

This SY' 25-26 school plan has been approved at the building-level by the Principal and Teacher Leadership Team, as well as the SEZP Board.



Forest Park

2025-26

School Plan

Educator Working Conditions Addendum

Approved 9/2/25 for insertion into final SEZP Continuous Improvement Plans for SY 25-26

The 25-26 Educator Working Conditions template used by Teacher Leadership Teams (TLTs) to develop educator working conditions was developed using the agreed upon language from the Agreement Between the Springfield Education Association and the Springfield School Committee for the Springfield Empowerment Zone Partnership Schools, which expired on June 30, 2025.

A new Collective Bargaining Agreement - effective July 1, 2025 through June 30, 2028 - was reached after these plans were approved by the SEZP Board. Therefore, language in the new Agreement will supersede language approved by Teacher Leadership Team's Educator Working Conditions in the following 3 areas:

2. Staff workday
8. Staff dress code
9. Class size

New Language:

Article 25, Section 2, Part A. will replace provisions of the Educator Working Conditions 2. Staff work day

Duty Free Lunch

- A. Each teacher will be provided with an uninterrupted thirty (30) minute duty free lunch period. Except in emergency or extenuating situations, teachers shall be permitted to leave the school building during their 30-minute scheduled lunch period with advance notice of the principal or his or her designee and with the completion of a signed In and Out log.
- B. In an emergency, teachers who volunteer to provide lunch coverage during their own duty-free lunch period will be compensated at the rate set in Appendix B.

Prep Periods

Educators will have – at minimum - one self-directed 40-minute preparation period per day. This self-directed time can be used to plan, grade, collaborate with colleagues, etc. In extenuating circumstances, educators may be asked to perform some duties during this time. On that day the educator must have an equivalent non-instructional period. Whenever possible, educators should be given priority access to their own teaching space during preparation periods. If an educator cannot have access to their own teaching space during preparation periods, every effort will be made to provide a functional working space.

In service of a unique program (e.g. an adjunct professor teaching early college), a teacher may not have – at minimum - one self-directed 40-minute preparation period per day. This aspect of the teacher schedule will be clearly noted in the respective job posting. Additionally, educators in these positions will be notified of any changes to their schedule, prior to the transfer window.

Every effort will be made to ensure that the 40 minutes of preparation time is not adjacent to any other

scheduled activity (e.g., STAT meetings, grade-level team meetings) that is less than 15 minutes in duration, in order to preserve the integrity and utility of the preparation period.

Article 25, Section 10 will replace Educator working conditions 8. Staff Dress Code

Dress Code

All employees covered under this collective bargaining agreement must:

- Dress in a neat and clean manner appropriate to their role and responsibilities.
- Use good judgment in attire that is respectful of students, families, and colleagues.

School spirit days may be designated by the administration in collaboration with staff.

Article 23, Section B, Part 1 will replace Educator Working Conditions 9. Class Size:

A. Components of Annual Continuous Improvement Plans

1. Each TLT will review class sizes by February 1 and provide the principal with recommendations for addressing any challenges or opportunities related to class size for the following school year.

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 Staff and Students	Regular Day	7:20 AM	3:10 PM	7:50
2.	No School for Students / Full Day Staff PD	Full Day PD	8:00 AM	3:00 PM	7:00
3.	No School for Students / Full Day Staff PD - Special Hours	Special Staff PD Hours	12:00 PM	7:00PM	7:00
4.	Regular Day for Students / Extended Afternoon Staff PD	Regular Day + PD	7:20 AM	4:15 PM	8:55
5.	Regular Day for Staff and Students / Family Event	Regular Day	7:20 AM	3:10 PM	7:50
6.	Early Release for Students and Staff	Early Release	7:20 AM	11:40 AM	4:20
7.	Early Release for Students/Full Day for Staff	Early Release Students	7:20 AM	3:10 PM	7:50

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
Open House	9/25/2025	2

Family Event #2	Varies	2
Family Event #3	Varies	2
Extra Help Weekly	30 mins weekly	19
TOTAL ADDITIONAL SUMMER HOURS ON OR AFTER 8/18/25		25 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	1469.833	25	1494.833	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, behavioral and social-emotional progress of students;
- Preparation of individual student weekly reports, progress reports, and report cards;
- Working regularly with all members of the school community to improve one’s professional practices;
- Attending student-related meetings;
- Serving as a mentor and primary person to Advisory students;
- Participate in department, grade level, PLC and professional development opportunities; and
- Participate in staff recruitment and hiring processes as needed.

