



**2015-16**  
**SCHOOL COMPREHENSIVE EDUCATIONAL PLAN**  
**(SCEP)**

**DBN: (i.e. 01M001):**

**03M299**

**School Name:**

**HIGH SCHOOL FOR ARTS, IMAGINATION AND INQUIRY**

**Principal:**

**STEPHEN NOONAN**

## School Comprehensive Educational Plan (SCEP) Outline

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**Section 1: School Information Page**

**School Information**

School Name: High Schools for Arts, Imagination and Inquiry School Number (DBN): 03M299  
Grades Served: 9-12  
School Address: 122 Amsterdam Avenue  
Phone Number: 212-799-4064 Fax: 212-799-4171  
School Contact Person: Stephen M. Noonan Email Address: snoonan@schools.nyc.gov  
Principal: Stephen Noonan  
UFT Chapter Leader: \_\_\_\_\_  
Parents' Association President: \_\_\_\_\_  
SLT Chairperson: \_\_\_\_\_  
Title I Parent Representative (or Parent Advisory Council Chairperson): \_\_\_\_\_  
Student Representative(s): \_\_\_\_\_  
\_\_\_\_\_

**District Information**

District: CUNY Affinity Superintendent: Fred walsh  
Superintendent's Office Address: 333 Seventh Avenue, New York, New York  
Superintendent's Email Address: [fwalsh@schools.nyc.gov](mailto:fwalsh@schools.nyc.gov)  
Phone Number: 212-356-3739 Fax: \_\_\_\_\_

**Borough Field Support Center (BFSC)**

BFSC: \_\_\_\_\_ Director: \_\_\_\_\_  
Director's Office Address: \_\_\_\_\_  
Director's Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

**Section 2: School Leadership Team (SLT) Signature Page**

All SLT members are expected to sign this page to confirm their participation in the development of this School Comprehensive Educational Plan (SCEP) and that they have been consulted with regarding the alignment of funding to support this school’s educational program, which includes annual goals and action plans, Academic Intervention Services (AIS), Parent Involvement Policy (PIP) and School-Parent Compact (SPC). 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 [Chancellor’s Regulation A-655](#), available on the [New York City Department of Education \(NYCDOE\)](#) website.

**Directions:**

1. List the names of each SLT member in the first column on the chart below.
2. Specify the constituent group represented, e.g., parent, staff, student, Community Based Organization (CBO), and any position held by the team member. Core mandatory SLT members are indicated by an asterisk\*.
3. SLT members should review this document and sign in the right-hand column in **blue ink**. If an SLT member does not wish to sign this plan, the member may attach a written explanation in lieu of his/her signature, which must be maintained on file at the school with the original SLT signature page. Note: Signature of SLT member indicates participation in the development of the CEP, not approval.
4. The original signed copy, along with any written communications pertaining to this page, is to remain on file in the principal’s office and be made available upon written request.

| Name             | Position and Constituent Group Represented  | Signature (Blue Ink) |
|------------------|---|----------------------|
| Stephen M Noonan | *Principal or Designee  |                      |
|                  | *UFT Chapter Leader or Designee   |                      |
|                  | *PA/PTA President or Designated Co-President  |                      |
|                  | DC 37 Representative (staff), if applicable   |                      |
|                  | Title I Parent Representative (or Parent Advisory Council Chairperson)  |                      |
|                  | Student Representative<br><i>(optional for elementary and middle schools; a minimum of two members required for high schools)</i> |                      |
|                  | Student Representative<br><i>(optional for elementary and middle schools; a minimum of two members required for high schools)</i> |                      |
|                  | CBO Representative, if applicable   |                      |
|                  | Member/   |                      |

| Name | Position and Constituent Group Represented | Signature<br>(Blue Ink) |
|------|--|-------------------------|
|      | Member/                                    |                         |

### Section 3: Directions and Guidance for Developing the School Comprehensive Educational Plan

The School Comprehensive Educational Plan (SCEP) is meant as a tool to facilitate continuous improvement planning – to support schools in engaging their staff, parents, students, and community partners in assessing and prioritizing school needs, setting measurable improvement goals, selecting appropriate strategies to improve student outcomes, monitoring progress toward meeting annual goals, and communicating these efforts to the broader school community. This section will provide School Leadership Teams (SLTs) with guidance regarding SCEP development informed by the new [Strong Schools, Strong Communities](#) initiative and [Framework for Great Schools](#).

#### **Strong Schools, Strong Communities**

The New York City Department of Education (NYCDOE) is committed to working collaboratively with parents, families, educators, and communities to improve student achievement and ensure that every child graduates from high school prepared for college, a career, and a future as a productive, critically-thinking adult.

The Department is establishing programs to strengthen ties between schools and communities, and is giving teachers and students the support they need to reach higher standards. These programs and supports are building a system of schools centered on student learning. Along with strengthened partnerships between parents, teachers, students, school leaders, and communities, these initiatives will ensure Strong Schools, Strong Communities, so that all students succeed. Additional information is available in a [report](#), entitled *Strong Schools, Strong Communities: A New Approach to Supporting New York City’s Public Schools and All of Our Students*.

#### **The Framework for Great Schools and SCEP Development**



The [Framework for Great Schools](#) encourages parents, educators, school communities, and external stakeholders to work together to improve student achievement and increase learning opportunities. This collaborative focus will ensure that every child is consistently ready for the next grade, level, and set of challenges. The School Comprehensive Educational Plan (SCEP) will reflect this focus and should serve as the blueprint that engages a school community in a systematic, ongoing review and analysis of student needs to identify and address root causes and implement activities and strategies that improve outcomes for students.

Based on robust research, the six elements of the Framework identify the areas that we must improve to accomplish high student achievement. By focusing attention and resources on what it takes for schools to function well, the Framework for Great Schools identifies the underlying strengths and weaknesses of a school and shows community members concrete ways to improve.

In accordance with the requirements of [Chancellor’s Regulations A-655](#), all SLTs are to develop an educational plan in consultation with parents, school staff, and students, to provide a meaningful opportunity for stakeholders to participate in shared decision making and school improvement. The expectation is that SLTs will engage in a comprehensive educational planning process to inform the development of five (5) goals and action plans that align with the first five elements of the Framework for Great Schools (listed below). The sixth element, *Trust*, is foundational to all the other elements. A goal that reflects a holistic approach will often address more than one element, as the elements work together to support student achievement.

#### **The Six Elements of the Framework for Great Schools**

**Rigorous Instruction:** Instruction is customized, inclusive, motivating, and aligned to the Common Core. High standards are set in every classroom. Students are actively engaged in ambitious intellectual activity and developing critical thinking skills.

**Supportive Environment:** The school establishes a classroom and school culture where students feel safe, supported, and challenged by their teachers and peers.

**Collaborative Teachers:** Teachers are committed to the success and improvement of their classrooms and schools. They have the opportunity to participate in professional development within a culture of respect and continuous improvement.

**Effective School Leadership:** Principals lead by example and nurture the professional growth of teachers and staff, developing and delivering the instructional and social-emotional support that drives student achievement.

**Strong Family-Community Ties:** School leadership brings resources from the community into the school building by welcoming, encouraging, and developing partnerships with families, businesses, and community-based organizations.

**Trust:** Everyone works toward the shared goal of improving student outcomes, preparing students for success in school and beyond. Across the school community, there is respect. School staff, parents, students and administrators value each other.

## **Accountability Tools and the Framework for Great Schools**

In order to address the six elements of the Framework for Great Schools, school communities should engage in improvement planning that is informed by the New York State Education Department's (NYSED) Diagnostic Tool for School and District Effectiveness (DTSDE) Tenets, the NYCDOE's Quality Review Indicators and other quantitative and qualitative data.

### **NYSED's Six DTSDE Tenets**

To strengthen the existing system, the NYSED has developed a tool that captures the best practices from each of the current tools – they call it a Diagnostic Tool for School and District Effectiveness. This new tool encompasses multiple instruments such as interviews, classroom observations and surveys. The protocol will begin with a clear and cogent statement of the optimal conditions of an effective school and the instruments comprising the protocol will measure how close or far away a particular school is to the optimal conditions identified. Once reviewed, the school and district will create a strategic plan to address the areas in need of improvement. All Priority and Focus Schools and Focus Districts must use the new tool; and districts that are required to submit District Comprehensive Improvement Plans and Comprehensive Educational Plans also will use the tool.

The DTSDE protocol includes a rubric, which identifies clear and coherent expectations of the optimal conditions of an effective school and school district across the following six tenets:

- Tenet 1: District Leadership and Capacity
- Tenet 2: School Leader Practices and Decisions
- Tenet 3: Curriculum Development and Support
- Tenet 4: Teacher Practices and Decisions
- Tenet 5: Student Social and Emotional Developmental Health, and
- Tenet 6: Family and Community Engagement

### **NYCDOE's Quality Review (QR)**

The Office of School Quality (OSQ) supports school improvement across the NYC Department of Education (DOE) by coordinating qualitative assessments of principals and school communities. All of the qualitative assessments are rooted in the Quality Review rubric and drive improvements to principal and school practice, with the ultimate goal of impacting student achievement. The 2015-16 Quality Review (QR) Rubric has ten indicators within three categories as outlined below:

- I. Instructional Core Across Classrooms: Curriculum (1.1), Pedagogy (1.2), Assessment (2.2)
- II. School Culture: Positive Learning Environment (1.4), High Expectations (3.4)
- III. Structures for Improvement: Leveraging Resources (1.3), Goals and Action Plans (3.1), Teacher Support and Supervision (4.1), Teacher Teams and Leadership Development (4.2), Monitoring and Revising Systems (5.1)

## **Title I Requirements and Strengthening Title I Parent Involvement**

Title I schools are subject to ESEA/NCLB requirements regarding school accountability, highly qualified teachers, professional development, and parent involvement.

To strengthen parent leadership in Title I schools, and increase the involvement of all parents of Title I eligible children in improving students' academic outcomes, all Title I schools will be expected to form a Title I Parent Advisory Council (PAC) during the 2015-16 school year. Each Title I PAC will have a minimum of three members, including a Chairperson and an alternate representative. The Title I PAC Chairperson (or alternate representative) shall be required to attend all regular meetings of the School Leadership Team (SLT). Guidance to support schools in forming their Title I PACs will be provided in September 2015.

### **Next Steps for SCEP Development**

School Leadership Teams should engage in the following steps:

- **Step 1:** Ensure that a fully formed and functional School Leadership Team (SLT) exists and meets all the requirements of [Chancellor's Regulations A-655](#).
- **Step 2:** Conduct a comprehensive needs assessment informed by the school's updated NYSED accountability status and most current quantitative and qualitative data. Prioritize areas of focus for this school year.
- **Step 3:** For schools that received an Integrated Intervention Team (IIT) School Review Report, enter the HEDI rating for each assessed Statement of Practice (SOP) in Part 1A of the needs assessment. For schools that did not undergo an IIT review, refer to the major findings/recommendations from your most recent Quality Review (QR) or Alternative QR (AQR), and other qualitative and quantitative data.
- **Step 4:** Revisit your school's current goals, modify existing goals, and/or strategically create new goals informed by the needs assessment and aligned with the Framework for Great Schools. Ensure the annual goals are SMART – Specific, Measurable, Achievable, Relevant, and Time-bound. Writing your goals as SMART will help you monitor progress against the qualitative or quantitative measures you've identified, and will help your school community know when you've reached your goal.
- **Step 5:** Build consensus around activities, strategies and programs to address students' needs in each action plan. Create action plans that translate into observable, effective strategies to improve student achievement.
- **Step 6:** Update your school's AIS section. Title I schools must also update the Parent Involvement Policy (PIP) and School-Parent Compact (SPC).
- **Step 7:** Establish a process for engaging in progress monitoring throughout the school year as part of an overall cycle of continuous improvement planning to assess whether activities and strategies outlined in the action plans are resulting in improved student performance. Adjust practices, when necessary.

Treat the plan as a living document. Adjust the plan along the way as your experiences and the evidence justify. Careful implementation of your ideas, follow-through, and continuous evidence-based monitoring of progress are the keys to accomplishing desired results.

## Section 4: SCEP Overview

Develop a narrative summary that includes:

1. Contextual information about your school's community and its unique/important characteristics, including your school's mission statement and a description of strategic collaborations/partnerships and/or special initiatives being implemented.
2. Any special student populations and what their specific needs are.
3. The elements of the Framework for Great Schools in which your school made the most progress over the past year, and your key areas of focus for this school year.

Our school's mission is to provide all students with the opportunity to go to and succeed in college. We must provide students with a rigorous advanced curriculum at every grade level to ensure their preparedness to take college classes. HSAIL's structure for improvement seeks to provide students and teachers with the necessary supports to achieve the common mission of the school. In order to accomplish this, school structures focus on strengthening the instructional core to create a culture that promotes students to think like college students and problem-solve like professionals in the workplace. The following highlights HSAIL's structures for improvement:

### College Readiness Structures:

- At Home in College Support Classes embedded in the academic day provide students with time and support to complete college course work, develop time management skills, and form study groups.
- All freshman classes are programmed for a College Readiness class which utilizes the Why Try? Curriculum which addresses life skills, personal management, conflict resolution, task prioritizing and time management techniques.

### Skills Mapping

- Skills Mapping is a process that begins with industry partners but ultimately involves the collaborative efforts of both high school and college leadership and faculty. The process will likely challenge some of the existing offerings, sequences and prerequisites. The result will be a comprehensive program that underscores the best opportunities for students to master the full range of skills they will require, whether it is in a high school or college classroom, or at the workplace.

### Career Readiness Structures:

- Some of our students attend COOP-Tech where they study engineering, culinary, electrical and nursing.
- We schedule regular trips to ACCES-VR (Adult Career and Continuing Education Services –Vocational Rehabilitation) which provides career services to disadvantaged students for the rest of their lives.

### Teacher Feedback Structures:

- **Inter-Visitations:** Teachers coordinate and lead departmental and inter-visitations as well as inter-departmental visitations through the SLC. They collaborate to establish protocols, develop tools, and decide on the specific lens with which to guide inter-visitations. All inter-visitations are Danielson aligned
- **Observations:** Teachers at HSAIL begin the observation cycle, whether formal or informal, with a self-evaluation. When observations begin, conversations are grounded in evidence from low inference transcripts of class visits with the purpose of targeting areas for improvement.

### Teacher Team Structures:

● **Common Planning:** HSAll strategically provides teachers with a period of daily common planning. Teachers use this time to meet in department and grade team meetings to engage in: inquiry work, skill gap/ data analysis, curriculum development, and sharing best practices.

● **Co-Teaching:** The co-teaching model at HSAll is unique because it is not limited to classes with a special education population. HSAll utilizes three different co-teaching models: simultaneous teaching where two teachers teach the same lesson to two smaller groups, lead teaching where one teacher teaches and the supporting teacher assesses, and a blended learning model where one teacher leads the lesson while the second teacher facilitates learning using online tools.

● **Facilitators Meeting:** Weekly, Department and SLC facilitators meeting with administration to plan for the week and receive leadership coaching . Grade Team Leader meetings are scheduled twice a month, so that Team Leaders may have a chance to meet with admin and discuss team progress and strategies that may be implemented going forward.

