



BOARD OF EDUCATION OF THE CITY OF NEW YORK
RUDOLPH F. CREW, Ed.D., Chancellor

OFFICE OF THE CHANCELLOR
110 LIVINGSTON STREET BROOKLYN, NY 11201

January 29, 1998

CHANCELLOR'S REGULATIONS, INSTRUCTION VOLUME - UPDATE #10, 1997-1998

TO: COMMUNITY SCHOOL BOARD PRESIDENTS, ALL SUPERINTENDENTS,
SUPERVISING SUPERINTENDENT, CHIEF EXECUTIVES, EXECUTIVE DIRECTORS,
HEADS OF OFFICES AND PRINCIPALS OF ALL DAY SCHOOLS

FROM: RUDOLPH F. CREW, CHANCELLOR *RFC*

SUBJECT: BRIEF CALENDAR FOR 1998-1999

Enclosed is a revision of Chancellor's Regulations, Instruction Volume. Please place this new regulation in your copy of the Instruction Volume.

The following table will aid you in substituting the new pages:

<u>Subject</u>	<u>Regulation Number</u>	<u>New Page Numbers</u>	<u>Date Issued</u>	<u>Substitute For Old Pages</u>	<u>Issued</u>
Brief Calendar for 1998-1999	B-101	1 through 6	1/29/98	1 through 6	3/7/97

RFC:tp
Attachment



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Subject: BRIEF CALENDAR FOR 1998-99

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ABSTRACT

The following Brief Calendar was adopted by the Board of Education at its Public Meeting on January 21, 1998. This calendar mandates that school sessions begin for all students, on Wednesday, September 9, 1998, and includes a Midwinter Recess (Monday, February 15 through Friday, February 19, 1999). The Calendar as adopted must be adhered to by all districts without exception, unless districts are informed of subsequent changes that may be made pursuant to collective bargaining agreements or for other reasons, provided these other reasons are not inconsistent with collective bargaining or legal obligations.

1998

August	31,	Monday	Principals, Assistants, and all other school supervisors report.
September	7,	Monday	Labor Day.
September	8,	Tuesday	Professional Day - General staff orientation. Classroom Teachers, Bilingual Teachers in School and Community Relations, Guidance Counselors, Attendance Teachers, Psychologists and Social Workers, Laboratory Specialists and Technicians, Secretaries and Educational Paraprofessionals report. Employees in titles not listed should consult the applicable collective bargaining agreement.
September	9,	Wednesday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS. EARLY DISMISSAL FOR KINDERGARTEN STUDENTS ONLY.
September	21,	Monday and	Rosh Hashanah.
September	22,	Tuesday	
September	30	Wednesday	Yom Kippur.
October	12,	Monday	Columbus Day.



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November	3,	Tuesday	Election Day. Students will <u>not</u> be in attendance. Schools will be in session for staff development (Compact for Learning) activities only.
November	11,	Wednesday	Veterans Day.
November	26,	Thursday and	Thanksgiving Recess.
November	27,	Friday	
December	24,	Thursday through	Winter Recess (including Christmas and New Year's Day).
January	1,	Friday	

1999

January	18,	Monday	Dr. Martin Luther King, Jr. Day.
January	29,	Friday	Regular day of instruction, <u>except</u> for high schools. <u>High school</u> students will <u>not</u> be in attendance. <u>High schools</u> will be in session for staff development (Compact for Learning) activities only. Fall Term ends.
February	1,	Monday	Spring Term begins.
February	15,	Monday through	Midwinter Recess (including Washington's Birthday).
February	19,	Friday	
April	1,	Thursday through	Spring Recess (including Good Friday, Easter and Passover)
April	8,	Thursday	
April	9,	Friday	<u>Students will not</u> be in attendance. Schools will be in session for staff development (Compact for Learning) activities only. However, if there is <u>no</u> need to close schools for weather or other emergency prior to the Spring Recess, the staff development activities will not take place on this day and schools will be closed on Friday, April 9, 1999.
May	31,	Monday	Memorial Day.
June	10,	Thursday	Anniversary Day (Brooklyn and Queens Schools).



