

BROOKLYN BOROUGH PRESIDENT

**ERIC L. ADAMS**

PRESENTS

THE

**BROOKLYN**

**PARENT GUIDE**

TO

**PUBLIC EDUCATION**





Dear Parents/Guardians/Caregivers:

I am a firm believer in the principle that the more Brooklyn parents are involved in their children's education, the better the results are for our students and for our borough's future. As part of our continuing effort to improve access to public school information, I am pleased to bring you the newly-updated **Brooklyn Parent Guide to Public Education**.

The purpose of this guide is to equip you with the tools needed to navigate the New York City Department of Education's (DOE) system, in order to ensure access to the educational services that you and your family deserve. Whether you are looking for information on enrollment, finding your zoned school, getting safety or transportation services, or simply need to speak to someone about the many programs available for your child, just turn to the correct page in this guide and you will find the key you need to unlock the answer.

I encourage all parents to participate in the Parent Academy, which provides free workshops for parents who want to help their children make the most of their education. Learning doesn't just take place at school, so active and engaged parents must help to reinforce the lessons a student brings home to ensure a better future for all of Brooklyn.

Please enjoy using the Brooklyn Parent Guide to Public Education. For the electronic version, visit my website at [brooklyn-usa.org](http://brooklyn-usa.org).

Sincerely,

Eric L. Adams  
Brooklyn Borough President

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# HOW TO REGISTER AT A NEW YORK CITY PUBLIC SCHOOL

## ELEMENTARY and MIDDLE SCHOOLS

Register at your zoned school. Find your zone at: [nyc.gov/schools](https://nyc.gov/schools)

**When you come to register YOU MUST BRING YOUR CHILD.**

### **You must also bring:**

Child's birth certificate or passport; Child's immunization records

### **Proof of residence, which will be verified by any two of the following:**

- A residential utility bill (gas or electric) in the resident's name issued by National Grid, Con Edison, or the Long Island Power Authority; must be dated within the past 60 days
- Documentation or letter with letterhead from a federal, state, or local government agency, including the Internal Revenue Service (IRS), New York City Housing Authority (NYCHA), New York City Human Resources Administration (HRA), the New York City Administration for Children's Services (ACS), or an ACS subcontractor indicating the resident's name and address; must be dated within the past 60 days
- An original lease agreement, deed, or mortgage statement for the residence
- A current property tax bill for the residence
- A water bill for the residence; must be dated within the past 60 days
- Official payroll documentation from an employer such as a form submitted for tax withholding purposes or payroll receipt; a letter on the employer's letterhead will not be accepted; must be dated within the past 60 days
- Child's latest report card/transcript (if available)
- Child's Individual Education Program (IEP) and/or 504 Accommodation Plan (if applicable and available)

# EARLY CHILDHOOD EDUCATION

## PRE-KINDERGARTEN

In pre-kindergarten, children learn how to share, take turns and work in groups. They also develop skills that form the foundations for reading, writing, and mathematics.

### HERE IS HOW YOU FIND OUT ABOUT PRE-K:

- All Universal Pre-Kindergarten (UPK) programs are free of charge. Directories for pre-k can be found at: [nyc.gov/schools/choicesenrollment/prek](http://nyc.gov/schools/choicesenrollment/prek)
- Programs can be half day (two and a half hours, morning or afternoon) or full day (six hours and 20 minutes).
- For more information, visit: [schools.nyc.gov/ChoicesEnrollment/PreK/Resources/default.htm](http://schools.nyc.gov/ChoicesEnrollment/PreK/Resources/default.htm)

If you have questions about pre-k admissions, call the New York City Department of Education (DOE) Office of Student Enrollment at:

(718) 935-2009

Or visit:

[nyc.gov/schools/PreK](http://nyc.gov/schools/PreK)

You can sign up for updates about pre-k admissions at:

[nyc.gov/schools/Subscribe](http://nyc.gov/schools/Subscribe)

## KINDERGARTEN/ELEMENTARY ADMISSIONS

Kindergarten and elementary school education builds on the foundation developed in pre-k and prepares students for the higher grades.

Your child's school zone is based on your home address. To find your zoned elementary school, go to [schools.nyc.gov/SchoolSearch/Maps.aspx](https://schools.nyc.gov/SchoolSearch/Maps.aspx).

- Families must submit an application for kindergarten admission, even if they are applying to their zoned school.

### ELEMENTARY ADMISSIONS PRIORITIES

**Zoned schools give priority to students who live in that zone.**

**Schools will make assignments according to the following priorities, listed from highest to lowest:**

1. Zoned students with a sibling who will be in grades one through five at the school in the current school year
2. All other zoned students
3. Students residing in the school's district but outside the school's zone, with a sibling who will be in grades one through five at the school in the current school year
4. Students residing outside of the school's district with a sibling who will be in grades one through five at the school in the current school year
5. All other students residing in the school's district but outside the school's zone
6. All other students

### MIDDLE SCHOOL ADMISSIONS

Middle school admission is also based on zoning, which is determined by your home address. To find out if there is a zoned school in your neighborhood, go to: [schools.nyc.gov/SchoolSearch/Maps.aspx](https://schools.nyc.gov/SchoolSearch/Maps.aspx)

- **Middle School Choice** — Students must submit an application to schools that participate in middle school choice. To view details about district middle school choice programs, visit the Publications page at [schools.nyc.gov/ChoicesEnrollment/Middle/Publications/default.htm](https://schools.nyc.gov/ChoicesEnrollment/Middle/Publications/default.htm)

## HIGH SCHOOLS ADMISSIONS

In New York City, all students must apply for high school admission. Eighth graders must submit an application listing up to 12 school programs in order of preference. Students are assigned based on admission priority, available seats, and method. Some schools require specific admission tests.

