



THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHANCELLOR
52 Chambers Street - New York, NY 10007

MEMORANDUM

TO: Regional Superintendents, Local Instructional Superintendents, Superintendent of District 75, Senior Superintendent of Alternative High Schools and Programs, Chief Executives, Directors of Regional Operations Centers, Heads of Divisions and Offices, Principals of All Day Schools, PA/PTA Presidents, UFT Chapter Leaders And UFT And CSA District Representatives

FROM: LaVerne Srinivasan 
Deputy Chancellor for Operations

SUBJECT: Open School Week and Parent-Teacher Conferences for 2004-2005

DATE: June 24, 2004

1. OPEN SCHOOL WEEK

Open School Week will be celebrated during the week of November 14th through November 20th, 2004. This is the time to reinforce parent-school relationships that will lead to a dynamic partnership necessary to ensure the educational success of each student. Schools should provide stimulating programs and conferences, as well as make available materials and exhibits for children and parents that encourage visitations on all levels. All school staff must actively join together to encourage parent involvement in all school-related activities and to make schools a welcome environment for all parents. Superintendents will work with Supervisors of the Regional Parent Support Officers to establish procedures for parent visitation to classrooms during Open School Week, and include those procedures in notices to the home. All notices should be translated in the home language of parents to ensure greater participation.

2. PARENT-TEACHER CONFERENCES

The schedule of Parent-Teacher Conferences for school year 2004-2005 is listed in this memorandum. Scheduling additional half days for Parent-Teacher Conferences will not be permitted to ensure maximum use of available instructional time.

The Parent-Teacher Conferences listed in this memorandum must not serve to limit the number of other types of Parent-Teacher Conferences. In addition to the listed Parent-Teacher Conferences, the use of grade, class, guidance, and individual conferences, including Individual Education Program (IEP) conferences for special education students between parents and school personnel, are excellent practices that must be encouraged throughout the school year.

Schools may not deviate from the citywide dates for the afternoon conferences contained in this memorandum in order not to interfere with other schools' field trip programs or with other transportation service constraints. If individual parents have date and time conflicts, they should be encouraged to schedule a parent-teacher conference at a mutually agreed upon time. Evening dates are flexible (see the first asterisk at the bottom of page 2), except for those scheduled, in Open School Week, for Wednesday and Thursday November 17 and 18, 2004. Those evening dates are mandatory.

3. **DATES FOR PARENT-TEACHER CONFERENCES**

EVENING

AFTERNOON

ELEMENTARY SCHOOLS, FALL 2004

*Wednesday, November 17, 2004 – Evening	Tuesday, November 16, 2004 – Afternoon
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ELEMENTARY SCHOOLS, SPRING 2005

*Wednesday, March 16, 2005 – Evening	Tuesday, March 15, 2005 – Afternoon
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INTERMEDIATE AND JUNIOR HIGH SCHOOLS, FALL 2004

*Thursday, November 18, 2004 – Evening	Monday, November 15, 2004 – Afternoon
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INTERMEDIATE AND JUNIOR HIGH SCHOOLS, SPRING 2005

*Wednesday, February 16, 2005 – Evening	Tuesday, February 15, 2005 – Afternoon
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HIGH SCHOOLS, FALL 2004

*Thursday, October 28, 2004 – Evening	Friday, October 29, 2004 – Afternoon
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HIGH SCHOOLS, SPRING 2005

*Thursday, April 7, 2005 – Evening	Friday, April 8, 2005 – Afternoon
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****DISTRICT 75 SCHOOL PROGRAMS, FALL 2004**

*Monday, November 8, 2004 – Evening	Tuesday, November 9, 2004 – Afternoon
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****DISTRICT 75 SCHOOL PROGRAMS, SPRING 2005**

*Wednesday, March 9, 2005 – Evening	Thursday, March 10, 2005 – Afternoon
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- * **Except for the evenings of November 17 and 18**, schools may, with the approval of the Regional Superintendent, or Superintendent of District 75, or Senior Superintendent of Alternative High Schools and Programs, select dates for **evening** conferences that are different from those listed. The date and time selected must be conducive to parent participation and attendance. Parents should receive at least four weeks prior notice. **All afternoon dates and the evening dates of November 17 and 18 are mandated.** It should also be noted that a **two and one half-hour time period** is required for **evening** conferences. Principals are reminded to request security coverage at least one week before evening conferences.
- ** District 75 School Programs housed within a non-District 75 school should adhere to that school level's afternoon/evening Parent-Teacher Conference dates as indicated above. Self-contained District 75 school organizations are to adhere to evening and afternoon Parent-Teacher Conference dates listed for District 75 School Programs (see above).
- *** Schools that include grades with more than one instructional level (elementary, middle, high school), must have one of the sets of dates above approved by the Regional Superintendent, or the Superintendent of District 75, or the Senior Superintendent of Alternative High Schools and Programs. The approved dates should be on file with the appropriate Superintendent, prior to the start of the 2004-2005 school year.

4. **CANCELING ACTIVITIES ON THE NIGHTS OF THURSDAY, OCTOBER 28, 2004 AND THURSDAY, April 7, 2005**

The Evening High Schools will be closed on Thursday, October 28, 2004 and Thursday, April 7, 2005 when day high schools are conducting evening Parent-Teacher Conferences.

Continuing Education activities will be canceled in the schools where the evening conferences are held.

5. **TRANSPORTATION PROCEDURES FOR AFTERNOON CONFERENCES**

Two hours of school time are devoted to afternoon parent-teacher interviews. Students are usually dismissed from school for this two hour period.

Students attending regular classes should be provided bus transportation in accordance with their dismissal schedules. Student dismissal should be three hours prior to what would have been the regular dismissal time for the day.

6. **REPORT ON PARENT-TEACHER CONFERENCES**

Principals are to send the following information to their Regional Superintendents, or to the Superintendent of District 75, or to the Senior Superintendent of Alternative High Schools and Programs, and to the Office of Parent and Community Engagement:

- 6.1 Number of persons visiting the school during Open School Week.
- 6.2 Number of Parents attending Fall Afternoon Conferences.
- 6.3 Number of Parents attending Fall Evening Conferences.
- 6.4 Number of Parents attending Spring Afternoon Conferences.
- 6.5 Number of Parents attending Spring Evening Conferences.
- 6.6 Number of Report Cards distributed to parents before and on the date of the Fall and Spring Parent Teacher Conferences.
- 6.7 Number of Report Cards NOT distributed to parents before and on the date of the Fall and Spring Parent-Teacher Conferences.

The appropriate Superintendents and the Office of Parent and Community Engagement should receive the Fall Term information from Principals by Wednesday, December 22, 2004, and the Spring Term information by Thursday, April 21, 2005. The information is to be retained on file.

Questions regarding this memorandum should be directed to the Office of Parent and Community Engagement at (212) 374-2323.

Thank you for your cooperation.