



**Department of
Education**

Dennis M. Walcott, Chancellor



2011-2012 COMPREHENSIVE EDUCATIONAL PLAN (CEP)

SCHOOL NAME : MS 534

DBN (DISTRICT/ BOROUGH/ NUMBER I.E. 01M000): 16K534

PRINCIPAL: MR. W. COOPER EMAIL: WCOOPER@SCHOOLS.NYC.GOV

SUPERINTENDENT: MS. E. SANTIAGO

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
Mr. W. Cooper	*Principal or Designee	
Ms. Lori David	*UFT Chapter Leader or Designee	
Ms. Karen Sobers	*PA/PTA President or Designated Co-President	
	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	
Ms. Cassandra Lee	Member/Parent	
Ms. Jacquelynn Frazier	Member/ Parent	
Ms. P. Mudzingwa	Member/Teacher	
Ms. L. Desimone	Member/ Teacher	
Ms. S. Morris	Member/ Teacher	
Mr. R. Clarke	Member/ Teacher	
Ms. K. Smith	Member/ Parent	
Ms.	Member/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

By June, 2012, 20% of the Hispanic/Latino student population and 10% of the Students with Disabilities in grades 7 & 8 at MS 534 will score a level 3 or 4 on the NYS ELA Exam in Grades 6, 7, & 8th Grade.

Comprehensive needs assessment

As per the NYS School Report Card Accountability and Overview Report 2010 – 11, the Hispanic/Latino and the Students with Disabilities subgroups did not make AYP in ELA.

Instructional strategies/activities

In order to accomplish this goal, all the Hispanic/Latino students and Students with Disabilities will receive eight periods of ELA. Teachers will record data on a tracking sheet and the data will be analyzed throughout the school year, teachers will analyze data to focus on specific skills and strategies, create systematic approach for demonstrating that students met targeted needs of improvement, create student driven goal sheet to be utilized in the classroom, align a curriculum calendar for grades 6, 7 and 8, continue professional development in differentiated instruction 6-10 times during the school year and turn key information for classroom instruction, PD for ELA teachers, infuse vocabulary instruction into weekly teaching schedule, ongoing reading assessments to ensure that students are matched appropriately with independent reading books, completion of the 25 books/final works will be a focal point gauging students' reading success, Read 180 Program, Achieve 3000, Write to Learn, SETTS, Saturday Academy and Extended Day and Small Group Instruction.

Strategies to increase parental involvement

All parents at MS 534 will receive a pacing calendar outlining what their children will be learning during the course of the school year. Parents will have 24 hour access to Jupiter Grades, an online report card, for the purpose of monitoring their child or children's progress in all of their classes. All parents will receive a list of book that their child or children is responsible for reading during the course of the school year. Parent Coordinator is planning to conduct workshops on the CCLS.

Strategies for attracting Highly Qualified Teachers (HQT)

95% of the teachers at MS 534 are highly qualified. The teachers who are not highly qualified are working towards certification in their license. Professional development supports all teachers to ensure that they are adept at the current best practices.

Service and program coordination

CAMBA provides a comprehensive afterschool program for students at MS 534. The Center for Arts Education provides funding for an extended arts day program.

Budget and resources alignment

As a TL SWP school we are conceptually consolidated. This allows us to fund use TL Fair Student Funding, TL NYSTL Textbooks, TL NYSTL Library Books, 10% Title I SWP set aside, TL Parent Coordinator, TL Mandated Counseling, TL Mandated Speech, TL Math Lead Teacher funding to support purchase instructional materials and support staff to support the instructional initiatives at MS 534.

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

By June, 2012, 32% of the Hispanic/Latino student population and 30% of the Economically Disadvantaged students in grades 7 & 8 at MS 534 will score a level 3 or 4 on the NYS Math Exam in Grades 6, 7, & 8th Grade.

Comprehensive needs assessment

As per the NYS School Report Card Accountability and Overview Report 2010 – 11, the Hispanic/Latino and Economically Disadvantaged student subgroups did not make AYP in Math.

Instructional strategies/activities

In order to meet our objective, all the Hispanic/Latino and Economically Disadvantaged students will receive eight periods of Math based on the Balanced Mathematics model. We will use pre & post March instructional objectives for the dual purpose of preparing our students for the NYS Mathematics exam and the knowledge and skills that they will need to be ready for the next grade level. We will also use a math intervention program entitled Study Island to supplement what students are learning in the classroom. Students with disabilities will receive 2 additional hours of Math AIS using a program entitled Do the Math. We will conduct periodic assessments using the MATH instructional objectives, ACUITY, and old NYS MATH test to monitor student progress and modify our teaching practices in order to meet our students' needs.

Strategies to increase parental involvement

All parents at MS 534 will receive a pacing calendar outlining what their children will be learning during the course of the school year. Parents will have 24 hour access to Jupiter Grades, an online report card, for the purpose of monitoring their child or children's progress in all of their classes.

Strategies for attracting Highly Qualified Teachers (HQT)

95% of the teachers at MS 534 are highly qualified. The teachers who are not highly qualified are working towards certification in their license. Professional development supports all teachers to ensure that they are adept at the current best practices.

Service and program coordination

CAMBA provides a comprehensive afterschool program for students at MS 534. The Center for Arts Education provides funding for an extended arts day program.

Budget and resources alignment

As a TL SWP school we are conceptually consolidated. This allows us to fund use TL Fair Student Funding, TL NYSTL Textbooks, TL NYSTL Library Books, 10% Title I SWP set aside, TL Parent Coordinator, TL Mandated Counseling, TL Mandated Speech, TL Math Lead Teacher funding to support purchase instructional materials and support staff to support the instructional initiatives at MS 534.

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

By June 2012, the percentage of students who come to school at MS 534 every day will increase by at least 1.8 percentage points.

Comprehensive needs assessment

As per the 2011 Progress Report, our attendance rate was 89.2% We are in the 36th percentile in comparison with our peer schools and in the 19.1th percentile in comparison to city schools. We received 1 out of a possible 5 points in that section.

