



**Department of  
Education**

*Dennis M. Walcott, Chancellor*



## 2011-2012 COMPREHENSIVE EDUCATIONAL PLAN (CEP)

**SCHOOL NAME :** NEWCOMERS HIGH SCHOOL

**DBN (DISTRICT/ BOROUGH/ NUMBER I.E. 01M000):** 30Q555

**PRINCIPAL:** ORLANDO SARMIENTO      **EMAIL:** OSARMIE@SCHOOLS.NYC.GOV

**SUPERINTENDENT:** JUAN MENDEZ

**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
Orlando Sarmiento	*Principal or Designee	
Jordan Sandke	*UFT Chapter Leader or Designee	
Sylvester Sanmartine	*PA/PTA President or Designated Co-President	
Nicole Roberts	DC 37 Representative, if applicable	
Cristian Sugiarto Sangkukta Sen Roy Wu Diwing Zhou Liwei	Student Representative ( <i>optional for elementary and middle schools; a minimum of two members required for high schools</i> )	
John Perlaza	Member/ CSA	
Anne Kornfeld	Member/ UFT	
Jocelyn Balderrabano	Member/ Parent	
Carmen Bueno	Member/ Parent	
Pedro Collado	Member/ Parent	
Maria Iturri	Member/ Parent	
Norma Martinez	Parent	
Wang Li Ping	Parent	
Maya Sherpa	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 2013, students in Cohort O (class of 2013) will show progress in meeting graduation requirements as measured by a 5% reduction in the number of students “off track” for this cohort in the ARIS Progress to Graduation Report.

### **Comprehensive needs assessment**

- Through analysis of data from the last three years from various data sources, including: ARIS Progress to Graduation Reports, School Progress Reports, and NYS assessment data, it was noted that the number of students “off track” for graduation due to credit accumulation is significantly greater than the number of students “off track” due to passing NYS regents examinations required for graduation. We are framing this goal in order to improve the school’s graduation rate overall by targeting the class of 2013 in a time frame that allows for the strategies and activities to effectively reduce the number of student “off track” to meet graduation requirements.

### **Instructional strategies/activities**

- Create a data analysis team to assess academic needs of students in Cohort O, to review courses offered, and to monitor student progress. The team will include assistant principals, program chair, counselors, and selected teachers. The team will meet regularly to plan and follow up on the progress towards the goal.
- Review Departmental Grading Policies for alignment of student assessment with skills and competencies objectives set by NYS standards. Assistant Principals and teachers will review assessment practices in department conferences and Extended Time level committee meetings to update grading policies.
- Update curriculum maps and course outlines/class contracts to integrate skills based assessments and grading policies so that students receive targeted feedback on their progress of competencies to meet academic course objectives and to prepare for NYS regents examinations
- Assistant principals will offer teachers targeted feedback based on classroom observations and planning materials such as curriculum maps and assessment artifacts to improve instruction and student academic performance.
- Conduct inquiry work to look into academic challenges of students in cohort O. Inquiry teams conduct semester cycles of inquiry work. All teachers belong to an inquiry team. The school wide focus of the spring 2012 inquiry cycle will include looking at data of students who are “off track”
- The data analysis team will identify students who need targeted AIS and credit recovery to provide them with additional opportunities to be on track for graduation.

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

- Share data trends reflecting academic gaps with parents in School Leadership Team meetings.
- Consult with parents in the SLT to develop goals and objectives to increase our school’s graduation rate.
- Disseminate information about the activities to achieve our goal in Parent Association meetings and SLT meetings
- Inform parents of students who are “off track” for graduation of the activities and opportunities for students to recover credits and improve academic performance towards their meeting graduation requirements.
- Keep parents and students informed of improvements through Progress Reports sent directly to the parents each marking period.

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

- Administrative staff regularly attends hiring fairs to identify and recruit highly-qualified teachers in all subject areas.
- The New Teacher Finder website is used to post vacancies and attract highly qualified teachers.
- Rigorous interviews, evaluation Teacher portfolios, and demo lessons are used to hire the most qualified teachers.
- Mentors are assigned to support struggling and un-qualified teachers.

- Teachers who are identified in the Beds Survey as not being highly qualified are encouraged to take courses and tests to become highly qualified. As an incentive, the school provides them with tuition and fee reimbursement.

**Service and program coordination**

Our school organizes a Title III AIS after school and Saturday tutoring program to support struggling students. The 21<sup>st</sup> Century Program provides academic support and enrichment programs for all students. The Supplemental Educational Services program provides Title I entitled students with tutoring at home, on line and in school through small group instruction.

**Budget and resources alignment**

As a Title I School Wide Program school, Conceptual Consolidation allows us to combine Federal and local funds such as Fair Student Funding (Tax Levy), Title I funds, Title III and human resources to implement this action plan for September 2011 to June 2012 as indicated below:

- Title III LEP (\$48,358) will fund per session for teachers for tutoring programs: after school and Saturday Program.
- Title III LEP (\$2,703) will fund per session for teachers for professional development for the Saturday Tutoring Program.
- Title III LEP (\$301) will fund per session for teachers for the staff developer/literacy coach to facilitate professional development workshops for the Saturday Tutoring Program.
- ARRA RTTT Citywide Inst Exp (\$6,000) will fund per session for teachers for inquiry facilitators to analyze students' data, identify trends to be examined by inquiry teams as well as to plan strategies to address these trends instructionally in the classroom.
- TL Fair Student Funding HS (\$15,014) will fund partially the salary of literacy coach/teacher trainer to work with departments on reviewing departmental grading policies to align assessment with skills development and design of rubrics.
- TL Fair Student Funding HS (\$15,014) will fund partially the salary of literacy coach/teacher trainer to work on assisting teachers on the development of curriculum maps and course outlines/students' contracts to integrate course standards, grading policies, and authentic assessment.
- TL NYSTL (\$22,207) will fund supplemental instructional materials for ESL, Mathematics, Social Studies and Science to be used for intervention courses during the regular school day, including our seminar program, and resources and instructional materials for the After school and Saturday Tutoring programs.

## 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 August 2012, 10<sup>th</sup> grade students will show progress in the NYS Global History and Geography Regents examination as measured by a 5% increase in the passing rate.

### **Comprehensive needs assessment**

- After looking at a 2 year trend analysis of student performance on the Global History Regents Exam, it was determined that the passing percentage rate of students did not show improvement. As a result, we have made the 10<sup>th</sup> grade students' passing percentage rate on the Global History Regents Exam a priority goal for the school year.

### **Instructional strategies/activities**

- Teachers will effectively utilize the extended time to collectively plan, develop curriculum maps, curricula units, etc. to develop successful strategies of teaching to prepare students for the Global History Regents.
- Social studies teachers will examine the ARIS Item Analysis Report of the Global History Regents results from June 2011 during common planning time and department conferences.
- Professional development activities for the social studies department will focus on the scaffolding of writing and development of assessment rubrics to improve students writing of thematic and DBQ essays as well as critical thinking skills. Social Studies Assistant Principal and Professional Development Coach will meet with Social Studies teachers during department conferences, extended time and common planning time periods, to design strategies for improving students writing of DBQ and thematic essays.
- A teacher effectiveness model will be used as a framework to provide teachers with constructive, targeted feedback through walkthroughs, formal, and informal observations so that they may plan and execute lessons with differentiated strategies to prepare students for the Regents exam.
- The Common Core Standard will be incorporated and aligned with the NYC Social Studies Scope and Sequence Pacing Schedule and teachers will design curricular maps and curricular units that will prepare students to generate claims/counterclaims, read informational texts, and write argumentative essays.
- Teachers will analyze data in their inquiry teams to identify trends and concerns to target at-risk students and offer additional support to develop their skills needed to succeed on the Regent's exam. Teachers will share their work and analysis from their inquiry teams in department meetings.
- Social studies teachers, school counselors and the social studies assistant principal will identify students for Title III Tutoring Program and weekly seminars to improve their writing and critical thinking skills in Social Studies.
- Peer tutoring will be offered to prepare students for the various academic tasks required to pass the Global History Regents exam.

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

- The Parent Coordinator and other staff (e.g. teachers, administrators, school aide) will attend regularly scheduled parent meetings to share information and respond to parent questions and inquiries.
- SLT meetings will be organized on a monthly basis.

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

- Administrative staff regularly attends hiring fairs to identify and recruit highly-qualified bilingual certified Social Studies teachers.
- The New Teacher Finder website is used to post vacancies and attract highly qualified teachers.
- Rigorous interviews, evaluation of teacher portfolios, and demo lessons are used to hire the most qualified teachers.

- Mentors are assigned to support new teachers as well as struggling teachers who require additional support.
- Tuition and test fees are reimbursed to those teachers who have been identified as not highly qualified by the BEDS survey.

**Service and program coordination**

- Our school organizes a Title III AIS tutoring program to support at risk students after-school and on Saturdays. The 21<sup>st</sup> Century Program provides academic support and enrichment programs for all students. The Supplemental Educational Services program provides entitled students with at home tutoring and small groups targeted tutoring in house for Title I students.

**Budget and resources alignment**

As a Title I School Wide Program school, Conceptual Consolidation will allow us to combine Federal and local funds such as Fair Student Funding (Tax Levy), Title I funds, Title III and human resources to implement this action plan for September 2011 to June 2012 as indicated below:

- Title III LEP (\$48,358) will fund per session for teachers for tutoring offered to students to prepare for the Global History and Geography Regents in after school and Saturday Program.
- Title III LEP (\$2,703) will fund per session for teachers for professional development for the Saturday Tutoring Program.
- Title III LEP (\$301) will fund per session for teachers for the staff developer/literacy coach to facilitate professional development workshops for the Saturday Tutoring Program.
- ARRA RTTT Citywide Inst Exp (\$6,000) will fund per session for Social Studies teachers to track trends and examine students' progress through ARIS.
- ARRA RTTT Citywide Inst Exp (\$6,000) will fund per session for Social Studies teachers to write curriculum units on the integration of the Common Core State Standards on the reading of informational text and argumentative writing in Social Studies.
- TL Fair Student Funding HS (\$15,014) will fund partially the salary of literacy coach/teacher trainer to work with the Social Studies Department on developing writing strategies to prepare students for the thematic and DBQ essays as well as activities for critical thinking and analysis.
- TL NYSTL (\$22,207) will fund instructional materials for Global History and Geography instruction to be used for intervention courses during the regular school day, including our seminar program, and resources and instructional materials for the After school and Saturday Tutoring programs.

### 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 August of 2012, 11<sup>th</sup> grade students will show progress in the New York State Geometry Regents as measured by a 5% increase in the passing rate.

#### **Comprehensive needs assessment**

Through an analysis of data results from Regents examinations in mathematics, using ARIS Progress to Graduation Report, and Regents Examination scores, it was noted that the passing rate in the Geometry Regents is significantly lower than the passing rate in the Integrated Algebra Regents exam. In this goal we intend to increase the passing rate for all 11th graders taking the Geometry Regents during the school year 2011 - 2012 by 3% so that more students will qualify for the Advanced Regents diploma.

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

- Guidance counselors, administrators, and teachers will identify students taking Geometry courses that need additional support during the first and second marking periods for the fall and spring semesters, and offer those students intervention services in the After-School and Saturday programs.
- A data team composed of the data analyst, the program chair, the geometry teachers and the assistant principal will analyze the progress of the students by reviewing their grades, the acuity ITA and predictive scores to develop strategies and support in terms of programming AIS classes and seminar courses in geometry.
- Students who are 3's according to the Integrated Algebra Regents results will be programmed for a three semester geometry course curricula in order to have a slower sequence and pace in order to extend the Regents preparation time line for those struggling math students.
- Geometry teachers will identify and recommend students to the math peer-tutoring program during lunch periods.
- Math teachers will develop curricula to help struggling students improve performance in Geometry courses, and will teach this curriculum during math seminars to targeted students.
- Use the scholarship reports every marking period to evaluate the passing rate in Geometry courses and monitor progress to attain our marking assistant principal will monitor attendance to the AIS programs, as well as the peer tutoring program and would follow up with phone calls and provide the attendance reports to geometry teachers.
- A team composed of geometry teachers will meet during common planning time and extended time to review the enactment of support Geometry curricula for AIS seminar classes and the three semester pace and sequence of the geometry curriculum.

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

- During P.A meetings and SLT meetings the parents will receive information on the available AIS Programs provided by the school i.e. After school Tutoring Program, Saturday Tutoring Program and our Peer-Tutoring Program during the lunch periods.
- The 21<sup>st</sup> Century Program, through the Queens Community House organization, will provide workshops for parents on graduation requirements, college application and process and other formative and practical tools for parents.
- Parents will receive all pertaining information regarding the Math Club offered by the 21<sup>st</sup> Century Program. This after school program focuses on fusing technology and other math academic interventions to help students.
- Parents will receive ARIS training so they can follow up on the student progress.
- Parents will receive a progress report from the school twice per semester.

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

- Administrative staff regularly attends hiring fairs to identify and recruit highly-qualified bilingual certified Mathematics teachers.
- The New Teacher Finder website is used to post vacancies and attract highly qualified teachers.
- Rigorous interviews, evaluation of teacher portfolios, and demo lessons are used to hire the most qualified teachers.
- Mentors are assigned to support new teachers as well as struggling teachers who require additional support.
- Tuition and test fees are reimbursed to those teachers who have been identified as not highly qualified by the BEDS survey.

**Service and program coordination**

- Our school organizes a Title III AIS tutoring program to support at risk students after-school and on Saturdays. The 21<sup>st</sup> Century Program provides academic support and enrichment programs for all students. The Supplemental Educational Services program provides entitled students with at home tutoring and small groups targeted tutoring in house for Title I students

**Budget and resources alignment**

As a Title I School Wide Program school, Conceptual Consolidation will allow us to combine Federal and local funds such as Fair Student Funding (Tax Levy), Title I funds, Title III and human resources to implement this action plan for September 2011 to June 2012 as indicated below:

- Title III LEP (\$48,358) will fund per session for teachers for tutoring offered to students to prepare for the Geometry Regents in after school and Saturday Program.
- Title III LEP (\$2,703) will fund per session for teachers for professional development for the Saturday Tutoring Program.
- Title III LEP (\$301) will fund per session for teachers for the staff developer/literacy coach to facilitate professional development workshops for the Saturday Tutoring Program.
- ARRA RTTT Citywide Inst Exp (\$6,000) will fund per session for Geometry teachers to track trends and examine students' progress through ARIS.
- ARRA RTTT Citywide Inst Exp (\$6,000) will fund per session for teachers for Geometry teachers to write curriculum units on the integration of the Common Core State Standards on model with Mathematics and/or Construct Viable Arguments and Critique the Reasoning of Others.
- TL Fair Student Funding HS (\$15,014) will fund partially the salary of literacy coach/teacher trainer to work with the Mathematics Department on developing writing strategies to prepare students for writing assignments they are expected to complete in the Geometry Regents.
- TL NYSTL (\$22,207) will fund instructional materials for Geometry instruction to be used for intervention courses during the regular school day, including our seminar program, and resources and instructional materials for the after school and Saturday Tutoring programs.

**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 Grade 9 who performed at Level 1 or Level 2 on NYS Grade 8 ELA, mathematics, science, and social studies assessments.
- Students in Grades 10 – 12 who scored below the approved passing grade on any Regents examination required for graduation in English language arts, mathematics, science, and social studies.

