



BOARD OF EDUCATION OF THE CITY OF NEW YORK

RUDOLPH F. CREW, Ed. D., *Chancellor*

OFFICE OF THE CHANCELLOR
110 Livingston Street - Brooklyn, NY 11201

March 7, 1997

CHANCELLOR'S REGULATIONS, INSTRUCTION VOLUME - UPDATE #9, 1996-1997

TO: COMMUNITY SCHOOL BOARD PRESIDENTS, ALL SUPERINTENDENTS,
SUPERVISING SUPERINTENDENT, CHIEF EXECUTIVES, EXECUTIVE DIRECTORS,
HEADS OF OFFICES AND PRINCIPALS OF ALL DAY SCHOOLS

FROM: RUDOLPH F. CREW, CHANCELLOR *RFC*

SUBJECT: BRIEF CALENDAR FOR 1997-1998

Enclosed is a revision of Chancellor's Regulations, Instruction Volume. Please place this new regulation in your copy of the Instruction Volume

The following table will aid you in substituting the new pages:

<u>Subject</u>	<u>Regulation Number</u>	<u>New Page Numbers</u>	<u>Date Issued</u>	<u>Substitute For Old Pages</u>	<u>Issued</u>
Brief Calendar for 1997-1998	B-101	1 through 6	3/7/97	1 through 5	3/22/96

RFC:lp
Attachment



Regulation of the Chancellor

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ABSTRACT

The following Brief Calendar was adopted by the Board of Education at its Public Meeting on February 26, 1997. This calendar mandates that school sessions begin for all intermediate, junior high and high school students, on Wednesday, September 3, 1997, and for all elementary school students, and all students in special education schools in District 75, on Thursday, September 4, 1997, and includes a Midwinter Recess (Monday, February 16 through Friday, February 20, 1998). 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.

1997

August	25,	Monday	Principals, Assistants, and all other school supervisors report.
September	1,	Monday	Labor Day
September	2,	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, Secretaries and Educational Paraprofessionals report. Employees in titles not listed should consult the applicable collective bargaining agreement.
September	3,	Wednesday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS ENROLLED IN INTERMEDIATE, JUNIOR HIGH, AND HIGH SCHOOLS.* Students in Elementary schools and in Special Education Schools in District 75 will <u>not</u> be in attendance. Elementary schools and Special Education Schools in District 75 will be in session for staff development activities only.*
September	4,	Thursday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS ENROLLED IN ELEMENTARY SCHOOLS, AND FOR ALL STUDENTS ENROLLED IN SPECIAL EDUCATION SCHOOLS IN DISTRICT 75.* EARLY DISMISSAL FOR KINDERGARTEN STUDENTS ONLY.

* See Section 2 (Page 3) for further clarification.



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September	5,	Friday	Early Dismissal for Kindergarten Students Only.
October	2,	Thursday and	Rosh Hashanah.
October	3,	Friday	
October	13,	Monday	Columbus Day Observed.
November	4,	Tuesday	Election Day. Students will <u>not</u> be in attendance. Schools will be in session for staff development (Compact for Learning) activities only.
November	11,	Tuesday	Veterans Day.
November	27,	Thursday and	Thanksgiving Recess.
November	28,	Friday	
December	24,	Wednesday through	Winter Recess (including Christmas
January	2,	Friday	and New Year's Day).
<u>1998</u>			
January	19,	Monday	Dr. Martin Luther King, Jr. Day.
January	30,	Friday	Regular day of instruction, <u>except</u> for <u>high</u> schools. <u>High</u> school students will <u>not</u> be in attendance. High schools will be in session for staff development (Compact for Learning) activities only. Fall Term ends
February	2,	Monday	Spring Term begins.
February	16,	Monday through	Midwinter Recess (including
February	20,	Friday	Washington's Birthday).
April	10,	Friday through	Spring Recess (including Good Friday, Easter, and Passover)
April	17,	Friday	
May	25,	Monday	Memorial Day.
June	4,	Thursday	Anniversary Day (Brooklyn and Queens Schools).
June	26,	Friday	<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.



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June	29,	Monday and	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.
June	30,	Tuesday	

NOTE: The school calendar can accommodate a limited number of shortened sessions to be designated during the course of the school year. All shortened sessions 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.

1. The Brief Calendar for 1997-98 meets the State Education Department requirement of a minimum of 180 state aidable days in all districts and at all levels
2. The student start date depends on the type of school that a student is enrolled in. If a student is enrolled in an intermediate or junior high school (identified with an I.S. or J.H.S. designation followed by a number), the start date is Wednesday, September 3, 1997. This September 3, 1997, start date applies to the full range of grades (including those under grade 6) that are part of the I.S. or J.H.S. school, and applies whether students are enrolled in the main building of an I.S. or J.H.S. or its annex. A student enrolled in a high school also starts on Wednesday, September 3, 1997, without exception. In contrast, if a student is enrolled in an elementary school, the start date is Thursday, September 4, 1997, without exception. This Thursday, September 4, 1997, start date applies to the full range of grades (including those at grade 6 and above) that are part of the elementary school, and applies whether students are enrolled in the main building of the elementary school or its annex. A student enrolled in a special education school in District 75 also starts on Thursday, September 4, 1997, without exception
3. All schools will be open on Election Day, November 4, 1997, for staff development activities only. Students will not be in attendance.
4. All schools will be open on Thursday, February 12, 1998, and students will be in attendance for instruction.
5. The Brief Calendar includes a Midwinter Recess
6. 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.
7. 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.