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; and
- 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. Afterschool Support for Students

All educators and counselors will work after school each week to provide after school help not exceeding 30 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.

Schools working to improve curricular offerings please describe here:

Exploring use of MyPersepctives for English Language Arts curriculum - According to EdReports: The instructional materials for myPerspectives 6-8 meet the expectations of alignment, building knowledge, and usability. The materials include anchor texts that are well-crafted, content-rich, and rich in language and academic vocabulary. The tasks, questions, and assignments are connected to the texts students read and require students to collect textual evidence. Units are grouped around topics/themes to grow students' knowledge over the course of the school year. Throughout the program, there are culminating tasks and research opportunities that require students to expand and show their knowledge and understanding of the topics/themes in each unit.

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, and beachwear 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 9/10/2025.



**Springfield Public Schools
2025-2026 Student Calendar
Forest Park Middle School
46 Oakland Street, Springfield, MA 01108**



Student Hours	7:25 AM - 3:05 PM
Teacher Hours	7:20 AM - 3:10 PM; 7:20 AM - 4:15 PM (on specific extended Tuesdays)

<p>Aug 21: Welcome back BBQ</p> <p>Aug 25: School Begins</p>	<table border="1"> <thead> <tr> <th colspan="5">August 2025</th> </tr> <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>	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	<p>Feb 13: Student Early Release at 1pm / Regular Day for Staff until 3:10pm</p> <p>Feb 16: Schools Closed - Presidents Day</p> <p>Feb 17 - 20: Schools Closed - Mid-Winter Vacation</p>	<table border="1"> <thead> <tr> <th colspan="5">February 2026</th> </tr> <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>	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
	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																																																																					
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																																																																					

<p>Sep 1: Schools Closed - Labor Day</p> <p>Sep 9: Schools Closed - Teacher PD Day</p> <p>Sep 25: Family Event - Open House</p>	<table border="1"> <thead> <tr> <th colspan="5">September 2025</th> </tr> <tr> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td align="center">2</td> <td align="center">3</td> <td align="center">4</td> <td align="center">5</td> </tr> <tr> <td align="center">8</td> <td align="center">9</td> <td align="center">10</td> <td align="center">11</td> <td align="center">12</td> </tr> <tr> <td align="center">15</td> <td align="center">16</td> <td align="center">17</td> <td align="center">18</td> <td align="center">19</td> </tr> <tr> <td align="center">22</td> <td align="center">23</td> <td align="center">24</td> <td align="center">25</td> <td align="center">26</td> </tr> <tr> <td align="center">29</td> <td align="center">30</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	September 2025					MON	TUE	WED	THU	FRI	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				<p>Mar 20: Student Early Release at 1pm / Regular Day for Staff until 3:10pm</p> <p>Mar 24: Family Event</p>	<table border="1"> <thead> <tr> <th colspan="5">March 2026</th> </tr> <tr> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> </tr> </thead> <tbody> <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> <tr> <td align="center">30</td> <td align="center">31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	March 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	30	31			
	September 2025																																																																								
MON	TUE	WED	THU	FRI																																																																					
1	2	3	4	5																																																																					
8	9	10	11	12																																																																					
15	16	17	18	19																																																																					
22	23	24	25	26																																																																					
29	30																																																																								
March 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																																																																					
30	31																																																																								

