

## **EDUCATIONAL IMPACT STATEMENT:**

### **The Proposed Grade Truncation of P.S. 306 Ethan Allen (19K306) in Building K306 from a K-8 School to a K-5 School Beginning in the 2017-2018 School Year**

#### **I. Summary of Proposal**

The New York City Department of Education (“DOE”) is proposing to truncate the middle school grades served by P.S. 306 Ethan Allen (19K306, “P.S. 306”) beginning in the 2017-2018 school year. P.S. 306 is an existing district school currently serving students in kindergarten through eighth grade and offering a pre-kindergarten (“Pre-K”) program in building K306 (“K306”), located at 970 Vermont Street, Brooklyn, NY 11207 in Community School District 19 (“District 19”). If this proposal is approved by the Panel for Educational Policy (“PEP”), P.S. 306 will no longer enroll or serve students in sixth through eighth grade after the conclusion of the 2016-2017 school year, at which point it will only serve students in kindergarten through fifth grade and offer a Pre-K program.<sup>1</sup> K306 also houses the Community Based Organization (“CBO”) Partnership with Children, Inc. (“PWC”).<sup>2</sup>

The DOE is proposing to truncate the middle school grades of P.S. 306 based on declining enrollment as well as low performance, particularly in the middle school grades. The DOE believes that this truncation will benefit the P.S. 306 and District 19 communities by enabling P.S. 306 to focus exclusively on its elementary school grades and continue building a quality elementary school option.

If this proposal is approved, beginning in the 2017-2018 school year, P.S. 306 will serve only elementary school students in kindergarten through fifth grades and offer a Pre-K program, and will no longer exist as a middle school option. DOE staff will work with current sixth and seventh grade students, as well as eighth grade students who do not meet promotional criteria, to ensure that those students are offered seats in other higher-performing district middle schools. Current eighth grade students who meet promotional criteria may continue on to the high school to which they are matched in the high school admissions process, described in greater detail in Appendix C.<sup>3</sup> Current fifth grade students who meet promotional criteria will complete elementary school at P.S. 306 at the end of the 2016-2017 school year. These students will continue on to the middle school to which they are matched through the middle school admissions process, although they will no longer have the opportunity to remain at P.S. 306 for middle school.<sup>4</sup>

#### *Rationale for Truncation*

P.S. 306 is one of a cohort of 86 schools that have been designated by the DOE as Renewal Schools.<sup>5</sup> Schools selected to be Renewal Schools were assigned a “Priority” or “Focus” accountability status by the

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<sup>1</sup> P.S. 306 offers a Pre-K program in the 2016-2017 school year. As with all pre-kindergarten programs, the availability of pre-kindergarten at P.S. 306 will be subject to continued funding availability and demand.

<sup>2</sup> Partnership with Children, Inc. provides trauma-informed counseling, school-wide services, and family and community outreach in New York City public schools.

<sup>3</sup> More information about the high school admissions process can be found in Appendix C and online at: <http://schools.nyc.gov/ChoicesEnrollment/High/default.htm>.

<sup>4</sup> More information on the middle school admissions process is described in greater detail in Appendix C.

<sup>5</sup> More information regarding the School Renewal Program can be found online at: <http://schools.nyc.gov/AboutUs/schools/RenewalSchool#schools>.

New York State Education Department (“SED”),<sup>6</sup> demonstrated low academic achievement (in 2012, 2013, and 2014), and scored “Proficient” or below on their most recent Quality Review.<sup>7</sup> (In four instances, which did not include P.S. 306, schools were selected to be Renewal Schools per the Chancellor’s discretion). As a Renewal School, P.S. 306 is also a Community School.<sup>8</sup> Community Schools are intended to be neighborhood hubs where students receive high-quality academic instruction, families can access social services, and communities congregate to share resources and address their common challenges. This proposal will not impact the school’s participation in the School Renewal Program or any tailored ancillary services, extended instruction time, or other additional resources elementary students at P.S. 306 may receive as a result of the School Renewal Program and the school’s designation as a Community School, although those services would only be provided to students in the remaining grades and may be tailored to better meet the needs of the school once it no longer serves middle school students.

Through the Renewal School program, long-struggling schools are receiving clear guidance on the progress they need to make, as well as intensive resources and supports to make sustainable improvements and to ensure that every student in New York City receives a high-quality education and is on track to graduate ready for college and career. Many Renewal Schools are improving as a result of these supports. However, for schools that aren’t showing progress, additional strategies, such as truncation, may be considered.

P.S. 306 currently has a total of just 139 students enrolled in grades six through eight, which represents roughly a 25% decline since the 2013-2014 school year. Such low enrollment at the middle school level creates budgetary and programmatic challenges. Further, the middle school grades of P.S. 306 have consistently performed well below the citywide average in math. In 2015-2016, just 6.4% of middle school students at P.S. 306 scored proficient in math, versus 13.6% in District 19 and 32.4% citywide<sup>9</sup>. This truncation will enable P.S. 306 to focus exclusively on its elementary school grades and continue building a quality elementary school option for the District 19 community.

Concurrent with this truncation proposal, the DOE is also issuing another proposal affecting a District 19 middle school option. In a separate Educational Impact Statement (“EIS”), the DOE is proposing the closure of Essence School (19K311, “Essence”), an existing district middle school located in Building K190 (“K190”) also in District 19.<sup>10</sup> If that proposal is approved, Essence will close at the end of the 2016-2017 school year and will no longer exist as a middle school option beginning in the 2017-2018 school year. The proposal to close Essence and the proposal to truncate the middle school grades served by P.S. 306 are not contingent upon one another and will be voted on separately by the Panel for Educational Policy (“PEP”). If these proposals are approved, it is expected to help reduce the excess of about 2,750 middle school seats in District 19. In the event that both proposals are approved, District 19 schools will have the capacity to serve approximately 7,100 students in grades six through eight and a total excess of about 2,150 middle school seats. Moreover, if the proposals are approved, there will still be sufficient capacity in middle schools throughout District 19 to accommodate current Essence and P.S. 306 middle school students, as well as future students who might have attended Essence or P.S. 306 for middle school if they remained open as middle school options. Please see section III for more information on the impact

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<sup>6</sup> SED assigns an accountability status to each district school – Good Standing, Local Assistance Plan, Focus or Priority. For more information on accountability designations, please visit the SED website at: <http://www.p12.nysed.gov/accountability/ESEAMaterials.html>.