## HIGH SCHOOL DIRECTORY

This directory provides detailed descriptions of more than 400 New York City public high schools, including information and programs, extracurricular activities, and eligibility.

[schools.nyc.gov/ChoicesEnrollment/High/Directory/default.htm](https://schools.nyc.gov/ChoicesEnrollment/High/Directory/default.htm)

For the Brooklyn High School Directory, start on page 168.

[schools.nyc.gov/NR/ronlyres/B0C37C45-E280-434D-9DF7-3251B7F895B0/0/2016HighSchoolDirectory\\_English.pdf](https://schools.nyc.gov/NR/ronlyres/B0C37C45-E280-434D-9DF7-3251B7F895B0/0/2016HighSchoolDirectory_English.pdf)

## TYPES OF HIGH SCHOOLS IN NEW YORK CITY

**Career and Technical Education Schools (CTE):** Students receive instruction in an industry-related area like carpentry, computer graphics, nursing, restaurant management, and veterinary science. Through these programs, students can earn the Regent's Diploma with a technical endorsement.

**Charter Schools** are independent public schools, governed by their own not-for-profit boards of trustees. Students are admitted through a lottery.

**Specialized High Schools:** There are nine specialized high schools in New York City. At eight of these schools, admission is based on Specialized High Schools Admissions Test (SHSAT) scores. Fiorello H. LaGuardia High School of Music and Art and Performing Arts acceptance is by audition and a review of academic records.

**Transfer Schools** are small, academically challenging high schools designed to reengage students who have dropped out or who have fallen behind. Guidance counselors at students' original high schools must contact each prospective school directly to set up an interview for admission.

## HIGH SCHOOL ADMISSIONS (cont.)

### **Every eligible student is assured entrance into one of the New York City public high schools.**

To file an application and participate in the high school admissions process, a student must be an eighth or first-time ninth grader and a resident of New York City. Students may rank up to 12 programs (not required to list 12) on their application (some high schools have more than one program to which eighth graders may apply).

If a student wishes to attend his or her zoned high school, he or she must list the zoned programs of that high school as one of the choices on his or her application. All students must submit their high school applications by the deadline (usually early December).

Eighth grade and first-time ninth grade students who are New York City residents can apply for admission to high school in the fall and spring for September of the following school year.

#### **Ways to Prepare and Resources**

The DOE offers citywide and borough-wide high school fairs each fall, in addition to a fair in the spring. For dates, visit [schools.nyc.gov/ChoicesEnrollment/Calendar/default.htm?subcatid=42](https://schools.nyc.gov/ChoicesEnrollment/Calendar/default.htm?subcatid=42).

#### **Making Informed Decisions**

When filling out the high school application, you should consider each program's admissions method and admissions priorities. Admissions methods are the processes schools use to consider applicants for each program. There are eight different admissions methods. Each is described in detail in the High School Directory, and online at [schools.nyc.gov/NR/rdonlyres/B0C37C45-E280-434D-9DF7-3251B7F895B0/0/2016HighSchoolDirectory\\_English.pdf](https://schools.nyc.gov/NR/rdonlyres/B0C37C45-E280-434D-9DF7-3251B7F895B0/0/2016HighSchoolDirectory_English.pdf).

Admissions priorities list the order in which applicants are considered for any given program. Examples of priorities include a student's residence and information session attendance. To see each school's admissions priorities, consult the High School Directory (link above).

The directory provides detailed descriptions of New York City public high schools and includes information about courses, extracurricular activities, special education services, and eligibility.



## NON-TRADITIONAL HIGH SCHOOL OPTIONS

In addition to the traditional schools, there are several non-traditional high school options throughout the borough.

**Career and Technical Education Schools (CTE):** The DOE has created a number of high-quality educational options to support the needs of students aged 16 to 21 who have fallen behind academically and who are more than two years from graduation. See page 7 or visit [schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/CTE/default.htm](https://schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/CTE/default.htm).

**Transfer High Schools:** These schools are small, academically rigorous, full-time schools designed to reengage students who have dropped out or who have fallen behind in credits. See page 7 or visit [schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/AlternativesHS/TransferHS/default.htm](https://schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/AlternativesHS/TransferHS/default.htm).

**Young Adult Borough Centers (YABCs):** YABCs are evening programs designed to help students who are behind in school. Eligible students are at least 17.5 years old, have been in school for four or more years, and have 17 or more credits. Students graduate with a diploma from their home school after they have earned all of their credits and passed all of the required exams. Visit [schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/AlternativesHS/YoungAdult/default.htm](https://schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/AlternativesHS/YoungAdult/default.htm).

