



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

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

REVISED AS OF OCTOBER 16, 2007

TO: Senior Leadership Team, School Support Organizations, Community Superintendents, Superintendent of District 75, Superintendent of Alternative High Schools and Programs, Integrated Service Center Executive Directors, Principals, CPAC President, UFT President, CSA President

FROM: Kathleen Grimm
Deputy Chancellor for Finance and Administration

SUBJECT: Open School Week and Parent-Teacher Conferences for 2007-2008

DATE: August 6, 2007

1. OPEN SCHOOL WEEK

Open School Week will be celebrated during the week of November 11th through November 17th. The theme for 2007-2008 is "Great Public Schools: A Basic Right and our Responsibility." 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. Staff will work with District Family Advocates and Borough Directors for the Office of Family Engagement and Advocacy to establish procedures for parent visitation to classrooms, and include those procedures in notices to the home. All notices should be translated in the home language of parents to ensure greater participation.

The revisions involve the mention of translated notices to parents in the first footnote at the bottom of page 2 and of translated Report Cards in the "Report on 2007-2008 Parent-Teacher Conferences" (last page).

2. PARENT-TEACHER CONFERENCES

The schedule of Parent-Teacher Conferences for school year 2007-2008 is listed in this communication. Scheduling additional half days for Parent-Teacher Conferences will not be permitted in order to ensure maximum use of available instructional time.

The Parent-Teacher Conferences listed in this communication 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 should 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 and calendar 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 2007-2008 PARENT-TEACHER CONFERENCES

EVENING*

AFTERNOON

ELEMENTARY SCHOOLS, FALL 2007

*Wednesday, November 14, 2007 – Evening

Tuesday, November 13, 2007 – Afternoon

ELEMENTARY SCHOOLS, SPRING 2008

*Wednesday, March 12, 2008 – Evening

Thursday, March 13, 2008 – Afternoon

INTERMEDIATE AND JUNIOR HIGH SCHOOLS, FALL 2007

*Monday, November 19, 2007 – Evening

Tuesday, November 20, 2007 – Afternoon

INTERMEDIATE AND JUNIOR HIGH SCHOOLS, SPRING 2008

*Wednesday, February 27, 2008 – Evening

Thursday, February 28, 2008 – Afternoon

HIGH SCHOOLS, FALL 2007

*Thursday, October 25, 2007 – Evening

Friday, October 26, 2007 – Afternoon

HIGH SCHOOLS, SPRING 2008

*Thursday, April 3, 2008 – Evening

Friday, April 4, 2008 – Afternoon

**DISTRICT 75 SCHOOL PROGRAMS, FALL 2007

*Wednesday, November 7, 2007 – Evening

Thursday, November 8, 2007 – Afternoon

**DISTRICT 75 SCHOOL PROGRAMS, SPRING 2008

*Monday, March 31, 2008 – Evening

Tuesday, April 1, 2008 – Afternoon

* Schools may select dates for **evening** conferences that are different from those listed. The date and time selected must be conducive to parent participation, attendance should not begin before 5:30 p.m. so as to accommodate most parents' work schedules, and the information must be on file. Parents should receive at least four weeks prior notice. (When necessary, the notices should be translated into languages represented in the school population.) All **afternoon dates should not be rescheduled**. 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. For half day PreKindergarten Programs at public school sites, see section 6 below.

** 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).

Additional Note: Schools that include grades with more than one instructional level (elementary, middle, high school), must have one of the sets of dates on file prior to the start of the 2007-2008 school year.

4. CANCELING ACTIVITIES ON THE NIGHTS OF THURSDAY, OCTOBER 25, 2007 AND THURSDAY, APRIL 3, 2008

Adult and 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.

Appropriate arrangements are to be made for changes in transportation and lunch schedules and for informing parents.

6. SCHEDULING OF HALF DAY PREKINDERGARTEN PROGRAMS AT PUBLIC SCHOOL SITES

The approach will be similar to prior years as regards the **afternoon** parent-teacher conference dates. On the **FALL Term afternoon date**, 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 the **SPRING Term afternoon date**, 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 Fall Term and Spring Term 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 the boroughs in accordance with the terms of their contract.)

7. REPORT ON 2007-2008 PARENT-TEACHER CONFERENCES

On the attached form, principals are to send the following information to Darlene Sanchez (dsanche2@schools.nyc.gov) at the Office for Family Engagement and Advocacy:

- 7.1 Number of Parents attending Fall Afternoon Conferences.
- 7.2 Number of Parents attending Fall Evening Conferences.
- 7.3 Number of Parents attending Spring Afternoon Conferences.
- 7.4 Number of Parents attending Spring Evening Conferences.
- 7.5 Number of Report Cards distributed to parents before the Fall Parent-Teacher Conference date.
- 7.6 Number of Report Cards distributed to parents before the Spring Parent-Teacher Conference date.
- 7.7 Number of Report Cards distributed to parents on the date of the Fall and Spring Parent-Teacher Conferences.

The Office for Family Engagement and Advocacy should receive the Fall Term information from Principals by **Friday, December 14, 2007**, and the Spring Term information by **Friday, May 9, 2008**. The information is to be retained on file.

For questions pertaining to pupil transportation of prekindergarten children, schools should call 718-482-3800. For all other Pupil Transportation questions, schools should call 718-392-8855.

For questions on reporting the releases and on Period Attendance Report (PAR) issues, Pupil Accounting Secretaries/attendance staff should contact their liaison in the PAR Unit.

To better communicate with a limited or non-English-speaking parent, school-based personnel should call the DOE Translation Unit at 718-752-7373 ext. 4 for over-the-phone interpretation services during afternoon and evening parent-teacher conferences. These services will be available until 8:30 pm on the evening conference dates.

All other questions regarding this memorandum should be directed to the Office for Family Engagement and Advocacy at (212) 374-2323.

Thank you for your cooperation.

Attached: Report on 2007-2008 Parent-Teacher Conferences Form



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Report on 2007-2008 Parent-Teacher Conferences

Directions: Please complete this form and forward to Darlene Sanchez (dsanche2@schools.nyc.gov) at the Office for Family Engagement and Advocacy or fax: 212-374-0138). The due dates are Friday December 14, 2007 for the Fall Term report, and Friday May 9, 2008, for the Spring Term Report. For questions, please contact the appropriate School Support Organization or the Office for Family Engagement and Advocacy at 212-374-2323.

School DBN: _____ Principal: _____

Reporting Period (Circle one): Fall Spring

Grade Level (Circle one): Elementary Middle High K-8 K-12 Other _____

Total Student Enrollment: _____

Date of Afternoon Conference: _____ Date of Evening Conference: _____

Number of parents/caregivers in attendance for afternoon conferences: _____

Number of parents/caregivers in attendance for evening conferences: _____

Number of ENGLISH report cards distributed before the conference date: _____

Number of ENGLISH report cards distributed on the conference date: _____

Number of TRANSLATED report cards distributed before the conference date: _____

Number of TRANSLATED report cards distributed on the conference date: _____

(Translated report cards for all grads are available on the DOE's Intranet at <http://www.nycboe.net/AdminOrg/Offices/TeachingLearning/ReportCards.aspx>)