



**Department of  
Education**

*Dennis M. Walcott, Chancellor*



**2013-2014**  
**COMPREHENSIVE EDUCATIONAL PLAN**  
**(CEP)**

**School Name:** STAR ACADEMY PS 63  
**DBN (i.e. 01M001):** 01M063  
**Principal:** DARLENE CAMERON  
**Principal Email:** DCAMERON2@SCHOOLS.NYC.GOV  
**Superintendent:** DANIELLA PHILLIPS  
**Network Leader:** ADA CORDOVA

### School Leadership Team (SLT) Signature Page

Use this page to identify SLT members and confirm their participation in the development of this School Comprehensive Educational Plan (SCEP), which includes goals and action plans, a summary of Academic Intervention Services (AIS), and the Parent Involvement Policy (PIP). The signatures of SLT members indicate their participation in the development of the SCEP 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.
5. Names of SLT members must be added to this form for posting. The signed original documents must be maintained on file at the school.

Name	Position and Constituent Group Represented	Signature
Darlene Cameron	*Principal or Designee	
Marie Medina	*UFT Chapter Leader or Designee	
Christian Solano	*PA/PTA President or Designated Co-President	
	DC 37 Representative, if applicable	
	Student Representative ( <i>optional for elementary and middle schools; a minimum of two members required for high schools</i> )	
	CBO Representative, if applicable	
Mimi Stein	Member/ Teacher	
Tara Marzi	Member/ Teacher	
Sharai Rivera	Member/ Teacher	
Carly Warren	Member/ Teacher	
Alexandra Frank	Member/ Teacher	
Andrew Feigenbaum	Member/ Teacher	
Markular Boons	Member/ Parent	
Roz Gibbs	Member/ Parent	
Maria Santana	Member/ Parent	
Psingri Ho	Member/ Parent	
Simona Jansens	Member/ Parent	
Jenny Gutierrez	Member/ Parent	
	Member/	
	Member/	

\*\*Signature of constituent only indicates participation in the development of the SCEP, not approval. **Note:** If for any reason a SLT member does not wish to sign this plan, he/she may attach an explanation in lieu of his/her signature which must be maintained on file at the school with the original SLT signature page.

# **Comprehensive Education Plan (CEP) Requirements**

## **Which Schools Need to Complete the CEP?**

All Reward, Recognition, In Good Standing and Local Assistance Plan (LAP) schools should identify and submit annual goals and action plans in consultation with their School Leadership Team (SLT).

- Explicitly delineate the school's plan for annually increasing student performance through comprehensive instructional programs and services as well as the plan for enhancement of teacher and leader effectiveness.
- Address how the school will use its full range of resources (which may include but is not limited to Title I, Title II, and/or Title III, 1003(a) and/or 1003(g) School Improvement, Race to the Top, School Innovation or local funds) to support improvement efforts for the identified sub-group(s) on the identified accountability measures.
- Develop the CEP in consultation with parents, school staff, the School Leadership Team (SLT), and others in accordance with the requirements of Chancellor's Regulations A-655 to provide a meaningful opportunity for stakeholders to participate in the development of the plan and comment on the CEP before it is approved.

## **Guidance for Developing and Completing the Annual Goals and Action Plan Section**

Goal setting for the CEP is done in collaboration with the school community to support student achievement and the implementation of school-wide goals as well as document how your school is meeting Federal, State, and City regulations. For SY 2013-14 when developing their goals, schools should do the following:

- Identify a minimum of three and a maximum of five annual goals.
- Align their goals with the current citywide instructional expectations.
- Develop goals that are "SMART" - specific, measurable, achievable, realistic, and time-bound.
- Conduct a needs assessment of your school
- Use quantitative and/or qualitative 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 and school assessment results, attendance records, inquiry team work, etc. to form the basis of your needs assessment.
- Align the identified goals to the strategies and activities in your Parent Involvement Policy (PIP). The PIP template is provided on pages 12 and 13. 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 so they directly align to the parent involvement activities that support each goal and action plan. All schools should cite strategies to increase parent involvement that align to the goal when applicable. Title I schools should reference these strategies and activities in the school's Title I Parent Involvement Policy (PIP).
- Enumerate the strategies and activities that will be implemented to achieve each goal.
- Identify all fund sources that will be used for the completion of each activity.
- List the projected timeline for completion of each activity, including the start and end date of each activity.
- Describe the programmatic details and resources that will be used for each instructional strategy and activity described for each goal. Do not include the cost for each line-item-expenditure for the strategies and activities listed within the action plans.

## **School Receiving Title I Funds**

School Wide Program (SWP) and Targeted Assistance (TA) Schools receiving Title I funds are required to complete the Title I Information Page located on page 11 of the CEP.

## CEP Checklist

### **All Schools**

Indicate using an "X" in the box to the left of each section that the section has been completed	
<b>X</b>	<b>School Leadership Team Signature Page</b>
	<b>Action Plans 1 – 5 (At least 3 of 5 Action Plans with the following elements)</b>
	▪ Annual Goal
<b>X</b>	▪ Comprehensive Needs Assessment
	▪ Instructional Strategies section, A-E for each new strategy or activity that supports the goal
	▪ Budget & Resource Alignment section (indicating all funding sources)
<b>X</b>	<b>Academic Intervention Services (AIS)</b>
<b>X</b>	<b>Title I Plan (Only for schools receiving Title I funding)</b>
<b>X</b>	<b>Parent Involvement Policy (PIP)</b>

## Goal and Action Plan #1

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

### **Annual Goal #1**

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

By June 2014, 80% of grade K-5 students will increase their level of reading comprehension. Grades K-2 will make at least a four level gain with accurate retell and grades 3-5 will make at least a three level gain with accurate written response (when applicable) on the Teacher's College Running Records Assessment.

### **Comprehensive Needs Assessment**

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

Based on the 2012-2013 progress report regarding English "median adjusted growth percentile for school's lowest third" fell below peer school's scores.

### **Instructional Strategies/Activities**

Describe the research-based school wide reform instructional strategies and activities that will be used to achieve the goal in part A. Enumerate each strategy/activity and its corresponding subsection in parts B, C, D, and E. For each strategy/activity identified in part A, a corresponding item must be provided in parts B, C, D, and E.

#### **A. Strategies/activities that encompass the needs of identified subgroups**

1. Classroom teachers will plan extended day for struggling students.
2. Classroom teachers will plan for small group work based on assessment/data (running records, Teacher's College performance tasks) for all students. Teachers will use running records to recognize strengths and grow areas for students and plan small groups accordingly.
3. Teachers will use common planning time to research and plan for assessments (i.e. reading a leveled text to conduct an in the book running record).
4. During weekly data meetings, teachers will analyze student work/progress and plan small groups accordingly.

#### **B. Key personnel and other resources used to implement each strategy/activity**

1. Classroom teachers will implement common core ELA standards.
2. Classroom teachers will utilize Teachers College curriculum materials to guide small group instruction.
3. Teachers will refer to IEP ELA goals when applicable.
4. Teachers will work with administration during common planning to analyze student work and plan grouping.

#### **C. Identify targets to evaluate the progress, effectiveness, and impact of each strategy/activity**

1. Classroom teachers in grades 3-5 will administer a running record to each student every other month.
2. Classroom teachers in grades K-2 will administer a running record at least once a month based on student progress.
3. Classroom teachers will administer the Teachers College non-fiction/informational comprehension assessment.
4. Progress will be determined by movement of students' reading levels.