Instructional strategies/activities

In order to meet this goal the following steps will be taken: student attendance will be taken at period three as opposed to period one, and incentives will be given out as follows:

Individual incentives

o Pictures of students with good attendance displayed in the lobby. Names of students on each academy level on a bulletin board in the hallway. Stickers and prizes Individual time with teacher or administrator Have a monthly lottery for each grade and give prizes

Class Incentives:

o Class banner, Announcements of teachers and classes on P.A. system Class party or treats – Weekly 100%

Family Based Incentives:

o Letters to parents whose children had good attendance, Family pictures in the lobby, Certificates to parents of children who maintain perfect attendance throughout the school year, Bumper stickers (My child has perfect attendance at MS 534), Student/parent luncheon

School Community

o Attendance Bulletin Board in Lobby, Daily chart in main lobby and in office, Attendance newsletter, Easel display of the previous days' attendance percentage, End of year BBQ for students with perfect attendance from Sept – June. School Messenger will be used to contact the parents of students who are absent or late on a daily basis.

Strategies to increase parental involvement

In order to reach these goal parents of students who are absent or late will be called each night using an automatic phone calling machine entitled School Messenger. Parents of students who have 100% will receive a certificate honoring them for their assistance in ensuring that their students come to school every day. Parent Coordinator conducts outreach to parents of students with poor attendance. He holds monthly meetings for parents, and distributes a weekly newsletter to parents.

Strategies for attracting Highly Qualified Teachers (HQT)

95% of the teachers at MS 534 are highly qualified. The teachers who are not highly qualified are working towards certification in their license. Professional development supports all teachers to ensure that they are adept at the current best practices.

Service and program coordination

CAMBA provides a comprehensive afterschool program for students at MS 534. The Center for Arts Education provides funding for an extended arts day program.

Budget and resources alignment

As a TL SWP school we are conceptually consolidated. This allows us to fund use TL Fair Student Funding, TL NYSTL Textbooks, TL NYSTL Library Books, 10% Title I SWP set aside, TL Parent Coordinator, TL Mandated Counseling, TL Mandated Speech, TL Math Lead Teacher funding to support purchase instructional materials and support staff to support the instructional initiatives at MS 534.

ANNUAL GOAL #4 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 #4

100% of the students in grades 6-8 will complete a CCLS assigned literacy and math performance task by Spring of the 2011-2012 school year.

Comprehensive needs assessment

As per the 2011-12 citywide mandates, all schools must **engage all students in at least one literacy task and one math task aligned to strategically selected Common Core standards**. These tasks should be embedded in Common Core-aligned curricula and include multiple entry points for all learners, including students with disabilities and English language learners (winter 2011-12).

- In literacy, students will complete a task that asks them to read and analyze informational texts and write opinions and arguments in response.
- In math, students will engage in a cognitively demanding mathematics task that requires them to demonstrate their ability to model with mathematics and/or construct and explore the reasoning behind arguments to arrive at a viable solution.

Instructional strategies/activities

Teachers attend network training in CCLS. Teacher teams will meet with consultants and network support staff to develop CCLS aligned literacy and math tasks.

Strategies to increase parental involvement

In order to reach these goal parents of students who are absent or late will be called each night using an automatic phone calling machine entitled School Messenger. Parents of students who have 100% will receive a certificate honoring them for their assistance in ensuring that their students come to school every day. Parent Coordinator conducts outreach to parents of students with poor attendance. He holds monthly meetings for parents, and distributes a weekly newsletter to parents.

Strategies for attracting Highly Qualified Teachers (HQT)

95% of the teachers at MS 534 are highly qualified. The teachers who are not highly qualified are working towards certification in their license. Professional development supports all teachers to ensure that they are adept at the current best practices.

Service and program coordination

CAMBA provides a comprehensive afterschool program for students at MS 534. The Center for Arts Education provides funding for an extended arts day program.

Budget and resources alignment

As a TL SWP school we are conceptually consolidated. This allows us to fund use TL Fair Student Funding, TL NYSTL Textbooks, TL NYSTL Library Books, 10% Title I SWP set aside, TL Parent Coordinator, TL Mandated Counseling, TL Mandated Speech, TL Math Lead Teacher funding to support purchase instructional materials and support staff to support the instructional initiatives at MS 534.

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.

	ELA	Mathematics	Science	Social Studies	At-risk Services: Guidance Counselor	At-risk Services: School Psychologist	At-risk Services: Social Worker	At-risk Health-related Services
	# of Students Receiving AIS	# of Students Receiving AIS	# of Students Receiving AIS	# of Students Receiving AIS				
K			N/A	N/A				
1			N/A	N/A				
2			N/A	N/A				
3			N/A	N/A				
4								
5								
6	70	70		4	4	4	4	N/A
7	79	70		5	5	5	5	N/A
8	73	73	77	4	4	4	4	N/A
9								
10								
11								
12								

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
ELA	<p>WriteToLearn is the only online writing tool to include both components:</p> <ul style="list-style-type: none"> • Summary writing — to develop reading comprehension • Essay writing — to build writing skills <p>This combination was developed to reinforce the required interplay between reading and writing; the bedrock of literacy. WriteToLearn allows students to build reading as well as writing skills through frequent, consistent practice with feedback for improvement. In addition, WriteToLearn addresses ALL of the recommendations included in Carnegie’s Reading Next and Writing Next reports. Every student in grades 6-8 receives 90 minutes of Write to Learn a week. SETTS pushes in to support students.</p> <p>Achieve 3000 From Grades 2-12, Achieve3000® solutions provide the first web-based, individualized learning solutions scientifically proven to accelerate reading comprehension, vocabulary, writing proficiency and performance on high stakes tests. SETTS pushes in to support students.</p> <p>Word Generation</p>
Mathematics	<p>Do The Math intervention program gives students who have fallen behind the chance to catch up and keep up. Focusing on Number and Operations, the program teaches students the basics of math—computation, number sense, and problem solving. Every special education student in grades 6 - 8 receives 90 minutes of Do the Math per week. SETTS pushes in to support students.</p> <p>Study Island is a web based program designed as a supplemental educational tool geared specifically to each individual state’s achievement tests. Every students in grades 6-8 recieves 45 minutes of Study Island per week. SETTS pushes in to support students.</p>
Science	<p>SETTS teacher pushes in to support students.</p>

Social Studies	SETTS teacher pushes in to support students.
At-risk Services provided by the Guidance Counselor	Guidance Counselor provides One-on-one support and group counseling
At-risk Services provided by the School Psychologist	School Psychologist is involved with Annual and Triennial reviews, evaluations, and testing of students with students with disabilities.
At-risk Services provided by the Social Worker	Social Worker does outreach to students in need of support.
At-risk Health-related Services	N/A

**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.

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 1st 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 1st 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.