	<b>ELA</b>	<b>Mathematics</b>	<b>Science</b>	<b>Social Studies</b>	<b>At-risk Services: Guidance Counselor</b>	<b>At-risk Services: School Psychologist</b>	<b>At-risk Services: Social Worker</b>	<b>At-risk Health-related Services</b>
	<b># of Students Receiving AIS</b>	<b># of Students Receiving AIS</b>	<b># of Students Receiving AIS</b>	<b># of Students Receiving AIS</b>				
<b>9</b>	107	70	26	33	1			
<b>10</b>	275	117	157	241	15			
<b>11</b>	103	82	57	112	15			
<b>12</b>	35	74	15	30	9			

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

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

Name of Academic Intervention Services (AIS)	Description
<b>ELA</b>	We have identified struggling students according to their 1 <sup>st</sup> marking period Report Card grades and scheduled them for Title III after- school tutoring and/or Saturday tutoring. Also, students who are at risk of not graduating on time were scheduled for a class during the school day to help them prepare for the English Regents, in a small group setting.
<b>Mathematics</b>	We have identified struggling students according to their 1 <sup>st</sup> marking period Report Card grades and scheduled them for Title III after-school tutoring and/or Saturday tutoring. Also, students who are at risk of not graduating on time because of the Algebra Regents were scheduled for an additional math class during the school day to help them prepare for the Algebra Regents, in a small group setting.
<b>Science</b>	We have identified struggling students according to their 1 <sup>st</sup> marking period Report Card grades and scheduled them for Title III after-school tutoring and/or Saturday tutoring. Also, students who are not completing their Lab hours were scheduled for a makeup class during the school day to help them fulfill their requirements so that they will be eligible to take the Regents.
<b>Social Studies</b>	We have identified struggling students according to their 1 <sup>st</sup> marking period Report Card grades and scheduled them for Title III after-school tutoring and/or Saturday tutoring. Also, students who are at risk of not graduating on time because of they have not yet passed both the Global and US History Regents were placed in tutoring. Lastly, students who are at risk because of credit accumulation in SS were scheduled for Credit Recovery team taught with Urban Arts during the school day
<b>At-risk Services provided by the Guidance Counselor</b>	Students in this year’s cohort but at risk of not graduating on time were scheduled for a one-on-one weekly conference with a Guidance Counselor. This conference takes place during the school day.

<p><b>At-risk Services provided by the School Psychologist</b></p>	<p>Not applicable: At risk services typically provided by the school psychologist are not required at Newcomers High School, because the number of special education referrals each year is negligible. Low referrals are a result of the Idea Act 1975 where English language learners are not eligible to be referred to special education services for one year. Therefore, the student population at Newcomers does not require a full-time school psychologist. IN the event that a student requires a special education evaluation, the student is referred to the District Office of Special Education.</p>
<p><b>At-risk Services provided by the Social Worker</b></p>	<p>Many of the services often provided by Social Workers are being delivered by school counselors.</p>
<p><b>At-risk Health-related Services</b></p>	<p>The school has an assigned nurse from the Department of Health full-time, and a doctor from the Department of Health comes to the school twice a month for consultations with students. Also, we currently house a Dental Clinic which is open every day.</p>

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

Newcomers High School Title I Parent Involvement Policy

Newcomers High School Parent Involvement Policy was designed based upon a careful assessment of the needs of all parents/guardians, of our student population, which is 100% English Language Learners. Newcomers High School, *[in compliance with the Section 1118 of Title I, Part A of the No Child Left Behind (NCLB) Act]*, implements a parent involvement policy to strengthen the connection and support of student achievement between our school and the families. Newcomers High School 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 meetings, and events. Newcomers High School supports parents, and families of Title I students by:

1. providing materials and training to help parents work with their children to improve their achievement level (e.g., information on academic tutoring in ESL, math, science and social studies; attendance policy, Dial-a-Teacher for homework support, lending library program for parents, which includes books and DVDs. );
2. 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; (e.g., workshops on parenting to best support students academic habits at home, workshops on the college admission process , providing parents with a list of teachers' email and contact information to foster direct communication between parents and teachers)
3. fostering a caring and effective partnership between parents and the school to ensure that parents can effectively support and monitor their child's progress by providing them with training on the use of ARIS, and of the school website, including links to teachers' pages which contain homework help, curriculum outlines, activities and materials.
4. providing assistance to parents in understanding City, State and Federal standards and assessments (workshops on regents examinations and graduation requirements)
5. sharing information about school and parent related programs, meetings and other activities in a format, and in languages that parents can understand (we encourage our parents to access the school's website, which contains an array of information about academic and support programs). The school has recently upgraded the system of communication from Phone Master to School Messenger, which provides simultaneous translation in the home language.
6. 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;
7. providing written and verbal progress reports that are periodically given to keep parents informing them of their children's progress (we mail intervention letters to parents of students who are underperforming academically to encourage them to attend after-

school and Saturday tutoring programs. For parents who qualified for NCLB SES support, students are referred to individualize tutoring.

8. We have developed and we distribute a monthly newsletter, and a website designed to keep parents informed about school activities and student progress;
9. In School Leadership Team meetings we 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;
10. Our Parent Coordinator serves as a liaison between the school and families. The Parent Coordinator organizes workshops based on the assessed needs of the parents of children who attend our school and works to ensure that our school environment is welcoming and inviting to all parents. The Parent Coordinator maintains a log of events and activities planned for parents each month and files a report with the Central Office for Family Engagement and Advocacy (OFEA); The parent coordinator maintains the school's website to disseminate information to parents;
11. We translate all critical school documents and provide interpretation during meetings and events as needed, including providing parents with a simultaneous translation device during Parents Association meetings, as well as during School Leadership Team meetings.

Newcomers High School agrees to implement the following statutory requirements:

- The school will put into operation programs, activities and procedures for the involvement of all parents of Title 1 eligible students consistent with Section 1118- Parental Involvement of the Elementary and Secondary Education Act (ESEA). The programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency (LEP), parents with disabilities, and parents of migratory children. This will include providing information and school reports required under Section 111-State Plans of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand.
- The school will involve the parents of children served in Title I, Part A program(s) in decision about how the Title I, Part A funds reserved for parental involvement is spent.

The school will carry out programs, activities and procedure in accordance with this definition of parental involvement:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents play an integral role in assisting their child's learning; that parents are encouraged to be actively involved in their child's education at school; that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; the carrying out of other activities,

such as those described in Section 1118- Parent involvement of the ESEA.

## **2. School-Parent Compact**

### **Newcomers High School: Parent Involvement Policy and School-Parent Compact**

Newcomers High 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. Newcomers High School staff and the 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.

#### **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;
- maintain a school environment of respect for all regardless of cultural, racial, national origin, gender, sexual orientation, and ethnic differences;
- implementing a curriculum aligned to State Standards;
- offering high quality instruction in all content areas; and
- providing instruction by highly qualified teachers and when this does not occur, notifying parents as required by the No Child Left Behind (NCLB) Act;
- *provides information to parents in the home language*

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

- fostering a nurturing and effective partnership between our school and the parents to provide our immigrant students with support and high expectations for achievement in their new country;
- conducting parent-teacher conferences each semester during which the individual child's achievement will be discussed as well as how this Compact is related;
- Providing materials and training to help parents work with their children to make academic progress. This year we distributed the DOE's Guide to NYC Public Schools ;
- convening a Title I Parent Annual Meeting early in the fall semester 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, child care or home visits 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; and
- ensuring that the Parent Involvement Policy and School-Parent Compact are distributed and discussed with parents each year;
- *foster use of school's website to access extensive information about meetings, academics, and support services.*

**Provide parents reasonable access to staff by:**

- maintaining a Parent Coordinator to serve as a liaison between the school and families. The Parent Coordinator will provide training to all parents on accessing ARIS link to monitor student academic performance;
- planning activities for parents during the school year to maximize engagement and participation in school life (e.g., Open School Conferences, Multicultural Festival, International Food Festival);
- Ensuring that staff will have access to interpretation services in order to communicate with limited English speaking parents effectively.
- notifying parents of the procedures to arrange an appointment with their child's teacher or other school staff member;
- *Providing parents with a list of faculty emails and phone extensions to promote direct communication between parents and teachers.*

**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;
- using the School Messenger system to call and send emails to all parents informing them of school events and relevant information about their children, including opportunities for AIS for students with low academic performance;
- 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;
- issuing and mailing "Progress Report" letters every marking period to inform parents of their children's areas of academic improvement;
- 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;

- *providing them with workshops and trainings on relevant topics for our school community (e.g. immigration, health insurance, orientation to New York City, community resources)*

### **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. I will also:
  - 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., school or district Title I Parent Advisory Councils, School or District Leadership Teams; and
  - share responsibility for the improved academic achievement of my child;
  - *Volunteer to serve in the boards of the Parents Association and the School Leadership Team.*

### **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;
- participate in academic support opportunities and activities (e.g. After-School program, Saturday Program, SES Programs, Athletics Program, Arts Programs, Community Service Programs);
- adhere to the dress code of Newcomers' High School;
- restrain from using personal electronic devices that distract instruction (including ipods and cell phones);

- behave appropriately and follow school protocols during school wide events such as: school trips, arts and cultural events, student assemblies, sports and athletic events, evacuation drills, fire drills, shelter drills, and lock down drills.

This Parent Involvement Policy (including the School-Parent Compact) was distributed for review by the SLT, the Parents' Association, and Student Government in October, 2011.

This Parent Involvement Policy was updated in September of 2011.

The final version of this document was be distributed to the school community in Parents Association meetings, and Student Government meetings throughout the 2011-2012 school year, and will be available on file in the Parent Coordinator's office.

A copy of the final version of this policy will also be submitted to the Office of School Improvement as an attachment to the school's CEP and filed with the Office for Family Engagement and Advocacy.

1. Newcomers High School takes the following actions to involve parents in the joint development of the District Parental Involvement plan (contained in the RDCEP/DCEP Addendum) under Section 1112- Local Educational Agency Plans of the ESEA:
  - Involve parents in discussions regarding the District Parental Involvement Plan at all PA meetings
  - PA Executive Board members will be involved with District personnel through the Queens Federation of PTA
2. Newcomers High School takes the following actions to involve parents in the process of school review and improvement under Section 1116- Academic Assessment and Local Educational Agency and School Improvement of the ESEA:
  - Parent members of the school leadership team participate in the annual, internal PASS Review of the School
  - Parents will be interviewed as part of the school's Quality Review
  - Parent surveys are a vital part of the School's Progress Report process
3. Newcomers High School will coordinate and integrate parental involvement strategies in Title I, Part A with parental involvement strategies under the following other programs:
  - 21<sup>st</sup> Century Grant and the Urban Arts
  - Title III Parents ESL classes
4. Newcomers High School takes the following actions to conduct, with the involvement of parent, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A program. The evaluation includes identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school uses the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies. An evaluation will be conducted at a spring PA meeting to provide opportunity for parents to give feedback and suggestions on school improvement strategies. The survey will be the responsibility of the Parent Coordinator. The Parent Coordinator, along with members of the PA Executive board

organizes the parent feedback and presents the findings to the principal for review and consideration. Parents will have the opportunity to provide feedback on topics such as: instruction, school-to-home communication, guidance services, academic intervention services and security. The evaluation component will be addressed through the annual PASS visit conducted by parent members of the school leadership team.

5. Newcomers High School builds the parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- The school will provide assistance to parents of children served by the school, as appropriate, by taking action as described in this paragraph “the State’s academic content standards; the State’s student academic achievement standards; the State’s and local academic assessments including alternate assessments; the requirements of Title I, Part A: how to monitor their child’s progress and how to work with educators.”
- The School will provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, providing Parent workshops and courses dealing with computer training
- The school will, with the assistance of the district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and the schools by:
  - Providing teachers with information regarding the most effective techniques in involving parents through respectful conversations.
  - Teachers’ DOE email addresses will be provided for parents so to increase communication between parents and teachers.
  - Teacher’s websites will be added to the school website for parents to review instructional support provided to students.
  - Parents are given the telephone number of the Parent Coordinator so that parents can make appointments to talk to other school personnel, teachers and Guidance Counselors.
  - The structures in place to ensure that parents understand program choices include having a full-time Parent Coordinator (Mr. Eduardo Duarte) who is responsible for running the Parent Orientation Program and parent meetings at the school. In addition to showing informative videos and distributing materials in the various major languages, the Parent Coordinator telephones parents to keep them abreast of important news, the rights, programs, and progress of their children. School aides are also bilingual and assist in helping parents when they come to register/enroll their children. Parent meetings are held regularly and are attended by teachers, aides or others who can translate. Some parents also are part of the School Leadership and other planning groups in order to keep the parent perspective in the planning of school policies and events.
- The school will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of Title I participating children in an understandable and uniform format, including alternative

formats upon request, and to the extent practical, in a language to parent can understand:

- School letters are translated and ELL students are provided with native language letters of school events.
- Translation services information is posted in the school lobby in the appropriate native languages

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

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

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

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

- actively involve and engage parents in the planning, review and evaluation of the effectiveness of the school's Title I program as outlined in the Comprehensive Educational

Plan, including the implementation of the school's Title I Parent Involvement Policy and School-Parent Compact;

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

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

- holding an annual Title I Parent Curriculum Conference;
- hosting educational family events/activities during Parent-Teacher Conferences and throughout the school year;

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

**RESPONSE PLAN FOR SCHOOLS IN NEED OF IMPROVEMENT (SINI)**

**School DBN:** 30Q555 **School Name:** Newcomers High School

*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.

Our school did not meet AYP in ELA in 2006-2007, 2008-2009, and 2010-2011 for all students; and did not meet graduation AYP in 2007-2008 and 2009-2010. The specific issue that caused the school to be identified is that the school serves only newly arrived immigrants who speak little or no English. 100% of our students are English Language Learners and research shows that, on average, it takes a person 5-7 years to become academically proficient in a new language. This means that our student population of all immigrant ELLs faces the challenge of passing the ELA regents examination and the expectation of graduation in four year in great disadvantages by comparison with main-stream student population. In the Curriculum Audit final report issued in the Spring semester 2010, it was recommended to revise the vertical alignment of the school's ESL curriculum. To address this recommendation the school has established ESL/ELA curriculum committees that have revised and revamped the ESL curriculum outline and vertical alignment. The school has also taken the initiative to have all teachers to develop curriculum maps in alignment with the revised ESL curriculum. In the area of graduation, through the analysis of ARIS, progress Graduation Report, the school has identified students off track for graduation in the various cohorts and provide for the students' academic intervention services and credit recovery programs using our Title III program as well the Supplemental Education Services.

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.
  - Throughout the school we identify struggling students and schedule them for various intervention programs during the school time as well as after school and Saturdays.

- Struggling students are programmed for AIS classes which are included in their regular day schedule. Furthermore, all students regardless of their proficiency achievement in ESL, continue to receive three ESL classes beyond the minimum mandate. This means that intermediate and advance students receive 1 or 2 additional periods of ESL instruction.
- A major goal at Newcomers High School is ensuring that our students meet and exceed graduation requirements. Every year we continue making gains in the number of students within our Cohort passing each test category. In 2009-2010 the graduation rate, according to the school report card, was 63%. In 2010-2011, according to the school report card, the graduation rate was 69%.
- We also identify struggling students for selective AIS classes and weekly seminars to further prepare the students to take the Global, US History, Integrated Algebra, Geometry and English Regents.
- In selected ESL classes students who have been in the school for three years or more and who are in intermediate classes have been scheduled for ESL classes with a focus on preparing students to pass the ELA Regents and which have reduced class size.
- Our after-school and Saturday programs provide tutoring for those students who are in danger of failing courses that are required for high school graduation. Teachers work with students in small group settings. Teachers and students, using an interactive model, will share literacy strategies, apply the skills to real text, respond to focused writing tasks and listen to stories for specific skill purposes.
- Students in this year's cohort but at risk of not graduating on time were scheduled for a one-on-one weekly conference with the school College Counselor. This conference takes place during the school day.