#### **D. Timeline for implementation and completion including start and end dates**

1. September 2013 – June 2014
2. September 2013 – June 2014
3. September 2013 – June 2014
4. September 2013 – June 2014

#### **E. Describe programmatic details and resources that will be used to support each instructional strategy/activity**

1. MOSL, Teachers College Reading Continuum, focusing on reading comprehension and fluency, Meeting with Teachers College Staff Developer
2. MOSL, Teachers College Reading Continuum, focusing on reading comprehension and fluency, Meeting with Teachers College Staff Developer
3. MOSL, Teachers College Reading Continuum, focusing on reading comprehension and fluency, Meeting with Teachers College Staff Developer
4. MOSL, Teachers College Reading Continuum, focusing on reading comprehension and fluency, Meeting with Teachers College Staff Developer

### **Strategies to Increase Parental Involvement**

All schools should cite strategies to increase parent involvement that aligned to the goal when applicable. Title I schools should reference these activities in your school's Title I Parent Involvement Policy (PIP).

- Teachers can offer a checklist/guidance of what is expected at each level and recommend books at those levels.
- Encourage trips to local libraries.
- Curriculum Nights
- Parent/Teacher Conferences
- Open School Days

**Budget and Resource Alignment**

Indicate using an "X" the fund source(s) that your school is using to support the instructional goal.										
<b>X</b>	<b>Tax Levy</b>	<b>X</b>	<b>Title IA</b>		<b>Title IIA</b>		<b>Title III</b>		<b>Set Aside</b>	<b>Grants</b>
List any additional fund sources your school is using to support the instructional goal below.										

**Goal and Action Plan #2**

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

**Annual Goal #2**

Describe a goal you have identified for the year. Refer to the directions and guidance for assistance in developing your goals.
By June 2014, the percentage of student progress on the statewide Mathematics exam will increase by 10% for the lowest third of students.

**Comprehensive Needs Assessment**

Describe the identified need that generated this goal. The needs assessment should encompass the entire school and be based on the performance of students, in relation to State academic content and student achievement standards.
Data has been gathered from the New York State Math Exam. The scores of the lowest third has been compared as a decrease in scores from last year (2012) to this year (2013).

**Instructional Strategies/Activities**

Describe the research-based school wide reform instructional strategies and activities that will be used to achieve the goal in part A. Enumerate each strategy/activity and its corresponding subsection in parts B, C, D, and E. For each strategy/activity identified in part A, a corresponding item must be provided in parts B, C, D, and E.
<b>A. Strategies/activities that encompass the needs of identified subgroups</b>
1. Classroom teachers will plan extended day and group work based on assessment/data of lowest third of students from data taken from performance tasks.
<b>B. Key personnel and other resources used to implement each strategy/activity</b>
1. Classroom teachers will be responsible for implementing common core based skill strategies (entry points for multi-step problem solving) using percentile tasks and investigations
<b>C. Identify targets to evaluate the progress, effectiveness, and impact of each strategy/activity</b>
1. Classroom teachers will be responsible for implementing common core based skill strategies (entry points for multi-step problem solving) using performance tasks and investigations. This will be proven effective when grades on the performance task have improved each assessment.
<b>D. Timeline for implementation and completion including start and end dates</b>
1. September 2013-June 2014
<b>E. Describe programmatic details and resources that will be used to support each instructional strategy/activity</b>
1. Parents will be given multiple entry points (parent/teacher conferences, letters sent home) to discuss their child's progress with teachers and administrators. These include parent/teacher conferences, open school days/nights and curriculum days.

**Strategies to Increase Parental Involvement**

All schools should cite strategies to increase parent involvement that aligned to the goal when applicable. Title I schools should reference these activities in your school's Title I Parent Involvement Policy (PIP).
Teachers will send performance task home to parents.

**Budget and Resource Alignment**

Indicate using an "X" the fund source(s) that your school is using to support the instructional goal.										
<b>X</b>	<b>Tax Levy</b>	<b>X</b>	<b>Title IA</b>		<b>Title IIA</b>		<b>Title III</b>		<b>Set Aside</b>	<b>Grants</b>
List any additional fund sources your school is using to support the instructional goal below.										

**Goal and Action Plan #3**

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

**Annual Goal #3**

Describe a goal you have identified for the year. Refer to the directions and guidance for assistance in developing your goals.
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By June 2014, parents of STAR Academy PS 63 will demonstrate a greater understanding of the CCLS in relation to their child’s school success rate as evidenced by a 10% increase in the area of engagement of the 2014 learning Environment survey.

**Comprehensive Needs Assessment**

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

This was the lowest area in the Learning Environment Survey; “Communication: Do parents feel that the school provides them with information about the school’s educational goals and offers appropriate feedback on each student’s learning outcomes?”

**Instructional Strategies/Activities**

Describe the research-based school wide reform instructional strategies and activities that will be used to achieve the goal in part A. Enumerate each strategy/activity and its corresponding subsection in parts B, C, D, and E. For each strategy/activity identified in part A, a corresponding item must be provided in parts B, C, D, and E.

**A. Strategies/activities that encompass the needs of identified subgroups**

1. Project Fair
2. Curriculum Night
3. Parent/teacher conferences
4. Open School Day/Night

**B. Key personnel and other resources used to implement each strategy/activity**

1. Classroom teachers, SLT, Community members/Parents, STEM Based Project
2. Classroom teachers, SLT, Community members/Parents, Chats/discussions about testing/standards
3. Classroom teachers, SLT, Community members/Parents, Chats/discussions about testing/standards, Assistant Principal
4. Classroom teachers, SLT, Community members/Parents, Chats/discussions about testing/standards, Assistant Principal, School Librarian

**C. Identify targets to evaluate the progress, effectiveness, and impact of each strategy/activity**

1. Sign in, parent feedback form
2. Sign in, Parent Survey, Curriculum Night, Aris – Parent Link
3. Sign in, Parent Survey, Curriculum Night, Aris – Parent Link
4. Sign in, Parent Survey, Curriculum Night, Aris – Parent Link

**D. Timeline for implementation and completion including start and end dates**

1. January 2014 – June 2014
2. September 2013 – June 2014
3. September 2013 – June 2014
4. September 2013 – June 2014

**E. Describe programmatic details and resources that will be used to support each instructional strategy/activity**

1. Parents will view projects and discuss with students and teachers.
2. Parents will be given multiple entry points to discuss their child’s progress with teachers and administrators. These include parent/teacher conferences, PTA meetings, curriculum days/nights, and Open School nights.
3. Parents will be given multiple entry points to discuss their child’s progress with teachers and administrators. These include parent/teacher conferences, PTA meetings, curriculum days/nights, and Open School nights.
4. Parents will be given multiple entry points to discuss their child’s progress with teachers and administrators. These include parent/teacher conferences, PTA meetings, curriculum days/nights, and Open School nights.

**Strategies to Increase Parental Involvement**

All schools should cite strategies to increase parent involvement that aligned to the goal when applicable. Title I schools should reference these activities in your school’s Title I Parent Involvement Policy (PIP).

Parent/Teacher Conferences  
PTA Meetings/SLT Meetings

**Budget and Resource Alignment**

Indicate using an “X” the fund source(s) that your school is using to support the instructional goal.

X	Tax Levy	X	Title IA	Title IIA	Title III	Set Aside	Grants
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List any additional fund sources your school is using to support the instructional goal below.

## Goal and Action Plan #4

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

### **Annual Goal #4**

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

By June 2014, communication between teachers and administration will improve as evidenced by a 20% increase on the school progress report, based on the following statement "I would recommend my school to parents seeking a place for their child."

### **Comprehensive Needs Assessment**

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

The Learning Environment showed a disconnect between administration and teachers.

Teachers felt a need for more classroom resources (guides/textbooks) based on the common core.

### **Instructional Strategies/Activities**

Describe the research-based school wide reform instructional strategies and activities that will be used to achieve the goal in part A. Enumerate each strategy/activity and its corresponding subsection in parts B, C, D, and E. For each strategy/activity identified in part A, a corresponding item must be provided in parts B, C, D, and E.