<sup>7</sup> Schools can earn the following scores on Quality Review: well-developed, proficient, developing, or underdeveloped. For more information about Quality Reviews, please visit the DOE website at: <http://schools.nyc.gov/Accountability/tools/review/default.htm>.

<sup>8</sup> Information on the New York City Community Schools Initiative is available online at: <http://www1.nyc.gov/site/communityschools/index.page>.

<sup>9</sup> Data is based on 2016 state test results that can be found at: <http://schools.nyc.gov/Accountability/data/TestResults/ELAandMathTestResults>.

<sup>10</sup> More information about this proposal can be found online at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2016-2017/March222017SchoolProposals>.

of the proposals on middle school capacity in District 19. Please see Appendix A of this EIS for a list of schools serving middle school grades in District 19.

If the proposed truncation of P.S. 306 is approved, all current sixth and seventh grade students and eighth grade students who do not meet promotional criteria will receive individualized enrollment support from the Superintendent's staff and Borough Family Welcome Center ("FWC") counselors, which will help students and families in thinking through the options presented in order to ensure students choose the right school to continue their education for the 2017-2018 school year. This will involve an application process by which students will be offered options including higher-performing district middle schools. All students will receive alternative options for enrollment in District 19 and their district of residence (if different) before being discharged from P.S. 306. Students who applied to P.S. 306 for sixth grade through the middle school application process, including current P.S. 306 fifth grade students, will have that choice removed from their applications and be matched to another school ranked on their application where possible. Most students are matched to one of the programs ranked on their application, but it is not guaranteed. If a student does not match to one of the programs ranked on their application, they will receive a placement in a school where they are eligible to attend middle school.

Please see Appendix A of this EIS for a list of schools serving middle school grades in District 19.

### *Community Engagement*

Engagement was conducted in the course of creating this proposal. This engagement includes the following:

- Calls were made to families on the evening of January 9, 2017 to notify them of the proposed closure and the upcoming community meeting scheduled for January 12, 2017.
- Letters notifying families of this proposed closure, as well as about community meetings scheduled for January 12, 2017, were backpacked home with students on January 9, 2017.
- The Superintendent, along with key representatives from DOE Central and Field offices, held a community meeting on January 12, 2017 to provide information and answer any questions families had about the proposed truncation of P.S. 306. Approximately 40 members of the public attended this meeting, including New York City Council Member Inez Barron.

The DOE will provide additional public engagement opportunities, including:

- An optional community meeting open to the public prior to the Joint Public Hearing for this proposal, where representatives from the DOE will meet with the school community (upon their request) to discuss the proposal and take questions, comments, and feedback.
- A Joint Public Hearing to be held at building K306. This meeting is open to the public and attendees are encouraged to provide comment on this proposal as part of the public comment portion of the hearing.
- A dedicated phone line and email address to accept public comment at any time following the posting of this proposal. Comments can be submitted in any language by calling 212-374-0208 or emailing [D19Proposals@schools.nyc.gov](mailto:D19Proposals@schools.nyc.gov).
- A PEP meeting at which PEP members are anticipated to vote on several proposals, including this one, prior to implementation of the proposal. This meeting is also open to the public and attendees can provide comment on this proposal. All comments received at the above-noted hearing or through the dedicated phone line or email address by 6:00 p.m. on the day before the PEP meeting

will be addressed by the DOE in a public comment analysis, which is made available to the public after 6:00 p.m. on the day before the PEP meeting.

More Information on the Joint Public Hearing and PEP meeting can be found on the DOE website at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2016-2017/March222017SchoolProposals>.

According to the 2015-2016 Enrollment Capacity Utilization Report (the “Blue Book”), K306 has the capacity to serve 1,020 students.<sup>11</sup> In the current 2016-2017 school year, K306 serves 492 total students, yielding an estimated utilization rate of 48%<sup>12</sup>. If this proposal is approved, P.S. 306 will no longer serve students in grades six through eight after the 2016-2017 school year. In the 2017-2018 school year, P.S. 306 will serve approximately 301-361 total students in kindergarten through fifth grade as well as Pre-K, yielding an estimated building utilization rate of 30%-35%. More details about building utilization rates are available in Appendix B of this EIS.

## II. Proposed or Potential Use of Building

As noted above, K306 has the capacity to serve 1020 students. In the current 2016-2017 school year, K306 serves 492 total students, yielding an estimated utilization rate of 48%, and is therefore currently considered “under-utilized.”<sup>13</sup> If this proposal is approved, P.S. 306 is projected to serve approximately 301-361 students in the 2017-2018 school year, when P.S. 306 will only serve students in kindergarten through fifth grade and Pre-K, yielding an estimated building utilization rate of 30%-35%, and will therefore be further under-utilized, meaning it will have more capacity to accommodate additional students. If this proposal is approved, the DOE anticipates issuing another proposal for the use of that space, which is to be determined. Any future significant changes to school utilization in K306 would be proposed in a future EIS, if one is required, pursuant to Chancellor’s Regulation A-190, and would be subject to separate approval by the PEP in accordance with Chancellor’s Regulation A-190.

More details about building utilization rates are available in Appendix B of this EIS.

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<sup>11</sup> According to the 2015-2016 Enrollment Capacity Utilization Report (the “Blue Book”), available online at: <http://www.nycsca.org/Community/Capital-Plan-Reports-Data#Enrollment-Capacity-Utilization-69>.

<sup>12</sup> All references to building utilization rates in 2016-2017 and beyond are based on target capacity data from the 2015-2016 Blue Book and the 2016-2017 Unaudited Register as of October 31, 2016. This methodology is consistent with the manner in which the DOE conducts planning and calculates space allocations and funding for all schools. In determining the space allocation for co-located schools, the Office of Space Planning conducts a detailed site survey and/or space analysis of the building to assess the amount of space available in the building. The Blue Book is available at <http://www.nycsca.org/Community/Capital-Plan-Reports-Data#Enrollment-Capacity-Utilization-69>.

<sup>13</sup> The most recent Under-Utilized Space Memorandum and List was published on the DOE’s website on April 13, 2016. The memo can be accessed at: <http://schools.nyc.gov/NR/rdonlyres/1F9EEB94-A7F6-461E-915F-6F6869825A14/0/UnderutilizedSpaceMemorandum20162017.pdf>.