<p>Oct 10: Student Early Release at 1pm / Regular Day for Staff until 3:10pm</p> <p>Oct 13: Schools Closed - Indigenous People's Day</p> <p>Oct 28: Family Event</p>	<table border="1"> <thead> <tr> <th colspan="5">October 2025</th> </tr> <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 align="center">1</td> <td align="center">2</td> <td align="center">3</td> </tr> <tr> <td align="center">6</td> <td align="center">7</td> <td align="center">8</td> <td align="center">9</td> <td align="center">10</td> </tr> <tr> <td align="center">13</td> <td align="center">14</td> <td align="center">15</td> <td align="center">16</td> <td align="center">17</td> </tr> <tr> <td align="center">20</td> <td align="center">21</td> <td align="center">22</td> <td align="center">23</td> <td align="center">24</td> </tr> <tr> <td align="center">27</td> <td align="center">28</td> <td align="center">29</td> <td align="center">30</td> <td align="center">31</td> </tr> </tbody> </table>	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	<p>Apr 3: Schools Closed - Good Friday</p> <p>Apr 17: Student Early Release at 1pm / Regular Day for Staff until 3:10pm</p> <p>Apr 20: Schools Closed - Patriots Day</p> <p>Apr 21 - 24: Schools Closed - Spring Vacation</p>	<table border="1"> <thead> <tr> <th colspan="5">April 2026</th> </tr> <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 align="center">1</td> <td align="center">2</td> <td align="center">3</td> </tr> <tr> <td align="center">6</td> <td align="center">7</td> <td align="center">8</td> <td align="center">9</td> <td align="center">10</td> </tr> <tr> <td align="center">13</td> <td align="center">14</td> <td align="center">15</td> <td align="center">16</td> <td align="center">17</td> </tr> <tr> <td align="center">20</td> <td align="center">21</td> <td align="center">22</td> <td align="center">23</td> <td align="center">24</td> </tr> <tr> <td align="center">27</td> <td align="center">28</td> <td align="center">29</td> <td align="center">30</td> <td></td> </tr> </tbody> </table>	April 2026					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	
	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																																																																					
April 2026																																																																									
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																																																																						

<p>Nov 4: Schools Closed - Teacher PD Day</p> <p>Nov 11: Schools Closed - Veterans Day</p> <p>Nov 26 - 28: Schools Closed - Thanksgiving Vacation</p>	<table border="1"> <thead> <tr> <th colspan="5">November 2025</th> </tr> <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">3</td> <td align="center">4</td> <td align="center">5</td> <td align="center">6</td> <td align="center">7</td> </tr> <tr> <td align="center">10</td> <td align="center">11</td> <td align="center">12</td> <td align="center">13</td> <td align="center">14</td> </tr> <tr> <td align="center">17</td> <td align="center">18</td> <td align="center">19</td> <td align="center">20</td> <td align="center">21</td> </tr> <tr> <td align="center">24</td> <td align="center">25</td> <td align="center">26</td> <td align="center">27</td> <td align="center">28</td> </tr> </tbody> </table>	November 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	<p>May 22: Student Early Release at 1pm / Regular Day for Staff until 3:10pm</p> <p>May 25: Schools Closed - Memorial Day</p> <p>May 28: Family Event</p>	<table border="1"> <thead> <tr> <th colspan="5">May 2026</th> </tr> <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>	May 2026					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
	November 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																																																																					
May 2026																																																																									
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																																																																					

<p>Dec 10: Family Event</p> <p>Dec 19: Early Release at 11:35am - Last day before holiday vacation</p> <p>Dec 22 - 31: Schools Closed - Holiday Vacation</p>	<table border="1"> <thead> <tr> <th colspan="5">December 2025</th> </tr> <tr> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td align="center">2</td> <td align="center">3</td> <td align="center">4</td> <td align="center">5</td> </tr> <tr> <td align="center">8</td> <td align="center">9</td> <td align="center">10</td> <td align="center">11</td> <td align="center">12</td> </tr> <tr> <td align="center">15</td> <td align="center">16</td> <td align="center">17</td> <td align="center">18</td> <td align="center">19</td> </tr> <tr> <td align="center">22</td> <td align="center">23</td> <td align="center">24</td> <td align="center">25</td> <td align="center">26</td> </tr> <tr> <td align="center">29</td> <td align="center">30</td> <td align="center">31</td> <td></td> <td></td> </tr> </tbody> </table>	December 2025					MON	TUE	WED	THU	FRI	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			<p>Jun 19: Schools Closed - Juneteenth Day</p> <p>Jun 25*: End of School Year - Early Release for Students & Staff</p>	<table border="1"> <thead> <tr> <th colspan="5">June 2026</th> </tr> <tr> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td align="center">2</td> <td align="center">3</td> <td align="center">4</td> <td align="center">5</td> </tr> <tr> <td align="center">8</td> <td align="center">9</td> <td align="center">10</td> <td align="center">11</td> <td align="center">12</td> </tr> <tr> <td align="center">15</td> <td align="center">16</td> <td align="center">17</td> <td align="center">18</td> <td align="center">19</td> </tr> <tr> <td align="center">22</td> <td align="center">23</td> <td align="center">24</td> <td align="center">25</td> <td align="center">26</td> </tr> <tr> <td align="center">29</td> <td align="center">30</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	June 2026					MON	TUE	WED	THU	FRI	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
	December 2025																																																																								
MON	TUE	WED	THU	FRI																																																																					
1	2	3	4	5																																																																					
8	9	10	11	12																																																																					
15	16	17	18	19																																																																					
22	23	24	25	26																																																																					
29	30	31																																																																							
June 2026																																																																									
MON	TUE	WED	THU	FRI																																																																					
1	2	3	4	5																																																																					
8	9	10	11	12																																																																					
15	16	17	18	19																																																																					
22	23	24	25	26																																																																					
29	30																																																																								