#### **A. Strategies/activities that encompass the needs of identified subgroups**

1. Teacher/staff meetings
2. Inquiry meetings
3. Common Planning with the Assistant Principal
4. Data meetings with principal and/or assistant principal

#### **B. Key personnel and other resources used to implement each strategy/activity**

1. All teachers and administration
2. All teachers and administration
3. Grade teams and administration
4. Classroom teachers and administration

#### **C. Identify targets to evaluate the progress, effectiveness, and impact of each strategy/activity**

1. Teachers will be given time to reflect on the progress between them and administration through a survey every two months at the staff conference. This survey will be created by the SLT members and analyzed at the next SLT meeting. Surveys will be given at the staff conferences in January, March and May. Questions will be taken from the learning environment survey.
2. Teachers will work together during inquiry meetings and discuss ways to improve instruction.
3. Teachers and administration will work together to plan grade appropriate materials, lessons, assessments, and data.
4. Teachers and administration will work together to review classroom data and discuss the progress of students.

#### **D. Timeline for implementation and completion including start and end dates**

1. September 2013 – June 2014
2. September 2013 – June 2014
3. September 2013 – June 2014
4. September 2013 – June 2014

#### **E. Describe programmatic details and resources that will be used to support each instructional strategy/activity**

1. Learning Environment Surveys and newly generated Surveys, school wide data
2. Providing more concrete resources for teachers aligned to the Common Core.
3. New York City Common Core Standards/Scope and Sequence, providing more concrete resources for teachers aligned to the Common Core.
4. Administration/Teachers will work together to compare data; New York City Common Core Standards/Scope and Sequence, providing more concrete resources for teachers aligned to the Common Core.

### **Strategies to Increase Parental Involvement**

All schools should cite strategies to increase parent involvement that aligned to the goal when applicable. Title I schools should reference these activities in your school's Title I Parent Involvement Policy (PIP).

Parents will be coming in for read alouds  
 Career Day – PTA will coordinate

**Budget and Resource Alignment**

Indicate using an "X" the fund source(s) that your school is using to support the instructional goal.

<b>X</b>	<b>Tax Levy</b>	<b>X</b>	<b>Title IA</b>		<b>Title IIA</b>		<b>Title III</b>		<b>Set Aside</b>		<b>Grants</b>
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List any additional fund sources your school is using to support the instructional goal below.

**Goal and Action Plan #5**

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 #5**

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

**Comprehensive Needs Assessment**

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

**Instructional Strategies/Activities**

Describe the research-based school wide reform instructional strategies and activities that will be used to achieve the goal in part A. Enumerate each strategy/activity and its corresponding subsection in parts B, C, D, and E. For each strategy/activity identified in part A, a corresponding item must be provided in parts B, C, D, and E.

**A. Strategies/activities that encompass the needs of identified subgroups**

1.

**B. Key personnel and other resources used to implement each strategy/activity**

1.

**C. Identify targets to evaluate the progress, effectiveness, and impact of each strategy/activity**

1.

**D. Timeline for implementation and completion including start and end dates**

1.

**E. Describe programmatic details and resources that will be used to support each instructional strategy/activity**

1.

**Strategies to Increase Parental Involvement**

All schools should cite strategies to increase parent involvement that aligned to the goal when applicable. Title I schools should reference these activities in your school's Title I Parent Involvement Policy (PIP).

**Budget and Resource Alignment**

Indicate using an "X" the fund source(s) that your school is using to support the instructional goal.

	<b>Tax Levy</b>		<b>Title IA</b>		<b>Title IIA</b>		<b>Title III</b>		<b>Set Aside</b>		<b>Grants</b>
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List any additional fund sources your school is using to support the instructional goal below.

### Academic Intervention Services (AIS)

Schools need to maintain accurate records of students who are receiving Academic Intervention Services to ensure that students who are not at proficiency receive effective and timely assistance. These records need to be made available upon request and indicate the total number of students receiving AIS in each subject area listed below and for each applicable grade in your school.

***Description***

<b>Type of Academic Intervention Service (AIS)</b>	<b>Type of Program or strategy (e.g. repeated readings, interactive writings, etc.)</b>	<b>Method for delivery of service (e.g. small group, one-to-one, tutoring, etc.)</b>	<b>When the service is provided (e.g. during the school day, before or after school, etc.)</b>
<b>ELA</b>	<ol style="list-style-type: none"> <li>1. Wilson</li> <li>2. Reading Recovery</li> <li>3. Reading Rescue</li> </ol>	<ol style="list-style-type: none"> <li>1. Small group</li> <li>2. One on One</li> <li>3. One on One</li> </ol>	<ol style="list-style-type: none"> <li>1. School Day, After School/Extended Day</li> <li>2. School Day</li> <li>3. School Day</li> </ol>
<b>Mathematics</b>	<ol style="list-style-type: none"> <li>1. Concrete, Pictorial, Verbal, Abstract (CPVA),</li> <li>2. UBD unit plans based on the CCLS.</li> </ol>	<ol style="list-style-type: none"> <li>1. Small group, one-on-one conferencing, Math Stations</li> <li>2. Small group, one-on-one conferencing, Math Stations</li> </ol>	<ol style="list-style-type: none"> <li>1. Extended Day</li> <li>2. School Day</li> </ol>
<b>Science</b>	<ol style="list-style-type: none"> <li>1. Shared Reading</li> <li>2. Experiments,</li> <li>3. UBD unit plans based on the CCLS</li> <li>4. NYC Scope and Sequence.</li> </ol>	<ol style="list-style-type: none"> <li>1. Small group</li> <li>2. Small group</li> <li>3. Small group, one on one</li> <li>4. Small group, one on one</li> </ol>	<ol style="list-style-type: none"> <li>1. School Day</li> <li>2. School Day</li> <li>3. School Day</li> <li>4. School Day</li> </ol>
<b>Social Studies</b>	<ol style="list-style-type: none"> <li>1. Shared Reading</li> <li>2. Interactive Writing</li> <li>3. UBD unit plans based on the CCLS,</li> <li>4. NYC Scope and Sequence.</li> </ol>	<ol style="list-style-type: none"> <li>1. Small group</li> <li>2. Small group</li> <li>3. Small group, one on one</li> <li>4. Small group, one on one</li> </ol>	<ol style="list-style-type: none"> <li>1. School Day</li> <li>2. School Day</li> <li>3. School Day</li> <li>4. School Day</li> </ol>
<b>At-risk services (e.g. provided by the Guidance Counselor, School Psychologist, Social Worker, etc.)</b>	<ol style="list-style-type: none"> <li>1. Social skills building, relational aggression, cooperative play</li> <li>2. verbalization of feelings, self-regulation of feelings of frustration/rage, depression</li> </ol>	<ol style="list-style-type: none"> <li>1. Small Group, one on one</li> <li>2. Small Group, one on one</li> </ol>	<ol style="list-style-type: none"> <li>1. School Day</li> <li>2. School Day</li> <li>3. School Day</li> <li>4. School Day</li> </ol>

**Title I Information Page (TIP)  
For Schools Receiving Title I Funding**

- All elements of the *All Title I Schools* section must be completed\*.
- School Wide Program (SWP) schools must also complete the *SWP Schools Only* section.
- Targeted Assistance (TA) Schools must also complete the *TA Schools Only* section

\*If a required component is addressed elsewhere in this plan, you may refer to the page number(s) where the response can be found.