**TASC Preparation:** These programs in the **Alternative District (District 79)** are available for students who wish to prepare for a High School Equivalency Diploma (HSED). Students who receive a passing score earn their HSED. This was formerly called the GED. [pathtograd.org/Page/800](https://pathtograd.org/Page/800).

**Learning to Work (LTW):** These programs assist students in overcoming obstacles to obtaining their diploma and lead them toward rewarding employment and education opportunities after graduation. Visit [schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/AlternativesHS/LearningtoWork/default.htm](https://schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/AlternativesHS/LearningtoWork/default.htm).

For further information about these options, contact a Referral Center in Brooklyn:

- 832 Marcy Avenue, Room 203, (718) 636-5770
- 69 Schermerhorn Street, (718) 935-9457

## **CAREER AND TECHNICAL SCHOOLS: QUESTIONS AND ANSWERS**

### **WHY WOULD A STUDENT WISH TO ENROLL IN A CTE SCHOOL?**

Students enroll in CTE schools because they wish to learn “hands-on” career skills while earning a Regent’s Diploma.

### **HOW DOES CTE PREPARE STUDENTS FOR LIFE AFTER HIGH SCHOOL?**

Students who graduate from CTE schools may choose to continue their education at colleges and universities, go directly into the workforce, or select technical training programs, apprenticeships, or schools that specialize in their chosen field of interest.

### **HOW DOES A STUDENT FIND A CTE SCHOOL THAT FITS HIS OR HER INTERESTS?**

Begin by speaking with your child’s guidance counselor at his/her school and consult the Directory of Public High Schools. Visit [schools.nyc.gov/NR/ronlyres/B0C37C45-E280-434D-9DF7-3251B7F895B0/0/2016HighSchoolDirectory\\_English.pdf](https://schools.nyc.gov/NR/ronlyres/B0C37C45-E280-434D-9DF7-3251B7F895B0/0/2016HighSchoolDirectory_English.pdf).

### **HOW DOES A STUDENT ENROLL IN A CTE SCHOOL?**

Students apply to CTE schools via the standard high school admissions process.

### **WHAT ARE THE GRADUATION REQUIREMENTS FOR A CTE STUDENT?**

Pass five required Regents examinations or alternatives approved by the State Assessment Panel; complete a minimum of 22 credits; complete a minimum of 14.5 credits in academic core requirements; and complete a maximum of one credit each in economics, English, government, mathematics, and science.

For more information, contact your guidance counselor or email [HS\\_Enrollment@schools.nyc.gov](mailto:HS_Enrollment@schools.nyc.gov).

Alternatively, visit

[schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/CTE/ParentsandStudents/CTE+FAQ.htm](https://schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/CTE/ParentsandStudents/CTE+FAQ.htm).

# ENGLISH LANGUAGE LEARNERS

By law all schools are required to provide all information in the language parents speak.

**English Language Learners (ELLs)** are students who speak a language other than English at home and score below proficient on the Language Assessment Battery-Revised (LAB-R). Schools are required to hold orientations for parents or guardians of newly enrolled ELLs to inform them of their ELL programs. Parent videos are available in different languages at [schools.nyc.gov/Academics/ELL/FamilyResources/default.htm](https://schools.nyc.gov/Academics/ELL/FamilyResources/default.htm).

**Bilingual Programs** (Transitional Bilingual Education and Dual Language) are provided to strengthen students' native language development while they build their social and academic English skills.

**Dual Language** programs provide half of the instruction in English and half in the native language of the ELLs in the program. Students of the native language are taught alongside English speaking students so that all students become bicultural and fluent in both languages.

**Transitional Bilingual Education (TBE)** includes language arts and subject matter instruction in the students' native language and English as well as intensive instruction in English as a second language. As the student develops English proficiency, instruction in English increases and native language instruction decreases.

**English as a Second Language (ESL)** programs use strategies for English language development with native language support. Students develop language and content knowledge in English. For more information on ELL programs, visit [schools.nyc.gov/Academics/ELL/default.htm](https://schools.nyc.gov/Academics/ELL/default.htm).

## CONTACTS

Milady Baez, deputy chancellor, Office of ELLs

[dellss@schools.nyc.gov](mailto:dellss@schools.nyc.gov)

### Compliance and Performance Specialists:

Tatyana Ulubabova – Brooklyn North (Districts 13, 14, 15, and 32)

[TUlubab@schools.nyc.gov](mailto:TUlubab@schools.nyc.gov)

Olga DeFilippis – Brooklyn North (Districts 16, 19, and 23)

[odefili@schools.nyc.gov](mailto:odefili@schools.nyc.gov)

Gary Goldenback – Brooklyn South (District 17)

[GGolden2@schools.nyc.gov](mailto:GGolden2@schools.nyc.gov)

Nilda Pabon – Brooklyn South (District 18)

[NKraft@schools.nyc.gov](mailto:NKraft@schools.nyc.gov)

Christine Etienne – Brooklyn South (Districts 20, 21, and 22)

[CEtienn2@schools.nyc.gov](mailto:CEtienn2@schools.nyc.gov)

