



**Department of  
Education**

*Dennis M. Walcott, Chancellor*



## 2011-2012 COMPREHENSIVE EDUCATIONAL PLAN (CEP)

**SCHOOL NAME :** P.S./I.S. 66

**DBN (DISTRICT/ BOROUGH/ NUMBER I.E. 01M000):** 18K066

**PRINCIPAL:** LUCILLE JACKSON    **EMAIL:** LJACKSO17@SCHOOLS.NYC.GOV

**SUPERINTENDENT:** BEVERLY WILKINS

**SCHOOL LEADERSHIP TEAM (SLT) SIGNATURE PAGE**

Use this page to identify SLT members and confirm their participation in the development of this Comprehensive Educational Plan (CEP), which includes goals and action plans, a summary of Academic Intervention Services, and the Parent Involvement Policy. The signatures of SLT members indicate their participation in the development of the CEP and serve as confirmation that consultation has occurred to align funding in support of educational programs. The SLT must include an equal number of parents and staff and have a minimum of 10 and a maximum of 17 members, in accordance with the Chancellor’s Regulation A-655, available on the [NYC DOE Web site](#).

**Directions:**

1. List each SLT member in the left-hand column on the chart below. Specify any position held by the team member, e.g., Chairperson, SLT Secretary and the constituent group represented, e.g., parent, staff, student, or CBO. Core mandatory SLT members are indicated by an asterisk\*.
2. Ensure that SLT members review this document and sign in the right-hand column in blue ink. If an SLT member does not wish to sign this plan, he/she may attach a written explanation in lieu of his/her signature.
3. Add rows as needed to ensure that all SLT members are listed.
4. The original copy, along with any written communications pertaining to this page, is to remain on file in the principal’s office and be made available upon written request.

Name	Position and Constituent Group Represented	Signature
Lucille Jackson	*Principal or Designee	
William Fiquet	*UFT Chapter Leader or Designee	
Arlene Jobe	*PA/PTA President or Designated Co-President/ Secretary	
Lina Kalb	DC 37 Representative, if applicable	
	Student Representative ( <i>optional for elementary and middle schools; a minimum of two members required for high schools</i> )	
	CBO Representative, if applicable	
Joanne Coico	Member/Teacher	
Ivy Spilberg	Member/Teacher/Chairperson	
Andrea Rawle	Member/Teacher	
William Fiquet	Member/UFT	
Mohamed Khan	Assistant Principal/Financial Liaison	
Anthony Foster	Member/Parent	
Stephanie Gabriel	Member/Parent	
Belinda Hamlet	Parent	

Nicole Lovinsky	Parent	
Michael Swaby	Parent/Parliamentarian	
Robert Tuten	Parent	

## **DIRECTIONS AND GUIDANCE FOR COMPLETING THE ANNUAL GOALS AND ACTION PLAN SECTION**

The CEP goal-setting process serves both to support the identification and implementation of school-wide goals as well as to document how your school is meeting Federal, State, and City regulations.

As a result of principal feedback on this process, the CEP has been significantly streamlined to reduce the amount of time spent fulfilling requirements and to allow schools to focus on goal-setting and instructional priorities. The goal and action plan section, contained on pages 4 through 8 of this template, now serves as the central work of the CEP process and reflects a consolidation of numerous CEP requirements from prior years.

Below you will find guidance on documenting annual goals and action plans.

### **WHICH SCHOOLS NEED TO COMPLETE THIS?**

- All schools should identify and submit annual goals and action plans in consultation with their School Leadership Team.

### **HOW DO CEP GOALS RELATE TO GOALS SET FOR THE PRINCIPAL PERFORMANCE REVIEW (PPR)?**

- CEP goals are generally intended to guide school-wide planning and development. CEP goals may be adapted from goals set by the principal for the Principal Performance Review (PPR) if they are appropriate for use as school-wide goals.

### **HOW SHOULD A SCHOOL DEVELOP ITS GOALS AND ACTION PLANS?**

- Your school should identify a minimum of three and a maximum of five annual goals.
- Goals should be “SMART” - specific, measurable, achievable, realistic, and time-bound.
- Goal development should be based on an assessment of your school’s needs.
- Your school should demonstrate the use of both qualitative and quantitative data in providing the rationale for each goal. Cite sources that contributed to the rationale, such as the Progress Report, Quality Review, School Survey, State Differentiated Accountability report (SQR, ESCA, or JIT), state and school assessment results, attendance records, inquiry team work, etc.
- Each goal and action plan requires your school to cite the strategies and activities in your Parent Involvement Policy (PIP) that will be implemented to achieve the goal identified. The PIP template is provided on pages 11 through 15. Your school is encouraged to use the template as it is provided, or align it in accordance with your school’s goals, or replace it entirely with a Parent Involvement Policy created by your school that meets federal requirements. You may use or amend relevant sections of your PIP directly to respond to the parental involvement section of each goal and action plan.
- Schools designated as Improvement, Corrective Action, Restructuring, and/or PLA/SURR by the New York State Education Department must identify a goal and complete an action plan related to improving student outcomes for the specific subject area and subgroups identified for improvement. For each subject area identified, a goal and action plan is required.

## ANNUAL GOAL #1 AND ACTION PLAN

Use this template to identify an annual goal. Respond to each section to indicate strategies and activities in support of accomplishing this goal.

### **Annual Goal #1**

- Describe a goal you have identified for the year. Refer to the directions and guidance for assistance in developing your goals.

The percent of students who achieve a score of level 3 or higher, as measured by the New York State ELA assessment, will increase from 48% achieved by students in June 2011 to a 55% achievement level in June 2012.

### **Comprehensive needs assessment**

- Describe the identified need that generated this goal. The needs assessment should encompass the entire school and be based on the performance of students in relation to State academic content and student achievement standards.

Members of the School Leadership Team agree that continued growth in ELA needs to be a top priority for all students. The data listed below indicates the percent of students tested at each grade level who scored below level 3 on the May 2011 New York State ELA assessment.

Grade 3: 44%; Grade 4: 43%; Grade 5: 29%; Grade 6: 59%; Grade 7: 58%; and Grade 8: 67%

The aggregated data above indicates a total of 52% of students tested scored below level 3.

### **Instructional strategies/activities**

- Describe the research-based instructional strategies and activities that will be used to achieve this goal. Include descriptions of the following in your response:
  - a) strategies/activities that encompass the needs of identified student subgroups,

Students in grades 4 – 6 will receive small group instruction during extended day, weekly for fifty minutes, September thru June, to develop and reinforce language arts skills. The *Write Time For Kids* Program, accompanied by Common Core Learning Standards writing tasks are used during this time.

An after school tutorial program will be conducted once a week from October to May to provide additional instruction in ELA to identified students. The *Keep On Reading Comprehension Across the Curriculum* Program teaches essential ELA strategies and skills with an online assessment to evaluate students' mastery of skills.

Teachers will meet on a weekly basis, September thru June, to develop thematic units of study that address ELA competencies and are aligned to the Common Core Learning Standards.

Teachers will use the Understanding By Design framework to plan instruction in ELA.

Junior high school teachers will use *New York Content Reading*, which is aligned to the Common Core Learning Standards, to reinforce English Language Arts skills and strategies.

Periodic assessments will be administered on a monthly basis, October thru May, to measure the achievement of the ELA Common Core Learning Standards performance indicators.

Teachers will provide ongoing instruction designed to improve test taking skills and strategies.

A school wide *Word of the Week* will be implemented to build vocabulary, spelling, writing, and language usage skills.

- b) staff and other resources used to implement these strategies/activities,

The staff developers will provide ongoing support to classroom teachers in the preparation of ELA activities and materials and in the analysis of data. A full time SETTS teacher will provide differentiated instruction to identified at-risk students on a daily basis. Staff developers will provide academic intervention to elementary grade students identified as in need of small group instruction October thru May. Middle school teachers will work on a daily basis with students identified as in need of additional support in grades 6 – 8.

- c) steps taken to include teachers in the decision-making regarding the use of academic assessments to evaluate the effectiveness of the strategies/activities,

Teachers will participate in weekly collaborative inquiry team meetings to review student work and analyze data to better plan for instruction and meet the needs of the students.

Grade conferences will be conducted on a monthly basis to review the results of periodic assessments to better inform and differentiate for instruction.

Administrators will meet with teachers on a monthly basis to review and assess the effectiveness of the application of the components in *Danielson's Framework for Teaching*.

Supervisors will conduct frequent cycles of informal observations to assess the effectiveness of the components of ELA instruction.

#### **Strategies to increase parental involvement**

- Cite the strategies and activities in your school's Title I Parent Involvement Policy (PIP) that will be implemented to achieve this goal. The PIP template is provided on pages 11 through 15 in this CEP.

Staff developers will plan and conduct workshops for parents to better enable them to work with their children in the development of literacy skills.

Supplemental materials purchased with Title 1 funds will be distributed to parents for reinforcement and practice of literacy skills during the summer months.

Family Cultural Passes will be purchased with Title 1 funds for parents to use with their children at city cultural institutions.

Information and instruction for parents in the use of the ARIS online program will be provided through School Leadership Team meetings, Parent Association meetings, and specially scheduled workshops.

A website will be created and launched to give families access to information about instructional practices and activities in each classroom.

The Parent Coordinator will facilitate community based events and competitions that promote literacy and engage parents in the educational process.

The Parent Coordinator will facilitate the acquisition of library cards for all students.

#### **Strategies for attracting Highly Qualified Teachers (HQT)**

- Describe the strategies and activities that will be used to attract Highly Qualified Teachers, as defined by NCLB, or to ensure that current staff become highly qualified, in order to achieve this goal.

The administration in collaboration with human resources will make every effort to insure that every classroom/program has a highly qualified teacher.