**Title I Status**

Indicate with an "X" your school's Title I Status.			
<b>X</b>	<b>School Wide Program (SWP)</b>		<b>Targeted Assistance (TA) Schools</b>
			<b>Non-Title I</b>

**All Title I Schools**

**Highly Qualified Teachers (HQT)**

Describe the strategies and activities including strategies for recruitment, retention, assignments, and support including high quality professional development that ensures staff is highly qualified.
<ul style="list-style-type: none"> <li>- Teacher mentoring program.</li> <li>- New teacher center mentor.</li> <li>- On Chancellor's Conference Days, PD Half Days, and Inquiry Extended Day sessions, professional development sessions will be held to help teachers deeply understand the requirements of being a highly effective teacher.</li> <li>- Create a school-wide shared vocabulary for identifying and determining teacher effectiveness</li> <li>- Professional development provided by Teachers College reading and writing program.</li> <li>- Professional development provided by Dr. Nicki Newton.</li> <li>- Metamorphosis Math professional development.</li> <li>- CFN Network professional development</li> <li>- Goldmansour and Rutherford professional development</li> <li>- ICT professional development through Administrators and outside resources.</li> <li>- Data Specialists assist teachers with on-going data assessments.</li> <li>- Teachers will develop PD goals based on self-evaluations of their observations based on the Danielson Framework</li> <li>- Teachers will assess themselves using the framework over various points throughout the year to assess progress.</li> <li>- Teacher teams will participate in Common Planning Periods weekly with support of Administrators</li> <li>- Teacher teams will examine student work for the 2012-13 school year to understand gaps in student knowledge or skill and inform the revision of their instructional units</li> <li>- Teacher teams will refine curriculum units and engage in a structured protocol to ensure alignment with the selected Common Core standards, as well as, analysis of student data</li> <li>- Teachers will collaboratively assess the quality of student work that comes out of the implementation of units, and develop a cycle of analyzing student work, and adjusting instruction to ensure consistent student progress.</li> </ul>

**High Quality and Ongoing Professional Development**

Describe the strategies and activities for high quality professional development for teachers, principals, and paraprofessionals, and staff that enable all students to meet Common Core State Standards (CCSS).
<ul style="list-style-type: none"> <li>- Professional Development Half Days</li> <li>- Election Day Professional Development</li> <li>- Inquiry Meetings</li> <li>- Common Planning with Assistant Principal</li> <li>- Grade Level Meetings</li> <li>- PPT Meetings</li> <li>- IEP Meetings</li> </ul>

**Coordination and Integration of Federal, State, and Local Services and Programs**

Describe how the coordination and integration of Federal, State, and/or local funds are used to meet <b><i>the intent and purpose</i></b> programs whose funds are consolidated ( i.e., services for Students in Temporary Housing (STH), violence prevention programs, housing programs, Head Start, etc.).
Funding for services for students in temporary housing is being used to provide classroom supplies to students, metrocards, and afterschool programming. Funding for violence prevention programs is in collaboration with University Settlement program, with funding provided for students on half days and afterschool.

**SWP Schools Only**

**Transition Plans to Assist Preschool Children (Elementary Schools Only)**

Describe the transition plans used to assist preschool children from early childhood programs to the elementary school program (e.g. aligned
--

curriculum, joint PD & parent involvement activities, sharing of records/info, early intervention services, etc.).

- Day in the life of a kindergartener for head start parents to see classroom.
- Preschool parents/students are invited to school tours.
- IEP's are transferred from head starts/daycares.
- Potential pre-k parents are invited to assemblies, school events, which are hosted by the Department of Education Early Childhood program.

**Measures to Include Teachers in Decisions Regarding Assessments**

Describe the decision making process that teachers participate in regarding the use and selection of appropriate multiple assessment measures and the professional development provided regarding the use of assessment results to improve instruction.

- School implementation team makes referrals to evaluation and intervention services for incoming parents who need intervention services.
- Staff were invited to join the MOSL (Measures of Student Learning) team
- Staff met twice over the summer to choose the assessments that were used.
- The team chose the assessments used for K-2 and 3-5 for the entire school and staff.

**TA Schools Only**

**Use of Program Resources**

Describe how the TA program resources will assist participating children to meet proficiency.

**TA Coordination with the Regular Program**

Describe the planning, coordination and support of the TA program with the regular educational program (i.e., providing ELT, accelerated, high-quality curriculum, including applied learning; and minimize removing children from the regular classroom during regular school day).

**Directions and Guidance for Developing and Updating the  
Parent Involvement Policy (PIP) (Required for Title I Schools ONLY)**

The template below meets the parental involvement requirements of Title I. Your school is encouraged to use the template below to update your school's current policy or replace it entirely with a Parent Involvement Policy created by your school that meets federal requirements. The activities and/or strategies included in your school's policy should align with current CEP goals for improving student achievement.

The PIP should describe how your school will plan and implement effective parent involvement activities and/or strategies to improve student academic achievement and school performance. The School-Parent Compact is a component of the PIP that outlines how parents, the entire school staff, and students will share this responsibility. Schools are encouraged to include feedback from the Parent Coordinator when updating the policy. In addition, if your school community will be engaged this year in central parent involvement initiatives, such as Parent Academy, which will provide training for school communities to help strengthen family-school partnerships, please be sure to include these activities in your policy.

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**Parent Involvement Policy (PIP)**

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 (Alice Saavedra) 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.
- 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; when applicable

**SCHOOL-PARENT COMPACT**  
**REQUIRED OF ALL SCHOOLS**  
**MAY BE LAST YEARS BUT MUST BE UPDATED**

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

**I. School Responsibilities**

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

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

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

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

*Provide parents reasonable access to staff by:*

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

*Provide general support to parents by:*

- creating a safe, supportive and effective learning community for students and a welcoming respectful environment for parents and guardians;

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

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

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

## **III. Student Responsibilities:**

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

**OFFICE OF ENGLISH LANGUAGE LEARNERS  
GRADES K-12 LANGUAGE ALLOCATION POLICY  
SUBMISSION FORM  
2013-14 TO 2014-15 SCHOOL YEARS**

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 is a two-year plan on how schools will support ELLs' linguistic and academic needs. This LAP form is a part of the school's CEP. 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

District <b>01</b>	Borough <b>Manhattan</b>	School Number <b>063</b>
School Name <b>The STAR Academy</b>		

### B. Language Allocation Policy Team Composition NOTE: The following staff members should be on the LAP team: principal, assistant principal (where applicable), at least one bilingual teacher from each subject area (where there is a bilingual program), at least one ESL teacher, and one parent.

Principal <b>Darlene Cameron</b>	Assistant Principal <b>Jodi Friedman</b>
Coach <b>type here</b>	Coach <b>type here</b>
ESL Teacher <b>Martin Perl</b>	Guidance Counselor <b>type here</b>
Teacher/Subject Area <b>Melissa Stein 1st GrSpl Ed ICT</b>	Parent <b>type here</b>
Teacher/Subject Area <b>type here</b>	Parent Coordinator <b>Alice Saavedra</b>
Related Service Provider <b>type here</b>	Other <b>type here</b>
Network Leader(Only if working with the LAP team) <b>type here</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 currently teaching in the ESL program.	<b>1</b>	Number of certified bilingual teachers <u>not</u> currently teaching in a bilingual program	<b>0</b>	Number of teachers who hold both content area and ESL certification	<b>0</b>
Number of certified bilingual teachers currently teaching in a bilingual program	<b>0</b>	Number of certified NLA/foreign language teachers	<b>0</b>	Number of teachers who hold both a bilingual extension and ESL certification	<b>0</b>
Number of certified ESL teachers <u>not</u> currently teaching in the ESL program	<b>0</b>	Number of teachers currently teaching a self-contained ESL class who hold both a common branch license and ESL certification	<b>0</b>	Number of special education teachers with bilingual extensions	<b>0</b>

### D. Student Demographics

Total number of students in school (Excluding Pre-K)	<b>161</b>	Total number of ELLs	<b>8</b>	ELLs as share of total student population (%)	<b>4.97%</b>
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## Part II: ELL Demographics

### A. ELL Programs

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

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

This school offers (check all that apply):

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

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

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

### B. ELL Years of Service and Programs

Number of ELLs by Subgroups					
All ELLs	8	Newcomers (ELLs receiving service 0-3 years)	6	ELL Students with Disabilities	0
SIFE	0	ELLs receiving service 4-6 years	2	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 SWD. [?](#)

ELLs by Subgroups		
ELLs (0-3 years)	ELLs (4-6 years)	Long-Term ELLs (completed 6 years)