<p>Jan 1-5: Schools Closed - Extended Holiday Vacation</p> <p>Jan. 6: Schools Closed - Teacher Professional Day</p> <p>Jan 19: Schools Closed - Dr. Martin Luther King, Jr. Day</p>	<table border="1"> <thead> <tr> <th colspan="5">January 2026</th> </tr> <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 align="center">1</td> <td align="center">2</td> </tr> <tr> <td align="center">5</td> <td align="center">6</td> <td align="center">7</td> <td align="center">8</td> <td align="center">9</td> </tr> <tr> <td align="center">12</td> <td align="center">13</td> <td align="center">14</td> <td align="center">15</td> <td align="center">16</td> </tr> <tr> <td align="center">19</td> <td align="center">20</td> <td align="center">21</td> <td align="center">22</td> <td align="center">23</td> </tr> <tr> <td align="center">26</td> <td align="center">27</td> <td align="center">28</td> <td align="center">29</td> <td align="center">30</td> </tr> </tbody> </table>	January 2026					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	<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 Early Dismissal - 11:35 a.m. Regular Day / Family Event Early Dismissal - 1:00 p.m.
	January 2026																																				
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																																	



**Springfield Public Schools
2025-2026 Staff Calendar
Forest Park Middle School
46 Oakland Street, Springfield, MA 01108**



Student Hours 7:25 AM - 3:05 PM

Teacher Hours 7:20 AM - 3:10 PM; 7:20 AM - 4:15 PM (on specific extended Tuesdays)

Aug 18-22: Teacher PD

Aug 21: Special Hours 12-7pm
Welcome Back BBQ

Aug 22: Convocation

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 3: Extended Day

Feb 13: Student Early Release

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

Sep 16: Extended Day

Sep 25: Family Event - Open House

September 2025				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Mar 3: Extended Day

Mar 20: Student Early Release

Mar 24: Family Event

March 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
30	31			

Oct 7: Extended Day

Oct 10: Student Early Release at 1:10pm / Regular Day for Staff until 3:15pm

Oct 13: Schools Closed - Indigenous People's Day

Oct 28: 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 7: Extended Day

Apr 17: Student Early Release

Apr 20: Schools Closed - Patriots Day

Apr 21 -24: Schools Closed - Spring Vacation

April 2026				
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	

Nov 4: Schools Closed – Teacher PD Day

Nov 11: Schools Closed – Veterans Day

Nov 18: Extended 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
17	18	19	20	21
24	25	26	27	28

May 5: Extended Day

May 22: Student Early Release

May 25: Schools Closed - Memorial Day

May 28: Family Event

May 2026				
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

Dec 9: Extended Day

Dec 10: Family Event

Dec 19: Early Release for Students & Staff - Last day before holiday vacation

Dec 22 - 31: Schools Closed - Holiday Vacation

December 2025				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2: Extended Day

Jun 19: Schools Closed - Juneteenth Day

Jun 25*: End of School Year - Early Release for Students & Staff

June 2026				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Jan 1-5: Schools Closed - Holiday Vacation

Jan 6: Schools Closed - Teacher Professional Day

Jan 13: Extended Day

Jan 19: Schools Closed - Dr. Martin Luther King, Jr. Day

January 2026				
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

*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 11:40am
- Special Staff PD Hours (see detail)
- Regular Day + PD until 4:15pm
- Full Day PD from 8am-3pm
- Regular Day / Family Event

School Priority Levers Form: Forest Park Middle School**Ways in which the faculty was engaged in Phase 1 of School Planning:**

The following took place at Extended Days and in Grade Level PLCs:

- Collaborative Conversations: Staff provided input and feedback on current working conditions, the school calendar, and proposed adjustments.
- Data-Driven Discussions: Mid-year MAP assessment results and SQR findings were shared with staff to inform school priorities, ensuring that planning efforts were guided by data and educator insights.

