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 **Realization Academy**

2024-25 School Plan



Springfield Public Schools 2024-2025 Student Calendar Springfield Realization Academy 46 Oakland Street, Springfield, MA 01108



Springfield Empowerment Zone Partnership

		U PIVI " S	see cal	endar f	or spec	cial student o	early release days; <mark>Saturday Aca</mark>	ademy	= 9:00 /	AM - 12	:00 PM	
Teacher Hours	7:50 AM - 3:5	5 PM (N	1 -F); *se	ee caler	ndar for	extended PD) days (7:50 AM - 4:00 PM)					
							Fak 47: Sakaala Classed					
	August 2024					Feb 17: Schools Closed - Presidents Day	February 2025					
Aug 26: School Beg	lins	MON	TUE	WED		FRI		MON	TUE	WED	THU	FR
					1	2	Feb 18 - 21: Schools Closed - Mid-Winter Vacation					
Aug 29: Familly Event - Back to School Celebration		5	6	7	8	9		3	4	5	6	7
		12	13	14	15	16	Feb 26: Early Release at 11:35	10	11	12	13	14
		19	20	21	22	23		17	18	19	20	21
		26	27	28	29	30	Saturday Academies: 8th & 29th	24	25	26	27	28
											<u> </u>	
			Sept	ember	2024		Mar 19: Early Release at 11:35		1	arch 20	25	ī
Sep 2: Schools Clos	sed - Labor Day	MON	TUE	WED	THU	FRI	AM	MON	TUE	WED	THU	FR
Sep 3: Schools Clos	sed – Teacher	2	3	4	5	6		3	4	5	6	7
PD Day		9	10	11	12	13		10	11	12	13	14
		16	17	18	19	20	Saturday Academies: 8th ,15th,	17	18	19	20	21
		23	24	25	26	27	& 22nd	24	25	26	27	28
		30						31				
Oct 7: Early Releas	e at 11:35 AM		1	tober 2			Apr 17: Mar 19 - Early Release at 11: 35 AM	Mart	1	pril 202	1	
Oct 14: Schools Clo	sed - Indigenous	MON	TUE	WED	THU	FRI	Apr 18: Schools Closed - Good Friday	MON	TUE	WED	THU	FR
People's Day	0		1	2	3	4			1	2	3	4
Oct 25: Early Relea	se at 11:35 AM	7	8	9	10	11	Apr 21: Schools Closed - Patriots Day	7	8	9	10	11
		14	15	16	17	18	Apr 22 -25: Schools Closed - Spring Vacation	14	15	16	17	18
		21	22	23	24	25	vacation	21	22	23	24	25
Saturday Academi	es: 5th & 19th	28	29	30	31		Saturday Academies: 5th & 12th	28	29	30		
Nov 5: Schools Clos			New	o web o u	2024		May 19: Early Release at 11:35			1 202		
Feacher PD Day (E	lection Day)	MON		ember			May 19: Early Release at 11:35 AM		1	lay 202		50
Feacher PD Day (El Nov 11: Schools Clo	lection Day)	MON	Nov TUE	ember WED	2024 THU	FRI	AM	MON	N TUE	lay 202 WED	THU	
Feacher PD Day (E	lection Day)		TUE	WED	THU	1			TUE	WED	THU 1	FRI 2
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Feacher PD Day (El Nov 11: Schools Clo /eterans Day Nov 27 - 29: School	lection Day) osed – Is Closed -	4	TUE	WED 6	THU 7	1 8	AM May 26: Schools Closed - Memorial Day	5	TUE 6	WED	THU 1 8	2 9
Feacher PD Day (El Nov 11: Schools Clo /eterans Day Nov 27 - 29: School	lection Day) osed – Is Closed - ion	4 11	TUE 5 12	WED 6 13	THU 7 14	1 8 15	AM May 26: Schools Closed -	5 12	TUE 6 13	WED 7 14	THU 1 8 15	2 9 16
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Feacher PD Day (El Nov 11: Schools Clo /eterans Day Nov 27 - 29: School Fhanksgiving Vacat	lection Day) osed – is Closed - ion es: 2nd & 16th ase at 11:35am	4 11 18 25 MON 2	TUE 5 12 19 26 Dec TUE 3	WED 6 13 20 27 ember 1 WED 4	THU 7 14 21 28 2024 THU 5	1 8 15 22 29 FRI 6	AM May 26: Schools Closed - Memorial Day Saturday Academies: 10th & 17th Jun 19: Schools Closed -	5 12 19 26 MON 2	TUE 6 13 20 27 J TUE 3	WED 7 14 21 28 WED 4	THU 1 8 15 22 29 29 25 THU 5	2 9 16 23 30 FRI 6
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Feacher PD Day (El Nov 11: Schools Clo /eterans Day Nov 27 - 29: School Fhanksgiving Vacat Saturday Academi Dec 20: Early Relea Dec 23 - 31: School Holiday Vacation Saturday Academi Jan 1: Schools Close Day Observed Jan 6 School Close Day	lection Day) psed – Is Closed - ion es: 2nd & 16th ase at 11:35am is Closed - es: 7th sed - New Year's d: Teacher PD psed - Dr. Martin	4 11 18 25 MON 2 9 16 23 30 MON 6 13 20	TUE 5 12 19 26 TUE 3 10 17 24 31 17 24 31 31 7 TUE 7 14 21	WED 6 13 20 27 WED 4 11 18 25 WED 1 8 8 15 22	THU 7 14 21 28 2024 THU 5 12 19 26 7 19 26 7 10 2 9 16 23	1 8 15 22 29 FRI 6 13 20 27 7 FRI 3 10 17 24	AM May 26: Schools Closed - Memorial Day Saturday Academies: 10th & 17th Jun 19: Schools Closed - Juneteenth Day Jun 23*: End of School Year - Early Release at 11:35am for Students & Staff *Calendar includes five (5) additin Schools will close after they hav Official end date and content of the students School Content of the students School Content of the students	5 12 19 26 MON 2 9 16 23 30 0 nal pup e been i lismissal Closed Early Re	TUE 6 13 20 27 TUE 3 10 17 24 ill school will be o	WED 7 14 21 28 WED 4 11 18 25 days foi n for 18 covered	THU 1 8 15 22 29 25 THU 5 12 19 26	2 9 16 23 300 FR 6 13 20 27 ent we chool
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Springfield Public Schools 2024-2025 Staff Calendar Springfield Realization Academy 46 Oakland Street, Springfield, MA 01108