The current and proposed grade spans and enrollment for P.S. 306, as well as the projected building utilization rates, are shown in the two tables below:

<b>Grade Spans in K306</b>			
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DBN	School Name	2016-2017	2017-2018
19K306	P.S. 306 <sup>14</sup>	K-8	K-5

<b>Enrollment and Utilization in K306<sup>15</sup></b>			
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DBN	School Name	2016-2017 Enrollment <sup>16</sup>	2017-2018 Projected Enrollment
19K306	P.S. 306	492	301-361
<b>Total Building Enrollment</b>		492	301-361
<b>Utilization</b>		48%	30% - 35%

If this proposal is approved, P.S. 306 will receive its baseline allocation of space pursuant to the Citywide Instructional Footprint (“Footprint”). More details about space are available in Appendix D of this EIS. The Footprint, which guides space allocation and use in city schools, can be found on the DOE website at: [http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional\\_Footprint](http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional_Footprint).

### III. Impact of the Proposal on Affected Students, Schools, and Community

#### A. Students

If this proposal is approved, P.S. 306 will no longer serve middle school students following the completion of the 2016-2017 school year. P.S. 306 will continue serving students in kindergarten through fifth grade and will continue to offer a Pre-K program subject to continued funding availability and demand. There are a sufficient number of middle school seats in District 19 to accommodate any future middle school students who would have been served at P.S. 306. Please see Appendix A of this EIS for a list of schools serving middle school grades in District 19.

<sup>14</sup> P.S. 306 offers a Pre-K program in the 2016-2017 school year. As with all pre-kindergarten programs, the availability of pre-kindergarten at P.S. 306 will be subject to continued funding availability and demand.

<sup>15</sup> Enrollment and projected enrollment figures are inclusive of students in the Pre-K program at P.S. 306.

<sup>16</sup> 2016-2017 Unaudited Register as of October 31, 2016. Projected enrollment is based on 2016-2017 enrollment.

*Impact on Current and Future Students at P.S. 306*

If this proposal is approved, P.S. 306 will cease to serve middle school grades after the conclusion of the 2016-2017 school year, and as such, will no longer offer middle school programming or admit middle school students. Current students enrolled in the middle school grades at P.S. 306 will receive an alternative placement, described further below.

This proposal is not expected to impact programming, admissions, or enrollment at the elementary grades of P.S. 306. However, current and future P.S. 306 elementary students who would have received priority to enroll in sixth grade at the school will no longer have this priority, described further below, as the school will cease to serve middle school grades in the 2017-2018 school year and beyond.

With respect to instruction, P.S. 306 will continue offering all classes to support current students as they work to meet mandated articulation requirements for the remainder of the 2016-2017 school year. In the 2017-2018 school year, P.S. 306 will no longer serve students in grades six through eight and will only offer classes to support students in kindergarten through fifth grade, as well as a Pre-K program.

P.S. 306 currently serves general education students and students requiring special education services, including students currently enrolled in Self-Contained (“SC”) special education, Integrated Co-Teaching (“ICT”) classes, and students receiving Special Education Teacher Support Services (“SETSS”). If this proposal is approved, students with disabilities will continue to receive services in accordance with their Individualized Education Programs (“IEP”) and this proposal will not result in any reduction in the school’s ability to provide special education services to students who need them. IEP services may vary from year to year, as they are tailored to meet the individual needs of the students currently enrolled in a school.

In addition, students classified as English Language Learners (“ELLs”) who are enrolled at P.S. 306 receive English as a New Language (“ENL”) services. All current and future students enrolled at P.S. 306 will continue to receive all their mandated special education and/or ENL services if this proposal is approved.

The elementary school grades at P.S. 306 are zoned, and P.S. 306 will continue to give priority to elementary school students who live in its zone, as it has in the past and in accordance with Chancellor’s Regulation A-101. General information about the elementary school admissions process can be found on the DOE’s website at: <http://schools.nyc.gov/ChoicesEnrollment/Elementary/default.htm> and Appendix B of this EIS.

P.S. 306 currently admits sixth grade students through the middle school admissions process via an unscreened admissions method, giving priority to continuing fifth graders, then to students residing in the elementary zone, then to students and residents of District 19, and then to all other students and residents of Brooklyn. As described above, if this proposal is approved, fifth grade students who meet promotional criteria at the conclusion of the 2016-2017 school year and who would have received priority to the sixth grade of P.S. 306 will no longer have this priority, as the school will cease to serve middle school grades in the 2017-2018 school year and beyond. Students who applied to P.S. 306 for sixth grade through the middle school admissions process, including current P.S. 306 fifth grade students, will have that choice removed from their applications and be matched to another school ranked on their application where possible. Most students are matched to one of the programs ranked on their application, but it is not guaranteed. If a student does not match to one of the programs ranked on their application or does not submit an application, they will receive a placement in a school where they are eligible to attend middle

school.<sup>17</sup> The middle school application was due December 1<sup>st</sup>, 2016, and more information on the middle school admissions process is described in greater detail in Appendix B of this EIS.

If the proposed truncation of P.S. 306 is approved, all current sixth and seventh grade students will receive individualized enrollment support from the Superintendent's staff and Borough FWC counselors, which will help students and families in thinking through the options presented in order to ensure students choose the right school to continue their education for the 2017-2018 school year. This will involve an application process by which students will be offered options including higher-performing district middle schools. Eighth grade students who do not meet promotional requirements will also receive individualized support and be offered a seat at a higher-performing school. All students will receive alternative options for enrollment in District 19 and their district of residence (if different) before being discharged from the closing school. Current eighth grade students who meet promotional criteria will complete middle school at P.S. 306 at the end of the 2016-2017 school year and have the opportunity to apply to high school through the high school admissions process.<sup>18</sup>

If this proposal is approved, P.S. 306 will no longer admit middle school students as of the 2017-2018 school year, although students in District 19 will continue to have access to a broad variety of middle school options, described further below.

The middle school admissions process is described in greater detail in Appendix C of this EIS. P.S. 306 currently offers the following extra-curricular activities and partnerships:<sup>19</sup>

**Extra-curricular activities and partnerships:**

- Violin, Recorder, Chorus, Ballet, Partnership with Brooklyn Information & Culture (BRIC): Digital Animation, Wall Sculpture, Garden Sculpture and Mural

**Sports and After School Activities:**

- Basketball, Flag Football, Dance (Hip Hop and African), Martial Arts, STEM Science

If this proposal is approved, beginning in the 2017-2018 school year P.S. 306 will no longer offer extra-curricular activities for middle school grades. Students in grades kindergarten through five will continue to have the opportunity to participate in a variety of extra-curricular programs. Specific programs offered at a given school are always subject to change based on student interests, available resources, and staff support for those programs. That is true at all City schools, which modify extra-curricular offerings annually based on student demand and available resources.