Priority 1**Selected Level: Level 1****Text of Lever: Vision for Equitable Instruction, Educator Empowerment, and Leadership Responsibilities****What is our most concerning data, and what are some working theories of what needs to improve to drive better results?**

Data: Based on feedback from our October 2024 SQR Forest Park made progress on our Instructional Vision, with all classrooms using grade-level, standards-aligned curriculum. However, we lack clear and measurable school-wide goals (1d) to effectively monitor progress and ensure alignment across all instructional efforts. Without these goals, it is difficult to track student achievement, measure the impact of instructional strategies, and ensure consistency in practice. Additionally, we need to examine data points related to low-incidence classrooms to ensure equitable access to appropriate curricula and specialized supports.

Working Theory: Having clear school-wide goals will drive efforts to accelerate student learning while fostering social-emotional growth. Providing a focused direction for professional learning will ensure that all educators are aligned in their instructional practices. Clear goals will guide all stakeholders - including teachers, students, and families - toward a shared vision of success. They will encourage the use of student performance data to monitor progress, identify learning gaps, and adjust instruction accordingly. Shared goals also create accountability among staff and students, fostering a growth mindset where continuous improvement is prioritized. Creating an action plan, data analysis cycles, and benchmarks to monitor progress, will continue our work to provide access to grade-level curriculums (specialized skills in low-incidence classrooms) and support for an inclusive learning environment.

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

- What goals align with instructional vision? These should encompass both academic growth and achievement, social-emotional development, as well as the implementation of key instructional strategies.
- What existing structures or practices are effectively supporting our vision?
- What additional supports or new learning do staff need to consistently implement high-quality, aligned lessons that support the instructional vision and work to meet school-wide goals?
- How can we ensure that school-wide goals support all students, preparing them for high school and beyond?
- How can we align school goals so all educators understand how their grade level and content-specific goals contribute to their achievement?
- How should we define success for low-incidence classrooms, and what specific strategies will help us close opportunity gaps for these students?

Priority 2

Selected Lever: Lever 2

Text of Lever: Coherent Actions for Improving Assurances for Educational Equity

- Instructional Leadership for Equity
- Curriculum and Instruction
- Feedback Systems 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: Our School Quality Review (SQR) identified *Educator Feedback Systems (2i)* and *Aligned Feedback (2J)* as areas that are still developing. While we have increased classroom visits and provided more feedback since October, there remains work to be done to ensure all teachers receive consistent, aligned, and meaningful support. Additionally, teachers have expressed a desire for more individualized professional development rather than a one-size-fits-all approach.

Working Theory: By introducing instructional strategies with all educators and then providing individualized support and feedback, we will strengthen and grow the abilities of our teachers which will result in student growth and increased achievement. We will work with teachers to implement research-based instructional strategies and collaborate to produce aligned, targeted actionable feedback. Teachers will have a choice in their professional practice goals, which will drive the focus of their observations and classroom visits. Individualized teacher feedback will be driven by classroom visits, student work analysis and lesson planning.

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

- What instructional strategies are most aligned with our instructional vision?
- What systems are currently in place for feedback, and where are the gaps? How do they align to the instructional vision?
- How can professional practice goals better align with our instructional vision?
- What expectations should be set for reviewing and submitting student work, and how can feedback be effectively aligned with this process?
- How can peer classroom visits and model lessons be leveraged to support this work?
- How can we effectively differentiate professional development for staff?
- How can we effectively collect individual coaching data for reflection and next steps?