# SPECIAL EDUCATION

## A PARENT'S GUIDE TO SPECIAL EDUCATION SERVICES FOR SCHOOL-AGE CHILDREN

This guide, issued by the DOE, serves as a comprehensive guide for parents of students with disabilities. It details parents' roles, rights, and the processes associated with Special Education identification and referral. Visit [schools.nyc.gov/NR/ronlyres/DBD4EB3A-6D3B-496D-8CB2-C742F9B9AB5C/0/Parent\\_Guide\\_for\\_Students\\_with\\_Disabilities\\_Updated\\_Web.pdf](https://schools.nyc.gov/NR/ronlyres/DBD4EB3A-6D3B-496D-8CB2-C742F9B9AB5C/0/Parent_Guide_for_Students_with_Disabilities_Updated_Web.pdf).

The guide is available in multiple languages at [schools.nyc.gov/Academics/SpecialEducation/tellmemore/importantDocuments.htm](https://schools.nyc.gov/Academics/SpecialEducation/tellmemore/importantDocuments.htm).

**District 75** provides citywide educational, vocational, and behavior support programs for many students who are on the autism spectrum, have significant cognitive delays, are severely emotionally challenged, sensory impaired and/or multiply disabled. District 75 consists of 56 school organizations, home and hospital instruction, and vision and hearing services.

### **Ketler Louissaint, Superintendent, D75 Citywide Programs**

email: [KLouiss@schools.nyc.gov](mailto:KLouiss@schools.nyc.gov)

phone: (212) 802-1500

**Answers for Students and Families:** Links and information about enrollment, transportation, graduation and other topics of special interest to families of students with disabilities.

[schools.nyc.gov/academics/specialeducation/default.htm](https://schools.nyc.gov/academics/specialeducation/default.htm)

**Early Childhood Direction Centers:** The Center's task is to inform parents of children with disabilities about their publicly funded options for supports and services for children age birth to age five. Contact [specialeducationreform@schools.nyc.gov](mailto:specialeducationreform@schools.nyc.gov), or visit [p12.nysed.gov/specialed/techassist/ecdc/locations.htm](https://p12.nysed.gov/specialed/techassist/ecdc/locations.htm).

Learn more about "A Shared Path to Success," and other ways the DOE supports the achievement of students who have disabilities in the New York City public schools, at [schools.nyc.gov/Academics/SpecialEducation/default.htm](https://schools.nyc.gov/Academics/SpecialEducation/default.htm).

## STUDENTS ON THE AUTISM SPECTRUM

The New York City Department of Education serves students on the autism spectrum with various programs, depending on the needs and strengths of each individual student. There are currently two specialized programs in community schools:

**The ASD Nest Program:** The ASD Nest Program uses an Integrated Co-Teaching model and is for higher functioning Autism Spectrum Disorders (ASD). Nestled within supportive neighborhood schools, the ASD Nest program helps children with ASD learn how to function well academically, behaviorally, and socially in school and in their community.

**The Horizon Program:** The Horizon Program is for students on the autism spectrum who learn best with a more individualized curriculum in a small class setting within a community school.

For further information about the ASD Nest and Horizon programs, email [asdprograms@schools.nyc.gov](mailto:asdprograms@schools.nyc.gov), or visit [schools.nyc.gov/Academics/SpecialEducation/enrolling/specializedprograms/default.htm](https://schools.nyc.gov/Academics/SpecialEducation/enrolling/specializedprograms/default.htm).

### **Nest Programs in Brooklyn:**

There are currently ASD Nest Programs serving students in elementary, middle, and high schools:

PS 32, K-5; PS 121, K-1; PS 222, K, 4-5; PS 244, K-3; PS 255, 1-2; PS 682, K-1; MS 447, 6-8; Millennium Brooklyn, IS 278 and New Horizons, MS 442.

### **CONTACTS**

**Corinne Rello-Anselmi**, deputy chancellor

**Carrie Bateman**, chief of staff, deputy chancellor

**Jennifer Acosta**, special assistant, deputy chancellor

**Christine Foti**, chief executive director, Special Education

**Ketler Louissaint**, superintendent, District 75

**Louise Kanian**, executive director, Committees on Special Education

**Nancy Frost**, director, ASD Programs

Email: [asdprograms@schools.nyc.gov](mailto:asdprograms@schools.nyc.gov)

**Special Education Hotline:** (718) 935-2007 or call 311

# BROOKLYN COMMUNITY EDUCATION COUNCILS (CECs)

## **DISTRICT 13**

[CEC13@schools.nyc.gov](mailto:CEC13@schools.nyc.gov)

355 Park Place  
Room 216  
Brooklyn, NY 11238  
Phone: (718) 636-3212  
Fax: (718) 636-3238

## **DISTRICT 14**

[CEC14@schools.nyc.gov](mailto:CEC14@schools.nyc.gov)

215 Heyward Street  
Room 238  
Brooklyn, NY 11206  
Phone: (718) 302-7624  
Fax: (718) 302-7606

## **DISTRICT 15**

[CEC15@schools.nyc.gov](mailto:CEC15@schools.nyc.gov)