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8. The school calendar takes into account the following citywide centrally-scheduled shortened sessions: early dismissal for kindergarten students on September 4 and 5, and, to be designated, two Parent-Teacher Conference shortened sessions (one in the Fall Term and one in the Spring Term); one shortened session for scoring the PCT test in late January (only middle schools, and equivalent levels in special education schools in District 75, and any grade 8 in elementary schools); two (or, except for grades above 6 in elementary schools, three if a snow day reserve is not needed) professional development shortened sessions for Grades 3 and above in elementary schools and all grades in middle and special education schools (Spring Term); and two June clerical half days for elementary and middle schools only. Separate notifications will be forthcoming regarding all of these citywide centrally-scheduled shortened sessions. An early dismissal of students is permitted on the last day of school 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 restricted 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.** Districts that are in the Excellence and Accountability Program (EAP) may contact the Chief Executive for Community School District Affairs, Monitoring and Municipal Relations, for information on how that program affects shortened sessions.
9. 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 professional development from 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.
10. 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. There are fewer than 25 hours of instruction scheduled during Labor Day week and, as a result, the September 4 and 5 kindergarten early dismissals should be recorded as non-instructional for purposes of the Period Attendance Report (for kindergarten only). In addition, as a result of Anniversary Day in Brooklyn and Queens, there are fewer than 25 hours of instruction scheduled in Brooklyn and Queens schools during the first week in June. Therefore, the **first June Clerical Half Day, which is projected to be scheduled during the first week in June, should also be recorded as non-instructional for purposes of the Period Attendance Report (Brooklyn and Queens schools only).** For students in grades 7 and above, see Section 12 below.
11. The early dismissal of students on the last day of school (June 26, 1998) 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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12. 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, the shortened session for scoring the PCT test in late January (to be designated), the first (of up to three) citywide professional development shortened sessions in the Spring Term (all to be designated for grades 3 and above in elementary schools, and all grades in middle and special education schools), and the restricted early dismissal on the last day of school (June 26). For Grades 7 and above, the shortened session for scoring the PCT Test in late January should be designated as a regents day for the purposes of the PAR (lower grades affected by the PCT test scoring should be designated as instructional, provided 25 hours of instruction have been scheduled for the week, exclusive of lunch). The two Parent-Teacher Conference days should be designated as a regular day of instruction for purposes of the Period Attendance Report. The first (of up to three) citywide professional development shortened sessions in the Spring Term for grades 3 and above in elementary schools, and all grades in middle and special education schools should be recorded as a Superintendent Conference Day (related to the Regents Compact for Learning). For the last day of school (June 26), refer to Section 11 above. Further clarifications on reporting requirements are available from the Office of Systems Development and Support.
13. At the elementary school level (grades 6 and below), except for kindergarten, there are 187 aidable days (185 in Brooklyn and Queens schools), 184 of which (183 in Brooklyn and Queens schools), are instructional. At the kindergarten level, there are 185 aidable days (183 in Brooklyn and Queens schools), 184 of which (183 in Brooklyn and Queens schools), are instructional. The kindergarten aidable day total is reduced due to the early dismissals of September 4 and 5, and the Brooklyn and Queens aidable day total is reduced due to Anniversary Day and the first June Clerical Half Day (see Section 10 above).
14. At the elementary school level (grades 7 and above), there are 184 aidable and instructional days (183 in Brooklyn and Queens schools).
15. At the intermediate and junior high school level, there are 184 aidable days (183 in Brooklyn and Queens schools), and 185 instructional days (184 in Brooklyn and Queens schools).
16. At the high school level, there are 187 aidable days (186 in Brooklyn and Queens schools), 182 of which (181 in Brooklyn and Queens schools), are instructional.
17. Staff development activities during Superintendent Conference Days can serve to meet needs that are mandated or of high priority, such as literacy, curriculum frameworks, mathematics and science education, assessments, etc., as they relate to general, special and bilingual education.



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18. Schools will not be in session on Rosh Hashanah, Columbus Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Winter Recess (December 24 through January 2, including Christmas and New Year's Day), Dr. Martin Luther King, Jr. Day, Mid-Winter Recess (February 16 through February 20, including Washington's Birthday), Spring Recess (April 10 through April 17, including Good Friday, Easter, and Passover), Memorial Day and, in Brooklyn and Queens only, Anniversary Day.
19. 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.