Priority Levers Goals: Forest Park Middle School**Priority 1: Lever 1**

Text of Lever: Vision for Equitable Instruction, Educator Empowerment, and Leadership Responsibilities

Working Theory of Change: Having clear school-wide goals will drive efforts to accelerate student learning while fostering social-emotional growth. Providing a focused direction for professional learning will ensure that all educators are aligned in their instructional practices. Clear goals will guide all stakeholders - including teachers, students, and families - toward a shared vision of success. They will encourage the use of student performance data to monitor progress, identify learning gaps, and adjust instruction accordingly. Shared goals also create accountability among staff and students, fostering a growth mindset where continuous improvement is prioritized. Creating an action plan, data analysis cycles, and benchmarks to monitor progress, will continue our work to provide access to grade-level curricula (specialized skills in low-incidence classrooms) and support for an inclusive learning environment.

Progress made thus far (synthesis from faculty): Progress has been made in several key areas to support the development and implementation of our instructional vision. Teachers have worked with students in Advisory to address mindset and set meaningful academic and personal goals. The instructional vision has continued to evolve and strengthen through ongoing work with the Equitable Pathways to Leadership (EPL) team. Targeted training was provided to teachers on setting clear learning objectives, and the implementation of these objectives was monitored for progress. The instructional support team offered aligned, actionable feedback to support instructional growth. As a result of these efforts and reviewing learning objectives with the class, students have become more invested in their learning, which has been reflected in measurable improvement in MAP assessment data.

Where we run into obstacles (synthesis from faculty):

- Schoolwide goals lack clarity
- Consistently looking at data and support for staff to use effectively to make decisions
- Strategically partnering with families for involvement with academics
- Growth mindset (staff and students alike)

Goals for what we'd need to learn or accomplish (faculty input, TLT thinking, support from the ILT):

1. Clarify and Communicate the Instructional Vision: Ensure all staff members have a consistent, shared understanding and translate the vision into observable, measurable instructional practices.
2. Build Educator Capacity to Use Data Effectively: Provide targeted support for analyzing and interpreting student data to inform instruction. Establish clear expectations and routines for regular data analysis and reflection.
3. Increase Family Engagement in Academics: Develop strategies and tools to involve families in supporting student academic progress. Clarify how the school communicates learning goals and student performance to families.

What we would like to learn and accomplish in August PD (faculty input, TLT thinking):

- Outline PD plan for the year - including staff team building, instructional vision, schoolwide goals, use of data, family engagement, and school culture.
- Facilitate sessions that engage staff in unpacking and internalizing schoolwide goals and the refined instructional vision.
- Review snapshots of SY24-25 data (combine FPMS and SRA data to reflect the merger)
- Creating an inclusive classroom - supports and scaffolds to meet the needs of all students through the use of data and lesson planning.

Priority 2: Lever 2

Text of Lever: Coherent Actions for Improving Assurances for Educational Equity

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

Working Theory of Change: By introducing instructional strategies with all educators and then providing individualized support and feedback, we will strengthen and grow the abilities of our teachers which will result in student growth and increased achievement. We will work with teachers to implement research-based instructional strategies and collaborate to produce aligned, targeted actionable feedback. Teachers will have a choice in their professional practice goals, which will drive the focus of their observations and classroom visits. Individualized teacher feedback will be driven by classroom visits, student work analysis and lesson planning.

Progress made thus far (synthesis from faculty): This school year, feedback has been more aligned and purposeful, supported by more consistent walkthroughs that provide actionable and supportive input for teachers. A new coaching form, aligned with the Instructional Vision, has been piloted to further strengthen the feedback process. Additionally, model lessons have been videotaped to support professional learning and collaboration among staff. More time has also been allotted for department meetings, fostering deeper instructional planning and alignment.

Where we run into obstacles (synthesis from faculty):

- Varying levels of teacher buy-in to feedback and coaching
- Willingness of staff to open their classrooms to peers through either classroom visits or videotaping
- Data Management Challenge – implementing a tracking system for following up on individualized feedback
- Inconsistent or unclear protocols for analyzing student work and collaborative planning have led to varied practices across teams

Goals for what we'd need to learn or accomplish (faculty input, TLT thinking, support from the ILT):

1. Establish Consistency in Feedback Systems: Develop and implement a clear, consistent system for walkthroughs and classroom visits that aligns with the instructional vision and focuses on growth, not compliance.
2. Deepen Use of Model Lessons and Peer Learning: Expand the use of videotaped model lessons and encourage peer-to-peer learning opportunities to build shared instructional practices across departments.
3. Empower Teacher Voice in Professional Growth: Ensure teachers are meaningfully involved in setting their professional goals, and align observation and feedback cycles to support these individual priorities.
4. Maximize Professional Learning Time: Optimize department meetings and collaborative planning time to focus on student work analysis, lesson planning, and shared strategies that promote equity and high-quality instruction.