RESPONSE PLAN FOR SCHOOLS IN NEED OF IMPROVEMENT (SINI)

School DBN: _16K534_ **School Name:** MS 534

Note: For below, your state differentiated accountability phase, category, and intervention can be found in columns L, M and N on the SINI School spreadsheet linked in the Principals' Portal.

Phase: Improvement Year 1 Improvement Year 2 Corrective Action Year 1 Corrective Action Year 2
 Restructuring Year 1 Restructuring Year 2 Restructuring Advanced

Category: Basic Focused Comprehensive

Intervention: School Quality Review (SQR) External School Curriculum Audit (ESCA)
 Joint Intervention Team visit (JIT) Not Required for 2011-2012

Part A: For All SINI Schools (Title I and non-Title I)

1. For each area of school improvement identification, describe the school's findings of the specific academic issues that caused the school to be identified. For schools in Improvement that underwent an SQR, ESCA, or (JIT) during the 2010-11 school year, please include the findings from that process in your response for this section.
 - According to the 2011 NYS Report Card MS 534 didn't make AYP in Math for all students, Hispanic/Latino students, and Students with Disabilities. In ELA, MS 534 didn't make AYP for Hispanic/Latino students, and students classified as Economically Disadvantaged.
 2. Describe the intervention(s) the school will implement to support improved achievement in the grade and subject areas for which the school was identified.
 - Weekday After-school, & Saturday enrichment programs. MS 534 will implement a weekday and Saturday Program of Instruction as the intervention to support the improved achievement in Literacy and Mathematics of our Students with Disabilities in Grades, Hispanics, and Economically Disadvantaged. Our weekday program will take place 2 days during the week for one hour after-school. Our Saturday Program will span four months and will concentrate on the specific needs of the . During both programs, the teachers will provide grade appropriate small group and individualized instruction in Literacy and Mathematics.
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Part B: For Title I SINI Schools Only

1. As required by NCLB legislation, a school identified for school improvement must spend not less than 10 percent of its Title I funds for each fiscal year that the school is in school improvement status for professional development. The professional development must be high quality and address the academic area(s) identified. Describe how the 10 percent of the Title I funds for professional development will be used to remove the school from school improvement.
 - The 10 percent of the Title 1 funds have been spent to fund the salary of the Math Lead Teacher.
2. Describe the teacher-mentoring program that will be incorporated as part of the school's strategy for providing high-quality professional development.
 - As of this date, M.S. 534 had one teacher who requires mentoring. We have a strong commitment to providing ongoing professional development through our mentoring program led by our Lead Teacher, Assistant Principal, and Principal. We also receive report from our CFN. Our mentoring team provides on-site professional development in the areas of classroom organization and management, as well as the design of instruction and assessment to new and experienced teachers alike. This mentoring is done in one on one sessions, as well as through classroom inter-visitations and the sharing of best teaching practices.
3. Describe how the school will notify parents about the school's identification for school improvement in an understandable and uniform format and to the extent practicable, in a language that the parents can understand.

- We will backpack the Parent Notification Letter to students. M.S. 57 will notify parents about the school's identification for school improvement by utilizing the parent letter template provided by the Department of Education. We will customize this letter to address and reflect our schools specific needs and services.

**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 Ms Nancy Ramos	District 16	Borough Brooklyn	School Number 534
School Name TheAcademy of Instructional Technologyl			

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

Principal Mr William Cooper	Assistant Principal Ms Kelly Randolph
Coach	Coach
ESL Teacher Ms Doreen Headley	Guidance Counselor Mr Donaldson Dobson
Teacher/Subject Area	Parent
Teacher/Subject Area Ms Sydonna Morris	Parent Coordinator Mr Eric Hargrove
Related Service Provider	Other
Network Leader	Other

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

D. School Demographics

Total number of students in school	224	Total Number of ELLs	20	ELLs as share of total student population (%)	8.93%
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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. [i](#)

1. MS 534 is a 6-8 grade school which provides ESL services (Pull-out/Push-in Programs) for its ELL population. Initially, students are identified during the school's registration process when a child enters the NYCDOE system. The Home Language Identification Survey (HLIS) is administered as follows: A licensed pedagogue or the ESL teacher, and the secretary help to fill out the HLIS during registration in order to identify the child's home language. There is an informal oral interview in English and in the native language, and a formal initial assessment. If the child is identified as an eligible candidate ESL instructional services after the initial screening process, the ESL teacher administers the child the Language Battery Assessment (LAB-R) within ten business days of the child's enrollment in the school. The LAB-R test is then hand scored to determine if the student is an English Language Learner scoring at the beginner, intermediate or advanced level, or if he/she is English Proficient (not entitled for ESL services). Formal scores are shown in the ATS system at a later time. Furthermore, if the student is an English Language Learner and speaks Spanish, the Spanish LAB-R is given to the student by a qualified pedagogue proficient in the language. All eligible ELL's that are identified in ATS (RLAT) are given the NYSESLAT yearly in the four modalities which are reading, speaking, writing, and listening until they test out.

The New York State English as a Second Language Achievement Test (NYSESLAT), a test developed by the New York State Education Department to measure the English Language Arts (ELA) proficiency levels of ELLs, is administered each spring. The NYSESLAT scores are used to determine if the student is already English proficient, or if he/she is an ELL at Beginning, Intermediate or Advanced English proficiency level. Additionally, students are given periodic assessments throughout the school year to prepare them for the NYSESLAT. The results are printed out from the ATS in August/September and carefully reviewed by the administration and the ESL teacher. The students' data which includes their proficiency levels in the 4 modalities: reading, writing, speaking and listening is used to plan the instructional goals during the coming school year. The parents of students who achieved English proficiency, therefore, no longer entitled to ESL services, receive a Non-Entitlement letter from the ESL teacher. ELL students are grouped for ESL services according to their grade and English proficiency levels, on the LAB-R or the NYSESLAT (Beginner, Intermediate or Advanced).

