



**BOARD OF EDUCATION OF THE CITY OF NEW YORK**  
 RAMON C. CORTINES, *Chancellor*

OFFICE OF THE CHANCELLOR  
 110 LIVINGSTON STREET - BROOKLYN, NY 11201

April 28, 1995

CHANCELLOR'S REGULATIONS, INSTRUCTION VOLUME - UPDATE #14, 1994-1995

TO: COMMUNITY SCHOOL BOARD PRESIDENTS, ALL SUPERINTENDENTS,  
 EXECUTIVE DIRECTORS, HEADS OF OFFICES AND PRINCIPALS OF ALL DISTRICT  
 SCHOOLS

FROM: RAMON C. CORTINES, CHANCELLOR

SUBJECT: BRIEF CALENDAR FOR 1995-1996

Enclosed is a revision of Chancellor's Regulations, Instruction Volume. Please place the 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 1995-1996	B-101	1 through 5	4/28/95	1 through 4	4/28/94

RCC:lp  
 Attachment

INTEROFFICE ROOM 1025  
 BURTON SACKS  
 CHIEF EXEC. FOR COMMUNITY AFFAIRS,  
 OUTREACH, AND MONITORING  
 110 LIVINGSTON ST



# Regulation of the Chancellor

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Subject: BRIEF CALENDAR FOR 1995-96

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## ABSTRACT

The following Brief Calendar was adopted by the Board of Education at its Public Meeting on April 26, 1995. This calendar mandates that school sessions begin for all high school students on Wednesday, September 6, 1995, and for all elementary and middle school students on Thursday, September 7, 1995, and includes a Midwinter Recess (Monday, February 19 through Friday, February 23, 1996). 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.

### 1995

August	28.	Monday	Principals, Assistants, and all other school supervisors report.
September	4.	Monday	Labor Day.
September	5.	Tuesday	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.
September	6.	Wednesday	<b>SCHOOL SESSIONS BEGIN FOR HIGH SCHOOL STUDENTS ONLY.</b> Superintendent Conference Day (Compact for Learning) activities in elementary and middle schools. These schools will be in session but students will not be in attendance.
September	7.	Thursday	<b>SCHOOL SESSIONS BEGIN FOR ELEMENTARY AND MIDDLE SCHOOL STUDENTS. EARLY DISMISSAL FOR KINDERGARTEN STUDENTS ONLY.</b>
September	8.	Friday	Early Dismissal for Kindergarten Students Only.
September	25.	Monday and	Rosh Hashanah.
September	26.	Tuesday	



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October	4,	Wednesday	Yom Kippur.
October	9,	Monday	Columbus Day Observed.
November	7,	Tuesday	Election Day. Schools will be in session for staff development (Compact for Learning) activities only. Students will not be in attendance.
November	23,	Thursday and	Thanksgiving Recess.
November	24,	Friday	
December	25,	Monday through	Winter Recess (including Christmas
January	1,	Monday	and New Year's Day).
<u>1996</u>			
January	15,	Monday	Dr. Martin Luther King, Jr. Day.
January	29,	Monday	Superintendent Conference Day (Compact for Learning) activities in high schools <u>only</u> . High schools will be in session but high school students will not be in attendance.
January	31,	Wednesday	Fall Term ends.
February	1,	Thursday	Spring Term begins.
February	19,	Monday through	Midwinter Recess (including
February	23,	Friday	Washington's Birthday).
April	4,	Thursday through	Spring Recess (including Good
April	12,	Friday	Friday, Easter and Passover).
May	27,	Monday	Memorial Day.
June	6,	Thursday	Anniversary Day (Brooklyn and Queens Schools).
June	26,	Wednesday	<b><u>LAST DAY FOR ALL STUDENTS.</u></b> 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.



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June 27, Thursday All other staff report except Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Psychologists and Social Workers, Laboratory Specialists and Technicians, and Paraprofessionals.  
28, Friday

NOTE: The school calendar can accommodate a limited number of shortened sessions to be designated during the course of the school year; all shortened sessions must be approved by the Chief Executive for Community Affairs, Outreach and Monitoring, must provide appropriate 4 weeks prior notification of parents, and must not result in a loss of state aid.