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June	28,	Monday	<u>LAST DAY FOR ALL STUDENTS</u> . Last day for <u>all</u> Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Psychologists and Social Workers, Laboratory Specialists and Technicians and last day for Paraprofessionals. An early dismissal of students is permitted under the conditions outlined in Section 7 below.
June	29,	Tuesday and	All other staff report <u>except</u> Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Psychologists and Social Workers, Laboratory Specialists and Technicians, and Paraprofessionals.
June	30,	Wednesday	

NOTE: The school calendar can accommodate additional staff development time to be designated during the course of the school year, subject to the conditions set forth below.

and be it further

RESOLVED, That two Superintendent Conference Days are to be used for staff development activities related solely to the Regents Compact for Learning; and be it further

RESOLVED, That all shortened sessions resulting in early dismissals of students for any reason must be approved by the Chief Executive for Community School District Affairs, Monitoring, and Municipal Relations, must provide appropriate 4 weeks prior notification of parents, and must not result in a loss of state aid; and be it further

RESOLVED, That adoption of this calendar does not preclude subsequent changes that may be made pursuant to collective bargaining agreements or for other reasons; and be it further

RESOLVED, That the Chancellor shall use the powers vested in him by law to obtain compliance with this school calendar in the case of any district which, in violation of this officially adopted citywide Brief Calendar, closes its schools other than for those duty authorized situations provided for under Board of Education policy and Chancellor's Regulations.

EXPLANATION

1. The Brief Calendar for 1998-99 meets the State Education Department requirement of a minimum of 180 state aidable days in all districts and at all levels.
2. All schools will be open on Election Day, November 3, 1998, for staff development activities only. Students will not be in attendance



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3. All schools will be open on Friday, February 12, 1999, and students will be in attendance for instruction.
4. The Brief Calendar includes a Midwinter Recess.
5. As a result of professional and staff development days and of shortened sessions for various purposes, the total number of instructional days (days when students report to school) may be different from the number of state aidable days. A shortened session is any day when school is in session for kindergarten through grade 6 students for less than 5 hours of instruction, exclusive of lunch, or any day when school is in session for grade 7 and above students for less than 5.5 hours of instruction, exclusive of lunch.
6. Calculations of aidable days incorporate Superintendent Conference/Regents Examination Days. Under Commissioner's Regulations, Superintendent Conference Days may include general staff orientation, curriculum development, in-service education, or parent-teacher conferences. They may not include routine administrative matters such as grading examinations or pupil assignments, recordkeeping, or lesson planning.
7. In part, the school calendar takes into account the following citywide centrally-scheduled shortened sessions: to be designated, two Parent-Teacher Conference shortened sessions (one in the Fall Term and one in the Spring Term), one shortened session for scoring the PCT test in late January (only middle schools, and equivalent levels in special education schools in District 75, and any grade 8 in elementary schools); professional development time (to be designated) for selected grades (Spring Term). Separate notifications will be forthcoming regarding all of these citywide centrally-scheduled shortened sessions. An early dismissal of students is permitted on the last day of school (June 28, 1999) provided all students are required to attend and students requiring individual work receive guidance and assistance on the afternoon of the last day. Aside from these citywide centrally scheduled shortened sessions, or the conditional early dismissal on the last day of school, no other shortened sessions should be scheduled without prior approval of the Chief Executive for Community School District Affairs, Monitoring and Municipal Relations, and without at least 4 weeks prior notice to parents.
8. Prior to requesting, on a timely basis, shortened session approval of the Chief Executive for Community School District Affairs, Monitoring and Municipal Relations, the following should be considered. In weeks when a single scheduled shortened session for professional development from kindergarten through grade 6 is requested, the school must still be in session for 25 hours of instruction, exclusive of lunch. Further clarification and information on exceptions are available upon request from the Chief Executive for Community School District Affairs, Monitoring and Municipal Relations.