131 Livingston Street  
Room 301  
Brooklyn, NY 11201  
Phone: (718) 935-4267  
Fax: (718) 935-4356

## **DISTRICT 16**

[CEC16@schools.nyc.gov](mailto:CEC16@schools.nyc.gov)

MS 57 Building  
125 Stuyvesant Avenue  
Brooklyn, NY 11221  
Phone: (718) 574-2361 x1053  
Fax: (718) 453-1048

## **DISTRICT 17**

[CEC17@schools.nyc.gov](mailto:CEC17@schools.nyc.gov)

760 Prospect Place  
Room 103  
Brooklyn, NY 11216  
Phone: (718) 467-0800 x1030  
Fax: (718) 221-1632

## **DISTRICT 18**

[CEC18@schools.nyc.gov](mailto:CEC18@schools.nyc.gov)

1106 East 95<sup>th</sup> Street  
Room 112  
Brooklyn, NY 11236  
Phone: (718) 566-6011  
Fax: (718) 649-7074

## **DISTRICT 19**

[CEC19@schools.nyc.gov](mailto:CEC19@schools.nyc.gov)

557 Pennsylvania Avenue  
Room 201  
Brooklyn, NY 11207  
Phone: (718) 240-2743  
Fax: (718) 342-2750

## **DISTRICT 20**

[CEC20@schools.nyc.gov](mailto:CEC20@schools.nyc.gov)

415 89<sup>th</sup> Street  
Room 410  
Brooklyn, NY 11209  
Phone: (718) 759-3921  
Fax: (718) 759-3920

**DISTRICT 21**[CEC21@schools.nyc.gov](mailto:CEC21@schools.nyc.gov)

99 Avenue P  
Room 127-A  
Brooklyn, NY 11204  
Phone: (718) 232-2161  
Fax: (718) 232-2162

**DISTRICT 22**[CEC22@schools.nyc.gov](mailto:CEC22@schools.nyc.gov)

5619 Flatlands Avenue  
Room 115  
Brooklyn NY 11234  
Phone: (718) 968-6111  
Fax: (718) 968-6127

**DISTRICT 23**[CEC23@schools.nyc.gov](mailto:CEC23@schools.nyc.gov)

1665 St. Marks Avenue  
Room 33  
Brooklyn, NY 11233  
Phone: (718) 240-3677  
Fax: (718) 345-0139

**DISTRICT 32**[CEC32@schools.nyc.gov](mailto:CEC32@schools.nyc.gov)

797 Bushwick Avenue  
Room 303  
Brooklyn, NY 11221  
Phone: (718) 574-1203  
Fax: (718) 574-1245

## CITYWIDE CECs

**DISTRICT 75**

D75 Citywide Council  
45-18 Court Square  
Long Island City, NY 11101  
Phone: (718) 752-7321

**CITYWIDE COUNCIL ON  
SPECIAL EDUCATION**

[CCSE@schools.nyc.gov](mailto:CCSE@schools.nyc.gov)  
28-11 Queens Plaza North  
Room 522  
Long Island City, NY 11101  
Phone: (718) 391-8354

**CITYWIDE COUNCIL ON  
ENGLISH LANGUAGE  
LEARNERS**

[CCELL@schools.nyc.gov](mailto:CCELL@schools.nyc.gov)  
45-18 Court Square  
Room 260  
Long Island City, NY 11101  
Phone: (718) 752-7394

**CITYWIDE COUNCIL ON  
HIGH SCHOOLS**

[CCHS@schools.nyc.gov](mailto:CCHS@schools.nyc.gov)  
45-18 Court Square  
Room 259  
Long Island City, NY 11101  
Phone: (718) 752-7478

## DISTRICT SUPERINTENDENTS

### DISTRICT 13

Barbara Freeman  
355 Park Place  
Room 116  
Brooklyn, NY 11238  
Phone: (718) 636-3284

### DISTRICT 14

Alicja Winnicki  
215 Heyward Street  
Room 246  
Brooklyn, NY 11206  
Phone: (718) 302-7600

### DISTRICT 15

Anita Skop  
131 Livingston Street  
Room 301A  
Brooklyn, 11201  
Phone: (718) 935-3424

### DISTRICT 16

Rahesha Amon  
1010 Lafayette Avenue  
Room 135  
Brooklyn, NY 11221  
Phone: (718) 574-2834

### DISTRICT 17

Clarence Ellis  
1224 Park Place  
Room 130  
Brooklyn, NY 11213  
Phone: (718) 221-4372

### DISTRICT 18

Beverly Wilkins  
1106 East 95<sup>th</sup> Street  
Room 110  
Brooklyn, NY 11236  
Phone: (718) 566-6008

### DISTRICT 19

Thomas McBryde, Jr.  
557 Pennsylvania Avenue  
Room 202  
Brooklyn, NY 11207  
Phone: (718) 240-2700

### DISTRICT 20

Karina Costantino  
415 89<sup>th</sup> Street  
Room 406  
Brooklyn, NY 11209  
Phone: (718) 759-4908

### DISTRICT 21

Isabel DiMola  
99 Avenue P  
Room 120  
Brooklyn, NY 11235  
Phone: (718) 236-1344