#### Credit Accumulation:

● **Focused Credit Accumulation** - Data collected and interpreted by our teacher teams has been the driving force behind getting and keeping HSAll students on track for graduation. Each teacher team is been directed to focus on lower achieving groups of students and what their specific needs are in the classroom. The Inquiry work that has been done with these groups has helped to ascertain why these particular students initially fell behind and to develop appropriate corrective measures that will fit the needs of each student. What has developed from these studies are practices like Saturday school, credit recovery, teacher PD in differentiation and lesson design and a more general raised awareness by staff and student alike as to where each particular student stands in credit accumulation.

● **Monitoring of Student Progress** - Guidance counselors and teacher teams regularly monitor every student's progress towards graduation and collect data that informs not only future programming but test prep, after school tutoring and lunch and learn sessions.

● **Trimester Schedule-** Comparison of data to our first year of using trimesters (school year 2012-13) has given us a trimester baseline year to which our inquiry work can compare credit accumulation progress for all of our students. We expect to see significantly increased credit accumulation by the end of this year. Our use of the first trimester as a skills based trimester has increased student engagement and success so far.

#### Attendance Structures:

● **Attendance Incentive Program** : Our yearly attendance to date is 84.2% overall which is a 1.7 % increase over last year's mark. This is in large part attributed to the success of our Attendance Incentive Program. Students are rewarded with incentives for consecutive days present and on time. The funding for this program is grant based.

● **Attendance Awards:** At school assemblies, planned by each grade team, awards are given to students for perfect attendance throughout each trimester.

● **Outreach:** School Messenger automatically calls home every day for each absent student. Teachers additionally use the School Messenger tool to conduct outreach for period lateness.

Overall, teachers' professional periods are used for academic team meetings and coaching. Our teacher teams are vehicles for monitoring and adjusting our instruction to meet our stated goals and the needs of every child. Every aspect of the school's program is monitored and revised continuously as we work for effective teacher practice to increase student development and achievement.

### 03M299 School Information Sheet

| School Configuration (2014-15)                                  |                 |   |     |   |       |
|---|-----------------|---|-----|---|-------|
| Grade Configuration   | 09,10,<br>11,12 | Total Enrollment                                | 451 | SIG Recipient                                 | N/A   |
| Types and Number of English Language Learner Classes (2014-15)  |                 |   |     |   |       |
| # Transitional Bilingual  | N/A             | # Dual Language                                 | N/A | # Self-Contained English as a Second Language | N/A   |
| Types and Number of Special Education Classes (2014-15)         |                 |   |     |   |       |
| # Special Classes   | 5               | # SETSS   | 1   | # Integrated Collaborative Teaching           | 36    |
| Types and Number of Special Classes (2014-15)                   |                 |   |     |   |       |
| # Visual Arts   | N/A             | # Music   | N/A | # Drama                                       | 4     |
| # Foreign Language  | 4               | # Dance   | N/A | # CTE   | 1     |
| School Composition (2013-14)                                    |                 |   |     |   |       |
| % Title I Population  | 79.2%           | % Attendance Rate                               |     |   | 82.1% |
| % Free Lunch  | 79.3%           | % Reduced Lunch                                 |     |   | 4.6%  |
| % Limited English Proficient                                    | 13.8%           | % Students with Disabilities                    |     |   | 21.4% |
| Racial/Ethnic Origin (2013-14)                                  |                 |   |     |   |       |
| % American Indian or Alaska Native                              | 0.5%            | % Black or African American                     |     |   | 40.0% |
| % Hispanic or Latino  | 56.8%           | % Asian or Native Hawaiian/Pacific Islander     |     |   | 0.5%  |
| % White   | 2.1%            | % Multi-Racial                                  |     |   | N/A   |
| Personnel (2014-15)   |                 |   |     |   |       |
| Years Principal Assigned to School (2014-15)                    | 9.34            | # of Assistant Principals (2014-15)             |     |   | 3     |
| # of Deans (2014-15)  | N/A             | # of Counselors/Social Workers (2014-15)        |     |   | 3     |
| Personnel (2013-14)   |                 |   |     |   |       |
| % of Teachers with No Valid Teaching Certificate (2013-14)      | N/A             | % Teaching Out of Certification (2013-14)       |     |   | 10.7% |
| % Teaching with Fewer Than 3 Years of Experience (2013-14)      | 0.6%            | Average Teacher Absences (2013-14)              |     |   | 7.66  |
| Student Performance for Elementary and Middle Schools (2013-14) |                 |   |     |   |       |
| ELA Performance at levels 3 & 4                                 | N/A             | Mathematics Performance at levels 3 & 4         |     |   | N/A   |
| Science Performance at levels 3 & 4 (4th Grade)                 | N/A             | Science Performance at levels 3 & 4 (8th Grade) |     |   | N/A   |
| Student Performance for High Schools (2012-13)                  |                 |   |     |   |       |
| ELA Performance at levels 3 & 4                                 | 65.1%           | Mathematics Performance at levels 3 & 4         |     |   | 51.1% |
| Credit Accumulation High Schools Only (2013-14)                 |                 |   |     |   |       |
| % of 1st year students who earned 10+ credits                   | 77.4%           | % of 2nd year students who earned 10+ credits   |     |   | 69.2% |
| % of 3rd year students who earned 10+ credits                   | 73.8%           | 4 Year Graduation Rate                          |     |   | 72.0% |
| 6 Year Graduation Rate  | 74.7%           |   |     |   |       |
| Overall NYSED Accountability Status (2014-15)                   |                 |   |     |   |       |
| Reward  |                 | Recognition                                     |     |   |       |
| In Good Standing  |                 | Local Assistance Plan                           |     |   |       |
| Focus District  | X               | Focus School Identified by a Focus District     |     |   | X     |
| Priority School   |                 |   |     |   |       |
| <b>Accountability Status – Elementary and Middle Schools</b>    |                 |   |     |   |       |
| Met Adequate Yearly Progress (AYP) in ELA (2012-13)             |                 |   |     |   |       |
| American Indian or Alaska Native                                | N/A             | Black or African American                       |     |   | N/A   |
| Hispanic or Latino  | N/A             | Asian or Native Hawaiian/Other Pacific Islander |     |   | N/A   |
| White   | N/A             | Multi-Racial                                    |     |   | N/A   |
| Students with Disabilities                                      | N/A             | Limited English Proficient                      |     |   | N/A   |
| Economically Disadvantaged                                      | N/A             |   |     |   |       |
| Met Adequate Yearly Progress (AYP) in Mathematics (2012-13)     |                 |   |     |   |       |
| American Indian or Alaska Native                                | N/A             | Black or African American                       |     |   | N/A   |
| Hispanic or Latino  | N/A             | Asian or Native Hawaiian/Other Pacific Islander |     |   | N/A   |
| White   | N/A             | Multi-Racial                                    |     |   | N/A   |
| Students with Disabilities                                      | N/A             | Limited English Proficient                      |     |   | N/A   |
| Economically Disadvantaged                                      | N/A             |   |     |   |       |
| Met Adequate Yearly Progress (AYP) in Science (2012-13)         |                 |   |     |   |       |
| American Indian or Alaska Native                                | N/A             | Black or African American                       |     |   | N/A   |
| Hispanic or Latino  | N/A             | Asian or Native Hawaiian/Other Pacific Islander |     |   | N/A   |
| White   | N/A             | Multi-Racial                                    |     |   | N/A   |
| Students with Disabilities                                      | N/A             | Limited English Proficient                      |     |   | N/A   |
| Economically Disadvantaged                                      | N/A             |   |     |   |       |
| <b>Accountability Status – High Schools</b>                     |                 |   |     |   |       |
| Met Adequate Yearly Progress (AYP) in ELA (2012-13)             |                 |   |     |   |       |
| American Indian or Alaska Native                                | N/A             | Black or African American                       |     |   | YES   |
| Hispanic or Latino  | NO              | Asian or Native Hawaiian/Other Pacific Islander |     |   | N/A   |
| White   | N/A             | Multi-Racial                                    |     |   | N/A   |
| Students with Disabilities                                      | N/A             | Limited English Proficient                      |     |   | N/A   |
| Economically Disadvantaged                                      | NO              |   |     |   |       |
| Met Adequate Yearly Progress (AYP) in Mathematics (2012-13)     |                 |   |     |   |       |
| American Indian or Alaska Native                                | N/A             | Black or African American                       |     |   | YES   |
| Hispanic or Latino  | NO              | Asian or Native Hawaiian/Other Pacific Islander |     |   | N/A   |
| White   | N/A             | Multi-Racial                                    |     |   | N/A   |
| Students with Disabilities                                      | N/A             | Limited English Proficient                      |     |   | N/A   |
| Economically Disadvantaged                                      | NO              |   |     |   |       |
| Met Adequate Yearly Progress (AYP) in Graduation Rate (2012-13) |                 |   |     |   |       |
| American Indian or Alaska Native                                | N/A             | Black or African American                       |     |   | NO    |
| Hispanic or Latino  | YES             | Asian or Native Hawaiian/Other Pacific Islander |     |   | N/A   |
| White   | N/A             | Multi-Racial                                    |     |   | N/A   |
| Students with Disabilities                                      | N/A             | Limited English Proficient                      |     |   | N/A   |
| Economically Disadvantaged                                      | YES             |   |     |   |       |

**Section 5: Needs Assessment, Annual Goals, and Action Plans**

**Section 5A – Framework for Great Schools Element – Rigorous Instruction:** Instruction is customized, inclusive, motivating, and aligned to the Common Core. High standards are set in every classroom. Students are actively engaged in ambitious intellectual activity and developing critical thinking skills. *(Aligned to DTSDE Tenet 3: Curriculum Development and Support)*

**Part 1 – Needs Assessment**

|   |   |                    |
|---|---|--------------------|
| <p><b>Part 1a. HEDI Rating (Highly Effective, Effective, Developing, or Ineffective) for DTSDE Tenet 3:</b></p> <ul style="list-style-type: none"> <li>For schools that received an Integrated Intervention Team (IIT) School Review Report, consider the HEDI rating for each assessed Statement of Practice (SOP) and indicate on the chart below.</li> <li>For schools that did not receive an IIT School Review, or did not receive a HEDI rating for one or more SOPs: Self-rate your school for that SOP, informed by an analysis of student performance trends and any major findings/recommendations from your Quality Review (QR), or Alternative QR (AQR), and other relevant qualitative and quantitative data. Enter your HEDI self-rating(s) on the chart below.</li> </ul>  |   |                    |
| <b>Tenet 3 Statement of Practice (SOP) Addressed</b>  |   | <b>HEDI Rating</b> |
| 3.2   | The school leader ensures and supports the quality implementation of a systematic plan of rigorous and coherent curricula appropriately aligned to the Common Core Learning Standards (CCLS) that is monitored and adapted to meet the needs of students. | P                  |
| 3.3   | Teachers develop and ensure that unit and lesson plans used include data-driven instruction (DDI) protocols that are appropriately aligned to the CCLS and NYS content standards and address student achievement needs.                                   |                    |
| 3.4   | The school leader and teachers have developed a comprehensive plan for teachers to partner within and across all grades and subjects to create interdisciplinary curricula targeting the arts, technology, and other enrichment opportunities.            | P                  |
| 3.5   | Teachers implement a comprehensive system for using formative and summative assessments for strategic short and long-range curriculum planning that involves student reflection, tracking of, and ownership of learning.                                  |                    |
| <p><b>Part 1b. Needs/Areas for Improvement:</b></p> <ul style="list-style-type: none"> <li>Reflect on your school’s HEDI ratings (or self-ratings) in Part 1a, particularly any ratings of <u>D</u>eveloping and <u>I</u>neffective.</li> <li>Summarize your school’s strengths and needs relative to this element of the Framework for Great Schools and DTSDE tenet (in a narrative or bullet format), and identify the priority need(s) that will be addressed in the goal and action plan for this section. Cite all data trends and sources.</li> </ul>  |   |                    |
| <p>• Strengths:</p> <ul style="list-style-type: none"> <li>o The entire staff meets weekly to participate in professional development and curriculum development opportunities including the analysis of student performance data and student work.</li> <li>o The entire staff has incorporated the use of binders, school agendas, Cornell Notes, Academic and Content vocabulary, Socratic Seminars, Project Based Learning, and Common Core Aligned Units as they work to increase to increase the rigor in classroom instruction and support the development of students’ critical thinking skills.</li> </ul> <p>• Needs:</p> <ul style="list-style-type: none"> <li>o The school and staff needs to continue to work on establishing systems and routines to analyze formative and summative data to inform classroom instruction.</li> <li>o The school and staff needs to continue to work on providing rigorous instructional experiences across all content areas and incorporating differentiation strategies to support English Language Learners, Students with Disabilities, and students reading below grade level</li> </ul> |   |                    |

**Part 2 – Annual Goal**

Indicate your school’s 2015-16 goal for improving student outcomes and school performance that addresses this element of the Framework for Great Schools–Rigorous Instruction. Your goal must be responsive to the identified priority need(s) indicated in Part 1b, and be written as SMART–Specific, Measurable, Achievable, Relevant, and Time-bound.

