



To: All Principals

Cc: Executive Superintendents; Superintendents; BCO Directors of Operations; Transportation Liaisons; Field Counsels; Deputy Chief Executive Officer of Labor Policy

From: Lauren Siciliano, Chief Administrative Officer; Kevin Moran, Chief School Operations Officer

Date: June 4, 2021

Re: Procedures for School Session Time Reporting for the 2021–22 School Year

MEMORANDUM

The New York City Department of Education (DOE) [Session Time web application](#) will open on **June 11**. All DOE principals are required to use this application to provide information about their student and teacher schedules for the upcoming school year by **June 18**. The principal is responsible for creating a school program that complies with both the contractual workday configuration and that maximizes student instructional time to the greatest extent possible. Principals must indicate for each day, Monday–Friday:

- The start and end times of the student instructional school day;
- The start and end times of the student lunch period;
- The total amount of non-instructional time each day other than lunch; including all time spent in recess or in passing between classes;
- The start and end times of the teacher workday; and
- Information about any School Based Option (SBO) requests (if the teacher workday differs from the standard contractual workday configuration).

Please note the following timeline for this year’s Session Time Reporting process:

Date	Event
June 11	Session Time Application opens. Schools should conduct workday SBOs in advance.
June 18	Deadline for schools to submit session times and SBO details, if applicable.
June 23	Latest date principals are notified if their session times/SBO are approved or denied.
June 25	Deadline to notify families of approved session times for next school year.

For support with the session time collection procedure, please contact the following:

- Your [Field Counsel](#) for support with SBOs and contract questions.
- Your Director of Operations for questions about student schedules, lunch times, the school year calendar and general operations guidance.
- Your [Borough/Citywide Office Transportation Liaison](#) for support with bussing and using the Session Time Application.



Enclosed

- I. [Standard Contractual Workday Configuration](#)
- II. [Instructional Time Requirements](#)
- III. [Directions for Submitting School Session Times](#)
- IV. [Title-specific Workday Guidelines](#)
- V. [School Based Options](#)

I. STANDARD CONTRACTUAL WORKDAY CONFIGURATION

The workday configuration for the 2021–22 school year will revert to the same configuration that existed at the start of the 2019–20 school year. For the 2021–2022 school year only all single session schools shall have the following schedule:

- The school day shall be 6 hours and 20 minutes Monday through Friday.
- On Mondays, there shall be an 80-minute block of professional development immediately after the instructional day.
- On Tuesdays, there shall be a 40-minute block of parent engagement and 35-minute block of other professional work immediately after the instructional day.
- On Mondays and Tuesdays, the school day shall start no earlier than 8:00am and end no later than 4:00pm
- Wednesday through Friday the day shall begin no earlier than 8:00am and end no later than 3:45pm
- All (4 evening conferences that are each 3 hours and 2 afternoon conferences that are 2 hours) parent-teacher conferences shall be conducted remotely.

Multi-session and District 75 schools continue to have a 6 hour and 50 minute school day and 4 parent teacher conferences (2 afternoon and 2 evening) which may be conducted remotely.

Recognizing that school communities are unique, principals and chapter leaders may explore [the School Based Option \(SBO\) process](#) to modify the above-referenced default schedules and create a school schedule that best fits the needs and goals of the school. To streamline and facilitate the SBO approval process, school communities are encouraged to consider one of the pre-approved SBOs or submit another SBO proposal through the normal SBO process.

II. INSTRUCTIONAL TIME REQUIREMENTS

In accordance with NYSED [Commissioner’s Regulation 175.5](#), principals must design programs that maximize student instructional time to the greatest extent possible. Schools are required to provide an annual minimum number of instructional hours, as follows:

- For students in grades K–6, a minimum of 900 hours per year (25 hours per week)
- For students in grades 7–12, a minimum of 990 hours per year, (27.5 hours per week)

[Commissioner’s Regulation 175.5](#) defines instructional time as follows: “an hour or a fraction of an hour, during which students are receiving instruction from a certified teacher pursuant to Part 80 of this Title in an academic subject and/or periods of time during which students are engaged in supervised study activities, including completing homework and/or the review of homework. Instructional hours shall not include periods of time where instruction and/or supervised study time is not provided to students including but not limited to lunch, passing time, recess, and homeroom/advisory.”

Once a school’s overarching session times and contractual schedules are established in the Session Time Application, students must be programmed for all instructional time in the STARS suite of applications. For middle and high schools, this includes updating the bell schedule in the STARS client with accurate information to inform student programming.

III. DIRECTIONS FOR SUBMITTING SCHOOL SESSION TIMES

Principals will receive an email from transportschedule@schools.nyc.gov reminding them of their user ID and password to access the application. More detailed instructions are available in the system. School session times must be compliant with the Contractual Workday State [Instructional Time Requirements](#).

1. Go to <http://www.opt-osfns.org/opt/Schools/SessionTimes/login.aspx>
2. Log on to the system using your school’s OPT application username and password. If you do not have this information, consult the email you received from transportschedule@schools.nyc.gov.
3. Follow the prompts on the screen. Review the current transportation information on file for your school.
4. Enter your student session start/end times for each day Monday–Friday. These times should reflect the time that students begin and end classes and may not include after-school programs.
5. Enter lunch start and end times Monday-Friday. If you have staggered lunch schedules, indicate the length of the lunch period as an individual student would experience it.
6. Enter the total amount of non-instructional time each day Monday–Friday (other than lunch) in the field called “passing time”; this must include all time during the day spent in recess or in passing between classes.
7. The start and end times of the teacher workday each day Monday–Friday.
8. After confirming or correcting that information, click the button that says, “click here to submit your school’s session times for the 2021–2022 school year.”
9. If you are requesting to change the standard contractual configuration, you must indicate that you have an approved SBO. Complete the steps for submitting the SBO into the session time system.
10. If your school has more than one location (e.g., you have an annex, you are a D75 principal with satellites, etc.), please submit session times for each of your locations, even if the session times are identical.
11. For assistance with the web application, contact your [Transportation Liaison](#).

