THE NEW YORK CITY DEPARTMENT OF EDUCATION
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OFFICE OF THE CHANCELLOR
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REVISED AS OF 4-1-2008

To: **Regional Superintendents, Local Instructional Superintendents, Superintendent of District 75, Superintendent of Alternative High Schools and Programs, Chief Executive Officer for Empowerment Schools, Senior Directors of Youth Development, Directors of Regional Operations Centers, Heads of Divisions and Offices, Principals of All Day Schools, PA/PTA Presidents, UFT President, CSA President, DC 37 Director of Schools Division**

FROM: **Kathleen Grimm**
Deputy Chancellor for Finance and Administation

SUBJECT: **The School Year Calendar for 2007-2008**

DATE: **May 10, 2007**

INTRODUCTION

The following School Year Calendar mandates that school sessions begin for all students on Tuesday, September 4, 2007, and includes a Midwinter Recess (Monday, February 18 through Friday, February 22, 2008). It reflects that on Tuesday, November 6, 2007, and Thursday, June 5, 2008, students in all five boroughs will NOT be in attendance, but schools in all five boroughs will be scheduled for a Chancellor's Conference Day for staff development. The Calendar must be adhered to without exception, unless notifications of subsequent changes are received pursuant to collective bargaining agreements or for other reasons, provided these other reasons are not inconsistent with collective bargaining or legal obligations.

The revision pertains to June 17, 2008. This day is now scheduled as a full Regents exam day for non-District 75 high schools (see section 11).

2007

August	27,	Monday	The following staff report: Assistant Principals and school-based intermediate supervisors not designated to work an increased work year.
August	30,	Thursday	Classroom Teachers, Bilingual Teachers in School and Community Relations, Guidance Counselors, Attendance Teachers, Nurses, Therapists, Laboratory Specialists and Technicians, Educational Paraprofessionals (except for School Secretaries, Psychologists and Social Workers) report for a Professional Day - General staff orientation. School Secretaries, Psychologists and Social Workers report for a regular work day. Employees in titles not listed should consult the applicable collective bargaining agreement. Students will not be in attendance.
August	31,	Friday	Chancellor's Conference Day for staff development (regular work day for School Secretaries, psychologists and Social Workers). Students will not be in attendance.
September	3,	Monday	Labor Day.
September	4,	Tuesday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS.* EARLY DISMISSAL FOR NON-DISTRICT 75 KINDERGARTEN STUDENTS ONLY.
September	5,	Wednesday	Early Dismissal for Kindergarten Students Only.
September	13, 14,	Thursday Friday	Rosh Hashanah
October	8,	Monday	Columbus Day Observed

* A calendar for PreKindergarten students will be issued separately.

November	6,	Tuesday	Election Day Chancellor's Conference Day for staff development related to the Regents High Learning Standards and Assessments. Students will <u>not</u> be in attendance.
November	12,	Monday	Veterans Day Observed
November November	22, 23,	Thursday and Friday	Thanksgiving Recess
December January	24, 1,	Monday through and including Tuesday	Winter Recess (including Christmas and New Year's Day), students return to school on Wednesday, January 2.
			<u>2008</u>
January	21,	Monday	Dr. Martin Luther King, Jr. Day
January	28,	Monday	In non-District 75 high schools having administered Regents Exams from January 22 through January 25, students will not be in attendance on January 28 to allow for rating, reorganization planning, and professional development. High schools not administering the Regents Exams should offer regularly scheduled classes on January 28.
January	29,	Tuesday	Fall Term ends for **<u>HIGH</u>** school students. **<u>NO HIGH</u>** school students will be in attendance. Chancellor's Conference Day related to the Regents High Learning Standards and Assessments in **<u>ALL</u>** **<u>HIGH</u>** Schools. <u>All other students will be in attendance.</u> (See sections 4 and 5 below for details on high school student attendance on January 28 and 29.) .
January	30,	Wednesday	Spring Term begins for **<u>HIGH</u>** school students.
February February	18, 22,	Monday through Friday	Midwinter Recess (including Washington's Birthday)
March	21,	Friday	Good Friday
April April	21, 25,	Monday through Friday	Spring Recess
May	26,	Monday	Memorial Day Observed
June	5,	Thursday	Chancellor's Conference Day for staff development related to the Regents High Learning Standards and Assessments IN ALL FIVE BOROUGHS. School staff report to work if required by their collective bargaining agreement. Students IN ALL FIVE BOROUGHS will <u>NOT</u> be in attendance.

June	26, Thursday	In non-District 75 high schools having administered Regents Exams from June 17 through June 25, students will not be in attendance on Regents Rating Day, Thursday June 26. <u>LAST DAY FOR ALL OTHER STUDENTS.</u> An early dismissal of these students is to be scheduled on Thursday June 26 under the guidelines outlined in Section 12 below. Last day for <u>all</u> Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Nurses, Therapists, Laboratory Specialists and Technicians and last day for Paraprofessionals.
June June	27, Friday and 30, Monday	All other staff report <u>except</u> Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Nurses, Therapists, Laboratory Specialists and Technicians, and Paraprofessionals.