Teachers will be offered opportunities to attend workshops, conferences, professional seminars, and college courses to be funded by Title 1 set aside funds and other available grants.

#### **Service and program coordination**

- Describe how Federal, State and local services, including programs supported under NCLB (i.e., violence prevention programs, nutrition programs, housing programs, Head Start) are being coordinated with the instructional strategies/activities to achieve this goal.

Title 1 funds are allocated as School Wide Projects which support all aspects of the implementation of this goal.

#### **Budget and resources alignment**

- Describe the fiscal and human resources that will be used to achieve this goal, referencing specific FY'12 PS and OTPS budget categories (i.e., Title I, FSF, Title IIA, Title III, etc.) that will support the actions/strategies/activities described in this action plan.

Our school community opted to allocate Title 1 funds for School Wide Programs, (SWP). A portion of Title 1 resources are used to fund the staff developers and other faculty positions that will enable the school to achieve this goal.

Materials, resources, and per session activities are funded with TL FSF.

Contract for excellence funds are used in part to support a staff developer position.

### **ANNUAL GOAL #2 AND ACTION PLAN**

Use this template to identify an annual goal. Respond to each section to indicate strategies and activities in support of accomplishing this goal.

#### **Annual Goal #2**

- Describe a goal you have identified for the year. Refer to the directions and guidance for assistance in developing your goals.

The percent of students who achieve a score of level 3 or higher, as measured by the New York State Mathematics assessment, will increase from 72% achieved by students in June 2011 to a 79% achievement level in June 2012.

#### **Comprehensive needs assessment**

- Describe the identified need that generated this goal. The needs assessment should encompass the entire school and be based on the performance of students in relation to State academic content and student achievement standards.

Members of the School Leadership Team agree that continued growth in Mathematics needs to be a top priority for all students. The data listed below indicates the percent of students tested at each grade level who scored below level 3 on the May 2011 New York State Mathematics assessment.

Grade 3: 27%; Grade 4: 16%; Grade 5: 8%; Grade 6: 24%; Grade 7: 31%; and Grade 8: 54%

The aggregated data above indicates a total of 27% of students tested scored below level 3.

#### **Instructional strategies/activities**

- Describe the research-based instructional strategies and activities that will be used to achieve this goal. Include descriptions of the following in your response:
  - a) strategies/activities that encompass the needs of identified student subgroups,

Students in grades 4 – 6 will receive small group instruction during extended day, weekly for fifty minutes, September thru June, to develop and reinforce mathematics concepts and skills. The *Math Connects* Program, *Math Courses 1 and 2*, McDougal Littell, and tasks aligned with the Common Core Learning Standards are used at this time.

An after school enrichment program will be conducted once a week from October to May to provide differentiated instruction in Mathematics to identified students. The *New York Kids Learn*, and the *Exemplars* Programs provide problem solving and critical thinking activities to enable the development of

strategies and higher level thought.

Teachers will meet on a weekly basis, September thru June, to develop conceptual units of study that address Mathematics competencies and are aligned to the Common Core Learning Standards.

Teachers will use the Understanding By Design framework to plan instruction in Mathematics

Periodic assessments will be administered on a monthly basis, October thru May, to measure the achievement of the Mathematics Common Core Learning Standards performance indicators.

Teachers will provide ongoing instruction in mathematics designed to improve problem solving strategies, analytical thought, and test taking skills.

- b) staff and other resources used to implement these strategies/activities,

The staff developers will provide ongoing support to classroom teachers in the preparation of mathematical activities and materials and in the analysis of data.

A full time SETTS teacher will provide differentiated instruction to identified at-risk students on a daily basis.

Staff developers will provide academic intervention to elementary grade students identified as in need of small group instruction January thru May.

Middle school teachers will work on a daily basis with students identified as in need of additional support in grades 6 – 8.

- c) steps taken to include teachers in the decision-making regarding the use of academic assessments to evaluate the effectiveness of the strategies/activities,

Teachers will participate in weekly collaborative inquiry team meetings to review student work and analyze data to better plan for instruction and meet the needs of the students.

Grade conferences will be conducted on a monthly basis to review the results of periodic assessments to better inform and differentiate for instruction.

Administrators will meet with teachers on a monthly basis to review and assess the effectiveness of the application of the components in *Danielson's Framework for Teaching*.

Supervisors will conduct frequent cycles of informal observations to assess the effectiveness of the components of mathematics instruction.

### **Strategies to increase parental involvement**

- Cite the strategies and activities in your school's Title I Parent Involvement Policy (PIP) that will be implemented to achieve this goal. The PIP template is provided on pages 11 through 15 in this CEP.

Staff developers will plan and conduct workshops for parents to better enable them to work with their children in the development of mathematics skills and concepts.

Supplemental materials purchased with Title 1 funds will be distributed to parents for reinforcement and practice of mathematics skills during the summer months.

Information and instruction for parents in the use of the ARIS online program will be provided through School Leadership Team meetings, Parent Association meetings, and specially scheduled workshops.

Members of the School Leadership Team will be provided with simulated and sample mathematics lessons and activities to better enable parents' understanding of the Common Core Learning Standards in mathematics.

A website will be created and launched to give families access to information about instructional practices and activities in each classroom.

The Parent Coordinator is available to assist and inform parents about curriculum, expectations for students, and grading policies.

**Strategies for attracting Highly Qualified Teachers (HQT)**

- Describe the strategies and activities that will be used to attract Highly Qualified Teachers, as defined by NCLB, or to ensure that current staff become highly qualified, in order to achieve this goal.

The administration in collaboration with human resources will make every effort to insure that every classroom/program has a highly qualified teacher. Teachers will be offered opportunities to attend workshops, conferences, professional seminars, and college courses to be funded by Title 1 set aside funds and other available grants.

**Service and program coordination**

- Describe how Federal, State and local services, including programs supported under NCLB (i.e., violence prevention programs, nutrition programs, housing programs, Head Start) are being coordinated with the instructional strategies/activities to achieve this goal.

Title 1 funds are allocated as School Wide Projects which support all aspects of the implementation of this goal.

**Budget and resources alignment**

- Describe the fiscal and human resources that will be used to achieve this goal, referencing specific FY'12 PS and OTPS budget categories (i.e., Title I, FSF, Title IIA, Title III, etc.) that will support the actions/strategies/activities described in this action plan.

Title 1 funds are allocated for School Wide Programs. A portion of these resources are used to fund the staff developers and other faculty positions that will enable the school to achieve this goal.

Materials, resources, and per session activities are funded with TL FSF.

Contract for excellence funds are used in part to support a staff developer position.

### ANNUAL GOAL #3 AND ACTION PLAN

Use this template to identify an annual goal. Respond to each section to indicate strategies and activities in support of accomplishing this goal.

#### **Annual Goal #3**

- Describe a goal you have identified for the year. Refer to the directions and guidance for assistance in developing your goals.

By June 2012, the quality of classroom instruction will improve from *developing* to *highly effective* as measured by the indicators in *Danielson's Framework for Teaching*.

#### **Comprehensive needs assessment**

- Describe the identified need that generated this goal. The needs assessment should encompass the entire school and be based on the performance of students in relation to State academic content and student achievement standards.

Members of the School Leadership Team in collaboration with the administration believe that strengthening teacher practice will enable a more rigorous curriculum that aligns with Common Core standards. Teachers need to create challenging and demanding learning experiences to successfully prepare their students for achievement. Teachers need to work in a collaborative fashion and examine student work to make informed decisions to plan for effective instruction.

#### **Instructional strategies/activities**

- Describe the research-based instructional strategies and activities that will be used to achieve this goal

Professional development sessions will be conducted on a monthly basis for all teachers to provide guidance and outline expectations in the implementation of the *Framework for Teaching* and the *Components and Elements of Professional Practice*.

Staff developers will provide ongoing and continued support and guidance in specifically identified domains of *Danielson's framework*, which include:

Designing coherent instruction; establishing a culture for learning; managing student behavior; using questioning and discussion techniques; engaging students in learning; and using assessment in instruction.

Classroom intra-visitations will be conducted on a monthly basis to provide opportunities to observe best practices.

Teachers by grade level and subject area will develop and create units of study and tasks that are aligned to the common core learning standards.

Supervisors will conduct frequent cycles of informal and formal observations to assess teacher performance.

Post observation conferences will focus on the elements in *Danielson's* rubric which include:

Expectations for learning; directions and procedures; explanations of content; and use of oral and written language.

Targeted support and assistance will be provided by the administration to teachers working towards the proficiency level.

Professional development will be conducted at the start of the year to provide an understanding and expectations for school wide weekly collaborative inquiry team meetings.

Inquiry team groups will be created and a team leader will be identified for each group.

In teams, teachers will select and analyze student work to identify level of mastery, assess student growth over time, and plan the next steps of instruction to achieve Common Core standards.

Work selected will be representative of the range of student abilities within that group; this includes IEP students, ELL students, at risk students, and high achieving students.

Team leaders will maintain a Collaborative Inquiry Team Summary log and submit them to the administration and staff developers for periodic review.

The *Turning Points* protocol will be used in the review of student work to better enable teachers to be objective in their observations and plan strategies for more effective instruction.

**Strategies to increase parental involvement**

- Cite the strategies and activities in your school's Title I Parent Involvement Policy (PIP) that will be implemented to achieve this goal. The PIP template is provided on pages 11 through 15 in this CEP.

All classroom teachers will conduct parent orientation meetings in September to inform parents about academic expectations, curricula outlines, grading policy, and school routines and practices.

The guidance counselor will conduct informational meetings for parents of middle school students to inform them about requirements for graduation and their options for high schools and the application process.

During the school-wide open house, parents will observe the classroom settings and educational practices. Holiday packets will be sent home for parents and their children to work on together. These packets will enable parents to develop a deeper understanding of their child's knowledge of content and instructional expectations.

