SEZP
SPRINGFIELD EMPOWERMENT ZONE PARTNERSHIP

The Academy at Kiley

2022-23

School Plan

Springfield Public Schools
2022-2023 Student Calendar
The Academy @ Kiley
180 Cooley Street, Springfield, MA 01128

Student Hours	7:20 AM - 3:00 PM ; see calendar for additional special student early release days
Teacher Hours	7:20 AM - 3:05 PM (Mon - Fri); 7:20 AM - 4:20 PM (only on extended Tuesday's)

Aug 29: 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		

Feb 17: Early Release at 1:05pm

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			

Sep 2: Early Release at 1:05pm

Sep 5: Schools Closed - Labor Day

Sep 6: Schools Closed – Teacher PD Day

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

Mar 21: Early Release at 1:05pm

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

Oct 7: Early Release at 1:05pm

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				

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

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

Nov 11: Schools Closed – Veterans Day

Nov 22: Early Release at 1:05pm

Nov 23 - 25: Schools Closed - Thanksgiving Vacation

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		

May 26: Early Release at 1:05pm

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		

Dec 23: Half Day - Student Dismissal at 11:35am

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

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

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

Jan 6: Schools Closed – Teacher PD Day

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

Jan 27: Early Release at 1:05pm

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			

*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
- Special Student Early Release

FINAL - APPROVED BY THE SEZP BOARD

Springfield Public Schools
2022-2023 Staff Calendar
The Academy at Kiley
180 Cooley Street, Springfield, MA 01128

Student Hours	7:20 AM - 3:00 PM ; see calendar for additional special student early release days
Teacher Hours	7:20 AM - 3:05 PM (Mon - Fri); 7:20 AM - 4:20 PM (only on extended Tuesday's)

Aug 15-17: New Staff Orientation

Aug 18-26: Teacher PD

Aug 26: Convocation

Aug 29: 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
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Sep 2: Student & Staff Early Release at 1:05pm

Sep 5: Schools Closed - Labor Day

Sep 6: Schools Closed – Teacher PD Day

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			1	2
5	6	7	8	9
12	13	14	15	16
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Oct 7: Student & Staff Early Release at 1:05pm

Oct 10: Schools Closed - Columbus Day

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MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
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20	21	22	23	24
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March 21st: Student Early Release at 1:05pm / Teacher extended day until 4:20pm

March 2023

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May 29: Schools Closed - Memorial Day"

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19	20	21	22	23
26	27	28	29	30

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■	School Closed
■	Staff Early Release at 11:35am
■	Staff Early Release at 1:05pm
■	Regular Day + PD until 4:20pm
■	Full Day PD from 8:30am-3:00pm
■	Student Early Release + PD until 3:05pm
■	Student Early Release + PD until 4:20pm

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Educator Working Conditions: The Academy at Kiley

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.

Important Note: Newly hired Academy at Kiley staff will be required to attend "new staff orientation" at Duggan Academy on August 15th, 16th & 17th from 9:00am - 3:00pm and will be paid at an hourly rate of $36.61/hour for a total of 18 hours.

			Staff Hours - Grades 6-8		
	Day Type	Staff Category	Start time	End time	Hrs:Min
1.	Regular Day for Students and Staff	Regular Day	7:20 AM	3:05 PM	7:45
2.	Regular Day + PD (Tuesday)	Regular Day + Extended Day PD	7:20 AM	4:20 PM	9:00
3.	Half Day	Staff Early Release	7:20 AM	11:35 AM	4:15
4.	No School for Students / Full Day Staff PD	Full Day PD	8:30 AM	3:00 PM	6:30
5.	Early Release for Students and Staff	Staff Early Release	7:20 AM	1:05 PM	5:45
6.	Early release and PD time	Student Early Release + PD	7:20 AM	3:05 PM	7:45
7.	Early release and PD extended day	Student Early Release + PD	7:20 AM	4:20 PM	9:00
8.	Summer PD #1 (pre-Aug 22)	Summer PD	8:30 AM	3:00 PM	6:30

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. 6-8
N/A	N/A	N/A
TOTAL ADDITIONAL SUMMER HOURS BEFORE 8/22/22		0 hrs

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B. Other Events _on or After_ August 22nd (not including PD - that is built-in)

Event Description	Date/Time	# of Staff Hours in gr. 6-8
Orientation/Family BBQ	August	2
Open House	October	2
Parent Conference # 1	November	2
Parent Conference # 2	February	2
Parent Conference # 3	varies	3
School Celebrations	TBD	5
TOTAL ADDITIONAL SUMMER HOURS ON OR AFTER 8/22/22		16 hrs

<u>**Part III: Total educator hours**</u>

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. 6-8 Staff Hours	13	1459	16	1488	191

2. **Staff workday**
    - Teachers will receive a 30-minute duty-free lunch
    - Educators will have – at minimum - the equivalent of 350 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;
- 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.

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3. **Additional staff duties**

    A. <u>**During the Workday**</u>

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 <u>$35 per/hour/occurrence.</u>

B. <u>After School Support for Students</u>

Teachers may work after school each week to provide after school help to students. If teachers decide to provide after school tutoring, it would need prior approval by the buildings Executive Principal, Michael Calvanese, and educators will be paid at the contractual hourly rate. Clubs and afterschool support are encouraged.

4. **Professional learning**

All staff are required to participate in professional development activities and/or GLTs and Content Team meetings, 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.

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 Class Dojo, email, phone or in-person meetings throughout the school year. Teachers are not required to respond to families outside of the work week.