

This SY' 25-26 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.



Impact Prep

2025-26

School Plan



Springfield Public Schools
2025-2026 Student Calendar
Impact Prep
355 Plainfield Street, Springfield MA 01104



Student Hours 7:25 AM - 3:05 PM; *see calendar for special student early release days

Teacher Hours 7:25 AM - 3:20 PM (M-Fri) ; 7:25 AM - 4:20 PM (on special extended Tuesdays)

Aug 21: Family Event / Back-to-school BBQ Aug 25: School Begins	August 2025 <table border="1"> <thead> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td align="center">1</td></tr> <tr><td align="center">4</td><td align="center">5</td><td align="center">6</td><td align="center">7</td><td align="center">8</td></tr> <tr><td align="center">11</td><td align="center">12</td><td align="center">13</td><td align="center">14</td><td align="center">15</td></tr> <tr><td align="center">18</td><td align="center">19</td><td align="center">20</td><td align="center">21</td><td align="center">22</td></tr> <tr><td align="center">25</td><td align="center">26</td><td align="center">27</td><td align="center">28</td><td align="center">29</td></tr> </tbody> </table>	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	Feb 16: Schools Closed - Presidents Day Feb 17 - 20: Schools Closed - Mid-Winter Vacation	February 2026 <table border="1"> <thead> <tr><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td align="center">2</td><td align="center">3</td><td align="center">4</td><td align="center">5</td><td align="center">6</td></tr> <tr><td align="center">9</td><td align="center">10</td><td align="center">11</td><td align="center">12</td><td align="center">13</td></tr> <tr><td align="center">16</td><td align="center">17</td><td align="center">18</td><td align="center">19</td><td align="center">20</td></tr> <tr><td align="center">23</td><td align="center">24</td><td align="center">25</td><td align="center">26</td><td align="center">27</td></tr> </tbody> </table>	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
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Student Hours 7:25 AM - 3:05 PM; *see calendar for special student early release days
Teacher Hours 7:25 AM - 3:20 PM (M-Fri) ; 7:25 AM - 4:20 PM (on special extended Tuesdays)

Aug 18 - 21: Teacher PD
 Aug 21: Family Event
 Aug 25: School Begins

August 2025				
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

Feb 16: Schools Closed - Presidents Day
 Feb 17 - 20: Schools Closed - Mid-Winter Vacation

February 2026				
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

Sep 1: Schools Closed - Labor Day
 Sep 9: Schools Closed – Teacher PD Day

September 2025				
MON	TUE	WED	THU	FRI
1	2	3	4	5
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March 2026

March 2026				
MON	TUE	WED	THU	FRI
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Oct 10: Early Release for Students & Staff at 1:00pm
 Oct 13: Schools Closed - Indigenous People's Day
 Oct 16: Family Event

October 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

Apr 3: Schools Closed - Good Friday
 Apr 20: Schools Closed - Patriots Day
 Apr 21 - 24: Schools Closed - Spring Vacation

April 2026				
MON	TUE	WED	THU	FRI
		1	2	3
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13	14	15	16	17
20	21	22	23	24
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Nov 4: Schools Closed – Teacher PD Day (Election Day)
 Nov 11: Schools Closed – Veterans Day
 Nov 26 - 28: Schools Closed - Thanksgiving Vacation

November 2025				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
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May 14: Family Event
 May 22: Early Release for Students & Staff at 1:00pm
 May 25: Schools Closed - Memorial Day

May 2026				
MON	TUE	WED	THU	FRI
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Dec 17: Family Event
 Dec 19: Early Release for Students at 11:05am
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December 2025				
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Jun 19: Schools Closed - Juneteenth Day
 Jun 25*: End of School Year - Early Release for Students & Staff at 11:05am

June 2026				
MON	TUE	WED	THU	FRI
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Jan 1-5: Schools Closed - Extended Holiday Vacation
 Jan. 6: Schools Closed for Students & Staff
 Jan 16: Early Release for Students & Staff at 1:00pm
 Jan 19: Schools Closed - Dr. Martin Luther King, Jr. Day

January 2026				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
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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
- Staff Early Release at 11:05am
- Regular Day + PD until 4:20pm
- Full Day PD from 8:30am-3:00pm
- Staff Early Release at 1:00pm
- Family Engagement Event (hours vary)

