

February 28, 2001

BOARD OF EDUCATION OF THE CITY OF NEW YORK
OFFICE OF THE CHANCELLOR

TO: COMMUNITY SCHOOL BOARD PRESIDENTS, ALL SUPERINTENDENTS, CHIEF EXECUTIVES, EXECUTIVE DIRECTORS, HEADS OF OFFICES, PRINCIPALS OF ALL DAY SCHOOLS, PA/PTA PRESIDENTS, UFT CHAPTER LEADERS AND UFT AND CSA DISTRICT REPRESENTATIVES

FROM: BURTON SACKS, CHIEF EXECUTIVE 

SUBJECT: BRIEF CALENDAR FOR 2001-2002

ABSTRACT

The following Brief Calendar was adopted by the Board of Education at its Public Meeting on February 14, 2001. This calendar mandates that school sessions begin for all high school students on Wednesday, September 5, 2001, and for all elementary and middle school students on Thursday, September 6, 2001, and includes a Midwinter Recess (Monday, February 18 through Friday, February 22, 2002). The Calendar as adopted 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.

2001

August	27,	Monday	The following staff report: Assistant Principals and school-based intermediate supervisors not designated to work an increased work year.
September	3,	Monday	Labor Day.
September	4,	Tuesday	Professional Day - General staff orientation. 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. Students will <u>not</u> be in attendance.
September	5,	Wednesday	(1) SCHOOL SESSIONS BEGIN FOR ALL <u>HIGH SCHOOL STUDENTS</u> (2) Superintendent Conference Day in <u>Elementary/Middle Schools</u> (Training for High Learning Standards and Assessments). <u>Elementary</u> and <u>middle</u> school students will <u>not</u> be in attendance.
September	6,	Thursday	SCHOOL SESSIONS BEGIN FOR ALL <u>ELEMENTARY AND MIDDLE SCHOOL STUDENTS</u> * EARLY DISMISSAL FOR KINDERGARTEN STUDENTS ONLY.
September	7,	Friday	Early Dismissal for Kindergarten Students Only
September	18, 19,	Tuesday Wednesday	Rosh Hashanah
September	27,	Thursday	Yom Kippur

* A calendar for Pre-Kindergarten students will be issued under separate cover.

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October	8,	Monday	Columbus Day Observed.
November	6,	Tuesday	Election Day. Superintendent Conference Day for <u>all</u> schools (Training for 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 Tuesday	Winter Recess (including Christmas and New Year's Day).
<u>2002</u>			
January	21,	Monday	Dr. Martin Luther King, Jr. Day.
January	28,	Monday	Superintendent Conference Day in schools with HIGH school students (Training for the Regents High Learning Standards and Assessments). HIGH school students will <u>not</u> be in attendance. <u>All other students are in attendance.</u>
January	29,	Tuesday	Fall Term ends for HIGH school students. HIGH school students will <u>not</u> be in attendance. <u>All other students are in attendance.</u>
January	30,	Wednesday	Spring Term begins for HIGH school students.
February February	18, 22,	Monday through Friday	Midwinter Recess (including Washington's Birthday).
March April	28, 5,	Thursday through Friday	Spring Recess (including Good Friday, Easter and Passover)
May	27,	Monday	Memorial Day Observed.
June	6,	Thursday	Anniversary Day (Brooklyn and Queens Schools).
June	26,	Wednesday	<u>LAST DAY FOR ALL STUDENTS.</u> Last day for <u>all</u> Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Psychologists and Social Workers, Laboratory Specialists and Technicians and last day for Paraprofessionals. An early dismissal of students is permitted under the conditions outlined in Sections 7 and 10 below.
June June	27, 28,	Thursday and Friday	All other staff report <u>except</u> Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Psychologists and Social Workers, Laboratory Specialists and Technicians, and Paraprofessionals.