What we would like to learn and accomplish in August PD (faculty input, TLT thinking):

- Launch aligned coaching and feedback cycle or practices
- Guide educators in defining professional practice goals aligned with instructional vision and school goals
- Introduce a consistent agenda structure for department meetings, ensuring focused time for reviewing student work and co-developing lessons that align with instructional vision.

SEZP's Summer Learning Design Principles:

1. Focuses on equity and develops expectations for a culturally responsive climate
2. Engages students and family/caregivers' voice in summer learning design elements
3. Focuses on students' social emotional and academic needs
4. Encourages attendance through creative program design
5. Elevates relationships, enrichment and addresses unfinished learning
6. Leverages community assets and provide a mix of academics, enrichment, and social-emotional learning
7. Aligns with priorities and goals from Phase I and Phase II school planning documents (where applicable)
8. As TLTs are reviewing data for school planning, connect future goal setting to summer learning for students and engages the school community to consider appropriate programming
9. Reminder: low-incidence programming and traditional summer school academy dates must align
 - a. Particularly important for schools who purchase SPS Special Education services as the District will determine the summer schedule.

As a starting point, please look through [this linked document](#) for Summer Academy logistics and operational timelines to help guide you in completing your schools' summer learning plan template below.

Summer 2025 Learning Plan for: Forest Park Middle School															
INITIAL SUMMER PLANNING															
Summer Coordinator	Name: Freddy Torres Phone: 413-225-1319 Email: torresfr@springfieldpublicschools.com														
Summer Plan Logistics	Summer Program Dates: 7/7 - 8/1 (M-Fri)														
	Type of Program (select from dropdown): Other (please describe below) ▾ Early Start and Credit Recovery														
	Plan for Rising Students (6th/ 9th graders). Please describe your plan below after analyzing historical school-level data :														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">8-8:45AM</td> <td>Arrival & Breakfast</td> </tr> <tr> <td>8:45 - 10:15AM</td> <td>Math Block</td> </tr> <tr> <td>10:15AM - 12:30PM</td> <td>Reading Blocks 1 & 2</td> </tr> <tr> <td>12:30-1PM</td> <td>Lunch</td> </tr> <tr> <td>1-1:45PM</td> <td>Reading Block 3</td> </tr> <tr> <td>1:45-4PM</td> <td>Sports & Enrichment</td> </tr> <tr> <td>4PM</td> <td>Dismissal</td> </tr> </table>	8-8:45AM	Arrival & Breakfast	8:45 - 10:15AM	Math Block	10:15AM - 12:30PM	Reading Blocks 1 & 2	12:30-1PM	Lunch	1-1:45PM	Reading Block 3	1:45-4PM	Sports & Enrichment	4PM	Dismissal
	8-8:45AM	Arrival & Breakfast													
	8:45 - 10:15AM	Math Block													
	10:15AM - 12:30PM	Reading Blocks 1 & 2													
	12:30-1PM	Lunch													
	1-1:45PM	Reading Block 3													
	1:45-4PM	Sports & Enrichment													
	4PM	Dismissal													
	Student Start Time: 8:00 am														
Student Dismissal Time: 4:00 pm															
Lunch Time: 12:30-1:00															
Estimated # of Students: 30															
Estimated Total # of Student Learning Hours: 160															
Total # of Classrooms Needed: 6															
Shared Facility Needs (i.e. cafeteria): Cafeteria, Auditorium, Gym															
OITA Programs/Apps Needed: None															

<p>Name and contact information for questions over the summer.</p> <p><i>This information will be shared with SPS and FACE.</i></p>	<p><u>Primary</u> Contact Name: Freddy Torres Primary Contact Email: torresfr@springfieldpublicschools.com Primary Contact Phone: 413-225-1319</p> <p><u>Backup</u> Contact Name: Sara Macon Backup Contact Email: macons@springfieldpublicschools.com Backup Contact Phone: 413-335-6254</p>
--	---

Strategic Action Plan: Forest Park

Priority 1: Level 1

Text of Lever: Vision for Equitable Instruction, Educator Empowerment, and Leadership Responsibilities

Goals for Priority 1:

1. Clarify and Communicate the Instructional Vision: Ensure all staff members have a consistent, shared understanding and translate the vision into observable, measurable instructional practices.
2. Build Educator Capacity to Use Data Effectively: Provide targeted support for analyzing and interpreting student data to inform instruction. Establish clear expectations and routines for regular data analysis and reflection.
3. Increase Family Engagement in Academics: Develop strategies and tools to involve families in supporting student academic progress. Clarify how the school communicates learning goals and student performance to families.