Springfield Empowerment Zone Partnership

udent Hours			see cal	endar f	or spec		,	ideniy -	0.007			
eacher Hours	7:50 AM - 3:55	5 PM (M	I-F) ; *se	ee calei	ndar for	extended	PD days (7:50 AM - 4:00 PM)					
							Feb 17: Schools Closed -					
Aug 19 - 23: Teacher	r PD		Au	igust 20	024		Presidents Day		Feb	ruary 2	025	
		MON	TUE	WED	THU	FRI	Feb 18 - 21: Schools Closed -	MON	TUE	WED	THU	FRI
Aug 23: Convocatior	ו				1	2	Mid-Winter Vacation					
Aug 26: School Begi	ins	5	6	7	8	9	Feb 26: Student Early Release at	3	4	5	6	7
Δuquet 29: Familly F	vent - Back to	12	13	14	15	16	11:35 AM / Teacher PD until 4:	10	11	12	13	14
August 29: Familly Event - Back to School Celebration		19	20	21	22	23	00pm	17	18	19	20	21
		26	27	28	29	30	Saturday Academies: 8th & 29th	24	25	26	27	28
			Sept	tember	2024		Mar 19: Student Early Release at		Ma	arch 20	25	
Sep 2: Schools Close	ed - Labor Day	MON	TUE	WED	THU	FRI	11:35 AM / Teacher PD until 4:	MON	TUE	WED	THU	FRI
Sep 3: Schools Clos	ed –	2	3	4	5	6	00pm	3	4	5	6	7
Feacher 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	Saturday Academies: 8th ,15th,	24	25	26	27	28
		30					& 22nd	31				
Oct 7: Student Early												
35 AM / Teacher PD	until 4:00pm		Oc	tober 2	024		Apr 17: Student Early Release at 11:35 AM / Teacher PD until 4:00pm		Α	pril 202	25	
Oct 14: Schools Clos	sed - Indigenous	MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI
People's Day			1	2	3	4	Apr 18: Schools Closed - Good Friday		1	2	3	4
Oct 25: Student Early	y Release at 11:	7	8	9	10	11	Apr 21: Schools Closed - Patriots Day	7	8	9	10	11
35 AM / Teacher PD	until 4:00pm	14	15	16	17	18	Apr 22 -25: Schools Closed - Spring	14	15	16	17	18
Saturday Academies: 5th 8		-										
Saturday Academie	es: 5th & 19th	21	22	23	24	25	Vacation	21	22	23	24	25
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Nov 5: Schools Clos	ed –	28	29 Nov	30 ember	24 31 2024	25	Saturday Academies: 5th & 12th	28	29 N	30 lay 202	5	
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Nov 5: Schools Clos Teacher PD Day (Ele	ed – ection Day) sed – s Closed - on	28 MON 4 11 18	29 Nov TUE 5 12 19	30 ember WED 6 13 20	24 31 2024 THU 7 14 21	25 FRI 1 8 15 22	Saturday Academies: 5th & 12th May 19: Student Early Release at 11:35 AM / Teacher PD until 4: 00pm May 26: Schools Closed - Memorial Day	28 MON 5 12 19	29 TUE 6 13 20	30 Iay 202 WED 7 14 21	5 THU 1 8 15 22	FRI 2 9 16 23
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Educator Working Conditions: Springfield Realization 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 6-8				
	Day Туре	Staff Category	Start time	End time	Hrs:Min		
1.	Regular Day for Students and Staff	Regular Day	7:50 AM	3:55 PM	8:05		
2.	Early Release for Students and Staff	Staff Early Release	7:50 AM	11:45 AM	3:55		
3.	No School for Students / Full Day Staff PD	Full Day PD	7:50 AM	4:00 PM	8:10		
4.	Early Release day for Students/Afternoon PD	Student Early Release + PD	7:50 AM	4:00 PM	8:10		

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
Back to School NIght	August 29, 2024	2

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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	1512.50	2	1514.50	188

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;
- Serve on various school committees such as hospitality committee, curriculum committee, culture committee etc.
- 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, but not limited to:

- 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
- Facilitating students' transitions between classes
- Facilitating the end of day dismissal procedure which might include ushering students along in hallways,

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supporting students at lockers, distributing phones to scholars, and outside duty to facilitate family pick up and dispersal of students from the school grounds.

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 activities. Each teacher will work no less than one day per week not exceeding 1.5 hours per occurrence.

Also, staff will be required to work a maximum of 8, 3-hour, Saturday Academies throughout the school year. This will be on a rotating basis as determined by the building Principal and leadership team. Any staff that works in the Saturday program will be paid an hourly rate of \$50.00/hour for that additional time worked. The exact dates for Saturday academies will be presented to staff at the beginning of the school year.

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,

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revealing clothing, beach wear, and flip flops is not permitted. Staff will also not wear hoodies since students are not allowed to wear them.

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 08/22/2024.