By June 2016, the school will improve pass rates of the Algebra I Regents exam by 3%

**Part 3 – Action Plan**

| <p><b>Activities/Strategies: Detail below the activities and strategies your school will implement to achieve the identified goal for this Framework for Great Schools element, including:</b></p> <ul style="list-style-type: none"> <li>• <b>Research-based instructional programs, professional development, and/or systems and structures needed to impact change.</b></li> <li>• <b>Strategies to address the needs of students with disabilities, English language learners, and other high-need student subgroups (e.g., overage/under-credited, SIFE, STH).</b></li> <li>• <b>Engaging families and supporting their understanding of Rigorous Instruction and the Common Core in order to support their children at home.</b></li> </ul> | <p><b>Target Group(s)</b><br/><i>Who will be targeted?</i></p> | <p><b>Timeline</b><br/><i>What is the start and end date?</i></p> | <p><b>Key Personnel</b><br/><i>Who is responsible for implementing and overseeing the activity/strategy? (include school, educational consultants and/or CBO staff)</i></p> |
|---|--|---|---|
| <p>Teacher collaboration that focuses on student work and proficiency through grade level data meetings, content area and school-wide meetings will be used to plan and assess student activities in order to meet their needs and help students meet performance goals</p>   | <p>All Students</p>  | <p>September 2015 – June 2016</p>                                 | <p>Principal, All Teachers</p>  |
| <p>Professional Development opportunities based on staff needs and interest, with a focus on using data to inform instruction,</p>  | <p>All Students</p>  | <p>September 2015 – June 2016</p>                                 | <p>Principal</p>  |

|  |              |                            |                         |
|--|--------------|----------------------------|-------------------------|
| differentiated instruction to support English Language Learners, Students with Disabilities, and students reading below grade level as measured by Degrees of Reading Power (DRP) reading assessment   |              |                            |                         |
| Instructional support of student progress such as tutorial and Regents prep will occur in all classes, Advisory, and during after-school and/or Saturday opportunities   | All Students | September 2015 – June 2016 | Principal, All Teachers |
| Students will be supported by a variety of strategies including the use of binders, students agendas, Cornell Notes, Academic and Content Vocabulary, text annotation and close reading, Socratic Seminars, Project Based Learning and Common Core aligned units | All Students | September 2015 – June 2016 | Principal, All Teachers |

**Part 4 – Budget and Resource Alignment**

|   |                 |  |             |  |            |  |                  |   |                          |  |       |
|---|-----------------|--|-------------|--|------------|--|------------------|---|--------------------------|--|-------|
| <b>Part 4a.</b> Indicate resources you will leverage to achieve this annual goal and implement this action plan, including human resources, instructional resources, schedule adjustments, etc.   |                 |  |             |  |            |  |                  |   |                          |  |       |
| Staff will need time for participating in staff development, planning for implementation of strategies in instruction, providing tutorial for students, and supplemental instructional resources such as releases Regent exams and technology |                 |  |             |  |            |  |                  |   |                          |  |       |
| <b>Part 4b.</b> Indicate using an “X” the fund source(s) that will be utilized to support achievement of the specified goal.  |                 |  |             |  |            |  |                  |   |                          |  |       |
| X   | Tax Levy        |  | Title I SWP |  | Title I TA |  | P/F Set-aside    | X | 21 <sup>st</sup> Century |  | C4E   |
|   | Title I 1003(a) |  | Title III   |  | PTA Funded |  | SIG or SIF Grant |   | School Success Grant     |  | Other |

**Part 5 – Progress Monitoring**

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|---|
| <b>Part 5a.</b> Schools are expected to engage in progress monitoring as part of an overall cycle of continuous improvement planning. Identify a mid-point benchmark(s) that will indicate school progress toward meeting the specified goal.   |
| <ul style="list-style-type: none"> <li>Teachers will select a mid-point benchmark (i.e. released Regents exam, teacher created assessment, NYCDOE benchmark assessment.)</li> <li>Selected benchmark will be administered and graded by the end of January 2015.</li> </ul> <p>Assessment results will be analyzed by entire staff to inform instructional decisions as part of the Cycle of Continuous Improvement</p> |
| <b>Part 5b.</b> In <b>February 2016</b> , review progress towards meeting the annual goal and make adjustments to the action plan, if applicable.   |



**Section 5: Needs Assessment, Annual Goals, and Action Plans**

**Section 5B – Framework for Great Schools Element – Supportive Environment:** The school establishes a classroom and school culture where students feel safe, supported, and challenged by their teachers and peers. *(Aligned to DTSDE Tenet 5: Student Social and Emotional Developmental Health)*

**Part 1 – Needs Assessment**

|  |  |                    |
|--|--|--------------------|
| <p><b>Part 1a. HEDI Rating (Highly Effective, Effective, Developing, or Ineffective) for DTSDE Tenet 5:</b></p> <ul style="list-style-type: none"> <li>For schools that received an Integrated Intervention Team (IIT) School Review Report, consider the HEDI rating for each assessed Statement of Practice (SOP) and indicate on the chart below.</li> <li>For schools that did not receive an IIT School Review, or did not receive a HEDI rating for one or more SOPs: Self-rate your school for that SOP, informed by an analysis of student performance trends and any major findings/recommendations from your Quality Review (QR), or Alternative QR (AQR), and other relevant qualitative and quantitative data. Enter your HEDI self-rating(s) on the chart below.</li> </ul>   |  |                    |
| <b>Tenet 5 Statement of Practice (SOP) Addressed</b>   |  | <b>HEDI Rating</b> |
| 5.2  | The school leader establishes overarching systems and understandings of how to support and sustain student social and emotional developmental health and academic success.   | P                  |
| 5.3  | The school articulates and systematically promotes a vision for social and emotional developmental health that is aligned to a curriculum or program that provides learning experiences and a safe and healthy school environment for families, teachers, and students.  |                    |
| 5.4  | All school stakeholders work together to develop a common understanding of the importance of their contributions in creating a school community that is safe, conducive to learning, and fostering of a sense of ownership for providing social and emotional developmental health supports tied to the school’s vision. |                    |
| 5.5  | The school leader and student support staff work together with teachers to establish structures to support the use of data to respond to student social and emotional developmental health needs.  |                    |
| <p><b>Part 1b. Needs/Areas for Improvement:</b></p> <ul style="list-style-type: none"> <li>Reflect on your school’s HEDI ratings (or self-ratings) in Part 1a, particularly any ratings of <u>Developing</u> and <u>Ineffective</u>.</li> <li>Summarize your school’s strengths and needs relative to this element of the Framework for Great Schools and DTSDE tenet (in a narrative or bullet format), and identify the priority need(s) that will be addressed in the goal and action plan for this section. Cite all data trends and sources.</li> </ul> <p>• Strengths:</p> <ul style="list-style-type: none"> <li>o All students are assigned to an Advisory teacher who meets with them once a week.</li> <li>o Common lessons are used in all Advisory sections that focus on a variety of topics including Goal Setting, Organizational Skills, Problem Solving, Growth Mindset, Team Building.</li> </ul> <p>• Needs:</p> <ul style="list-style-type: none"> <li>o The school and staff needs to continue to work on establish systems and routines to analyze trends in student attendance, tardies, red pass, detention and suspension data.</li> <li>o The school and staff needs to continue to work on identifying and addressing the behaviors that most commonly lead to red passes, detention, and suspensions.</li> </ul> |  |                    |

**Part 2 – Annual Goal**

Indicate your school’s 2015-16 goal for improving student outcomes and school performance that addresses this element of the Framework for Great Schools –Supportive Environment. Your goal must be responsive to the identified

priority need(s) indicated in Part 1b, and be written as SMART—Specific, Measurable, Achievable, Relevant, and Time-bound.

By June 2016, 90% of teachers will demonstrate increased performance in academic rigor and pedagogy as measured by observation reports and snapshots centered on the Danielson Framework (rubrics) for teacher effectiveness.

**Part 3 – Action Plan**

| <p><b>Activities/Strategies: Detail below the activities and strategies your school will implement to achieve the identified goal for this Framework for Great Schools element, including:</b></p> <ul style="list-style-type: none"> <li>• Research-based instructional programs, professional development, and/or systems and structures needed to impact change.</li> <li>• Strategies to address the needs of students with disabilities, English language learners, and other high-need student subgroups (e.g., overage/under-credited, SIFE, STH).</li> <li>• Engaging families and supporting their understanding of supportive environment and the Common Core in order to support their children at home.</li> </ul> | <p><b>Target Group(s)<br/>Who will be targeted?</b></p> | <p><b>Timeline<br/>What is the start and end date?</b></p> | <p><b>Key Personnel<br/>Who is responsible for implementing and overseeing the activity/strategy? (include school, educational consultants and/or CBO staff)</b></p> |
|--|---|--|--|
| <p>The school leader communicates school goals that are timely, transparent and available to all stake holders.</p>  | <p>All Teachers</p>                                     | <p>September 2015-June 2016</p>                            | <p>All Staff</p>   |
| <p>School leaders encourage the staff to use systems that are dynamic, adaptive, interconnected and lead to</p>  | <p>All Teachers</p>                                     | <p>September 2015-June 2016</p>                            | <p>All Staff</p>   |

|   |              |                          |           |
|---|--------------|--------------------------|-----------|
| the through analyses of outcomes  |              |                          |           |
| School leaders espouse and support practices in areas that support student progress and achievement and which include feedback loops and examples of best practice directly connected to student achievement.         | All Teachers | September 2015-June 2016 | All Staff |
| Teacher leaders and administrators engage in learning walks that build and support observational skills and a common language around instruction which also includes the <i>Capacities for Imaginative Learning</i> . | All Teachers | September 2015-June 2016 | All Staff |

**Part 4 – Budget and Resource Alignment**

|   |                 |  |             |  |            |  |                  |   |                          |  |       |
|---|-----------------|--|-------------|--|------------|--|------------------|---|--------------------------|--|-------|
| <b>Part 4a.</b> Indicate resources you will leverage to achieve this annual goal and implement this action plan, including human resources, instructional resources, schedule adjustments, etc.       |                 |  |             |  |            |  |                  |   |                          |  |       |
| Staff will need time for participating in staff development and analysis of student behavior data, planning for implementation of strategies, and providing behavior support structures for students, |                 |  |             |  |            |  |                  |   |                          |  |       |
| <b>Part 4b.</b> Indicate using an “X” the fund source(s) that will be utilized to support achievement of the specified goal.  |                 |  |             |  |            |  |                  |   |                          |  |       |
| X   | Tax Levy        |  | Title I SWP |  | Title I TA |  | P/F Set-aside    | X | 21 <sup>st</sup> Century |  | C4E   |
|   | Title I 1003(a) |  | Title III   |  | PTA Funded |  | SIG or SIF Grant |   | School Success Grant     |  | Other |

**Part 5 – Progress Monitoring**

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|---|
| <b>Part 5a.</b> Schools are expected to engage in progress monitoring as part of an overall cycle of continuous improvement planning. Identify a mid-point benchmark(s) that will indicate school progress toward meeting the specified goal.   |
| <ul style="list-style-type: none"> <li>• The staff will compile records and documentation including Attendance, Tardies, Red Pass, Detention, and Suspension data for the Fall 2015 semester.</li> <li>• In January 2016, the staff will review the documentation and identify the trends and behaviors that most commonly lead to Red Pass, Detention, and Suspension</li> <li>• The staff will determine the best strategies to support students who have received multiple red passes, detention, and suspensions to develop a plan to support students in making positive choices.</li> </ul> |
| <b>Part 5b.</b> In <b>February 2016</b> , review progress towards meeting the annual goal and make adjustments to the action plan, if applicable.   |

**Section 5: Needs Assessment, Annual Goals, and Action Plans**

**Section 5C – Framework for Great Schools Element – Collaborative Teachers:** Teachers are committed to the success and improvement of their classrooms and schools. They have the opportunity to participate in professional development within a culture of respect and continuous improvement. *(Aligned to DTSDE Tenet 4: Teacher Practices and Decisions)*

**Part 1 – Needs Assessment**

|   |  |                    |
|---|--|--------------------|
| <p><b>Part 1a. HEDI Rating (Highly Effective, Effective, Developing, or Ineffective) for DTSDE Tenet 4:</b></p> <ul style="list-style-type: none"> <li>For schools that received an Integrated Intervention Team (IIT) School Review Report, consider the HEDI rating for each assessed Statement of Practice (SOP) and indicate on the chart below.</li> <li>For schools that did not receive an IIT School Review, or did not receive a HEDI rating for one or more SOPs: Self-rate your school for that SOP, informed by an analysis of student performance trends and any major findings/recommendations from your Quality Review (QR), or Alternative QR (AQR), and other relevant qualitative and quantitative data. Enter your HEDI self-rating(s) on the chart below.</li> </ul>  |  |                    |
| <b>Tenet 4 Statement of Practice (SOP) Addressed</b>  |  | <b>HEDI Rating</b> |
| 4.2   | School and teacher leaders ensure that instructional practices and strategies are organized around annual, unit, and daily lesson plans that address all student goals and needs.                                | P                  |
| 4.3   | Teachers provide coherent, and appropriately aligned Common Core Learning Standards (CCLS)-based instruction that leads to multiple points of access for all students.   |                    |
| 4.4   | Teachers and students work together to implement a program/plan to create a learning environment that is responsive to students’ varied experiences and tailored to the strengths and needs of all students.     |                    |
| 4.5   | Teachers inform planning and foster student participation in their own learning process by using a variety of summative and formative data sources (e.g., screening, interim measures, and progress monitoring). |                    |
| <p><b>Part 1b. Needs/Areas for Improvement:</b></p> <ul style="list-style-type: none"> <li>Reflect on your school’s HEDI ratings (or self-ratings) in Part 1a, particularly any ratings of <u>Developing</u> and <u>Ineffective</u>.</li> <li>Summarize your school’s strengths and needs relative this element of the Framework for Great Schools and DTSDE tenet (in a narrative or bullet format), and identify the priority need(s) that will be addressed in the goal and action plan for this section. Cite all data trends and sources.</li> </ul>   |  |                    |
| <ul style="list-style-type: none"> <li><b>Strengths:</b> <ul style="list-style-type: none"> <li>o The entire staff meets weekly to participate in professional development and curriculum development opportunities including the analysis of student performance data and student work.</li> <li>o All new teachers are working with mentors in their content area.</li> <li>o The entire staff have participated in staff development and have incorporated the use of binders, school agendas, Cornell Notes, Academic and Content vocabulary, Socratic Seminars, Project Based Learning, and Common Core Aligned Units as they work to increase the rigor in classroom instruction and support the development of students’ critical thinking skills.</li> </ul> </li> <li><b>Needs:</b> <ul style="list-style-type: none"> <li>o The school needs to continue to work on establishing systems and routines to support teachers in the analysis of formative and summative data to inform classroom instruction.</li> <li>o Teachers need to continue to participate in staff development opportunities in providing rigorous instructional experiences across all content areas and incorporating differentiation strategies to support English Language Learners, Students with Disabilities, and students reading</li> </ul> </li> </ul> |  |                    |

**Part 2 – Annual Goal**

Indicate your school’s 2015-16 goal for improving student outcomes and school performance that addresses this element of the Framework for Great Schools–Collaborative Teachers. Your goal must be responsive to the identified priority need(s) indicated in Part 1b, and be written as SMART–Specific, M measurable, Achievable, Relevant, and Time-bound.

By June 2016, 80% of teachers will show improvement in structures for professional collaborations and inquiry to further enhance their capacity and leadership. The use of minutes, agendas and feedback forms will measure this growth.

