This SY' 24-25 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.



Chestnut Middle School **Talented & Gifted**

2024-25 School Plan



Springfield Public Schools 2024-2025 Student Calendar Chestnut TAG 355 Plainfield Street, Springfield MA 01104



Springfield Empowerment Zone Partnership

Student Hours 7:30 A	AM - 2:45 PM;	*see ca	lendar t	or spec	lai suueni ea	riv release davs					
	AM - 3:05 PM					· · · · · · · · · · · · · · · · · · ·					
		,									
		Δı	igust 2	024		Feb 17: Schools Closed -	February 2025				
Aug 26: School Begins	MON		WED	1	FRI	Presidents Day	MON	TUE		THU	FR
Aug 20. School Degins				1	2	Eab 18 21: Sabaala Clasad					
	5	6	7	8	9	Feb 18 - 21: Schools Closed - Mid-Winter Vacation	3	4	5	6	7
	12	13	14	15	16		10	11	12	13	14
	19	20	21	22	23		17	18	19	20	21
	26	27	28	29	30		24	25	26	27	28
			•						•		
September 2024							Ma	arch 20	25		
Sep 2: Schools Closed - La	abor Day MON	I TUE	WED	THU	FRI		MON	TUE	WED	THU	FR
Con 2. Cohoolo Cloood	2	3	4	5	6		3	4	5	6	7
Sep 3: Schools Closed – Teacher PD Day	9	10	11	12	13		10	11	12	13	14
,	16	17	18	19	20		17	18	19	20	21
	23	24	25	26	27		24	25	26	27	28
	30						31				
						Apr 18: Schools Closed - Good					
Oct 11: Early Release at 1:0	00pm		tober 2	1		Friday		1	pril 202		
	MON	-	WED	THU	FRI	Apr 21: Schools Closed -	MON	TUE	WED	THU	FR
Oct 14: Schools Closed - Indigenous People's Day		1	2	3	4	Patriots Day		1	2	3	4
inalgenede i copie e bay	7	8	9	10	11	Apr 22 -25: Schools Closed -	7	8	9	10	11
	14	15	16	17	18	Spring Vacation	14	15	16	17	18
						opining valuation					
	21	22	23	24	25		21	22	23	24	25
	21 28	22 29	23 30	24 31	25		21 28	22 29	23 30	24	25
Nov 5: Schools Closed – Teachar PD Day (Election (28	29 Nov	30 ember	31 2024		May 23: Early Release at 1:00pm	28	29 N	30 1ay 202	25	
Nov 5: Schools Closed – Teacher PD Day (Election [28	29 Nov	30	31	FRI			29	30 1ay 202	5 THU	FR
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Teacher PD Day (Election I Nov 11: Schools Closed – Veterans Day Nov 27 - 29: Schools Close Thanksgiving Vacation Dec 20: Early Release for S at 11:05am Dec 23 - 31: Schools Close Holiday Vacation Jan 1: Schools Closed - Ne Day Observed Jan 6: Schools Closed for S	28 Day) MON 4 11 18 25 Students MON 2d - 9 16 23 30 30 sw Year's MON Students 6 00pm 20	29 Nov ITUE 5 12 19 26 V TUE 3 10 17 24 31 V TUE 31 TUE 7	30 ember 6 13 20 27 ember WED 4 11 18 25 weather WED 1 8	31 2024 THU 7 14 21 28 2024 THU 5 12 19 26 7 12 19 26 7 THU 2 9	FRI 1 8 15 22 29 FRI 6 13 20 27 FRI 3 10	May 23: Early Release at 1:00pm May 26: Schools Closed - Memorial Day Jun 19: Schools Closed - Juneteenth Day Jun 23*: End of School Year - Early Release for Students at 11:05am *Calendar includes five (5) additi Schools will close after they hav Official end date and d	28 MON 5 12 19 26 MON 2 9 16 23 30 16 23 30 0 onal pup re been ismissal Closed Early Re	29 TUE 6 13 20 27 TUE 3 10 17 24 Dil schoo in session will be	30 WED 7 14 21 28 WED 4 11 18 25 Ol days fr covered	25 THU 1 8 15 22 29 25 THU 5 12 19 26 or inclen 30 pupil 3	FR 2 9 16 23 300 FR 6 13 200 27