*Enrollment Impact on Over-the-Counter ("OTC") Placements*

In addition to admitting students through the middle school admissions processes, P.S. 306 currently admits some students through the OTC process. If this proposal is approved, P.S. 306 will no longer admit OTC students in the future. If this proposal is approved, other middle schools in District 19 will continue to admit students through the OTC process and will enroll OTC students who may have otherwise enrolled at P.S. 306.

Please see Appendix C of this EIS for more information on the OTC process.

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<sup>17</sup> More information on the middle school admissions process is described in greater detail in Appendix C.

<sup>18</sup> More information about the high school admissions process can be found in Appendix C and online at: <http://schools.nyc.gov/ChoicesEnrollment/High/default.htm>.

<sup>19</sup> Information is from school-reported data as of January 31, 2017.

### *Impact on the Pre-K Program*

This proposal is not expected to impact the Pre-K program at P.S. 306. Incoming Pre-K students can apply to the Pre-K program through the centralized Pre-K admissions process. As with all Pre-K programs, the availability of Pre-K at P.S. 306 will be subject to continued funding availability and demand. Students will continue to be offered placement in Pre-K programs based on the priorities outlined in Chancellor's Regulation A-101. The full details of Chancellor's Regulation A-101 can be found at: <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>.

Please see Appendix C of this EIS for more information on Pre-K admissions.

### *Impact on Future Middle School Students in District 19*

This proposal to truncate the middle school grades of P.S. 306 is not expected to significantly impact the admissions process at other District 19 middle schools. If this proposal is approved, students in District 19 will no longer have the opportunity to enroll in P.S. 306 for middle school. They will, however, continue to have access to a broad range of middle school options, listed in Appendix A of this EIS. As described in greater detail in Section C below, there will continue to be sufficient sixth grade seats in District 19 to accommodate future students who may have otherwise enrolled in P.S. 306.

Through the middle school admissions process, students are offered the opportunity to apply to a range of middle schools within their district, as well as schools with borough-wide or citywide eligibility. Students may also choose to apply to a number of schools that manage their own admissions process. Information about all of these options is printed in each district's Middle School Directory, which is updated yearly and can be found on the DOE's website at:

<http://schools.nyc.gov/ChoicesEnrollment/Middle/Publications/default.htm>.

General information about the middle school admissions process can also be found in Appendix C of this EIS.

### *Impact on CBOs*

K306 houses the CBO PWC, which provides services to P.S. 306. The DOE does not anticipate that this proposal will impact the space allocated to PWC in K306. If this proposal is approved, PWC will continue to have the opportunity to provide services to P.S. 306.

## **B. Schools**

P.S. 306 will continue to serve students in K306 if this proposal is approved, though P.S. 306 will no longer serve sixth through eighth grade students as of the 2017-2018 school year. K306 has adequate capacity to accommodate P.S. 306 students. If this proposal is approved, P.S. 306 is projected to enroll an estimated 301-361 students in the 2017-2018 school year. At that point, the projected utilization rate for K306 would be approximately 30% - 35%.

The estimated enrollment figures for P.S. 306 and building utilization figures for K306 are shown in Sections II and IV of this EIS.

If this proposal is approved, pursuant to the Footprint, there will be sufficient space to accommodate P.S. 306 after P.S. 306's middle school truncation. Please see Appendix D of this EIS for more information on the Footprint, which guides space allocation and use in city schools, and visit the DOE's website to access the Footprint: <http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional Footprint>.

There are currently no other proposed uses for K306. Any future significant changes to school utilization in K306 would be proposed in a future EIS, if one is required pursuant to Chancellor's Regulation A-190, and be subject to separate approval by the PEP in accordance with Chancellor's Regulation A-190.

### *Building Safety and Security*

P.S. 306 will develop a safety and security plan for K306 prior to the first day of school in September 2017. The DOE makes available the following supports to schools relating to safety and security:

- Providing "Best Practices Standards for Creating and Sustaining a Safe and Supportive School," as a resource guide;
- Reviewing and monitoring school occurrence data and crime data (in conjunction with the Criminal Justice Coordinator and the New York City Police Department);
- Providing technical assistance via the Borough Safety Directors when incidents occur;
- Providing professional development and kits for Building Response Teams; and
- Monitoring and certifying School Safety Plans annually.

### C. Community

As noted above, the DOE is proposing to truncate the middle school grades of P.S. 306 based on declining enrollment as well as low performance, particularly in the middle school grades. The DOE believes that the truncation of the middle school grades will benefit the P.S. 306 community and District 19 communities. The proposed truncation of the middle school grades at P.S. 306 will provide P.S. 306 with the opportunity to focus exclusively on its elementary school grades and further P.S. 306's ability to serve as a high quality elementary school option for the students in its community. This proposal is expected to help reduce the excess of middle school capacity in District 19, by decreasing the number of middle school seats at P.S. 306.

There are 16 other schools in District 19 that serve middle school grades and can provide seats to those students who may have otherwise attended P.S. 306 for middle school (see Appendix A). District 19 middle schools currently have the capacity to serve approximately 7,700 students in sixth through eighth grades; however there are only 4,951 middle school students enrolled in the current 2016-2017 school year. This means that District 19 currently has an excess of over 2,750 middle school seats in its district schools. If the grade truncation of P.S. 306 is approved, current middle school seat capacity would be reduced by roughly 300 students. If the concurrent proposal to close Essence in K190 is approved, current district middle school seat capacity would be reduced by an additional 300 students. Moreover, if both proposals are approved, District 19 schools will have the capacity to serve approximately 7,100 students in grades six through eight, reducing current district middle school seat capacity by roughly 600 students, and will still have an excess of about 2,150 middle school seats. Therefore, if one or both of these proposals are approved, the DOE believes that there is sufficient capacity in District 19 schools to accommodate the students who might otherwise attend the middle school grades of P.S. 306 or Essence. Additionally, this truncation aims to support enrollment at other middle schools in the district that may enroll current and future students who may have otherwise enrolled at P.S. 306.

There are also approximately 900 middle school students being served in grades six through eight in five charter schools in District 19. Students in District 19 can also apply to these schools. More information can be found on the DOE website at: <http://schools.nyc.gov/community/charters/information/directory.htm>.

