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

MEMORANDUM

TO: Regional Superintendents, Local Instructional Superintendents, Community 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, Regional Directors of Parent Support, Regional Parent Coordinators, Heads of Divisions and Offices, Principals of all Day Schools, PA/PTA Presidents, UFT President, and CSA President

FROM: LaVerne Srinivasan
Deputy Chancellor for Operations

SUBJECT: Open School Week and Parent-Teacher Conferences for 2006-2007

DATE: August 15, 2006

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1. OPEN SCHOOL WEEK

Open School Week will be celebrated during the week of November 12th through November 18th. The theme this year is "Great American 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. Superintendents will work with Regional Directors of Parent Support 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.

2. PARENT-TEACHER CONFERENCES

The schedule of Parent-Teacher Conferences for school year 2006-2007 is listed in this memorandum. 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 memorandum 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 may **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 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 2006-2007 PARENT-TEACHER CONFERENCES

EVENING*	AFTERNOON

ELEMENTARY SCHOOLS, FALL 2006

*Wednesday, November 15, 2006 – Evening	Monday, November 13, 2006 – Afternoon

ELEMENTARY SCHOOLS, SPRING 2007

*Wednesday, March 21, 2007 – Evening	Tuesday, March 20, 2007 – Afternoon

INTERMEDIATE AND JUNIOR HIGH SCHOOLS, FALL 2006

*Thursday, November 16, 2006 – Evening	Tuesday, November 14, 2006 – Afternoon

INTERMEDIATE AND JUNIOR HIGH SCHOOLS, SPRING 2007

*Thursday, February 15, 2007 – Evening	Tuesday, February 13, 2007 – Afternoon

HIGH SCHOOLS, FALL 2006

*Thursday, October 26, 2006 – Evening	Friday, October 27, 2006 – Afternoon

HIGH SCHOOLS, SPRING 2007

*Thursday, March 22, 2007 – Evening	Friday, March 23, 2007 – Afternoon

**DISTRICT 75 SCHOOL PROGRAMS, FALL 2006

*Wednesday, November 8, 2006 – Evening	Thursday, November 9, 2006 – Afternoon

**DISTRICT 75 SCHOOL PROGRAMS, SPRING 2007

*Thursday, March 15, 2007 – Evening	Monday, March 19, 2007 – Afternoon

* Schools may, with the approval of the appropriate superintendent, select dates for **evening** conferences that are different from those listed. The date and time selected must be conducive to parent participation and attendance, and should not begin before 5:30 p.m. so as to accommodate most parents' work schedules. Parents should receive at least four weeks prior notice. All **afternoon dates are mandated and must 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 above approved by the appropriate superintendent. The approved dates should be on file with the appropriate superintendent prior to the start of the 2006-2007 school year.

4. CANCELING ACTIVITIES ON THE NIGHTS OF THURSDAY, OCTOBER 26, 2006 AND THURSDAY, MARCH 22, 2007

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 their Regions.)

7. REPORT ON 2006-2007 PARENT-TEACHER CONFERENCES

On the attached form, principals are to send the following information to the appropriate Superintendent, and to Natasha Howard at the Office of Parent Engagement:

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 appropriate Superintendents and the Office of Parent Engagement should receive the Fall Term information from Principals by ***Friday, December 15, 2006***, and the Spring Term information by ***Friday, April 20, 2007***. The information is to be retained on file.

For questions pertaining to pupil transportation, schools should call 718-482-3800.

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.

All other questions regarding this memorandum should be directed to the Office of Parent Engagement at (212) 374-2323.

Thank you for your cooperation.

Attached: Report on 2006-2007 Parent-Teacher Conferences Form

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

Report on 2006-2007 Parent-Teacher Conferences

Directions: Please complete and forward to Natasha Howard/Office of Parent Engagement (at nhoward2@schools.nyc.gov), and, as appropriate, to the Regional Superintendent, or Superintendent of District 75 or Superintendent of Alternate High Schools. The due dates are Friday December 15, 2006 for the Fall Term report, and Friday April 20, 2007, for the Spring Term Report. For questions, please contact the appropriate superintendent or Natasha Howard (at 212-374-2323). Thank you.

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 report cards distributed before the conference date: _____

Number of report cards distributed on the conference date: _____