**Part 3 – Action Plan**

| <p><b>Activities/Strategies: Detail below the activities and strategies your school will implement to achieve the identified goal for this Framework for Great Schools element, including:</b></p> <ul style="list-style-type: none"> <li>• Research-based instructional programs, professional development, and/or systems and structures needed to impact change.</li> <li>• Strategies to address the needs of students with disabilities, English language learners, and other high-need student subgroups (e.g., overage/under-credited, SIFE, STH).</li> <li>• Strategies to promote teacher-parent collaborations to improve student achievement.</li> </ul> | <p><b>Target Group(s)</b><br/><i>Who will be targeted?</i></p> | <p><b>Timeline</b><br/><i>What is the start and end date?</i></p> | <p><b>Key Personnel</b><br/><i>Who is responsible for implementing and overseeing the activity/strategy? (include school, educational consultants and/or CBO staff)</i></p> |
|---|--|---|---|
| <p>Teacher collaboration that focuses on student work and proficiency through grade level data meetings, content area and school-wide meetings will be used to plan and assess student activities in order to meet</p>  | <p>All Staff</p>   | <p>September 2015-June 2016</p>                                   | <p>Principal</p>  |

|   |           |                          |           |
|---|-----------|--------------------------|-----------|
| their needs and help students meet performance goals.   |           |                          |           |
| Professional Development opportunities based on staff needs and interest, with a focus on using data to inform instruction, differentiated instruction to support English Language Learners, Students with Disabilities, and students reading below grade level as measured by Degrees of Reading Power (DRP) reading assessment. | All Staff | September 2015-June 2016 | Principal |
| Teachers will be provided opportunities in building leadership capacity through professional development and collaboration.   | All Staff | September 2015-June 2016 | Principal |
| Teachers will be provided an opportunities to participate in classroom inter visitations  | All Staff | September 2015-June 2016 | Principal |

**Part 4 – Budget and Resource Alignment**

|   |                 |  |             |  |            |  |                  |   |                          |  |       |
|---|-----------------|--|-------------|--|------------|--|------------------|---|--------------------------|--|-------|
| <b>Part 4a.</b> Indicate resources you will leverage to achieve this annual goal and implement this action plan, including human resources, instructional resources, schedule adjustments, etc. |                 |  |             |  |            |  |                  |   |                          |  |       |
| Staff will need time for participating in staff development and leadership opportunities in addition to time for collaborating and planning implementation of instructional strategies.         |                 |  |             |  |            |  |                  |   |                          |  |       |
| <b>Part 4b.</b> Indicate using an “X” the fund source(s) that will be utilized to support achievement of the specified goal.  |                 |  |             |  |            |  |                  |   |                          |  |       |
| X   | Tax Levy        |  | Title I SWP |  | Title I TA |  | P/F Set-aside    | X | 21 <sup>st</sup> Century |  | C4E   |
|   | Title I 1003(a) |  | Title III   |  | PTA Funded |  | SIG or SIF Grant |   | School Success Grant     |  | Other |

**Part 5 – Progress Monitoring**

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| <b>Part 5a.</b> Schools are expected to engage in progress monitoring as part of an overall cycle of continuous improvement planning. Identify a mid-point benchmark(s) that will indicate school progress toward meeting the specified goal.   |
| <ul style="list-style-type: none"> <li>• The staff will compile records and documentation including agenda and minutes from Accountable Communities meetings and other professional development opportunities.</li> <li>• During one on one meetings with the principal, teachers will identify goals for their professional growth and a timeline for meeting their goals.</li> <li>• Teachers will reflect on their progress toward their professional goals</li> </ul> |
| <b>Part 5b.</b> In February 2016, review progress towards meeting the annual goal and make adjustments to the action plan, if applicable.   |

**Section 5: Needs Assessment, Annual Goals, and Action Plans**

**Section 5D – Framework for Great Schools Element – Effective School Leadership:** Principals lead by example and nurture the professional growth of teachers and staff, developing and delivering the instructional and social-emotional support that drives student achievement. *(Aligned to DTSDE Tenet 2: School Leader Practices and Decisions)*

**Part 1 – Needs Assessment**

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|---|--|--------------------|
| <p><b>Part 1a. HEDI Rating (Highly Effective, Effective, Developing, or Ineffective) for DTSDE Tenet 2:</b></p> <ul style="list-style-type: none"> <li>For schools that received an Integrated Intervention Team (IIT) School Review Report, consider the HEDI rating for each assessed Statement of Practice (SOP) and indicate on the chart below.</li> <li>For schools that did not receive an IIT School Review, or did not receive a HEDI rating for one or more SOPs: Self-rate your school for that SOP, informed by an analysis of student performance trends and any major findings/recommendations from your Quality Review (QR), or Alternative QR (AQR), and other relevant qualitative and quantitative data. Enter your HEDI self-rating(s) on the chart below.</li> </ul>  |  |                    |
| <b>Tenet 2 Statement of Practice (SOP) Addressed</b>  |  | <b>HEDI Rating</b> |
| 2.2   | The school leader ensures that the school community shares the Specific, Measurable, Ambitious, Results-oriented, and Timely (SMART) goals/mission and long-term vision inclusive of core values that address the priorities outlined in the School Comprehensive Educational Plan (SCEP).                                     | P                  |
| 2.3   | Leaders make strategic decisions to organize programmatic, human, and fiscal capital resources.  |                    |
| 2.4   | The school leader has a fully functional system in place aligned to the district's Annual Professional Performance Review (APPR) to conduct targeted and frequent observation and track progress of teacher practices based on student data and feedback.  |                    |
| 2.5   | Leaders effectively use evidence-based systems and structures to examine and improve critical individual and school-wide practices as defined in the SCEP (student achievement, curriculum and teacher practices; leadership development; community/family engagement; and student social and emotional developmental health). |                    |
| <p><b>Part 1b. Needs/Areas for Improvement:</b></p> <ul style="list-style-type: none"> <li>Reflect on your school's HEDI ratings (or self-ratings) in Part 1a, particularly any ratings of <u>D</u>eveloping and <u>I</u>neffective.</li> <li>Summarize your school's strengths and needs relative to this element of the Framework for Great Schools and DTSDE tenet (in a narrative or bullet format), and identify the priority need(s) that will be addressed in the goal and action plan for this section. Cite all data trends and sources.</li> </ul>  |  |                    |
| <p>• Strengths:</p> <ul style="list-style-type: none"> <li>o The principal meets with the entire staff weekly to present professional development and curriculum development opportunities including the analysis of student performance data and student work.</li> <li>o The principal meets one on one with each staff member each week to support their instructional practice.</li> <li>o The principal conducts formal and informal classroom walkthroughs and provides feedback in accordance with the Danielson Framework.</li> <li>o The principal have The entire staff have participated in staff development and have incorporated the use of binders, school agendas, Cornell Notes, Academic and Content vocabulary, Socratic Seminars, Project Based Learning, and Common Core Aligned Units as they work to increase to increase the rigor in classroom instruction and support the development of students' critical thinking skills.</li> </ul> <p>• Needs:</p> |  |                    |

- o The principal needs to continue to work on establishing systems and routines to support teachers in the analysis of formative and summative data to inform classroom instruction.
- o The principal needs to increase the frequency of informal and formal walkthroughs to support teachers in their instructional practice.
- o The principal needs to continue to design staff development opportunities for teachers in providing rigorous instructional experiences across all content areas and incorporating differentiation strategies to support English Language Learners, Students with Disabilities, and students reading below grade level.

### **Part 2 – Annual Goal**

Indicate your school’s 2015-16 goal for improving student outcomes and school performance that addresses this element of the Framework for Great Schools–Effective School Leadership. Your goal must be responsive to the identified priority need(s) indicated in Part 1b, and be written as SMART– Specific, Measurable, Achievable, Relevant, and Time-bound.

By June 2016, the administration will show a 10% increase in the frequency of classroom walkthroughs and observations. This will be demonstrated by providing feedback to teachers in addition to increasing staff development opportunities to support teachers in their instructional practice.

### **Part 3 – Action Plan**

| <p><b>Activities/Strategies: Detail below the activities and strategies your school will implement to achieve the identified goal for this Framework for Great Schools element, including:</b></p> <ul style="list-style-type: none"> <li>• <b>Research-based instructional programs, professional development, and/or systems and structures needed to impact change.</b></li> <li>• <b>Strategies to address the needs of students with disabilities, English language learners, and other high-need student subgroups (e.g., overage/under-credited, SIFE, STH).</b></li> <li>• <b>Strategies to promote parent leadership and engagement as a key lever for school improvement.</b></li> </ul> | <p><b>Target Group(s)</b><br/><i>Who will be targeted?</i></p> | <p><b>Timeline</b><br/><i>What is the start and end date?</i></p> | <p><b>Key Personnel</b><br/><i>Who is responsible for implementing and overseeing the activity/strategy? (include school, educational consultants and/or CBO staff)</i></p> |
|--|--|---|---|
| <p>The administration will meet weekly with staff during Accountable Community time and provide professional development opportunities for all staff.</p>  | <p>All Staff</p>   | <p>September 2015 - June 2016</p>                                 | <p>Principal</p>  |
| <p>The administration will increase the frequency of informal and formal walkthroughs and providing feedback to teachers.</p>  | <p>All Staff</p>   | <p>September 2015 - June 2016</p>                                 | <p>Principal</p>  |
| <p>The administration will provide opportunities for teachers to build leadership capacity and to collaborate as an entire staff</p>   | <p>All Staff</p>   | <p>September 2015 - June 2016</p>                                 | <p>Principal</p>  |
| <p>The administration will reflect on implementation</p>   | <p>All Staff</p>   | <p>September 2015 - June 2016</p>                                 | <p>Principal</p>  |

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|--|--|--|--|
| and identify additional supports needed by teachers. |  |  |  |
|--|--|--|--|

**Part 4 – Budget and Resource Alignment**

|  |                 |  |             |  |            |  |                  |   |                          |  |       |
|--|-----------------|--|-------------|--|------------|--|------------------|---|--------------------------|--|-------|
| <b>Part 4a.</b> Indicate resources you will leverage to achieve this annual goal and implement this action plan, including human resources, instructional resources, schedule adjustments, etc.  |                 |  |             |  |            |  |                  |   |                          |  |       |
| The administration will need time to visit classrooms and to meet with the staff as an entire group and individually. The administration will need time to design and present professional development opportunities as well as time to reflect on implementation and identify additional supports needed by teachers. |                 |  |             |  |            |  |                  |   |                          |  |       |
| <b>Part 4b.</b> Indicate using an “X” the fund source(s) that will be utilized to support achievement of the specified goal.   |                 |  |             |  |            |  |                  |   |                          |  |       |
| X  | Tax Levy        |  | Title I SWP |  | Title I TA |  | P/F Set-aside    | X | 21 <sup>st</sup> Century |  | C4E   |
|  | Title I 1003(a) |  | Title III   |  | PTA Funded |  | SIG or SIF Grant |   | School Success Grant     |  | Other |

**Part 5 – Progress Monitoring**

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|---|
| <b>Part 5a.</b> Schools are expected to engage in progress monitoring as part of an overall cycle of continuous improvement planning. Identify a mid-point benchmark(s) that will indicate school progress toward meeting the specified goal.   |
| <ul style="list-style-type: none"> <li>• The principal will compile records and documentation including agenda and minutes from Accountable Communities meetings, walkthroughs and other professional development opportunities.</li> <li>• During one on one meetings with the principal, the principal will provide feedback to support teachers and their goals for their professional growth</li> <li>• The principal will ask for feedback and reflection from the staff to determine their areas of need and support from the principal.</li> </ul> |
| <b>Part 5b.</b> In February 2016, review progress towards meeting the annual goal and make adjustments to the action plan, if applicable.   |

**Section 5: Needs Assessment, Annual Goals, and Action Plans**

**Section 5E – Framework for Great Schools Element – Strong Family and Community Ties:** The school creates a welcoming environment for families and takes advantage of community resources to enrich the civic life of the school. *(Aligned to DTSDE Tenet 6: Family and Community Engagement)*

**Part 1 – Needs Assessment**

|  |  |                    |
|--|--|--------------------|
| <p><b>Part 1a. HEDI Rating (Highly Effective, Effective, Developing, or Ineffective) for DTSDE Tenet 6:</b></p> <ul style="list-style-type: none"> <li>For schools that received an Integrated Intervention Team (IIT) School Review Report, consider the HEDI rating for each assessed Statement of Practice (SOP) and indicate on the chart below.</li> <li>For schools that did not receive an IIT School Review, or did not receive a HEDI rating for one or more SOPs: Self-rate your school for that SOP, informed by an analysis of student performance trends and any major findings/recommendations from your Quality Review (QR) or Alternative QR (AQR), and other relevant qualitative and quantitative data. Enter your HEDI self-rating(s) on the chart below.</li> </ul>  |  |                    |
| <b>Tenet 6 Statement of Practice (SOP) Addressed</b>   |  | <b>HEDI Rating</b> |
| 6.2  | The school leader ensures that regular communication with students and families fosters their high expectations for student academic achievement.  | P                  |
| 6.3  | The school engages in effective planning and reciprocal communication with family and community stakeholders so that student strength and needs are identified and used to augment learning.   |                    |
| 6.4  | The school community partners with families and community agencies to promote and provide training across all areas (academic and social and emotional developmental health) to support student success.   |                    |
| 6.5  | The school shares data in a way that promotes dialogue among parents, students, and school community members centered on student learning and success and encourages and empowers families to understand and use data to advocate for appropriate support services for their children. |                    |
| <p><b>Part 1b. Needs/Areas for Improvement:</b></p> <ul style="list-style-type: none"> <li>Reflect on your school’s HEDI ratings (or self-ratings) in Part 1a, particularly any ratings of <u>D</u>eveloping and <u>I</u>neffective.</li> <li>Summarize your school’s strengths and needs relative to this element of the Framework for Great Schools and DTSDE tenet (in a narrative or bullet format), and identify the priority need(s) that will be addressed in the goal and action plan for this section. Cite all data trends and sources.</li> </ul>   |  |                    |
| <ul style="list-style-type: none"> <li>Strengths: <ul style="list-style-type: none"> <li>o 50% of students had at least one parent or guardian attend the Fall Conferences.</li> <li>o Teachers and other staff make phone calls home on a regular basis to keep parents/guardians updated with their students’ progress.</li> <li>o In addition to regularly scheduled report cards, progress reports are mailed home every six weeks to inform parents/guardians updated with their students’ progress.</li> </ul> </li> <li>Needs: <ul style="list-style-type: none"> <li>o The school and staff needs to continue to work on established systems and routines to create a welcoming environment for families such as providing parent training on graduation requirements, preparing for college, and using systems to check student grades and attendance.</li> <li>o The school and staff needs to continue to work on using multiple ways to communicate with families through School Messenger.</li> <li>o The school needs to conduct a Needs Assessment to get feedback about the best ways to encourage and increase participation from more families.</li> </ul> </li> </ul> |  |                    |

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**Part 2 – Annual Goal**

Indicate your school’s 2015-16 goal for improving student outcomes and school performance that addresses this element of the Framework for Great Schools–Strong Family and Community Ties. Your goal must be responsive to the identified priority need(s) indicated in Part 1b, and be written as SMART–Specific, Measurable, Achievable, Relevant, and Time-bound.

By June 2016, the school will increase parent involvement in school wide activities and functions by 10 percent as measured by analysis of data-oriented information.