Parent workshops will be conducted in the spring term to inform parents about materials to use and strategies to continue their child's academic development during the summer recess.

**Strategies for attracting Highly Qualified Teachers (HQT)**

- Describe the strategies and activities that will be used to attract Highly Qualified Teachers, as defined by NCLB, or to ensure that current staff become highly qualified, in order to achieve this goal.

The administration in collaboration with human resources will make every effort to insure that every classroom/program has a highly qualified teacher.

Teachers will be offered opportunities to attend workshops, conferences, professional seminars, and college courses to be funded by Title 1 set aside funds and other available grants.

**Service and program coordination**

- Describe how Federal, State and local services, including programs supported under NCLB (i.e., violence prevention programs, nutrition programs, housing programs, Head Start) are being coordinated with the instructional strategies/activities to achieve this goal.

Title 1 funds are allocated as School Wide Projects which support all aspects of the implementation of this goal.

**Budget and resources alignment**

- Describe the fiscal and human resources that will be used to achieve this goal, referencing specific FY'12 PS and OTPS budget categories (i.e., Title I, FSF, Title IIA, Title III, etc.) that will support the actions/strategies/activities described in this action plan.

Title 1 funds are allocated for School Wide Programs.

Contract for excellence funds are used in part to support a staff developer position.

Per session, training, and other faculty positions are funded with TL FSF.



**ACADEMIC INTERVENTION SERVICES (AIS)**

On the chart below, indicate the total number of students receiving AIS in each area listed for each applicable grade in your school.

Identified groups of students who have been targeted for AIS, and the established criteria for identification include:

- Students in Grades K – 3 who are considered at-risk for not meeting State standards as determined by their performance on ECLAS 2 or other identified assessments, or who have been identified as potential holdovers.
- Students in Grades 4 – 8 who are performing at Level 1 or Level 2 on New York State English language arts (ELA), mathematics, science, and social studies assessments.
- Students in Grade 9 who performed at Level 1 or Level 2 on NYS Grade 8 ELA, mathematics, science, and social studies assessments.
- Students in Grades 10 – 12 who scored below the approved passing grade on any Regents examination required for graduation in English language arts, mathematics, science, and social studies.

	<b>ELA</b>	<b>Mathematics</b>	<b>Science</b>	<b>Social Studies</b>	<b>At-risk Services: Guidance Counselor</b>	<b>At-risk Services: School Psychologist</b>	<b>At-risk Services: Social Worker</b>	<b>At-risk Health-related Services</b>
	<b># of Students Receiving AIS</b>	<b># of Students Receiving AIS</b>	<b># of Students Receiving AIS</b>	<b># of Students Receiving AIS</b>				
<b>K</b>	0	0	N/A	N/A	1	0	0	0
<b>1</b>	0	0	N/A	N/A	2	0	0	0
<b>2</b>	0	0	N/A	N/A	3	0	1	0
<b>3</b>	32	0	N/A	N/A	0	0	0	0
<b>4</b>	24	0	24	24	0	0	0	0
<b>5</b>	24	0	24	24	1	0	0	0
<b>6</b>	15	16	6	10	1	0	0	0
<b>7</b>	6	20	10	5	3	0	0	0
<b>8</b>	5	16	5	5	1	0	2	0
<b>9</b>								
<b>10</b>								
<b>11</b>								
<b>12</b>								

On the chart below, provide a brief description of each of the Academic Intervention Services provided, and include:

1. type of program or strategy (e.g., Wilson, Great Leaps, etc.),
2. method for delivery of service (e.g., small group, one-to-one, tutoring, etc.),
3. when the service is provided (i.e., during the school day, before or after school, Saturday, etc.).

Name of Academic Intervention Services (AIS)	Description
<b>ELA</b>	<p>Within the classroom, teachers differentiate instruction to meet the needs of the students. The following programs are implemented daily during the school day in small group instruction: <i>Workout</i> is aligned with the Common Core Learning Standards, and provides guided and independent practice in writing activities. <i>Critical Reading</i> is customized to the New York State ELA Common Core Learning Standards, and helps students improve critical reading skills in both fiction and non-fiction.</p> <p>The <i>Keep On Reading</i> program is delivered in an afterschool remediation program once a week in small group instruction. This program teaches essential comprehension strategies and skills that will help students become successful readers.</p> <p>The <i>Write Time For Kids</i> Program is delivered weekly during extended day, for fifty minutes in small group instruction. Common Core Learning Standards writing tasks are used during this time to develop and reinforce language arts skills.</p>
<b>Mathematics</b>	<p>Within the classroom, teachers will differentiate instruction to meet the needs of the students. The following programs and methods of instruction are used during the school day in small group instruction: Mathematics Readers, Targeted intervention kits, New York State Coach workbook, Terra Nova test prep, assorted manipulatives, Turbo Math, ED 4-6, word walls, and intervention workbooks.</p>
<b>Science</b>	<p>Within the classroom, teachers will differentiate instruction to meet the needs of the students. <i>The Content Reading in Social Studies and Science</i> published by Continental Press is delivered daily during the school day in small group instruction. This program consists of in-depth articles about curriculum related issues in Science.</p>
<b>Social Studies</b>	<p>Within the classroom, teachers will differentiate instruction to meet the needs of the students. <i>The Content Reading in Social Studies and Science</i> published by Continental Press is delivered daily in small group instruction. This program consists of in-depth articles about curriculum related issues in Social Studies.</p>
<b>At-risk Services provided by the Guidance Counselor</b>	<p>The guidance counselor works with students in small groups and individual settings one to two times a week for 30 to 40 minute sessions. Strategies are implemented to help students improve their academics, their self-concepts, to take pride in their work and achievement, to accept mistakes and to develop an understanding of how to learn from these mistakes.</p> <p>A full time SAPIS counselor meets with students identified by their teachers in small groups one to</p>

	two times a week for 40 minutes.
<b>At-risk Services provided by the School Psychologist</b>	The school psychologist meets with students on an as needs basis through teacher recommendation and parent request.
<b>At-risk Services provided by the Social Worker</b>	The social worker meets with students weekly on an individual basis to help them deal with emotional problems that interfere with their learning process.
<b>At-risk Health-related Services</b>	An itinerant occupational therapist and an itinerant physical therapist meets with individual students weekly.

**DIRECTIONS AND GUIDANCE FOR DEVELOPING OR UPDATING  
THE PARENT INVOLVEMENT POLICY (PIP)**

The template below meets the parental involvement requirements of Title I. Your school is encouraged to use the template as it is provided, or align it in accordance with your school's goals, or replace it entirely with a Parent Involvement Policy created by your school that meets federal requirements.

The PIP should describe how your school will plan and implement effective parent involvement activities to improve student academic achievement and school performance. The School-Parent Compact is a component of the PIP that outlines how parents, the entire school staff, and students will share this responsibility.

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**PARENT INVOLVEMENT POLICY (PIP) TEMPLATE**

Educational research shows a positive correlation between effective parental involvement and student achievement. The overall aim of this policy is to develop a parent involvement program that will ensure effective involvement of parents and community in our school. Therefore, our school, in compliance with the Section 1118 of Title I, Part A of the No Child Left Behind (NCLB) Act, is responsible for creating and implementing a parent involvement policy to strengthen the connection and support of student achievement between our school and the families. Our school's policy is designed to keep parents informed by actively involving them in planning and decision-making in support of the education of their children. Parents are encouraged to actively participate on the School Leadership Team, Parent Association, and Title I Parent Committee as trained volunteers and welcomed members of our school community. Our school will support parents and families of Title I students by:

- providing materials and training to help parents work with their children to improve their achievement level, e.g., literacy, math and use of technology;
- providing parents with the information and training needed to effectively become involved in planning and decision making in support of the education of their children;
- fostering a caring and effective home-school partnership to ensure that parents can effectively support and monitor their child's progress;
- providing assistance to parents in understanding City, State and Federal standards and assessments;
- sharing information about school and parent related programs, meetings and other activities in a format, and in languages that parents can understand;
- providing professional development opportunities for school staff with the assistance of parents to improve outreach, communication skills and cultural competency in order to build stronger ties between parents and other members of our school community;

Our school's Parent Involvement Policy was designed based upon a careful assessment of the needs of all parents/guardians, including parents/guardians of English Language Learners and students with disabilities. Our school community will conduct an annual evaluation of the content and effectiveness of this parent involvement policy with Title I parents to improve the academic quality of our school. The findings of the evaluation through school surveys and feedback forms will be used to design strategies to more effectively meet the needs of parents, and enhance the school's Title I program. This information will be maintained by the school.