	All	SIFE	SWD	All	SIFE	SWD	All	SIFE	SWD	Total
TBE										0
Dual Language										0
ESL	6	0		2	0					8
Total	6	0	0	2	0	0	0	0	0	8

Number of ELLs who have an alternate placement paraprofessional: 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
SELECT ONE														0
SELECT ONE														0
SELECT ONE														0
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*EP=English proficient student

Dual Language (ELLs/EPs*)																				
K-8																				
Number of ELLs by Grade in Each Language Group																				
	K		1		2		3		4		5		6		7		8		TOTAL	
	EL	EP	EL	EP																
SELECT ONE																			0	0
SELECT ONE																			0	0
SELECT ONE																			0	0
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Dual Language (ELLs/EPs)										
9-12										
Number of ELLs by Grade in Each Language Group										
	9		10		11		12		TOTAL	
	ELL	EP	ELL	EP	ELL	EP	ELL	EP	ELL	EP
SELECT ONE									0	0
SELECT ONE									0	0
SELECT ONE									0	0

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

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

	9		10		11		12		TOTAL	
	ELL	EP	ELL	EP	ELL	EP	ELL	EP	ELL	EP
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0

**This Section for Dual Language Programs Only**

Number of Bilingual students (students fluent in both languages):	Number of third language speakers:	
Ethnic breakdown of EPs (Number):		
African-American: ____	Asian: ____	Hispanic/Latino:
Native American: ____	White (Non-Hispanic/Latino): ____	Other:

**Freestanding English as a Second Language**

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

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

## Part III: Assessment Analysis

**Assessment Breakdown**

Enter the number of ELLs for each test, category, and modality. Data should reflect latest results of current students in your school.

**OVERALL NYSESLAT\* PROFICIENCY RESULTS (\*LAB-R FOR NEW ADMITS)**

	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Beginner(B)	1				1									2

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

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

NYS ELA					
Grade	Level 1	Level 2	Level 3	Level 4	Total
3	1				1
4		1			1
5					0
6					0
7					0
8					0
NYSAA Bilingual (SWD)					0

NYS Math									
Grade	Level 1		Level 2		Level 3		Level 4		Total
	English	NL	English	NL	English	NL	English	NL	
3	1								1
4			1						1
5									0
6									0
7									0
8									0
NYSAA Bilingual (SWD)									0

NYS Science									
	Level 1		Level 2		Level 3		Level 4		Total
	English	NL	English	NL	English	NL	English	NL	
4					1				1
8									0
NYSAA Bilingual (SWD)									0

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

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

## After reviewing and analyzing the assessment data, answer the following:

1. Describe what assessment tool your school uses to assess the early literacy skills of your ELLs (e.g., ECLAS-2, EL SOL, Fountas and Pinnell, DRA, TCRWP). What insights do the data provide about your ELLs? How will this data help inform your school's instructional plan? Please provide any quantitative data available to support your response.  
The TCRWP is used in grades Kindergarten- 5<sup>th</sup> as one of the assessment tools in the school to assess early literacy skills. Data analysis reveals that beginning students might require assistance in letter-sound identification. Further review of the data also reveals that after some time, students acquire basic literary understanding, as they can better identify concepts of print. It further indicates that ELLs will require additional support in phonics and phonemic awareness. The schools' instructional plan will meet these needs by providing intervention using Wilson, and Foundations in the lower grades, along with support in the classroom provided by the ESL teacher. In Kindergarten, quantitative data does not show a significant discrepancy in letter sounds between ELLs and non-ELLs. First grade English language learners can also benefit from Reading Recovery instructional services. Rubrics used for scoring ELA MOSL assessments also provide additional data regarding ELLs, and their language acquisition strengths and weaknesses.
2. What is revealed by the data patterns across proficiency levels (on the LAB-R and NYSESLAT) and grades?  
ELLs have been making significant progress in moving up between the levels of English language proficiency. Three students achieved a score of proficient on the spring 2013 NYSESLAT, and tested out from ESL services. All of the other students tested in the four modalities of Listening, Reading, Writing, and Speaking on the spring NYSESLAT 2013 moved up by at least one level of improvement.
3. How will patterns across NYSESLAT modalities—reading/writing and listening/speaking—affect instructional decisions? How does your school use information about Annual Measurable Achievement Objectives? What does the data reveal? (see [SED memo](#) and [AMAO tool](#))  
Since reading and writing scores are typically lower than listening and speaking skills, instruction is more focused around reading and writing. AMAO reveals that students have been making significant growth over the past several years of NYSESLAT administration.
4. For each program, answer the following:
  - a. 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?ELLs at the school are not offered exams in their native languages, besides translations of the NY State tests in Math, Grade 3-5 and Grade 4 Science, when available. The school did not use ELL Periodic Assessments this past school year. We do not use native instruction in the school.
5. Describe how your school uses data to guide instruction for ELLs within the Response to Intervention (RtI) framework (for grades K-5). (see [RtI Guide for Teachers of ELLs](#).)  
Classroom assessment data is used to guide instruction for ELLs within the RTI framework. Students who are flagged as at risk are given targeted instruction in their areas of need. Whole group, (tier 1) small group (tier 2), and individualized (tier 3) instruction is utilized. Their progress is monitored by the ESL teacher, classroom teacher, and PPT Team. These students receive one-to one tutoring by Learning Leaders volunteers, as well as attending Extended Day instruction.
6. How do you make sure that a child's second language development is considered in instructional decisions?  
The ESL teacher works closely with classroom teachers to ensure the child's second language development is considered in instructional decisions. Students' proficiency levels and stages of second language acquisition are considered. Students in Stage 1 the lowest stage, are in (the pre-production) silent stage of language learning. They may not speak, so there is opportunity for them to gesture and point in the classroom. Students in Stage 2 are in the early production of language acquisition. They are able to understand and use many words, but may only speak in one to two word phrases. They are given opportunities to demonstrate their understanding and comprehension by answering yes-no, and who, where, and what questions. Students in Stage 3 are beginning to speak. They can use dialogue and ask simple questions. They often have grammatical errors that may impede communication. Stage 4 students have been learning for over a year and can make more complex statements and state their opinions. They are considered intermediate. Students in Stage 5 have advanced language proficiency and may stage in this stage for years. They are not yet proficient, but are able to fully participate in classroom activities (if given some extra support when necessary) and their grammar is comparative to that of same-age native speakers. They have developed some specialized content-area vocabulary.
7. 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?

N/A

8. Describe how you evaluate the success of your programs for ELLs (e.g. meeting AYP for ELLs, etc.).

We evaluate the success of our programs by results of NYSESLAT, the New York State Tests in English Language Arts, Math and Grade 4 Science, and the assessments we use for all students (TCRWP, MOSL Baseline Assessments, Periodic Assessments) Additionally, we measure student success by informal assessments, observing students in their classrooms, and their basic interpersonal communication skills, and adaption in the classroom. We have the same high expectations of our ELLs as the rest of our student population. We use data gathered from assessments to measure the growth of our students, and then use this data to make informed decisions regarding our instruction.

