

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.



Discovery Polytech Early College High School

**2024-25
School Plan**



Springfield Public Schools
2024-2025 Student Calendar
Discovery Polytech Early College High School
1350 Main Street, Springfield MA 01103



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

Teacher Hours 7:00 AM - 3:15 PM (M-Th.) ; 7:00 AM - 2:20 PM (Fri)

Aug 23: Family Event / Back-to-school BBQ Aug 26: School Begins	August 2024					Feb 17: Schools Closed - Presidents Day Feb 18 - 22: Schools Closed - Mid-Winter Vacation	February 2025																																																						
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Springfield Public Schools
2024-2025 Staff Calendar
Discovery Polytech Early College High School
1350 Main Street, Springfield MA 01103



Student Hours 7:20 AM - 2:20 PM; *see calendar for special student early release days
Teacher Hours 7:00 AM - 3:15 PM (M-Th.) ; 7:00 AM - 2:20 PM (Fri)

<p>Aug 19-23: Teacher PD</p> <p>Aug 23: Convocation + Family Event</p> <p>Aug 26: School Begins</p>	<p>Feb 17: Schools Closed - Presidents Day</p> <p>Feb 18 - 21: Schools Closed - Mid-Winter Vacation</p>
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August 2024				
MON	TUE	WED	THU	FRI
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February 2025				
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<p>Sep 2: Schools Closed - Labor Day</p> <p>Sep 3: Schools Closed - Teacher PD Day</p>	<p>March 2025</p>
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September 2024				
MON	TUE	WED	THU	FRI
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March 2025				
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<p>Oct 11: Early Release at 1:10pm</p> <p>Oct 16: Family Event (5-8pm)</p> <p>Oct 14: Schools Closed - Indigenous People's Day</p>	<p>Apr 18: Schools Closed - Good Friday</p> <p>Apr 21: Schools Closed - Patriots Day</p> <p>Apr 22-25: Schools Closed - Spring Vacation</p>
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October 2024				
MON	TUE	WED	THU	FRI
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April 2025				
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<p>Nov 5: Schools Closed - Teacher PD Day (Election Day)</p> <p>Nov 11: Schools Closed - Veterans Day</p> <p>Nov 27- 29: Schools Closed - Thanksgiving Vacation</p>	<p>May 23: Early Release at 1:10pm</p> <p>May 26: Schools Closed - Memorial Day</p>
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November 2024				
MON	TUE	WED	THU	FRI
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May 2025				
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<p>Dec 23 - 31: Schools Closed - Holiday Vacation</p>	<p>Jun 19: School Closed - Juneteenth Day</p> <p>Jun 23: End of School Year - Early Release for Students at 11:05am</p>
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December 2024				
MON	TUE	WED	THU	FRI
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June 2025				
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<p>Jan 1: Schools Closed - New Year's Day Observed</p> <p>Jan 6: Schools Closed for Students & Staff</p> <p>Jan 17: Early Release at 1:10pm</p> <p>Jan 20: Schools Closed - Dr. Martin Luther King, Jr. Day</p>	<p>*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.</p> <ul style="list-style-type: none"> School Closed Staff Early Release at 11:45am Staff Early Release at 2:20pm Full Day PD from 8:00am-3:00pm Staff Early Release at 1:10pm
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January 2025				
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Educator Working Conditions: Discovery Polytech Early College H.S.

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	3:15 PM	8:15
2.	Early Release for Students and Staff	Staff Early Release	7:00 AM	11:45 AM	4:45
3.	Chestnut Early Release	Special Staff Early Release	7:00 AM	1:10 PM	6:10
4.	No School for Students / Full Day Staff PD	Full Day PD	8:00 AM	3:00 PM	7:00
5.	Regular Day for Students / Early Release for Staff	Friday Early Release	7:00 AM	2:20 PM	7:20

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
Pinning Ceremony	10/16/24	3

Family Engagement Events	December 2024 and June 2025	6
TOTAL ADDITIONAL SUMMER HOURS ON OR AFTER 8/19/24		9 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	0	1489.58	9.00	1498.58	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 (examples are below but a school can customize):

- Educators may be asked to perform coverage of lunch, coverage of break periods, entry and dismissal. All efforts will be made to avoid interrupting teacher prep time or counseling services to students;
- Substitute coverage of classes and duties of others who are absent from school;

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 will work after school each week to provide after school help not exceeding 60 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 [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 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 09/17/2024.