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9. In a week when, exclusive of lunch, 25 hours of instruction are scheduled for kindergarten through grade 6 students, and a shortened session, approved by the Chief Executive for Community School District Affairs, Monitoring and Municipal Relations, is scheduled, schools may designate that shortened session as a regular day of instruction for purposes of the Period Attendance Report. For students in grades 7 and above, see Section 11 below.
10. The early dismissal of students on the last day of school (June 28, 1999) should be recorded as a regular day of instruction for purposes of the Period Attendance Report, provided all students are required to attend and students requiring individual work receive guidance and assistance in the afternoon.
11. As concerns Grades 7 and above, generally a shortened session results in the school being in session for less than the required minimum of 27.5 hours of instructional time scheduled in a week, exclusive of lunch. Therefore, in almost all instances, a shortened session for grades 7 and above, which must also be approved by the Chief Executive for Community School District Affairs, Monitoring and Municipal Relations, should be designated as a non-instructional day for purposes of the Period Attendance Report. Exceptions pertain to: The two Parent-Teacher Conference shortened sessions, the shortened session for scoring the PCT test in late January (to be designated), and the conditional early dismissal on the last day of school (June 28). For Grades 7 and above, the shortened session for scoring the PCT Test in late January should be designated as a regents day for the purposes of the PAR (lower grades affected by the PCT test scoring should be designated as instructional, provided 25 hours of instruction have been scheduled for the week, exclusive of lunch). The two Parent-Teacher Conference days should be designated as a regular day of instruction for purposes of the Period Attendance Report. For the last day of school (June 28), refer to Section 10 above. Further clarifications on reporting requirements are available from the Office of User Support Services.
12. At the elementary and middle school level (grades 6 and below), there are 183 aidable days (181 in Brooklyn and Queens schools), 180 of which (179 in Brooklyn and Queens schools), are instructional. At the kindergarten level, there are 182 aidable days (180 in Brooklyn and Queens schools), 180 of which (179 in Brooklyn and Queens schools) are instructional. The kindergarten aidable day total is reduced due to the early dismissal of Wednesday, September 9, 1998.
13. At the elementary and middle school level (grades 7 through 9), there are 181 aidable days (180 in Brooklyn and Queens schools), 180 of which (179 in Brooklyn and Queens schools), are instructional.
14. At the high school level (Grades 9 through 12), there are 181 aidable days (180 in Brooklyn and Queens schools), 178 of which (177 in Brooklyn and Queens schools), are instructional.



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15. Staff development activities during Superintendent Conference Days can serve to meet needs that are mandated or of high priority, such as literacy, performance standards, curriculum frameworks, mathematics and science education, assessments, etc., as they relate to general, special and bilingual education.
16. Schools will not be in session on Rosh Hashanah (2 days), Yom Kippur, Columbus Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Winter Recess (December 24 through January 1, including Christmas and New Year's Day), Dr. Martin Luther King, Jr. Day, Mid-Winter Recess (February 15 through February 19, including Washington's Birthday), Spring Recess (April 1 through April 8, including Good Friday, Easter and Passover), Memorial Day and, in Brooklyn and Queens only, Anniversary Day (under Section 2586 of the Education Law, Anniversary Day is the first Thursday in June, or the second Thursday in June when the first Thursday falls within the same week as Memorial Day). Students will not be in attendance on Friday, April 9, 1999, and, as to the staff development activities on that day, if there is no need to close the schools for weather or other emergencies prior to the Spring Recess, schools will not be in session for staff development activities on Friday, April 9, 1999.
17. Consultation/negotiation on the Brief Calendar has taken place with the Community Superintendents, Consultative Council, parent representatives, Nonpublic Schools Committee, and appropriate collective bargaining representatives.