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 Type	Staff Category	Start time	End time	Hrs:Min
1.	Regular Day for Students and Staff	Regular Day	7:25AM	3:20PM	7:55
2.	Early Release for Students and Staff	Staff Early Release	7:25AM	11:05PM	3:40
3.	Special Student Early Release	Special Staff Early Release	7:25AM	1:00PM	5:35
4.	No School for Students / Full Day Staff PD	Full Day PD	8:30AM	3:00PM	6:30
5.	Extended Day	Regular Day + PD	7:25AM	4:20PM	8:55

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 25-26 is August 18th, 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 18th

Event Description	Date/Time	# of Staff Hours in gr. 6-8
N/A	N/A	N/A
TOTAL ADDITIONAL SUMMER HOURS BEFORE 8/18/25		0 HRS

B. Other Events on or After August 18th

Event Description	Date/Time	# of Staff Hours in gr. 6-8
After School Extra Help Hours (M, W & Th.)	1x per month Sep-May	9
Back to School BBQ	8/21/25	2
Learning Showcase Event	10/16/25	2

Family Engagement Events	12/17/25 & 5/14/26	4
TOTAL ADDITIONAL SUMMER HOURS ON OR AFTER 8/18/25		17 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.

Hours	Summer PD Hrs	School Year Hrs	Other Events	Total Hrs	Day Count
Gr. 6-8 Staff Hours	0	1462.500	17	1479.500	186

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;
- Attending student-related meetings; and
- Serving as a mentor to a small cohort of students;

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;
- Development and maintenance of hallway bulletin boards

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. Afterschool Support for Students

All educators will work after school each week to provide after school help not exceeding 9 hours per 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 [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 09/09/2025.

Ways in which the faculty was engaged in Phase 1 of School Planning:

- TLT members reviewed mid-year MAP, SQR, and Insight survey data
- TLT members met with the educators they represented and brought their thoughts and ideas to a TLT meeting to inform the group around potential SY 25/26 priorities

Priority 1

Selected Lever: Equity and Improvement Lever 3

Text of Lever: Addressing Unfinished Learning or Acceleration through Student-Specific Supports for Behavior and Academics

What is our most concerning data, and what are some working theories of what needs to improve to drive better results?

Data: The 2024-2025 school quality review identified the development of an intervention system as an area of focus for the school. This was also the only element of the rubric rated as “beginning” at the school.

Working Theory: Impact Prep intentionally focused on building a positive and anti-racist student and adult culture for the past couple of years and this has resulted in strong qualitative evidence in the school quality review. At this time, we feel the conditions are in place to enhance the Tier 2 and Tier 3 intervention system to support the academic growth of students. School leaders will focus on developing the materials to be used in Tier 2 and 3 interventions and using data to place students in groups. This area of focus will continue to be further developed in 2025-2026.

What questions or information will be needed to refine your theory of action and set goals in this priority area?

- What staffing needs are required to make sure students are scheduled flexibly to receive up to three regular doses of intervention support with intentional frequency, duration, and focus aligned to individual student needs and based on real-time data and progress monitoring? What does the master schedule need to look like to support flexibility in scheduling students?
- What staff training/PD is required to make sure targeted interventions are personalized for each learner and are delivered in three distinct “tiers” during primary core instruction, specialized secondary intervention classes, and/or intense tertiary intervention groups?
- Who should the members of the RTI team be and how do we schedule?
- Are there aspects of the attendance RTI system that can be replicated for instruction?

Priority 2

Selected Lever: Lever 2

Text of Lever: Coherent Actions for Improving Assurances for Educational Equity, which include the following:

- Instructional Leadership for Equity
- Curriculum and Instruction
- Feedback System for Building Educator Capacity
- Professional Learning and Collaboration

What is our most concerning data, and what are some working theories of what needs to improve to drive better results?

Data: In our most recent school quality review Data Driven Instruction was identified as an area of focus. The SQR went on to state that “school leadership has set clear improvement goals centered around instructional planning. These goals include constructing exemplar responses, using those exemplars to monitor student progress during lessons, gathering evidence to provide real-time feedback, and strategically selecting students to share their work with the class. This expectation is prominently displayed in the associate principal’s office, and teachers mentioned it during the teacher panel. However, classroom observations revealed limited evidence of data-driven instruction and active monitoring being used effectively to assess student progress during lessons.”

Working Theory: While the school quality review Educator Feedback systems as an area of strength it is clear the systems need to be retooled in order to accelerate teacher development around data driven instruction.

What questions or information will be needed to refine your theory of action and set goals in this priority area?

- What software is out there to help plan, organize and support coaching and feedback cycles for educators?
- How do we develop a system to analyze teacher feedback over time to uncover trends in teachers’ strengths and areas for skill development