



Board of Education of the City of New York

RUDOLPH E. CREW, *Chancellor*

OFFICE OF THE CHANCELLOR
110 LIVINGSTON STREET – BROOKLYN, NY 11215

MEMORANDUM

August 17, 1998

TO: ALL SUPERINTENDENTS

FROM: Burton Sacks
Francine B. Goldstein

SUBJECT: Classroom Space

As we open schools for the 1998-99 school year, we must make certain that we use classroom space to the optimum and provide students with an environment that enables them to learn and work successfully.

The following policy is now in effect concerning the allocation of classroom and instructional spaces in schools. This policy concerns all designations of rooms to be used for general and special education classroom for the 1998-99 school year. All classrooms must provide each child with adequate space in a warm and productive setting while adhere to the standards required by the State Education Department as follows: -

1. The rooms should be designed on the basis of providing a minimum of 20 square feet per student, exclusive of permanent wall cabinets, heat sources or other architectural features.
2. The classrooms used for students in special education programs will follow the class size ratios outlined in the 200.6 regulations. The standard of 20 square feet per student shall apply to all categories except students with physical disabilities, limited mobility and those in kindergarten programs.
3. Non-standard or sub-divided rooms that are organized with registers below the minimum threshold using the 20 square foot per student standard will be eligible for class size exceptions from the Office of Budget Operations and Review by submitting a RA-50 request form to the Regional Deputy Assistant Superintendent (DAS), OMSI, for approval.
4. The rooms selected should have a door leading directly into the corridor. The room should have a window or other mechanical means for fresh air supply.

All Superintendents

The following standards apply to:

- A. All kindergarten classes, including MIS IV kindergarten classes, should adhere to a standard of 35 square feet per student to accommodate early childhood developmental activity centers, i.e., water tables, sand tables and mini-kitchens for activities of daily living.
- B. Individual students who are physically disabled or those with limited mobility should adhere to a standard of 35 square feet per student including:
 - a) students who use wheelchairs
 - b) students who use walkers
 - c) students who use braces or crutches
 - d) students who use other adaptive devices or specialized furniture, i.e., Rifton chairs standing tables, etc.

Last year, to assist you in accommodating students' space needs, OMSI measured non-traditional rooms you identified to determine the available usable space. We are enclosing a classroom space chart indicating the space footage of these rooms.

Questions about this space standard should be directed to Nilda Soto Ruiz, Superintendent, OMSI at (718) 935-3281 or your Regional DAS.

John DiDonato, DAS Manhattan Region	(212) 534-6500
Yvonne Young, DAS Bronx Region	(718) 892-5527
Martin Block, DAS Brooklyn West Region	(718) 487-6031
Alan Sebel, DAS Briklyn East/Staten Island Region	(718) 487-6021
Jack LaRock, DAS Queens Region	(718) 391-6164

BS:FBG:els
Attachment

c: Rudolph F. Crew
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Beverly Donahue
Nilda Soto Ruiz
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