NOTE: The Brief Calendar for 2001-2002 may accommodate some additional staff development time to be designated by the Chief Executive for Community School District Affairs, Monitoring and Municipal Relations, during the course of the school year, subject to the conditions set forth below.

and be it further

RESOLVED, That two Superintendent Conference Days are to be used for staff development for the Regents high learning standards and assessments; and be it further

RESOLVED, That all shortened sessions resulting in early dismissals of students for any reason must be approved by the Chief Executive for Community School District Affairs, Monitoring, and Municipal Relations, must provide appropriate 4 weeks prior notification of parents, and must not result in a loss of state aid; and be it further

RESOLVED, That adoption of 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 adoption of this calendar or of subsequent changes result in a loss of state aid; and be it further

RESOLVED, That the Chancellor shall use the powers vested in him by law to obtain compliance with this school calendar in the case of any district which, in violation of this officially adopted citywide Brief Calendar, closes its schools or dismisses students early other than for those duly authorized situations provided for under Board of Education policy and Chancellor's Regulations or as approved by the Chief Executive for Community School District Affairs, Monitoring and Municipal Relations; and be it further

RESOLVED, That any district or school which, in violation of this officially adopted citywide brief calendar, closes a school or schools or dismisses students early other than for those duly authorized situations provided for under Board of Education policy and Chancellor's Regulations, or as approved by the Chief Executive for Community School District Affairs, Monitoring, and Municipal Relations, shall be assessed in the ensuing fiscal year an amount equivalent to reductions in State Aid that would be caused by such closing or early dismissal. Other districts or schools must not bear the burden of any reduced State Aid resulting from such actions. Furthermore, any assessment is to be applied to the administrative budget of delinquent districts or schools, so that the educational services provided directly to students remain unaffected.

EXPLANATION

1. The Brief Calendar for 2001-2002 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 6, 2001, for staff development activities only. Students will not be in attendance.
3. All schools will be open for Tuesday, February 12, 2002, and students will be in attendance.
4. The Brief Calendar includes a Midwinter Recess.
5. As a result of professional and staff development 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 Superintendent Conference/Regents Examination Days. Under Commissioner's Regulations, Superintendent 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 Chief Executive for Community School District Affairs, Monitoring and Municipal Relations, two Parent-Teacher Conference shortened sessions (one in the Fall Term and one in the Spring Term), and other shortened sessions approved by the Chief Executive for Community School District Affairs, Monitoring and Municipal Relations. Separate notifications will be forthcoming regarding all of these citywide centrally-scheduled shortened sessions. An early dismissal of students is permitted without prior approval on the last day of school (June 26, 2002) provided all students are required to attend and students requiring individual work receive guidance and assistance on the afternoon of the last day. **Aside from these citywide centrally scheduled shortened sessions, or the conditional early dismissal on the last day of school, no other shortened sessions should be scheduled without prior approval of the Chief Executive for Community School District Affairs, Monitoring and Municipal Relations, and without at least 4 weeks prior notice to parents.**
8. Prior to requesting, on a timely basis, shortened session **approval of the Chief Executive for Community School District Affairs, Monitoring and Municipal Relations**, 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. Further clarification and information on exceptions are available upon request from the Chief Executive for Community School District Affairs, Monitoring and Municipal Relations.
9. In a week when, exclusive of lunch, 25 hours of instruction are scheduled for kindergarten through grade 6 students, and a shortened session, **approved by the Chief Executive for Community School District Affairs, Monitoring and Municipal Relations**, 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.
10. The early dismissal of students on the last day of school (June 26, 2002) should be recorded as a regular day of instruction for purposes of the Period Attendance Report, provided all students are required to attend and students requiring individual work receive guidance and assistance in the afternoon.

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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 Chief Executive for Community School District Affairs, Monitoring and Municipal Relations**, 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 conditional early dismissal on the last day of school (June 26). 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 26), refer to Section 10 above. Further clarifications on reporting requirements are available from the Office of User Support Services.
12. **For Kindergarten**, there are 183 aidable days (181 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 (183 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 182 aidable days (181 in Brooklyn and Queens schools), 177 of which (176 in Brooklyn and Queens schools) are instructional.
16. Staff development activities during Superintendent Conference Days can serve to meet needs that are mandated or of high priority, such as literacy, performance standards, curriculum frameworks, mathematics and 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), Yom Kippur, Columbus Day Observed, Veterans Day Observed, Thanksgiving Day and the day after Thanksgiving, Winter Recess (December 24 through 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), Spring Recess (March 28 through April 5, including Good Friday, Easter and Passover), 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 on the Brief Calendar has taken place with the Community Superintendents, Consultative Council, parent representatives, Nonpublic Schools Committee, and appropriate collective bargaining representatives.

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