---

## 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.

This year we are continuing to engage theater organizations to work with our teachers in incorporating drama as a strategy to improve writing, listening, and speaking proficiency. Some of the organizations we have invited are: Lincoln Center Institute (LEAD program: Learning English and Drama), and the American Place Theater to provide residencies in the school. They will instruct and assist teachers in the implementation of student-centered strategies and help to infuse the arts as an instructional methodology into all areas of the curriculum. The funds will help us to assist teachers specifically where needed, such as in the use of technology, language-acquisition, and interdisciplinary techniques.

This year a school counselor assigned to support at risk students in cohorts N and O provides faculty with training on strategies to increase attendance, to follow up with students' data, such as graduation requirement, promotion, and interventions to support students who are off track for graduation. An assistant principal of supervision who supervises academic areas, leads the interdisciplinary committee in the school, organizes workshops in the use of Sheltered Instruction Observation Protocol (SIOP) to integrate the development of English language skills across the content areas.

2. Describe the teacher-mentoring program that will be incorporated as part of the school's strategy for providing high-quality professional development.

### New teacher support:

While teachers are working towards their certification and/or they are certified but new teachers, the school has established several programs. One is a new teacher workshop, which meets once a week with an experienced teacher who helps them learn ESL methodologies and informs them of school

policies and practices; the other is a Buddy Teacher program in which the new teacher is assigned a buddy teacher in the same certification area who can help with curriculum planning.

All teachers in our school participate in weekly inquiry team meetings in which they look at student data, design diagnostics/interim/final assessments. Inquiry teams are forums for new teachers and experienced teachers to share best practices, look at student work, and design rubrics and activities. The protocol for inquiry meetings is akin to critical friends groups, in which there is targeted and focus discussion on instructional issues.

Through a School Based Option agreement between the UFT school chapter and the school administration we created a weekly extended time session for subject level committees to meet and develop collaboratively curriculum maps, curriculum units in alignment with the Common Core State Standards. This has created an additional opportunity for new teachers to work with experienced teachers focusing on instruction, teaching and learning practices.

#### Mentoring Program:

Our mentoring program adheres to the DOE mentoring policy. In prior years, new teachers have received two hours a week support and instruction from two highly certified and experienced teachers in their subject areas.

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.
  - Parents were notified in writing in the 8 recognized languages.
  - Letter backpacked home.
  - Letter mailed home.
  - Direct message to parents and guardians through School Messenger System which provides information to parents via home phone, cell phone, text messages, and emails.
  - SLT Meetings and Parent Meetings.
  - The meetings are conducted in English with translators performing a simultaneous translation utilizing translation devices; parents listen to simultaneous translations via head sets.





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

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

## Part I: School ELL Profile

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

Cluster Leader/Network Leader <b>Charles Amundsen</b>	District <b>30</b>	Borough <b>Queens</b>	School Number <b>555</b>
School Name <b>Newcomers High School</b>			

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

Principal <b>Orlando Sarmiento</b>	Assistant Principal <b>John Perlaza, Andy Yuen</b>
Coach <b>type here</b>	Coach <b>type here</b>
ESL Teacher <b>Lisa Schwartz, Mariel Dinan</b>	Guidance Counselor <b>Oscar Alfonso</b>
Teacher/Subject Area <b>Alexandra Tselepis, English</b>	Parent <b>Sylvester Sanmartine</b>
Teacher/Subject Area <b>Juanita Jaramillo, Science</b>	Parent Coordinator <b>Eduardo Duarte</b>
Related Service Provider <b>type here</b>	Other <b>type here</b>
Network Leader <b>Vivian Selenikas</b>	Other <b>type here</b>

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

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

Number of certified ESL teachers	<b>24</b>	Number of certified bilingual teachers	<b>11</b>	Number of certified NLA/foreign language teachers	<b>6</b>
Number of content area teachers with bilingual extensions	<b>11</b>	Number of special education teachers with bilingual extensions	<b>0</b>	Number of teachers of ELLs without ESL/bilingual certification	<b>25</b>
Number of teachers who hold both a bilingual extension and ESL certification	<b>0</b>	Number of teachers currently teaching a self-contained ESL class who hold both a common branch license and ESL certification	<b>4</b>		

### D. School Demographics

Total number of students in school	<b>949</b>	Total Number of ELLs	<b>908</b>	ELLs as share of total student population (%)	<b>95.68%</b>
------------------------------------	------------	----------------------	------------	---	---------------

## 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. 

All students who enroll at Newcomers High School are recently arrived immigrants. The first step of admittance to our school is for the students to go through the "Identification and Placement of ELL's" orientation process. This is a process that takes a maximum of three days and includes the following procedures.

On day 1 the parents/guardians complete the Home Language Identification Survey (HLIS) with a trained pedagogue in the Library. This determines the students status and eligibility for ESL and/or bilingual services. In order to do so, a pedagogue who has been trained by Ms. Dinan interviews and completes the HLIS survey in the Library. The parents are then invited to come back the next day and attend a parent orientation meeting. Therefore, on day II of the orientation process the following steps occur. The student arrives at the Library early in the morning and he/she takes the LAB-R and or the Spanish Lab if applicable. These exams are administered by Ms. Tselepis or Ms. Dinan who are our LAB-R testing coordinators. The results of those exams are given to Ms. Diana Rivera, PPS Secretary, who then completes the Entitlement Letter for the parents.

On day 2, when the parents arrive to the school they are escorted to the Library by Mr. Eduardo Duarte, our Parent Coordinator at which point the results of the LAB-R are presented to them. A trained pedagogue conducts the Parent Orientation Conference. They then proceed to watch the Parent Orientation video which is provided in different languages. Being that the parent orientation video is viewed in the parent's/guardians native language, all three program choices (Transitional Bilingual, Dual Language, and Freestanding ESL) are thoroughly explained. However, our parent coordinator (Mr. Duarte) is always available to assist in translating or answering any questions for the parents/guardians before or after viewing the video. In addition to him, Newcomers High School has several bilingual teachers who speak Spanish, Chinese, Bengali, Korean, French, Haitian, Romanian, Portuguese and other languages and are available to assist in translating in order for the parents/guardians to understand the information presented to them. After all information is presented to the parents they complete the Parent Survey and Program Selection form for their child. Ms. Dinan reviews the HLIS, Parent Survey and the Program Selection Form for accuracy and signature and gives them to the Program Office.

The Program Office staff that consists of Ms. Lisa Schwartz and Ms. Carmen Montoya review the forms and place the students in the program selected by the parent. A Placement Letter in the parents' preferred language is given to the parents/guardians notifying them of the student's placement. Finally, Ms. Rivera enters the required information for newly identified ELLs into the ELPC screen on ATS. All ELLs are subsequently evaluated annually using the New York State English as a second Language Achievement Test (NYSESLAT.) The NYSESLAT is given every year to all of our ESL students. The RLAT ATS report provides the data to determine eligibility for students to take the NYSESLAT. To ensure that the NYSESLAT is administered to all students an organization committee consisting of Mr. Sarmiento (Principal) Mrs. Rojas (Assistant Principal of Organization) Ms. Tselepis (LAB-R coordinator) and Ms. Dinan (LAB coordinator) hold a meeting to plan the testing procedures for each part of the NYSESLAT. Following the administration manual the Speaking, Listening, Reading and Writing part of the NYSESLAT is administered within the assigned dates. The following licensed ESL and English teachers: J. Beese, M. Canning, N. Depas, L. DeCatrel, C. DelFrate, M. Dellis, I. Diaz, M. Dinan, L. Enriquez, M. Fiorillo, D. Kandel, M. Kastner, N. Kramer, J. Mann, N. Marti, S. Patel, S. Sambe, L. Schwartz, J. Seifman, M. Tallo, A. Tselepis, and S. Zannis administer the NYSESLAT to all eligible students. To ensure safety of the exam, each teacher returns

their material daily and they are locked in the Testing Office. Also, every teacher signs when they pick up and return their material as advised in the administration manual. Finally, our students are given a report after the NYSESLAT is scored so they can see how they performed on each skill. These reports are given to the students by their teachers. A copy of each student's score is also mailed to the parents in order for them to see if their child is still eligible to receive ESL services.

As part of program planning, LAB-R coordinators, and the program chair (Ms. Lisa Schwartz) review the NYSESLAT scores of students to determine continued eligibility for services. Students who score "Proficient" on the NYSESLAT are placed in regular English classes. LAB-R coordinators, ESL assistant principal, parent coordinator and pupil accounting secretary (Ms. Diane Rivera) organize and distribute the Entitlement Letters. Entitlement Letters are sent to all parents in various native languages annually.

In addition to having a Parent Coordinator (Mr. Eduardo Duarte) Newcomers High School has 11 bilingual certified teachers, and several other teachers who speak languages such as Spanish, Chinese, Russian, German, Korean, French, Greek, Portuguese, and Japanese. These teachers assist in explaining program choices to parents in their native language. The Parent Coordinator also distributes printed NYCDOE materials in these various languages, parents view the video describing the three programs available to them as options for their child. Since Newcomers High School has only two of the three types (TBE and ESL), if a parent requests a dual language program, a trained pedagogue informs them of what schools offer dual language programs.

After students have been identified as ELLs by using the HLIS, Parent Survey and Program Selection forms, the LAB-R and an in-house placement test they are placed in the appropriate level of ESL instruction. A math placement is also administered in the student's native language. The Spanish LAB is also administered to Spanish speakers. All of these tests and forms are completed within the first three days of school in the Library or during orientation. Newcomers High School provides an "orientation" program for the first three days that the students are in the school in order to help them transition into the new school culture. Besides the tests mentioned above, during the orientation program the students receive lessons on how to use the subway, how to organize their binders and prepare themselves for class. They are also given a building tour so they become familiar with our school environment.

After a review of the Parent Surveys and Program Selection forms for the past few years, it was observed that in 2010-2011 we had 77% in the TBE program and 23% in the Freestanding ESL program. In 2009-2010, there were 81% in TBE and 19% in Freestanding ESL. We observed that the numbers in the past two years for the two programs are consistent. The majority of parents select the Transitional Bilingual Program (either Chinese or Spanish) with ESL services, and that these programs are aligned with parents' requests.

In addition to following State mandated protocol for identifying and placing students in appropriate programs through the HLIS, administering the Parent Survey and Program Selection form and viewing the video for parents that explains the choices in several native languages, the parent coordinator sends letters and updates to parents. All parents are invited to attend every Parents Association meeting and the principal (Mr. Orlando Sarmiento) updates and gives information in those meetings about the services that Newcomers High School has to offer. These hosted meetings include translations for the parents in order for them to understand better and be able to express their concerns and make informed decisions related to their children's education and academic career.

## Part III: ELL Demographics

### A. ELL Programs

<b>This school serves the following grades (includes ELLs and EPs)</b> Check all that apply	K <input checked="" type="radio"/> 1 <input checked="" type="radio"/> 2 <input checked="" type="radio"/> 3 <input checked="" type="radio"/> 4 <input checked="" type="radio"/> 5 <input checked="" type="radio"/> 6 <input checked="" type="radio"/> 7 <input checked="" type="radio"/> 8 <input checked="" type="radio"/> 9 <input checked="" type="radio"/> 10 <input checked="" type="radio"/> 11 <input checked="" type="radio"/> 12 <input checked="" type="radio"/>
--	--

#### **This school offers (check all that apply):**

Transitional bilingual education program	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, indicate language(s): Spanish, Chinese
--	--	--

Dual language program	Yes <input checked="" type="radio"/>	No <input 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	To t#
<b>Transitional Bilingual Education</b> (60%:40% → 50%:50% → 75%:25%)										5	10	5	5	25
<b>Dual Language</b> (50%:50%)														0
<b>Freestanding ESL</b>														
<b>Self-Contained Push-In</b>										2	3	3	2	10
<b>Total</b>	0	0	0	0	0	0	0	0	0	7	13	8	7	35

### B. ELL Years of Service and Programs

Number of ELLs by Subgroups					
All ELLs	908	Newcomers (ELLs receiving service 0-3 years)	884	Special Education	0
SIFE	0	ELLs receiving service 4-6 years	24	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	683	0	0	20	0	0	0	0	0	703
Dual Language	0	0	0	0	0	0	0	0	0	0
ESL	201	0	0	4	0	0	0	0	0	205
<b>Total</b>	<b>884</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>908</b>

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										62	190	64	73	389
Chinese										44	115	88	67	314
Russian														0
Bengali														0
Urdu														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
Arabic														0
Haitian														0
French														0
Korean														0
Punjabi														0
Polish														0
Albanian														0
Yiddish														0
Other														0
<b>TOTAL</b>	<b>0</b>	<b>106</b>	<b>305</b>	<b>152</b>	<b>140</b>	<b>703</b>								

**Dual Language (ELLs/EPs)**

**K-8**

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

	K		1		2		3		4		5		6		7		8		TOTAL	
	EL L	EP																		
Spanish																			0	0
Chinese																			0	0
Russian																			0	0
Korean																			0	0
Haitian																			0	0
French																			0	0
Other																			0	0
<b>TOTAL</b>	<b>0</b>																			

**Dual Language (ELLs/EPs)**

**9-12**

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

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

**This Section for Dual Language Programs Only**

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

Number of third language speakers:

Ethnic breakdown of EPs (Number):

African-American: \_\_\_\_ Asian: \_\_\_\_ Hispanic/Latino: \_\_\_\_  
 Native American: \_\_\_\_ White (Non-Hispanic/Latino): \_\_\_\_ Other: \_\_\_\_

**Freestanding English as a Second Language**

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

	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Spanish										0	1	0	3	4
Chinese										0	1	2	0	3
Russian										1	2	1	0	4
Bengali										11	24	19	8	62
Urdu										0	3	3	0	6
Arabic										3	4	3	5	15
Haitian										10	7	3	1	21
French										1	2	7	9	19
Korean										0	1	3	1	5
Punjabi										0	2	0	0	2
Polish										0	1	2	1	4
Albanian										0	0	0	0	0
Other										18	23	11	0	52
<b>TOTAL</b>	<b>0</b>	<b>44</b>	<b>71</b>	<b>54</b>	<b>28</b>	<b>197</b>								

## 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 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?

## A. Programming and Scheduling Information

Newcomers High School (NHS) is a school that services the needs of recently arrived immigrants to the United States. For most of our students, except for a small number who transfer from middle school, NHS is their first school in the U.S. Therefore, all students at NHS are ELLs or former ELLs. We follow a self-contained organizational model. There are two major instructional programs at NHS. One is the Transitional Bilingual Program (TBE), which includes two language sub-groups: Spanish and Chinese. The other program is the Free-Standing ESL program for ELLs who are part of a small sub-group, such as Punjabi, or those who opt-out of TBE.

All ELLs (regardless of whether their parents select the TBE or Free-standing ESL program) are tested and placed in an appropriate ESL level to receive the state mandated minutes of instruction in ESL classes. Students' English language skills and Math skills are assessed upon entering the school. They are then programmed by proficiency level. Classes are arranged by ESL levels- Levels 1 and 2 for beginning, Levels 3 or 4 lower for intermediate levels, and levels 5 and 6 for advanced ELLs. Each student in the beginning and intermediate level receives instruction in two ESL classes by different certified ESL teachers: One class is designated the "R" class and consists of six periods of 63 minutes, totaling 378 minutes. The other class is designated the "T" class and consists of three periods of 63 minutes each, totaling 189 minutes. Advanced level students receive a double period of ESL and a single period of English. Social Studies, Science and Native Language Arts (for Chinese and Spanish speaking students) are grouped by grade level. In the Arts and Physical Education students are heterogeneous. Those classes are comprised of students in varying English proficiency level and different grade levels.