**Part 3 – Action Plan**

| <p><b>Activities/Strategies: Detail below the activities and strategies your school will implement to achieve the identified goal for this Framework for Great Schools element, including:</b></p> <ul style="list-style-type: none"> <li>• <b>Research-based instructional programs, professional development, and/or systems and structures needed to impact change.</b></li> <li>• <b>Strategies to address the needs of students with disabilities, English language learners, and other high-need student subgroups (e.g., overage/under-credited, SIFE, STH).</b></li> <li>• <b>Strategies to promote stronger family and community ties and to increase parent involvement in support of improved student outcomes.</b></li> </ul> | <p><b>Target Group(s)<br/>Who will be targeted?</b></p> | <p><b>Timeline<br/>What is the start and end date?</b></p> | <p><b>Key Personnel<br/>Who is responsible for implementing and overseeing the activity/strategy? (include school, educational consultants and/or CBO staff)</b></p> |
|---|---|--|--|
| <p>All parents/guardians will attend either the Fall or Spring Conferences.</p>   | <p>All Families</p>                                     | <p>September 2015-June 2016</p>                            | <p>All Staff</p>   |
| <p>Some parents/guardians will participate in a Home Visit</p>  | <p>All Families</p>                                     | <p>September 2015-June 2016</p>                            | <p>All Staff</p>   |
| <p>All parents/guardians will participate in at least one parent training session on topics including graduation requirements, preparing for college, and using systems to check student grades and attendance.</p>   | <p>All Families</p>                                     | <p>September 2015-June 2016</p>                            | <p>Partnership Coordinator, Principal</p>  |
| <p>School materials and meetings will be translated</p>   | <p>Families of English Language Learners</p>            | <p>September 2015-June 2016</p>                            | <p>Partnership Coordinator, Principal</p>  |

|  |  |  |  |
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| and made accessible to all families in their primary language. |  |  |  |
|--|--|--|--|

**Part 4 – Budget and Resource Alignment**

|   |                 |  |             |  |            |  |                  |   |                          |  |       |
|---|-----------------|--|-------------|--|------------|--|------------------|---|--------------------------|--|-------|
| <b>Part 4a.</b> Indicate resources you will leverage to achieve this annual goal and implement this action plan, including human resources, instructional resources, schedule adjustments, etc.   |                 |  |             |  |            |  |                  |   |                          |  |       |
| Staff will need time for scheduling and conducting Home Visits, preparing for and conducting parent meetings and training, time to prepare students to present during Student Led Conferences, collecting data on parent participation and survey feedback, and time to train staff in the use of School Messenger. |                 |  |             |  |            |  |                  |   |                          |  |       |
| <b>Part 4b.</b> Indicate using an “X” the fund source(s) that will be utilized to support achievement of the specified goal.  |                 |  |             |  |            |  |                  |   |                          |  |       |
| X   | Tax Levy        |  | Title I SWP |  | Title I TA |  | P/F Set-aside    | X | 21 <sup>st</sup> Century |  | C4E   |
|   | Title I 1003(a) |  | Title III   |  | PTA Funded |  | SIG or SIF Grant |   | School Success Grant     |  | Other |

**Part 5 – Progress Monitoring**

|   |
|---|
| <b>Part 5a.</b> Schools are expected to engage in progress monitoring as part of an overall cycle of continuous improvement planning. Identify a mid-point benchmark(s) that will indicate school progress toward meeting the specified goal.   |
| <ul style="list-style-type: none"> <li>• The staff will compile records and documentation such as sign in sheets, calendars, and meeting handouts during the Fall Semester.</li> <li>• In January 2015, the staff will review the documentation and determine which families have participated in a school event.</li> </ul> <p>The staff will determine the best strategies to reach out to families during the Spring Semester who have not participated in a school event.</p> |
| <b>Part 5b.</b> In February 2016, review progress towards meeting the annual goal and make adjustments to the action plan, if applicable.   |

**Section 6: Academic Intervention Services (AIS)**  
**(Required for All Schools)**

**Directions:** Schools need to maintain accurate records of students who are receiving Academic Intervention Services (AIS) to ensure that students who are not achieving 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.

| <b>Type of Academic Intervention Service (AIS)</b> | <b>Criteria for determining AIS services</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>English Language Arts (ELA)</b>                 | Students not reading on grade level, students not passing the course, English Language Learners, Students with Disabilities | Academic Literacy strategies, Binders, Cornell Notes, Student Agendas, Content and Academic Vocabulary, Socratic Seminar, text annotation, graphic organizers, close reading | Small group, one-to-one, tutoring  | Before school, during lunch, after school  |
| <b>Mathematics</b>                                 | Students not reading on grade level, students not passing the course, English Language Learners, Students with Disabilities | Academic Literacy strategies, Binders, Cornell Notes, Student Agendas, Content and Academic Vocabulary, Socratic Seminar, text annotation, graphic organizers, close reading | Small group, one-to-one, tutoring  | Before school, during lunch, after school  |
| <b>Science</b>                                     | Students not reading on grade level, students not passing the course, English Language Learners, Students with Disabilities | Academic Literacy strategies, Binders, Cornell Notes, Student Agendas, Content and Academic Vocabulary, Socratic Seminar, text annotation, graphic organizers, close reading | Small group, one-to-one, tutoring  | Before school, during lunch, after school  |
| <b>Social Studies</b>                              | Students not reading on grade level, students not passing the course, English Language Learners, Students with Disabilities | Academic Literacy strategies, Binders, Cornell Notes, Student Agendas, Content and Academic Vocabulary, Socratic   | Small group, one-to-one, tutoring  | Before school, during lunch, after school  |

|   |   |  |                                   |   |
|---|---|--|-----------------------------------|---|
|   |   | Seminar, text annotation, graphic organizers, close reading  |                                   |   |
| <b>At-risk services</b> (e.g. <i>provided by the Guidance Counselor, School Psychologist, Social Worker, etc.</i> ) | Students with chronic attendance/tardies, multiple red passes, multiple detentions or suspensions | Meeting with dean, social worker, home visits, phone calls to parents/guardians, conflict resolution, Student Study Team | Small group, one-to-one, tutoring | Before school, during lunch, after school |

## Section 7: Title I Program Information

### Directions:

- All schools must indicate their Title I status in Part 1
- All elements of the *All Title I Schools* section must be completed in Part 2
- All Targeted Assistance (TA) Schools must also complete the *TA Schools Only* section in Part 3
- All Schoolwide Program (SWP) schools must also complete the *SWP Schools Only* section in Part 4
- If a required component is addressed elsewhere in this plan, you may refer to the section where the response can be found [for example, Section 5A-Part 4]
- For additional information, visit the [Title I Intranet webpage](#)

### Part 1: Title I Status

| Indicate with an "X" your school's Title I Status. |   |                                  |             |
|--|---|----------------------------------|-------------|
| Schoolwide Program (SWP)                           | X | Targeted Assistance (TA) Schools | Non-Title I |

### Part 2: All Title I Schools

#### 2a. 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.

The administration actively recruited the current staff through interviews and recruitment events and meets one-on-one each week to provide support and hear feedback from teachers about needed support. The principal also meets with the entire staff to provide staff development and is responsive to the needs of the staff

#### 2b. High Quality and Ongoing Professional Development

Describe the strategies and activities for high quality professional development for teachers, principals, staff, and paraprofessionals that enable all students to meet Common Core State Standards (CCSS).

The entire staff meets weekly to participate in professional development and curriculum development opportunities including the analysis of student performance data and student work. In addition, the staff has incorporated the use of binders, school agendas, Cornell Notes, Academic and Content vocabulary, Socratic Seminars, Project Based Learning, and Common Core Aligned Units as they work to increase to increase the rigor in classroom instruction and support the development of students' critical thinking skills.

### Part 3: TA Schools Only

#### 3a. Use of Program Resources

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

The targeted assistance Title I funding will be used to purchase supplemental instructional materials for identify students and to split fund the position of Social Worker who spends part of their day working with identified students.

#### 3b. 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).

The targeted assistance Title I is used in coordination with baseline funding to supplement and not supplant baseline materials and personnel. The school is currently using the TA Title I funding to purchase supplemental materials to support identified students and to split fund the position of Social Worker who spends a portion of their time working with identified Title I students.

### Part 4: SWP Schools Only

#### 4a. 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/information, early intervention services, etc.).

**4b. 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.

**4c. "Conceptual" Consolidation of Funds in SWP Schools**

**Directions:** All Schoolwide Program (SWP) schools in NYC are conceptually consolidating their Federal, State, and Local funds, even though the Galaxy system reports the allocations in separate accounting codes<sup>1</sup>. To be eligible for the flexibility consolidation of Federal funds enables, a Schoolwide Program school must identify in its Schoolwide plan (SCEP) which programs are included in its consolidation and the amount each program contributes to the consolidated Schoolwide pool. Additionally, the school plan must document that it has met the intent and purposes of each program whose funds are consolidated<sup>2</sup>. **On the chart below**, indicate which Federal, State, and/or local Tax Levy program funds that are consolidated in your school's Schoolwide Program, the amount each program contributes to the consolidated Schoolwide pool, and verification that the school has met the intent and purposes of each program whose funds are consolidated.

| Program Name   | Fund Source<br>(i.e. Federal,<br>State or Local) | Funding Amount<br>Indicate the amount<br>contributed to<br>Schoolwide pool.<br>(Refer to Galaxy for<br>FY '16 school<br>allocation amounts) | Place an (X) in <u>Column A</u> below to verify<br>that the school has met the intent and<br>purposes of each program whose funds are<br>consolidated. Indicate in <u>Column B</u> , section<br>references where a related program activity<br>has been described in this plan. |                                  |
|--|--|---|---|----------------------------------|
|  |  |   | Column A<br>Verify with an (X)  | Column B<br>Section Reference(s) |
| Title I Part A (Basic)                                 | Federal  | 345,393.00  |   |                                  |
| Title I School Improvement<br>1003(a)                  | Federal  |   |   |                                  |
| Title I Priority and Focus<br>School Improvement Funds | Federal  |   |   |                                  |
| Title II, Part A                                       | Federal  | 0   |   |                                  |
| Title III, Part A                                      | Federal  | 11,200.00   |   |                                  |
| Title III, Immigrant                                   | Federal  | 0   |   |                                  |
| Tax Levy (FSF)   | Local  | 2,579,603.00  |   |                                  |

**<sup>1</sup>Explanation/Background:**

Title I Schoolwide Program schools are expected to use the flexibility available to them to integrate services and programs with the aim of enhancing the entire educational program and helping all students reach proficient and advanced levels of achievement. In addition to coordinating and integrating services, Schoolwide Program schools may combine most Federal, State and local funds to provide those services. By consolidating funds from Federal,

State, and local sources, a Schoolwide Program school can address its needs using *all* its available resources. This gives a school more flexibility in how it uses available resources to meet the identified needs of all its students.

Consolidating funds in a Schoolwide Program means that a school treats the funds it is consolidating like they are a single “pool” of funds. In other words, the funds from the contributing programs in the school lose their individual identity and the school has one flexible pool of funds. The school uses funds from this consolidated Schoolwide pool to support any activity of the Schoolwide Program without regard to which program contributed the specific funds used for a particular activity. To consolidate funding in a Schoolwide Program, the school does not literally need to combine funds in a single account or pool with its own accounting code. Rather, the word “pool” is used **conceptually** to convey that a Schoolwide Program school has the use of all consolidated funds available to it for the dedicated function of operating a Schoolwide Program without regard to the identity of those funds.

Consolidating Federal funds in a Schoolwide Program has the following additional advantages:

- Consolidating Federal funds eases the requirements for accounting for funds from each specific program separately, because a Schoolwide school is not required to distinguish among funds received from different sources when accounting for their use.
- A school that consolidates Federal funds in its Schoolwide Program is not required to meet most of the statutory and regulatory requirements of the specific Federal programs included in the consolidation (e.g., semi-annual time and effort reporting for Title I). However, the school must ensure that it meets the **intent and purposes of the Federal programs** included in the consolidation so that the needs of the intended beneficiaries are met.

<sup>2</sup>The **intent and purposes** of the Federal programs indicated on the chart above (Part 4c of this section) are as follows:

- **Title I, Part A – Schoolwide Programs:** To upgrade the entire educational program in the school in order to improve the academic achievement of all students, particularly the lowest-achieving students. This includes provision of services for Students in Temporary Housing (STH).
- **Title I School Improvement 1003(a):** To support implementation of school improvement activities identified through the Diagnostic Tool for School and District Effectiveness (DTSDE) reviews or a school review with district oversight and included in the DCIP/SCEP.
- **Title I Priority and Focus School Improvement Funding:** To support implementation of school improvement plans that aims to improve instruction and address the identified needs.
- **Title II, Part A:** Supplementary funding to improve student academic achievement by reducing class size in grades K, 1, 2, and 3, with an emphasis on grades with an average register greater than 20. If space is not available to form additional classes, funds may support push-in teacher(s) to supplement the instructional program.
- **Title III, Part A:** To help ensure that children with limited English proficiency become proficient in English, develop high academic attainment in English, and meet the same challenging State academic content and achievement standards in the core academic subjects that all other children are expected to meet. Another purpose of this program is to increase the capacity of schools to establish, implement and sustain high-quality language instruction programs and English language development programs that assist schools in effectively teaching students with limited English proficiency. Title III, Part A is also designed to promote the participation of parents and communities of limited English proficient children in English language instruction programs.
- **Title III Immigrant:** Supplementary and enhanced services to LEP/ELL immigrant students, in the areas of English language acquisition and content area achievement.

**Important Note:** The following funds may not be consolidated:

- **Title I Parent Involvement Set-aside:** Title I, Part A funds must support parent involvement activities and programs. Chancellor’s Regulation A-655 requires School Leadership Teams to consult with Title I parent representatives regarding the Title I program and the use of these funds. Parent involvement activities funded through Title I must be included in the Parent Involvement Policy and aligned with student achievement goals in the school comprehensive educational plan.

- **Title I Priority and Focus School Parent Engagement Set-aside:** Additional set-aside is to enable greater and more meaningful parent participation in the education of their children.
- **IDEA:** To ensure that all children with disabilities have available to them a free appropriate public education designed to meet their individual needs.
- **Grant funds awarded via a competitive process, including Title I 1003(g) SIG or SIF funds:** These funds must be used for the purposes specified by the Grantor, as described in the school's approved grant application.

**Section 8: Parent Involvement Policy (PIP) and School-Parent Compact (SPC)**  
***(Required for All Title I Schools)***

**Directions:** All Title I schools are required to have a Title I Parent Advisory Council (PAC) that develops a **Parent Involvement Policy (PIP)** in collaboration with the School Leadership Team that meets the parental involvement requirements of Title I. 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 (SPC)** is a component of the PIP that outlines how parents, the entire school staff, and students will share this responsibility.

The activities and/or strategies included in your school's PIP should align with current SCEP goals for improving student achievement. Schools are encouraged to include feedback from the Parent Coordinator when updating the policy. In addition, if the 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 the school's policy.

Your school's Title I Parent Advisory Council (PAC) is encouraged to use the sample PIP and SPC templates below (which meet federal Title I parental involvement requirements) as guidance for updating the school's current policy.

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**Parent Involvement Policy (PIP) Template**

Educational research shows a positive correlation between effective parental involvement and student achievement. The overall aim of this policy is to develop a parent involvement program that will ensure effective involvement of parents and community in the school. **[School name]**, 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 the school and the families. The 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 the school community. **[School name]** 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 the school community;

The 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. The

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

The 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;
- encouraging more parents to become trained school volunteers;
- providing written and verbal progress reports that are periodically given to keep parents informed of their children's progress;
- developing and distributing a school newsletter or web publication designed to keep parents informed about school activities and student progress;
- providing school planners/folders for regular written communication between /teacher and the home in a format, and to the extent practicable in the languages that parents can understand.

### **School-Parent Compact (SPC) Template**

**[School name]** , 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 on 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.

**Title III Supplemental Program for ELLs for the 2014-15 and 2015-16 SY**

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

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

NOTE: The Title III program planning ratio is as follows: 60% direct to instruction, 10% to parental involvement, 10% to professional development, and 20% to OTPS.