In developing the Title I Parent Involvement Policy, parents of Title I participating students, parent members of the school's Parent Association (or Parent-Teacher Association), as well as parent members of the School Leadership Team, were consulted on the proposed Title I Parent Involvement Policy and asked to survey their members for additional input. To increase and improve parent involvement and school quality, our school will:

- actively involve and engage parents in the planning, review and evaluation of the effectiveness of the school's Title I program as outlined in the Comprehensive Educational Plan, including the implementation of the school's Title I Parent Involvement Policy and School-Parent Compact;
- engage parents in discussion and decisions regarding the required Title I set-aside funds, which are allocated directly to schools to promote parent involvement, including family literacy and parenting skills;
- ensure that the Title I funds allocated for parent involvement are utilized to implement activities and strategies as described in our Parent Involvement Policy and the School-Parent Compact;
- support school-level committees that include parents who are members of the School Leadership Team, the Parent Association (or Parent-Teacher Association) and Title I Parent Committee. This includes providing technical support and ongoing professional development, especially in developing leadership skills;
- maintain a Parent Coordinator (or a dedicated staff person) to serve as a liaison between the school and families. The Parent Coordinator or a dedicated staff person will provide parent workshops based on the assessed needs of the parents of children who attend our school and will work to ensure that our school environment is welcoming and inviting to all parents. The Parent Coordinator will also maintain a log of events and activities planned for parents each month and file a report with the central office.;
- conduct parent workshops with topics that may include: parenting skills, understanding educational accountability grade-level curriculum and assessment expectations; literacy, accessing community and support services; and technology training to build parents' capacity to help their children at home;
- provide opportunities for parents to help them understand the accountability system, e.g., NCLB/State accountability system, student proficiency levels, Annual School Report Card, Progress Report, Quality Review Report, Learning Environment Survey Report;
- host the required Annual Title I Parent Meeting on or before December 1<sup>st</sup> of each school year to advise parents of children participating in the Title I program about the school's Title I funded program(s), their right to be involved in the program and the parent involvement requirements under Title I, Part A, Section 1118 and other applicable sections under the No Child Left Behind Act;
- schedule additional parent meetings, e.g., quarterly meetings, with flexible times, such as meetings in the morning or evening, to share information about the school's educational program and other initiatives of the Chancellor and allow parents to provide suggestions;
- translate all critical school documents and provide interpretation during meetings and events as needed;

- conduct an Annual Title I Parent Fair/Event where all parents are invited to attend formal presentations and workshops that address their student academic skill needs and what parents can do to help;

Our school will further encourage school-level parental involvement by:

- holding an annual Title I Parent Curriculum Conference;
- hosting educational family events/activities during Parent-Teacher Conferences and throughout the school year;
- encouraging meaningful parent participation on School Leadership Teams, Parent Association (or Parent-Teacher Association) and Title I Parent Committee;
- supporting or hosting Family Day events;
- establishing a Parent Resource Center/Area or lending library; instructional materials for parents;
- hosting events to support, men asserting leadership in education for their children. parents/guardians, grandparents and foster parents;
- encouraging more parents to become trained school volunteers;
- providing written and verbal progress reports that are periodically given to keep parents informed of their children's progress;
- developing and distributing a school newsletter or web publication designed to keep parents informed about school activities and student progress;
- providing school planners/folders for regular written communication between /teacher and the home in a format, and to the extent practicable in the languages that parents can understand;

### ***SCHOOL-PARENT COMPACT***

Our school, in compliance with the Section 1118 of Title I, Part A of the No Child Left Behind (NCLB) Act, is implementing a School-Parent Compact to strengthen the connection and support of student achievement between the school and the families. Staff and parents of students participating in activities and programs funded by Title I, agree that this Compact outlines how parents, the entire school staff and students will share responsibility for improved academic achievement and the means by which a school-parent partnership will be developed to ensure that all children achieve State Standards and Assessments.

#### **I. School Responsibilities**

*Provide high quality curriculum and instruction consistent with State Standards to enable participating children to meet the State's Standards and Assessments by:*

- using academic learning time efficiently;
- respecting cultural, racial and ethnic differences;
- implementing a curriculum aligned to the Common Core State Learning Standards;
- offering high quality instruction in all content areas;
- providing instruction by highly qualified teachers and when this does not occur, notifying parents as required by the No Child Left Behind (NCLB) Act;

*Support home-school relationships and improve communication by:*

- conducting parent-teacher conferences each semester during which the individual child's achievement will be discussed as well as how this Compact is related;

- convening an Annual Title I Parent Meeting prior to December 1<sup>st</sup> of each school year for parents of students participating in the Title I program to inform them of the school's Title I status and funded programs and their right to be involved;
- arranging additional meetings at other flexible times, e.g., morning, evening and providing (if necessary and funds are available) transportation or child care for those parents who cannot attend a regular meeting;
- respecting the rights of limited English proficient families to receive translated documents and interpretation services in order to ensure participation in the child's education;
- providing information related to school and parent programs, meetings and other activities is sent to parents of participating children in a format and to the extent practicable in a language that parents can understand;
- involving parents in the planning process to review, evaluate and improve the existing Title I programs, Parent Involvement Policy and this Compact;
- providing parents with timely information regarding performance profiles and individual student assessment results for each child and other pertinent individual school information;
- ensuring that the Parent Involvement Policy and School-Parent Compact are distributed and discussed with parents each year;

*Provide parents reasonable access to staff by:*

- ensuring that staff will have access to interpretation services in order to effectively communicate with limited English speaking parents;
- notifying parents of the procedures to arrange an appointment with their child's teacher or other school staff member;
- arranging opportunities for parents to receive training to volunteer and participate in their child's class, and to observe classroom activities;
- planning activities for parents during the school year, e.g., Parent-Teacher Conferences;

*Provide general support to parents by:*

- creating a safe, supportive and effective learning community for students and a welcoming respectful environment for parents and guardians;
- assisting parents in understanding academic achievement standards and assessments and how to monitor their child's progress by providing professional development opportunities (times will be scheduled so that the majority of parents can attend);
- sharing and communicating best practices for effective communication, collaboration and partnering will all members of the school community;
- supporting parental involvement activities as requested by parents;
- ensuring that the Title I funds allocated for parent involvement are utilized to implement activities as described in this Compact and the Parent Involvement Policy;
- advising parents of their right to file a complaint under the Department's General Complaint Procedures and consistent with the No Child Left Behind Title I requirement for Elementary Secondary Education Act (ESEA) and Title I programs;

## **II. Parent/Guardian Responsibilities:**

- monitor my child's attendance and ensure that my child arrives to school on time as well as follow the appropriate procedures to inform the school when my child is absent;
- ensure that my child comes to school rested by setting a schedule for bedtime based on the needs of my child and his/her age;
- check and assist my child in completing homework tasks, when necessary;

- read to my child and/or discuss what my child is reading each day (for a minimum of 15 minutes);
- set limits to the amount of time my child watches television or plays video games;
- promote positive use of extracurricular time such as, extended day learning opportunities, clubs, team sports and/or quality family time;
- encourage my child to follow school rules and regulations and discuss this Compact with my child;
- volunteer in my child's school or assist from my home as time permits;
- participate, as appropriate, in the decisions relating to my child's education;
- communicate with my child's teacher about educational needs and stay informed about their education by prompting reading and responding to all notices received from the school or district;
- respond to surveys, feedback forms and notices when requested;
- become involved in the development, implementation, evaluation and revision to the Parent Involvement Policy and this Compact;
- participate in or request training offered by the school, district, central and/or State Education Department learn more about teaching and learning strategies whenever possible;
- take part in the school's Parent Association or Parent-Teacher Association or serve to the extent possible on advisory groups, e.g., Title I Parent Committees, School or District Leadership Teams;
- share responsibility for the improved academic achievement of my child;

### **III. Student Responsibilities:**

- attend school regularly and arrive on time;
- complete my homework and submit all assignments on time;
- follow the school rules and be responsible for my actions;
- show respect for myself, other people and property;
- try to resolve disagreements or conflicts peacefully;
- always try my best to learn.

**OFFICE OF ENGLISH LANGUAGE LEARNERS  
GRADES K-12 LANGUAGE ALLOCATION POLICY  
SUBMISSION FORM  
2011-12**

DIRECTIONS: This submission form assists schools with gathering and organizing the quantitative and qualitative information necessary for a well-conceived school-based language allocation policy (LAP) that describes quality ELL programs. This LAP form, an appendix of the CEP, also incorporates information required for CR Part 154 funding so that a separate submission is no longer required. Agendas and minutes of LAP meetings should be kept readily available on file in the school. Also, when preparing your school's submission, provide extended responses in the green spaces. Spell-check has been disabled in this file, so consider typing responses to these questions in a separate file before copying them into the submission form. For additional information, hold your cursor over the [?](#).

## Part I: School ELL Profile

### A. School Information [?](#)

Cluster Leader/Network Leader <b>Richard Gallo</b>	District <b>18</b>	Borough <b>Brooklyn</b>	School Number <b>066</b>
School Name <b>PS/IS 66</b>			

### B. Language Allocation Policy Team Composition [?](#)

Principal <b>Lucille Jackson</b>	Assistant Principal <b>Mohamed Khan</b>
Coach <b>Rena Varela</b>	Coach <b>Joanne Coico</b>
ESL Teacher <b>Susan Radow/Rochelle Honigsfel</b>	Guidance Counselor <b>Lisa Richardson</b>
Teacher/Subject Area <b>Mrs. Cruz/grade 4</b>	Parent <b>Arlene Jobe</b>
Teacher/Subject Area <b>Ms. Weingarten/Kindergarten</b>	Parent Coordinator <b>Anthony Baker</b>
Related Service Provider <b>Yolanda Clark</b>	Other <b>type here</b>
Network Leader <b>Richard Gallo</b>	Other <b>type here</b>

### C. Teacher Qualifications [?](#)

Please provide a report of all staff members' certifications referred to in this section. Press TAB after each number entered to calculate sums and percentages.

