

## MEMORANDUM

**To:** Principals  
**Cc:** Superintendents, Borough/Citywide Directors of Operations and Transportation Liaisons, Chief Executive Officer of Labor Policy, and Special Advisor, Operations  
**From:** Karen Solimando, Director, Office of Labor Relations  
**Date:** May 27, 2022  
**Re:** PROCEDURES FOR SCHOOL SESSION TIME REPORTING FOR THE 2022–23 SCHOOL YEAR

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The New York City Department of Education (NYCDOE) [Session Time web application](#) will open effective immediately. All NYCDOE principals are required to use this application to provide important information about their student and teacher schedules for the following school year.

Principals must indicate:

- The start and end times for their regular school day.
- Duration of the student lunch.
- Number of minutes of passing time (number of minutes per passing, not the aggregate).
- If a multi-session school.
- The teacher work schedule, including in single session schools, the Professional Development (PD), Parent Engagement, and Other Professional Work blocks for the 2022–23 school year.
- School Based Option (SBO) proposal, if they are changing the standard workday configuration.

Schools must work to maximize student instructional time and prioritize time in the classroom. This may include reducing minutes of passing time between periods and eliminating homeroom if it is not operationally necessary.

### **Single Session Contractual Workday**

For single session schools, the teacher workday on Monday and Tuesday will be a 6 hour and 20 minute day followed by 80 minutes of PD on Mondays and a 75 minute blocks of parent engagement/professional work time on Tuesdays. Monday and Tuesday may not start before 8:00 am and end after 4:00 pm. Wednesday through Friday will be a 6 hour and 20 minute day that may not start before 8:00 am and end after 3:45 pm.



**Department of  
Education**

Chancellor David C. Banks

**Multi-session and District 75 and 79 School Workday**

The configuration of the workday has not changed. In these schools, the teacher workday is 6 hours and 50 minutes, Monday through Friday. These schools will discuss ways to provide additional professional development and parent engagement opportunities and time for other professional work for staff, and are encouraged to discuss possible SBOs for this time. In these schools, forty minute after-school grade and faculty conferences take place monthly (October–May). Faculty and grade conferences can also be used for PD.

Schools with a 6 hour and 50 minute workday can also conduct an SBO to combine the monthly 40 minute faculty conference and monthly 40 minute grade conference into an 80 minute professional development block once per month on the day designated in the SBO.

Schools with a 6 hour and 50 minute workday can also conduct an SBO to allow for early student dismissal under certain conditions. See: Labor Guidance.

Any workday schedule that deviates from the standard multi-session configuration above (i.e. 6 hours and 50 minutes) requires a United Federation of Teachers (UFT)-approved SBO. Detailed information on this process can be found on [page 6](#). A new SBO is necessary for each school year; therefore, to continue a modification of the standard configuration, the school must have a new SBO for the 2022–23 school year. **The deadline to submit SBO information and requested session times is June 17, 2022.** Any requests to change a session time made after this deadline will be reviewed in the order they are received; however requests that affect bus routing may not be able to be accommodated.

For assistance, please contact the following:

- Your [Borough/Citywide Office Transportation Liaison](#) for information about busing.
- Your [Field Counsel](#) or Karen Solimando (ksolimando@schools.nyc.gov) from the Office of Labor Relations (OLR), for support with SBOs and contract questions.
- Your [Director of Operations](#) for questions about student schedules, lunch times, and general guidance about the Session Time Application.

**Enclosed**

- I. [Directions for Submitting School Session Times](#)
- II. [Important Dates](#)
- III. [Instructional Time for Students](#)
- IV. [Title-specific Workday Guidelines](#)
- V. [School Based Options](#)

**I. Directions for Submitting School Session Times**

Principals will receive an email from [transportschedule@schools.nyc.gov](mailto:transportschedule@schools.nyc.gov) reminding them of their user ID and password to access the application. More detailed instructions are available in the system.

- a. Go to <http://www.opt-osfns.org/opt/Schools/SessionTimes/login.aspx>
- b. Log on to the system using your schools OPT application username and password. If you do not have this information, consult the email you received from [transportschedule@schools.nyc.gov](mailto:transportschedule@schools.nyc.gov).
- c. Follow the prompts on the screen. Review the current transportation information on file for your school. After confirming or correcting that information, click the button that says “click here to submit your school’s session times for the 2022–2023 school year.”
- d. If you are requesting to change the standard contractual configuration of a 6 hour and 20 minute day followed by 80 minutes of professional development on Mondays and 75 minute blocks of parent engagement/professional work time on Tuesdays, you must indicate that you have an approved SBO. Complete the steps for submitting the SBO into the session time system.
- e. 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.
- f. For assistance with the web application, contact your [Transportation Liaison](#).