If this proposal is approved, the grade truncation of P.S. 306 may have an impact on enrollment at other district and charter schools serving middle school grades in District 19, as students who may have attended P.S. 306 for middle school may enroll in these schools. As described above, this is not expected to

substantially impact any particular school given the volume of excess middle school seats in the district. Please see Appendix A for a list of district and charter schools serving middle school grades in District 19.

This proposal is not expected to impact the ability of community members and organizations to obtain school building use permits at K306 or the accessibility of K306, which is not accessible.

## IV. Enrollment, Admissions and School Performance Information

### P.S. 306

#### *Admissions Data*

<b>Current Admissions</b>	<p><b>Pre-K:</b> Standard Pre-K admissions process</p> <p><b>Grades K-5:</b> Zoned</p> <p><b>Grades 6-8:</b> District 19 Middle School Admissions Process <b>Admissions Method:</b> Unscreened</p>
<b>Admissions if Proposal is Approved</b>	<p><b>Pre-K:</b> Standard Pre-K admissions process</p> <p><b>Grades K-5:</b> Zoned</p> <p><b>Grades 6-8:</b> N/A <b>Admissions Methods:</b> N/A</p>

#### *Enrollment Data<sup>20</sup>*

	PK	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Total Enrollment
2016-2017	35	44	40	49	56	62	67	47	53	39	492
2017-2018 (projected)	36	40-50	40-50	35-45	45-55	50-60	55-65	-	-	-	301-361

#### *Demographic Data<sup>21</sup>*

% Students with Disabilities (any student receiving an IEP)	30%
% English Language Learners	3%
% Students qualifying for free or reduced price lunch or eligible for Human Resources Administration (HRA) benefits	100%

<sup>20</sup> 2016-2017 Unaudited Register as of October 31, 2016. Projected enrollment is based on 2016-2017 enrollment.

<sup>21</sup> Based on the 2015-2016 Audited Register as of October 31, 2015, as reported in the citywide Demographic Snapshot, which is available at: <http://schools.nyc.gov/AboutUs/schools/data/default.htm>.

*School Performance Data*

<b>P.S. 306 (19K306)</b>	2013-2014	2014-2015	2015-2016
<b>School Quality Indicators<sup>22</sup></b>			
1.1 Curriculum	N/A	Developing	Developing
1.2 Pedagogy	N/A	Developing	Developing
2.2 Assessment	N/A	Proficient	Developing
3.4 High Expectations	N/A	Proficient	Proficient
4.2 Teacher Teams and Leadership Development	N/A	Developing	Developing
<b>Performance Data<sup>23</sup></b>			
English Language Arts % Proficient (Levels 3 and 4)	9%	8%	19%
Math % Proficient (Levels 3 and 4)	8%	6%	8%
<b>Other Key Performance Indicators</b>			
Attendance Rate	87%	86%	89%
<b>2016-2017 State Accountability Status<sup>24</sup></b>	Priority School		

## V. Initial Impact on Budget and Cost of Instruction

If this proposal is approved, funding will decrease when P.S. 306 no longer serves middle school grades as the DOE will cease to allocate funds to P.S. 306 for the middle school grades.

Most funding in schools’ budgets is allocated on a per-pupil basis, based on current Fair Student Funding (“FSF”) per capita allocation levels. Schools receive additional funds for students with disabilities, ELL students, and those with other supplemental academic needs. FSF covers basic instructional expenses and FSF funds may, at the school’s discretion, be used to hire staff, purchase supplies and materials, or implement instructional programs.

As stated above, as a result of this proposal, the total number of students enrolled at P.S. 306 will decline beginning in the 2017-2018 school year. As a result the school’s budget is expected to decrease, and it is expected to need fewer teachers and fewer supplies to meet the needs of its student population. For more information on staffing is available in Section VI.

Funding will be provided in accordance with enrollment levels, allowing the school to meet the instructional needs of its student population. This is how funding is awarded to all schools throughout the city, with budgets increasing or decreasing as enrollment fluctuates from year to year. Regardless of

<sup>22</sup> The 2015-2016 Quality Review Report formally reports on these five Quality Indicators. Full descriptions of these Quality Indicators can be found in the 2016-2017 Quality Review Rubric, which is available at: <http://schools.nyc.gov/NR/rdoonlyres/8C11A001-7E78-469D-996F-B0C3703CEA81/0/201617QualityReviewRubric.pdf>. Not all schools receive Quality Reviews every year. 19K306 did not have a Quality Review for the 2013-2014 school year.

<sup>23</sup> Performance data is from the School Quality Reports available at: <http://schools.nyc.gov/Accountability/tools/report/default.htm>.

<sup>24</sup> This status is determined by State Education Department (“SED”) under the New York State waiver for the No Child Left Behind Act. For more information, please visit the SED website at: <http://www.p12.nysed.gov/accountability/ESEADesignations.html>.

enrollment shifts, students will be able to take the necessary courses staffed with appropriately licensed teachers to satisfy their graduation requirements.

Please refer to the FSF Guide<sup>25</sup> and FY17 School Allocation Memoranda<sup>26</sup> for additional information on cost of instruction and how the changes to FSF funding and other school allocations will be impacted as a result of register changes at P.S. 306. Staffing changes are at the discretion of the school within the limits of contractual and mandated obligations.

## VI. Effect on Personnel Needs, Administration, Transportation and Other Support Services

### A. Personnel Needs

If this proposal is approved, some current P.S. 306 staff are expected to be excessed<sup>27</sup> due to the elimination of grades six through eight. It is difficult to precisely predict the number of affected positions. Where possible, the DOE will seek to minimize excessing of represented staff during any approved school truncation.

Any excessing that may be necessary would be conducted in accordance with existing labor contracts. For example, the current UFT contract would require excessing to take place in reverse seniority order within each given teaching license area.

Barring system-wide layoffs, excessed teachers would be eligible to apply for other City positions, and any teacher who did not find a permanent position would be placed in the Absent Teacher Reserve pool, meaning that they would continue to earn their salary while serving as substitute teachers in other City schools. Should there be a vacancy in the school in a teacher's license area within one year of the teacher being excessed, the teacher would have a right of return to the school, consistent with applicable contractual provisions and law regarding teachers' seniority.

Students who would otherwise have enrolled in P.S. 306's sixth through eighth grades would now be enrolled in other middle schools and those schools might need to hire additional staff. Consequently, this proposal would not necessarily result in an overall loss of teaching positions within the citywide system.

### B. Administration

If this proposal is approved, some of P.S. 306's administrative positions are expected to be excessed as the school truncates its middle school grades since administrative needs may decrease as the school serves a decreasing student population and fewer grades. As noted above, all excessing will take place in accordance with existing labor contracts.

