

This SY' 24-25 school plan has been approved at the building-level by the Principal and Teacher Leadership Team, as well as the SEZP Board.

**SEZP**



**Springfield  
Empowerment Zone  
Partnership**

# **Duggan Academy**

**2024-25**

**School Plan**



**Springfield Public Schools  
2024-2025 Student Calendar  
Duggan Academy  
1015 Wilbraham Rd., Springfield, MA 01109**



**Student Hours** Middle School: 7:25 AM - 2:55 PM / High School 7:25 AM - 2:20 PM \* see calendar for special early release days

**Teacher Hours** Middle & High School: 7:20 AM - 3:08 PM (Mon-Fri); \*Special Tuesday (extended day) 7:20 AM - 4:30 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: Early Release at 1:10pm  
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 14: Half Day - Student Dismissal at 11:05am

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 1:10pm  
Oct 14: Schools Closed - Indigenous People's Day

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	

April 17: Early Release 1:10pm  
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 1:10pm  
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 1:10pm  
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 - Student Dismissal at 11:05am  
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 - Half Day - Student Dismissal at 11:05am

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 8-10: \*Midterms - Student Dismissal at 1:10pm  
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
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
- Student Early Release at 11:05am
- Student Early Release at 1:10pm



**Springfield Public Schools**  
**2024-2025 Staff Calendar**  
**Duggan Academy**  
**1015 Wilbraham Rd., Springfield, MA 01109**



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**Teacher Hours** Middle & High School: 7:20 AM - 3:08 PM (Mon-Fri); \*Special Tuesday (extended day) 7:20 AM - 4:30 PM

Aug 12-14: New Staff Orientation  
 Aug 19-23: Teacher PD  
 Aug 23: Convocation  
 Aug 26: School Begins

August 2024				
MON	TUE	WED	THU	FRI
			1	2
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 Dec 23 - 31: Schools Closed - Holiday Vacation

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16	17	18	19	20
23	24	25	26	27
30	31			

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 Jun 23\*: End of School Year - Staff Early Release at 11:15am  
 Jun 24: Schools Closed - Teacher PD Day

June 2025				
MON	TUE	WED	THU	FRI
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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 8-9 \*Midterms - Student Dismissal at 1:10pm; Staff PD until 3:08pm  
 Jan 10: \*Midterms - Student & Staff Early Release at 1:10pm  
 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
13	14	15	16	17
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- School Closed
- Early Release at 11:15am
- Early Release at 1:10pm
- Tuesday Extended Day until 4:30pm
- Student Early Release + PD until 3:08pm
- Full Day PD from 8:30am-3:00pm

# Educator Working Conditions: Duggan 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.

**Important Note:** Newly hired Duggan staff will be required to attend “new staff orientation” on August 12<sup>th</sup>, 13<sup>th</sup> & 14<sup>th</sup> from 9:00am - 3:00pm and will be paid at an hourly rate of \$36.61/hour for a total of 18 hours.

			Grades 6-8			Grades 9-12		
Day Type	Staff Category	Start time	End time	Hrs: Min	Start time	End time	Hrs: Min	
1. Regular Day for Students and Staff	Regular Day	7:20 AM	3:08PM	7:48	7:20 AM	3:08 PM	7:48	
2. Early Release for Students and Staff	Early Release at 11:15am	7:20 AM	11:15 AM	3:55	7:20 AM	11:15 AM	3:55	
3. Early Release (Duggan)	Early Release at 1:10pm	7:20 AM	1:10 PM	5:50	7:20 AM	1:10 PM	5:50	
4. Early Release / Afternoon PD	Student Early Release + PD until 3:08pm	7:20 AM	3:08 PM	7:48	7:20 AM	3:08 PM	7:48	
5. No School for Students / Full Day Staff PD	Full Day PD	8:30 AM	3:00 PM	6:30	8:30 AM	3:00 PM	6:30	
6. Tuesday Extended Day	Tuesday Extended Day until 4:30pm	7:20 AM	4:30 PM	9:10	7:20 AM	4:30 PM	9:10	

### 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 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	# of Staff Hours in gr. 9-12
N/A	N/A	N/A	N/A
<b>TOTAL ADDITIONAL SUMMER HOURS BEFORE 8/19/24</b>		0 hrs	0 hrs

**B. Other Events on or After August 19<sup>th</sup>**

Event Description	Date/Time	# of Staff Hours in gr. 6-8	# of Staff Hours in gr. 9-12
Open House	Fall 2024 (date tbd)	2	2
Graduation	June	2	2
Conferences	Various dates (exact TBD)	2	2
Lunch for an early release during testing	TBD	1	1
After School support	Various dates (exact TBD)	11.2	11.2
<b>TOTAL ADDITIONAL SUMMER HOURS ON OR AFTER 8/19/24</b>		18.2 hrs	18.2 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	1456.81	18.2	1475.01	189
<b>Gr. 9-12 Staff Hours</b>	0	1456.81	18.2	1475.01	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. 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 colleagues to improve one’s instructional practices to meet student needs;
- 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):

- Coverage will not exceed 1 block per day; unless they have multiple preps that day
- Substitute coverage of classes of others who are absent from school. (When possible, GLT or common planning time should not be used when teachers are asked to cover class. Preference would be to hire substitute teachers)
- Special education staff that may need time support for progress reports may request release time or crew coverage to support timely and detailed progress reports
- Lunch during early release days when testing is done will be from 1:00-1:30 (3days)

**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 up to 12 hours per year in the middle school (high school is built into the schedule) - and these hours for middle school are already built into the calendar and accounted for in total educator hours. If teachers decide to provide after school tutoring beyond the 12 hours, it would need prior approval by the buildings Executive Principal, Michael Calvanese, 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.

#### **5. School curriculum development and alignment**

Duggan Academy will use a curriculum framework aligned with the Massachusetts State Curriculum Frameworks. 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 have an opportunity to provide feedback.

When asked to provide lesson plans to coaches, colleague teams, or administration the expectation is that you will receive feedback in verbal or written form otherwise they will not need to be provided.

#### **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. **Administration and counselors will attempt to notify teachers of new students (when possible) and changes to testing schedule in advance.**

#### **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. Duggan will include a Safety and Security page in the staff handbook to show the protocols and procedures used at the school.

#### **8. Staff dress code**

Staff at Duggan Academy are asked to dress professionally for a school setting.

#### **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.). Recommend the interventions stay as small as possible to remain effective; with concentration on ELL and special education cohorts in core and intervention.

#### **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 contact with families about the academic, behavioral, and social progress of students. This includes family inquiries via email, Unified Classrooms, Class Dojo, phone, or in-person meetings throughout the school year. In August Teacher Teams will come together to determine systems of communication; also teachers will keep the gradebook updated so that families stay properly informed (see handbook).

#### **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 September 17th, 2024.