**II. Important Dates**

These dates are subject to change:

Date	Event
<b>May 27, 2022</b>	<b>Session Time Application opens.</b> Schools may complete SBOs prior to this date, but this will be the earliest they may submit this information into the Session Time application.
<b>June 17, 2022</b>	<b>Deadline to submit.</b> Schools must complete planning and SBO process and submit their proposed 2022-23 schedule and SBO details in the application by this date.
<b>June 28, 2022</b>	<b>Notice of Approval or Denial.</b> Principals are notified in the Session Time Application of their approved or denied schedule and busing request/s.
<b>June 28, 2022</b>	<b>Parent Notification Deadline:</b> Schools must ensure all parents are informed of their session times for next school year, once approved.

### **III. Instructional Time for Students**

In accordance with State policies around funding, schools must provide all students in grades K–6 a minimum of 900 hours of instructional time per school year, and students in grades 7–12 a minimum of 990 hours of instructional time per school year.

In order to meet this minimum, schools must provide the following:

- For students in grades K–6, a minimum of 25 hours per week of instructional time
- For students in grades 7–12, a minimum of 27.5 hours per week of instructional time

These are experiences where students are:

- Receiving instruction from a teacher in an academic subject area
- Engaged in instructional experiences which are supervised by a qualified pedagogue

Schools must work to maximize student instructional time and prioritize time in the classroom. This may include reducing minutes of passing time between periods and eliminating homeroom if it is not operationally necessary.

The principal determines a school’s schedule in alignment with contractual rules and the above instructional time requirements. 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. For more information, see the Elementary, Middle, or High School [Academic Policy Guides](#).

### **IV. Title-specific Guidelines for the Regular Workday**

#### **Substitute Teachers**

For substitute teachers the workday is 6 hours and 50 minutes.

#### **Paraprofessionals**

Paras have the same workdays as teachers, except that on Tuesdays the 75 minute parent engagement/professional work time block is 70 minutes. All SBOs must reflect this difference in work time for paraprofessionals.

#### **Nurses and Therapists**

Nurses and therapists work a 6 hour 55 minute day, inclusive of a 30 minute lunch.

### **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.

### **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).

### **Guidance Counselors**

Guidance Counselors work 6 hours and 30 minutes *exclusive* of a lunch period.

### **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.

### **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.

### **Homebound**

Teachers of the homebound have a 7 hour workday *inclusive* of a 45-minute lunch break.

### **Adult Education Teachers**

Adult Education teachers work an additional 10 minutes per day of preparation time in addition to their regular schedule.

## **V. School Based Options (SBOs)**

Conducting an SBO - An SBO is the process whereby a principal and the school's UFT chapter leader agree to propose to the UFT represented school staff deviations from certain requirements of the UFT teachers' contract. Only SBOs related to the daily session time/teacher workday are under review through the Session Time Web Application. Principals must meet with their chapter leader to discuss holding an SBO vote to change the default contractual time configuration of a 6 hour and 20 minute day followed by 80 minutes of professional development time at the end of the school day on Mondays, and 40 minutes of parent engagement time and an additional 35 minutes of professional work time on Tuesdays. If the principal and the chapter leader do not agree on a specific change to the configuration, the proposal cannot be presented to the staff for a vote. After the principal and the UFT chapter leader reach agreement on the SBO proposal, the UFT chapter leader arranges for a vote and notifies all UFT

staff members. The proposal must be approved by fifty-five percent (55%) of the staff who vote, and the SBO must specify which provisions of the contract will be altered.

Chapter leaders will submit the SBO to the UFT for UFT approval. They should receive a confirmation email when the SBO has been approved by the UFT. If the SBO has not been approved within one week of submission to the UFT, chapter leaders should follow-up with their District Representatives.

Schools must conduct SBO votes that are approved by the staff and UFT before submitting their request for changes to the standard schedule in the Session Time Application. When principals are ready to submit their UFT-approved SBOs into the Session Time Application they will be prompted to indicate whether they have an approved SBO, a description of the SBO, as well as the number of staff voting for the SBO.

The DOE and UFT have agreed to nine (9) pre-approved SBOs, listed below. If any of the following SBOs have been voted on and approved by 55% of the school staff that votes, the SBO shall be in effect for the 2022-23 school year. Please note that these SBOs apply to paraprofessionals and does not lengthen or shorten the workday for teachers or paraprofessionals.

