DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK
OFFICE OF THE CHANCELLOR

May 16, 2003

TO: ALL SUPERINTENDENTS, COMMUNITY SCHOOL BOARD PRESIDENTS, CHIEF EXECUTIVES, EXECUTIVE DIRECTORS, HEADS OF OFFICES, PRINCIPALS OF ALL DAY SCHOOLS, PA/PTA PRESIDENTS, UFT CHAPTER LEADERS AND UFT AND CSA DISTRICT REPRESENTATIVES

FROM: ANTHONY SHORRIS
DEPUTY CHANCELLOR FOR OPERATIONS AND PLANNING

SUBJECT: THE SCHOOL YEAR CALENDAR FOR 2003-2004

INTRODUCTION

The following School Year Calendar mandates that school sessions begin for all students on Monday, September 8, 2003, and includes a Midwinter Recess (Monday, February 16 through Friday, February 20, 2004). The Calendar must be adhered to without exception, unless there are 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.

2003

August	25, Monday	The following staff report: Assistant Principals and school-based intermediate supervisors not designated to work an increased work year.
September	1, Monday	Labor Day.
September	2, Tuesday	Classroom Teachers, Bilingual Teachers in School and Community Relations, Guidance Counselors, Attendance Teachers, Psychologists and Social Workers, Laboratory Specialists and Technicians, School Secretaries and Educational Paraprofessionals report. Employees in titles not listed should consult the applicable collective bargaining agreement. Professional Day – General staff orientation. Students will not be in attendance.
September September September	3, Wednesday 4, Thursday 5, Friday	Three Chancellor's Conference Days for Staff Development; Students will not be in attendance on these three days.
September	8, Monday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS.* EARLY DISMISSAL FOR KINDERGARTEN STUDENTS ONLY.
September	9, Tuesday	EARLY DISMISSAL FOR KINDERGARTEN STUDENTS ONLY.
October	6, Monday	Yom Kippur.
October	13, Monday	Columbus Day Observed.
November	4, Tuesday	Election Day. Chancellor's Conference Day. Students will not be in attendance.
November	11, Tuesday	Veterans Day.

*A calendar for pre-kindergarten students will be issued separately.

November	27,	Thursday and	Thanksgiving Recess.
November	28,	Friday	
December	24,	Wednesday through	Winter Recess (including Christmas and New Year's Day).
January	2,	Friday	

2004

January	19,	Monday	Dr. Martin Luther King, Jr. Day.
January	30,	Friday	Fall Term ends for HIGH school students. HIGH school students will not be in attendance. All other students are in attendance.
February	2,	Monday	Spring Term begins for **HIGH** school students.
February	16,	Monday through	Midwinter Recess (including Washington's Birthday).
February	20,	Friday	
April	5,	Monday through	Spring Recess (including Good Friday, Easter and Passover).
April	13,	Tuesday	
May	31,	Monday	Memorial Day Observed.
June	10,	Thursday	Anniversary Day (Brooklyn and Queens Schools).
June	25,	Friday	LAST DAY FOR ALL STUDENTS unless a makeup day is needed due to authorized school closings during the school year, in which case, upon official notification from the Chancellor, the last day for students would be Monday June 28. An early dismissal of students is permitted under the conditions outlined in Sections 7 and 8 below.
June	28,	Monday	Last day for all Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Laboratory Specialists and Technicians and last day for Paraprofessionals. Students will not be in attendance unless there is an official notification to the contrary from the Chancellor – see June 25 above.
June	29,	Tuesday and	All other staff report except Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Laboratory Specialists and Technicians, and Paraprofessionals.
June	30,	Wednesday	

This school year calendar incorporates the following understandings:

- That two Chancellor's Conference Days are to be used for staff development for the Regents high learning standards and assessments;
- That this calendar does not preclude subsequent changes that may be made pursuant to collective bargaining agreements or for other reasons, but in no case can this calendar or subsequent changes result in a loss of state aid;
- That all shortened sessions resulting in early dismissals of students and any other

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April	13,	Tuesday	
May	31,	Monday	Memorial Day Observed.
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June	25,	Friday	LAST DAY FOR ALL STUDENTS unless a makeup day is needed due to authorized school closings during the school year, in which case, upon official notification from the Chancellor, the last day for students would be Monday June 28. An early dismissal of students is permitted under the conditions outlined in Sections 7 and 8 below.
June	28,	Monday	Last day for all Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Laboratory Specialists and Technicians and last day for Paraprofessionals. Students will not be in attendance unless there is an official notification to the contrary from the Chancellor – see June 25 above.
June	29,	Tuesday and	All other staff report except Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Laboratory Specialists and Technicians, and Paraprofessionals.
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- That two Chancellor's Conference Days are to be used for staff development for the Regents high learning standards and assessments;
- That this calendar does not preclude subsequent changes that may be made pursuant to collective bargaining agreements or for other reasons, but in no case can this calendar or subsequent changes result in a loss of state aid.
- That all shortened sessions resulting in early dismissals of students and any other

changes in this calendar must be approved by the Deputy Chancellor for Operations and Planning, and must provide 4 weeks prior notification to parents;