2. The NYC school system provides for crucial parental involvement of newly admitted English Language Learners. There is a multi-step process that ensures the identification, appropriate placement and support services for ELLs at the school level. Parents are asked to decide which program best meets the needs of their children through their participation in several activities.

Initially, the HLIS is distributed to all parents according to their home languages. Then parents receive the Guide for Parents of English Language Learners and the Parent Survey and Program selection form, all in their home languages as well, along with an invitation to a Parent Orientation meeting. At that time, the ESL Teacher inform parents with clarity and objectivity the three bilingual program choices available in the NYC public school system: Transitional Bilingual, Dual Language or Freestanding ESL. A parent orientation CD is available in nine languages to effectively inform parents of newly registered ELL students their program choices. Parents are also provided with information on the State Standards, assessments, school expectations and the general requirements of the ESL programs at MS 534. Finally, children are placed as indicated in the parents' program selection forms. All meetings are translated in Spanish and any other parental home language when a translator is available. The timeline in which to complete these services is 10

days.

3. The LAB-R is administered to a newly registered child within ten days when the HLIS indicates a home language other than English. If the LAB-R result is below the cut off score the child is entitled to receive ESL support services. At the beginning of each school year, entitlement and non-entitlement letters are given respectively to parents of English Language Learners and English proficient students in their home languages.

MS 534 ensures that entitlement letters are distributed and the Parent Survey and Program Selection forms are returned. The submitted forms are thoroughly reviewed by the ESL Teacher in order to conform with parental choices. Copies of parental letters are kept on file. Parental concerns and/or unavailable program requests are brought up to the attention of the school administrators. When parents can't attend the Orientation and the Parent Survey and Selection forms are not returned, the ESL teacher follows up via mail and /or phone calls if necessary. Again, parents of ELL students are provided with translation and interpretation services as needed, and the documents are provided in both English and their native language.

As required under Part 154, parents of newly enrolled ELLs are invited to two additional informational meetings. Parent-Teacher Conferences including Open School Nights are held in the Fall and Spring semesters to meet with staff members to discuss student performance. Recognizing that the parents of ELL students face their own challenges in transitioning and adapting to a new culture and school system coupled with their own need to build confidence and capacity to support their children in school, we continue to build on our current Parent Involvement Activities.

4. The criteria and the procedures followed to place newly identified ELL students in the ESL Instructional Program available at P.S.25 include as follows: Informing parents about their children's placement in a timely manner and in their home language; grouping all ELLs according to grade and proficiency levels (Beginner, Intermediate or Advanced) as determined by the LAB-R or the NYSESLAT results; and inviting parents of ELLs to two additional informational meetings as required under Part 154: Parent- Teacher Conferences/Open School Nights. In addition, the Parent and ESL Teacher organize monthly parent workshops, PTA meetings, and/or Family Fun Activities.

5. Parents complete the Parent Survey and Program Selection form and the school conforms with parental Program selection accordingly. After reviewing the parent surveys and program selection forms for the past few years the trend in program choice has been the Freestanding English as a Second Language program. TBE is not a program in our school, so parents who need it are informed where they could find TBE programs. In our Freestanding English as a Second Language program which includes the ESL Push-in/Pullout models, ESL instruction focuses on the achievement of English language proficiency in the four modalities: listening, speaking, reading and writing, through the use of specific instructional methodologies. In the aforementioned program, a qualified ESL certified teacher effectively plan rigorous daily instruction in all content areas to guide students in achieving and exceeding the New York State Core Curriculum Standards. As a result, ELL parents have been content with their final choice and are reluctant to leave P.S. 25.

6. The ESL program model offered at MS534 is aligned with parental requests. To continue aligning parental choice with our program offering we make every effort to adequately disseminate all initial and ongoing parental information to build a more trusting and positive relationship. As we promote ELL parental school involvement throughout the year we maximize the academic performance of our ELL student population in Freestanding English as a Second language program.

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 <input checked="" type="radio"/>	No <input checked="" type="radio"/>	If yes, indicate language(s):
Dual language program	Yes <input checked="" type="radio"/>	No <input checked="" type="radio"/>	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 #
Transitional Bilingual Education (60%:40% → 50%:50% → 75%:25%)														0
Dual Language (50%:50%)														0
Freestanding ESL														
Self-Contained														0
Push-In														0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0

B. ELL Years of Service and Programs

Number of ELLs by Subgroups					
All ELLs	20	Newcomers (ELLs receiving service 0-3 years)	0	Special Education	7
SIFE	0	ELLs receiving service 4-6 years	0	Long-Term (completed 6 years)	0

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									Total
	ELLs (0-3 years)			ELLs (4-6 years)			Long-Term ELLs (completed 6 years)			
	All	SIFE	Special Education	All	SIFE	Special Education	All	SIFE	Special Education	
TBE				18		2				18
Dual Language										0
ESL		0			0	0	0	0	0	0
Total	0	0	0	18	0	2	0	0	0	18

Number of ELLs in a TBE program who are in alternate placement: 0

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

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
Russian														0
Bengali														0
Urdu														0
Arabic														0
Haitian														0
French														0
Korean														0
Punjabi														0
Polish														0
Albanian														0
Yiddish														0
Other	0													0
TOTAL	0													

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 L	EP																		
Spanish																			0	0
Chinese																			0	0
Russian																			0	0
Korean																			0	0
Haitian																			0	0
French																			0	0
Other																			0	0
TOTAL	0																			

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
TOTAL	0									

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							6	4	7					17
Chinese														0
Russian														0
Bengali														0
Urdu														0
Arabic									2					2
Haitian														0
French							1		2					3
Korean														0
Punjabi														0
Polish														0
Albanian														0
Other														0
TOTAL	0	0	0	0	0	0	7	4	11	0	0	0	0	22

Part IV: ELL Programming

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

A. Programming and Scheduling Information

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?