In both our TBE and ESL programs, students in the beginning and intermediate level of ESL proficiency students receive a double period of ESL (103 minutes at 6 times per week which is 618 minutes per week and a single period of ESL (103 minutes at 3 times per week which is 309 minutes per week.) At the advanced level, they receive 309 minutes per week of ESL instruction and 309 minutes of English instruction. Students in the TBE program receive also receive 309 minutes of NLA instruction.

In both programs students receive 618 minutes of ESL/ELA instruction. In addition, their content area classes, i.e. Social Studies, Math, Science, are taught using the SIOP protocol. Each class has a content objective as well as a language objective. Teachers employ many ESL techniques to scaffold content. All four modalities Reading, Writing Speaking, and Listening are emphasized. All teachers are beginning to use Core Standards as a guide to assessment. This year the emphasis is on reading informational text and writing argumentative essays.

Content areas are delivered in several ways in both the TBE program and the Free Standing ESL programs. In both programs, teachers use the SIOP model to scaffold not only content objectives but also language objectives. ESL strategies that are used to deliver comprehensible input include sentences starters, sequencing, various vocabulary building strategies, word walls, activating prior knowledge and SQ3R. In the Chinese and Spanish TBE program, the idea is that students will transfer academic, conceptual, and other skills acquired in their native language to academic and conceptual development in English as their second language. The amount of English used in a classroom depends on students' English proficiency; however, it increases gradually as proficiency increases, following the NYS recommended guidelines of 60% native language to 40% English for beginners; 50-50% for intermediate learners; and 25-75% native language to English language use for advanced learners. For example, in a class of all new arrivals, although new concepts may be introduced in English, beginner students are allowed to use their native language as a means of accomplishing a task. English is used 40% of the time as required by NYC Department of Education, and each lesson includes a linguistic summary in English. As the year progresses and student English proficiency increases, the amount of English used in instruction and in class activities increases accordingly. In classes of intermediate and advanced level students who have acquired basic social interactive and academic language, English is the means of instruction for 50-75% or more of the time.

To evaluate ELLs in their native language the school has several diagnostic exams in place such as the Chinese Writing Test, the Spanish Writing Diagnostic Test and the Lab R in Spanish. We also facilitate the administration of Lote Exam for students who speak languages less common, such as Punjabi, Arabic and Urdu.

For SIFE students Newcomers provides literacy classes which provides additional support in a small class setting. Students are allotted more time (two semesters) to complete the course work. Also, in Math we provide an extra class for beginning algebra students who need the extra skills to complete the Algebra coursework.

## A. Programming and Scheduling Information

All of our students are newcomers. Therefore, we provide them with a double period of ESL plus and additional period for a total of 9 hours per week. We also provide Orientation classes to help support them in adapting to what is in many cases is a new and different educational system. We also thoroughly explain the graduation requirements and high school expectations upon entrance.

For ELLs receiving service for four to six years, we offer Credit Recovery classes, SES services, Academic Intervention through tutoring after school, on Saturday, and during the school day. We also program with flexible scheduling in mind. Some classes offered before the regular school day and after the regular school day. We also program identified students for Regents Preparation classes to help them graduate on time.

As only students with less than one year in the US are admitted, Newcomers does not have any long-term ELLs completing 6 years of service.

A plethora of strategies and techniques are utilized to make language and content-based learning comprehensible to learners. These strategies include using differentiated and integrated instructional techniques. Teachers have content as well as linguistic objectives for each class, using scaffolding concepts (graphic organizers, writing templates, pre-learning, during-learning, and post-learning activities, small group and pair work), activating prior knowledge, linking new learning to past, reinforcing key terms and vocabulary (word walls, note-taking techniques, keeping journals), highlighting functional language in context, adapting materials to make them more comprehensible, promoting critical thinking skills, providing summaries of lessons, using outlines, bringing realia to class, using technology in the classroom (the Internet, SmartBoards, overhead projectors), using collaborative and cooperative learning activities (including various forms of group work). All of these strategies provide students with opportunities to use the language for meaningful exchange and negotiation of meaning, using hands-on activities, using technology and visual as well as aural materials, using demonstrations, practicing language, encouraging students participation and present information in class (presentations), completing projects (project-based and thematic activities), doing Constructivist type reading and writing activities (using reading strategies, e.g., prediction, questioning the text, making connections, visualizing, predicting, summarizing) and other meaningful, relevant, and engaging tasks. The free-standing ESL program classes are self-contained and taught by certified ESL teachers who are trained in using an array of second language teaching methods and techniques as mentioned above. An important teaching goal is to have students pass the NYS Regents in English. Therefore, instruction is guided by the NYS standards and aimed at passing the English Regents as well as other Regents exams. For example, students are taught how to read and write critically, analyze data, discuss literary elements, read a text and take a position and defend it using evidence from a text or elsewhere, and so forth in all content area classes as well as the English classes.

Additionally, all bilingual program students receive ESL and ELA instruction as required by CR-Part 154. The Spanish TBE program offers Spanish-speaking students Native Language Arts (NLA) Spanish in Levels 1-8. Language and Literature Advanced Placement Spanish classes are also offered. Bilingual Spanish content area classes are offered in 1st and 2nd year Earth Science, Living Environment

### 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%	students. The means of instruction in the freestanding ESL program at newcomers includes a broad range of ESL teaching methodology.		
75%	We offer a program grid that schedules students for up to 9 classes a week. We offer morning classes that begin at 7:15 and lab classes		
50%	taught after the regular school day. Our grid sched		
25%			
	Dual Language		
100%			
75%			
50%			
25%			
	Freestanding ESL		
100%			
75%			
50%			
25%			
TIME	BEGINNERS	INTERMEDIATE	ADVANCED

TBE and dual language programs have both native language arts and subject areas taught in the native language; ESL has native language supports.

## Courses Taught in Languages Other than English

### 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?

Newcomers schedules at-risk students with afterschool and Saturday AIS classes. In ESL we offer Levels 1-6. In Math, we offer Integrated Algebra 1,2,3, and 4. In Science, we have Living Environment and Earth Science and in Social Studies, we have Global History and US History classes. Depending on enrollment and the demographics of the students in need, classes are offered in Spanish and in Chinese Mandarin. In addition, as mentioned earlier, one period a week is dedicated towards aligning the class with specific student's needs. During that period, we offer Integrated Algebra (in English and Spanish), Global History and US History and Govt. in and and Science makeup labs. Again, depending on the demographics, these classes are offered in Spanish and Chinese as well as English. In addition to these intervention programs, Newcomers identifies students who are at risk of not passing the English Regents on time. They are scheduled for a self-contained class which focuses on Regents preparation in a small group setting. We have set up the same program for students struggling with Integrated Algebra. These students are programmed for a math class to supplement the regular math class.

Newcomers continues to give transitional support for ELLs recaching proficiency on the NYSESLAT. They are taught by English teachers who are well trained in ESL methodology. We offer College Preparation and Application classes to assist them in getting ready for College. They are given extended time during Regents exams and are allowed to use bilingual glossaries. In addition, students at this level often take classes in the Bridge Program (to help bridge the gap between high school and college) and College Now classes which give them a head start when they get to college.

In the upcoming school year, we will consider creating an interention classes for specific subgroups, ie. older-at-risk Latino boys, through their Native Language Arts class.

We recently discontinued a Native Language Arts class specifically for students who scored in the lowest perentile of the Spanish Lab R exam. We didn't have enough evidence to show that the program was successful and we would like to review various curricula before we offer the class again.

Since 100% of our student population are ELL's or former ELL's, they are afforded access to all school programs. Our Student Government, Athletic teams, and CFO programs are comprised solely of ELL's and some former ELLs.

There are many supplemental services for our ELL's. Newcomers offers students after school and Saturday classes. In ESL we offer Levels 1-6. In Math, we offer Integrated Algebra 1,2,3, and 4. In Science, we have Living Environment and Earth Science and in Social Studies, we have Global History and US History classes. Depending on enrollment and the demographics of the students in need, classes are offered in Spanish and in Chinese Mandarin. In addition, as mentioned earlier, one period a week is dedicated towards aligning the class with specific student needs. During that period, we offer Integrated Algebra (in English and Spanish), Global History and US History and Govt. in and and Science makeup labs. Again, depending on the demographics, these classes are offered in Spanish and Chinese as well as English. In addition to these intervention programs, Newcomers identifies students who are at risk of not passing the English Regents on time. They are scheduled for a self-contained class which focuses on Regents preparation in a small group setting. We have set up the same program for students struggling with Integrated Algebra. These students are programmed for a math class to supplement the regular math class. We also have a partnership with 21st Century and LaGuardia Community College. The 21st Century Program offers workshops, classes and clubs for Ping Pong, Dance, Photography, Mural Making, Theater, Cartooning & Fashion Design, Global Careers and Education, Media Team/Digital Movie Club. Math Club. Young Women's Leadership Skills. School Newspaper. Robotics Programming.

## 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?

Newcomers schedules at-risk students with afterschool and Saturday AIS classes. In ESL we offer Levels 1-6. In Math, we offer Integrated Algebra 1, 2, 3, and 4. In Science, we have Living Environment and Earth Science and in Social Studies, we have Global History and US History classes. Depending on enrollment and the demographics of the students in need, classes are offered in Spanish and in Chinese Mandarin. In addition, as mentioned earlier, one period a week is dedicated towards aligning the class with specific student's needs. During that period, we offer Integrated Algebra (in English and Spanish), Global History and US History and Govt. in and and Science makeup labs. Again, depending on the demographics, these classes are offered in Spanish and Chinese as well as English. In addition to these intervention programs, Newcomers identifies students who are at risk of not passing the English Regents on time. They are scheduled for a self-contained class which focuses on Regents preparation in a small group setting. We have set up the same program for students struggling with Integrated Algebra. These students are programmed for a math class to supplement the regular math class.

Newcomers continues to give transitional support for ELLs recaching proficiency on the NYSESLAT. They are taught by English teachers who are well trained in ESL methodology. We offer College Preparation and Application classes to assist them in getting ready for College. They are given extended time during Regents exams and are allowed to use bilingual glossaries. In addition, students at this level often take classes in the Bridge Program (to help bridge the gap between high school and college) and College Now classes which give them a head start when they get to college.

In the upcoming school year, we will consider creating an interention classes for specific subgroups, ie. older-at-risk Latino boys, through their Native Language Arts class.

We recently discontinued a Native Language Arts class specifically for students who scored in the lowest perentile of the Spanish Lab R exam. We didn't have enough evedence to show that the program was successful and we would like to review various curricula before we offer the class again.

Since 100% of our student population are ELL's or former ELL's, they are afforded access to all school programs. Our Student Government, Athletic teams, and CFO programs are comprised solely of ELL's and some former ELLs.

There are many supplemental services for our ELL's. Newcomers offers students after school and Saturday classes. In ESL we offer Levels 1-6. In Math, we offer Integrated Algebra 1, 2, 3, and 4. In Science, we have Living Environment and Earth Science and in Social Studies, we have Global History and US History classes. Depending on enrollment and the demographics of the students in need, classes are offered in Spanish and in Chinese Mandarin. In addition, as mentioned earlier, one period a week is dedicated towards aligning the class with specific student needs. During that period, we offer Integrated Algebra (in English and Spanish), Global History and US History and Govt. in and and Science makeup labs. Again, depending on the demographics, these classes are offered in Spanish and Chinese as well as English. In addition to these intervention programs, Newcomers identifies students who are at risk of not passing the English Regents on time. They are scheduled for a self-contained class which focuses on Regents preparation in a small group setting. We have set up the same program for students struggling with Integrated Algebra. These students are programmed for a math class to supplement the regular math class. We also have a partnership with 21st Century and LaGuardia Community College. The 21st Century Program offers workshops, classes and clubs for Ping Pong, Dance, Photography, Mural Making, Theater, Cartooning & Fashion Design, Global Careers and Education, Media Team/Digital Movie Club, Math Club, Young Women's Leadership Skills, School Newspaper, Robotics Programming, Model UN, Stage Production Club, and a Chess Club. In the College Now and Bridge Program offers, students take classes in Bsic Writing, Communications, Thinking College, Critical Thinking, College Algebra, Statistics and Art.

## 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?

Newcomers schedules at-risk students with afterschool and Saturday AIS classes. In ESL we offer Levels 1-6. In Math, we offer Integrated Algebra 1,2,3, and 4. In Science, we have Living Environment and Earth Science and in Social Studies, we have Global History and US History classes. Depending on enrollment and the demographics of the students in need, classes are offered in Spanish and in Chinese Mandarin. In addition, as mentioned earlier, one period a week is dedicated towards aligning the class with specific student's needs. During that period, we offer Integrated Algebra (in English and Spanish), Global History and US History and Govt. in and and Science makeup labs. Again, depending on the demographics, these classes are offered in Spanish and Chinese as well as English. In addition to these intervention programs, Newcomers identifies students who are at risk of not passing the English Regents on time. They are scheduled for a self-contained class which focuses on Regents preparation in a small group setting. We have set up the same program for students struggling with Integrated Algebra. These students are programmed for a math class to supplement the regular math class.

Newcomers continues to give transitional support for ELLs recapping proficiency on the NYSESLAT. They are taught by English teachers who are well trained in ESL methodology. We offer College Preparation and Application classes to assist them in getting ready for College. They are given extended time during Regents exams and are allowed to use bilingual glossaries. In addition, students at this level often take classes in the Bridge Program (to help bridge the gap between high school and college) and College Now classes which give them a head start when they get to college.

In the upcoming school year, we will consider creating an intervention classes for specific subgroups, ie. older-at-risk Latino boys, through their Native Language Arts class.

We recently discontinued a Native Language Arts class specifically for students who scored in the lowest percentile of the Spanish Lab R exam. We didn't have enough evidence to show that the program was successful and we would like to review various curricula before we offer the class again.

Since 100% of our student population are ELL's or former ELL's, they are afforded access to all school programs. Our Student Government, Athletic teams, and CFO programs are comprised solely of ELL's and some former ELLs.

There are many supplemental services for our ELL's. Newcomers offers students after school and Saturday classes. In ESL we offer Levels 1-6. In Math, we offer Integrated Algebra 1,2,3, and 4. In Science, we have Living Environment and Earth Science and in Social Studies, we have Global History and US History classes. Depending on enrollment and the demographics of the students in need, classes are offered in Spanish and in Chinese Mandarin. In addition, as mentioned earlier, one period a week is dedicated towards aligning the class with specific student needs. During that period, we offer Integrated Algebra (in English and Spanish), Global History and US History and Govt. in and and Science makeup labs. Again, depending on the demographics, these classes are offered in Spanish and Chinese as well as English. In addition to these intervention programs, Newcomers identifies students who are at risk of not passing the English Regents on time. They are scheduled for a self-contained class which focuses on Regents preparation in a small group setting. We have set up the same program for students struggling with Integrated Algebra. These students are programmed for a math class to supplement the regular math class. We also have a partnership with 21st Century and LaGuardia Community College. The 21st Century Program offers workshops, classes and clubs for Ping Pong, Dance, Photography, Mural Making, Theater, Cartooning & Fashion Design, Global Careers and Education, Media Team/Digital Movie Club, Math Club, Young Women's Leadership Skills, School Newspaper, Robotics Programming, Model UN, Stage Production Club, and a Chess Club. In the College Now and Bridge Program offers, students take classes in Basic Writing, Communications, Thinking College, Critical Thinking, College Algebra, Statistics and Art.