### DISTRICT 22

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5619 Flatlands Avenue  
Room 114  
Brooklyn, NY 11234  
Phone: (718) 968-6117

### DISTRICT 23

Miatheresa Pate  
1665 St. Marks Avenue  
Room 125  
Brooklyn, NY 11233  
Phone: (718) 240-3677

### DISTRICT 32

Lillian Druck  
797 Bushwick Avenue  
Room 300  
Brooklyn, NY 11221  
Phone: (718) 574-1100



## BROOKLYN SUPERINTENDENTS

Karen Watts  
High Schools  
Districts 13,14,16,19, 23, and 32  
1396 Broadway  
Room 110  
Brooklyn, NY 11221  
Phone: (718) 455-4635  
[kwatts@schools.nyc.gov](mailto:kwatts@schools.nyc.gov)

Kathy Rehfield-Pelles  
Consortium, International, and  
Outward Bound Schools  
335 Adams Street  
Room 506  
Brooklyn, NY 11201  
Phone: (718) 923-5102  
[kpelles@schools.nyc.gov](mailto:kpelles@schools.nyc.gov)

Paul Rotondo  
Transfer Schools  
198 Forsyth Street  
New York, NY 10002  
Phone: (646) 654-1261  
[protond@schools.nyc.gov](mailto:protond@schools.nyc.gov)

Juan Mendez  
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30-48 Linden Place,  
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Michael Prayor  
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Districts 15, 17, 18, 20, 21, and 22  
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Brooklyn, NY 11236  
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Fred Walsh  
CUNY, Urban Assembly  
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New York, NY 10001  
Phone: (212) 356-3754  
[fwalsh@schools.nyc.gov](mailto:fwalsh@schools.nyc.gov)

Michael Alcott  
Renewal Schools  
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[malcott@schools.nyc.gov](mailto:malcott@schools.nyc.gov)

Donald Conyers  
New Visions  
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Room 104B  
Brooklyn, NY 11236  
Phone: (718) 968-4100 x1044  
[dconyer@schools.nyc.gov](mailto:dconyer@schools.nyc.gov)

## Brooklyn Borough Field Support Centers

Districts 13, 14, 15, 16, 19, 23,  
and 32  
Director: Bernadette Fitzgerald  
131 Livingston Street  
Brooklyn, NY 11201

Districts 17, 18, 20, 21, and 22  
Director: Mauriciere de Govia  
415 89<sup>th</sup> Street  
Brooklyn, NY 11209  
AND  
4390 Flatlands Avenue  
Brooklyn, NY 11234

## FAMILY LEADERSHIP COORDINATORS

Parents should try and solve problems at the school first. If that fails, contact the Family Leadership Coordinator.

### **DISTRICT 13**

355 Park Place  
Room 211  
Brooklyn, NY 11238  
Precious Jones-Walker  
Phone: (718) 636-3284

### **DISTRICT 14**

215 Heyward Street  
Room 245  
Brooklyn, NY 11206  
Pamela Payne  
Phone: (718) 302-7689

### **DISTRICT 15**

131 Livingston Street  
Room 301-A  
Brooklyn, NY 11201  
Christine Farrell  
Phone: (718) 935-4263

### **DISTRICT 16**

1010 Lafayette Avenue  
Room 100  
Brooklyn, NY 11221  
Camelia Brogdon-Cruz  
Phone: (718) 574-2824

### **DISTRICT 17**

1224 Park Place  
Room 142  
Brooklyn, NY 11213  
Margot Sargeant  
Phone: (718) 221-4372

### **DISTRICT 18**

1106 East 95<sup>th</sup> Street  
Room 111  
Brooklyn, NY 11236  
Ivie Bien-Aime  
Phone: (718) 566-6005

### **DISTRICT 19**

557 Pennsylvania Ave.  
Room 202  
Brooklyn, NY 11207  
Rosemary Roman  
Phone: (718) 240-2742

### **DISTRICT 20**

415 89<sup>th</sup> Street  
Room 401  
Brooklyn, NY 11209  
William Chin  
Phone: (718) 759-3944

### **DISTRICT 21**

99 Avenue P  
Room 120  
Brooklyn, NY 11235  
Georgette Pezzolanti  
Phone: (718) 236-1344

### **DISTRICT 22**

5619 Flatlands Avenue  
Room 115  
Brooklyn, NY 11234  
Therese Salli  
Phone: (718) 968-6116

### **DISTRICT 23**

1665 St. Mark's Avenue  
Room 125  
Brooklyn, NY 11233  
Page Best-Hardy  
Phone: (718) 240-3651

### **DISTRICT 32**

797 Bushwick Avenue  
Room 300  
Brooklyn, NY 11221  
Alice Nieves-Garcia  
Phone: (718) 574-1100

### **DISTRICT 75**

400 First Avenue  
New York, NY 10010  
Raymond Velez  
Phone: (212) 802-1614

### **BOROUGH FAMILY LEADERSHIP COORDINATORS**

#### **High Schools**

Gregory Hagin  
Dist.13,14,16,19, 23, 32  
Phone: (718) 455-4635

Lisa Pineda  
New Visions  
Phone: (718) 968-4100  
x1044

### **DISTRICT 79**

4630 Broadway  
New York, NY 10033  
Stacey Olinger  
Phone: (917) 521-3634

Mark Moses  
Dist.15,17,18,20,21,22  
Phone: (718) 290-8675

## FAMILY WELCOME CENTERS

If you have questions that are not answered at your school, go to your local Family Welcome Center. The counselors can help with enrollment and provide you with information on your child's options.