## Part IV: 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 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. (Refer to [ELL Policy Brief](#) and [EPIC](#).)  
The STAR Academy, PS 63 is located at 121 East 3rd Street, New York, NY, between First Avenue and Avenue A in the heart of New York City's East Village. There are approximately 179 students in grades Pre-Kindergarten through Grade 5. The school receives Title I funding and has a universal free lunch program. There are General Education, as well as Integrated Co-Teaching (ICT) classes in the school in grades Kindergarten, 1st, 2nd, 3rd, 4th and 5th. There is also one self-contained special education class for Grades 4 and 5. The four storey red brick school building has been at this location for over a century. This very historic neighborhood continues to be a destination of immigrants from around the world. Students come from very diverse cultural backgrounds. There are students from Bangladesh, China, Kosovo, and Ukraine Many students are from first and second generation families that live in the neighborhood, that come from Puerto Rico, the Dominican Republic and various Spanish speaking countries. There are presently eight English language learners who receive ESL instructional services by one New York State permanently certified ESL teacher. This teacher holds a Masters Degree in Education (TESOL). The New York State ESL teaching certification is kept on file in the school office. The English language learner population has been in recent years, and continues to be approximately 4.97% of the school population. The Language Allocation Policy (LAP) team consists of the school principal, Ms. Darlene Cameron, Ms. Jodi Friedman, Assistant Principal, Ms. Alice Saavedra, the Parent Coordinator, Ms. Melissa Stein, 1st Grade, Special Education ICT classroom teacher, and School Leadership Team (SLT) Chairperson, and Mr. Martin Perl, ESL Teacher.

Parent Program Choice: The following structures are in place at PS 63 to ensure that the parents of English language learners are aware of the program choices available to them. Prior to enrollment, during tours of the school led by the Parent Coordinator, parents are given information about the ESL program. At the time of student registration, parents are also informed about the ESL program at the school. At the time of registration, the ESL Teacher, Parent Coordinator, and Pupil Personnel Secretary conduct informal interviews with the parent or guardian. After the parent/guardian fills out the Home Language Identification Survey (HLIS), and newly admitted students have been administered the LAB-R when necessary, parents of English language learners are invited to Parent Orientations. Meetings are scheduled in the mornings, and the afternoons to meet the needs of parent schedules. At the time of the orientation, parents are handed literature, and given the opportunity to view the New York City Department of Education CD of the program options available to English language learners in the New York City Public School System. If a parent cannot attend an orientation, the ESL teacher will schedule a one to one meeting with the parent. At these meetings, parents are encouraged to learn how they can be involved in the education of their child. The ESL teacher keeps a file of all the signed Parent Program Selection forms. Outreach to parents of English language learners is another critical component of a successful

ESL program. All effort is given to make sure that New York City Department of Education materials are given in the home language of the parents, such as Home Language Surveys, Entitlement letters, ESL program literature, Program Selection forms, Report Cards, etc. Furthermore, when a new student arrives in the middle of the school year, which is not an unusual occurrence, the same structure is in place as in the beginning of the school year. Review of the HLIS and any prior test history in ATS, administration of the LAB-R, and Spanish Lab if necessary, meeting with the parents, and discussion of parent choices, and return of the parent program selection form. Parents of English language learners at PS 63 choose the ESL program exclusively.

According to the Parent Program Selection forms collected over the past several years, this has been an exclusive choice. The ESL program at PS 63 is aligned with what parents have been requesting.

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.

2. After the administration of the LAB-R, letters are sent home to inform parents of the students' level of English. Attached to the letters of entitlement is the announcement in the parents' preferred language of a parent orientation. An orientation is held in September for parents of newly enrolled ELLs, or within the first 10 days of registration of students who enter school at a point other than the first day of the school year. They are given the opportunity to meet with the ESL teacher and discuss their options. When possible, the parents/guardians receive New York City Department of Education information pamphlets in their native language, and view an informational DVD, provided by the Department of Education, which is also in their native language. In the event that the home language is unavailable on the DVD, the DOE Translation services are utilized. The parents are able to ask any questions they may have to be sure they are making an informed decision as to the language program they are about to select. This process is repeated throughout the year, based on enrollment of new students and HLIS information.

3. Describe how your school ensures that entitlement letters are distributed and Parent Survey and Program Selection forms are returned, and secured/stored. (If a form is not returned, the default program for ELLs is Transitional Bilingual Education as per CR Part 154 [\[see tool kit\]](#).)

Entitlement Letters are sent home at the time of the administration of the LAB-R and Program Selection forms are turned in to the ESL teacher at the conclusion of the Parent Orientation, or One-to-One Meeting. This way, parents are able to ask questions and make an informed decision with the assistance of the ESL teacher and the parent coordinator. Additionally, it ensures that all of the forms are completed and returned.

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.

The ESL teacher administers the LAB-R, and NYSESLAT to all eligible students. Various ATS reports are utilized by, such as the RLAT, RLER, RDGS to ensure all students are receiving appropriate ESL services. Students receive ESL services based on their current grade levels, and their scores on the LAB-R and NYSESLAT. Each student's individual schedule is dependent upon his or her classroom schedule, and the number of minutes of ESL he or she is entitled to. Parents are informed of their child's ESL services via the Placement Letter and Parent Orientation, and One-to-One meetings.

5. Describe the steps taken to administer all sections of the New York State English as a Second Language Achievement Test (NYSESLAT) to all ELLs each year.

The NYSESLAT is administered to all ELLs. The ESL teachers utilizes various ATS reports such as the RLAT, RLER during the administration period of the NYSESLAT to ensure all students whom are eligible are tested. The ESL teacher then returns the answer documents to the BAID in a timely manner.

6. 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.) 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. [①](#) Based on parent survey letters, all of the parents want their children to be enrolled in Freestanding English as a Second Language classes, where the students will be immersed in a student population where English is the dominant language. There have been no other requests by parents for another program.

## Part V: ELL Programming

### A. Programming and Scheduling Information

1. How is instruction delivered? (see [\*The Practitioners' Work Group for Accelerating English Language Learner Student Achievement: Nine Common Features of Successful Programs for ELLs\*](#))

- 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])?

Since there is at present, a relatively small ELL student population attending PS 63, students benefit from small group instruction. We primarily use a push-in ESL program model. The amount of mandated daily instruction is based on Beginner (360 minutes per week), Intermediate (360 minutes per week), and Advanced (180 minutes per week). Students are grouped by grade levels and proficiency. ELL students are challenged to meet or exceed the performance standards with content area project themed units. The ESL teacher provides instruction in Balanced Literacy (writing and reading workshops, guided reading), phonemic awareness, Math, Social Studies, and Science. Applied Whole Language and research proven methodologies. CALLA (Cognitive Academic Language Learning Approach) and TPR (Total Physical Response) are implemented. These are known to promote language development and second language acquisition. CALLA developed by Anna Uhl Chamot and J. Michael O'Malley, is an instructional model for second language learners based on cognitive theory and research. CALLA integrates instruction in priority topics from the content curriculum, development of the language skills needed for learning in school, and explicit instruction in using learning strategies for academic tasks. The goals of CALLA are for students to learn essential academic content and language and to become independent and self-regulated learners through their increasing command over a variety of strategies for learning in school. TPR is an ESL methodology developed by James Asher, it is very valuable with absolute beginners. In this methodology, the teacher says a single action word or phrase and then demonstrates the action. ELL students are encouraged to build critical thinking skills, be responsible for accountable talk, and scaffold to higher levels. Students improve their skills in Listening, Speaking, Reading and Writing English. The NYSESLAT introduced by New York State in spring 2003 is used as an exit exam for English language learners. Students who pass the NYSESLAT and test out as Proficient, are still entitled to transitional services. After consultation with grade classroom teachers, it is determined whether these students could benefit from additional time in the ESL program. Technology is an important component of the ESL classroom. Computers are used for Internet research. Tape recorders and CDs are also important academic tools for ELLs. There is an in-class library in the ESL classroom. It is filled with a diverse selection of books and books with CDs and cassettes on all reading levels. In addition, there is a wonderful new state of the art school library. Our school library was featured in a Wall Street Journal article. Classroom teachers and the ESL teacher meet to apprise on another regarding the specific needs and progress of each English language learner. Special effort is made to follow the guidelines of No Child Left Behind (NCLB). Since all students, including English

language learners must take New York State content tests such as Math, and Science, special consideration is given to them in terms of extra time (time and a half) as well as separate location. When possible, a foreign language version is provided for New York State Math and Science tests. Translators have been used in previous years for languages that do not have translated versions. The data patterns from the results of the LAB-R and NYSESLAT reveal that there are students at different levels of proficiency within the school. Typically, student scores on the NYSESLAT in the Listening and Speaking sections are higher, than the Reading and Writing modules. With very few exceptions, English language learners on all proficiency levels are scoring slightly higher in Reading than in Writing. ELL students receive tailored support in reading and writing. This allows for scaffolding and academic progress. Additionally, instruction in the grade level classroom is differentiated based on the needs of the ELL students. Classroom teachers are provided with support from other school specialists, such as the ELA and Math Inquiry teams, and the Speech therapist to ensure all students' needs are met. Moreover, ELL students, along with all students in the school, grades Kindergarten-Fifth, are administered the Teachers College Reading and Writing Assessments. This assessment data is input into the TCRWP AssessmentPro web site. In past years, students in Grades 3-5 have taken the Acuity Assessments in ELA and Math. The Beginning Level ELL students can generally benefit from phonemic awareness and blending activities. In past years, the ELL Interim Assessments were administered twice a year to students in grades 3-5. These assessments, as well as other test results helped determine which areas were in need of improvement. The results of all these assessments are found in ARIS.