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<sup>25</sup> Available on the DOE website at:

[http://schools.nyc.gov/offices/d\\_chanc\\_oper/budget/dbor/allocationmemo/fy16\\_17/fy17\\_pdf/fsf\\_guide.pdf](http://schools.nyc.gov/offices/d_chanc_oper/budget/dbor/allocationmemo/fy16_17/fy17_pdf/fsf_guide.pdf).

<sup>26</sup> Available on the DOE website at:

[http://schools.nyc.gov/offices/d\\_chanc\\_oper/budget/dbor/allocationmemo/fy16\\_17/AM\\_FY17\\_pg1.html](http://schools.nyc.gov/offices/d_chanc_oper/budget/dbor/allocationmemo/fy16_17/AM_FY17_pg1.html).

<sup>27</sup> Excessing of staff occurs when a school requires fewer positions than the number of staff currently in the license area or job title.

### **C. Transportation**

There will be no change to existing transportation practices at P.S. 306 during the current school year (2016-2017). This proposal is not expected to affect transportation practices at P.S. 306 for the 2017-2018 school year or in future school years.

If this proposal is approved, transportation will continue to be provided to students attending P.S. 306 according to Chancellor's Regulation A-801: <http://docs.nycenet.edu/docushare/dsweb/Get/Document-39/A-801.pdf>.

### **D. Other Support Services**

The provision of certain support services is described above. Other support services will continue to be provided consistent with citywide policy.

## VII. Building Information

<b>Building</b>		K306
<b>Type of Building</b>		PS
<b>Year Built</b>		1965
<b>Overall BCAS rating</b>		2.67
<b>2015-2016 Blue Book Target Building Utilization</b>		57%
<b>2015-2016 Blue Book Target Building Capacity</b>		1020
<b>FY 2016 Maintenance Costs</b>	<b>Labor</b>	\$43,256
	<b>Materials</b>	\$16,099
	<b>Maintenance, repair, and service contracts</b>	\$46,812
	<b>Custodial operations costs— Materials</b>	\$6,580
	<b>Custodial operations costs— Custodial Allocation</b>	\$282,000
<b>FY 2016 Energy Costs</b>	<b>Electric</b>	\$82,749
	<b>Gas</b>	\$943
	<b>Steam</b>	n/a
	<b>Oil</b>	\$50,897
<b>Projects completed during the current or prior school year</b>		SITE: Drinking Fountains SITE: Paving - Non-vehicular Area: Concrete SITE: Playgrounds: Pavement SITE: Playgrounds: Play Equipment SITE: Playgrounds: Safety Surfacing SITE: Playgrounds: Unpaved Area
<b>Projects proposed in the capital plan</b>		0
<b>Accessibility of the building</b>		No Accessibility
<b>Building attributes</b>		CONFERENCE ROOM ART ROOM NURSE/MEDICAL SUITE GYMNASIUM LIBRARY COMPUTER LAB SCIENCE LAB SCIENCE PREP ROOM AUDITORIUM STUDENT CAFETERIA

## Appendix A: District 19 Middle School Options

The table below lists all district and charter schools currently serving middle school grades in District 19.

DBN	School Name	Address	Grade Span 2016-2017	Grade Span at Scale	Admissions Method	2016-2017 Enrollment <sup>28</sup>	2015-2016 School Capacity <sup>29</sup>	2016-2017 School Utilization
19K089	P.S. 089 Cypress Hills	265 WARWICK STREET	K-8	K-8	Screened For Language	444	460	97%
19K171	I.S. 171 Abraham Lincoln	528 RIDGEWOOD AVENUE	6-8	6-8	Unscreened	458	808	57%
19K218	J.H.S. 218 James P. Sinnott	370 FOUNTAIN AVENUE	6-8	6-8	Screened, Zoned	392	541	72%
19K292	J.H.S. 292 Margaret S. Douglas	301 VERMONT STREET	6-8	6-8	Screened, Unscreened	579	1865	31%
19K311	Essence School	590 SHEFFIELD AVENUE	6-8	6-8	Screened, Zoned	109	328	33%
19K364	I.S. 364 Gateway	1426 FREEPORT LOOP	6-8	6-8	Screened, Zoned	322	484	67%
19K404	Academy for Young Writers	1065 ELTON STREET	6-12	6-12	Limited Unscreened	566	529	107%
19K409	East New York Family Academy	2057 LINDEN BOULEVARD	6-12	6-12	Screened	511	337	152%
19K422	Spring Creek Community School	1065 ELTON STREET	6-10	6-12	Limited Unscreened	397	426	93%
19K452	Frederick Douglass Academy VIII Middle School	1400 PENNSYLVANIA AVENUE	6-8	6-8	Screened	324	405	80%
19K654	Van Siclén Community Middle School	800 VAN SICLEN AVE	6-8	6-8	Limited Unscreened	306	472	65%
19K661	Vista Academy	350 LINWOOD STREET	6-8	6-8	Limited Unscreened	381	486	78%
19K662	Liberty Avenue Middle School	350 LINWOOD STREET	6-8	6-8	Limited Unscreened	443	492	90%
19K663	School of the Future Brooklyn	574 DUMONT AVENUE	6-8	6-8	Limited Unscreened	144	304	47%
19K678	EAST NEW YORK MIDDLE SCHOOL OF EXCELLENCE	605 SHEPHERD AVENUE	6-8	6-8	Limited Unscreened	249	402	62%
19K760 <sup>30</sup>	Highland Park Community School	528 RIDGEWOOD AVENUE	6-8	6-8	Unscreened	298	106	192%

<sup>28</sup> 2016-17 Unaudited Register as of October 31, 2016 for district schools and the charter headcount as of October 1, 2016 for charter schools. It reflects the enrollment for all grades served by the school.

<sup>29</sup> School capacity is from the 2015-2016 Blue Book. For schools serving students in more than one site, enrollment, capacity, and utilization reflect all grades served by the school.

<sup>30</sup> Utilization is based on 2015-2016 capacity and 2015-2016 enrollment from the 2015-2016 Blue Book because the school is phasing in.