To accomplish the goals above and make improvements in this priority area, our August PD will include:

1. **August PD sessions (what will educators learn in August professional learning time?):**
 - Build culture and collaboration with new staff following the merger of two schools and new hires
 - Roll out revised instructional vision; begin professional learning with alignment & success criteria
 - Introduction to instructional look-fors aligned to the vision
2. **List partners/consultants for August PD (who are our partners that will support educator learning in August or throughout the year?):**
 - EPL - Strategic planning and coaching for administrators and Instructional coaches
 - CORE - Literacy Support
3. **Beyond August PD, what is the professional learning trajectory for the year (what else will we learn this year?):**
 - PLCs in department and grade level teams to analyze student work and data with protocols and routines for collaborative data analysis
 - Ongoing coaching and feedback cycles focused on the implementation of instructional vision
 - Targeted support to align curriculum with grade level standards and student needs
 - Best practices for engaging with and building partnerships with families

To accomplish the goals above and make improvements in the priority area, what other action steps need to be taken?

Task	Owner
Instructional Vision Document / Roll-out session	Admin & ILT
Develop Instructional look-fors and calibrate observation/feedback protocols	ILT w/EPL Coach
Plan and implement coaching cycles	Instructional coaches
Establish Data Meeting Calendar and Protocols	ILT
Implement classroom-level communication routines with families to keep them informed about academic progress and learning goals	Teachers with support from AP and grade-level teams
Revisit Planned Family Nights and how to engage families in true partnerships	Admin/ILT

Priority 2: Lever 2

Text of Lever: Coherent Actions for Improving Assurances for Educational Equity

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

Goals for Priority 2:

1. Establish Consistency in Feedback Systems: Develop and implement a clear, consistent system for walkthroughs and classroom visits that aligns with the instructional vision and focuses on growth, not compliance.
2. Deepen Use of Model Lessons and Peer Learning: Expand the use of videotaped model lessons and encourage peer-to-peer learning opportunities to build shared instructional practices across departments.
3. Empower Teacher Voice in Professional Growth: Ensure teachers are meaningfully involved in setting their professional goals, and align observation and feedback cycles to support these individual priorities.
4. Maximize Professional Learning Time: Optimize department meetings and collaborative planning time to focus on student work analysis, lesson planning, and shared strategies that promote equity and high-quality instruction.

To accomplish the goals above and make improvements in this priority area, our August PD will include:

1. **August PD sessions (what will educators learn in August professional learning time?):**
 - Introduction to coaching cycles and creating individual coaching plans
 - Every minute matters - Review schedule, teaching and learning expectations, meeting times, and strategies for effective use of time.
 - Begin to build a culture of collaboration; introduce model lessons library
2. **List partners/consultants for August PD (who are our partners that will support educator learning in August or throughout the year?):**
 - EPL - Supporting feedback systems and leadership for equity
 - CORE - Instructional model development and support
3. **Beyond August PD, what is the professional learning trajectory for the year (what else will we learn this year?):**
 - Ongoing coaching cycles with regular goal check-ins and feedback
 - Strategies for goal setting and reflective practice tied to growth areas
 - Building a growth mindset
 - Curate and share model lesson library

To accomplish the goals above and make improvements in the priority area, what other action steps need to be taken?

Task	Owner
Create individual Coaching Plans / Documents	ILT
Develop standing agendas and a clear purpose for PLCs	Admin / ILT
Collect teacher input and feedback on PD, coaching, etc.	Coaches & Admin team
Actively participate in goal-setting process, PLCs, coaching, and ongoing reflection	All staff
Utilize Swivel to record model lessons or best practices and use in PLCs for shared learning/ growth	Instructional Coaches/teachers