1. Our program implements Freestanding English as a Second Language (ESL) which includes ESL Push-in/Pullout ESL instruction. All classes are grouped heterogeneously with mixed proficiency levels. The language of instruction is English. All ELL students in classes 6-8 receive ESL instruction by ESL certified teachers as a part of their language development and daily academic instruction. ELLs receive ESL instruction through the Push-in/Pullout model. The LAB-R and NYSESLAT results are used to plan program instruction. Students who are at beginner or intermediate levels receive 360 minutes a week of ESL services and advanced ELL students receive 180 minutes a week as per CR Part 154. The program follows the heterogeneous model in ESL and the homogeneous model by language proficiency within age parameters in the Push-in/Pullout program. The ESL program model helps ELL students to achieve English language proficiency and attain the standards established for all students for grade promotion and graduation.

The primary goal of this program is to amplify the literacy and cognitive/academic skills of all ELLs by incorporating recognized and researched based ESL instructional strategies across content subject areas so they can perform at city and state grade levels. ESL strategies include but are not limited to: scaffolding, TPR, songs and chants, repetition, graphic organizers (i.e. tables, flowcharts, graphs and story maps), modeling, interactive read aloud, retelling, sequencing, thematic units, language experience approach, academic accountable talk and use of picture dictionaries. Both the Balanced Literacy Model and Everyday Math support differentiated instruction to enhance the cognitive linguistic and academic growth of our ELL students. The Intermediates and advanced students participate in read alouds, independent reading, shared and guided instruction and mini-lessons. ELL students work with challenging and authentic activities that meet their unique learning styles and participate in special events that recognize the diversity of their cultural backgrounds. In addition, we address the students' different learning styles and English language modalities through the use of our Libraries, the computer lab, and white boards to meet their multisensory (i.e. visual, auditory and kinesthetic) learning needs. Through Rosetta Stone Learning Program, Skills Tutor and Real Math/Reading technology based programs we develop ELLs' linguistic, cognitive and academic skills.

Our ELL students across grades 6-8 are provided with adequate levels of ESL instruction throughout the school year to accelerate their English language development in the four modalities: listening, reading, writing, and speaking. The school directly provides other support services/programs that may be needed by ELL students in order to attain English language proficiency and maintain satisfactory levels of academic performance. These additional interventions include as follows: guidance counseling, speech and language, SETSS, after-school, extended day and Wilson Programs.

There is one ESL teacher serving (20) English language learners at MS 534. Total: 20 students: 6 Beginners, 12 Intermediate, and 2 advanced.

Professional development in and outside the school includes the ESL teacher to focus on teacher planning of academic and linguistic objectives in all subject areas. Instructional planning of native language arts is designed to strengthen the basic listening, speaking, writing and reading skills in alignment with native language arts standards. There is also ongoing articulation between classroom and ESL teacher to effectively support ELL students in achieving English language proficiency so they can attain the same standards established for all

A. Programming and Scheduling Information

students across the grades. This communication plan helps to inform ESL instruction for each grade level aligned with the core curriculum.

2. The ESL teacher ensures that the mandated number of instructional minutes are provided according to the proficiency levels of our ELLs. The schedule of our ESL students is provided to our principal who approves it. In compliance with CR Part 154, ELL students who are at beginner or intermediate levels receive 360 minutes a week of ESL services and those that are at the advanced level receive 180 minutes a week. The program serves all students with limited English proficiency (ELL) until they achieve proficiency in the English language. ELL students receive ESL services by their ESL certified teacher through collaborative planning for small group ESL instruction, through a Push-in/Pullout Model. In addition, ELL students in grades 6-8 participate in our Extended Day, and After-School programs by certified teachers.

The content area subjects of the core curriculum for all students include as follows: ELA, math, science, social studies, health, technology, physical education, and art. MS 534 ESL program is taught 100% of the time in English.

3. To ensure our students' academic progress in the ESL program, the ESL teacher utilizes collaborative core curriculum planning between ELA, Math and other content area classroom teachers, clusters and ESL support service teachers. This means that beyond explicit ESL collaboration between teachers also taken into consideration are the language needs of ELLs. For example, content area teachers monitor the understanding of linguistically challenging material and use a variety of phrasings and synonyms along with visual aids to clarify meaning. Our computer lab and white boards are also used to address the ELLs learning styles.

To maximize the English language acquisition for ELL students, the ESL teacher utilizes ESL instructional strategies to deliver content area and/or small group instruction. Scaffolding is an essential part of the instructional delivery for ELLs. ESL strategies include but are not limited to: TPR, songs and chants, repetition, graphic organizers (i.e. charts, flowcharts, tables, story maps and graphs), modeling, interactive read aloud, retelling, sequencing, thematic units, language experience approach and academic accountable talk. Both, the Balanced Literacy Model and Everyday Math curriculum support differentiated instruction in targeting our ELL students. Students participate in shared, guided and independent reading instruction and many opportunities for active meaningful engagement.

Our performance data on ELA shows that our ELL population needs to work on their academic language skills along with test taking strategies. Therefore, teachers of ELLs will be focusing on academic vocabulary development, and reading comprehension and writing skills during classroom instruction. The performance on standardized tests also informs future planning for teachers of ELLs. In addition, teachers will be assisting students during work periods, conferencing with students in and out of class, doing informal assessments. Additionally, teachers do small group sessions during, and after school that focus on literacy and academic language prior to all state assessments. Technology is also used to promote ELL achievement and progress.

4. When a new student is registered in our school the parent completes the Home Language Identification Survey to identify the child's home language. If the child is identified as an eligible candidate for ESL services he/she is administered the LAB-R. Further, if the child's home language is Spanish and the child does not score above the cut off score, then, he/she is administered the NYS Spanish Lab. Additionally, ELL students in grades 6-8 take the NYS Math and science assessments once enrolled in NYCDOE public schools. These students are entitled to use glossaries, test translations or a translator, if the test translation is not available.

5. The English language learner (ELL) population consists of many subgroups, and they all require differentiated instruction:

a) Plan for SIFE:

The SIFE population in our school is supported with the resources as follows:

- Academic intervention services as an extension of the regular ESL school program.
- Individualized student needs assessment.
- Differentiation of instruction in all areas.

Native Language Usage and Supports

The chart below is a visual representation designed to show the variation of native language usage and supports across the program models. Please note that native language support is never zero.