Native language is used in the following ways: There are several Spanish language books, bilingual Spanish-English books and dictionaries in Spanish in the ESL classroom and school library. Students also utilize an extensive photo library, as well as bilingual picture dictionaries in Chinese and Spanish. At present, there are no English language learners classified as SIFE. Accommodations would be made for any newly admitted SIFE student or long-term English language learner. The LAP team, and PPT team would meet to discuss the particular needs of such a student.

For SIFE students, questions would be raised as to the exact number of years that the student did not attend school and for what reasons. After assessing to the situation, in addition to the required ESL services, the LAP team would determine and recommend other services that would benefit the student. There are at present, no long-term English language learners attending the school. The school did not have to request a CR Part 154 Extension of Services request. Moreover, if such a student should transfer to this school, all effort would be made to check ATS test records, attendance, admittance and discharge history, conferences with the student and the parents to ascertain the reasons for being a long term English language learner. Perhaps there might be other factors, other than second language acquisition that is interfering with his or her learning.

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)?

The ESL teacher uses the LAB-R or NYSESLAT proficiency levels to determine the number of instructional minutes mandated per student. All minutes are delivered in using the Freestanding English as a Second Language model, where the ESL teacher generally pushes in to the students' classroom. On a case by case basis, some ELLs might get pull-out ESL instructional services. A schedule is constructed with the input of the ESL teacher, and classroom teachers to ensure that the CR Part 154 instructional minutes are met and are effective. Beginners and intermediate ELLs receive 360 minutes per week and advanced students receive 180 minutes weekly as per the CR-Part 154 mandate. Advanced ELLs are mandated to receive 180 minutes of ESL and 180 of ELA.

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 foster language development and meet the demands of the Common Core Learning Standards.

The Reading Workshop, Writing Workshop, Mathematics, Social Studies, and Science are all delivered in English by the ESL teacher. In order to ensure understanding and achievement by the ELLs, the ESL teacher utilizes scaffolds to facilitate student understanding of content area vocabulary and concepts. All instruction is taught in English, with the aid of bilingual glossaries (when they are necessary). The ESL teacher collaborates with classroom teachers to provide appropriate ESL instruction.

4. How do you ensure that ELLs are appropriately evaluated in their native languages throughout the year?

As in past years, ELLs who are native speakers of Spanish are administered the LAB-R in Spanish. This affords the opportunity to evaluate the students in their native language based on their reading and oral skills. The New York City Department of Education does not provide this assessment in other languages.
5. How do you ensure that ELLs are appropriately evaluated in all four modalities of English acquisition throughout the year?

Periodic Assessments are utilized, as well as the TCRWP running records. These particular assessments measure reading, listening, and speaking modalities. Writing is assessed by teachers using rubrics to grade writing assignments. Additionally, students are assessed in all four modalities formally and informally throughout the school year. The classroom teachers and ESL teacher review and analyze student data, and keep one another apprised of any issues.

6. How do you differentiate instruction for ELL subgroups?
  - a. Describe your instructional plan for SIFE.
  - b. Describe your plan for ELLs who have been in US schools less than three years (newcomers)..
  - c. Describe your plan for ELLs receiving service 4 to 6 years.
  - d. Describe your plan for long-term ELLs (completed 6+ years).
  - e. Describe your plan for former ELLs (in years 1 and 2 after testing proficient).

SIFE students are provided with additional support based on the individual needs of the student. We have several Learning Leaders tutors that work one-to-one with students. In addition, we also have the help of the New York University students who take part in the America Reads program. Additionally, the school has an on-site social worker from Hudson Guild. The social worker is available for SIFE students to receive counseling if needed. ELLs in the US for less than three years receive the same Reading Workshop, Writing Workshop, and testing preparation as main streamed students in their grade because they are required to take the math and science tests. Additionally, NCLB requires that students take the ELA test once they have been in the country for a year. The newcomers are constantly observed and conference notes are kept on each individual student and reviewed by the ESL teacher and the classroom teacher. Most of the the new ELL students qualify for and are included in the extended day. When students are receiving ELL services for 4 to 6 years, extensive academic intervention is provided in vocabulary. Our extended day program also addresses academic intervention for these students. The ESL teacher continues to provide a structured program in vocabulary instruction. Although we have no Long-Term ELLs (in NYC schools for six years or more, in the past, services provided to long-term ELLs fall into a similar category as Services provided for Students with Interrupted Formal Education. The promotion standards apply to English language learners (ELLs) who have been in an English language school system for three or more years unless they have an approved extension of services for year four or five. We provide additional support based on the needs of the student. For example, we have an extended day program; seek individual tutors and peer-tutors to help with the long-term ELLs. These students are also part of the academic intervention programs for identified at risk students. Former ELLs receive testing modifications for two years after English proficiency.

7. 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?

The ESL Teacher, classroom teachers, as well as members of the PPT team meet to discuss the unique needs of ELLs, who also might have special academic/emotional disabilities that might impact their English language acquisition. Accordingly, service providers such as the Speech teacher, Occupational Therapists, Social Worker give their expert knowledge as how to best provide individually tailored lessons for these students.

8. How does your school use curricular, instructional, and scheduling flexibility to enable diverse ELL-SWDs to achieve their IEP goals and attain English proficiency within the least restrictive environment?

Based on students' IEP, all instruction is tailored to meet the needs of our diverse students. At the present time there are no ELL students with IEPs.

### Courses Taught in Languages Other than English

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

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

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

**Courses Taught in Languages Other than English *i***

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

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

Science:				

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

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

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

	<b>Beginning</b>	<b>Intermediate</b>	<b>Advanced</b>
ESL instruction for <i>all</i> ELLs as required under CR Part 154	540 minutes per week	360 minutes per week	180 minutes per week
ELA instruction for <i>all</i> ELLs as required under CR Part 154			180 minutes per week
<b>FOR TBE /DL PROGRAMS:</b> Native Language Arts	45 minutes per day	45 minutes per day	45 minutes per day

**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.



75%			
50%			
25%			
<b>TIME</b>	<b>BEGINNERS</b>	<b>INTERMEDIATE</b>	<b>ADVANCED</b>
TBE and dual language programs have both native language arts and subject areas taught in the native language; ESL has native language supports.			

## B. Programming and Scheduling Information--Continued

9. 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.

The school offers a diverse range of intervention services. The PPT meets weekly to discuss the academic and emotional support that some students, including ELLs might require. Students receive academic intervention services in the extended day, as well as during the school day. Students also benefit from our on-site Speech Therapist, Occupational Therapist, and Physical Therapist. The school also has bilingual Parent Coordinator, and Social Worker. We also have an on-site Family Support Services Social Worker due to our relationship with the Hudson Guild. There is an in-class library in the ESL classroom. It is filled with a diverse selection of books and books with cassettes on all reading levels. Classroom teachers and the ESL teacher meet to apprise on another regarding the specific needs and progress of each English language learner. Once an ELL student has tested out of the NYSESLAT as proficient, the classroom teacher and ESL teacher will discuss the best transition for the student. Former ELL students are entitled to the same test accommodations up to years after receiving a proficient score.

