

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.



# **J.F. Kennedy Middle School**

**2024-25  
School Plan**



**Springfield Public Schools**  
**2024-2025 Student Calendar**  
**John F. Kennedy Middle School**  
**1385 Berkshire Avenue, Springfield, MA 01151**



**Student Hours** 7:19 AM - 3:05 PM; \*see calendar for additional student early releases

**Teacher Hours** 7:15 AM - 3:09 PM (Mon-Fri); \*Special Tuesday (extended day) 7:15 AM - 4:15 PM

Aug 26: School Begins

August 2024				
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

Feb 14: Half Day - Student & Staff Dismissal at 11:35am

Feb 17: Schools Closed - Presidents Day

Feb 18-21: Schools Closed - Mid-Winter Vacation

February 2025				
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

Sep 2: Schools Closed - Labor Day

Sep 3: Schools Closed - Teacher PD Day

September 2024				
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				

Mar 7: Early Release at 1:00pm

Mar 12: Early Release at 1:00pm / Student-Led Conferences (3:09 - 6:09 pm)

Mar 14: Early Release at 1:00pm

Mar 21: Early Release at 1:00pm

Mar 28: Early Release at 1:00pm

March 2025				
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				

Oct 11: Early Release at 1:00pm

Oct 14: Schools Closed - Indigenous People's Day

Oct 23: Early Release at 1:00pm

October 2024				
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	

Apr 17: Early Release at 1:00pm

Apr 18: Schools Closed - Good Friday

Apr 21: Schools Closed - Patriots Day

Apr 22-25: Schools Closed - Spring Vacation

April 2025				
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		

Nov 5: Schools Closed - Teacher PD Day (Election Day)

Nov 11: Schools Closed - Veterans Day

Nov 26: Early Release at 1:00pm

Nov 27 - 29: Schools Closed - Thanksgiving Vacation

November 2024				
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

May 23: Early Release at 1:00pm

May 26: Schools Closed - Memorial Day

May 2025				
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

Dec 20: Half Day - Dismissal at 11:35am

Dec 23 - 31: Schools Closed - Holiday Vacation

December 2024				
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			

Jun 19: Schools Closed - Juneteenth Day

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

June 2025				
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				

Jan 1: Schools Closed - New Year's Day Observed

Jan. 6: Schools Closed - Teacher Professional Day

Jan 20: Schools Closed - Dr. Martin Luther King, Jr. Day

Jan 17: Midterms - Early Release at 1pm

January 2025				
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

\*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
- Half Day (11:35AM Dismissal)
- Mid Term Dismissal 1PM
- Early Dismissal 1PM



**Springfield Public Schools  
2024-2025 Staff Calendar  
John F. Kennedy Middle School  
1385 Berkshire Avenue Springfield, MA 01151**



**Student Hours** 7:19 AM - 3:05 PM; \*, \*see calendar for additional student early releases

**Teacher Hours** 7:15 AM - 3:09 PM (Mon-Fri); \*Special Tuesday (extended day) 7:15 AM - 4:15 PM

Aug 16: New Staff Orientation (9am - 3pm)

Aug 19-23: Teacher PD

Aug 23: Convocation

Aug 26: School Begins

August 2024				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
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Sep 2: Schools Closed - Labor Day

Sep 3: Schools Closed - Teacher PD Day

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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				

Mar 7 : Early Release for Students & Staff at 1:00pm

Mar 12: Student Dismissal at 1:00pm / Staff Hours Extended 3:09-6:09 for PTC

Mar 14 : Early Release for Students & Staff at 1:00pm

Mar 21: Early Release for Students & Staff at 1:00pm

Mar 28: Early Release for Students & Staff at 1:00pm

March 2025				
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				

Oct 11: Early Release for Students & Staff at 1:00pm

Oct 14: Schools Closed - Indigenous People's Day

Oct 23: Early Release for Students at 1:00pm / Teacher Dismissal 3:09 + Open House/SLFC night (staff extended hours from 5 - 6:40pm)

October 2024				
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	

Apr 17: Early Release for Students & Staff at 1:00pm

Apr 18: Schools Closed - Good Friday

Apr 21: Schools Closed - Patriots Day

Apr 22 -25: Schools Closed - Spring Vacation

April 2025				
MON	TUE	WED	THU	FRI
	1	2	3	4
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14	15	16	17	18
21	22	23	24	25
28	29	30		

Nov 5: Schools Closed - Teacher PD Day (Election Day)

Nov 11: Schools Closed - Veterans Day

Nov 26 - Early Release for Students & Staff at 1:00pm

Nov 27 - 29: Schools Closed - Thanksgiving Vacation

November 2024				
MON	TUE	WED	THU	FRI
				1
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May 23: Early Release for Students & Staff at 1:00pm