Number of certified ESL teachers	<b>2</b>	Number of certified bilingual teachers	<b>0</b>	Number of certified NLA/foreign language teachers	<b>0</b>
Number of content area teachers with bilingual extensions	<b>0</b>	Number of special education teachers with bilingual extensions	<b>0</b>	Number of teachers of ELLs without ESL/bilingual certification	<b>0</b>
Number of teachers who hold both a bilingual extension and ESL certification	<b>0</b>	Number of teachers currently teaching a self-contained ESL class who hold both a common branch license and ESL certification	<b>0</b>		

### D. School Demographics

Total number of students in school	<b>768</b>	Total Number of ELLs	<b>10</b>	ELLs as share of total student population (%)	<b>1.30%</b>
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## Part II: ELL Identification Process

Describe how you identify English Language Learners (ELLs) in your school. Answer the following:

1. Describe the steps followed for the initial identification of those students who may possibly be ELLs. These steps must include administering the Home Language Identification Survey (HLIS) which includes the informal oral interview in English and in the native language, and the formal initial assessment. Identify the person(s) responsible, including their qualifications, for conducting the initial screening, administering the HLIS, the LAB-R (if necessary), and the formal initial assessment. Also describe the steps taken to annually evaluate ELLs using the New York State English as a Second Language Achievement Test (NYSESLAT).
2. What structures are in place at your school to ensure that parents understand all three program choices (Transitional Bilingual, Dual Language, Freestanding ESL)? Please describe the process, outreach plan, and timelines.
3. Describe how your school ensures that entitlement letters are distributed and Parent Survey and Program Selection forms are returned? (If a form is not returned, the default program for ELLs is Transitional Bilingual Education as per CR Part 154 [[see tool kit](#)].)
4. Describe the criteria used and the procedures followed to place identified ELL students in bilingual or ESL instructional programs; description must also include any consultation/communication activities with parents in their native language.
5. After reviewing the Parent Survey and Program Selection forms for the past few years, what is the trend in program choices that parents have requested? (Please provide numbers.)
6. Are the program models offered at your school aligned with parent requests? If no, why not? How will you build alignment between parent choice and program offerings? Describe specific steps underway. 

PS/IS 66 has a population of 768 students which includes 16 English Language Learners, 1.30% as share of Total Population percent, whose primary language is other than English. The languages spoken by those students at home are, Haitian, Chinese, French and Spanish. We have 1 beginner, 4 intermediate, and 5 advanced students. Two certified ESL teachers provide small group (pull out) instruction to ELL students. The Language Allocation Policy Team is supported by the CEN 604 and is composed of the following members:

Lucille Jackson, Principal;

Richard Gallo, Network Leader; Mohamed Khan, Assistant Principal; Rena Varela, Coach;

Joanne Coico, Coach;

Lisa Richardson, Guidance Counselor;

Erin Cruz, teacher, Nancy Weingarten, teacher, Yolanda Clark, Speech, Susan Radow, ELL, Rochelle Honigsfeld, ELL

Arlene Jobe, PA President, and

Anthony Baker, Parent Coordinator.

Two certified ESL teachers, Rochelle Honigsfeld and Susan Radow, conduct the initial screening process within a period of ten school days. Students who are new to the system are identified based on their HLIS (Home Language Information Survey) and an informal oral interview in English or in the native language is conducted. Spanish speaking students are administered the LAB in Spanish to determine which language is dominant. All Spanish speaking new entrants who score at or below the cut scores on the Lab-R must be administered the Spanish Lab in order to determine language dominance for instructional planning. If a translator is required ICI provides support. Students whose home language is other than English receive the LAB-R test to determine their eligibility for ELL related services. If they are eligible, parents are informed of the choices of Bilingual, Transitional and ESL services offered by the NYSED through parent entitlement letters, survey and program forms and orientation meetings. Entitlement letters are distributed to the students to bring home to their parents. In orientation meetings parents have the opportunity to view an ESL DVD and receive ESL materials. The letters and forms are distributed to the students' ATS teacher who is responsible for collecting returned forms. Returned forms are given back to the ESL provider and copies are retained in the ESL classroom and stored in the assistant principal's office. Parent Survey and program selection forms are also sent home with the student and returned surveys are maintained by the ELL teachers and assistant principal. PS/IS 66 offers a free standing ESL program. Parents who are interested in other programs are referred to the ICI. To date, one hundred percent of the parents have opted to keep their children in our free-standing pull out/push in program. The ATS report (NYSELAT eligibility roster, RLER, is used to determine which students are eligible for the NYSELAT. Identified students are administered the four components which include reading, writing, speaking and listening. Once in the program, students must take the NYSELAT in the spring. The results are used to determine the student level as beginner, intermediate, advanced or proficient. Students who are proficient no longer need ESL services. As a pattern for proficiency in the 4 modalities we have seen that the first skill mastered by students is speaking, followed by listening, reading and lastly writing. The following information identifies the number of ELL's in each language group:

Spanish — Four students (one in kindergarten, one in grade four, one in grade seven, and one in grade eight)

Haitian Creole — Two students (one in grade two, and one in grade five)

French — Two students (one in grade one, and one in grade two)  
 Chinese — One student (one in grade one)  
 Other - One student (one in grade five)

## Part III: ELL Demographics

### A. ELL Programs

This school serves the following grades (includes ELLs and EPs)  
 Check all that apply

K\* 1\* 2\* 3\* 4\* 5\*  
 6\* 7\* 8\* 9● 10● 11● 12●

This school offers (check all that apply):

Transitional bilingual education program	Yes●	No*	If yes, indicate language(s):
Dual language program	Yes●	No*	If yes, indicate language(s):

Provide the number of classes for each ELL program model at your school. For all-day programs (e.g., Transitional Bilingual Education, Dual Language, and Self-Contained ESL), classes refer to a cohort of students served in a day. For push-in ESL classes, refer to the separate periods in a day in which students are served. Departmentalized schools (e.g., high school) may use the self-contained row.

ELL Program Breakdown														
	K	1	2	3	4	5	6	7	8	9	10	11	12	Total #
<b>Transitional Bilingual Education</b> <small>(60%;40% → 50%;50% → 75%;25%)</small>														0
<b>Dual Language</b> <small>(50%;50%)</small>														0
<b>Freestanding ESL</b>														
<b>Self-Contained</b>														0
<b>Push-In</b>	0	3	2	0	1	2	0	1	1					10
<b>Total</b>	0	3	2	0	1	2	0	1	1	0	0	0	0	10

### B. ELL Years of Service and Programs

Number of ELLs by Subgroups				
All ELLs	10	Newcomers (ELLs receiving service 0-3 years)	7	Special Education
SIFE	0	ELLs receiving service 4-6 years	3	Long-Term (completed 6 years)

Enter the number of ELLs by years of identification and program model in each box. Enter the number of ELLs within a subgroup who are also SIFE or special education. ⓘ

ELLs by Subgroups									
ELLs (0-3 years)			ELLs (4-6 years)			Long-Term ELLs (completed 6 years)			Total
All	SIFE	Special Education	All	SIFE	Special Education	All	SIFE	Special Education	

ELLs by Subgroups										
	ELLs (0-3 years)			ELLs (4-6 years)			Long-Term ELLs (completed 6 years)			Total
	All	SIFE	Special Education	All	SIFE	Special Education	All	SIFE	Special Education	
TBE										0
Dual Language										0
ESL	6		1	3						9
Total	6	0	1	3	0	0	0	0	0	9

Number of ELLs in a TBE program who are in alternate placement:

### C. Home Language Breakdown and ELL Programs

Transitional Bilingual Education														
Number of ELLs by Grade in Each Language Group														
	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Spanish														0
Chinese														0
Russian														0
Bengali														0
Urdu														0
Arabic														0
Haitian														0
French														0
Korean														0
Punjabi														0
Polish														0
Albanian														0
Yiddish														0
Other														0
<b>TOTAL</b>	<b>0</b>													

Dual Language (ELLs/EPs) K-8																				
Number of ELLs by Grade in Each Language Group																				
	K		1		2		3		4		5		6		7		8		TOTAL	
	EL	EP																		
Spanish																			0	0
Chinese																			0	0
Russian																			0	0
Korean																			0	0
Haitian																			0	0
French																			0	0
Other																			0	0
<b>TOTAL</b>	<b>0</b>																			

**Dual Language (ELLs/EPs)  
9-12**

**Number of ELLs by Grade in Each Language Group**

	9		10		11		12		TOTAL	
	ELL	EP								
Spanish									0	0
Chinese									0	0
Russian									0	0
Korean									0	0
Haitian									0	0
French									0	0
Other									0	0
<b>TOTAL</b>	<b>0</b>									

**This Section for Dual Language Programs Only**

Number of Bilingual students (students fluent in both languages):

Number of third language speakers:

Ethnic breakdown of EPs (Number):

African-American: \_\_\_\_

Asian: \_\_\_\_

Hispanic/Latino:

Native American: \_\_\_\_

White (Non-Hispanic/Latino): \_\_\_\_

Other:

**Freestanding English as a Second Language**

**Number of ELLs by Grade in Each Language Group**

	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Spanish		1			1			1	1					4
Chinese		1												1
Russian														0
Bengali														0
Urdu														0
Arabic														0
Haitian			1			1								2
French		1	1											2
Korean														0
Punjabi														0
Polish														0
Albanian														0
Other						1								1
<b>TOTAL</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

## Part IV: ELL Programming

### A. Programming and Scheduling Information

## A. Programming and Scheduling Information

1. How is instruction delivered?
  - a. What are the organizational models (e.g., Departmentalized, Push-In [Co-Teaching], Pull-Out, Collaborative, Self-Contained)?
  - b. What are the program models (e.g., Block [Class travels together as a group]; Ungraded [all students regardless of grade are in one class]; Heterogeneous [mixed proficiency levels]; Homogeneous [proficiency level is the same in one class])?
2. How does the organization of your staff ensure that the mandated number of instructional minutes is provided according to proficiency levels in each program model (TBE, Dual Language, ESL)?
  - a. How are explicit ESL, ELA, and NLA instructional minutes delivered in each program model as per CR Part 154 (see table below)?
3. Describe how the content areas are delivered in each program model. Please specify language, and the instructional approaches and methods used to make content comprehensible to enrich language development.
4. How do you ensure that ELLs are appropriately evaluated in their native languages?
5. How do you differentiate instruction for ELL subgroups?
  - a. Describe your instructional plan for SIFE.
  - b. Describe your plan for ELLs in US schools less than three years (newcomers). Additionally, because NCLB now requires ELA testing for ELLs after one year, specify your instructional plan for these ELLs.
  - c. Describe your plan for ELLs receiving service 4 to 6 years.
  - d. Describe your plan for long-term ELLs (completed 6 years).
6. What instructional strategies and grade-level materials do teachers of ELL-SWDs use that both provide access to academic content areas and accelerate English language development?
7. How does your school use curricular, instructional, and scheduling flexibility to meet the diverse needs of ELL-SWDs within the least restrictive environment?