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

Beginning

Intermediate

Advanced

### 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)?

Currently, Newcomers does not offer Dual Language Programs.

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

### 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.

The plan for professional development for all ELL personnel at Newcomers HS includes the following: On Professional Development days, teachers are trained on how to gather and use data to guide them into differentiating instruction in the classroom. They also participate in various workshops that foster English language learning including:

- the implementation of drama as a tool to stimulate critical thinking and language building with Urban Arts .
- supporting teachers in facilitating the incorporation of the media center as an instructional tool.
- the Sheltered Instruction Observation Protocol (SIOP Model)
- creating curricular maps and units embedded with the Common Core Standards
- incorporating technology (Elmos and Smartboards) in the classroom
- turnkey and implementation of the strategies of the Interdisciplinary Committee

Throughout the semester Newcomers High School uses Title I and Title III funds to provide teachers with a variety of other professional development workshops that address the needs of the teachers. Each semester assistant principals survey the needs of teachers and of students to align the professional development with the instructional goals of the school and the respective departments.

After a teacher survey is conducted, a decision is made to have a series of workshops that respond to the identified needs which will also move the school towards its goal of providing differentiated instruction and making learning accessible to all students while emphasizing the need to meet NYS standards. Sessions are assessed and added to ensure that Newcomers is a school of learners.

Last year, for example, funds were used to contract the services of vendors such as Lincoln Center Institute, American Place Theater, Repertorio Espanol and Teaching Matters to provide residencies in the classrooms with teachers to expand their teaching capacity. Many teachers attended a variety of workshops sponsored by the Learning Support Organization, Title IID, and the Department of Education. Especially important were the Q-Tel series of professional development for English-Language learners. Both ESL and content teachers attended these workshops and turn-keyed what they learned at department meetings.

The following personnel is also included in the Professional Development plan for the year: Guidance counselors receive training on how to support students and families, parent coordinator received training on mackinney” vento which consisted of training of providing information for parents regarding housing and also training in helping ELL students with disabilities assessment placement and parental involvement , the school aides are trained on how to provide parents with information about admissions requirements, the pupil personnel secretary received training on the identification and placement procedures of ELL students.

Teachers who teach the seminar classes receive training and a calendar of lessons with specific materials on the articulation process. Then, the students who are going to be articulated at the end of the year are programmed in these seminar classes who meet once a week for duration of six weeks. The culmination of the seminar class consists of a high school fair where several school representatives come together at the school to provide information to the students to be articulated.

New teachers are assigned a teaching buddy in their subject area and are mentored through the mentor program. A school pairs up new teachers with an outside mentor (Diane Giorgi Lehman College Writing Project Resident Staff Developer) who provides support in terms

## 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.

The plan for professional development for all ELL personnel at Newcomers HS includes the following: On Professional Development days, teachers are trained on how to gather and use data to guide them into differentiating instruction in the classroom. They also participate in various workshops that foster English language learning including:

- the implementation of drama as a tool to stimulate critical thinking and language building with Urban Arts .
- supporting teachers in facilitating the incorporation of the media center as an instructional tool.
- the Sheltered Instruction Observation Protocol (SIOP Model)
- creating curricular maps and units embedded with the Common Core Standards
- incorporating technology (Elmos and Smartboards) in the classroom
- turnkey and implementation of the strategies of the Interdisciplinary Committee

Throughout the semester Newcomers High School uses Title I and Title III funds to provide teachers with a variety of other professional development workshops that address the needs of the teachers. Each semester assistant principals survey the needs of teachers and of students to align the professional development with the instructional goals of the school and the respective departments.

After a teacher survey is conducted, a decision is made to have a series of workshops that respond to the identified needs which will also move the school towards its goal of providing differentiated instruction and making learning accessible to all students while emphasizing the need to meet NYS standards. Sessions are assessed and added to ensure that Newcomers is a school of learners.

Last year, for example, funds were used to contract the services of vendors such as Lincoln Center Institute, American Place Theater, Repertorio Espanol and Teaching Matters to provide residencies in the classrooms with teachers to expand their teaching capacity. Many teachers attended a variety of workshops sponsored by the Learning Support Organization, Title IID, and the Department of Education. Especially important were the Q-Tel series of professional development for English-Language learners. Both ESL and content teachers attended these workshops and turn-keyed what they learned at department meetings.

The following personnel is also included in the Professional Development plan for the year: Guidance counselors receive training on how to support students and families, parent coordinator received training on mackinney” vento which consisted of training of providing information for parents regarding housing and also training in helping ELL students with disabilities assessment placement and parental involvement , the school aides are trained on how to provide parents with information about admissions requirements, the pupil personnel secretary received training on the identification and placement procedures of ELL students.

Teachers who teach the seminar classes receive training and a calendar of lessons with specific materials on the articulation process. Then, the students who are going to be articulated at the end of the year are programmed in these seminar classes who meet once a week for duration of six weeks. The culmination of the seminar class consists of a high school fair where several school representatives come together at the school to provide information to the students to be articulated.

New teachers are assigned a teaching buddy in their subject area and are mentored through the mentor program. A school pairs up new teachers with an outside mentor (Diane Giorgi Lehman College Writing Project Resident Staff Developer) who provides support in terms of lesson planning, development of language objectives, strategies to incorporate ESL methodologies, etc.

The plan for professional development for all ELL personnel at Newcomers High School includes the following: On Professional Development days, teachers attended workshops on differentiated instruction across the instructional plan by developing curriculum maps, as well as using data as a tool to differentiate instruction. Teachers participated in workshops to use drama as a tool to stimulate critical thinking and to build language. Teachers also met to plan curriculum for our seminar classes. All subject areas teachers are offered workshops on incorporating technology into instruction to help them increase differentiation of instruction, improve research and writing skills, and to help students to meet NYS standards. ELA and ESL teachers are offered workshops facilitated by a resident artist from American Place Theater on infusing “Literature to Life” as a practice to foster listening and speaking in ESL classes to reinforce the development of reading and writing skills.

Examples of school-wide workshops presented during professional development days in 2010 include the following: On Tuesday, September 7, 2010: In the morning all teachers attended school wide workshops on: orientation of new students, and expectations of the

## 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)			
<p>100% The plan for professional development for all ELL teachers are trained on how to gather and use data</p> <p>75% various workshops that foster English language le</p> <p>50% -the implementation of drama as a tool to stimulat</p> <p>25%</p>	<p>personnel at Newcomers HS includes the following: On Professional Development days, teachers participate in differentiated instruction in the classroom. They also participate in</p>			
	Dual Language			
<p>100% -the Sheltered Instruction Observation Protocol (SIOP Model)</p> <p>75% -creating curricular maps and units embedded with the Common Core Standards</p> <p>50% -incorporating technology (Elmos and Smartboard</p> <p>25% -turnkey and implementation of the strategies of th</p>	<p>the Sheltered Instruction Observation Protocol (SIOP Model)</p> <p>the Common Core Standards</p>			
	Freestanding ESL			
<p>100% Throughout the semester Newcomers High School</p> <p>75% development workshops that address the needs of</p> <p>50% students to align the professional development with</p> <p>25%</p>	<p>uses Title I and Title III funds to provide teachers with a variety of other professional development workshops that address the needs of the teachers. Each semester assistant principals survey the needs of teachers and of students to align the professional development with the instructional goals of the school and the respective departments</p>			
TIME	BEGINNERS	INTERMEDIATE	ADVANCED	

TBE and dual language programs have both native language arts and subject areas taught in the native language; ESL has native language supports.

the need to meet NYS standards. Sessions are assessed and added to ensure that Newcomers is a school of learners.

Last year, for example, funds were used to contract the services of vendors such as Lincoln Center Institute, American Place Theater, Repertorio Espanol and Teaching Matters to provide residencies in the classrooms with teachers to expand their teaching capacity. Many teachers attended a variety of workshops sponsored by the Learning Support Organization, Title IID, and the Department of Education. Especially important were the Q-Tel series of professional development for English-Language learners. Both ESL and content teachers attended these workshops and turn-keyed what they learned at department meetings.

The following personnel is also included in the Professional Development plan for the year: Guidance counselors receive training on how to support students and families, parent coordinator received training on mackinney” vento which consisted of training of providing information for parents regarding housing and also training in helping ELL students with disabilities assessment placement and parental involvement , the school aides are trained on how to provide parents with information about admissions requirements, the pupil personnel secretary received training on the identification and placement procedures of ELL students.

Teachers who teach the seminar classes receive training and a calendar of lessons with specific materials on the articulation process. Then, the students who are going to be articulated at the end of the year are programmed in these seminar classes who meet once a week for duration of six weeks. The culmination of the seminar class consists of a high school fair where several school representatives come together at the school to provide information to the students to be articulated.

New teachers are assigned a teaching buddy in their subject area and are mentored through the mentor program. A school pairs up new teachers with an outside mentor (Diane Giorgi Lehman College Writing Project Resident Staff Developer) who provides support in terms of lesson planning, development of language objectives, strategies to incorporate ESL methodologies, etc.

The plan for professional development for all ELL personnel at Newcomers High School includes the following: On Professional Development days, teachers attended workshops on differentiated instruction across the instructional plan by developing curriculum maps, as well as using data as a tool to differentiate instruction. Teachers participated in workshops to use drama as a tool to stimulate critical thinking and to build language. Teachers also met to plan curriculum for our seminar classes. All subject areas teachers are offered workshops on incorporating technology into instruction to help them increase differentiation of instruction, improve research and writing skills, and to help students to meet NYS standards. ELA and ESL teachers are offered workshops facilitated by a resident artist from American Place Theater on infusing “Literature to Life” as a practice to foster listening and speaking in ESL classes to reinforce the development of reading and writing skills.

Examples of school-wide workshops presented during professional development days in 2010 include the following: On Tuesday, September 7, 2010: In the morning all teachers attended school wide workshops on: orientation of new students, and expectations of the instructional program at Newcomers High School for teaching and learning. On Election Day, November 2, 2010 we intent to offer all our

## 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?

All of our students are ELLs and therefore the majority of parents and guardians are also ELLs or former ELLs. Our parents are very involved in the School Leadership Team, and participate very actively in Parents Association meetings. Parents also participate in school walkthroughs every semester organized by the SLT. Our school has a full time bilingual Parent Coordinator who assists parents during the registration process and throughout the school year as point contact person with the parents and as key member in the organization of parents meetings throughout the school year. The Parent Coordinator also disseminates information in various languages to parents, and communicates with them to telephones parents to keep them abreast of important news, their rights, programs, and the progress of their children. School aides are also bilingual (Chinese and Spanish) and assist in helping parents when they come to register/enroll their children. Parent Association meetings are held monthly and are attended by teachers, aides or others who can translate. Some parents also are part of the School Leadership Team, the Parents Association, and other planning groups in order to keep the parent perspective in the planning of school policies and events. The Parent Coordinator, Mr. Duarte, provides Parents with instructions on how to use the ARIS link during the Parent Association meetings. Saturday school programs include English classes for parents and training on: computer skills, patient rights, immigration issues, graduation requirements and college application process, and others.

Newcomers High School has several partnerships with agencies and community based organization to provide workshops and support to parents of ELLs. Queens Community House (QCH) and the Center for the Integration & Advancement of New Americans (CIANA) are those organizations directly involved in providing workshops and services to ELL Parents. QCH offers six workshops a year which range on topics such as knowing the graduation requirements, providing information on immigration issues, knowing the patient bill of rights, college application process, Financial advisement, and free health resources for parents. Parents are involved through our Parent Association Meetings, which are conducted on monthly basis. During our Parents Association meetings, the parents conduct parent association elections, which are instrumental in selecting the parental government body of the school. Also, during these monthly meetings, the school communicates relevant issues to the parents concerning programming, guidance and college admission information through informative workshops and presentations. Since all of the parents come from diverse ethnic backgrounds and many of them are not fluent in English, meetings are facilitated through the use of simultaneous translating devices. In order to accomplish this, the school purchased an electronic system of radios and communication devices that allow the parents to receive the signals through different channels in various languages including Spanish and Chinese. The school hires interpreters to translate simultaneously the meeting from the English language into Spanish and Chinese. The fact that the parent coordinator and the team of guidance counselors are bilingual is of great benefit for our students and parents when it comes to disseminating information.

We evaluate the needs of parents in the following ways. The first is by conducting a parents survey and carefully reviewing the resulting data. The second is that parent members of the School Leadership Team participate in a yearly walkthrough of classrooms, offices and hallways in order to identify needs of parents, students, and school in general. After the walkthrough, which includes groups of different constituents such as parents, students, one administrator and teachers, a meeting is held where various needs are identify and possible ways to meet those needs are stated. In the spring, during one of the monthly SLT meetings there's a follow up or revision of the goals accomplished and needs met.

The School Leadership Team (SLT) is another area through which Newcomers High School elicits parental involvement. The SLT has participation of seven parents including the President, Vice-President, and the Treasurer of the Parents Association Committee. The SLT also conducts monthly meetings where critical components and decision making related to the Comprehensive Educational Plan (CEP) takes place. In order to diagnose the needs of parents, students and school staff, the SLT committee performs a walkthru of the offices, classrooms and other school facilities. Then, a meeting is set up where each member on the walkthru shares the walkthru findings and provides suggestions for improvement. Short and long term goals are set up to be addressed and fulfil throughout the year. In the Spring semester another walkthru is performed in order to review and revised the goals accomplished and the goals in progress.

In addition to partnering with organizations that addresses the needs of ELL Parents, the school also provides workshops to parents during the Saturday Program and the Parents Association Meetings. The activities include providing ESL teaching, workshops about teaching parents how to read and comprehend the report cards and transcripts, graduation requirements, child abuse, and how to access ARIS to look at students grades and records.

## 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?

All of our students are ELLs and therefore the majority of parents and guardians are also ELLs or former ELLs. Our parents are very involved in the School Leadership Team, and participate very actively in Parents Association meetings. Parents also participate in school walkthroughs every semester organized by the SLT. Our school has a full time bilingual Parent Coordinator who assists parents during the registration process and throughout the school year as point contact person with the parents and as key member in the organization of parents meetings throughout the school year. The Parent Coordinator also disseminates information in various languages to parents, and communicates with them to telephone parents to keep them abreast of important news, their rights, programs, and the progress of their children. School aides are also bilingual (Chinese and Spanish) and assist in helping parents when they come to register/enroll their children. Parent Association meetings are held monthly and are attended by teachers, aides or others who can translate. Some parents also are part of the School Leadership Team, the Parents Association, and other planning groups in order to keep the parent perspective in the planning of school policies and events. The Parent Coordinator, Mr. Duarte, provides Parents with instructions on how to use the ARIS link during the Parent Association meetings. Saturday school programs include English classes for parents and training on: computer skills, patient rights, immigration issues, graduation requirements and college application process, and others.

Newcomers High School has several partnerships with agencies and community based organization to provide workshops and support to parents of ELLs. Queens Community House (QCH) and the Center for the Integration & Advancement of New Americans (CIANA) are those organizations directly involved in providing workshops and services to ELL Parents. QCH offers six workshops a year which range on topics such as knowing the graduation requirements, providing information on immigration issues, knowing the patient bill of rights, college application process, Financial advisement, and free health resources for parents. Parents are involved through our Parent Association Meetings, which are conducted on monthly basis. During our Parents Association meetings, the parents conduct parent association elections, which are instrumental in selecting the parental government body of the school. Also, during these monthly meetings, the school communicates relevant issues to the parents concerning programming, guidance and college admission information through informative workshops and presentations. Since all of the parents come from diverse ethnic backgrounds and many of them are not fluent in English, meetings are facilitated through the use of simultaneous translating devices. In order to accomplish this, the school purchased an electronic system of radios and communication devices that allow the parents to receive the signals through different channels in various languages including Spanish and Chinese. The school hires interpreters to translate simultaneously the meeting from the English language into Spanish and Chinese. The fact that the parent coordinator and the team of guidance counselors are bilingual is of great benefit for our students and parents when it comes to disseminating information.

