THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, *Chancellor*
OFFICE OF THE CHANCELLOR
52 Chambers Street, New York, New York 10007

May 7, 2004

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: **The School Year Calendar For 2004-2005**

INTRODUCTION

The following School Year Calendar mandates that school sessions begin for all students on Monday, September 13, 2004, and includes a Midwinter Recess (Monday, February 21 through Friday, February 25, 2005). The Calendar 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.

2004

August	30, Monday	The following staff report: Assistant Principals and school-based intermediate supervisors not designated to work an increased work year.
September	6, Monday	Labor Day.
September	7, 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	8, Wednesday 9, Thursday 10, Friday	Three Chancellor's Conference Days for staff development. Students will not be in attendance on these three days.
September	13, Monday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS.* EARLY DISMISSAL FOR KINDERGARTEN STUDENTS ONLY.
September	14, Tuesday	Early Dismissal for Kindergarten Students Only.
September	16, Thursday, 17, Friday	Rosh Hashanah.

* A calendar for Pre-Kindergarten students will be issued separately.

October	11, Monday	Columbus Day Observed.
November	2, Tuesday	Election Day. Chancellor's Conference Day. Students will not be in attendance.
November	11, Thursday	Veterans Day.
November November	25, Thursday and 26, Friday	Thanksgiving Recess.
December December	24, Friday through 31, Friday	Winter Recess (including Christmas and New Year's Day).

2005

January	17, Monday	Dr. Martin Luther King, Jr. Day.
January	31, Monday	Fall Term ends for **HIGH** school students. **HIGH** school students will not be in attendance. All other students are in attendance.
February	1, Tuesday	Spring Term begins for **HIGH** school students.
February February	21, Monday through 25, Friday	Midwinter Recess (including Washington's Birthday).
March	25 Friday	Good Friday
April April	25, Monday through 29, Friday	Spring Recess.
May	30, Monday	Memorial Day Observed.
June	9, Thursday	Anniversary Day (Brooklyn and Queens Schools).
June	28, Tuesday	LAST DAY FOR ALL STUDENTS. Last day for all Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Laboratory Specialists and Technicians and last day for Paraprofessionals. An early dismissal of students is to be scheduled under the guidelines outlined in Sections 7 and 8 below.
June June	29, Wednesday and 30, Thursday	All other staff report except Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Laboratory Specialists and Technicians, and Paraprofessionals.

The Brief Calendar incorporates the following understandings:

- That two Superintendent 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 must provide appropriate 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 2004-2005 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 2, 2004, for staff development activities only. Students will not be in attendance.

3. All schools will be open on Friday, February 11, 2005, 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, 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. Separate notifications will be forthcoming regarding all of these citywide centrally-scheduled shortened sessions. An early dismissal of students is to be scheduled on the last day of school, subject to the guidelines outlined in section 8 below.

8. As concerns the early dismissal of students on the last day of school (Tuesday June 28, 2005), the day should be recorded as a regular day of instruction for purposes of the Period Attendance Report, and schools must adhere to the following guidelines: Students are required to attend school, pupil attendance must be taken, recorded and reported as part of the average daily attendance, and students are to receive instruction and/or guidance and assistance as needed. Schools should provide at least 4 weeks prior notice to parents and the Office of Pupil Transportation regarding the specific time they have set, with the approval of their Regional Superintendent, for the early dismissal at their site.

9. Prior to requesting, on a timely basis, shortened session approval of the Deputy Chancellor for Operations, 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 (for instance, when the week includes a 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.

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, and a shortened session, approved by the Deputy Chancellor for Operations, 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, 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 early dismissal on the last day of school (Tuesday June 28). 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 (June 28), refer to Section 8 above.

12. **For Kindergarten,** there are 183 aidable days (182 in Brooklyn and Queens schools), 181 of which (180 in Brooklyn and Queens schools) are instructional.

13. **For Grades 1 through 6,** there are 185 aidable days (184 in Brooklyn and Queens schools), 181 of which (180 in Brooklyn and Queens schools) are instructional.

14. **For Grades 7 and 8 citywide, and Grade 9 in middle schools,** there are 183 aidable days (182 in Brooklyn and Queens schools), 181 of which (180 in Brooklyn and Queens schools) are instructional.

15. **For High School Grades 9 through 12,** there are 183 aidable days (182 in Brooklyn and Queens schools), 178 of which (177 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 Rosh Hashanah (2 days), Columbus Day observed, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Winter Recess (December 24 through December 31, including Christmas and New Year's Day), Dr. Martin Luther King, Jr. Day, Mid-Winter Recess (February 21 through February 25, including Washington's Birthday), Good Friday, Spring Recess (April 25 through April 29), 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 as appropriate on the school year calendar has taken place with the Superintendents, parent representatives, the Nonpublic Schools Committee, and appropriate collective bargaining representatives.