IV. TITLE-SPECIFIC WORKDAY GUIDELINES

The table below provides workday information for various titles that do not follow the standard teacher workday configuration. However, schedule information for these titles is not collected in the Session Time Application.

Title	Workday
Adult Education Teachers	Adult Education teachers work an additional 10 minutes per day of preparation time in addition to their regular schedule.
Attendance Teachers	Attendance teachers’ schedule is either 8:20 a.m. to 3:40 p.m. or 8:30 a.m. to 3:50 p.m. inclusive of a 30-minute lunch period.
Guidance Counselors	Guidance Counselors work 6 hours and 30 minutes exclusive of a lunch period.
Teachers of the Homebound	Teachers of the homebound have a 7-hour workday inclusive of a 45-minute lunch break.

Title	Workday
Lab Specialists	Lab specialists work a 6 hour and 30-minute day, exclusive of a lunch period of no less than 30 minutes (and no greater than the length of a teacher’s lunch period) and a relief period of 20 minutes.
Nurses and Therapists	Nurses and therapists work a 6-hour 55-minute day, inclusive of a 30-minute lunch.
Paraprofessionals	Paraprofessionals have the same workdays as teachers.
School Psychologists and Social Workers	School psychologists and social workers work 6 hours 50 minutes exclusive of a lunch period of no less than 30 minutes (and no greater than the length of a teacher’s lunch period).
School Secretaries	School secretaries work a 7 hour and 20-minute day, inclusive of a lunch break and one 10-minute break. The lunch break is equal to the length of the lunch period of teachers in the school.
Substitute Teachers	For substitute teachers the workday is 6 hours and 50 minutes.

V. SCHOOL BASED OPTIONS

Recognizing that school communities are unique, principals and chapter leaders may explore the [School Based Option \(SBO\) process](#) to modify the above-referenced default schedules and create a school schedule that best fits the needs and goals of the school. To streamline and facilitate the SBO approval process, school communities are encouraged to consider one of the pre-approved SBOs or submit another SBO proposal through the normal SBO process. The Department is not currently approving any SBOs that include early student dismissal/shortened instructional days; full or partial remote instructional days; or remote professional development or parent engagement/other professional work.

For elementary schools only: if an elementary school was on a 7 period elementary schedule in the 2019-2020 school year, the 7 period schedule shall continue unless the school uses the SBO process to switch to an 8 period elementary schedule. Likewise, if an elementary school was on an 8 period schedule in the 2019-2020 school year, the 8 period schedule shall continue unless the school uses the SBO process to switch to a 7 period schedule.

Process

Principals and Chapter Leaders should discuss the SBO modifications and proposed contractual modifications. Both the Principal and Chapter Leader must agree to the SBO contract modification proposal before it is presented to staff for approval. The following contractual provisions may be modified using the SBO process: reconfiguration of the workday and/or additional time; class size; teacher schedules (e.g., four teaching periods in a row); change the start/end time of the work day (i.e., start before 8 AM and/or end after 4 PM on Monday or after 3:45 PM Thursday-Friday); reconfigure and/or combine the afterschool faculty and grade conferences; move parent teacher conferences; adding to the professional activity menu and/or splitting assignments. The SBO process may also be used to create compensatory time positions (e.g., Testing Coordinator). The SBO process is as follows:

1. **School Level:** Principal and Chapter Leader discuss and agree to the SBO proposal; the ballot is drafted and the Chapter Leader reviews with the District Representative and if approved then conducts a vote.
2. **District Level:** After the vote is conducted and the SBO is approved by 55% or more of the voting staff, the Chapter Leader provides the results to the Principal and UFT District Representative.
 - Best Practice: Principals and chapter leaders should both maintain records of the final SBO ballot and results.
3. **Central Level:** SBOs that change the workday (i.e., reconfigure the workday) must be submitted using the DOE on-line application systems developed for those requests. They are reviewed and approved centrally.

Pre-Approved School Based Options

The DOE-UFT agreed to the pre-approved SBOs listed below. If a Principal and Chapter Leader agree to one of the following pre-approved SBOs and 55% or more of the staff approve the ballot, then no other approval is necessary. Sample ballots on the pre-approved SBOs and common SBOs are attached.

- **6 hour/50 minute Instructional Day (Single Session Schools)**
- **6 hour/50 minute Workday – 6/hour/20 minute School Day and Daily 30 Minute Blocks (Single Session Schools)**
- **100/55:** 100 minutes of Professional Development on Monday and 55 minutes of Parent Engagement on Tuesday
- **80/40/35:** 80 minutes of Professional Development on Monday; 40 minutes of Parent Engagement on Tuesday; 35 minutes of Other Professional Work on Thursday
- **Before School Option:** 80 Minutes of Professional Development shall be moved to any day of the week immediately before the beginning of school: 75 Minutes (40 minutes of Parent Engagement and 35 minutes of Other Professional Work) shall be moved to a second day of the week immediately before the beginning of school.
- **Combine Afterschool Faculty and Grade Conference**

Other School Based Options

Proposals for all SBOs are submitted to the DOE by entering the required information into the Session Time Application. Principals must receive Chancellor's Office approval (via the session time application) before notifying parents of the schedule and implementing the SBO. Except for the pre-approved SBOs noted above, all staff approved SBOs must also be approved by the UFT district representative and president as well as the DOE before principals can implement and notify parents of the schedule.