THE NEW YORK CITY DEPARTMENT OF EDUCATION
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OFFICE OF THE CHANCELLOR
52 Chambers Street, New York, New York 10007

REVISED APRIL 18, 2007

TO: **Regional Superintendents, Local Instructional Superintendents, Superintendent of District 75, Superintendent of Alternative High Schools and Programs, Chief Academic Officer for New Schools, Directors of Regional Operations Centers, Heads of Divisions and Offices, Principals of All Day Schools, PA/PTA Presidents, UFT Chapter Leaders and UFT And CSA District Representatives**

FROM: **LaVerne Srinivasan**
Deputy Chancellor for Operations

SUBJECT: **The School Year Calendar for 2006-2007**

DATE: May 16, 2006

INTRODUCTION

The following School Year Calendar mandates that school sessions begin for all students on Tuesday, September 5, 2006, and includes a Midwinter Recess (Monday, February 19 through Friday, February 23, 2007). It reflects that on Tuesday, November 7, 2006, and Thursday, June 7, 2007, 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 involves June 25 and June 26 below.***

2006

August	28, Monday	The following staff report: Assistant Principals and school-based intermediate supervisors not designated to work an increased work year, and staff returning to former Extended Time Schools.
August	31, Thursday	Classroom Teachers, Bilingual Teachers in School and Community Relations, Guidance Counselors, Attendance Teachers, Nurses, Therapists, Laboratory Specialists and Technicians, Educational Paraprofessionals and staff new to former Extended Time Schools (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.
September	1, 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	4, Monday	Labor Day.
September	5, Tuesday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS.* EARLY DISMISSAL FOR NON-DISTRICT 75 KINDERGARTEN STUDENTS ONLY.
September	6, Wednesday	Early Dismissal for Kindergarten Students Only.
October	2, Monday	Yom Kippur
October	9, Monday	Columbus Day Observed

* A calendar for PreKindergarten students will be issued separately.

November	7,	Tuesday	Election Day Chancellor's Conference Day for staff development. Students will <u>not</u> be in attendance.
November November	23, 24,	Thursday and Friday	Thanksgiving Recess
December January	25, 1,	Monday through and including Monday	Winter Recess (including Christmas and New Year's Day), students return to school on Tuesday, January 2.
			<u>2007</u>
January	15,	Monday	Dr. Martin Luther King, Jr. Day
January	31,	Wednesday	Fall Term ends for **<u>HIGH</u>** school students. **<u>HIGH</u>** school students will <u>not</u> be in attendance. <u>All other students will be in attendance.</u>
February	1,	Thursday	Spring Term begins for **<u>HIGH</u>** school students.
February February	19, 23,	Monday through Friday	Midwinter Recess (including Washington's Birthday)
April April	2, 10,	Monday through Tuesday	Spring Recess (including Good Friday, Easter and Passover), students return to school on Wednesday April 11.
May	28,	Monday	Memorial Day Observed
June	7,	Thursday	Chancellor's Conference Day for staff development 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	25, 26,	Monday and Tuesday	No students in **high schools** that have administered Regents examinations (to allow for scoring, professional development and end-of-year activities). All other students are scheduled for attendance.
June	27,	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, Nurses, Therapists, Laboratory Specialists and Technicians and last day for Paraprofessionals. An early dismissal of students is to be scheduled under the guidelines outlined in Sections 8 and 9 below.
June June	28, 29,	Thursday and Friday	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 Superintendent Conference Days are to be used for staff development for the Regents high learning standards and assessments;
- 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 Operations, 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 6 below) are scheduled without authorization of the Deputy Chancellor for Operations;

- 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 6 below) will not be scheduled without authorization of the Deputy Chancellor for Operations.

The following should also be noted:

1. The School Year Calendar for 2006-2007 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, plus 30 hours of professional development during the school year.

3. All schools will be open citywide on Election Day, Tuesday, November 7, 2006, for a Chancellor's Conference Day for staff development, and open IN ALL BOROUGHS on Thursday June 7, 2007, also for a Chancellor's Conference Day for staff development. On both November 7, 2006 and on June 7, 2007, students IN ALL FIVE BOROUGHS will not be in attendance.

4. All schools will be open on Friday, November 10, 2006, and on Monday, February 12, 2007, and students will be in attendance.

5. The School Year Calendar includes a Midwinter Recess.

6. 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, 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 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.

8. In part, the school calendar takes into account the following citywide centrally-scheduled shortened sessions: To be designated by the Deputy Chancellor for Operations, 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 Operations. 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 9 below.

9. As concerns the early dismissal of students on the last day of school (Wednesday, June 27, 2007), 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, with the approval of the appropriate Superintendent, for the early dismissal at their site.

10. Prior to requesting, on a timely basis, shortened session approval of the Deputy Chancellor for Operations, 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. 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. Further clarification and information on exceptions are available upon request from the Deputy Chancellor for Operations.

11. In a week when, exclusive of lunch, 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 Operations, 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 12 below.

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 Deputy Chancellor for Operations, 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 early dismissal on the last day of school (Wednesday June 27, 2007). 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 27), refer to Section 9 above.

13. **For Non-District 75 Kindergarten,** there are 187 aidable days (188 in "longer day" regional special education kindergarten level grades), 186 of which are instructional.

14. **For District 75 Kindergarten and All Grades 1 through 6,** there are 189 aidable days (190 for all District 75 and for some "longer day" regional special education K-6 grades), 186 of which are instructional.

15. **For Grades 7 and 8 Citywide, and Grade 9 in Middle Schools,** there are 188 aidable days, 186 are instructional.

16. **For High School Level Grades 9 through 12,** there are 185 aidable days, 180 of which are instructional (in District 75, there are 188 aidable days, 186 of which are instructional).

17. 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.

18. Schools will not be in session on Labor Day, Yom Kippur, Columbus Day Observed, Thanksgiving Day and the day after Thanksgiving, Winter Recess (December 25 through and including January 1, including Christmas and New Year's Day), Dr. Martin Luther King, Jr. Day, Mid-Winter Recess (February 19 through February 23, including Washington's Birthday), Spring Recess (April 2 through and including April 10, including Good Friday, Easter and Passover), and Memorial Day. On Tuesday November 7, 2006, and on Thursday June 7, 2007 (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.)

19. 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.