The total educator hours are a combination of "school year hours" and planned "additional events" that require educators' presence that fall outside of the typical workday.

The calendar tool automatically calculates these numbers based on your day types so no additional calculations are needed. If you have a strictly a 6-8 or a 9-12, feel free to leave the row that does not apply blank. Schools with educators in grades 6-12 should use both rows as time requirements may differ. Either way, this information is coming directly from your school's calendar tool.

Hours	Summer PD Hrs	School Year Hrs	Other Events	Total Hrs	Day Count
Gr. 9-12 Staff Hours	14	1500	7.5	1522	188

2. Staff workday

- Teachers will receive a 30-minute duty-free lunch
- Educators will have – at minimum - the equivalent of 420 minutes over ten consecutive school days of self-directed preparatory time. These minutes will be allocated across the ten days as evenly as the schedule permits. Schools will strive – as the schedule allows – for educators to have no more than one day each week when the educator does not have self-directed preparatory time. This self-directed time can be used to plan, grade, collaborate with colleagues, etc. In extenuating circumstances, teachers may be asked to perform some duties during this time. On that day, the teacher must have an equivalent non-instructional period.

In addition to traditional responsibilities in a typical workday, all staff 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:

- Phone calls to families about the academic progress of students;
- Open house/parent night (1/quarter);
- Preparation of individual student weekly reports, progress reports, and report cards;
- Working regularly with school administrators and colleagues to improve one's instructional practices;
- Checking homework on a daily basis;
- Attending student-related meetings; and
- Serving as a mentor to a small cohort of students;
- Participate in staff recruitment and hiring processes.

3. Additional staff duties

A. During the Workday

During a typical Monday-Friday school day work week, all staff members are expected to perform additional duties that the Principal and the TLT have determined are necessary to fulfill the school's mission, operations, safety, and overall improvement efforts. This may include coverage of homeroom, community building or safety-related activities, including, but not limited to (examples are below but a school can customize):

- Types of tasks educators may be asked to perform may include coverage of lunch, coverage of break periods, safety-related assignments. All efforts will be made to avoid teacher prep time or counseling services to students;
- Substitute coverage of classes and duties of others who are absent from school;

- Development and maintenance of hallway bulletin boards

If a teacher is asked or directed to perform these duties during the contractual lunch break, self-directed preparation periods or during collaboration time, they shall be compensated at $35 per/occurrence.

B. After School Support for Students

Teachers will work after school each week to provide after school help for students and those hours are already built into their extended day, which is accounted for in the calendar and total educator hours.

4. Professional learning

Teachers are required to participate in professional development activities throughout the school year, including before and after the school day for students, and immediately before or immediately after the school year starts and ends as outlined in section 1 above from the calendar tool. Most professional learning activities should be connected to TLT identified priority levers and the capacity and skill building needed to help the school reach their improvement goals.

All staff members are expected to participate in professional development, collaboration activities and/or PLC meetings, unless otherwise directed by the principal.

5. School curriculum issues

The school's curriculum will be aligned with the Massachusetts State Curriculum Frameworks and receive a high rating for quality and rigor as defined by Edreports. In instances where highly rated curriculum is not available, 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 will have an opportunity to provide feedback.

6. Notices and announcements

Teachers will be notified in advance of special events which will involve students such as Zone, district, or school mandated assessments, health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept to an absolute minimum.

7. School health and safety issues

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. Visitors to the school will be required to check in upon entry and all members of the school community are expected to monitor visitors without badges and immediately report these instances to the main office or security desk.

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.

8. Staff dress code

Staff are asked to dress professionally for a school setting. Excessively casual clothing such as ripped jeans, revealing clothing, beach wear, and flip flops is not permitted.

9. Class size

Efforts are made to ensure a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development and/or to support a school's specific model (e.g.,co-teaching,

dual language, etc.)

10. Bulletin boards

The Springfield Education Association (SEA) 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.

11. Family-teacher communication

Relationships between teachers and families/caregivers are critically important to the overall academic success of a student's school experience. Teachers may be required to make regular phone calls to families about the academic progress of students, as well as respond to family inquiries via email, phone or in-person meetings throughout the school year. Teachers are not required to respond to families outside of the work week.