Offices are open Monday through Friday, 8:00 AM until 3:00 PM

**Districts: 13, 14, 15, and 16**

29 Fort Greene Place (BS 12)  
Brooklyn, NY 11217  
Phone: (718) 935-2371

**Districts: 17, 18, and 22**

1780 Ocean Avenue, Third Floor  
Brooklyn, NY 11230  
Phone: (718) 935-2313

**Districts: 19, 23, 32**

1665 St. Marks Avenue  
Room 116  
Brooklyn, NY 11233  
Phone: (718) 935-2340

**Districts: 20 and 21**

415 89<sup>th</sup> Street, Fifth Floor  
Brooklyn, NY 11209  
Phone: (718) 935-2331

## PUPIL TRANSPORTATION

The Office of Pupil Transportation (OPT) provides service to more than 600,000 New York City students attending both public and non-public schools located within the five boroughs. Neighboring counties in New York, New Jersey, and Connecticut use their services.

Services include stop-to-school busing, door-to-door busing, student Metrocards, and bus service for more than 160,000 school trips every year.

**For more information, visit**

[schools.nyc.gov/Offices/Transportation/default.htm](https://schools.nyc.gov/Offices/Transportation/default.htm).

### CONTACTS

Office of Pupil Transportation, 44-36 Vernon Boulevard  
Long Island City, NY 11101

Customer Service (718) 392-8855

Email: [PupilTransportationTeam@schools.nyc.gov](mailto:PupilTransportationTeam@schools.nyc.gov)

# SCHOOL SAFETY

The **Office of Safety and Youth Development** is responsible for:

- School climate and culture
- Responses to bullying and cyber-bullying
- Promoting a community of inclusion and preventing discrimination based on citizenship/immigration status, color, creed, disability, ethnicity, gender, gender expression, gender identity, national origin, race, religion, sexual orientation, or weight
- Guidance and counseling
- Student suspensions
- Emergency preparedness
- Crisis intervention
- Graduation requirements
- Attendance
- Students in temporary housing
- Substance abuse prevention and intervention
- Child abuse identification, prevention and intervention
- Professional development
- School-Community-Based Organizations (CBO) partnerships
- Gang prevention and intervention

For more resources, go to

[schools.nyc.gov/RulesPolicies/RespectforAll/default.htm](https://schools.nyc.gov/RulesPolicies/RespectforAll/default.htm).

## **CONTACTS:**

Lois Herrera  
Chief Executive Officer  
Office of Safety and Youth Development  
52 Chambers Street  
Room 218  
New York, NY 10007  
(212) 374-0842  
[OSYDschoolsafety@schools.nyc.gov](mailto:OSYDschoolsafety@schools.nyc.gov)

Richard Kurlander  
Suspension Approval Officer  
(212) 802-1608  
[rkurlan@schools.nyc.gov](mailto:rkurlan@schools.nyc.gov)

Antonio Pena  
D75 Safety Assistant  
(212) 802-1506  
[apena11@schools.nyc.gov](mailto:apena11@schools.nyc.gov)

# CHANCELLOR'S REGULATIONS

The Chancellor's Regulations outline the rules, policies, and procedures for the New York City school system. They cover student issues, budgeting, employment, and parent/community involvement. For more information, visit

[schools.nyc.gov/RulesPolicies/default.htm](https://schools.nyc.gov/RulesPolicies/default.htm).

A few key regulations related to:

## **Bullying and Sexual Harassment**

### **A-831**

Establishes a procedure for the filing, investigation and resolution of complaints of peer sexual harassment at the school level.

### **A-832**

Establishes a procedure for the filing, investigation, and resolution of complaints of students-to-student bias-based harassment, intimidation, and/or bullying.

## **Parent Associations and the Schools**

### **A-660**

Sets forth the governance structure of Parent Associations (PAs), Parent-Teacher Associations (PTAs) and Presidents' Councils to ensure the rights of parents are clearly established.

## **Fundraising Activities**

### **A-610**

Defines fundraising activities and the parameters regarding fundraisers, including when they may be held, and sets forth internal controls for moneys collected and their expenditure.

## **School and District Leadership Teams**

### **A-655**

Ensures the formation of School Leadership Teams (SLTs) in every New York City Public School and District Leadership Teams (DLTs) in every community school district. It also includes the central plan for school-based planning and shared decision making.

## **Student Discipline Procedures**

### **A-443**

Contains disciplinary procedures for all students, whether in general or special education, grades K-12.

# CHARTER SCHOOLS

Charter schools receive public funds but are not directly run by the DOE. They may be started by any community resident and are governed by a not-for-profit board of trustees which may include educators, community members, and leaders from the private sector. Newly proposed charter schools must receive approval from either the state university system (SUNY) or the state Board of Regents (SED). Charters are governed by an actual “charter” document and parents should ask for a copy of the charter.