For more information on Title III requirements, please see the School Allocation Memo or contact your [Senior ELL Compliance and Performance Specialist](#). Submit this form to your Senior ELL Compliance and Performance Specialist by October 31, 2014.

| Part A: School Information   |                    |
|--|--------------------|
| Name of School: <u>HS for Arts, Imagination &amp; Inq</u>  | DBN: <u>03M299</u> |
| This school is (check one):  |                    |
| <input checked="" type="checkbox"/> conceptually consolidated (skip part E below)<br><input type="checkbox"/> NOT conceptually consolidated (must complete part E below) |                    |

| Part B: Direct Instruction Supplemental Program Information  |
|--|
| The direct instruction component of the program will consist of (check all that apply):  |
| <input type="checkbox"/> Before school <input checked="" type="checkbox"/> After school <input checked="" type="checkbox"/> Saturday academy   |
| Total # of ELLs to be served: <u>58</u>  |
| Grades to be served by this program (check all that apply):  |
| <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5<br><input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 |
| Total # of teachers in this program: <u>2</u>  |
| # of certified ESL/Bilingual teachers: <u>2</u>  |
| # of content area teachers: <u>2</u>   |

### Part B: Direct Instruction Supplemental Program Information

Describe the direct instruction supplemental program here and include the

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

Begin description here: There are a variety of after school clubs and tutoring sessions that our students sign up to attend. Tutoring sessions consists of small groups of approximately ten (10) students, so teachers have the opportunity to provide additional, individualized instruction. Students who struggle in classrooms can get extra help in small groups with various support materials available. The clubs, such as the photography, dance and music production, offer our students additional opportunities to interact with other students and to engage in the culture of the school. Tutoring and clubs are offered at various start times after school on multiple days, to provide students with the most choice and access. Classes are taught in English, which provide extended opportunities for acquisition of language skills. All tutoring sessions and clubs are facilitated by licensed teachers and/or professionals who are trained in the field of adolescent education. Additional materials available to students include bilingual dictionaries, glossaries, and various teacher-created handouts. Co-teaching classes will have no more than 20 students at one time and the ELL teacher will work with the General Education teacher to ensure that students individual needs are being met. There will be 2 certified teachers in each classroom; one with a subject area licensense and the other with an ELL license. The ELL teacher will make sure there are translators and dictionaries available for student use, as well as regents exams in the native language of the student.

### Part C: Professional Development

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

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

Begin description here: Our ELL teachers attend a variety of professional development sessions offered by the New York City Department of Education as well as CUNY, our support network. Additionally, we take advantage of professional development opportunities offered by outside agencies. Each month at our faculty meeting, our ELL teachers turn-key the information to the HSAIL faculty. In grade team meetings, our ELL teachers share best practices learned from professional development with their colleagues. The grade teams meet monthly and each team and the topics vary from meeting to meeting. For example, at the next faculty meeting, we will discuss ELL strategies for reading comprehension. Last month, the focus was the importance of visual aids for ELL learners.

### Part D: Parental Engagement Activities

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

- rationale
- schedule and duration
- topics to be covered

**Part D: Parental Engagement Activities**

- name of provider
- how parents will be notified of these activities

Begin description here: \_\_\_\_\_ In order for our families to feel welcome at our school, we make it our priority to have translators for all parent meetings and school messenger calls. We encourage our families to attend our meetings and be a part of our school community and to this end we are offering English classes for parents. Our Parent Coordinator is working to schedule these sessions so parents can better communicate with the staff and take a more active role in their child's education so we can work together to help our students reach their potential. In addition, at the Parents Association meetings, parents are asked to help make important school decisions ranging from the school uniform policy to fundraising opportunities. Our Parent Coordinator sends our mailings in a variety of languages inviting parents to attend the meetings. Additionally, school messenger goes out to all families in the native language, as well. Notices are sent home with the students and those notices are also distributed to parents when they visit the school. The monthly student calendars are mailed home as well to ensure that parents are informed regarding all student activities. \_\_\_\_\_

**Part E: Budget**

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

Allocation Amount: \$ \_\_\_\_\_

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



**DEPARTMENT OF ENGLISH LANGUAGE LEARNERS AND STUDENT SUPPORT**  
**GRADES K-12 LANGUAGE ALLOCATION POLICY**  
**SUBMISSION FORM**

**2015-16 AND 2016-17 SCHOOL YEAR**

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 high quality programs for English language learners (ELL). 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 Comprehensive Educational Plan (CEP). Note: this is a living document; any schoolwide changes involving serving ELLs, such as the addition or expansion of a transitional bilingual education (TBE) or dual language (DL) program should be updated in this form. Note new terminology based on CR Part 154.2 and 154.3. Agendas and minutes of LAP meetings should be kept readily available on file in the school. 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, refer to the *English Language Learner Policy & Reference Guide*.

## Part I: School ELL Profile

### A. School Information

|   |                          |                          |
|---|--------------------------|--------------------------|
| District <b>03</b>                                      | Borough <b>Manhattan</b> | School Number <b>299</b> |
| School Name <b>HS for Arts, Imagination and Inquiry</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 ENL teacher, and one parent.

|  |  |
|--|--|
| Principal <b>Stephen M. Noonan</b>   | Assistant Principal <b>Pricilla M. Martinez</b>            |
| Coach <b>Jeffery Ellis-Lee</b>   | Coach <b>type here</b>                                     |
| ENL (English as a New Language)/Bilingual Teacher <b>Omatee santos ELA/ESL</b> | School Counselor <b>Graham Bazikiam</b>                    |
| Teacher/Subject Area <b>Brendan Granstrand</b>                                 | Parent <b>Sonia Suarez</b>                                 |
| Teacher/Subject Area <b>Gregory Andronica ESL</b>                              | Parent Coordinator <b>Monseratte Felicier</b>              |
| Related-Service Provider <b>Erika Klien</b>                                    | Borough Field Support Center Staff Member <b>type here</b> |
| Superintendent <b>Fred Walsh</b>   | Other (Name and Title) <b>Christopher Yarmy (AP)</b>       |

### C. Teacher Qualifications

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 ENL teachers currently teaching in the ENL program            | <b>2</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/common branch and TESOL certification | <b>0</b> |
| Number of certified bilingual teachers currently teaching in a bilingual program  | <b>0</b> | Number of certified foreign language/world language teachers providing home language arts (HLA) to students in bilingual programs [applicable to grades 7-12] | <b>0</b> | Number of teachers who hold both a bilingual extension and TESOL certification      | <b>0</b> |
| Number of certified ENL teachers <u>not</u> currently teaching in the ENL program | <b>0</b> | Number of teachers currently teaching a self-contained ENL class who hold both a common branch license and TESOL certification [applicable to grades K-6]     | <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>437</b> | Total number of ELLs | <b>50</b> | ELLs as share of total student population (%) | <b>0.00%</b> |
|--|------------|----------------------|-----------|---|--------------|

# Part II: ELL Demographics

## A. ELL Programs

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

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

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

Provide the number of bilingual programs for each grade at your school. Each language within the bilingual program is considered a separate program. Count ICT bilingual classes, bilingual special classes, and general education bilingual classes within one grade as separate programs;

| Bilingual Program Breakdown             |   |   |   |   |   |   |   |   |   |   |    |    |    |       |
|---|---|---|---|---|---|---|---|---|---|---|----|----|----|-------|
|   | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Tot # |
| <b>Transitional Bilingual Education</b> |   |   |   |   |   |   |   |   |   | 0 | 0  | 0  | 0  | 0     |
| <b>Dual Language</b>                    |   |   |   |   |   |   |   |   |   | 0 | 0  | 0  | 0  | 0     |
| <b>Total</b>                            | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |

## B. ELL Years of Service and Programs

| Number of ELLs by Subgroups |    |   |    |   |    |
|-----------------------------|----|---|----|---|----|
| <b>All ELLs</b>             | 50 | <b>Newcomers</b> (ELLs receiving service 0-3 years)       | 9  | <b>ELL Students with Disabilities</b>                     | 17 |
| <b>SIFE</b>                 | 14 | <b>Developing ELLs</b> (ELLs receiving service 4-6 years) | 20 | <b>Long-Term</b> (ELLs receiving service 7 or more years) | 21 |

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                       |      |     |   |      |     |  |      |     | Total |
|--------------|---|------|-----|---|------|-----|--|------|-----|-------|
|              | Newcomer ELLs<br>(0-3 years of service) |      |     | Developing ELLs<br>(4-6 years of service) |      |     | Long-Term ELLs<br>(receiving 7 or more years of service) |      |     |       |
|              | All                                     | SIFE | SWD | All                                       | SIFE | SWD | All  | SIFE | SWD |       |
| <b>TBE</b>   |   |      |     |   |      |     |  |      |     | 0     |
| <b>DL</b>    |   |      |     |   |      |     |  |      |     | 0     |
| <b>ENL</b>   | 9                                       | 0    | 0   | 20  | 0    | 0   | 21   | 0    | 17  | 0     |
| <b>Total</b> | 0                                       | 0    | 0   | 0   | 0    | 0   | 0  | 0    | 0   | 0     |

Number of ELLs who have an alternate placement paraprofessional: \_\_\_\_\_

## 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        | 0        | 0        | 0        | 0        |
| SELECT ONE   |          |          |          |          |          |          |          |          |          | 0        | 0        | 0        | 0        | 0        |
| SELECT ONE   |          |          |          |          |          |          |          |          |          | 0        | 0        | 0        | 0        | 0        |
| <b>TOTAL</b> | <b>0</b> |

**Dual Language (ELLs/EPs\*)  
K-8**

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

|              | K        |          | 1        |          | 2        |          | 3        |          | 4        |          | 5        |          | 6        |          | 7        |          | 8        |          | TOTAL    |          |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
|              | ELL      | EP       |
| SELECT ONE   |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          | 0        | 0        |
| SELECT ONE   |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          | 0        | 0        |
| SELECT ONE   |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          | 0        | 0        |
| <b>TOTAL</b> | <b>0</b> |

\* EP=English proficient student

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

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

|              | 9        |          | 10       |          | 11       |          | 12       |          | TOTAL    |          |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
|              | ELL      | EP       |
| SELECT ONE   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| SELECT ONE   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| SELECT ONE   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>TOTAL</b> | <b>0</b> |

**This Section is for Dual Language Programs Only**

|   |   |
|---|---|
| Number of students (students fluent in both languages): _____ | Number of students who speak three or more languages: _____ |
|---|---|

| Freestanding English as a New 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  |          |          |          |          |          |          |          |          |          | 12       | 5        | 9        | 3        | 0        |
| Chinese  |          |          |          |          |          |          |          |          |          |          |          |          |          | 0        |
| Russian  |          |          |          |          |          |          |          |          |          |          |          | 1        |          | 0        |
| Bengali  |          |          |          |          |          |          |          |          |          | 1        |          |          |          | 0        |
| Urdu   |          |          |          |          |          |          |          |          |          |          |          |          |          | 0        |
| Arabic   |          |          |          |          |          |          |          |          |          |          |          |          |          | 0        |
| Haitian  |          |          |          |          |          |          |          |          |          |          |          | 1        |          | 0        |
| French   |          |          |          |          |          |          |          |          |          | 2        |          | 1        |          | 0        |
| Korean   |          |          |          |          |          |          |          |          |          |          |          |          |          | 0        |
| Punjabi  |          |          |          |          |          |          |          |          |          |          |          |          |          | 0        |
| Polish   |          |          |          |          |          |          |          |          |          |          |          |          |          | 0        |
| Albanian                                       |          |          |          |          |          |          |          |          |          |          |          |          |          | 0        |
| Other  |          |          |          |          |          |          |          |          |          | 1        | 1        |          |          | 0        |
| <b>TOTAL</b>                                   | <b>0</b> |

## Part III: Assessment Analysis

### Assessment Breakdown

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

| OVERALL NYSESLAT* PROFICIENCY RESULTS (*NYSITELL FOR NEW ADMITS) |   |   |   |   |   |   |   |   |   |   |    |    |    |       |
|--|---|---|---|---|---|---|---|---|---|---|----|----|----|-------|
|  | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | TOTAL |
| <b>Entering</b><br>(Beginning)                                   |   |   |   |   |   |   |   |   |   | 4 | 0  | 1  | 1  | 0     |
| <b>Emerging</b><br>(Low Intermediate)                            |   |   |   |   |   |   |   |   |   | 4 | 2  | 1  | 1  | 0     |
| <b>Transitioning</b><br>(High Intermediate)                      |   |   |   |   |   |   |   |   |   | 4 | 4  | 4  | 4  | 0     |
| <b>Expanding</b><br>(Advanced)                                   |   |   |   |   |   |   |   |   |   | 8 | 3  | 8  | 8  | 0     |
| <b>Commanding</b><br>(Proficient)                                |   |   |   |   |   |   |   |   |   |   |    |    |    | 0     |
| Total  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |

| FORMER ELLS BASED ON REVISED EXITING CRITERIA                                       |   |   |   |   |   |   |   |   |   |   |    |    |    |       |
|---|---|---|---|---|---|---|---|---|---|---|----|----|----|-------|
| GRADES 3-8: EXPANDING ON NYSESLAT AND TEST AT LEVEL 3 OR 4 ON THE ELA               |   |   |   |   |   |   |   |   |   |   |    |    |    |       |
| GRADES 9-12: EXPANDING ON THE NYSESLAT AND TEST 65 OR HIGHER ON THE ENGLISH REGENTS |   |   |   |   |   |   |   |   |   |   |    |    |    |       |
|   | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
| Total   |   |   |   |   |   |   |   |   |   | 0 | 0  | 4  | 34 | 0     |

| FORMER ELLS THAT TESTED OUT WITHIN PREVIOUS TWO YEARS AND CONTINUE TO REMAIN ENTITLED TO ENGLISH AS A NEW LANGUAGE |   |   |   |   |   |   |   |   |   |   |    |    |    |       |
|--|---|---|---|---|---|---|---|---|---|---|----|----|----|-------|
|  | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | TOTAL |
| Total  |   |   |   |   |   |   |   |   |   | 0 | 0  | 0  | 0  | 0     |

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

| NYS Math |         |    |         |    |         |    |         |    |       |
|----------|---------|----|---------|----|---------|----|---------|----|-------|
| Grade    | Level 1 |    | Level 2 |    | Level 3 |    | Level 4 |    | Total |
|          | English | HL | English | HL | English | HL | English | HL |       |
| 3        |         |    |         |    |         |    |         |    | 0     |
| 4        |         |    |         |    |         |    |         |    | 0     |
| 5        |         |    |         |    |         |    |         |    | 0     |
| 6        |         |    |         |    |         |    |         |    | 0     |
| 7        |         |    |         |    |         |    |         |    | 0     |
| 8        |         |    |         |    |         |    |         |    | 0     |
| NYSAA    |         |    |         |    |         |    |         |    | 0     |