Springfield Public Schools 2024-2025 Staff Calendar Chestnut TAG 355 Plainfield Street, Springfield MA 01104



Springfield Empowerment Zone Partnership

Student Hours	7:30 AM - 2:4	5 PM; *	see ca	lendar f	or spec	cial studen	early release days					
	7:25 AM - 3:0	5 PM (N	/ - Fri)	* see c	alenda	r for exten	led Tuesday's					
	August 2024						February 2025					
· · · · · ·	55	MON	TUE	WED		EDI		MON	TUE		THU	FRI
Aug 19 - 23: Teache	r PD	WON	TUE	VVED		FRI	Feb 17: Schools Closed - Presidents Day	WON	IUE	WED	IHU	FRI
Aug 23: Convocation	n				1	2						_
		5	6	7	8	9	Feb 18 - 21: Schools Closed -	3	4	5	6	7
Aug 26: School Begins		12	13	14	15	16	Mid-Winter Vacation	10	11	12	13	14
		19	20	21	22	23		17	18	19	20	21
		26	27	28	29	30		24	25	26	27	28
			Sept	ember	2024				Ма	arch 20	25	
Sep 2: Schools Clos	ed - Labor Dav	MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI
000 2. 0010013 0103	cu - Labor Day	2	3	4	5	6		3	4	5	6	7
Sep 3: Schools Clos	ed – Teacher	9	10	11	12	13		10	11	12	13	14
PD Day		16	17	18	19	20		17	18	19	20	21
		23	24	25	26	20		24	25	26	20	21
			24	25	20	21			23	20	21	20
		30	Ĺ		L			31		I		
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				(. I			Apr 18: Schools Closed - Good					
Oct 11: Student Earl	y Release at		1	tober 2	1		Friday			pril 202		
1:00pm / Staff Early	Release at	MON	TUE	WED	THU	FRI	Apr 21: Schools Closed -	MON	TUE	WED	THU	FRI
1:15pm			1	2	3	4	Patriots Day		1	2	3	4
Oct 14: Schools Clo	sed -	7	8	9	10	11	Apr 22 -25: Schools Closed -	7	8	9	10	11
Indigenous People's	Day	14	15	16	17	18	Spring Vacation	14	15	16	17	18
		21	22	23	24	25		21	22	23	24	25
		28	29	30	31			28	29	30		
					-							
			-									
			Nov	ember	2024				N	lay 202	5	
Nov 5: Schools Clos Teacher PD Day (Ele		MON	TUE	WED	THU	FRI	May 23: Student Early Release at 1:00pm / Staff Early Release at	MON	TUE	WED	THU	FRI
	scion Day)					1	1:15pm				1	2
Nov 11: Schools Clo	vsed –	4	5	6	7	8		5	6	7	8	9
Veterans Day					14		May 26: Schools Closed - Memorial Day	12	13	14		16
Nov 27 - 29: Schools	s Closed -	11	12	13		15					15	
Thanksgiving Vacati	on	18	19	20	21	22		19	20	21	22	23
		25	26	27	28	29		26	27	28	29	30
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	f Chudente						hur 10: Cabaala Olaaad					
Dec 20: Early Releat at 11:05am / Staff Ea			i i	ember	1		Jun 19: Schools Closed - Juneteenth Day			une 202		
at 11:05am / Staff Early Release a 11:15am	,	MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI
Jaill		2	3	4	5	6	Jun 23*: End of School Year -	2	3	4	5	6
			<u> </u>				Early Release for Students at	9	10	11	12	13
Dec 23 - 31: Schools	s Closed -	9	10	11	12	13	111:05am / Statt Farly Release at	0	- · · · · · · · · · · · · · · · · · · ·	1.0	19	20
Dec 23 - 31: Schools	s Closed -	9 16		11 18	12 19	13 20	11:05am / Staff Early Release at 11:15am	16	17	18	19	
Dec 23 - 31: Schools	s Closed -	16	<mark>10</mark> 17	18	19	20		16				27
Dec 23 - 31: Schools	s Closed -	16 23	10 17 24					16 23	17 24	18 25	26	27
Dec 23 - 31: Schools	s Closed -	16	<mark>10</mark> 17	18	19	20		16				27
Dec 23 - 31: Schools	s Closed -	16 23	10 17 24	18	19	20	11:15am	16 23 30	24	25	26	
Dec 23 - 31: Schools Holiday Vacation Jan 1: Schools Clos		16 23 30	10 17 24 31	18 25	19 26	20	11:15am *Calendar includes five (5) addit	16 23 30	24 bil schoo	25 I days fo	26 or inclem	nent wea