These specific test accommodations for ELLs include separate location, time and a half, as well as the use of glossaries.

10. Describe the effectiveness of your current program and how it is meeting the needs of your ELLs in both content and language development.

The ESL teacher works closely with the classroom teachers to plan appropriate scaffolding for the ELL population. The effectiveness is reflected in the gains made in a multitude of assessments and tests administered to these students.

11. What new programs or improvements will be considered for the upcoming school year?

Having more workshops for parents of ELLs and former ELLs, that will provide strategies to best help their children with their homework, and their adaptation to the American school system.

12. What programs/services for ELLs will be discontinued and why?

N/A

13. How are ELLs afforded equal access to all school programs? Describe after school and supplemental services offered to ELLs in your building.

ELLs are given the same access to all school programs. We are dedicated to providing an education that is rich, rigorous, and well rounded. Our students come from vastly diverse cultural backgrounds. Besides academics, ELL students are included in all enrichment activities. All students, including ELLs, participate in a Dance Program (Notes in Motion) in addition to Music, Art, Physical Education classes. Students also go on field trips to museums, attend plays, and dance performances. The fifth grade students visit New York University in the fall, and also travel to visit Philadelphia, PA on an annual overnight bus trip in the spring. They also take part in a several week long photo course. ELL students are given all supports necessary for them to participate in all activities.

14. What instructional materials, including technology, are used to support ELLs (include content area as well as language materials; list ELL subgroups if necessary)?

The ESL classroom has many leveled books, books on CDs, a Photo Library, Glossaries, Picture Dictionaries, as well as many other useful materials to help and engage ELLs. All students, including ELLs are given vacation and summer packets by their classroom teachers. Students have access to technology in the school. There are computers, and Smart Boards in the classrooms, the School Library, and in the School Computer Lab.

15. How is native language support delivered in each program model (TBE, Dual Language, and ESL)?

N/A

16. Explain how the required services support, and resources correspond to ELLs' ages and grade levels.

There are two groups, K-2 and 3-5. All beginners and intermediates receive 360 minutes per week, and all advanced students have 180 minutes total as per mandates

17. Describe activities in your school that assist newly enrolled ELL students before the beginning of the school year. Please include activities for new ELLs who enroll throughout the school year.

New ELL students receive additional support during extended day, as well as the support of one-to-one tutoring by Learning Leaders volunteers. There are also NYU America Reads students that provide assistance for new arrivals during the school year.

18. What language electives are offered to ELLs?

N/A

19. For schools with dual language programs:

a. How much time (%) is the target language used for EPs and ELLs in each grade?

b. How much of the instructional day are EPs and ELLs integrated? What content areas are taught separately?

- c. How is language separated for instruction (time, subject, teacher, theme)?
- d. What Dual Language model is used (side-by-side, self-contained, other)?
- e. Is emergent literacy taught in child's native language first (sequential), or are both languages taught at the same time (simultaneous)?

N/A

### C. 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 professional development is offered to teachers of ELLs (including ESL and bilingual teachers) in supporting ELLs as they engage in the Common Core Learning Standards?
3. What support do you provide staff to assist ELLs as they transition from elementary to middle and/or middle to high school?
4. Describe the minimum 7.5 hours of ELL training (10 hours for special education teachers) for all staff (including non-ELL teachers) as per Jose P.

The entire school faculty, including the ESL teacher continue to attend New York City Department of Education staff development and other off-site trainings throughout the school year. The ESL teacher has also attended professional development workshops offered by organizations such as NYTESOL and TESOL, as well as workshops offered by the Childrens First Network (CFN), Teachers College, and BETAC. The ESL teacher recently attended a two day Literacy for All Conference in Providence, RI on November 4th and 5th. Classroom teachers also receive information regarding ESL professional development opportunities from the New York City Department of Education, the UFT, BETAC, and other outside organizations. Links to common core learning standards are provided by the school for all teachers to access and review. The ESL teacher is responsible to review the CCLS, and how to best provide to support ELLs. The entire staff attends monthly half-day Professional Development training and workshops on Friday afternoons.

The guidance counselor carefully reviews the middle school application process, and meets with the 5th grade teachers, and parents to ensure that they are aware of potential transition issues, and which middle schools will provide the best opportunities for our ELL students. Additionally, the parent coordinator is available to assist the parents of ELLs in this process. The school administration is mindful that all teachers incorporate second language learning strategies, and techniques in their classrooms. Teachers continuously review student data to highlight areas where ELL students are underperforming as a subgroup and explore ways for improvement of their ELL students.

## D. Parental Involvement

1. Describe ELL parent involvement in your school. Include specific activities that foster parental involvement for 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?

PS 63 has an active PTA and School Leadership Team. Parents of ELLs and former ELLs are well integrated and are represented in all school activities and functions. For several years, PS 63 provided free English lessons for parents of our ELL students. Parents of English language learners have the opportunity to attend various educational workshops held throughout the school year, which include local agencies and organizations that can provide assistance to new immigrant families. PS 63 translates all notices to inform parents of various workshops and meetings. PTA meetings and workshops are also orally translated for parents. The Parent Coordinator is bilingual in English and Spanish, and is in constant contact with all parents, including parents of ELLs. The school is partnered with the following agencies: Ryan-NENA Community Health Center, University Settlement, New York City Public Library, Second Avenue Branch, Learning Leaders Volunteers, and the GO Project. Lastly, the school has a partnership with the Hudson Guild, and we have an on-site Family Support Services social worker to assist our students and their families.

## E. 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.

N/A

## Part VI: LAP Assurances

**School Name:** \_\_\_\_\_

**School DBN:** \_\_\_\_\_

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

Name (PRINT)	Title	Signature	Date (mm/dd/yy)
	Principal		1/1/01
	Assistant Principal		1/1/01
	Parent Coordinator		1/1/01
	ESL Teacher		1/1/01
	Parent		1/1/01
	Teacher/Subject Area		1/1/01
	Teacher/Subject Area		1/1/01
	Coach		1/1/01
	Coach		1/1/01
	Guidance Counselor		1/1/01
	Network Leader		1/1/01
	Other		1/1/01

**LANGUAGE TRANSLATION AND INTERPRETATION 2013-2014 TO 2014-2015**

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

DBN: **01M063** School Name: **The STAR Academy**

Cluster: \_\_\_\_\_ Network: **206**

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

**Part A: Needs Assessment Findings**

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

We use the Pre-Kindergarten Language Survey, and Home Language Survey (HLIS) to ascertain in which language to send information home. Parents indicate at the bottom of the page 2, in part 3 Parent Information what language they want to receive written and oral communication.

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.

The major findings indicate that almost all parents/guardians prefer communication in English. The findings are both recorded on the HLIS and in ATS. A few parents/guardians preferred communication in Spanish. This information is provided to all concerned parties. School Messenger messages are provided in English, as well as Spanish.

## Part B: Strategies and Activities

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

Any documents to be translated into Spanish are done so by school personnel. Any forms that are from the DOE website are offered in several languages through the New York City Department of Education Office of English Language Learners.

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.

Any oral interpretation needed in Spanish or Chinese is done so by school faculty members. Any other oral language is translated using the free over the phone translation service at 718-752-7373.

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>.

Chancellor's Regulation A-663 requires that the DOE provide interpretation service to the maximum extent practicable to communicate with the DOE with parents about their child's education. We will do this by respecting the parents' preferred languages and then having translations printed or translators to speak orally with parents, as necessary. We will use bilingual staff members and/or free translation services to adhere to translation needs. If these services are unavailable, we will reach out to the community, volunteer translators, or use a paid translator.