



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, Superintendent of Alternative High Schools and Programs, 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 Evans Srinivasan 
Deputy Chancellor For Operations

SUBJECT: Open School Week And Parent-Teacher Conferences For 2003-2004

DATE: August 22, 2003

1. OPEN SCHOOL WEEK

Open School Week will be celebrated during the week of November 16th through November 22nd, 2003. The theme this year is: "Great Public Schools for Every Child – America's Promise." 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 Parent Support Team Leaders 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 2003-2004 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 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.

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

EVENING

AFTERNOON

ELEMENTARY SCHOOLS, FALL 2003

*Wednesday, November 19, 2003 – Evening	Tuesday, November 18, 2003 – Afternoon
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ELEMENTARY SCHOOLS, SPRING 2004

*Thursday, March 18, 2004 – Evening	Tuesday, March 16, 2004 – Afternoon
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INTERMEDIATE AND JUNIOR HIGH SCHOOLS, FALL 2003

*Thursday, November 20, 2003 – Evening	Monday, November 17, 2003 – Afternoon
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INTERMEDIATE AND JUNIOR HIGH SCHOOLS, SPRING 2004

*Tuesday, February 24, 2004 – Evening	Thursday, February 26, 2004 – Afternoon
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HIGH SCHOOLS, FALL 2003

Thursday, October 23, 2003 – Evening	Friday, October 24, 2003 – Afternoon
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HIGH SCHOOLS, SPRING 2004

Thursday, March 25, 2004 – Evening	Friday, March 26, 2004 – Afternoon
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SPECIAL SCHOOLS, FALL 2003

**Wednesday, November 12, 2003 – Evening	**Thursday, November 13, 2003 – Afternoon
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SPECIAL SCHOOLS, SPRING 2004

**Wednesday, March 10, 2004 – Evening	**Thursday, March 11, 2004 – Afternoon
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- * Schools may, with Superintendent approval, select dates for evening conferences that are different from those listed. The date and time selected must be conducive to parent participation and attendance. **All other dates 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/Citywide Programs/Schools housed within a non-District 75 school should adhere to that school level's afternoon/evening Parent-Teacher Conference date as indicated above. Self-contained District 75 school organizations are to adhere to evening and afternoon Parent-Teacher Conference dates listed for Special Schools (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. The approved dates should be on file with the Regional Superintendent prior to the start of the 2003-2004 school year.

4. **CANCELING ACTIVITIES ON THE NIGHTS OF THURSDAY, OCTOBER 23, 2003 AND THURSDAY, MARCH 25, 2004**

The Evening High Schools will be closed on Thursday, October 23, 2003 and Thursday, March 25, 2004 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. **LUNCH AND TRANSPORTATION PROCEDURES**

Two hours of school time are devoted to afternoon parent-teacher interviews. Students are usually dismissed from school for this two hour period. Adherence to the citywide dates for conferences, dismissal times and to the following procedures will lead to improved service.

5.1 Students attending regular classes should be provided bus transportation in accordance with their dismissal schedules.

5.2 Advance notice is to be given to parents advising them of any schedule changes approved and authorized by the deputy Chancellor for operations and planning, inviting them for parent-teacher interviews.

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

Principals are to send the following reports to their Superintendents and to the Division 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.

Superintendents and the Division of Parent and Community Engagement should receive the Fall Term reports from Principals by Tuesday, December 16, 2003, and the Spring Term reports by Thursday, April 22, 2004. The reports are to be retained on file.

Questions regarding this memorandum should be directed to the Division of Parent and Community Engagement at (718) 935-5202.