Native Language Usage/Support	Transitional Bilingual Education (TBE)
100%	
75%	
50%	
25%	

A. Programming and Scheduling Information

assessments. Our school provides support in all content areas to differentiate instruction for literacy needs. MS 534 provides all existing support structures such as ESL, Extended Day and Speech to SIFE students as needed.

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?

8. Targeted intervention programs for all ELLs at MS 534 are in Math, ELA and other area are as follows: Wilson, Read 180, Extended Day, ELA, Math, After-School, Speech and Language, and Guidance counseling. The language of instruction is English. The ESL teacher constantly monitors students' understanding of the content material and differentiate the instruction to develop the students' English language proficiency in the four modalities: listening, reading, writing, and speaking. For example: She guides students to read, write, listen, ask questions, think and use the academic language to express themselves and scaffold their learning. Briefly, she engages students in a variety of meaningful respectful tasks, that are designed according to the students' needs and preferences. ELA and math instructions are provided also ESL methodology in alignment with NYS Learning Standards for English language learners and the NYC/NYS Core Curriculum.

9. The school has a two year plan to provide transitional support for ELLs that reached proficiency on the NYSESLAT. However, students are eligible for test accommodation for all the NYS tests during the next two years. Additional support focused on enhanced cognitive, linguistic and academic growth is still offered to these students.

Parents of former ELL students are invited to schoolwide and NYC conferences and workshops.

10. Several new software programs are available for all ELLs. These include: Real Math/Wilson Reading, Rosetta Stone and many others. We also address the students' learning styles and accelerate English language development through the use of Smart-boards, the computer lab and lots of inter active games and Read 180. These technology based resources support differentiated instruction and enhance ELLs' cognitive skills, linguistic and academic growth.

11. None of the services and programs will be discontinued next year.

12. All ELLs have equal access to the school programs and supplemental services offered in our building. These include: Read 180, Wilson, guidance counselor, parent coordinator, speech and language therapist, psychologist, Extended Day, Literacy and Math After-School, and all technology related skills and language development programs. We provide additional after-school programs on NYS ELA and Math test preparation for ELL students in grades 6-8. Additionally, we implement several after-school state support services (i.e. Write to Learn and Learn to Read).

In order to support learning and foster community involvement, we have programs for ELLs and their families. Parents of ELL students come to the school throughout the year to take part in community celebrations, and their school-wide events and parent workshops. These events include: holiday assemblies/celebrations and graduation ceremonies, among others. Also, the school organizes many school trips in which parents can participate. Translation and interpretation services are offered to increase the involvement of parents in the school community.

13. Instructional Materials:

The Common Core State Model is used to support differentiated instruction in targeting our ELL students. The students participate in read aloud, independent reading, shared and guided instruction and mini-lessons. We also implement the Rosetta Stone on line English language arts program. ELL students use leveled libraries according to their linguistic and academic profiles. In addition, we implement Everyday Mathematics, the curriculum mandated by the New York City Department of Education which also provides strategies to

A Programming and Scheduling Information

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?

8. Targeted intervention programs for all ELLs at MS 534 are in Math, ELA and other area are as follows: Wilson, Read 180, Extended Day, ELA, Math, After-School, Speech and Language, and Guidance counseling. The language of instruction is English. The ESL teacher constantly monitors students' understanding of the content material and differentiate the instruction to develop the students' English language proficiency in the four modalities: listening, reading, writing, and speaking. For example: She guides students to read, write, listen, ask questions, think and use the academic language to express themselves and scaffold their learning. Briefly, she engages students in a variety of meaningful respectful tasks, that are designed according to the students' needs and preferences. ELA and math instructions are provided also ESL methodology in alignment with NYS Learning Standards for English language learners and the NYC/NYS Core Curriculum.

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Courses Taught in Languages Other than English

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)?

Response to questions 1-5

MS 534 provides ESL instruction in a standards-based curriculum in English language, enabling students to meet the New York State and city standards. We differentiate instructions based on the students' language and academic profiles. For example: Both curriculums, Everyday Math and Wilson, provide strategies to differentiate instruction including a variety of academic learning activities that enhance the students' ability to learn the content. We also address the students' different learning styles and English language modalities through the use of our computer lab, and SMART boards to meet the multisensory (i.e. visual, auditory and kinesthetic) needs. In addition, Rosetta Stone and Wilson Read 180 /Math technology based online programs help to enhance the students' linguistic, cognitive and academic skills. The core curriculum is aligned with the NYC and NYS Native Language Arts, English Language Arts, English as Second Language, Social Studies and Science standards. Classroom leveled libraries are in both English and other languages. Additionally, the Wilson readiness reading program is used to develop English language proficiency of all participating students. The Rosetta Stone online program in English helps students develop their vocabulary, reading and writing skills. Students participate in special events that recognize the diversity of their cultural backgrounds.

Math and writing logs are used as assessment tools for planning ESL instruction in the content areas to ensure that 360 minutes of ESL/weekly are provided to beginning and intermediate ELL students, and that advanced ELL students receive 180 minutes per week consistent with CR Part 154 ESL requirements. Other assessments in English languages include standardized exams, teacher made tests, portfolios, conferencing, projects and technology based assessments. These assessments are aligned with state content and language standards, and promote our program literacy goals along with grade-level academic expectations. The school directly provides other support services that may be needed by ESL students in order to achieve satisfactory levels of academic performance. These additional support services and interventions include as follows: guidance counseling, speech and language, after-school and other enrichment programs.

The teacher's professional development plan includes participation in professional conferences, for example, Children's First Network workshops, visitation to other established programs. These professional training opportunities address effective ways of stimulating literacy, math and content area language development in second language students. As a result, English language learners will develop high levels of speaking, listening, reading, and writing in English.

Because it is essential to have a community of parents that is committed to the program and work collaboratively with teachers and staff to strengthen it, we continue to build on our current parent involvement activities. The Parent program installs parental skills directly related to parent-child relationships, promotes independent learning, personal involvement and capacitates parents to better prepare their children to learn. Ongoing workshops include second language lessons in English so that parents can become familiar with the English language their child is learning and the process of second language acquisition.

. All meetings are translated for parents in Spanish and other languages when a translator is available. All parents are invited to Parent-teacher Conferences/Open School Nights in the Fall and Spring semesters to meet with staff members to discuss student performances.

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.