Dec 23 - 31: Schools Holiday Vacation Jan 1: Schools Clos		16 23 30	10 17 24 31 Jar	18 25 nuary 2	19 26 025	20 27	11:15am	16 23 30 ional pup	24 bil schoo n sessio	25 I days fo on for 18	26 pr inclem 0 pupil s	nent wea
Dec 23 - 31: Schools Holiday Vacation Jan 1: Schools Close Day Observed	ed - New Year's	16 23 30	10 17 24 31	18 25 nuary 2 WED	19 26 025 THU	20 27 FRI	11:15am *Calendar includes five (5) addit Schools will close after they ha Official end date and o	16 23 30 ional pup ve been i dismissal	24 bil schoo n sessio	25 I days fo on for 18	26 pr inclem 0 pupil s	nent wea
Dec 23 - 31: Schools Holiday Vacation Jan 1: Schools Close Day Observed Jan 6: Schools Close	ed - New Year's	16 23 30 MON	10 17 24 31 Jar	18 25 nuary 2	19 26 025 THU 2	20 27	11:15am *Calendar includes five (5) addit Schools will close after they ha	16 23 30 ional pup ve been i dismissal	24 bil schoo n sessio	25 I days fo on for 18	26 pr inclem 0 pupil s	nent wea
Dec 23 - 31: Schools Holiday Vacation Jan 1: Schools Close Day Observed Jan 6: Schools Close & Staff	ed - New Year's ed for Students	16 23 30	10 17 24 31 Jar	18 25 nuary 2 WED	19 26 025 THU	20 27 FRI	11:15am *Calendar includes five (5) addit Schools will close after they ha Official end date and o	16 23 30 ional pup ve been i dismissal	24 oil schoo n sessio will be o	25 I days fo on for 18 covered	26 pr inclem 0 pupil s	nent wea
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Dec 23 - 31: Schools Holiday Vacation Jan 1: Schools Close Day Observed Jan 6: Schools Close & Staff Jan 17: Student Earl 1:00pm / Staff Early	ed - New Year's ed for Students ly Release at	16 23 30 MON 6	10 17 24 31 Jar TUE 7	18 25 wary 2 WED 1 8	19 26 025 THU 2 9	20 27 FRI 3 10	11:15am *Calendar includes five (5) addit Schools will close after they ha Official end date and o School (Staff Ea Regular	16 23 30 ional pup ve been i dismissal Closed rly Relea	24 nil schoo n sessio will be o se at 11 D until 4	25 I days fo on for 18 covered :15am :05pm	26 or inclem 0 pupil s by bulle	nent wea
Dec 23 - 31: Schools Holiday Vacation Jan 1: Schools Close Day Observed Jan 6: Schools Close & Staff Jan 17: Student Earl 1:00pm / Staff Early 1:15pm	ed - New Year's ed for Students ly Release at Release at	16 23 30 MON 6 13	10 17 24 31 Jar TUE 7 14	18 25 WED 1 8 15	19 26 025 THU 2 9 16	20 27 FRI 3 10 17	11:15am *Calendar includes five (5) addit Schools will close after they ha Official end date and o School 0 Staff Ea Regular Full Day	16 23 30 ional pup ve been i dismissal Closed rly Relea Day + Pl	24 bil schoo n sessio will be o se at 11 D until 4 8:00arr	25 I days fo n for 18 covered :15am :05pm n-3:00pn	26 or inclem 0 pupil s by bulle	nent wea
Dec 23 - 31: Schools Holiday Vacation Jan 1: Schools Close Day Observed Jan 6: Schools Close & Staff Jan 17: Student Earl 1:00pm / Staff Early	ed - New Year's ed for Students ly Release at Release at sed - Dr. Martin	16 23 30 MON 6 13 20	10 17 24 31 Jar TUE 7 7 14 21	18 25 WED 1 8 15 22	19 26 025 THU 2 9 16 23	20 27 FRI 3 10 17 24	11:15am *Calendar includes five (5) addit Schools will close after they ha Official end date and o School (Staff Ea Regular Full Day Staff Ea	16 23 30 ional pup ve been i dismissal Closed rly Relea: Day + Pl PD from	24 bil schoo n sessio will be o se at 11 D until 4 8:00am se at 1: ⁻	25 I days fo n for 18 covered :15am :05pm n-3:00pn 15pm	26 or inclem 0 pupil s by bulle	nent wea

