

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.



Springfield Honors Academy

**2024-25
School Plan**



**Springfield Public Schools
2024-2025 Student Calendar
Springfield Honors Academy
415 State Street, Springfield, MA 01105**



Student Hours 7:20 AM - 2:20 PM; *see calendar for special student early release days

Teacher Hours 7:00 AM - 3:00 PM (Monday - Thursday); 7:00 AM - 2:30 PM (Friday)

Aug 22: Full-Day Orientation for Students
Aug 22: Family Cookout
Aug 26: School Resumes

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 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

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				

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 14: Schools Closed - Indigenous People's Day
Oct 16: Early Release for Students - 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 9: Early Release for Students - 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 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 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: Early Release for Students & Staff
Dec 23- Dec 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: School 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 2 & 3: School Closed for Students & Staff / Extended Holiday Vacation
Jan. 6: Schools Closed - Teacher Professional Day
Jan 20: Schools Closed - Dr. Martin Luther King, Jr. Day

January 2025				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
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*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
- Student Orientation / First Day of School
- Special Student Early Release



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Educator Working Conditions: Springfield Honors Academy

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.

			Grades 9-12		
Day Type	Staff Category	Start time	End time	Hrs:Min	
1. Regular Day for Students and Staff	Regular Day	7:00 AM	3:00 PM	8:00	
2. Early Release for Students and Staff	Staff Early Release	7:00 AM	11:45 AM	4:45	
3. Special Early Release	Regular Day	7:00 AM	3:00 PM	8:00	
4. Regular Day for Students / Friday Sched for Staff	Special Staff Early Release	7:00 AM	2:30 PM	7:30	
5. No School for Students / Full Day Staff PD	Full Day PD	7:30 AM	3:30 PM	8:00	
6. Regular Day for Students / Extended Afternoon Staff PD	Regular Day + PD until 4pm	7:00 AM	4:00 PM	9:00	
7. Summer PD (pre-Aug 19)	Summer PD	7:30 AM	3:30 PM	8:00	

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. 9-12
N/A	N/A	N/A
TOTAL ADDITIONAL SUMMER HOURS BEFORE 8/19/24		0 hrs

B. Other Events on or After August 19th

Event Description	Date/Time	# of Staff Hours in gr. 9-12
Family Cookout	Aug	3
Student Led Conference #1	October	4
Student Led Conference #2	March	4
SHA Baccalaureate	May	2
SHA Graduation	June	3
TOTAL ADDITIONAL SUMMER HOURS ON OR AFTER 8/19/24		16 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	16	1500.50	16	1532.50	188

2. Staff workday

- Teachers will receive a 30-minute duty-free lunch
- Teachers will have the equivalent of 5 self-directed preparatory periods per week. These hours will be allocated as evenly across the school week as possible. This self-directed 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.

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:

- Participation in 5 family events during the school year;
- There are 2 optional family events that staff will receive stipends for;
- Phone calls to families about the academic, behavioral, and social-emotional progress of students;
- Preparation of individual student progress reports and report cards;
- Preparation of reports for students on support plans;
- Participating in staff recruitment and selection processes;
- Working regularly with school administrators to improve one’s instructional practices;
- Provide intentional academic support for any student with an average of 68 or lower;
- Updating grades in PowerTeacher a minimum of once every two weeks; and
- Attending student-related meetings.

3. Additional staff duties

A. During the Workday

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to

fulfill the mission of Springfield Honors Academy. To the extent possible, duties will be equitably distributed among staff members on a regular basis by school administrators. These duties may include, but are not limited to:

- Coverage of lunch periods, break periods, or block periods, not exceeding 85 minutes per day
- Substitute coverage of classes and duties of others who are absent from school
- Proctoring of exams and tests.
- Coverage of teacher detention, as needed.
- Staff members may be required to cover classes as needed. Class coverage will be assigned in the following way:
 - Preference would be to hire substitute teachers.
 - Counselors are exempt from covering classes but they may be assigned cover duties.
 - Staff may not be assigned to cover during their duty-free lunch.
 - A staff member may be asked to cover a class if a substitute teacher is not available. Staff will not be asked to cover more than one class a day: every staff member is guaranteed one prep period every day.
 - When possible, PLC or common planning time should not be used when teachers are asked to cover class.
 - When possible, coverage will be rotated between different teachers.

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. Teachers may also volunteer to work on Saturday for a stipend.

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 are required to offer after school help up to one half hour per week. These hours are already built into the regular work day and accounted for within the total educator hours.

4. Professional learning

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. Staff that will be required to attend any professional development occurring outside of the normal work-day/hours for staff, will be paid at the contractual hourly rate.

5. School curriculum issues

Springfield Honors Academy uses a curriculum framework aligned with the Massachusetts State Curriculum Frameworks. Teachers assist in developing new and improved curricula for their own use and that of other teachers in the school. The Director of Curriculum and Instruction will lead the development and revision of curricula across all content areas. To the best extent possible, teachers will be made aware of curriculum changes in advance and have an opportunity to provide feedback. Educators will be supported by instructional leads within content areas to enhance and elevate the delivery of their curriculum. As the academy grows, college readiness, including AP programming and college partnerships, will work to elevate curriculum design.

6. Notices and announcements

Teachers will be notified by email 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 done by email or Google Chat. A 48-hour notice is expected and a day of reminder is required for all scheduled events when possible. Email notifications can be sent at any time, but are not expected to be seen/responded to during their teaching periods or off-contract hours. Teachers will notify staff 3 weeks, 1 week out, and on the day of for field trips with rosters and dates

to provide staff with adequate planning time.

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. When taking students nearby off-campus, staff will be provided with walkies for ease of communication. 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 migrate painting or repairs to buildings while school is in session, to avoid distractions or interruptions to student learning.

8. Staff dress code

Staff at Springfield Honors Academy are asked to dress professionally for a school setting. Excessively casual clothing such as ripped jeans, revealing clothing, beachwear, and flip flops is not permitted. However, jeans (without rips) may be worn on Gear Days and Fridays, or in the event of a dress down day for students. Staff are permitted to wear school gear once per week to be aligned with student gear days. Staff may also wear jeans on major testing days. Additional casual dress days may be extended by the principal and/or the TLT.

9. Class size

Springfield Honors Academy commits to ensuring a reasonable class size of no more than 24 students, and no less than 8 students for underclassmen core classes, for the benefit of students and teachers. Any class that does not meet these guidelines requires discussion and sign off from the teacher. Class sizes may be differentiated, to support student learning and teacher development. If student interest wanes over two semesters then the number of class offerings during the year will be reassessed.

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

The school-family partnership is recognized as a priority aspect of the SHA culture, requiring commitment to communication with families in response to the negative and positive academic, behavioral and social situations of our students. Teachers are required to use best, and if necessary multiple efforts, to establish a two-way communication with families when a grade drops below a 68 average. Once efforts are made to support a student and a family does not respond, it should be brought to administration's attention for heightened assistance in family outreach. Staff will be provided training as well as the appropriate time and space (i.e. Late Night) to support these requirements.

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 09/03/2024.