84K358	Achievement First East New York Charter School	557 PENNSYLVANIA AVENUE	K-12	K-12	Lottery	834	712	117%
84K386	Invictus Preparatory Charter School	370 FOUNTAIN AVENUE	5-8	5-8	Lottery	269	294	91%
84K740 <sup>31</sup>	Brooklyn Scholars Charter School	2635 LINDEN BOULEVARD	K-8	K-8	Lottery	697	N/A	N/A
84K774	Achievement First Apollo Charter School	350 LINWOOD STREET	K-7	K-8	Lottery	757	477	159%
84K807 <sup>32</sup>	Collegiate Academy for Mathematics and Personal Awareness Charter School (CAMPA)	1962-84 LINDEN BLVD.	6	6-8	Lottery	59	N/A	N/A

## Appendix B: Target Capacity and Utilization Rate

As described in more detail in the Blue Book, available online at: <http://www.nycsca.org/Community/Capital-Plan-Reports-Data#Enrollment-Capacity-Utilization-69>, a building’s target utilization rate is calculated by dividing the aggregated enrollment of all the school organizations in the building by the aggregated “target capacities” of those organizations. Each school organization’s “target capacity” is calculated based upon the scheduled use of individual rooms as reported by principals during an annual facilities survey, the DOE’s goals for maximum classroom capacities (which are lower than the United Federation of Teachers [“UFT”] contractual class sizes and differ depending on grade level), and the efficiency with which classrooms are programmed (i.e., the frequency with which classes are scheduled in a given classroom). The target capacity assumes that the components underlying that target capacity (scheduled use of classrooms, goal maximum classroom capacity, etc.) remain constant.

The most recent year for which target capacity has been calculated for buildings is 2015-2016. As described above, the DOE’s projected utilization rates for the 2016-2017 school year and beyond are based on the 2015-2016 target capacity, which assumes that the components underlying that target capacity (scheduled use of classrooms, maximum classroom capacity, etc.) remain constant. Thus, projected utilization rates for 2016-2017 and beyond provide only an approximation of a building’s usage because each of the factors underlying target capacity may be adjusted by principals from year to year to better accommodate students’ needs. For example, changing the use of a room from an administrative room to a homeroom at the high school level will increase a building’s overall target capacity because for high schools administrative rooms are not assigned a capacity. Holding enrollment constant, this change will result in a lower utilization rate. Similarly, if a room previously used as a kindergarten classroom is subsequently used as fifth grade classroom, the building’s target capacity will increase because we expect that a fifth grade class will have more students than a kindergarten class. This is reflected in the fact that the DOE’s goal for maximum classroom capacity is higher for fifth grade classrooms than for kindergarten classrooms. In this example, as well, assuming enrollment is constant, the utilization rate will decrease.

<sup>31</sup> Brooklyn Scholars Charter School is in private space and therefore capacity and utilization are not provided.

<sup>32</sup> Collegiate Academy for Mathematics and Personal Awareness Charter School is in private space and therefore capacity and utilization are not provided.

## Appendix C: School Admissions

### *Elementary School Admissions*

The DOE offers zoned, non-zoned, and choice elementary schools.<sup>33</sup> A student's zoned school is determined by his or her home address in accordance with Chancellor's Regulation A-101. The full details of A-101 can be found at: <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>.

Zoned schools are obligated to serve all students residing in their zone, space permitting, regardless of when families show up to register. Applicants must be admitted to kindergarten at zoned schools in the following order of priority and in accordance with Chancellor's Regulation A-101:

- a. Zoned students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following school year;
- b. Zoned students other than those in (a) above applying to the zoned school

If space allows, and as OSE deems appropriate based on district needs, additional offers may be authorized for the following priority groups, in the below order. Only the Office of Student Enrollment may authorize the placement of non-zoned students out of this priority order; for example, for students who cannot be accommodated at their zoned school or for special programs such as dual language or inclusion classes for students with Autism Spectrum Disorders.

- c. Students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following school year who are not zoned to the school, but are residents of that district;
- d. Students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 at the start of the following school year who are residents of another district;
- e. Students currently attending the school's pre-kindergarten program who reside outside the school's zone but in the school's district, without a sibling who will be in grades K-5 at the school in the following school year;
- f. Students currently attending the school's pre-kindergarten program who reside outside the school's zone and district, without a sibling who will be in grades K-5 at the school in the following school year;
- g. Students other than those in (c) and (e) above who are residents of that district;
- h. Students other than those in (d) and (f) who are residents of another district.

Applicants are admitted to kindergarten at non-zoned schools in the following order of priority and in accordance with Chancellor's Regulation A-101:

- a. Students who reside in the school's district whose verified siblings are pre-registered or enrolled at the time of the application submission and will be enrolled in grades K-5 in the school at the start of the following school year;

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<sup>33</sup> District 1 (Lower East Side, Manhattan), District 7 (South Bronx) and District 23 (Brownsville, Brooklyn) are choice districts, which means they do not have any zoned schools.

- b. Students who reside outside the school’s district whose verified siblings are pre-registered enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following school year;
- c. students currently attending the school’s pre-kindergarten program who reside in the school’s district, without a sibling who will be in grades K-5 at the school in the following school year;
- d. students currently attending the school’s pre-kindergarten program who reside outside the school’s district, without a sibling who will be in grades K-5 at the school in the following school year;
- e. Students other than those in (a) and (c) above who are residents of that district;
- f. Students other than those in (b) and (d) above who are residents of another district.

Elementary school students with IEPs, with the exception of those recommended for placement in a District 75 school,<sup>34</sup> a Non-Public School Placement, or specialized programs,<sup>35</sup> are admitted to schools in the same manner as general education students. Schools will ensure that students with disabilities receive mandated programs and services in accordance with their IEPs while also ensuring such students have opportunities to learn alongside their non-disabled peers to the greatest extent possible. In accordance with DOE policy, ELL students will also be admitted to elementary schools in the same manner as their peers who are not ELL students. Any students requiring ELL services to receive appropriate services in accordance with DOE policy.

Pre-kindergarten applicants are considered for placement in zoned schools based on standard admissions priorities, as outlined below and in accordance with Chancellor’s Regulation A-101:

- a. Zoned students whose verified siblings are pre-registered or enrolled at the time of applications submission and will be in grades K-5 in the school at the start of the following September;  
In some cases, dependent upon the timing of the approval of a rezoning plan, a student’s zoned district school may change during the application period. In such cases, the student continues to have priority to the original zoned school.
- b. Zoned students other than those in (a);
- c. Students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following September who are residents of that district;
- d. Out-of-district students whose verified siblings will be enrolled in grades K-5 at the start of the following September;
- e. In-district students;
- f. Out-of-district students

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<sup>34</sup> District 75 provides citywide educational, vocational, and behavior support programs for students who are on the autism spectrum, have significant cognitive delays, are severely emotionally challenged, are sensory impaired and/or are multiply disabled. District 75 provides services to students in a variety of settings, including elementary, middle, and high schools, students’ homes, hospitals, and agencies. These programs are located at more than 349 sites in the Bronx, Brooklyn, Manhattan, Queens, Staten Island, and Syosset, New York. Please visit the DOE website for additional information about District 75 programs at: <http://schools.nyc.gov/Offices/District75/default.htm>.