The instructional program for English Language Learners is consistent with CR Part 1.54 guidelines for time allocation of 2 units to beginners and intermediate. Mini lessons, modeling and conferencing are used to explicitly teach a skill and or strategy. Our program strives to raise the standards of all ELL students in a free standing ESL program.

As an implication for language acquisition, all units of ESL instruction for ELLs will be based on content area and during the pull-out sessions students will be supported through the use of strategies as outlined in the comprehensive approach to balanced literacy and comprehensive approach for mathematics. Focus will be on reading, writing, listening, comprehension and speaking as the five standards for ESL instruction are followed. Literacy, math, social studies and science are taught through connections with language development.

The following materials and strategies are used for effective instruction: Materials and Strategies

Treasures Reading Anthology (and guided readers K-5)

Treasures Supplemental ESL Activities (K-5)

Glencoe Reading Anthology (and independent readers/class novels 6-8) Glencoe Supplemental ESL Activities (6-8)

McMillan/McGraw Hill Math (K-5)

McMillan/McGraw Hill Math Supplemental ESLactivities (K-5) McDougal/Little Math (6-8)

McDougal/Littell Math Supplemental ESL Activities (6-8)

New York Science (K-8)

Creating America (K-8)

Dept. of Ed. Units of Study Social Studies Trade Books      Small group instruction Graphic organizers Hands on activities Integration of visual arts

Conferencing

Peer Tutoring

Kinesthetic activities

Integration of technology

Use of manipulatives

Integration of music

Independent/group work

Listening/Speaking activities

Instructional strategies for ELL-SWDs include the use of audio visual aides, maps, hands-on activities, multicultural literature.

Comprehensive literary approach includes independent writing, word study, guided, shared and independent reading. Resources used for Level 4 and 5 include "English, Yes. Levels A,C, and E use "Just right Reading" and Levels A, B. and C include " Best Practices in

## A. Programming and Scheduling Information

Reading" and Exploring Idioms in English". We do not have students that qualify as SIFE. The instructional plan for students who receive ELL services for 4 to 6 years includes all resources and strategies listed above as well as scaffolded instruction and small group AIS instruction. Communication between the ELL teachers and the classroom teachers is ongoing to ensure academic rigor. The ESL teachers will meet with staff developers, teachers and supervisors, as well as with related services staff, to plan and design instruction for ELLs. The plan for SIFE (Students with Interrupted Formal Education) is to re-evaluate their needs upon reentry. All classes are heterogeneously grouped and classes travel together as one group. Students in grades three and four departmentalize in math and English Language Arts. Students in grades five through eight departmentalize for all their core classes and enrichment courses. Students who are deficient in writing are helped using the pull-out model for small group instruction. Computer assisted instruction as well as audio and video is used to foster achievement. The proficiency level of entitled students is determined by using the NYSELAT Exam history Report, RLAT. ESL providers determine the proficiency levels and develop a schedule that ensures the appropriate amount of instructional minutes. Advanced students receive 180 minutes and intermediate and beginner students receive 360 minutes. Each balanced literacy block is broken up into the following components: mini lesson, guided/independent work, closure. Newly enrolled ELLs meet with administration, members of the School Based Support Team to become acclimated to the school community. Classroom teachers assign a class buddy/mentor to provide smooth transition. Newly enrolled ELLs who achieve proficiency on the LAB-R may be given a transition letter or remain in the freestanding ESL program at the parent's request. Newly enrolled ELL's who are not proficient as indicated on the LAB-R are given a Continued Entitlement letter. Students who achieve at or above English proficiency on the NYSELAT are not eligible for ELL services however transitional supports are implemented by the classroom teachers. Supports include continued collaboration with the ESL provider for best practices, peer tutor, conferencing, small group instruction, medial and interim assessments. Parents are informed of student progress. Students who are identified as long term ELLs will be provided with additional instructional time in literacy and get small group instruction and push-in services.

### Courses Taught in Languages Other than English ⓘ

NOTE: This section refers to classes/subject areas in which the language of instruction is English and another language which all students in the class speak. Do not include:

- classes that are taught in English using books in the native language
- heritage classes
- foreign language (LOTE) classes

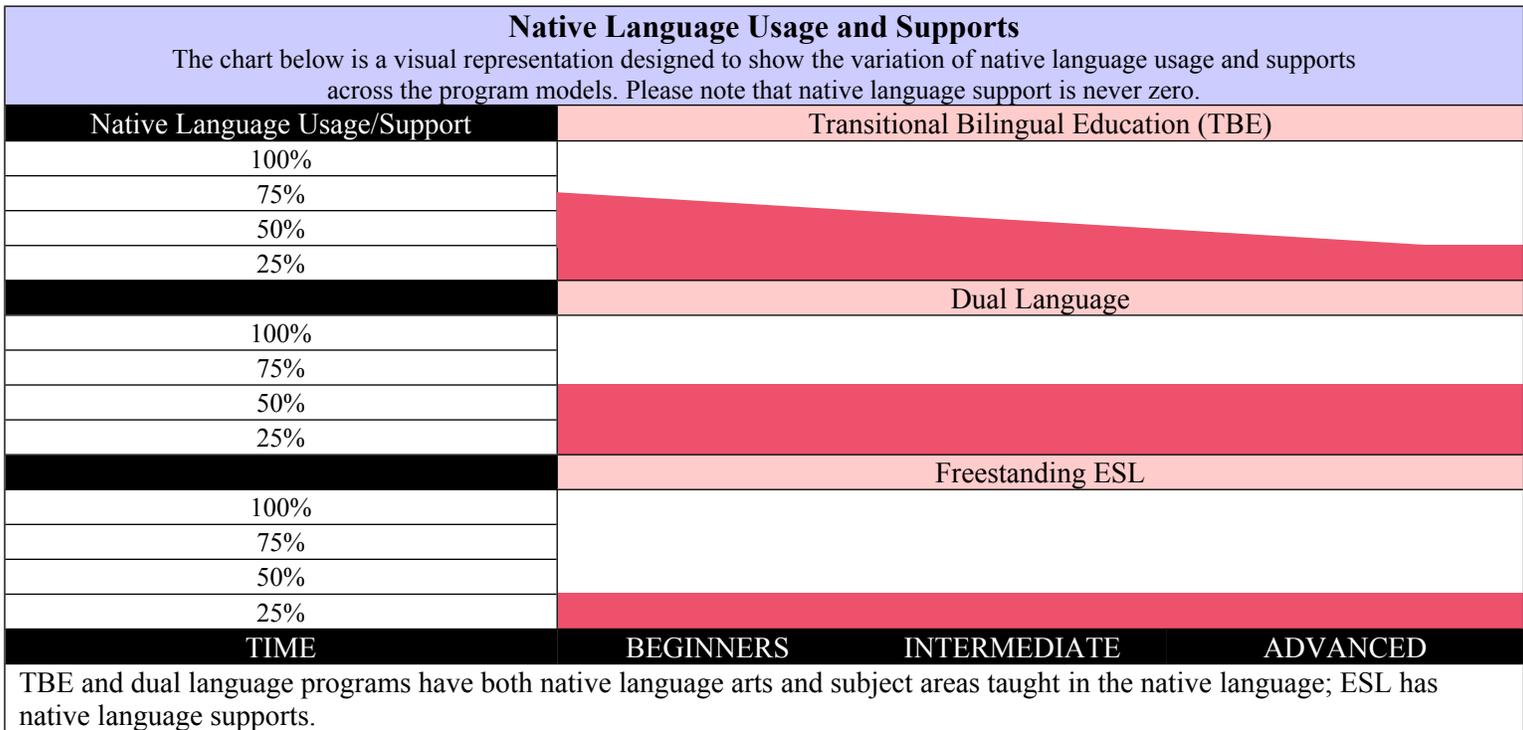
Class/Content Area	Language(s) of Instruction		Class/Content Area	Language(s) of Instruction
Native Language Arts				
Social Studies:				
Math:				
Science:				

### NYS CR Part 154 Mandated Number of Units of Support for ELLs, Grades K-8

	<b>Beginning</b>	<b>Intermediate</b>	<b>Advanced</b>
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ESL instruction for <i>all</i> ELLs as required under CR Part 154	360 minutes per week	360 minutes per week	180 minutes per week
ELA instruction for <i>all</i> ELLs as required under CR Part 154			180 minutes per week
<b>FOR TBE /DL PROGRAMS:</b> Native Language Arts	60-90 minutes per day	45-60 minutes per day	45 minutes per day

<b>NYS CR Part 154 Mandated Number of Units of Support for ELLs, Grades 9-12</b>			
	<b>Beginning</b>	<b>Intermediate</b>	<b>Advanced</b>
ESL instruction for <i>all</i> ELLs as required under CR Part 154	540 minutes per week	360 minutes per week	180 minutes per week
ELA instruction for <i>all</i> ELLs as required under CR Part 154			180 minutes per week
<b>FOR TBE /DL PROGRAMS:</b> Native Language Arts	45 minutes per day	45 minutes per day	45 minutes per day



**B. Programming and Scheduling Information--Continued**

8. Describe your targeted intervention programs for ELLs in ELA, math, and other content areas (specify ELL subgroups targeted). Please list the range of intervention services offered in your school for the above areas as well as the language(s) in which they are offered.
9. Describe your plan for continuing transitional support (2 years) for ELLs reaching proficiency on the NYSESLAT.
10. What new programs or improvements will be considered for the upcoming school year?
11. What programs/services for ELLs will be discontinued and why?
12. How are ELLs afforded equal access to all school programs? Describe after school and supplemental services offered to ELLs in your building.
13. What instructional materials, including technology, are used to support ELLs (include content area as well as language materials; list ELL subgroups if necessary)?
14. How is native language support delivered in each program model? (TBE, Dual Language, and ESL)
15. Do required services support, and resources correspond to ELLs' ages and grade levels?
16. Include a description of activities in your school to assist newly enrolled ELL students before the beginning of the school year.
17. What language electives are offered to ELLs?