1. Professional development is a key component in targeting our ELL students' needs. It is mostly provided by the ESL Coordinator, Children First Network and the NYCDOE Office of English language learners. Workshops and conferences have included: Designing Exemplary practices for ELLs, Beyond Assessment: Data Driven Instruction for ELLs, Content Area Strategies for Teacher of ELLs and Improving ELL Outcomes. Other in-house professional development agendas and activities that address the integration of strategies in meeting the needs of ELLs include grade meetings and faculty conferences. Teacher also attend technology training sessions to capacitate themselves on how to use the software programs and online resources available. Some of our programs available includes: Math/Reading

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2. The parent coordinator and the guidance counselor provide all parents and students the necessary information about middle schools' requirements and placement. These staff members help ELL students to make the proper school choice as they transition from Middle School to High school. Our staff also organizes Career Days to introduce and familiarize students with different occupations and professions that help them make the right choices.

3. The minimum 7.5 hours of ELL training is given for all staff as needed. Every year, the ESL Coordinator and/or ESL teacher, and Children First Network and the NYCDOE Office of English language learners provide numerous ELL workshops and other professional development opportunities.

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

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?

Questions 1 and 2

Parent involvement in our school is a key component of our yearly planning. School orientations are provided for parents of newly registered ELLs by the Parent Coordinator and the ESL teacher to provide them with information about the ESL programs at MS 534. Parents are informed of program descriptions, instructional requirements and school expectations through an orientation video, parent guides and other literature in the parents' home languages.

As required under Part 154, parents of newly enrolled ELLs are also invited in the Fall and Spring semesters to Parent-Teacher Conferences to discuss student performance. Information shared with parents of ELLs includes: The Language Allocation Policy; the NYSESLAT, ELA, Math, and the Science state tests; testing exemptions, modifications and accommodations for ELLs; and the grade promotional policy. All meetings are translated for parents in Spanish and other languages when a translator is available.

Recognizing that the parents of ELL students face their own challenges in transitioning and adapting to a new culture and school system coupled with their own need to build confidence and capacity to support their children in school, we constantly build on our parent involvement activities. Parents are invited to participate in Evening English Classes, and other workshops. For example: computer workshops include Creating GoogleDocs, Reading/Math. Other parental activities include holiday celebrations, school assemblies, and graduation ceremonies.

3. Parental needs are evaluated through formal interviews and informal conversations during parent-teacher conferences, workshops, school events, and PTA meetings. Staff and the administration make every effort possible to answer any questions and concerns that parents may have. Parents provide valuable information about their children, their background, strengths and weaknesses, behavior and academic work as well as their socio-economic situation. We work closely with them, for instance, when we have to make referrals for different services based on the students' needs.

4. Because parents are essential members of our school community parental involvement activities always address their needs. We work closely with them to monitor student academic progress and ELL students' development of English language proficiency.

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NYS CR Part 154 Mandated Number of Units of Support for ELLs, Grades 9-12

	Beginning	Intermediate	Advanced
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
FOR TBE /DL PROGRAMS: Native Language Arts	45 minutes per day	45 minutes per day	45 minutes per day

Native Language Usage and Supports

The chart below is a visual representation designed to show the variation of native language usage and supports across the program models. Please note that native language support is never zero.

Native Language Usage/Support	Transitional Bilingual Education (TBE)
100%	
75%	
50%	
25%	
	Dual Language
100%	
75%	
50%	
25%	
	Freestanding ESL

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Response to questions 1-5

MS 534 provides ESL instruction in a standards-based curriculum in English language, enabling students to meet the New York State and city standards. We differentiate instructions based on the students' language and academic profiles. For example: Both curriculums, Everyday Math and Wilson, provide strategies to differentiate instruction including a variety of academic learning activities that enhance the students' ability to learn the content. We also address the students' different learning styles and English language modalities through the use of our computer lab, and SMART boards to meet the multisensory (i.e. visual, auditory and kinesthetic) needs. In addition, Rosetta Stone and Wilson Read 180 /Math technology based online programs help to enhance the students' linguistic, cognitive and academic skills. The core curriculum is aligned with the NYC and NYS Native Language Arts, English Language Arts, English as Second Language, Social Studies and Science standards. Classroom leveled libraries are in both English and other languages. Additionally, the Wilson readiness reading program is used to develop English language proficiency of all participating students. The Rosetta Stone online program in English helps students develop their vocabulary, reading and writing skills. Students participate in special events that recognize the diversity of their cultural backgrounds.

Math and writing logs are used as assessment tools for planning ESL instruction in the content areas to ensure that 360 minutes of ESL/weekly are provided to beginning and intermediate ELL students, and that advanced ELL students receive 180 minutes per week consistent with CR Part 154 ESL requirements. Other assessments in English languages include standardized exams, teacher made tests, portfolios, conferencing, projects and technology based assessments. These assessments are aligned with state content and language standards, and promote our program literacy goals along with grade-level academic expectations. The school directly provides other support services that may be needed by ESL students in order to achieve satisfactory levels of academic performance. These additional support services and interventions include as follows: guidance counseling, speech and language, after-school and other enrichment programs.

The teacher's professional development plan includes participation in professional conferences, for example, Children's First Network workshops, visitation to other established programs. These professional training opportunities address effective ways of stimulating literacy, math and content area language development in second language students. As a result, English language learners will develop high levels of speaking, listening, reading, and writing in English.

Because it is essential to have a community of parents that is committed to the program and work collaboratively with teachers and staff to strengthen it, we continue to build on our current parent involvement activities. The Parent program installs parental skills directly related to parent-child relationships, promotes independent learning, personal involvement and capacitates parents to better prepare their children to learn. Ongoing workshops include second language lessons in English so that parents can become familiar with the English language their child is learning and the process of second language acquisition.

. All meetings are translated for parents in Spanish and other languages when a translator is available. All parents are invited to Parent-teacher Conferences/Open School Nights in the Fall and Spring semesters to meet with staff members to discuss student performances.

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.