We evaluate the needs of parents in the following ways. The first is by conducting a parents survey and carefully reviewing the resulting data. The second is that parent members of the School Leadership Team participate in a yearly walkthrough of classrooms, offices and hallways in order to identify needs of parents, students, and school in general. After the walkthrough, which includes groups of different constituents such as parents, students, one administrator and teachers, a meeting is held where various needs are identified and possible ways to meet those needs are stated. In the spring, during one of the monthly SLT meetings there's a follow up or revision of the goals accomplished and needs met.

The School Leadership Team (SLT) is another area through which Newcomers High School elicits parental involvement. The SLT has participation of seven parents including the President, Vice-President, and the Treasurer of the Parents Association Committee. The SLT also conducts monthly meetings where critical components and decision making related to the Comprehensive Educational Plan (CEP) takes place. In order to diagnose the needs of parents, students and school staff, the SLT committee performs a walkthru of the offices, classrooms and other school facilities. Then, a meeting is set up where each member on the walkthru shares the walkthru findings and provides suggestions for improvement. Short and long term goals are set up to be addressed and fulfilled throughout the year. In the Spring semester another walkthru is performed in order to review and revise the goals accomplished and the goals in progress.

In addition to partnering with organizations that addresses the needs of ELL Parents, the school also provides workshops to parents during the Saturday Program and the Parents Association Meetings. The activities include providing ESL teaching, workshops about teaching parents how to read and comprehend the report cards and transcripts, graduation requirements, child abuse, and how to access ARIS to look at students grades and records.

## 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?

Newcomers schedules at-risk students with afterschool and Saturday AIS classes. In ESL we offer Levels 1-6. In Math, we offer Integrated Algebra 1,2,3, and 4. In Science, we have Living Environment and Earth Science and in Social Studies, we have Global History and US History classes. Depending on enrollment and the demographics of the students in need, classes are offered in Spanish and in Chinese Mandarin. In addition, as mentioned earlier, one period a week is dedicated towards aligning the class with specific student's needs. During that period, we offer Integrated Algebra (in English and Spanish), Global History and US History and Govt. in and and Science makeup labs. Again, depending on the demographics, these classes are offered in Spanish and Chinese as well as English. In addition to these intervention programs, Newcomers identifies students who are at risk of not passing the English Regents on time. They are scheduled for a self-contained class which focuses on Regents preparation in a small group setting. We have set up the same program for students struggling with Integrated Algebra. These students are programmed for a math class to supplement the regular math class.

Newcomers continues to give transitional support for ELLs recapping proficiency on the NYSESLAT. They are taught by English teachers who are well trained in ESL methodology. We offer College Preparation and Application classes to assist them in getting ready for College. They are given extended time during Regents exams and are allowed to use bilingual glossaries. In addition, students at this level often take classes in the Bridge Program (to help bridge the gap between high school and college) and College Now classes which give them a head start when they get to college.

In the upcoming school year, we will consider creating an intervention classes for specific subgroups, ie. older-at-risk Latino boys, through their Native Language Arts class.

We recently discontinued a Native Language Arts class specifically for students who scored in the lowest percentile of the Spanish Lab R exam. We didn't have enough evidence to show that the program was successful and we would like to review various curricula before we offer the class again.

Since 100% of our student population are ELL's or former ELL's, they are afforded access to all school programs. Our Student Government, Athletic teams, and CFO programs are comprised solely of ELL's and some former ELLs.

There are many supplemental services for our ELL's. Newcomers offers students after school and Saturday classes. In ESL we offer Levels 1-6. In Math, we offer Integrated Algebra 1,2,3, and 4. In Science, we have Living Environment and Earth Science and in Social Studies, we have Global History and US History classes. Depending on enrollment and the demographics of the students in need, classes are offered in Spanish and in Chinese Mandarin. In addition, as mentioned earlier, one period a week is dedicated towards aligning the class with specific student needs. During that period, we offer Integrated Algebra (in English and Spanish), Global History and US History and Govt. in and and Science makeup labs. Again, depending on the demographics, these classes are offered in Spanish and Chinese as well as English. In addition to these intervention programs, Newcomers identifies students who are at risk of not passing the English Regents on time. They are scheduled for a self-contained class which focuses on Regents preparation in a small group setting. We have set up the same program for students struggling with Integrated Algebra. These students are programmed for a math class to supplement the regular math class. We also have a partnership with 21st Century and LaGuardia Community College. The 21st Century Program offers workshops, classes and clubs for Ping Pong, Dance, Photography, Mural Making, Theater, Cartooning & Fashion Design, Global Careers and Education, Media Team/Digital Movie Club, Math Club, Young Women's Leadership Skills, School Newspaper, Robotics Programming, Model UN, Stage Production Club, and a Chess Club. In the College Now and Bridge Program offers, students take classes in Basic Writing, Communications, Thinking College, Critical Thinking, College Algebra, Statistics and Art.

## 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?

Newcomers schedules at-risk students with afterschool and Saturday AIS classes. In ESL we offer Levels 1-6. In Math, we offer Integrated Algebra 1,2,3, and 4. In Science, we have Living Environment and Earth Science and in Social Studies, we have Global History and US History classes. Depending on enrollment and the demographics of the students in need, classes are offered in Spanish and in Chinese Mandarin. In addition, as mentioned earlier, one period a week is dedicated towards aligning the class with specific student's needs. During that period, we offer Integrated Algebra (in English and Spanish), Global History and US History and Govt. in and and Science makeup labs. Again, depending on the demographics, these classes are offered in Spanish and Chinese as well as English. In addition to these intervention programs, Newcomers identifies students who are at risk of not passing the English Regents on time. They are scheduled for a self-contained class which focuses on Regents preparation in a small group setting. We have set up the same program for students struggling with Integrated Algebra. These students are programmed for a math class to supplement the regular math class.

Newcomers continues to give transitional support for ELLs recapping proficiency on the NYSESLAT. They are taught by English teachers who are well trained in ESL methodology. We offer College Preparation and Application classes to assist them in getting ready for College. They are given extended time during Regents exams and are allowed to use bilingual glossaries. In addition, students at this level often take classes in the Bridge Program (to help bridge the gap between high school and college) and College Now classes which give them a head start when they get to college.

In the upcoming school year, we will consider creating an intervention classes for specific subgroups, ie. older-at-risk Latino boys, through their Native Language Arts class.

We recently discontinued a Native Language Arts class specifically for students who scored in the lowest percentile of the Spanish Lab R exam. We didn't have enough evidence to show that the program was successful and we would like to review various curricula before we offer the class again.

Since 100% of our student population are ELL's or former ELL's, they are afforded access to all school programs. Our Student Government, Athletic teams, and CFO programs are comprised solely of ELL's and some former ELLs.

There are many supplemental services for our ELL's. Newcomers offers students after school and Saturday classes. In ESL we offer Levels 1-6. In Math, we offer Integrated Algebra 1,2,3, and 4. In Science, we have Living Environment and Earth Science and in Social Studies, we have Global History and US History classes. Depending on enrollment and the demographics of the students in need, classes are offered in Spanish and in Chinese Mandarin. In addition, as mentioned earlier, one period a week is dedicated towards aligning the class with specific student needs. During that period, we offer Integrated Algebra (in English and Spanish), Global History and US History and Govt. in and and Science makeup labs. Again, depending on the demographics, these classes are offered in Spanish and Chinese as well as English. In addition to these intervention programs, Newcomers identifies students who are at risk of not passing the English Regents on time. They are scheduled for a self-contained class which focuses on Regents preparation in a small group setting. We have set up the same program for students struggling with Integrated Algebra. These students are programmed for a math class to supplement the regular math class. We also have a partnership with 21st Century and LaGuardia Community College. The 21st Century Program offers workshops, classes and clubs for Ping Pong, Dance, Photography, Mural Making, Theater, Cartooning & Fashion Design, Global Careers and Education, Media Team/Digital Movie Club, Math Club, Young Women's Leadership Skills, School Newspaper, Robotics Programming, Model UN, Stage Production Club, and a Chess Club. In the College Now and Bridge Program offers, students take classes in Basic Writing, Communications, Thinking College, Critical Thinking, College Algebra, Statistics and Art.

## 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)?

Currently, Newcomers does not offer Dual Language Programs.

2. What is revealed by the data patterns across proficiency levels (on the LAB-R and NYSESLAT) and grades?
3. How will patterns across NYSESLAT modalities—reading/writing and listening/speaking—affect instructional decisions?
4. For each program, answer the following:
  - a. Examine student results. What are the patterns across proficiencies and grades? How are ELLs faring in tests taken in English as compared to the native language?
  - b. Describe how the school leadership and teachers are using the results of the ELL Periodic Assessments.
  - c. What is the school learning about ELLs from the Periodic Assessments? How is the Native Language used?
5. For dual language programs, answer the following:
  - a. How are the English Proficient students (EPs) assessed in the second (target) language?
  - b. What is the level of language proficiency in the second (target) language for EPs?
  - c. How are EPs performing on State and City Assessments?
6. Describe how you evaluate the success of your programs for ELLs.

A comparison of the scores for 420 students who took the NYSESLAT in 2010 and 2011 shows an increased in numbers of students in their level of performance. In 2010 41.1% of students scored as beginners whereas in 2011 looking at the scores of the same group shows 18.6% of students scored as beginners, showing that 22.6% of beginning students moved up in proficiency level. In 2010 51.2% of students scored in the intermediate level, the same group in 2011 shows that 57.6% scored as intermediate, so the number of intermediate students increased by 6.4%. In 2010 the number of advanced students was 7.6% and in 2011 it was 18.8%, an increased of 11.2% for the same group of students. This group of students shows 0% of students scoring as proficient in 2010 whereas in 2011 the same group shows 5% of students scoring as proficient.

In our inquiry teams we have examined the scores of the periodic assessments (Acuity Predictive for ELA) to identify achievement gaps in reading skills. Inquiry teams developed diagnostics tests in areas such as: drawing conclusions from passage details, distinguish between relevant and irrelevant information, identify details that support a key concept, and making broader inferences from passage information. Teachers then developed teaching strategies, and tasks to teach these skills. Throguh the inquiry cycke teachers administerd interim and final tests to assess student progress in these skills.

A comparison of regents results for students in Freestanding ESL and Transitional Bilingual programs show that students in Bilingual programs have better passing rates than students in the ESL program in most exams offered in multiple languages. For example, students in Bilingual programs had a 20% higher passing rate in the Global History and Geography regents than students in the ESL program in June 2011. It should be noted that the Global History and Geography regents is one of the first exams that students take after arriving to our school. In comparison, students in Bilingual programs had only a 10% higher passing rate (during the same term) in the US History and Government regents, which is taken usually a year after the Global History and Geography exam. One exception to this trend is the Integrated Algebra exam, where students in the ESL program have a passing rate 5% higher than those in Bilingual programs.

Exams not offered in any native language have a wide range of passing scores among ELL students, from 90% passing in Chemistry to 48% passing for English. For the English regents in particular, the passing rate of students in Bilingual programs and in the ESL program are almost identical, with the ESL program having a passing rate only 2 percentage points higher than Bilingual programs.

The success of our ELL program is evident in gains in NYSESLAT levels of performance from 2010 to 2011. the English Regents exam data shows that in June of 2010 42% of students passed while in June of 2011 58.1% passed, an increase of 16% points. In the School Progress Report of 2009-2010 the school got an A overall, in the subcategory of 'student progress' the school got a B (38.8 points out of 60 points), however in the 2010-2011 School Progress report the school once again received an A overall, and in the subcategory of 'student progress' it received an A (42.2 points out of 60). In the 2010-2011 our school received an A overall as well as an A in all the three subcategories. The school also received a "Well Developed" in our last School Quality Review in the Spring of 2010. Our ELL program

## Additional Information

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

Paste additional information here

## 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.

The plan for professional development for all ELL personnel at Newcomers HS includes the following: On Professional Development days, teachers are trained on how to gather and use data to guide them into differentiating instruction in the classroom. They also participate in various workshops that foster English language learning including:

- the implementation of drama as a tool to stimulate critical thinking and language building with Urban Arts .
- supporting teachers in facilitating the incorporation of the media center as an instructional tool.
- the Sheltered Instruction Observation Protocol (SIOP Model)
- creating curricular maps and units embedded with the Common Core Standards
- incorporating technology (Elmos and Smartboards) in the classroom
- turnkey and implementation of the strategies of the Interdisciplinary Committee

Throughout the semester Newcomers High School uses Title I and Title III funds to provide teachers with a variety of other professional development workshops that address the needs of the teachers. Each semester assistant principals survey the needs of teachers and of students to align the professional development with the instructional goals of the school and the respective departments.

After a teacher survey is conducted, a decision is made to have a series of workshops that respond to the identified needs which will also move the school towards its goal of providing differentiated instruction and making learning accessible to all students while emphasizing the need to meet NYS standards. Sessions are assessed and added to ensure that Newcomers is a school of learners.

Last year, for example, funds were used to contract the services of vendors such as Lincoln Center Institute, American Place Theater, Repertorio Espanol and Teaching Matters to provide residencies in the classrooms with teachers to expand their teaching capacity. Many teachers attended a variety of workshops sponsored by the Learning Support Organization, Title IID, and the Department of Education. Especially important were the Q-Tel series of professional development for English-Language learners. Both ESL and content teachers attended these workshops and turn-keyed what they learned at department meetings.

The following personnel is also included in the Professional Development plan for the year: Guidance counselors receive training on how to support students and families, parent coordinator received training on mackinney” vento which consisted of training of providing information for parents regarding housing and also training in helping ELL students with disabilities assessment placement and parental involvement , the school aides are trained on how to provide parents with information about admissions requirements, the pupil personnel secretary received training on the identification and placement procedures of ELL students.

Teachers who teach the seminar classes receive training and a calendar of lessons with specific materials on the articulation process. Then, the students who are going to be articulated at the end of the year are programmed in these seminar classes who meet once a week for duration of six weeks. The culmination of the seminar class consists of a high school fair where several school representatives come together at the school to provide information to the students to be articulated.

New teachers are assigned a teaching buddy in their subject area and are mentored through the mentor program. A school pairs up new teachers with an outside mentor (Diane Giorgi Lehman College Writing Project Resident Staff Developer) who provides support in terms of lesson planning, development of language objectives, strategies to incorporate ESL methodologies, etc.

## 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.

The plan for professional development for all ELL personnel at Newcomers HS includes the following: On Professional Development days, teachers are trained on how to gather and use data to guide them into differentiating instruction in the classroom. They also participate in various workshops that foster English language learning including:

- the implementation of drama as a tool to stimulate critical thinking and language building with Urban Arts .
- supporting teachers in facilitating the incorporation of the media center as an instructional tool.
- the Sheltered Instruction Observation Protocol (SIOP Model)
- creating curricular maps and units embedded with the Common Core Standards
- incorporating technology (Elmos and Smartboards) in the classroom
- turnkey and implementation of the strategies of the Interdisciplinary Committee

Throughout the semester Newcomers High School uses Title I and Title III funds to provide teachers with a variety of other professional development workshops that address the needs of the teachers. Each semester assistant principals survey the needs of teachers and of students to align the professional development with the instructional goals of the school and the respective departments.

