



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHANCELLOR

52 Chambers Street, New York, New York 10007

SECOND REVISION: December 2, 2005

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 2005-2006

DATE: March 18, 2005

INTRODUCTION

The following School Year Calendar mandates that school sessions begin for all students on Thursday September 8, 2005, and includes a Midwinter Recess (Monday, February 20 through Friday, February 24, 2006). 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 first calendar revision, dated June 27, 2005, consisted of adding two non-attendance days, March 30 and March 31, 2006, for prekindergarten through Grade 8 students (including those in District 75 School Programs that participate in the state Mathematics testing program - parents will be notified), in order to allow for the scoring of the state Mathematics tests.

The second revision consists of scheduling a Chancellor's Conference Day IN ALL FIVE BOROUGHs on Thursday June 8, 2006. Students IN ALL FIVE BOROUGHs will NOT be in attendance on that day.

2005

August	29, Monday	The following staff report: Assistant Principals and school-based intermediate supervisors not designated to work an increased work year, and teachers assigned to "Extended Time Schools."
September	5, Monday	Labor Day
September	6, Tuesday	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. Professional Day - General staff orientation. Students will <u>not</u> be in attendance.
September	7, Wednesday	Chancellor's Conference Day for staff development. Students will <u>not</u> be in attendance.
September	8, Thursday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS* EARLY DISMISSAL FOR KINDERGARTEN STUDENTS ONLY.
September	9, Friday	Early Dismissal for Kindergarten Students Only
October	4, Tuesday and 5, Wednesday	Rosh Hashanah.
October	10, Monday	Columbus Day Observed.

* A calendar for PreKindergarten students will be issued separately.

October	13,	Thursday	Yom Kippur.
November	8,	Tuesday	Election Day. Chancellor's Conference Day. Students will <u>not</u> be in attendance.
November	11,	Friday	Veterans Day.
November	24,	Thursday and	Thanksgiving Recess.
November	25,	Friday	
December	26,	Monday through and including	Winter Recess (including Christmas and New Year's Day; students return to school on Tuesday January 3).
January	2,	Monday	
2006			
January	16,	Monday	Dr. Martin Luther King, Jr. Day
January	30,	Monday	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>
January	31,	Tuesday	Spring Term begins for <u>HIGH</u> school students.
February	20,	Monday through	Midwinter Recess (including Washington's Birthday).
February	24,	Friday	
March	30,	Thursday and	No school for PreKindergarten through Grade 8 students (including those in District 75 School Programs that participate in the state Mathematics testing program – parents will be notified). The following students <u>will</u> be in attendance: Grade 9 students in Middle Schools, <u>all</u> High School students (including those in District 75 School Programs), and PreKindergarten through Grade 8 level students in District 75 School Programs <u>not</u> participating in the state Mathematics testing program.
March	31	Friday	
April	13,	Thursday through	Spring Recess (including Good Friday, Easter and Passover).
April	21,	Friday	
May	29,	Monday	Memorial Day Observed.
June	8,	Thursday	Chancellor's Conference Day for Staff Development IN ALL FIVE BOROUGHES. School Staff report to work if required by their applicable collective bargaining agreement. Students IN ALL FIVE BOROUGHES will <u>NOT</u> be in attendance.
June	28,	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	29,	Thursday 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,	Friday	

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 2005-2006 meets the State Education Department requirement of a minimum of 180 state aidable days in all schools in the City School District.
2. The length of the work day for teachers in "Extended Time Schools" will be 7 hours, inclusive of a duty-free lunch period.
3. All schools will be open citywide on Election Day, Tuesday, November 8, 2005, for staff development activities only, and open IN ALL FIVE BOROUGHES on Thursday June 8, 2006, also for staff development activities only. On both November 8, 2005 and on June 8, 2006, students IN ALL FIVE BOROUGHES will not be in attendance.
4. All schools will be open on Monday, February 13, 2006, 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 28, 2006), 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 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.
13. For Non-District 75 Kindergarten, there are 181 aidable days in all boroughs, 179 of which are instructional.
14. For District 75 Kindergarten and All Grades 1 through 6, there are 183 aidable days in all boroughs, 179 of which are instructional.
15. For Grades 7 and 8, there are 181 aidable days in all boroughs, 179 of which are instructional.

For Middle School Grade 9, there are 183 aidable days in all boroughs, 181 of which are instructional
16. For High School Grades 9 through 12, there are 182 aidable days in all boroughs, 177 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 Rosh Hashanah (2 days), Columbus Day observed, Yom Kippur, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Winter Recess (December 26 through and including January 2, including Christmas and New Year's Day), Dr. Martin Luther King, Jr. Day, Mid-Winter Recess (February 20 through February 24, including Washington's Birthday), Spring Recess (April 13 through April 21, including Good Friday, Easter and Passover), and Memorial Day. On Thursday June 8, 2006 (Anniversary Day), a Chancellor's Conference Day for Staff development is scheduled IN ALL FIVE BOROUGHES. Students IN ALL FIVE BOROUGHES will NOT be in attendance on that 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.