#### Pre-Approved School Based Options

Schools are still required to hold a staff vote however if approved by 55% of the staff who vote then the SBOs are generally approved by the UFT and DOE. Attached as Appendix A is a summary chart of the pre-approved SBOs.

#### **1) 100/55 Option**

- a. The school day shall be 6 hours and 20 minutes.
- b. On Monday, the day shall begin no earlier than 8:00 am and end no later than 4:00 pm. On Tuesday through Friday the day shall begin no earlier than 8:00 am and end no later than 3:45 pm.
- c. On Monday there shall be a 100 minute professional development period immediately following the end of the school day. If less than the entire 100 minute period is taken up for PD, the time shall be utilized for other professional work.
- d. On Tuesday there shall be a 55 minute block for parent engagement. If less than the entire 55 minute period is taken up by parent engagement activities, then the time shall be utilized for other professional work.

## **2) 80/40/35 Option**

- a. The school day shall be 6 hours and 20 minutes.
- b. On Monday, the day shall begin no earlier than 8:00 am and end no later than 4:00 pm. On Tuesday through Friday the day shall begin no earlier than 8:00 am and end no later than 3:45 pm.
- c. On Monday there shall be an 80 minute professional development period immediately following the end of the school day. If less than the entire 80 minute period is taken up for PD, the time shall be utilized for other professional work.
- d. On Tuesday there shall be a 40 minute block for parent engagement immediately following the end of the school day. If less than the entire 40 minute period is taken up by parent engagement activities, then the time shall be utilized for other professional work.
- e. On Thursday immediately following the end of the school day, there shall be a 35 minute period to be used for other professional work.

## **3) Before School Option**

- a. The school day shall be 6 hours and 20 minutes.
- b. On any one day of the week there shall be an 80 minute professional development period immediately before the beginning of the school day. If less than the entire 80 minute period is taken up for PD, the time shall be utilized for other professional work.
- c. On any second day of the week there shall be a 75 minute block for parent engagement and other professional work immediately before the beginning of the school day for students. If less than the entire 40 minute period is taken up by parent engagement activities, then the time shall be utilized for other professional work.
- d. The school day shall begin no earlier than 8:00 am and end no later than 4:00 pm.

## **4) 6/44 Instructional Day/70 Minute PD Option (Multi-Session or Single Session)**

- (a) The school day shall be 6 hours and 44 minutes.

(b) On Mondays, 2 times per month, there will be a 70 minute block of Professional Development (60 minute block for paraprofessionals) immediately before or after the school day as specified in the SBO.

(c) For single session schools only, on Mondays, the day shall begin no earlier than 7:00 a.m. and end no later than 4:30 p.m.

(d) There shall be four (4) evening Parent-Teacher Conferences. Each conference shall be three (3) hours long. There are no afterschool faculty and grade conferences.

**5) 6/20 Instructional Day 50/50/55 Minute Blocks (Single Session Schools)**

(a) The school day shall be 6 hours and 20 minutes.

(b) Three days per week, as specified in the SBO, there will be three blocks – two blocks of 50 minutes and one block of 55 minutes (50 minutes for paraprofessionals) – for Professional Development and/or Common Planning (specified in the SBO) immediately before or after the school day as specified in the SBO.

(c) There shall be four (4) evening Parent-Teacher Conferences. Each conference shall be three (3) hours long. There are no afterschool faculty and grade conferences.

**6) 6 hour and 50 minute Instructional Day (Single Session Schools)**

(a) The school day shall be 6 hours and 50 minutes.

(b) Teachers' duty free lunch, preparation periods, and professional activity periods (in middle schools, high schools, and 6-12 schools) will be the same length. In elementary schools, preparation periods and professional activity periods (where applicable) will be the same length and duty free lunch will continue to be a minimum of 50 minutes.

(c) Faculty and departmental/grade conferences (Oct-May) may be conducted during a common lunch or preparation period. In cases where the preparation period is used, the teachers shall make up the preparation period work hours and this may be done remotely (teachers are not required to be in the building).

(d) Faculty and departmental/grade conferences (Oct-May) that cannot be programmed during the school day may be conducted remotely at mutually agreeable times/dates (which must be stated on



the SBO ballot).

(e) The day shall begin no earlier than 7:00 a.m. and end no later than 4:30 p.m.

(f) There shall be two (2) evening Parent-Teacher Conferences. Each conference shall be two and a half (2.5) hours long.

(g) There shall be no increase in the number of sessions for related service providers.

**7) 6 hour and 20 minute Instructional Day/ 30 minute blocks (Single Session Schools)**

(a) The school day shall be 6 hours and 20 minutes.