<sup>35</sup> Specialized programs refer to a set of programs that are not in every district school. These programs include bilingual special education programs and programs for students with Autism Spectrum Disorder. If a student is identified as requiring a specialized program, s/he may be offered a program as an alternative to the placement offered through the admissions and enrollment processes. For more information please visit: <http://schools.nyc.gov/Academics/SpecialEducation/enrolling/default.htm> or email [specializedprograms@schools.nyc.gov](mailto:specializedprograms@schools.nyc.gov).

Pre-kindergarten applicants are considered for placement in non-zoned schools based on standard admissions priorities, as outlined below and in accordance with Chancellor’s Regulation A-101:

- a. Students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following September who are residents of that district;
- b. Out-of-district students, whose verified siblings will be enrolled in grades K-5 at the start of the following September;
- c. In-district students;
- d. Out-of-district students.

For both kindergarten and pre-kindergarten, if there are more applicants than available seats within a priority group, seats will be assigned by random selection to members of that group.

### *Middle School Admissions*

Through the middle school admissions process, students are offered the opportunity to apply to a range of middle schools within their district, as well as to schools with borough-wide or Citywide eligibility. Students may also choose to apply to a number of schools that manage their own admission process. Information about all of these options is printed in each district’s Middle School Directories, which can be found at: <http://schools.nyc.gov/ChoicesEnrollment/Middle/Publications/default.htm>. Please note that these directories are updated yearly. General information about the middle school admissions process can be found on the DOE’s website at: <http://schools.nyc.gov/ChoicesEnrollment/Middle/default.htm>.

With the middle school admissions process, students rank their preferences from among their eligible choices, which are pre-populated on each student’s customized middle school application. These options may include:

- Middle schools or programs with a screened admissions method (admission is based on criteria designated by the school) or composite score admissions method (a combination of factors are used to create one score for each applicant);
- Middle schools or programs with an unscreened or limited unscreened admissions method (limited unscreened schools admit students on the same basis as unscreened schools except that they give preference to students who have attended a school information session);
- Zoned middle schools;
- K-8 schools with a zoned, screened, or unscreened admissions method for the middle school grades that have available seats for middle school students;
- 6-12 schools with an unscreened, limited unscreened, or screened admissions method for middle school students;
- Schools with borough-wide or Citywide eligibility with unscreened, limited unscreened, or screened admissions methods.

The Citywide deadline for fifth grade students to submit middle school applications for the 2017-2018 school year is in December 2016. Additionally, new middle schools designated to open throughout the city for the 2017-2018 school year will be available for students to consider in early 2017. Eligible students will have the opportunity to submit a “new schools” application in at that time. Information about middle school application deadlines will be available at the following link: <http://schools.nyc.gov/ChoicesEnrollment/Calendar>.

Middle school students with IEPs, with the exception of those recommending placement in a District 75 school, are admitted to schools in the same manner as general education students. Schools will ensure that students with disabilities continue to receive mandated services in accordance with their IEPs while also ensuring such students have opportunities to learn alongside their non-disabled peers to the greatest extent possible.

In accordance with DOE policy, ELL students are admitted to middle school in the same manner as their peers who are not ELL students. Any students requiring ELL services will continue to receive appropriate services in accordance with DOE policy.

### *OTC Placement*

OTC is the method of enrolling students who need a school assignment because they were not part of any admissions process for entry grades and/or were not enrolled in a NYC school at the time school started. These students fall into one of four categories:

- New to the New York City school system; or
- Left the New York City school system and have returned;<sup>36</sup> or
- Are seeking transfers (based on the guidelines outlined in Chancellor's Regulation A-101); or
- Did not participate in the middle school or high school admissions processes for some other reason.

When a middle or high school-eligible student arrives for placement, his or her school assignment is determined by his or her interest, home address, which schools have available seats, and, where applicable, transfer guidelines. Students are eligible to attend middle school based on their district of elementary school attendance or the district to which the student's address is zoned for middle school. In un-zoned districts, the middle school student visits a Family Welcome Center where he or she meets with a counselor who reviews options that will meet the student's needs. In many districts, middle students may simply report to their zoned middle school. A high school student visits a Family Welcome Center directly.

There is a peak enrollment period occurring just prior to and into the opening of school when thousands of students arrive. Prior to the start of the peak enrollment period, schools are reminded about the number of OTC students they can expect. This number is based on a school's enrollment projection and the results of the admissions process.

If the Office of Student Enrollment determines that additional OTC seats may be needed, the number of seats available are reviewed and – if space allows – adjusted in those schools where the admissions methods are limited unscreened, educational option, or unscreened.

Screened programs (those that base admissions decisions on students' academic criteria) that have a two year track record of not meeting their enrollment targets through the high school admissions process are "de-screened" for OTC in order to increase the number of options for students. In addition, screened an audition schools, transfer schools,<sup>37</sup> international schools,<sup>38</sup> and alternative programs are offered through referral. In this way, the DOE is able to offer individual students the widest breadth of options across a large number of schools.

The number of schools that admit students during the peak enrollment period has grown steadily over time, which means that students arriving during this period are being offered more options than in the past.

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<sup>36</sup> Per Chancellor's Regulation A-101, students have the "right to return" to their prior school following discharge within one calendar year of discharge, subject to available seats. Therefore, it is possible that non-zoned students arriving for an OTC placement may be granted admission to a zoned school.

<sup>37</sup> Transfer schools are small, academically rigorous high schools designed to re-engage students who have dropped out of high school or have fallen behind. These schools are designed to create a personalized learning environment and to provide students with connections to colleges and careers. Students graduate with a high school diploma from the transfer school they attend. For more information about transfer schools, please visit the DOE website at: [www.goingforme.org](http://www.goingforme.org).

<sup>38</sup> International schools are designed to provide quality education for recently arrived immigrant students through a unique educational model.

## Appendix D: Instructional Footprint

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and a school's representative.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size room for each general education or ICT section and a full-size or half-size room to accommodate each SC special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

The Footprint allocates the number of baseline classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.