After a teacher survey is conducted, a decision is made to have a series of workshops that respond to the identified needs which will also move the school towards its goal of providing differentiated instruction and making learning accessible to all students while emphasizing the need to meet NYS standards. Sessions are assessed and added to ensure that Newcomers is a school of learners.

Last year, for example, funds were used to contract the services of vendors such as Lincoln Center Institute, American Place Theater, Repertorio Espanol and Teaching Matters to provide residencies in the classrooms with teachers to expand their teaching capacity. Many teachers attended a variety of workshops sponsored by the Learning Support Organization, Title IID, and the Department of Education. Especially important were the Q-Tel series of professional development for English-Language learners. Both ESL and content teachers attended these workshops and turn-keyed what they learned at department meetings.

The following personnel is also included in the Professional Development plan for the year: Guidance counselors receive training on how to support students and families, parent coordinator received training on mackinney” vento which consisted of training of providing information for parents regarding housing and also training in helping ELL students with disabilities assessment placement and parental involvement , the school aides are trained on how to provide parents with information about admissions requirements, the pupil personnel secretary received training on the identification and placement procedures of ELL students.

Teachers who teach the seminar classes receive training and a calendar of lessons with specific materials on the articulation process. Then, the students who are going to be articulated at the end of the year are programmed in these seminar classes who meet once a week for duration of six weeks. The culmination of the seminar class consists of a high school fair where several school representatives come together at the school to provide information to the students to be articulated.

New teachers are assigned a teaching buddy in their subject area and are mentored through the mentor program. A school pairs up new teachers with an outside mentor (Diane Giorgi Lehman College Writing Project Resident Staff Developer) who provides support in terms of lesson planning, development of language objectives, strategies to incorporate ESL methodologies, etc.

The plan for professional development for all ELL personnel at Newcomers High School includes the following: On Professional Development days, teachers attended workshops on differentiated instruction across the instructional plan by developing curriculum maps, as well as using data as a tool to differentiate instruction. Teachers participated in workshops to use drama as a tool to stimulate critical thinking and to build language. Teachers also met to plan curriculum for our seminar classes. All subject areas teachers are offered workshops on incorporating technology into instruction to help them increase differentiation of instruction, improve research and writing skills, and to help students to meet NYS standards. ELA and ESL teachers are offered workshops facilitated by a resident artist from American Place Theater on infusing “Literature to Life” as a practice to foster listening and speaking in ESL classes to reinforce the development of reading and writing skills.

Examples of school-wide workshops presented during professional development days in 2010 include the following: On Tuesday, September 7, 2010: In the morning all teachers attended school wide workshops on: orientation of new students, and expectations of the

## 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.

The plan for professional development for all ELL personnel at Newcomers HS includes the following: On Professional Development days, teachers are trained on how to gather and use data to guide them into differentiating instruction in the classroom. They also participate in various workshops that foster English language learning including:

- the implementation of drama as a tool to stimulate critical thinking and language building with Urban Arts .
- supporting teachers in facilitating the incorporation of the media center as an instructional tool.
- the Sheltered Instruction Observation Protocol (SIOP Model)
- creating curricular maps and units embedded with the Common Core Standards
- incorporating technology (Elmos and Smartboards) in the classroom
- turnkey and implementation of the strategies of the Interdisciplinary Committee

Throughout the semester Newcomers High School uses Title I and Title III funds to provide teachers with a variety of other professional development workshops that address the needs of the teachers. Each semester assistant principals survey the needs of teachers and of students to align the professional development with the instructional goals of the school and the respective departments.

After a teacher survey is conducted, a decision is made to have a series of workshops that respond to the identified needs which will also move the school towards its goal of providing differentiated instruction and making learning accessible to all students while emphasizing the need to meet NYS standards. Sessions are assessed and added to ensure that Newcomers is a school of learners.

Last year, for example, funds were used to contract the services of vendors such as Lincoln Center Institute, American Place Theater, Repertorio Espanol and Teaching Matters to provide residencies in the classrooms with teachers to expand their teaching capacity. Many teachers attended a variety of workshops sponsored by the Learning Support Organization, Title IID, and the Department of Education. Especially important were the Q-Tel series of professional development for English-Language learners. Both ESL and content teachers attended these workshops and turn-keyed what they learned at department meetings.

The following personnel is also included in the Professional Development plan for the year: Guidance counselors receive training on how to support students and families, parent coordinator received training on mackinney” vento which consisted of training of providing information for parents regarding housing and also training in helping ELL students with disabilities assessment placement and parental involvement , the school aides are trained on how to provide parents with information about admissions requirements, the pupil personnel secretary received training on the identification and placement procedures of ELL students.

Teachers who teach the seminar classes receive training and a calendar of lessons with specific materials on the articulation process. Then, the students who are going to be articulated at the end of the year are programmed in these seminar classes who meet once a week for duration of six weeks. The culmination of the seminar class consists of a high school fair where several school representatives come together at the school to provide information to the students to be articulated.

New teachers are assigned a teaching buddy in their subject area and are mentored through the mentor program. A school pairs up new teachers with an outside mentor (Diane Giorgi Lehman College Writing Project Resident Staff Developer) who provides support in terms of lesson planning, development of language objectives, strategies to incorporate ESL methodologies, etc.

The plan for professional development for all ELL personnel at Newcomers High School includes the following: On Professional Development days, teachers attended workshops on differentiated instruction across the instructional plan by developing curriculum maps, as well as using data as a tool to differentiate instruction. Teachers participated in workshops to use drama as a tool to stimulate critical thinking and to build language. Teachers also met to plan curriculum for our seminar classes. All subject areas teachers are offered workshops on incorporating technology into instruction to help them increase differentiation of instruction, improve research and writing skills, and to help students to meet NYS standards. ELA and ESL teachers are offered workshops facilitated by a resident artist from American Place Theater on infusing “Literature to Life” as a practice to foster listening and speaking in ESL classes to reinforce the development of reading and writing skills.

Examples of school-wide workshops presented during professional development days in 2010 include the following: On Tuesday, September 7, 2010: In the morning all teachers attended school wide workshops on: orientation of new students, and expectations of the instructional program at Newcomers High School for teaching and learning. On Election Day, November 2, 2010 we intent to offer all our

## 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?

All of our students are ELLs and therefore the majority of parents and guardians are also ELLs or former ELLs. Our parents are very involved in the School Leadership Team, and participate very actively in Parents Association meetings. Parents also participate in school walkthroughs every semester organized by the SLT. Our school has a full time bilingual Parent Coordinator who assists parents during the registration process and throughout the school year as point contact person with the parents and as key member in the organization of parents meetings throughout the school year. The Parent Coordinator also disseminates information in various languages to parents, and communicates with them to telephones parents to keep them abreast of important news, their rights, programs, and the progress of their children. School aides are also bilingual (Chinese and Spanish) and assist in helping parents when they come to register/enroll their children. Parent Association meetings are held monthly and are attended by teachers, aides or others who can translate. Some parents also are part of the School Leadership Team, the Parents Association, and other planning groups in order to keep the parent perspective in the planning of school policies and events. The Parent Coordinator, Mr. Duarte, provides Parents with instructions on how to use the ARIS link during the Parent Association meetings. Saturday school programs include English classes for parents and training on: computer skills, patient rights, immigration issues, graduation requirements and college application process, and others.

Newcomers High School has several partnerships with agencies and community based organization to provide workshops and support to parents of ELLs. Queens Community House (QCH) and the Center for the Integration & Advancement of New Americans (CIANA) are those organizations directly involved in providing workshops and services to ELL Parents. QCH offers six workshops a year which range on topics such as knowing the graduation requirements, providing information on immigration issues, knowing the patient bill of rights, college application process, Financial advisement, and free health resources for parents. Parents are involved through our Parent Association Meetings, which are conducted on monthly basis. During our Parents Association meetings, the parents conduct parent association elections, which are instrumental in selecting the parental government body of the school. Also, during these monthly meetings, the school communicates relevant issues to the parents concerning programming, guidance and college admission information through informative workshops and presentations. Since all of the parents come from diverse ethnic backgrounds and many of them are not fluent in English, meetings are facilitated through the use of simultaneous translating devices. In order to accomplish this, the school purchased an electronic system of radios and communication devices that allow the parents to receive the signals through different channels in various languages including Spanish and Chinese. The school hires interpreters to translate simultaneously the meeting from the English language into Spanish and Chinese. The fact that the parent coordinator and the team of guidance counselors are bilingual is of great benefit for our students and parents when it comes to disseminating information.

We evaluate the needs of parents in the following ways. The first is by conducting a parents survey and carefully reviewing the resulting data. The second is that parent members of the School Leadership Team participate in a yearly walkthrough of classrooms, offices and hallways in order to identify needs of parents, students, and school in general. After the walkthrough, which includes groups of different constituents such as parents, students, one administrator and teachers, a meeting is held where various needs are identify and possible ways to meet those needs are stated. In the spring, during one of the monthly SLT meetings there's a follow up or revision of the goals accomplished and needs met.

The School Leadership Team (SLT) is another area through which Newcomers High School elicits parental involvement. The SLT has participation of seven parents including the President, Vice-President, and the Treasurer of the Parents Association Committee. The SLT also conducts monthly meetings where critical components and decision making related to the Comprehensive Educational Plan (CEP) takes place. In order to diagnose the needs of parents, students and school staff, the SLT committee performs a walkthru of the offices, classrooms and other school facilities. Then, a meeting is set up where each member on the walkthru shares the walkthru findings and provides suggestions for improvement. Short and long term goals are set up to be addressed and fulfil throughtout the year. In the Spring semester another walkthru is performed in order to review and revised the goals accomplished and the goals in progress.

In addition to partnering with organizations that addresses the needs of ELL Parents, the school also provides workshops to parents during the Saturday Program and the Parents Association Meetings. The activities include providing ESL teaching, workshops about teaching parents how to read and comprehend the report cards and transcripts, graduation requirements, child abuse, and how to access ARIS to look at students grades and records.

## 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?

All of our students are ELLs and therefore the majority of parents and guardians are also ELLs or former ELLs. Our parents are very involved in the School Leadership Team, and participate very actively in Parents Association meetings. Parents also participate in school walkthroughs every semester organized by the SLT. Our school has a full time bilingual Parent Coordinator who assists parents during the registration process and throughout the school year as point contact person with the parents and as key member in the organization of parents meetings throughout the school year. The Parent Coordinator also disseminates information in various languages to parents, and communicates with them to telephone parents to keep them abreast of important news, their rights, programs, and the progress of their children. School aides are also bilingual (Chinese and Spanish) and assist in helping parents when they come to register/enroll their children. Parent Association meetings are held monthly and are attended by teachers, aides or others who can translate. Some parents also are part of the School Leadership Team, the Parents Association, and other planning groups in order to keep the parent perspective in the planning of school policies and events. The Parent Coordinator, Mr. Duarte, provides Parents with instructions on how to use the ARIS link during the Parent Association meetings. Saturday school programs include English classes for parents and training on: computer skills, patient rights, immigration issues, graduation requirements and college application process, and others.

Newcomers High School has several partnerships with agencies and community based organization to provide workshops and support to parents of ELLs. Queens Community House (QCH) and the Center for the Integration & Advancement of New Americans (CIANA) are those organizations directly involved in providing workshops and services to ELL Parents. QCH offers six workshops a year which range on topics such as knowing the graduation requirements, providing information on immigration issues, knowing the patient bill of rights, college application process, Financial advisement, and free health resources for parents. Parents are involved through our Parent Association Meetings, which are conducted on monthly basis. During our Parents Association meetings, the parents conduct parent association elections, which are instrumental in selecting the parental government body of the school. Also, during these monthly meetings, the school communicates relevant issues to the parents concerning programming, guidance and college admission information through informative workshops and presentations. Since all of the parents come from diverse ethnic backgrounds and many of them are not fluent in English, meetings are facilitated through the use of simultaneous translating devices. In order to accomplish this, the school purchased an electronic system of radios and communication devices that allow the parents to receive the signals through different channels in various languages including Spanish and Chinese. The school hires interpreters to translate simultaneously the meeting from the English language into Spanish and Chinese. The fact that the parent coordinator and the team of guidance counselors are bilingual is of great benefit for our students and parents when it comes to disseminating information.

We evaluate the needs of parents in the following ways. The first is by conducting a parents survey and carefully reviewing the resulting data. The second is that parent members of the School Leadership Team participate in a yearly walkthrough of classrooms, offices and hallways in order to identify needs of parents, students, and school in general. After the walkthrough, which includes groups of different constituents such as parents, students, one administrator and teachers, a meeting is held where various needs are identified and possible ways to meet those needs are stated. In the spring, during one of the monthly SLT meetings there's a follow up or revision of the goals accomplished and needs met.

The School Leadership Team (SLT) is another area through which Newcomers High School elicits parental involvement. The SLT has participation of seven parents including the President, Vice-President, and the Treasurer of the Parents Association Committee. The SLT also conducts monthly meetings where critical components and decision making related to the Comprehensive Educational Plan (CEP) takes place. In order to diagnose the needs of parents, students and school staff, the SLT committee performs a walkthru of the offices, classrooms and other school facilities. Then, a meeting is set up where each member on the walkthru shares the walkthru findings and provides suggestions for improvement. Short and long term goals are set up to be addressed and fulfilled throughout the year. In the Spring semester another walkthru is performed in order to review and revise the goals accomplished and the goals in progress.

In addition to partnering with organizations that addresses the needs of ELL Parents, the school also provides workshops to parents during the Saturday Program and the Parents Association Meetings. The activities include providing ESL teaching, workshops about teaching parents how to read and comprehend the report cards and transcripts, graduation requirements, child abuse, and how to access ARIS to look at students grades and records.

# 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)										81	148	36	16	281
Intermediate(I)										49	169	137	106	461
Advanced (A)										7	35	33	51	126
Total	0	0	0	0	0	0	0	0	0	137	352	206	173	868

NYSESLAT Modality Analysis														
Modality Aggregate	Proficiency Level	K	1	2	3	4	5	6	7	8	9	10	11	12
LISTENING /SPEAKING	B										38	56	13	5
	I										35	137	116	67
	A										18	34	42	60
	P										8	17	28	35
READING/ WRITING	B										57	80	25	7
	I										34	132	124	92
	A										6	21	28	50
	P										2	11	22	18

NYS ELA					
Grade	Level 1	Level 2	Level 3	Level 4	Total
3					0
4					0
5					0
6					0
7					0
8					0
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

NYS Math									
Grade	Level 1		Level 2		Level 3		Level 4		Total
	English	NL	English	NL	English	NL	English	NL	
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	199		96	
Integrated Algebra	40	122	32	92
Geometry	90		60	
Algebra 2/Trigonometry	33		18	
Math				
Biology				
Chemistry	10		9	
Earth Science	36	121	25	104
Living Environment	11	81	9	75
Physics	0		0	
Global History and Geography	84	233	28	131
US History and Government	39	162	27	128
Foreign Language	132		131	
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)	40	57	76	143				
Chinese Reading Test	13	39	83	132				

## 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.

A comparison of the scores for 420 students who took the NYSESLAT in 2010 and 2011 shows an increased in numbers of students in their level of performance. In 2010 41.1% of students scored as beginners whereas in 2011 looking at the scores of the same group shows 18.6% of students scored as beginners, showing that 22.6% of beginning students moved up in proficiency level. In 2010 51.2% of students scored in the intermediate level, the same group in 2011 shows that 57.6% scored as intermediate, so the number of intermediate students increased by 6.4%. In 2010 the number of advanced students was 7.6% and in 2011 it was 18.8%, an increased of 11.2% for the same group of students. This group of students shows 0% of students scoring as proficient in 2010 whereas in 2011 the same group shows 5% of students scoring as proficient.

