



**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

February 25, 1999

CHANCELLOR'S REGULATIONS, INSTRUCTION VOLUME - UPDATE #11, 1998-1999

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

FROM: RUDOLPH F. CREW, CHANCELLOR *RFC*

SUBJECT: BRIEF CALENDAR FOR 1999-2000

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 1999-2000	B-101	1 through 5	2/25/99	1 through 6	1/29/98

RFC:lp  
Attachment



# Regulation of the Chancellor

Category: **INSTRUCTION**

Number: **B-101**

Subject: **BRIEF CALENDAR FOR 1999-2000**

Page: **1 of 5**

Issued: **2/25/99**

## ABSTRACT

The following Brief Calendar was adopted by the Board of Education at its Public Meeting on February 24, 1999. This calendar mandates that school sessions begin for all students, on Thursday, September 9, 1999, and includes a Midwinter Recess (Monday, February 21 through Friday, February 25, 2000). 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.

### 1999

August	30,	Monday	Principals, Assistant Principals, and all other school supervisors report.
September	6,	Monday	Labor Day.
September	7,	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.
September	8,	Wednesday	Superintendent Conference Day (Compact for Learning Activities). Students will <u>not</u> be in attendance.
September	9,	Thursday	<b>SCHOOL SESSIONS BEGIN FOR ALL STUDENTS.* EARLY DISMISSAL FOR KINDERGARTEN STUDENTS ONLY.</b>
September	10,	Friday	Early Dismissal for Kindergarten Students Only
September	20	Monday	Yom Kippur.
October	11,	Monday	Columbus Day Observed.

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



# Regulation of the Chancellor

Category: **INSTRUCTION**

Number: **B-101**

Subject: **BRIEF CALENDAR FOR 1999-2000**

Page: **2 of 5**

Issued: **2/25/99**

November	2,	Tuesday	Election Day. Superintendent Conference Day (Compact for Learning activities). Students will <u>not</u> be in attendance.
November	11,	Thursday	Veterans Day.
November	25,	Thursday and	Thanksgiving Recess.
November	26,	Friday	
December	24,	Friday through	Winter Recess (incorporating Christmas and New Year's Day).
December	31,	Friday	

2000

January	17,	Monday	Dr. Martin Luther King, Jr. Day.
January	31,	Monday	Fall Term ends.
February	1,	Tuesday	Spring Term begins.
February	21,	Monday through	Midwinter Recess (including Washington's Birthday).
February	25,	Friday	
April	20,	Thursday through	Spring Recess (including Good Friday, Easter and Passover)
April	28,	Friday	
May	29,	Monday	Memorial Day Observed.
June	8,	Thursday	Anniversary Day (Brooklyn and Queens Schools).
June	28,	Wednesday	<b>LAST DAY FOR ALL STUDENTS.</b> 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 6 and 9 below.
June	29,	Thursday 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,	Friday	



# Regulation of the Chancellor

**Category:** INSTRUCTION **Number:** B-101  
**Subject:** BRIEF CALENDAR FOR 1999-2000 **Page:** 3 of 5  
**Issued:** 2/25/99

NOTE: The school calendar can accommodate additional staff development time to be designated 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 activities related solely to the Regents Compact for Learning; 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 other than for those duly authorized situations provided for under Board of Education policy and Chancellor's Regulations, 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 1999-2000 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, November 2, 1999, for staff development activities only. Students will not be in attendance.
3. The Brief Calendar includes a Midwinter Recess.



# Regulation of the Chancellor

Category: **INSTRUCTION**

Number: **B-101**

Subject: **BRIEF CALENDAR FOR 1999-2000**

Page: **4 of 5**

Issued: **2/25/99**

4. 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.
5. 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.
6. In part, the school calendar takes into account the following citywide centrally-scheduled shortened sessions: to be designated, two Parent-Teacher Conference shortened sessions (one in the Fall Term and one in the Spring Term); and any other shortened sessions (to be designated). 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 (June 28, 2000) 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.**
7. 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.
8. 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 10 below.
9. The early dismissal of students on the last day of school (June 28, 2000) 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.



# Regulation of the Chancellor

**Category:** INSTRUCTION

**Number:** B-101

**Subject:** BRIEF CALENDAR FOR 1999-2000

**Page:** 5 of 5

**Issued:** 2/25/99

10. 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 28). 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 28), refer to Section 9 above. Further clarifications on reporting requirements are available from the Office of User Support Services.
11. **For Kindergarten**, there are 186 aidable days (184 in Brooklyn and Queens schools), 184 of which (183 in Brooklyn and Queens schools) are instructional.
12. **For Grades 1 through 6**, there are 188 aidable days (186 in Brooklyn and Queens schools), 184 of which (183 in Brooklyn and Queens schools), are instructional.
13. **For Grades 7 and 8 citywide, and Grade 9 in middle schools**, there are 186 aidable days (185 in Brooklyn and Queens schools), 184 of which (183 in Brooklyn and Queens schools), are instructional.
14. **For Grades 9 through 12 in high schools**, there are 183 aidable days (182 in Brooklyn and Queens schools), 180 of which (179 in Brooklyn and Queens schools), are instructional.
15. 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.
16. Schools will not be in session on Yom Kippur, Columbus Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Winter Recess (December 24 through December 31, incorporating Christmas and New Year's Day), Dr. Martin Luther King, Jr. Day, Mid-Winter Recess (February 21 through February 25, including Washington's Birthday), Spring Recess (April 20 through April 28, 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).
17. 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.