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

| New York State Regents Exam           |                            |               |                             |               |
|---------------------------------------|----------------------------|---------------|-----------------------------|---------------|
|                                       | Number of ELLs Taking Test |               | Number of ELLs Passing Test |               |
|                                       | English                    | Home Language | English                     | Home Language |
| Comprehensive English/Common Core ELA | 38                         |               |                             |               |
| Integrated Algebra/CC Algebra         | 14                         |               |                             |               |
| Geometry/CC Algebra                   | 13                         |               |                             |               |
| Algebra 2/Trigonometry Math _____     |                            |               |                             |               |
| Chemistry                             |                            |               |                             |               |
| Earth Science                         | 5                          |               |                             |               |
| Living Environment                    | 5                          |               |                             |               |
| Physics                               |                            |               |                             |               |

| New York State Regents Exam  |                            |               |                             |               |
|------------------------------|----------------------------|---------------|-----------------------------|---------------|
|                              | Number of ELLs Taking Test |               | Number of ELLs Passing Test |               |
|                              | English                    | Home Language | English                     | Home Language |
| Global History and Geography | 5                          |               |                             |               |
| Geography                    |                            |               |                             |               |
| US History and Government    | 1                          |               |                             |               |
| LOTE                         |                            |               |                             |               |
| Government                   |                            |               |                             |               |
| Other _____                  |                            |               |                             |               |
| Other _____                  |                            |               |                             |               |
| NYSAA ELA                    |                            |               |                             |               |
| NYSAA Mathematics            |                            |               |                             |               |
| NYSAA Social Studies         |                            |               |                             |               |
| NYSAA Science                |                            |               |                             |               |

| Home Language Assessments  |   |                        |                        |                        |  |                        |                        |                        |
|----------------------------|---|------------------------|------------------------|------------------------|--|------------------------|------------------------|------------------------|
|                            | # of ELLs scoring at each quartile (based on percentiles) |                        |                        |                        | # of EPs (DL only) scoring at each quartile (based on percentiles) |                        |                        |                        |
|                            | Q1<br>1-25 percentile                                     | Q2<br>26-50 percentile | Q3<br>51-75 percentile | Q4<br>76-99 percentile | Q1<br>1-25 percentile  | Q2<br>26-50 percentile | Q3<br>51-75 percentile | Q4<br>76-99 percentile |
| ELE (Spanish Reading Test) |   |                        |                        |                        |  |                        |                        |                        |
| Chinese Reading Test       |   |                        |                        |                        |  |                        |                        |                        |

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

- Describe what assessment tool your school uses to assess the early literacy skills of your ELLs (e.g., EL SOL, Estrellita, Fountas and Pinnell, DRA, TCRWP, teacher-created assessments). What insights does the data provide about your ELLs? How will this data help inform your school's instructional plan? Provide any quantitative data available to support your response.  
 Our school uses the Scantron Corporation online Performance Series reading test to assess the early literacy skills of our ELLs. The test provides an individualized measure of student instructional reading ability. It is a computer-adaptive diagnostic test that is able to pinpoint the proficiency level of students. According to the data collected by the Performance Series diagnostic, 22% of the ELLs are at a 4th grade reading level, 50% fall between a 6th-7th grade reading level, and 28% are at or above a 9th grade level. Of the three students who are Intermediate ELLs, one reads at a 4th grade level and two read between a 5-6th grade level. This means that 72% of the ELLs are below high school reading level. Since 83% of the ELLs at the school have tested at the Advanced level on the NYSESLAT, in order to support these students to score proficient on the exam, there needs to be a focus on improving literacy. In addition to content-area textbooks that are on ELLs' instructional level, the ESL class focuses on building literacy skills. Teaching students strategies for approaching a text through questioning, analysis of details, story mapping, and using context clues, are essential. There is also a focus on teaching academic vocabulary that students will encounter across content areas.
- What is revealed by the data patterns across performance levels (on the NYSITELL and NYSESLAT) and grades?  
 Historically, 10-15% of the ELLs at the school are at the Intermediate level. The school does not usually have students at the Beginning level. 85-90% are Advanced. Usually a 9th grade student who has entered at the Intermediate level will move up to Advanced by 10th grade. This year there are 16 freshmen ELLs, 5 sophomores, 4 junior and 1 senior. In the last five years, the school has always had more ELLs in 9th grade than in any other grade level. This reflects the increasing proficiency of ELLs as they move from one grade level to the next. The ESL program has had success in improving the proficiency level of its ELLs.
- How does your school use information about Annual Measurable Achievement Objectives? What does the data reveal? (see [SED memo](#) and [AMAO tool](#))  
 Our ELLs consistently receive higher scores in the Listening/Speaking modalities than on the Reading/Writing modalities. Therefore, the self-contained ESL curriculum focuses on developing students' academic reading and writing skills. As a result of sharing students' modality patterns with the faculty, teachers have been able to readjust their deliveries of lessons and assessments given to students to focus on the Reading and Writing modalities. Content area teachers have begun to focus more on reading comprehension by teaching students how to annotate texts as they read. ELA and history teachers are more explicitly teaching outlining for essay

writing. The ESL teacher leads a PD on integrating vocabulary instruction into the content areas. The school does not qualify for Title III funding because we do not currently have a larger enough ELL population.

Our school uses the AMAO tool guide our programming and instructional decisions, specifically in the ENL stand-alone course. The data shows that students in the 9th grade are at high risk levels (5-9), while students in grades 10 and 11 are at low risk levels (1-2). This shows that our stand-alone ENL course, along with the appropriate programming (integrated ENL, ICT classes, etc.) has been successful in keeping students on track to graduate on time.

4. For each program, answer the following:
  - a. What are the patterns across performance levels and grades? How are ELLs faring in tests taken in English as compared to the home 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 home language used?

The ELL Periodic Assessment is currently being used by the ESL teacher to inform which modality should be focused on during this instructional period. The ELL Periodic Assessment results will be shared next with teachers on the LAP team who will decide how to roll out results to the rest of the staff. The results of the ELL Periodic Assessment show that many of our students are close to reaching English proficiency on the NYSESLAT. The Periodic Assessment suggests that ELLs are struggling on the Reading and Writing modalities. Across grades and disciplines, ELLs tend to perform lower than the general population, yet still pass their exams. On the June, 2015 ELA regents exam, all ELLs passed with a 65 or higher. The data shows that ELL students do not have a lower graduation rate than the general population.

5. Describe how your school uses data to guide instruction for ELLs within the Response to Intervention (RtI) framework (for grades K-5). [Refer to [ELL Policy and Reference Guide, Support Services for ELLs \(RTI and AIS\)](#) section and [RtI Guide for Teachers of ELLs](#).]

N/A

6. How do you make sure that a student's new language development is considered in instructional decisions?

In the content areas, teachers are focusing on the literacy and vocabulary development of their students by incorporating non-fiction texts that support the content into the curriculum. Teachers use word walls to help students keep track of the vocabulary learned throughout the course. Although ELLs are offered the opportunity to take Regents exams in the first language, many prefer to take it in English. A copy of the exam in their native language is provided and they occasionally glance but write their short answers and essays in English. While this is true for most Regents exams, it is not the case in History. An increase in student scores has been seen in those students who wrote their essays in Spanish.

As per the new ELL Regulations, there will also be a push-in teacher for the ELL students within the content area classes beginning in the 2015-2016 school year, including developing benchmarks in ELA for these students, and providing the students with supplemental materials.

7. For dual language programs, answer the following:
  - a. How are the English-proficient students (EPs) assessed in the target language?
  - b. What is the level of language proficiency in the target language for EPs?
  - c. How are EPs performing on State and other assessments?

N/A

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

The overall success of our program is measured by the quality of instruction delivered by the ESL teacher and other content area teachers, as observed by the school administration. It is also measured by the increase in our parent participation and parent involvement in the school through the SLT and PTA. ELLs' academic progress is measured by student transcripts and credit accumulation as well as conferencing with ELLs done by the ESL teacher and guidance counselors. We see improvement in our ELLs English proficiency through year-to-year growth in English proficiency levels. This will be measured by using the results of both the NYSESLAT exam, as well as the students success in ELA classes and on the ELA Common Core Regents Exam.

## Part IV: ELL Identification Process

Describe how you identify English language learners (ELLs) in your school.

1. Describe the steps followed for the initial identification of ELLs. These steps must include administering the K-12 Home Language Identification Survey (HLIS) which includes the student and parent interviews in English and/or the parent's preferred language of communication, and the formal initial assessments (i.e., NYSITELL, Spanish LAB, and LENS). Identify the person(s) responsible, including their qualifications. Refer to [ELL Policy and Reference Guide, ELL Identification](#) section.

Students are interviewed by one of the two school guidance counselors when they arrive at the school for the first time. Since our school requires an audition for one of our music programs, one of the counselors will make arrangements for an audition and simultaneously evaluate if there is a possible entitlement to ESL or Related Services. If the incoming student and his/her parent(s)

require native language support during the intake process and the native language is Spanish, our English-Spanish bilingual counselor will conduct the interview in Spanish. The bilingual counselor currently holds a bilingual license. If the student is not new to the New York City public school system, qualification for entitlement will be pre-determined by ATS reports.

If he/she is new to the New York City public school system, a Home Language Identification Survey (HLIS) will be given by the bilingual guidance counselor to his/her parent to fill out. The bilingual guidance counselor will inform the ESL teacher that the HLIS has been given out that same day to ensure that the entire intake process is completed within 10 days of the student's first arriving at the school. The guidance counselor will also inform the Parent Coordinator that a HLIS has been given out. The Parent Coordinator will then follow up with the parent as this process is completed. Based on the parent response, the student will be given the NYSITELL by the ESL Teacher. If the NYSITELL results indicate that the student is entitled to ESL services, the student will be placed in an ESL class based on the results of said exam. Students do not take the Spanish LAB.

2. Describe how assessments are used to identify SIFE (Students with Interrupted/Inconsistent Formal Education) within 30 days of enrollment (e.g., LENS, SIFE questionnaire, student work).

Students are identified as SIFE through the SIFE questionnaire and through review of transcripts and student work. This review is done by members of the guidance and intake teams and informs the programming department and identifies targeted services and supports that will be provided to students.

For newly enrolled students in the NYC Department of Education, a meeting between the ESL Teacher/Coordinator, the Parent Coordinator, and the parents will be held for students who are entitled. Parents will be invited to the meeting by a phone call by the Parent Coordinator as well as by a letter sent home with the student. At the meeting parents will view the DVD that explains the various options they may choose from for their child. The ESL Teacher/Coordinator and Parent Coordinator will explain the 3 program options available to parents and students in more detail after the DVD is viewed and answer any questions the parents may have. There will be a meeting held the second week of the Fall semester for parents of Freshmen students and ELLs who have transferred from other schools. There will be a second meeting held the second week of the Spring semester if new students entitled to ESL are enrolled at the school. If an entitled student enrolls mid-semester, plans will be made to hold another meeting between new parents of ELLs, the ESL Coordinator and the Parent Coordinator. This will happen within the first 10 days the student is enrolled in the school.

3. Describe the identification for newly enrolled students with IEPs. Include titles of the Language Proficiency Team (LPT) members (refer to *ELL Policy and Reference Guide, ELL Identification* section).

These are ELLs who are served by an Individualized Education Program (IEP). An IEP team determines a student's eligibility for special education services and the language in which special education programs and services are delivered. ELLs who are also students with disabilities (SWD) receive accommodations that apply both to ELLs and SWDs, as appropriate. ELLs with disabilities are not exempted from the NYSESLAT, and may use the test modifications and accommodations as detailed on their IEP when taking the NYSESLAT (and as permitted in the School Administrator's Manual for the test). ELL status cannot be the determinant factor for special education eligibility. Response to Intervention (RTI) approaches should be applied to ELL students who enter with lower levels of proficiency in the home language, or if anticipated progress is not noted after a reasonable time period.

The procedures for conducting bilingual assessments of ELLs who currently have IEPs or may have IEPs developed as a result of an initial evaluation are described in the Standard Operating Procedures Manual of the NYC Department of Education. ELLs with disabilities must receive the required level of ELL services, although program placement and parental option procedures may be different for special education programs and services, and are facilitated by the Committee for Special Education during IEP meetings. The committee is comprised of licensed Special Education teachers, including: Yves Nelly Jean Jacques, Esther Whol, Megan Epanand, and Daniel Schiels.

4. Describe how your school ensures that entitlement and non-entitlement parent notification letters are distributed within five school days after the NYSITELL is scanned and score is determined.

Based on NYSITELL results, entitlement results are given to parents personally if their child is entitled to receive ESL services. If a parent is not available, results will be mailed via certified mail. The Parent Coordinator will also call the parents informing them of the results, explaining to them what it means and that they will be receiving a certified-letter regarding their child's entitlement to ESL services. An appointment will be made for parents to view the online parent orientation video of the different programs available for his/her child. After seeing the video, parents will be given the Parent Survey and Program selection forms. A copy of the form will be kept in the student's file and with the ESL Coordinator.

For those students who were in our school's ESL program the previous year, entitlement letters are mailed home within two weeks of receiving the spring NYSESLAT results. If a student scored proficient on the exam, the letter will inform the parent that the student will be given transitional ESL services that school year. If a student scored below proficient on the exam, the letter will inform the parent that the student will continue to receive ESL services. Copies of the entitlement letters sent home are kept in ELL student files in the main office along with Parent Survey and Program Selection Forms, as well other documents related to the ESL services provided by the school. The ESL Teacher/Coordinator checks to be sure that Parent Survey and Program Selection Forms are on file for each student at the beginning of the school year. If there is a survey missing for a student, the ESL Teacher/Coordinator contacts the student's previous schools to locate the documents. Another Parent Survey and Program Selection Form is mailed home if the previous

completed survey can not be located.

5. Describe how parents are informed that they have the right to appeal ELL status within 45 days of enrollment (refer to [\*ELL Policy and Reference Guide, Re-Identification of ELL Status\*](#) section).  
During the parent orientation meeting, parents are informed that the results of the assessment will be made available to them in a letter, and they are advised that if they do not agree with the decision, they can appeal in writing within the given time period.
6. What structures are in place at your school to ensure that parents understand all three program choices (transitional bilingual education, dual language, and freestanding ENL) through the mandated parent orientation within the specified timeframe? Describe the process, outreach plan, and timelines.  
When a new ELL enrolls, High School for Arts, Imagination and Inquiry informs parents of the three instructional models available in New York City, and also let's them know that the only program we offer is free-standing ENL.  
To inform parents of these options, we provide parents of newly enrolled ELLs with a parent orientation where they view the online Parent Orientation video. Attendance records, staff members present at the orientation (including the parent coordinator, an administrator, and guidance counselors), and languages used other than English are recorded and kept in the students cumulative folder. During the orientation, we also provide information on the schools curriculum, state standards, and assessments that the students will be responsible for. The parent orientation session provides a high quality orientation section on the Common Core Learning Standards, assessments, and school expectations for English language learners, as well as the schools goals and requirements for English as a new language (ENL) programs. The orientation is done in both English and Spanish.  
After the parents are informed of all three program models at the parent orientation, the parent coordinator provides parents with a Parent Survey & Program Selection Form in the parents' preferred language, where parents can indicate their program choice. The parent must return the completed and signed form within 5 school calendar days. If the parent does not return the form within 5 school calendar days, the student is placed in the schools ENL program. The school documents all attempts to gather initial parent selection preference, and documentation is maintained in the students cumulative folder.  
Once completed, we enter parent choice as indicated on the Parent Survey & Program Selection Form in the designated screen in ATS (ELPC) as forms are completed. The parent's first choice is entered as noted on the selection form, regardless of whether that choice is currently offered at our school.  
Parent Survey & Program Selection Form is a formal record of the parent's preference of ELL program for their child, and is retained in the student's permanent record and accessible for State or City audits and reviews. A copy of the completed Parent Survey & Program Selection Form will be provided to the parent upon request.
7. Include how your school reaches out to parents to ensure Parent Surveys and Program Selection forms are returned in a timely manner and how your school monitors parent program choice. As per CR Part154.2, if a form is not returned, the default program for ELLs is bilingual education.  
The parent coordinator reaches out to the new students and requests that the parent and child attend an orientation meeting, at which time the home language survey is completed, along with various other on-boarding activities. Parents are physically in the school building, they meet with one of the three people trained to conduct the survey. At that time, the parent is informed of all of the possibilities, and programs. forms are completed and a program is selected during the orientation process.
8. Describe how your school monitors the *Parent Survey and Program Selection* forms that have not been completed and returned.  
Every attempt is made to have the parent come in to school. Parent/guardian is called several times, until someone is able to accompany the child to the school. In the extreme case that a parent cannot attend, all of the necessary materials are mailed to the parent and sent home with the student, in both English and the home language. We have not had a case where we did not receive completed forms.
9. Describe how your school ensures that placement parent notification letters are distributed.  
Once the student is placed, the ELL teacher who administered the assessment ensures that the parent is notified of the student placement.
10. Describe how your school retains all ELL documentation for each child (i.e., HLIS, non-entitlement, and entitlement letters).  
Copies of all documents are retained in the ELL office, monitored and updated by the ELL Department.
11. 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.  
Each year, ELLs are pulled from their classes, and administered the NYSESLAT assessment by the ELL teachers. A schedule is made, to ensure that students lose as little instructional time as possible. If a student is absent, there is a make-up day and time when students are pulled for make-up assessments.
12. Describe how your school ensures that continued entitlement and transitional support parent notification letters are distributed.  
Continued entitlement and transitional support parent letters are sent to parents, at the beginning of the school by the ELL Department.