The school year calendar incorporates the following understandings:

- That two Chancellor's Conference Days are to be used for staff development related to the Regents High Learning Standards and Assessments (November 6 and June 5 in elementary and middle schools, and November 6 and January 29 in high schools);

- 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 Finance and Administration, 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 shortened sessions (defined in section 8 below) are scheduled without prior authorization of the Deputy Chancellor for Finance and Administration;

- That, to avoid the risk of a reduction in State Aid, and to limit impacts on bus scheduling for students, schools will not be closed or shortened sessions (defined in section 8 below) will not be scheduled without prior authorization of the Deputy Chancellor for Finance and Administration.

The following should also be noted:

1. The School Year Calendar for 2007-2008 meets the State Education Department requirement of a minimum of 180 state aidable days in all schools in the City School District.

2. All teachers in former Extended Time Schools will work the same basic schedule as teachers in other schools: six hours and 20 minutes with 37.5 minute sessions at the end of the day, Monday through Thursday.

3. All schools will be <u>open</u> citywide on Election Day, Tuesday, November 6, 2007, for a Chancellor's Conference Day for staff development related to the Regents High Learning Standards and Assessments, and open IN ALL BOROUGHS on Thursday June 5, 2008, also for a Chancellor's Conference Day for staff development related to the Chancellor's High Learning Standards and Assessments. On both November 6, 2007 and on June 5, 2008, students IN ALL FIVE BOROUGHS will <u>not</u> be in attendance.

4. In all high schools NOT in District 75, Regents examinations will be administered January 22-25 to eligible students. In high schools administering the Regents examinations, students will not be in attendance on January 28 to allow for rating, reorganization planning, and professional development. High schools not administering the Regents examinations should offer regularly scheduled classes on January 28.

5. January 29 will be scheduled by **all high** schools for professional development related to the Regents High Learning Standards and Assessments. **No High** school students will be in attendance on January 29. High school level students in District 75 will be in attendance on January 28 and 29. The high school spring term begins on Wednesday January 30 with a full day of instruction.

6. All schools will be open on Tuesday, February 12, 2008, and students will be in attendance.

7. The School Year Calendar includes a Midwinter Recess.

8. As a result of professional / Chancellor Conference Days, shortened sessions for various purposes, and Regents Days, 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 and of the extra session of 37.5 minutes for targeted students, 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 and of the extra session of 37.5 minutes for targeted students.

9. 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.

10. In part, the school calendar takes into account the following citywide centrally-scheduled shortened sessions: To be designated by the Deputy Chancellor for Finance and Administration, 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 Finance and Administration. 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 12 below.

11. In non-District 75 high schools having administered the Regents examinations from June 17 through June 25, high school students will not be in attendance on Regents Rating Day, Thursday June 26.

12. As concerns the early dismissal of students, other than those mentioned in section 11 above, on the last day of school (Thursday, June 26, 2008), 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 for the early dismissal at their site.

13. Prior to requesting, on a timely basis, shortened session approval of the Deputy Chancellor for Administration and Finance, 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 and of the extra session of 37.5 minutes for

targeted students. 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 and of the extra session of 37.5 minutes for targeted students. Further clarification and information on exceptions are available upon request from the Deputy Chancellor for Finance and Administration.

14. In a week when, exclusive of lunch and of the extra session of 37.5 minutes for targeted students, 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 Administration and Finance, 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 15 below.

15. 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 and of the extra session of 37.5 minutes for targeted students. Therefore, in almost all instances, a shortened session for grades 7 and above, which must also be approved by the Deputy Chancellor for Finance and Administration, should be designated as a non-instructional day for purposes of the Period Attendance Report. Exceptions pertain to the early dismissal on the last day of school (Thursday June 26, 2008), with the requirements of section 12 above being met this day should be recorded as instructional for purposes of the Period Attendance Report.

16. **For Non-District 75 Kindergarten,** there are 184 aidable days (183 in Brooklyn and Queens), and 185 instructional days.

17. **For District 75 Kindergarten and All Grades 1 through 6,** there are 186 aidable days (185 in Brooklyn and Queens and District 75), 185 of which are instructional.

18. **For Grades 7 and 8 Citywide, and Grade 9 in Middle Schools,** there are 185 aidable days (184 in Brooklyn and Queens and District 75), and 185 instructional days.

19. **For High School Level Grades 9 through 12,** there are 185 aidable days in all boroughs, 182 of which are instructional (in District 75, there are 184 aidable days and 185 instructional days).

20. 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. There must be an appropriate focus on the Regents High Learning Standards and Assessments as indicated in the first bullet and sections 3 and 5 above.

21. Schools will not be in session on Labor Day, Rosh Hashanah (2 days), Columbus Day Observed, Veterans Day Observed (when November 11 falls on a Sunday, Education Law requires that Veterans Day be observed on Monday November 12), Thanksgiving Day and the day after Thanksgiving, Winter Recess (Monday December 24 through and including Tuesday January 1, including Christmas and New Year's Day), Dr. Martin Luther King, Jr. Day, Mid-Winter Recess (February 18 through February 22, including Washington's Birthday), Good Friday, Spring Recess (April 21 through and including April 25), and Memorial Day. On Tuesday November 6, 2007 (Election Day), and on Thursday June 5, 2008 (Anniversary Day), a Chancellor's Conference Day for staff development is scheduled IN ALL FIVE BOROUGHS. Students IN ALL FIVE BOROUGHS will NOT be in attendance on either 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.) A Chancellor's Conference Day is scheduled in high schools on Tuesday January 29, 2008.

22. Consultation/negotiation as appropriate on the school year calendar has taken place with superintendents, parent representatives, the Nonpublic Schools Committee, and appropriate collective bargaining representatives.