1. The Brief Calendar for 1995-96 meets the State Education Department requirement of 180 state aidable days in all districts and at all levels.
2. The Brief Calendar includes a Midwinter Recess.
3. All schools will be open on Election Day, November 7, 1995, for staff development activities only. Students will not be in attendance.
4. All schools will be open on Monday, February 12, 1996, and students will be in attendance for instruction.
5. As a result 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 scheduled for kindergarten through grade 6 students for less than 5 hours of instruction, exclusive of lunch, or any day scheduled 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. The school calendar takes into account the following centrally-scheduled shortened sessions: early dismissal for kindergarten students on September 7 and 8, and, 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 (middle schools only); one professional development shortened session for Grades 4 through 6 in elementary schools and all grades in middle schools (Spring Term); and two June clerical half days for elementary and middle schools only. Separate notifications will be forthcoming regarding all of these centrally-scheduled shortened sessions. An early dismissal of students is permitted on the last day of school provided all students are required to attend and students requiring individual work



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receive guidance and assistance on the afternoon of the last day. **Aside from these centrally scheduled shortened sessions, or the restricted early dismissal on the last day of school, no other shortened sessions should be scheduled without prior approval of the Chief Executive for Community Affairs, Outreach and Monitoring, and without at least 4 weeks prior notice to parents.** Districts that are in the Excellence and Accountability Program (EAP) may contact the Chief Executive for Community Affairs, Outreach and Monitoring for information on how that program affects shortened sessions.

8. Prior to requesting shortened session **approval of the Chief Executive for Community Affairs, Outreach and Monitoring**, the following should be considered. In weeks when a single scheduled shortened session for professional development from kindergarten through grade 6 is requested, students must still be scheduled for 25 hours of instruction, exclusive of lunch. As concerns such a requested shortened session through grade 6 in weeks shortened due to holidays, the scheduled instructional time per school day in the shortened week must not be less than an average of 5 hours, exclusive of lunch. Further clarification and information on exceptions are available upon request from the Chief Executive for Community Affairs, Outreach and Monitoring.
9. In a week when, exclusive of lunch, 25 hours of instruction, or a 5 hour school day average in shortened weeks, are scheduled for kindergarten through grade 6 students, and a shortened session, **approved by the Chief Executive for Community Affairs, Outreach and Monitoring**, is scheduled, schools may designate that shortened session as a regular day of instruction for purposes of the Period Attendance Report. As a result of the September 7 and 8 kindergarten early dismissals during Labor Day week, these two days should be recorded as non-instructional for purposes of the Period Attendance Report (for kindergarten only).
10. The early dismissal of students on the last day of school 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 there being 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 Affairs, Outreach and Monitoring**, 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 restricted early dismissal on the last day of school. 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 other three days should be designated as a regular day of instruction for purposes of the Period Attendance Report (for the last day of school, refer to Section 10 above). Further clarifications on reporting requirements are available from the Office of Student Information Services.



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12. At the elementary school level, except for kindergarten, there are 186 aidable days (185 in Brooklyn and Queens schools), 183 of which (182 in Brooklyn and Queens schools), are instructional. At the kindergarten level, there are 184 aidable days (183 in Brooklyn and Queens schools), 183 of which (182 in Brooklyn and Queens schools) are instructional. The kindergarten aidable day total is reduced due to the early dismissals of September 7 and 8.
13. At the intermediate and junior high school level, there are 183 aidable and instructional days (182 in Brooklyn and Queens schools).
14. At the high school level, there are 182 aidable days (181 in Brooklyn and Queens schools), 178 of which (177 in Brooklyn and Queens schools), are instructional.
15. Staff development activities on September 6, and November 7, 1995 (November 7, 1995 and January 29, 1996, in the high schools), can serve to meet needs that are mandated or of high priority, such as mathematics and science education, special education, bilingual education, outcome-based education, multi-cultural and inter-disciplinary education, and violence prevention/child abuse.
16. Schools will not be in session on Rosh Hashanah (two days), Yom Kippur, Columbus Day, Thanksgiving Day and the day after Thanksgiving, Winter Recess (December 25 through January 1, including Christmas and New Year's Day), Dr. Martin Luther King, Jr. Day, Mid-Winter Recess (February 19 through February 23, including Washington's Birthday), Spring Recess (April 4 through April 12, including Good Friday, Easter and Passover), Memorial Day and, in Brooklyn and Queens only, Anniversary Day.
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.