Charter schools sign five-year contracts on what achievement standards they will meet. They can establish their own policies, design their own educational program and manage their human and financial resources.

Each charter school has its own application process and therefore should be contacted directly by interested parents. Applications are typically available in January for the following school year. Charter schools are required by law to conduct a lottery if the number of applicants exceeds the number of available seats. By law, the deadline for submitting applications to charter schools is April 1<sup>st</sup>. If necessary, charter school lotteries are typically held in April.

The DOE's Accountability and Support (CSAS) office provides operational support for all New York City charter schools and monitors the performance of the chancellor-authorized (DOE) New York City charter schools. A directory of existing New York City charter schools is available on the DOE's website at [schools.nyc.gov/community/charters/information/directory.htm](https://schools.nyc.gov/community/charters/information/directory.htm).

Parents with concerns about a charter school their child goes to should address those concerns with the school's administration, then the school's board of trustees, and finally with the school's authorizer.

For more information, visit [schools.nyc.gov/community/charters/default](https://schools.nyc.gov/community/charters/default).

Charter law: [nyccharterschools.org/sites/default/files/resources/NYSCharterSchoolsActof1998\\_with2014amendments.pdf](https://nyccharterschools.org/sites/default/files/resources/NYSCharterSchoolsActof1998_with2014amendments.pdf).

State Board of Regents Charter School Office: [p12.nysed.gov/psc](https://p12.nysed.gov/psc)

SUNY Charter School Institute: [newyorkcharters.org](https://newyorkcharters.org)

New York City Charter School Center: [nycchartercenter.org](https://nycchartercenter.org)

## ADDITIONAL RESOURCES

**Office of the Brooklyn Borough President:** The Brooklyn borough president's website has links to resources, a community calendar, and much more. [brooklyn-usa.org](http://brooklyn-usa.org)

**Advocates for Children:** A citywide agency, open Monday – Thursday, 10:00 AM – 4:00 PM, offering free individual case assistance to families and children who are experiencing problems in obtaining appropriate educational services for their children. This includes special education problems, school disciplinary issues, and general access to school services.  
(866) 427-6033 or [advocatesforchildren.org](http://advocatesforchildren.org)

**Alliance for Quality Education:** A New York statewide community-based organization fighting for high quality public education. It is a non-profit coalition of more than 230 organizations of children's advocates, clergy, parents, schools, teachers, and others. [aqeny.org](http://aqeny.org)

**Chalkbeat:** An independent news source about the New York City public schools. [ny.chalkbeat.org](http://ny.chalkbeat.org)

**Class Size Matters:** A non-profit, non-partisan clearinghouse for information on class size and the proven benefits of smaller classes. [classsizematters.org](http://classsizematters.org)

**Coalition for Educational Justice:** The New York City Coalition for Educational Justice (CEJ) is organizing a parent-led movement for educational equity and excellence in the City's public schools. [nyccej.org](http://nyccej.org)

**Education Week Update:** Non-profit news analysis across the country. [edweek.org/ew/index.html](http://edweek.org/ew/index.html)

**Inside Schools:** Provides basic information and regular updates. [insideschools.org](http://insideschools.org)

**PTAlink.org:** A website with resources and information important to parent organizations in New York City schools. The website has sections on organizing and running a not-for-profit, fundraising, parent advocacy, and events for PTAs. [ptalink.org](http://ptalink.org)

## ADDITIONAL RESOURCES

**Hispanic Federation:** An organization to empower and advance the Hispanic community. (866) HF AYUDA (432-9832) or [hispanicfederation.org](http://hispanicfederation.org)

**Make the Road New York (MRNY):** MRNY helps Latino immigrants navigate New York City services and ensure that they have equitable access to education for their children, and legal assistance. (718) 418-7690 or [maketheroadny.org](http://maketheroadny.org)

**New York City Parents Union:** New York City Parents Union (NYCPU) is an independent parent led education advocacy and social justice organization. (646) 872-7149 or [nycparentsunion.org](http://nycparentsunion.org)

**The New York Immigration Coalition:** The New York Immigration Coalition aims to achieve a fairer and more just society that values the contributions of immigrants and extends opportunity to all. The NYC promotes immigrants' full civic participation, fosters their leadership, and provides a unified voice and a vehicle for collective action for New York's diverse immigrant communities. [thenyic.org](http://thenyic.org)

**NYC Teen:** A City-run website that has resources to help teens deal with bullying, dating violence, depression, peer pressure, and sexual identity. [nyc.gov/html/doh/teen/html/home/home.shtml](http://nyc.gov/html/doh/teen/html/home/home.shtml)

**Parent to Parent of NYS:** A statewide network that collaborates with families, people with disabilities, self-advocates, government, and providers to promote choice and community involvement for all New Yorkers with developmental disabilities and special health care needs. [parenttoparentnys.org](http://parenttoparentnys.org)

**PFLAG NYC:** A partnership of parents, allies, and LGBTQ people committed to making a better future for LGBTQ youth and adults. [pflagnyc.org/safeschools](http://pflagnyc.org/safeschools)