May 26: Schools Closed - Memorial Day

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Dec 20: Early Release at 11:35am

Dec 23 - 31: Schools Closed - Holiday Vacation

December 2024				
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2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Jun 19: Schools Closed - Juneteenth Day

Jun 23\*: End of School Year - Early Release for Students & Staff at 11:35am

June 24: Schools Closed - Teacher PD Day

June 2025				
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				

Jan 1: Schools Closed - New Year's Day Observed

Jan 6: Schools Closed - Teacher PD Day

Jan 20: Schools Closed - Dr. Martin Luther King, Jr. Day

Jan 17: Midterms - Student Early Release at 1pm; Staff PD until 3:09

January 2025				
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

\*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
	Early Release at 11:35am
	Mid Terms, Regular Release at 3:09pm
	Regular Day + PD until 4:15
	Full Day PD from 8:30am-3:00pm
	Early Release at 1:00pm
	Student Early Release + PD until 3:09pm

## Educator Working Conditions: John F. Kennedy Middle School

### 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 Kennedy staff will be required to attend “new staff orientation” at J.F. Kennedy Middle School on Friday, August 16th from 9:00am - 3:00pm and will be paid at an hourly rate of \$36.61/hour for a total of 6 hours.

			Grades 6-8		
	Day Type	Staff Category	Start time	End time	Hrs: Min
1.	Regular Day for Students and Staff	Regular Day	7:15 AM	3:09 PM	7:54
2.	Mid Term	Mid Term (7:15 AM to 3:09 PM)	7:15 AM	3:09 PM	7:54
3.	Half Day	Half Day (7:15 AM to 11:35 AM)	7:15 AM	11:35 AM	4:20
4.	No School for Students / Full Day Staff PD	Full Day PD	8:30 AM	3:00 PM	6:30
5.	Tuesday Extended Day PD	Regular Day + PD until 4:15pm	7:15 AM	4:15 PM	9:00
6.	Early Dismissal 1PM	Early Dismissal 1PM	7:15 AM	1:00 PM	5:45
7.	Early Dismissal for Students and Regular Day for Staff	Student Early Release + PD until 3:09pm	7:15 AM	3:09 PM	7:54

#### **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 19<sup>th</sup>, 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 19<sup>th</sup>***

Event Description	Date/Time	# of Staff Hours in gr. 6-8
N/A	N/A	N/A

<b>TOTAL ADDITIONAL SUMMER HOURS BEFORE 8/19/24</b>	0 hrs
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**B. Other Events *on or After* August 19<sup>th</sup>**

Event Description	Date/Time	# of Staff Hours in gr. 6-8
Welcome back BBQ	August 22nd	2
Open House/Fall Celebration	October 23rd (5-6:40pm)	1.6
Student Led Conferences	March 12 (3:09-6:09 pm)	3
Spring Celebration	April/May (exact date TBD)	1.5
<b>TOTAL ADDITIONAL SUMMER HOURS ON OR AFTER 8/19/24</b>		8.10 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
<b>Gr. 6-8 Staff Hours</b>	0	1466.90	8.10	1475.00	189

**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. This equals out to a minimum of 3 Prep blocks per week. 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 or DOJO contact to families about the academic progress of students;
- Preparation of individual student weekly reports, progress reports, and report cards;
- Working regularly with school and colleagues to improve one’s instructional practices;
- Attending student-related meetings

**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;
- Duties within hallways and outside of bathrooms
- Development and maintenance of hallway bulletin boards - \$500 stipend to a staff member to maintain
- Coverage of homeroom periods
- Coverage of lunch periods, break periods, or block periods, allowing for teacher to have at least one block prep

**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 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 Principal and educators will be paid at the contractual hourly rate. Clubs and afterschool support are encouraged.

#### **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. TLT will have a PD day to assist August PD the day after school ends.

#### **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 2 weeks 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, basketball shorts, sweatpants (non-JFK) are not permitted. Headphones are not permitted in academic settings or hallways.

\*PE teachers are able to wear athletic wear

\*\*Some approved exceptions may apply

## **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.). Admin will put every effort to keep regular ed class sizes below 32. Special ed class sizes - every effort will be given to ensure they are 8 across the board. If a special ed class rises above 8 a para will be provided.

## **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. Bulletin boards around the school will be assigned to one staff member who will receive a \$500 stipend for maintaining the bulletin boards which will be paid at the end of the year noted above.

## **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 (mandatory for any students who are failing), as well as respond to family inquiries via email, phone or in-person meetings throughout the school year. Teachers are expected to respond to inquiries within 48 hours during the business week. Teachers are not required to respond to families outside of the work week. Every effort will be made to connect all parents to Dojo/any platform we may adopt. Teachers are expected to keep a record of communication with families (ex. DOJO, google voice, PowerSchool SSP).

## **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.