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.

Empowerment Zone Partnership

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.

		Grades 6-8				
	Day Туре	Staff Category	Start time	End time	Hrs:Min	
1.	Regular Day for Students and Staff	Regular Day	7:25 AM	3:05 PM	7:40	
2.	Early Release for Students and Staff	Staff Early Release	7:25 AM	11:15 AM	3:50	
3.	Chestnut Early Release	Special Staff Early Release	7:25 AM	1:15 PM	5:50	
4.	No School for Students / Full Day Staff PD	Full Day PD	8:30 AM	3:00 PM	6:30	
5.	Extended Day	Regular Day + PD	7:25 AM	4:05 PM	8:40	
6.	Double Extended Day	Regular Day + PD until 5:30pm	7:25 AM	5:25 PM	10:00	

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 24-25 is August 19th, 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 19th

Event Description	Date/Time	# of Staff Hours in gr. 6-8
N/A	N/A	N/A
TOTAL ADDITIONAL SUMMER HOURS BEFORE	0 hrs	

B. Other Events on or After August 19th

Event Description	Date/Time	# of Staff Hours in gr. 6-8
Family Advisory Night	10/3/2024	4
Back to School BBQ	8/22/2024	5
Learning Showcase Event	April 2025	6
After School Hours	ongoing throughout year	22
Family Engagement Events (2)	Nov. 2024 & March 2025	8
TOTAL ADDITIONAL SUMMER HOURS ON OR	45 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. 6-8 Staff Hours	0	1430	45.00	1475	187

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.

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:

- 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/occurrence.</u>

B. After School Support for Students

Teachers will work after school each week to provide after school help not exceeding 50 minutes per week.

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 <u>Edreports</u>. 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.

DRAFT PENDING SEZP BOARD APPROVAL

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.

12. TLT elections for the next school year

Teacher Leadership Teams play an essential role in planning and decision-making in SEZP schools. While the TLT itself is a permanent body, the composition and dynamics of the team will change annually as individual TLT members' terms expire, and new members are elected. It is important that TLT elections take place in a timely fashion at the beginning of each school year to ensure the TLT can operate effectively on a continual basis. For the coming school year, our TLT elections (for any open positions) will be held on 09/3/2024.