



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHANCELLOR

52 Chambers Street, New York, New York 10007

December 17, 2003

TO: **Regional Superintendents, Local Instructional Superintendents, Superintendent of District 75, Superintendent Of Alternative High Schools And Programs, Chief Executives, Directors of Regional Operations Centers, Heads of Divisions and Offices, Principals of All Day Schools**

FROM: **Laverne Evans Srinivasan** 
Deputy Chancellor For Operations

SUBJECT: **June 2004 Clerical Shortened Days**

1. **OVERVIEW**

The Chancellor authorizes the early dismissal of elementary and intermediate/ junior high school students (including full time prekindergarten students in public schools) on not more than two afternoons during the month of June to allow staff time to complete the various tasks related to the annual reorganization of schools.

2. **JUNE 2004 CLERICAL SHORTENED DAY SCHEDULE**

The following Clerical Shortened Days are to be scheduled on a citywide basis in elementary and intermediate/junior high schools:

• **First June Clerical Shortened Day**

TUESDAY - June 8, 2004 ALL BOROUGHES

• **Second June Clerical Shortened Day**

MONDAY - June 14, 2004 ALL BOROUGHES

There can be no deviation from these dates because of the impact on pupil transportation.

3. **WHEN TO RELEASE STUDENTS**

Dismissal of students should occur three hours prior to what would have been the regular dismissal time on the day in question at each individual school. For example, if the regular dismissal time on Tuesday June 8 is 3:30 pm, then the dismissal of students should be scheduled on that day for 12:30 pm. If the regular dismissal time on Monday June 14 is 2:40 pm, then the dismissal of students should be scheduled on that day for 11:40 am.

With the length of the school day having been extended by 50 minutes on Tuesdays in elementary and middle schools, and in order to maximize state aid, schools should ensure that on the Tuesday June 8, 2004 Clerical Shortened Day, students will be scheduled for a minimum of 3 hours and 30 minutes of instruction on that day, exclusive of lunch.

4. **HALF DAY PREKINDERGARTEN PROGRAMS AT PUBLIC SCHOOL SITES**

The approach will be similar to prior years. On Tuesday June 8, 2004, the A.M. program pupils should attend the morning session, with the P.M. program pupils not scheduled to attend school on that day. On Monday June 14, 2004, the P.M. program pupils should attend the morning session, with the A.M. program pupils not scheduled to attend school on that day. The June 8 and June 14 morning sessions should be equal in length. (Contracted Universal Prekindergarten Programs at Community Based Organization sites, whether full time or part time, should adhere to the calendars they submitted to their Regions.)

5. **ADDITIONAL CONSIDERATIONS**

Principals should plan end of term clerical administrative assignments in a manner that ensures that maximum productive use is made of this time. Appropriate arrangements are to be made for changes in transportation and lunch schedules and for informing parents. In the case of programs operating preschool special education classes, staff should contact the New York City Department of Transportation to ensure that bus schedules reflect the revised hours of operation, as appropriate.

Thank you for your cooperation.

LES:dc

c: Joel I. Klein
Kathleen Grimm
Diana Lam
Julie Horowitz
Daniel Carponcy