

NEW YORK CITY DEPARTMENT OF EDUCATION
OFFICE OF THE CHANCELLOR

TO: ALL SUPERINTENDENTS, CHIEF EXECUTIVES, EXECUTIVE DIRECTORS, HEADS OF OFFICES, PRINCIPALS OF ALL DAY SCHOOLS, PA/PTA PRESIDENTS, UFT CHAPTER LEADERS AND UFT AND CSA DISTRICT REPRESENTATIVES

FROM: BURTON SACKS, CHIEF EXECUTIVE 

SUBJECT: OPEN SCHOOL WEEK AND PARENT-TEACHER CONFERENCES FOR 2002-2003

1. **OPEN SCHOOL WEEK**

Open School Week will be celebrated during the week of November 10th through November 16th, 2002. The theme this year again is: "**Together: Making Public Schools Great For Every Child.**" 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. Districts are encouraged to establish procedures for parent visitation to classrooms during Open School Week, and include those procedures in notices to the home. Districts are further encouraged to translate all notices in the home language of parents to ensure greater participation.

2. **PARENT-TEACHER CONFERENCES**

The schedule of Parent-Teacher Conferences for school year 2002-2003 is listed in this memorandum. Scheduling additional half days for Parent-Teacher Conferences will not be permitted so as 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 Parent-Teacher Conferences listed in this memorandum, throughout the school year, 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.

Districts or schools may not deviate from the citywide dates for afternoon conferences contained in this memorandum in order not to interfere with other districts' field trip programs. 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 PARENT-TEACHER CONFERENCES**

EVENING

AFTERNOON

ELEMENTARY SCHOOLS, FALL 2002

*Wednesday, November 13, 2002 – Evening	Tuesday, November 12, 2002 – Afternoon
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ELEMENTARY SCHOOLS, SPRING 2003

*Wednesday, March 12, 2003 – Evening	Thursday, March 13, 2003 – Afternoon
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INTERMEDIATE AND JUNIOR HIGH SCHOOLS, FALL 2002

*Thursday, November 14, 2002 – Evening	Monday, November 18, 2002 – Afternoon
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INTERMEDIATE AND JUNIOR HIGH SCHOOLS, SPRING 2003

*Wednesday, February 26, 2003 – Evening	Thursday, February 27, 2003 – Afternoon
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HIGH SCHOOLS, FALL 2002

Thursday, October 24, 2002 – Evening	Friday, October 25, 2002 – Afternoon
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HIGH SCHOOLS, SPRING 2003

Thursday, March 27, 2003 – Evening	Friday, March 28, 2003 – Afternoon
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SPECIAL SCHOOLS, FALL 2002

**Wednesday, November 20, 2002 – Evening	**Tuesday, November 19, 2002 – Afternoon
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SPECIAL SCHOOLS, SPRING 2003

**Thursday, March 6, 2003 – Evening	**Tuesday, March 11, 2003 – Afternoon
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* Community School Districts may select dates for evening conferences that are different from those listed. Districts should ensure that the date and time selected will be most conducive to parent participation and attendance. **All other dates are mandated.** It should also be noted that a two and one half-hour time period is required for evening conferences.

** District 75/Citywide Programs/Schools housed within a community school district or high school site should adhere to that school level's afternoon/evening Parent-Teacher Conference date as indicated above. Independent District 75 school organizations are to adhere to evening and afternoon Parent-Teacher Conference dates listed for Special Schools (see above).

4. **CANCELING ACTIVITIES ON THE NIGHTS OF THURSDAY, OCTOBER 24, 2002 AND THURSDAY, MARCH 27, 2003**

The Evening High Schools will be closed on Thursday, October 24, 2002 and Thursday, March 27, 2003 when day high schools are conducting evening Parent-Teacher Conferences.

Continuing Education activities will be canceled in the schools where the evening conferences are held.

5. **LUNCH AND TRANSPORTATION PROCEDURES**

Two hours of school time are devoted to afternoon parent-teacher interviews. Students are usually dismissed from school for this two hour period. Adherence to the citywide dates for conferences, dismissal times and to the following procedures will lead to improved service.

5.1 Students attending regular classes should be provided bus transportation in accordance with their dismissal schedules.

5.2 Advance notice is to be given to parents advising them of scheduled changes in lunch and transportation schedules and inviting them for parent-teacher interviews.

6. **REPORT ON PARENT-TEACHER CONFERENCES**

Principals are to send the following reports to their Superintendent:

6.1 Number of persons visiting the school during Open School Week.

6.2 Number of Parents attending Fall Afternoon Conferences.

6.3 Number of Parents attending Fall Evening Conferences.

6.4 Number of Parents attending Spring Afternoon Conferences.

6.5 Number of Parents attending Spring Evening Conferences.

6.6 Number of Report Cards distributed to parents on the date of the Fall and Spring Parent Teacher Conferences.

6.7 Number of Report Cards NOT picked up by parents on the date of the Fall and Spring Parent Teacher Conferences.

Superintendents should receive the Fall Term reports from Principals by Tuesday, December 17, 2002, and the Spring Term reports by Tuesday, April 15, 2003. Superintendents are to retain these reports for their files.

Questions regarding this memorandum should be directed to:

Office of Parent Partnerships 110 Livingston Street - Room 106 Brooklyn, New York 11201 Telephone: (718) 935-5202 Fax: (718) 935-3041

BS:glb

c: Joel Klein
William Casey
David Klasfeld
Daniel Carponcy
Edna Vega