1. Professional development is a key component in targeting our ELL students' needs. It is mostly provided by the ESL Coordinator, Children First Network and the NYCDOE Office of English language learners. Workshops and conferences have included: Designing Exemplary practices for ELLs, Beyond Assessment: Data Driven Instruction for ELLs, Content Area Strategies for Teacher of ELLs and Improving ELL Outcomes. Other in-house professional development agendas and activities that address the integration of strategies in meeting the needs of ELLs include grade meetings and faculty conferences. Teacher also attend technology training sessions to capacitate themselves on how to use the software programs and online resources available. Some of our programs available includes: Math/Reading

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2. The parent coordinator and the guidance counselor provide all parents and students the necessary information about middle schools' requirements and placement. These staff members help ELL students to make the proper school choice as they transition from Middle School to High school. Our staff also organizes Career Days to introduce and familiarize students with different occupations and professions that help them make the right choices.

3. The minimum 7.5 hours of ELL training is given for all staff as needed. Every year, the ESL Coordinator and/or ESL teacher, and Children First Network and the NYCDOE Office of English language learners provide numerous ELL workshops and other professional development opportunities.

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?

Questions 1 and 2

Parent involvement in our school is a key component of our yearly planning. School orientations are provided for parents of newly registered ELLs by the Parent Coordinator and the ESL teacher to provide them with information about the ESL programs at MS 534. Parents are informed of program descriptions, instructional requirements and school expectations through an orientation video, parent guides and other literature in the parents' home languages.

As required under Part 154, parents of newly enrolled ELLs are also invited in the Fall and Spring semesters to Parent-Teacher Conferences to discuss student performance. Information shared with parents of ELLs includes: The Language Allocation Policy; the NYSESLAT, ELA, Math, and the Science state tests; testing exemptions, modifications and accommodations for ELLs; and the grade promotional policy. All meetings are translated for parents in Spanish and other languages when a translator is available.

Recognizing that the parents of ELL students face their own challenges in transitioning and adapting to a new culture and school system coupled with their own need to build confidence and capacity to support their children in school, we constantly build on our parent involvement activities. Parents are invited to participate in Evening English Classes, and other workshops. For example: computer workshops include Creating GoogleDocs, Reading/Math. Other parental activities include holiday celebrations, school assemblies, and graduation ceremonies.

3. Parental needs are evaluated through formal interviews and informal conversations during parent-teacher conferences, workshops, school events, and PTA meetings. Staff and the administration make every effort possible to answer any questions and concerns that parents may have. Parents provide valuable information about their children, their background, strengths and weaknesses, behavior and academic work as well as their socio-economic situation. We work closely with them, for instance, when we have to make referrals for different services based on the students' needs.

4. Because parents are essential members of our school community parental involvement activities always address their needs. We work closely with them to monitor student academic progress and ELL students' development of English language proficiency.

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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)							3	3	3					9
Intermediate(I)							3	4	2					9
Advanced (A)							2	0	0					2
Total	0	0	0	0	0	0	8	7	5	0	0	0	0	20

NYSESLAT Modality Analysis

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

NYS ELA

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

NYS Science

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

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 1-25 percentile	Q2 26-50 percentile	Q3 51-75 percentile	Q4 76-99 percentile	Q1 1-25 percentile	Q2 26-50 percentile	Q3 51-75 percentile	Q4 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.

MS 534 shows that across grade levels in reading and writing is where students are having the most difficulties. This correlates with

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.

Part VI: LAP Assurances

School Name: <u>The EubieBlake School</u>		School DBN: <u>PS 025</u>	
Signatures of LAP team members certify that the information provided is accurate.			
Name (PRINT)	Title	Signature	Date (mm/dd/yy)
Mr William Cooper	Principal		11/29/11
Ms Kelly Nottingham	Assistant Principal		11/29/11
Mr Eric Hargrove	Parent Coordinator		11/29/11
Doreen Headley	ESL Teacher		11/29/11
	Parent		11/29/11
Ms Sydonna Morris	Teacher/Subject Area		11 /29/11
Ms Danta Ford	Teacher/Subject Area		
	Coach		
	Coach		
Mr Donald Dobson	Guidance Counselor		11/29/11
Ms Nancy Ramos	Network Leader		11/29/11
	Other		
	Other		
	Other		

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Name (PRINT)	Title	Signature	Date (mm/dd/yy)
	Other		

LANGUAGE TRANSLATION AND INTERPRETATION 2011-2012

CEP Appendix 7

Requirement under Chancellor's Regulations – for all schools

DBN: **16K534** School Name: **MS 534: The School for Instruction!**

Cluster: **5** Network: **533**

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

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.

To ensure that all parents are provided with appropriate and timely information in a language they can understand, several steps are taken. First parents fill out the Home Language Identification Survey. In this survey parents state what language (s) is (are) spoken at home. The data gathered from these surveys is then entered on ATS. When parents are sent written information home, they receive it in English and in some cases, the information may be translated into their native language. For lower incidence languages that have no written system, they receive written information in English only. Oral interpretations are the means of communication in order to provide parents any information related to their children's educational options and achievement.

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.

Some findings in our school's written translation are the majority of our non-English speaking parents speak Spanish at home. Bengali and French are another majority group. Few parents speak African dialects such as: Fulani, Arabic and French. Some parents do not understand English and rely on oral interpretations and written translations to understand school related information. Within the first ten days of school, the Home Language Identification Surveys are read by the ESL teacher who informs classroom teachers of families who speak a language other than English at home.

Part B: Strategies and Activities

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.

For the parents in our school who speak Spanish, we have school staff who are literate in Spanish and collaborate in translating documents. These documents include- flyers, letters, report cards and consent forms. In order to communicate with Bengali, Arabic, and French speaking parents, documents are sent to the Translation and Interpretation Unit and upon return, they are sent home to parents.

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.

Spanish speaking school staff is available to make oral interpretations via phone calls or during parent visits to the school for meetings and workshops. The Translation and Interpretation Unit services have been also utilized for oral interpretations (e.g., during parent meetings with teachers and parent-teacher conference night.) Parent volunteers who work with the African Services Committee are available upon the school's request to come in to our school to provide oral interpretations for parents who do not speak the languages covered by the New York City Department of Education (e.g., Fulani, French, and Arabic.)

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>.

In order to fulfill the requirements for translation and interpretation services, our Parent Coordinator welcomes parent visitors and provides information in the covered languages from the Department's website and the African Services Committee and explains how to access these services.