- That the Chancellor shall use the powers vested in him by law when, in violation of this citywide school year calendar, a school is closed or students are dismissed without authorization;

- That, to avoid the risk of a reduction in State Aid, schools will not close or release students early without authorization

The following should also be noted:

1. The school year calendar for 2003-2004 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, Tuesday, November 4, 2003, and on Monday June 28, 2004, for staff activities only. Students will not be in attendance.

3. All schools will be open on Thursday, February 12, 2004, and students will be in attendance.

4. The school year calendar includes a Midwinter Recess.

5. As a result of professional / Chancellor Conference 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 Chancellor Conference/Regents Examination Days. Under Commissioner's Regulations, Chancellor 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 by the Deputy Chancellor for Operations and Planning, two Parent-Teacher Conference shortened sessions (one in the Fall Term and one in the Spring Term), and other shortened sessions approved by the Deputy Chancellor for Operations and Planning. Separate notifications will be forthcoming regarding all of these citywide centrally-scheduled shortened sessions. An early dismissal of students is permitted without prior approval on their last day of school under the conditions outlined in section 8 below.

8. The early dismissal of students on their last day of school (Friday June 25, 2004) is permitted and can be recorded as a regular day of instruction for purposes of the Period Attendance Report, provided schools adhere to the following State Education Department guidelines: Pupils must attend school, but if schools schedule individual work for that day with students, such as conferences, special guidance or scheduling, school officials may schedule an early dismissal for pupils who do not require such attention.

9. Prior to requesting, on a timely basis, shortened session approval of the Deputy Chancellor for Operations and Planning, the following should be considered. In weeks when a single scheduled shortened session for kindergarten through grade 6 is requested, the school must still be in session for 25 hours of instruction, exclusive of lunch. When a shortened session is scheduled during a 4 day week (i.e., when the week includes a legal holiday), the school must still be in session for 20 hours of instruction over that week, exclusive of lunch. Further clarification and information on exceptions are available upon request from the Deputy Chancellor for Operations and Planning.

10. In a week when, exclusive of lunch, 25 hours of instruction are scheduled for

kindergarten through grade 6 students, or 20 hours in a 4 day week with a legal holiday, and a shortened session, approved by the Deputy Chancellor for Operations and Planning, 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.

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 Deputy Chancellor for Operations and Planning, 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, and the conditional early dismissal on students' last day of school (Friday June 25). 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 for students (Friday June 25), refer to Section 8 above.

12. **For Kindergarten**, there are 184 aidable days (183 in Brooklyn and Queens schools), 182 of which (181 in Brooklyn and Queens schools) are instructional.

13. **For Grades 1 through 6**, there are 186 aidable days (185 in Brooklyn and Queens schools), 182 of which (181 in Brooklyn and Queens schools) are instructional.

14. **For Grades 7 and 8 citywide, and Grade 9 in middle schools**, there are 184 aidable days (183 in Brooklyn and Queens schools), 182 of which (181 in Brooklyn and Queens schools) are instructional.

15. **For High School Grades 9 through 12**, there are 185 aidable days (184 in Brooklyn and Queens schools), 180 of which (179 in Brooklyn and Queens schools) are instructional.

16. Staff development activities must meet needs that are mandated or of high priority, including implementation of the new comprehensive, system-wide instructional approach to literacy and mathematics under the Children First initiative, school violence prevention and intervention, the implementation of the Continuum for Students with Disabilities, performance standards, science education, assessments, etc., as they relate to general, special and bilingual education.

17. Schools will not be in session on Yom Kippur, Columbus Day observed, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Winter Recess (December 24 through January 2, including Christmas and New Year's Day), Dr. Martin Luther King, Jr. Day, Mid-Winter Recess (February 16 through February 20, including Washington's Birthday), Spring Recess (April 5 through April 13, 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).

18. Consultation/negotiation on the school year calendar has taken place with the Community Superintendents, Presidents of Community School Boards, parent representatives, Nonpublic Schools Committee, and appropriate collective bargaining representatives.

c: Joel I. Klein
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