

March 22, 2002

Second Revision - September 24, 2002

DEPARTMENT 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, P/PTA PRESIDENTS, UFT CHAPTER LEADERS AND UFT AND CSA DISTRICT REPRESENTATIVES

FROM: BURTON SACKS, CHIEF EXECUTIVE 

SUBJECT: **SECOND REVISION** OF THE BRIEF CALENDAR FOR 2002-2003

ABSTRACT

The following Brief Calendar was adopted by the Board of Education at its Public Meeting on March 20, 2002. This calendar mandates that school sessions begin for all students on Thursday, September 5, 2002, and includes a Midwinter Recess (Monday, February 17 through Friday, February 21, 2003). 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.

2002

August	26, Monday	The following staff report: Assistant Principals and school-based intermediate supervisors not designated to work an increased work year.
September	2, Monday	Labor Day.
September	3, 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	4, Wednesday	Superintendent's Conference Day (Regents High Learning Standards). Students will <u>not</u> be in attendance.
September	5, Thursday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS.* EARLY DISMISSAL FOR KINDERGARTEN STUDENTS ONLY.
September	6, Friday	Early Dismissal for Kindergarten Students Only.
September	16, Monday	Yom Kippur.

* A calendar for Pre-Kindergarten students will be issued separately.

October	14, Monday	Columbus Day Observed.
November	5, Tuesday	Election Day. Superintendent Conference Day for <u>all</u> schools (Training for the Regents High Learning Standards and Assessments, and training in school violence prevention and intervention). Students will <u>not</u> be in attendance.
November	11, Monday	Veterans Day.
November	28, Thursday and	Thanksgiving Recess.
November	29, Friday	
December	13, Friday	Staff Development Day for the 62 Multi-Session High Schools Only. <u>ALL OTHER STUDENTS WILL BE IN ATTENDANCE.</u>
December	23, Monday through	Winter Recess (including Christmas and New Year's Day).
January	1, Wednesday	

2003

January	20, Monday	Dr. Martin Luther King, Jr. Day.
January	31, Friday	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>
February	3, Monday	Spring Term begins for HIGH school students.
February	17, Monday through	Midwinter Recess (including Washington's Birthday).
February	21, Friday	
April	17, Thursday through	Spring Recess (including Good Friday, Easter and Passover). <i>POBETA APR 17-20 GF 1/1/18</i>
April	25, Friday	
May	26, Monday	Memorial Day Observed.
June	5, Thursday	Anniversary Day (Brooklyn and Queens Schools).
June	26, Thursday	<u>LAST DAY FOR ALL STUDENTS.</u> Last day for <u>all</u> Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Laboratory Specialists and Technicians and last day for Paraprofessionals. An early dismissal of students is permitted under the conditions outlined in Sections 7 and 8 below.
June	27, Friday and	All other staff report <u>except</u> Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Laboratory Specialists and Technicians, and Paraprofessionals.
June	30, Monday	

October	14, Monday	Columbus Day Observed.
November	5, Tuesday	Election Day. Superintendent Conference Day for <u>all</u> schools (Training for the Regents High Learning Standards and Assessments, and training in school violence prevention and intervention). Students will <u>not</u> be in attendance.
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February	17, Monday through	Midwinter Recess (including Washington's Birthday).
February	21, Friday	
April	17, Thursday through	Spring Recess (including Good Friday, Easter and Passover).
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May	26, Monday	Memorial Day Observed.
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June	30, Monday	

And be it

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 the Office of External 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 the Office of External 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 the Office of External 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 2002-2003 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 5, 2002, for staff development activities only. Students will not be in attendance.
3. All schools will be open on Wednesday, February 12, 2003, and students will be in attendance.
4. The Brief Calendar includes a Midwinter Recess.
5. As a result of professional / Superintendent Conference 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 the Office of External 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 the Office of External 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, 2003) 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 the Office of External Relations, and without at least 4 weeks prior notice to parents.**
8. The early dismissal of students on the last day of school (June 26, 2003) 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.
9. Prior to requesting, on a timely basis, shortened session approval of the Chief Executive for the Office of External 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 the Office of External 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 the Office of External 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.
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 the Office of External 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 8 above.
12. **For Kindergarten**, there are 185 aidable days (183 in Brooklyn and Queens schools), 183 of which (182 in Brooklyn and Queens schools) are instructional.

13. **For Grades 1 through 6**, there are 187 aidable days (185 in Brooklyn and Queens schools), 183 of which (182 in Brooklyn and Queens schools) are instructional.
14. **For Grades 7 and 8 citywide, and Grade 9 in middle schools**, there are 185 aidable days (184 in Brooklyn and Queens schools), 183 of which (182 in Brooklyn and Queens schools) are instructional.
15. **For High School Grades 9 through 12**, there are 186 aidable days (185 in Brooklyn and Queens schools), 181 of which (180 in Brooklyn and Queens schools) are instructional.

For the 62 Multi-Session High Schools, there are 185 aidable days (184 in Brooklyn and Queens Schools) 180 of which (179 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 school violence prevention and intervention, the implementation of the new Continuum for Students with Disabilities, and 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 Yom Kippur, Columbus Day observed, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Winter Recess (December 23 through January 1, including Christmas and New Year's Day), Dr. Martin Luther King, Jr. Day, Mid-Winter Recess (February 17 through February 21, including Washington's Birthday), Spring Recess (April 17 through April 25, 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 Presidents of Community School Boards, Community Superintendents, parent representatives, Nonpublic Schools Committee, and appropriate collective bargaining representatives.