(b) There shall be five (5) 30 minute blocks immediately before or after the school day as specified in the SBO to be used for: Common Planning, Professional Learning, and/or “Office Hours.”

(c) Faculty and departmental/grade conferences (Oct-May) may be conducted during a common lunch or preparation period. In cases where the preparation period is used, the teachers shall make up the preparation period work hours and this may be done remotely (teachers are not required to be in the building). Faculty and departmental/grade conferences (Oct-May) that cannot be programmed during the school day may be conducted remotely at mutually agreeable times/dates (which must be stated on the SBO ballot).

(d) There shall be two (2) evening Parent-Teacher Conferences. Each conference shall be two and a half (2.5) hours long.

(e) The day shall begin no earlier than 7:00 a.m. and end no later than 4:30 p.m.

**8) Elementary, K-8, Middle and District 75 Schools Parent Teacher Conferences – Separate Days (Not Entered in Session Time Portal)**

(a) The evening parent teacher conferences shall be held on a date separate from the afternoon conferences and as specified in the SBO.

**9) Schools With 6/50 Workday – Combine Faculty and Grade Conferences (Not Entered in Session Time Portal)**

(a) The monthly 40 minute faculty conference and monthly 40 minute grade conference will be combined into an 80 minute professional development block once per month on the day designated in the SBO.

## **10) Other School Based Options**

The Chancellor will consider other SBOs that contain a weekly 80 minute block for professional development or two professional development blocks of no less than 30 minutes each, and a weekly parent engagement block of at least 40 minutes.

Proposals for all SBOs are submitted to the Chancellor's Office 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 plan accordingly.

Only upon receiving final DOE approval from the OPT Session Time Application should principals notify parents of the schedule. This must be completed by dates indicated above in the [Important Dates](#) section.

**APPENDIX A - PRE-APPROVED SBO MODELS**

	<b>Model</b>	<b>Student Day</b>	<b>Staff Work Day (Includes Additional Time)</b>	<b>Evening PTC</b>	<b>Afterschool Conferences</b>
1.	6/20 Instructional Day, 100 Minute PD and 55 Minutes of Parent Engagement (Single Session Schools)	6 hours and 20 minutes	6 hours and 20 minutes plus 100 minute PD block each Monday and 55 minute parent engagement block each Tuesday	4; each 3 hours	None
2.	6/20 Instructional Day, 80 Minute PD; 40 minutes of Parent Engagement; and 35 minutes of other professional work (Single Session Schools)	6 hours and 20 minutes	6 hours and 20 minutes plus 80 minute PD block each Monday; 40 minute block of parent engagement on Tuesday; and 35 minute block of other professional work on Thursday	4; each 3 hours	None
3.	6/20 Instructional Day, 80 Minute PD and 75 minutes for parent engagement and other professional work in AM (Single Session Schools)	6 hours and 20 minutes	6 hours and 20 minutes plus 80 minute PD block before school on any day of the week; 75 minute block for parent engagement and other professional work (70 minutes for paraprofessionals) before school on another day of the week	4; each 3 hours	None
4.	6/44 Instructional Day and 70 Minute PD (Multi-Session or Single Session Schools)	6 hours and 44 Minutes	6 hours and 44 minutes plus 70 minute PD block twice per month before or after school (60 minutes for paraprofessionals)	4; each 3 hours	None
5.	6/20 Instructional Day 50/50/55 Minute Blocks (Single Session Schools)	6 hours and 20 minutes	6 hours and 20 minutes plus three days per week 3 blocks, before or after school, of 50 minutes, 50 minutes and 55 minutes (50 for paraprofessionals) for PD or common planning (specified in SBO)	4; each 3 hours	None
6.	6/50 Instructional Day (Single Session Schools)	6 hours and 50 minutes	6 hours and 50 minutes	2; each 2.5 hours	Yes 2 afterschool conferences, October through May
7.	6/20 Instructional Day and daily 30 minute blocks (Single Session Schools)	6 hours and 20 minutes	Daily 30 minute blocks immediately before or after the school day as specified in the SBO to be used for: Common Planning, Professional Learning, and/or Office Hours.	2; each 2.5 hours	Yes 2 afterschool conferences, October through May
8.	Separate Parent Teacher Conference Dates (Multi-Session or Single Session Schools)	The evening parent teacher conferences shall be held on a date separate from the afternoon conferences and as specified in the SBO.			
9.	Combine Faculty and Grade Conferences (Multi-Session or Single Session Schools)	Combine conferences into an 80 minute professional development block once per month on the day designated in the SBO.			