The ESL teachers will meet with staff developers, teachers and supervisors, as well as with related services staff, to plan and design instruction for ELLs. The plan for SIFE (Students with Interrupted Formal Education) is to respond to their needs upon re-entry.

## B. Programming and Scheduling Information--Continued

8. Describe your targeted intervention programs for ELLs in ELA, math, and other content areas (specify ELL subgroups targeted). Please list the range of intervention services offered in your school for the above areas as well as the language(s) in which they are offered.
9. Describe your plan for continuing transitional support (2 years) for ELLs reaching proficiency on the NYSESLAT.
10. What new programs or improvements will be considered for the upcoming school year?
11. What programs/services for ELLs will be discontinued and why?
12. How are ELLs afforded equal access to all school programs? Describe after school and supplemental services offered to ELLs in your building.
13. What instructional materials, including technology, are used to support ELLs (include content area as well as language materials; list ELL subgroups if necessary)?
14. How is native language support delivered in each program model? (TBE, Dual Language, and ESL)
15. Do required services support, and resources correspond to ELLs' ages and grade levels?
16. Include a description of activities in your school to assist newly enrolled ELL students before the beginning of the school year.
17. What language electives are offered to ELLs?

The ESL teachers will meet with staff developers, teachers and supervisors, as well as with related services staff, to plan and design instruction for ELLs. The plan for SIFE (Students with Interrupted Formal Education) is to re-evaluate their needs upon reentry. All classes are heterogeneously grouped and classes travel together as one group. Students in grades three and four departmentalize in math and English Language Arts. Students in grades five through eight departmentalize for all their core classes and enrichment courses. Students who are deficient in writing are helped using the pull-out model for small group instruction. Computer assisted instruction as well as audio and video is used to foster achievement.

Newly enrolled ELLs meet with administration, members of the School Based Support Team to become acclimated to the school community. Classroom teachers assign a class buddy/mentor to provide smooth transition. Newly enrolled ELLs who achieve proficiency on the LAB-R may be given a transition letter or remain in the freestanding ESL program at the parent's request. Newly enrolled ELL's who are not proficient as indicated on the LAB-R are given a Continued Entitlement letter.

Students who achieve at or above English proficiency on the NYSELAT are not eligible for ELL services however transitional supports are implemented by the classroom teachers. Supports include continued collaboration with the ESL provider for best practices, peer tutor, conferencing, small group instruction, medial and interim assessments. Parents are informed of student progress.

Students who are identified as long term ELLs will be provided with additional instructional time in literacy and get small group instruction and push-in services. Targeted interventions for math include hands on activities to tell time, count money, add, subtract and multiply. Social Studies interventions include the development of map skills, use of audio visual aides in content area instruction and the use of multicultural literature. Social Studies and Science content area instruction is supported by instructional materials aligned to the standards through the development of themes and content topics and hands on activities.

ELLs who are identified at risk or who have special needs are evaluated by the SBST with the parent's approval to determine what other services are needed. Service for ELLs who also receive Special Education services are provided in accordance with students' individual Education Programs. To ensure equal access to all students all classroom teachers are notified of all programs that students may be eligible to apply for (eg. Student Council, Service Squad etc.) After school tutorial programs are offered to students in grades three through eight in math and ELA.

All classes are taught in English. Students' native languages are not used in instruction or assessment. All elements of balanced literacy are incorporated into the instructional program, which include manipulatives, visual aids, books on tape, videos, computers, smartboards, laptops, lcd projectors, overhead projectors, listening centers, charts, and field trips to enable our ELLs reach the standards. The ESL teachers are ESL certified, and related services and mainstream teachers are certified in their areas. All school staff are provided with ongoing professional development opportunities (a minimum of 7.5 hours) at grade conferences, faculty conferences, and workshops that enable them to increase ELL student achievement. Professional development opportunities include but are not limited to understanding the Home Language Identification survey HLIS and ESL placement, a review of the ESL program, modifications for ELLs, and scaffolding instruction for ELLs. Attendance documentation is maintained by administration. Intra-visitations and collaborative meetings between classroom teachers and ESL providers serve to observe best practices and provide smooth transition from one school level to another.

ELLs are administered the English Periodic Assessment. The administration conducts data meetings to analyze the results from each assessment in order to better inform instruction and target the needs of all students including ELLs. As a result of data analysis, the school community has learned that vocabulary, comprehension and inferencing skills require further development for ELLs. Lesson plans document differentiated strategies and flexible groups to address these specific targets. Native language support is delivered in each program model through a buddy system whereby students of similar language work together in their native tongue.

We evaluate the success of the ELL programs based on student promotion out of the ELL program and/or advancement in level. According

## B. Programming and Scheduling Information--Continued

8. Describe your targeted intervention programs for ELLs in ELA, math, and other content areas (specify ELL subgroups targeted). Please list the range of intervention services offered in your school for the above areas as well as the language(s) in which they are offered.
9. Describe your plan for continuing transitional support (2 years) for ELLs reaching proficiency on the NYSESLAT.
10. What new programs or improvements will be considered for the upcoming school year?
11. What programs/services for ELLs will be discontinued and why?
12. How are ELLs afforded equal access to all school programs? Describe after school and supplemental services offered to ELLs in your building.
13. What instructional materials, including technology, are used to support ELLs (include content area as well as language materials; list ELL subgroups if necessary)?
14. How is native language support delivered in each program model? (TBE, Dual Language, and ESL)
15. Do required services support, and resources correspond to ELLs' ages and grade levels?
16. Include a description of activities in your school to assist newly enrolled ELL students before the beginning of the school year.
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We evaluate the success of the ELL programs based on student promotion out of the ELL program and/or advancement in level. According

### C. Schools with Dual Language Programs

1. How much time (%) is the target language used for EPs and ELLs in each grade?
2. How much of the instructional day are EPs and ELLs integrated? What content areas are taught separately?
3. How is language separated for instruction (time, subject, teacher, theme)?
4. What Dual Language model is used (side-by-side, self-contained, other)?
5. Is emergent literacy taught in child's native language first (sequential), or are both languages taught at the same time (simultaneous)?

N/A

### D. Professional Development and Support for School Staff

1. Describe the professional development plan for all ELL personnel at the school. (Please include all teachers of ELLs.)
2. What support do you provide staff to assist ELLs as they transition from elementary to middle and/or middle to high school?
3. Describe the minimum 7.5 hours of ELL training for all staff (including non-ELL teachers) as per Jose P.

Professional development opportunities are offered to teachers, guidance counselors, school based support personnel and paraprofessionals throughout the year. Topics include, but are not limited to English Language Arts, the writing process, Mathematics, Science, Social Studies, analyzing student work/data, the arts, socialization and character, multiple intelligences and differentiated instruction, etc. ESL strategies to address the needs of our ELL population are embedded into all workshops. ESL teachers attend network, citywide and national conferences and trainings to keep abreast of current ESL trends as well as workshops provided by the office of ELLs. Those workshops include ESL and data analysis, differentiated instruction for ELL's, tiered instruction, reading and writing strategies for ESL teachers, etc. The 7.5 hours of ELL training is conducted through faculty conferences held during the day, professional development workshops and on collaborative team meetings held on Wednesday afternoons. Records of these activities are maintained in an administrative binder in the principal's office.

### E. Parental Involvement

1. Describe parent involvement in your school, including parents of ELLs.
2. Does the school partner with other agencies or Community Based Organizations to provide workshops or services to ELL parents?
3. How do you evaluate the needs of the parents?
4. How do your parental involvement activities address the needs of the parents?

The Parent Coordinator collaborates with the School Based Support Team and the Parent Association to plan and implement workshops and volunteer opportunities for parents including parents of ELLs. Teachers involve parents through parent teacher conferences, classroom visitations, parent/student academic activities, and field trips. Community based organizations that support parent involvement include: The Friends United Block Association, Chase Bank, NYU Parent Corps and Bridges. A parent needs survey evaluates the needs of the parents and enables the school to plan accordingly. Parents have participated in activities that include but are not limited: Student assemblies, Spelling Bees, Concerts, Basketball Team, Senior Day, Fall Family Fun Carnival, March of Dimes Fund Raiser, Movie Night, Field Trips, and Bake Sales.

Upon completion of the home language identification survey, parents attend orientation workshops that help them understand the different options provided by the NYCDOE. The Parent Coordinator maintains parent communication throughout the year to inform parents of school based workshops that enable them to get involved in and meet the needs of their children. Translation services are available for workshops, phone and personal conferences.

## Part V: Assessment Analysis

## A. Assessment Breakdown

Enter the number of ELLs for each test, category, and modality.