In our inquiry teams we have examined the scores of the periodic assessments (Acuity Predictive for ELA) to identify achievement gaps in reading skills. Inquiry teams developed diagnostics tests in areas such as: drawing conclusions from passage details, distinguish between relevant and irrelevant information, identify details that support a key concept, and making broader inferences from passage information. Teachers then developed teaching strategies, and tasks to teach these skills. Throguh the inquiry cycke teachers administerd interim and final tests to assess student progress in these skills.

A comparison of regents results for students in Freestanding ESL and Transitional Bilingual programs show that students in Bilingual programs have better passing rates than students in the ESL program in most exams offered in multiple languages. For example, students in Bilingual programs had a 20% higher passing rate in the Global History and Geography regents than students in the ESL program in June 2011. It should be noted that the Global History and Geography regents is one of the first exams that students take after arriving to our school. In comparison, students in Bilingual programs had only a 10% higher passing rate (during the same term) in the US History and Government regents, which is taken usually a year after the Global History and Geography exam. One exception to this trend is the Integrated Algebra exam, where students in the ESL program have a passing rate 5% higher than those in Bilingual programs.

Exams not offered in any native language have a wide range of passing scores among ELL students, from 90% passing in Chemistry to 48% passing for English. For the English regents in particular, the passing rate of students in Bilingual programs and in the ESL program are almost identical, with the ESL program having a passing rate only 2 percentage points higher than Bilingual programs.

The success of our ELL program is evident in gains in NYSESLAT levels of performance from 2010 to 2011. the English Regents exam data shows that in June of 2010 42% of students passed while in June of 2011 58.1% passed, an increase of 16% points. In the School Progress Report of 2009-2010 the school got an A overall, in the subcategory of 'student progress' the school got a B (38.8 points out of 60 points), however in the 2010-2011 School Progress report the school once again received an A overall, and in the subcategory of 'student progress' it received an A (42.2 points out of 60). In the 2010-2011 our school received an A overall as well as an A in all the three subcategories. The school also received a "Well Developed" in our last School Quality Review in the Spring of 2010. Our ELL program

## Additional Information

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

Paste additional information here

## Part VI: LAP Assurances

School Name: <u>Newcomers High School</u>		School DBN: <u>30Q555</u>	
Signatures of LAP team members certify that the information provided is accurate.			
Name (PRINT)	Title	Signature	Date (mm/dd/yy)
Orlando Sarmiento	Principal		11/15/11
John Perlaza	Assistant Principal		11/15/11
Eduardo Duarte	Parent Coordinator		11/15/11
Lisa Schwartz	ESL Teacher		11/15/11
Sylvester Sanmartine	Parent		11/15/11
Alexandra Tselepi/ELA	Teacher/Subject Area		11/15/11
Mariel Dinan/ESL	Teacher/Subject Area		11/15/11
	Coach		1/1/01
	Coach		1/1/01
Oscar Alfonso	Guidance Counselor		11/15/11
Vivian Selenikas	Network Leader		11/15/11
Juanita Jaramillo	Other <u>Data Specialist</u>		11/15/11
Diana Rivera	Other <u>PPS Secretary</u>		11/15/11
Andy Yuen	Other <u>AP Social Studies</u>		1/15/11
	Other		1/1/01

**LANGUAGE TRANSLATION AND INTERPRETATION 2011-2012**

CEP Appendix 7

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

**DBN:** 30Q555      **School Name:** Newcomers High School

**Cluster:** 2      **Network:** 2.02

**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.

- At registration parents complete a language survey to receive documents in their native language.
- This data is then entered onto ATS.
- Reports generated from ATS help us determine the number and languages needed to be translated.
- Admit forms are then sent to the Translation and Interpretation Unit by the parent coordinator for translation and returned within a two week period.
- The number of bilingual courses and bilingual staff members are determined by the number of pupils and their language needs.
- Parents choose a bilingual or free standing ELL program for their child. .
- Students are evaluated using the NYS Lab-R examination. Over 80% are found to be beginner level ELL's.
- On the home language survey over 99% of the parents indicate that they speak a language other than English.
- Other useful documents are also translated.

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.

- After assessing the ATS data we found that the predominant language was Spanish, followed by Mandarin.
- We hired bilingual staff principally in Spanish and Chinese and others teachers who speak Portuguese, Haitian Creole, French, and many other languages reflective of the student population.
- Three Guidance Counselors are fluent in Spanish; and one in Mandarin. Other staff members are available when needed in French, Portuguese, Haitian Creole, Korean, and others.
- Findings are reported to the school community through the School Leadership Team.
- The school provides translators for members of the School Leadership Team.

## 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.

- Important documents needing translation are sent to the Translation and Interpretation Unit. When provided by the DOE, form templates , i.e. condom availability forms, AIS forms, in the covered languages are utilized.
- In house bilingual staff translates other school-related documents that are not available on the DOE website.
- Translated signs are clearly posted in the main office and entrances.

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.

- We have a courtesy phone in the main office dedicated exclusively for parents which can do conference calls using interpretation services.
- In house staff simultaneously translate speech for parents at PA meetings using special wireless devices as parents listen on earphones in Spanish and Mandarin.
- We have student volunteers in Russian , Bengali and French, and Arabic to translate when necessary at PA meetings when student academics are not being discussed.
- We hire interpreters for parent teacher conferences
- Automated phone messages are received by parents regarding student attendance, student lateness and parent meetings in several languages.

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>.

- The school sends documents and letters to be distributed to parents to the Translation and Interpretation Unit. Other shorter documents are translated by school staff into various languages.
- Parents are notified that interpreters will be available at Parent-Teacher Conferences.
- Signs are posted at entrances to the school building about the availability of translation services and a telephone is provided in the main office for parents who wish to use a translator. Staff members in the main office speak the school's two most common languages, Spanish and Chinese.
- Translators are provided for members of the School Leadership Team.
- Translator units are provided to parents at Parent-Association meetings in several languages.

## 2011-12 Comprehensive Education Plan (CEP): Appendix 8

### Title III Supplemental Program for ELLs

Directions: Title III supplemental services for ELLs must include all of the following three components:

- **Direct instruction:** activities must be used to support language development, English and native language instruction, high academic achievement in math, and/or other core academic areas.
  - The Title III supplemental instructional services must be based on student need
  - These supplemental services should complement core bilingual and ESL services required under CR Part 154.
  - Direct supplemental services should be provided for before school, after school, and Saturday programs as well as reduced class-size, and/or push-in services.
  - Teachers providing the services must be certified bilingual education and/or ESL teachers.
- **High quality professional development** that is “of sufficient intensity and duration to have a positive and lasting impact on the teachers’ performance in classrooms.”
  - Professional development activities should be well-planned, ongoing events rather than one-day or short-term workshops and conferences.
- **Parent engagement** and supports must ensure that there are appropriate translation and interpretation services to meet community needs.
  - These are in addition to mandated activities, such as parent orientation during ELL identification process.

For more information on Title III requirements, please see the School Allocation Memo or contact your ELL Compliance and Performance Specialist.

Part A: School Information	
Name of School: Newcomers High School	DBN: 30Q555
Cluster Leader: Charles Amundsen	Network Leader: Vivian Selenikas
This school is (check one):    ✱conceptually consolidated (skip part E below) ●NOT conceptually consolidated (must complete part E below)	

Part B: Direct Instruction Supplemental Program Information
The direct instruction component of the program will consist of (check all that apply): ●Before school      ✱After school      ✱Saturday academy      ●Other:
Total # of ELLs to be served: 897 Grades to be served by this program (check all that apply): ●K    ●1    ●2    ●3    ●4    ●5 ●6    ●7    ●8    ✱9    ✱10    ✱11    ✱12
Total # of teachers in this program: 20 # of certified ESL/Bilingual teachers: 16 # of content area teachers: 4

## Part B: Direct Instruction Supplemental Program Information

Describe the direct instruction supplemental program here and include the

- rationale
- subgroups and grade levels of students to be served
- schedule and duration
- language of instruction
- # and types of certified teachers
- types of materials

Begin description here: At Newcomers High School we provide our students with ESL instruction in alignment with mandates from Part 154 of the New York State Education Department and additional instruction:

- For beginning levels of ESL we offer three units of ESL as per the state mandate.
- For intermediate levels of ESL we offer two units of ESL as per the state mandate plus one additional unit of ESL given as a separate class.
- For advanced levels of ESL we offer one unit of ESL, and one unit of ELA as per the state mandate, plus one additional unit of ESL given as a separate class.

We allocate Title I and Title III funds to offer these additional classes, which are essential to support our students meet the ELA regents' examination, which is a requirement for graduation. To fund an additional unit in the students' day program, we allocate Title III funding so that intermediate and advanced levels have double period classes. In addition, students in our bilingual programs receive an additional 180 minutes of instruction per week in an appropriate level Spanish or Chinese native language arts class. The curricula of the Native Language Arts courses is aligned with the NYS English Language Standards. Our entire instructional program is built around a student-centered approach to teaching, and focuses on the development of critical thinking skills, English language development across the disciplines as well as content mastery. Title III funding is the main source to provide an Academic Intervention Service After School Program and a Saturday Tutoring Program to offer students targeted academic support to struggling students who are failing courses in the current semester in ESL and content areas. Both of these programs complement our instructional program and help our students meet and/or exceed the NYC and NYS performance and learning standards.

The After School Program is offered during the 2nd and 3rd marking period each semester. The areas offered are ESL, mathematics, science and social studies. Tutoring classes meet once a week for 1 hour and 30 minutes for 14 weeks each semester. The After School Program is offered to 9-12 ESL students who are failing or are in danger of failing courses in ESL, mathematics, science and social studies. The instruction in the After School Tutoring program focuses on development of skills and competencies in which students are deficient or need to make improvement to reach proficiency and/or mastery of academic, language and critical thinking skills. ESL and bilingual methodologies are used by teachers to scaffold, model and foster student-center practices. teis provided in the content areas. The following certified teachers are currently instructors in the After School Tutoring Program, in ESL: Mark Tallo, Alexandra Tselepis, Ericka Medina, Nancy De Pas; in Mathematics: Carmen Montoya, Ilda Muyudumbay, Daniel Bello, Sheaoping Tu, and Mariela Valentin; in Science: Lina Arboleda, Isabella Parpas, Karini Saab,

## Part B: Direct Instruction Supplemental Program Information

and Karen Ricciardi; in Social Studies: Tim Becker, Spencer Liu, Sunghee Byun and Colby Naranjo.

The following is the breakdown of teachers by certification license area:

- 100% of ESL teachers hold the NYS license in English to Speakers of Other Language
- 100% of subject teachers hold the NYS license in the respective content area.
- 73% of subject teachers teaching bilingual classes, in Spanish or Chinese, hold the NYS bilingual extension. The remaining 27% of teachers are working to complete their coursework to meet the requirements for the NYS bilingual extension.

The Library will be open four days a week for one hour to offer students with access to conduct research as well as for homework help.

The Saturday Program is offered during the 2nd and 3rd marking period each semester. The areas offered are ESL, mathematics, science and social studies. On Saturdays two sessions of 90-minute tutoring classes are offered for 5 Saturdays each semester. The Saturday Program is offered to 9-12 ESL students who are failing or are in danger of failing courses in ESL, mathematics, science and social studies. The instruction in the Saturday Tutoring program focuses on development of skills and competencies in which students are deficient or need to make improvement to reach proficiency and/or mastery of academic, language and critical thinking skills. ESL and bilingual methodologies are used by teachers to scaffold, model and foster student-center practices. The following certified teachers are currently instructors in the Saturday Tutoring Program, in ESL: Alexandra Tselepis, Damaris Cortes, Gabrielle Kaplan, and Imran Rafique; in Mathematics: Carmen Montoya, and Sheaoping Tu; in Science: Karini Saab; in Social Studies: Tim Becker and Spencer Liu.

The following is the breakdown of teachers by certification license area:

- 100% of ESL teachers hold the NYS license in English to Speakers of Other Language
- 100% of subject teachers hold the NYS license in the respective content area.
- 73% of subject teachers teaching bilingual classes, in Spanish or Chinese, hold the NYS bilingual extension. The remaining 27% of teachers are working to complete their coursework to meet the requirements for the NYS bilingual extension.

Both programs offer the students smaller class instruction and the opportunity for teachers to better tailor instruction to address gaps in academic skills identified by teachers in the regular program. Following the curriculum audit co-interpretation, teachers will recommend through Daedalus non proficient students to participate in the after school and Saturday program in order to close the achievement gap.

## Part C: Professional Development

### Part C: Professional Development

Describe the school's professional development program for Title III Program teachers as well as other staff responsible for delivery of instruction and services to ELLs.

- rationale
- teachers to receive training
- schedule and duration
- topics to be covered
- name of provider

Begin description here: Professional development is on-going and takes place during the regular faculty and department meetings, after school and on designated Staff Development Days, through the new teachers' program, and subject level committees, which meet during Extended Time on Mondays. Teachers conduct workshops to share effective learning strategies and to examine student work to improve teacher practices. They also engage in "turn-key" training, sharing best practices and techniques they have developed competency through attending conferences and workshops offered outside school. The Professional Development plan for the 2011-2012 school year includes training on the implementation of the Teacher Effectiveness Model using the Danielson Framework for Teaching. It also includes the integration of the Common Core State Standards by developing curricular units on the reading of informational text, writing of arguments and mathematical modeling. We will also continue to incorporate technology as a tool for instruction to enhance teaching and learning. Other workshops we will offer this year include the following topics: English Language acquisition across the curriculum, interdisciplinary connections to develop instructional objectives, language development in the Bilingual Classroom, using technology in the classroom, effective reading activities, strategies for independent reading, reviewing student work in a critical friends group format. One hour PD (Professional Development) and planning time is scheduled for teachers for six Saturdays.

### Part D: Parental Engagement Activities

Describe the parent engagement activities targeted toward parents of ELLs that will impact higher achievement for ELLs. NOTE: These are in addition to mandated activities, such as parent orientation during ELL identification process.

- rationale
- schedule and duration
- topics to be covered
- name of provider
- how parents will be notified of these activities

Begin description here: On Saturdays, parents will receive English as a Second Language instruction, and have the opportunity to develop computer literacy skills, we will help them with resume writing and job research skills and preparation for interviews. The Librarian will be teaching our parents every Saturday from 8:30 am to 12:30 pm for 14 weeks. Orientation sessions with information about the school's instructional program, academic expectations and graduation requirements will be also part of the program.

### Part E: Budget

**FOR SCHOOLS NOT CONCEPTUALLY CONSOLIDATED ONLY.** Ensure that your Title III budget matches your Title III Plan.

Allocation Amount: \$

Budget Category	Budgeted Amount	Explanation of expenditures in this category as it relates to the program narrative for this title.
Professional salaries (schools must account for fringe benefits) <ul style="list-style-type: none"> <li>• Per session</li> <li>• Per diem</li> </ul>		
Purchased services <ul style="list-style-type: none"> <li>• High quality staff and curriculum development contracts.</li> </ul>		
Supplies and materials <ul style="list-style-type: none"> <li>• Must be supplemental.</li> <li>• Additional curricula, instructional materials.</li> <li>• Must be clearly listed.</li> </ul>		
Educational Software (Object Code 199)		
Travel		
Other		
<b>TOTAL</b>		