



Regulation of the Chancellor

Number: **A-185**

Subject: **ZONING LINES FOR ELEMENTARY AND MIDDLE SCHOOLS**

Category: **STUDENTS**

Issued: **January 14, 2005**

ABSTRACT

In 2003, the newly-created Community Education Councils (CECs) were given authority under the Education Law to approve zoning lines, as submitted by Community Superintendents, applicable to schools under their jurisdiction, consistent with Chancellor's Regulations. This regulation implements that provision of law.

I. DEFINITION OF ZONED DISTRICT SCHOOL AND ZONING LINE

A zoned district school is a school where eligibility to attend is based solely on residence within a defined geographical area within a district. Zoning lines are the boundaries that define such geographical areas.

II. PROCEDURES FOR OBTAINING APPROVAL OF ZONING LINE CHANGES

A. Community Superintendent Responsibilities

1. Community Superintendents shall be responsible for submitting proposals for new or changed zoning lines to the CECs for approval. (See IIB below).
2. Prior to submitting a proposal for new or changed zoning lines to the CEC, the Community Superintendent shall consult with the Regional Superintendent and the Local Instructional Superintendent, and shall secure approval to proceed from the Office of Student Enrollment Planning and Operations (OSEPO). The Community Superintendent also should consult with appropriate school communities, including the parents of children who will be affected by the proposed change, prior to submitting the proposal to the CEC.

1. When submitting zoning line proposals to OSEPO, Community Superintendents must provide the following information in the manner described in Attachment A of this regulation:
 - a. Statement of the proposal's purpose
 - b. Schools involved in the proposal
 - c. Effective date for initial implementation
 - d. Projected date for full implementation (if proposal requires a phase-in period)
 - e. Projected numbers of students in each grade to be moved among all affected schools in the first year of implementation
 - f. Projected grade organizations, projected student registers, building capacity and utilization, and ethnicity of student registers in all affected schools and programs
 - g. A complete description of all zoning line changes
 - h. For proposals that will be phased in, a statement of how students will be admitted to the affected schools and programs in each year up to full implementation of the proposed changes, and a statement of any priorities for the selection of students
 - i. The need for school bus service and public transportation in the first year of implementation
 2. Community Superintendents must submit the above information regarding zoning line proposals to OSEPO in writing, in accordance with a timeline published annually by OSEPO.
 3. Following approval by OSEPO, the Community Superintendent shall submit the proposed zoning lines in writing to the CEC for approval. Proposals shall be considered submitted to the CEC when the Community Superintendent or his designee delivers the proposed zoning lines in writing to the CEC office or via e-mail to the CEC President.
 4. Following approval by the CEC, the Community Superintendent shall forward to OSEPO a copy of the resolution adopted by the CEC. (See IIB3 below).
- B. CEC Responsibilities
1. CECs shall be responsible for approving the zoning lines submitted by the Community Superintendent for zoned district schools.

2. For zoned district schools that also serve students through a choice option, CECs shall be responsible for approving only the zoning lines for students who do not attend via the choice option.
3. CECs must vote on zoning lines within 45 days of submission by the Community Superintendent.
4. High schools and, except as specified in IIB2 above, schools and programs housing students from more than one community school district through a choice option are not covered by this Regulation and are not within the jurisdiction of the CECs. The Chancellor is solely responsible for these schools and programs.

III. APPEALS

Parent associations/parent-teacher associations may appeal zoning line decisions made by the Community Education Council to the Chancellor within ten days of the decision. Appeals must be submitted in writing and must state specific grounds for the appeal. Appeals to the Chancellor must be filed c/o Office of Legal Services, 52 Chambers Street, New York, NY 10007.

IV. INQUIRIES AND TECHNICAL ASSISTANCE

- A. OSEPO and the School Construction Authority (SCA) shall provide appropriate technical assistance in the preparation of proposals that are submitted in accordance with this regulation.
- B. OSEPO shall maintain current maps of district boundary lines and school zoning lines that shall be open to public inspection.

Inquiries pertaining to this regulation should be addressed to:

Office of Student Enrollment Planning and Operations

NYC Department of Education

52 Chambers Street – Room 415

New York, NY 10007

Telephone: 212-374-5426

Fax: 212-374-5568

Zoning Line Proposal Submission

1. Brief statement of the proposal purpose:

2. Schools involved in the proposal:

3. Effective date for initial implementation:

4. Projected date for full implementation (if a phase-in):

5. Projected numbers of students in each grade to be moved between all affected schools in the first year of implementation:

Sending school or program	Receiving school or program	Grade(s)	Number of students to be moved
1.			
2.			
3.			
4.			

6. Projected grade organizations, projected student registers, building capacity and utilization, and ethnicity of student registers in all affected schools and programs:

a. In the year prior to implementation

School or Program	Grade Organization	Building Capacity	October 31 Register	Building Utilization	Percent Minority
1.					
2.					
3.					
4.					

b. in the first year of implementation

School or Program	Grade Organization	Building Capacity	October 31 Register	Building Utilization	Percent Minority
1.					
2.					
3.					
4.					

c. In the final year of implementation

School or Program	Grade Organization	Building Capacity	October 31 Register	Building Utilization	Percent Minority
1.					
2.					
3.					
4.					

7. A complete description of all zone-line changes, using the following standard form: "Beginning at the intersection of (the point of origin) ... and ending at the intersection of...(the point of origin):
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8. For proposals that will be phased in, a statement of how students will be admitted to the affected schools and programs in each year up to full implementation of the proposed changes, i.e., some combination of pre-registration, over-the-counter placement, list notice and voluntary transfers, and a statement of any priorities established for the selection of students, e.g., siblings:

Year 1:

Year 2:

Year 3:

9. The need for school bus service and public transportation in the first year of implementation:

School or Program	Grade	Number Requiring School Bus	Number Using Public Transportation
1.			
2.			
3.			
4.			
5.			
6.			
7.			