OVERALL NYSESLAT* PROFICIENCY RESULTS (*LAB-R FOR NEW ADMITS)														
	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Beginner(B)		1												1
Intermediate(I)		2	1					1						4
Advanced (A)			1		1	2			1					5
Total	0	3	2	0	1	2	0	1	1	0	0	0	0	10

NYSESLAT Modality Analysis														
Modality Aggregate	Proficiency Level	K	1	2	3	4	5	6	7	8	9	10	11	12
LISTENING /SPEAKING	B													
	I		2											
	A			2					1					
	P		1			1	2			1				
READING/ WRITING	B		1											
	I		1	1					1					
	A					1	2			1				
	P		1	1										

NYS ELA					
Grade	Level 1	Level 2	Level 3	Level 4	Total
3	0	0	0	0	0
4	0	1	0	0	1
5	0	2	0	0	2
6	0	0	0	0	0
7	0	1	0	0	1
8	0	2	0	0	2
NYSAA Bilingual Spe Ed					0

NYS Math									
Grade	Level 1		Level 2		Level 3		Level 4		Total
	English	NL	English	NL	English	NL	English	NL	
3	0		0		0		0		0
4	0		0		1		0		1
5	0		1		1		0		2
6	0		0		0		0		0
7	1		0		0		0		1

NYS Math									
Grade	Level 1		Level 2		Level 3		Level 4		Total
	English	NL	English	NL	English	NL	English	NL	
8	0		0		0		2		2
NYSAA Bilingual Spe Ed									0

**NYS Science**

**B. After reviewing and analyzing the assessment data, answer the following**

1. Describe what assessment tool your school uses to assess the early literacy skills of your ELLs (e.g., ECLAS-2, EL SOL, Fountas and Pinnell, DRA, TCRWP). What insights do the data provide about your ELLs? How can this information help inform your school's instructional plan? Please provide any quantitative data available to support your response.
2. What is revealed by the data patterns across proficiency levels (on the LAB-R and NYSESLAT) and grades?
3. How will patterns across NYSESLAT modalities—reading/writing and listening/speaking—affect instructional decisions?
4. For each program, answer the following:
  - a. Examine student results. What are the patterns across proficiencies and grades? How are ELLs faring in tests taken in English as compared to the native language?
  - b. Describe how the school leadership and teachers are using the results of the ELL Periodic Assessments.
  - c. What is the school learning about ELLs from the Periodic Assessments? How is the Native Language used?
5. For dual language programs, answer the following:
  - a. How are the English Proficient students (EPs) assessed in the second (target) language?
  - b. What is the level of language proficiency in the second (target) language for EPs?
  - c. How are EPs performing on State and City Assessments?
6. Describe how you evaluate the success of your programs for ELLs.

The assessment tools that are used by the staff include, but are not limited to the following: ECLAS, Fontes & Pinnell, DRA, TCRWP, Treasures Leveled reading libraries and workbooks. Teachers conference throughout the year with individual students to determine the student's current reading level. Running records are used to determine fluency, reading comprehension and retelling skills. Using these assessment tools, teachers are able to gain insight into the strengths and attach/submit charts. This form does not allow graphics and charts to be pasted.

Teachers assess the weaknesses of their students and group them according to current ability. This also informs the delivery of instruction and allows for differentiation using flexible grouping. The trends show that ELL students benefit from this flexible grouping, differentiation and small group instruction. This data is used as formative assessment throughout the year to enable teachers to determine next steps and drive instruction. 2011 NYSELAT results indicates that the majority of students are weakest in the reading/writing modality.

Teachers will use test results to conference with students and parents. Students in grades four through six also benefit from small group instruction during period nine, extended day. ELLs take tests in English and not in their native language in all content areas. Periodic assessments will be administered to all ELLs throughout the year. An analysis of the 2011 NYSELAT results are used to help form groups to ensure that ELLs receive differentiated instruction. The modality patterns identified are shared with teachers whose classes contain ELL students. Based on the information from teachers, student assessments, conferences with ESL teachers, classroom teachers, parents, and support staff, our ESL program benefits our students and increases student achievement.

**Additional Information**

Please include any additional information that would be relevant to your LAP and would further explain your program for ELLs. You may attach/submit charts. This form does not allow graphics and charts to be pasted.

Paste additional information here

### New York State Regents Exam

	Number of ELLs Taking Test		Number of ELLs Passing Test	
	English	Native Language	English	Native Language
Comprehensive English				
Integrated Algebra				
Geometry				
Algebra 2/Trigonometry				
Math				
Biology				
Chemistry				
Earth Science				
Living Environment				
Physics				
Global History and Geography				
US History and Government				
Foreign Language				
Other				
Other				
NYSAA ELA				
NYSAA Mathematics				
NYSAA Social Studies				
NYSAA Science				

### Native Language Tests

	# of ELLs scoring at each quartile (based on percentiles)				# of EPs (dual lang only) scoring at each quartile (based on percentiles)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	1-25 percentile	26-50 percentile	51-75 percentile	76-99 percentile	1-25 percentile	26-50 percentile	51-75 percentile	76-99 percentile
ELE (Spanish Reading Test)								
Chinese Reading Test								

### B. After reviewing and analyzing the assessment data, answer the following

- Describe what assessment tool your school uses to assess the early literacy skills of your ELLs (e.g., ECLAS-2, EL SOL, Fountas and Pinnell, DRA, TCRWP). What insights do the data provide about your ELLs? How can this information help inform your school's instructional plan? Please provide any quantitative data available to support your response.
- What is revealed by the data patterns across proficiency levels (on the LAB-R and NYSESLAT) and grades?
- How will patterns across NYSESLAT modalities—reading/writing and listening/speaking—affect instructional decisions?
- For each program, answer the following:
  - Examine student results. What are the patterns across proficiencies and grades? How are ELLs faring in tests taken in English as compared to the native language?
  - Describe how the school leadership and teachers are using the results of the ELL Periodic Assessments.
  - What is the school learning about ELLs from the Periodic Assessments? How is the Native Language used?
- For dual language programs, answer the following:
  - How are the English Proficient students (EPs) assessed in the second (target) language?
  - What is the level of language proficiency in the second (target) language for EPs?
  - How are EPs performing on State and City Assessments?
- Describe how you evaluate the success of your programs for ELLs.

The assessment tools that are used by the staff include, but are not limited to the following: ECLAS, Fontes & Pinnell, DRA, TCRWP, Treasures Leveled reading libraries and workbooks. Teachers conference throughout the year with individual students to determine the student's current reading level. Running records are used to determine fluency, reading comprehension and retelling skills. Using these assessment tools, teachers are able to gain insight into the strengths and needs of their students. This form does not allow graphics and charts to be included.

## Additional Information

Please include any additional information that would be relevant to your LAP and would further explain your program for ELLs. You may attach/submit charts. This form does not allow graphics and charts to be pasted.

Paste additional information here

## Part VI: LAP Assurances

**School Name:** PS/IS 66

**School DBN:** 18K066

Signatures of LAP team members certify that the information provided is accurate.

Name (PRINT)	Title	Signature	Date (mm/dd/yy)
Lucille Jackson	Principal		12/1/11
Mohamed Khan	Assistant Principal		12/1/11
Anthony Baker	Parent Coordinator		12/1/11
Susan Radow/Rochelle Honigsfel	ESL Teacher		12/1/11
Arlene Jobe	Parent		12/1/11
Mrs. Cruz/Grade 4	Teacher/Subject Area		12/1/11
Ms. Weingarten/Kindergarten	Teacher/Subject Area		12/1/11
Rena Varela	Coach		12/1/11
Joanne Coico	Coach		12/1/11
Lisa Richardson	Guidance Counselor		12/1/11
Richard Gallo	Network Leader		12/1/11
Yolanda Clark	Other <u>Speech Teacher</u>		12/1/11
	Other		1/1/01
	Other		1/1/01
	Other		1/1/01

**LANGUAGE TRANSLATION AND INTERPRETATION 2011-2012**

CEP Appendix 7

*Requirement under Chancellor's Regulations – for all schools*

**DBN: 18      School Name: 066**

**Cluster: 6      Network: 604**

**Goal:** To communicate whenever feasible with non-English speaking parents in their home language in order to support shared parent-school accountability, parent access to information about their children's educational options, and parents' capacity to improve their children's achievement.

**Part A: Needs Assessment Findings**

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1. Describe the data and methodologies used to assess your school's written translation and oral interpretation needs to ensure that all parents are provided with appropriate and timely information in a language they can understand.

Home Language Identification Surveys and parent teacher conferences are used to determine what translation services are needed. According to our data, 4 families speak Spanish, 1 family speaks Chinese, 2 families speak Haitian Creole, 2 families speak French and 1 family speaks other. The data indicates that translation and interpretation is predominantly needed in Spanish.

2. Summarize the major findings of your school's written translation and oral interpretation needs. Describe how the findings were reported to the school community.

School based written communication is available in translation. School based and or district interpreters are available for teacher parent conferences, workshops, school meetings such as Parent Association and assemblies. The Parent Coordinator reports additional findings to the school community.

## Part B: Strategies and Activities

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1. Describe the written translation services the school will provide, and how they will meet identified needs indicated in Part A. Include procedures to ensure timely provision of translated documents to parents determined to be in need of language assistance services. Indicate whether written translation services will be provided by an outside vendor, or in-house by school staff or parent volunteers.

Documents that are not available from the website are translated by in house school staff and or outside providers. All parents of ELL students receive the Parents Bill of Rights, interpretation notices and safety plan procedures at the beginning of each school year. All other parent communication is distributed to all parents at the same time.

2. Describe the oral interpretation services the school will provide, and how they will meet identified needs indicated in Part A. Indicate whether oral interpretation services will be provided by an outside contractor, or in-house by school staff or parent volunteers.

Oral interpretation is provided by school personnel and or outside interpreters as needed. Such support enables parents to integrate education into family and home activities. The current language status of each family is maintained in the ATS system.

3. Describe how the school will fulfill Section VII of Chancellor's Regulations A-663 regarding parental notification requirements for translation and interpretation services. Note: The full text of Chancellor's Regulations A-663 (Translations) is available via the following link:  
<http://docs.nycenet.edu/docushare/dsweb/Get/Document-151/A-663%20Translation%203-27-06%20.pdf>.

Parents of English Language Learners will be notified of all opportunities that relate to programs and services of their child's education. The Chancellor's Regulations will be distributed to parents in their home language and informative workshops will be offered to parents. In addition, parents receive a copy of The Bill of Rights and Responsibilities, and languages available in translation are posted in the guidance office.