13. 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? 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 as per Aspira Consent Decree? Describe specific steps underway. (Refer to question six).

After reviewing the data since the opening of our school, we have had 0 parental requests for a Bilingual Program at our school. We have only had five over the counter students, and all have requested an ESL program. Based on this trend, the plan for future programming is to maintain the ESL program the school currently has.

## Part V: ELL Programming

### A. Programming and Scheduling Information

1. How is instruction for ELLs delivered in the following programs? Include how integrated and standalone ENL are implemented as per CR Part 154.2 as well as how students are grouped (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]).
- Freestanding ENL program.  
Classes are heterogeneous, with mixed proficiency levels.
  - TBE program. *If applicable.*  
N/A
  - DL program. *If applicable.*  
N/A
2. How does the school ensure the mandated number of instructional minutes is provided according to proficiency levels in each program model?
- How are explicit ENL, ELA, and HLA instructional minutes delivered in each program model (see charts 5.1 and 5.2 below)?  
ENL as a stand-alone course is offered one period a day, five days a week to all ENL students, regardless of student proficiency level. Integrated ENL is offered in ELA classes, with the ENL teacher pushing in one period a day, five days a week, regardless of student proficiency level.
3. Describe how core content is delivered in each program model. 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 content area classes ELLs take are inclusive general education classes delivered by teachers certified in the content areas. Instruction is given in English. The self-contained ESL program supports student work in the content area classes of English and Social Studies. The ESL teacher provides ELLs with support in their other content area classes during push-in periods and tutoring sessions held during student and teacher free periods. Tutoring is also available after school. Content area teachers use heterogenous grouping of students during group work to support ELLs. The ESL teacher works with content area teachers to develop word walls in content area classrooms to support vocabulary acquisition. Teachers in social studies classes teach students how to annotate readings by modeling the technique and having students practice using annotation while they read content area texts. Teachers across content areas have begun to teach students vocabulary specific to formal argument and to ask students to identify details in the text that support claims students are making within the context of the content area. This instructional focus is aligned with the school's adoption of the Common Core Learning Standards. These techniques have enriched ELL language development. The ESL teacher provides integrated ENL services in all ELL student ELA classes, regardless of proficiency level. The teacher provides support to the ELL students by providing additional CCLS aligned materials. Currently the ESL classroom has a library catering to both the general body and ESL students. Books that support ELLs in content areas are available in the ESL classroom library as well. All content area classes offer textbooks in students' native languages, when available, to support the students' native language. In addition, glossaries designed specifically for ELLs are made available by the ESL teacher for individual student use to further support the students' native language.
4. How do you ensure that ELLs are appropriately evaluated in their home languages throughout the year?
- The ESL teacher works with one of the Spanish teachers to administer a Spanish-language diagnostic at the beginning of the school year to measure Spanish-speaking ELLs proficiency levels in their native language. Currently there are no ELLs with native languages besides Spanish at the school.

5. How do you ensure that ELLs are appropriately evaluated in all four modalities of English acquisition throughout the year?

Students are often heterogeneously grouped for group reading and writing assignments as well as speaking and listening activities. Class discussion emphasizes all students participating to practice listening and speaking with one another. ESL class texts include audio and video recordings that require ELLs to practice their listening skills. The ESL teacher designs summative assessments to evaluate the speaking and listening modalities based on the speaking and listening assessments from the ELL Periodic Assessment and the NYSESLAT.

6. How do you differentiate instruction for each of the following ELL subgroups?

- a. SIFE
- b. Newcomer
- c. Developing
- d. Long Term
- e. Former ELLs up to two years after exiting ELL status

We don't currently have students identified as SIFE. An ELL identified as SIFE would be given 2 periods of self-contained ESL per day, as well as received 1-2 periods of push-in ESL daily. SIFEs would be paired with advanced-level ELLs in various content area classes as a way of providing peer-to-peer support in addition to support provided by the teacher. The ESL teacher currently has a collection of graphic novels of texts currently part of the school's ELA curriculum to support instruction in ELA. ELL Newcomers are informally interviewed by the ESL teacher to determine how comfortable the student is with attending school in the US. The NYSESLAT scores are also reviewed to determine English proficiency if the student has been in the US 1 year or longer. If the student appears to be having difficulty adjusting to schooling within the US, the ESL teacher will refer the student to the bilingual guidance counselor, if the student's native language is Spanish. If the newcomer is in his/her junior year of high school and is scheduled to take the ELA Regents exam, the ESL teacher will provide additional practice with the exam during self-contained ESL classes.

ELLs who have received 4-6 years of ESL services and have shown continual and steady improvement in English Language proficiency will be monitored to measure whether or not their proficiency continues to improve. Those whose proficiency levels have plateaued will be given targeted instruction in the modality in which their NYSESLAT scores are the lowest.

ELLs who have completed 6 years of ESL services will be given targeted instruction in the modality in which their NYSESLAT scores are the lowest. They will also be given a reading diagnostic, such as the Bader, to give the ESL teacher additional information about their reading level. These students will be given additional vocabulary and reading comprehension instruction as necessary.

Former ELLs are given the opportunity to continue in an ESL class in addition to the ELA class that corresponds to their grade level. Former ELLs are also given extended time on formal assessments, including state and district mandated testing, as well as the use of glossaries and dictionaries in native languages. The ESL teacher tracks the progress made by ELLs who have reached proficiency on the NYSESLAT, providing academic support when needed.

7. For students re-identified as ELL or non-ELL, based on an approved re-identification appeal within 45 days of student enrollment, describe how the school ensures the student's academic progress has not been adversely affected by the re-identification (within 6–12 months after the re-identification has been established). Refer to [\*ELL Policy and Reference Guide, Re-Identification of ELL Status\*](#) section.

The school will continue to monitor the students progress, with the ENL teacher meeting with the student each quarter. The ENL teacher will also push-in to two of the students classes even when they have passed out of ENL.

Between 6 and 12 months (from the date of the superintendent's notification to the principal, parent, guardian, and/or student), the principal must review the Re-identification Process decision to ensure that the student's academic progress has not been adversely affected by the determination. The principal will consult with the ENL teacher, the parent/guardian, and the student. If the principal, based on the recommendation of the ENL teacher, and consultation with the parent/guardian believes that the student may have been adversely affected by the determination, the principal will provide additional support services. If the principal's decision is to reverse the ELL status, he will consult with the superintendent or his designee. Final decision notification be in writing in both English or Spanish to the parent, guardian, within 10 school calendar days.

8. 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 guidance counselors identify who the ELL-SWDs at the school are at the beginning of each school year. They then work with the ESL teacher and related services teacher to program ELL-SWDs into both ESL and SETSS classes, ensuring that these students receive all mandated services. ELL-SWDs are often given push-in ESL services in a content area class in addition to their ESL and SETSS classes. The ESL teacher and related services teacher meet frequently to discuss the needs and progress of ELL-SWDs. Visuals are used to illustrate vocabulary lessons. Graphic organizers are used to plan writing assignments before students are asked to complete writing tasks. Pre-reading strategies, such as text-previewing and accessing prior knowledge

Chart by discussing the themes of texts, are used before read alouds and independent reading. Teachers provide ELL-SWDs with outlines of notes that can be annotated during direct-instruction.

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

Curricular flexibility is achieved through co-planning between the ESL teacher, the related services and content area teachers.

Teachers are instructionally flexible in designing lessons for ELL-SWDs through differentiating the assessments they assign students. Students identified as ELL-SWD are scheduled into both self-contained ESL classes and SETSS resource room classes. This ensures that students are provided with both mandated services. The ESL and related services teachers review IEPs of ELL-SWDs together to discuss what strategies work best to address student academic needs.

### Part 154-2 (K-8) English as New Language (ENL) Units of Study and Staffing Requirements

All ENL classes, including Integrated and Stand-alone offer home language support.

| ENGLISH PROFICIENCY LEVEL   | ENTERING (Beginning)                           | EMERGING (Low Intermediate)   | TRANSITIONING (Intermediate)  | EXPANDING (Advanced)  | COMMANDING (Proficient)   |
|---|--|---|---|---|---|
| ENL INSTRUCTIONAL TIME (MINIMUM)  | 2 units of study <i>per week</i> (360 min.)    | 2 units of study <i>per week</i> (360 min.)   | 1 unit of study <i>per week</i> (180 min.)  | 1 unit of study <i>per week</i> (180 min.)                  | Former ELLs must continue to receive services for an additional two years                                     |
| STAND-ALONE ENL   | 1 unit of study in ENL (180 min.)              | .5 unit of study in ENL (90 min.)   |   |   |   |
| INTEGRATED ENL  | 1 unit of study in ENL/ELA (180 min.)          | 1 unit of study in ENL/ELA (180 min.)   | .5 unit of study in ENL/ELA (90 min.)   | 1 unit of study in ENL/ELA or other Content Area (180 min.) |   |
| FLEXIBILITY   |  | .5 unit of study can be STAND-ALONE ENL <i>or</i> INTEGRATED ENL/Content Area (90 min.) | .5 unit of study can be STAND-ALONE ENL <i>or</i> INTEGRATED ENL/Content Area (90 min.)   |   | .5 unit of study per week of INTEGRATED ENL in ELA <i>or</i> Content Area, <i>or</i> other approved services* |
| Chart   | 360 minutes per week                           | 360 minutes per week  | 180 minutes per week  | 180 minutes per week  |   |
| STAFFING/ PERSONNEL   | STAND-ALONE ENL<br>K-12 Certified ESOL teacher |   | INTEGRATED ENL – 1 DUALY CERTIFIED TEACHER<br>ESOL and Common Branch (K-6) or Content Area (7-8) teacher who holds both certifications<br>INTEGRATED ENL – 2 INDIVIDUALLY CERTIFIED TEACHERS (CO-TEACHING)<br>A certified ESOL teacher and a K-6 certified elementary school teacher<br>A certified ESOL teacher and a 7-8 certified content area teacher (ELA, Math, Science, or Social Studies) |   |   |
| The maximum allowable grade span for grouping instruction in grades K-12 English as a New Language or Bilingual Education classes is two contiguous grades, except for English Language Learners in a special education class, as defined by section 200.1(u) of this Title. All programs must be provided during the school day. |  |   |   |   |   |

\*Other services that are approved by the NYS Commissioner, that monitor and support the student's language development and academic progress. Core Content Area shall mean ELA, Math, Science, and Social Studies. One unit of study = 180 minutes of instruction per week per year.



\*Note "other approved services" does not apply to New York City at this time.

**CR Part 154-2 (9-12) English as New Language (ENL) Units of Study and Staffing Requirements**

All ENL classes, including Integrated and Stand-alone offer home language support.

| ENGLISH PROFICIENCY LEVEL  | ENTERING (Beginning)   | EMERGING (Low Intermediate)   | TRANSITIONING (Intermediate)  | EXPANDING (Advanced)                           | COMMANDING (Proficient)   |
|--|--|---|---|--|---|
| ENL INSTRUCTIONAL TIME (MINIMUM)   | 3 units of study <i>per week</i> (540 min.)  | 2 units of study <i>per week</i> (360 min.)   | 1 unit of study <i>per week</i> (180 min.)  | 1 unit of study <i>per week</i> (180 min.)     | Former ELLs must continue to receive services for an additional two years                           |
| STAND-ALONE ENL  | 1 unit of study in ENL (180 min.)  | .5 unit of study in ENL (90 min.)   |   |  |   |
| INTEGRATED ENL   | 1 unit of study in ENL/ELA (180 min.)  | 1 unit of study in ENL/ELA (180 min.)   | .5 unit of study in ENL/Content Area (90 min.)  | 1 unit of study in ENL/Content Area (180 min.) |   |
| FLEXIBILITY  | 1 unit of study can be STAND-ALONE ENL instruction <i>or</i> INTEGRATED ENL in Content Area (180 min.)             | .5 unit of study can be STAND-ALONE ENL <i>or</i> INTEGRATED ENL/Content Area (90 min.) | .5 unit of study can be STAND-ALONE ENL <i>or</i> INTEGRATED ENL/Content Area (90 min.)   |  | .5 unit of study per week of INTEGRATED ENL in ELA/Content Area, <i>or</i> other approved services* |
| TOTAL  | 540 minutes per week   | 360 minutes per week  | 180 minutes per week  | 180 minutes per week                           |   |
| AWARDING CREDITS   | <b>STAND-ALONE ENL</b><br>Elective credit is awarded upon passing each corresponding STAND-ALONE ENL unit of study |   | <b>INTEGRATED ENL</b><br>Content Area credit is awarded upon passing each corresponding ENL unit of study in ELA, Math, Science, or Social Studies  |  |   |
| STAFFING/ PERSONNEL  | <b>STAND-ALONE ENL</b><br>K-12 Certified ESOL Teacher  |   | <b>INTEGRATED ENL – 1 DUALY CERTIFIED TEACHER</b><br>ESOL or Content Area (7-12) teacher who holds both certifications<br><b>INTEGRATED ENL – 2 INDIVIDUALLY CERTIFIED TEACHERS (CO-TEACHING)</b><br>A certified ESOL teacher and a 7-12 certified Content Area teacher |  |   |
| The maximum allowable grade span for grouping instruction in grades K-12 English as a New Language or Bilingual Education classes is two contiguous grades, except for English Language Learners in a special class, as defined by section 200.1(uu) of this Title. All programs must be provided during the school day. |  |   |   |  |   |

\*Other services that are approved by the NYS Commissioner, that monitor and support the student’s language development and academic progress. Core Content Area shall mean ELA, Math, Science, and Social Studies.

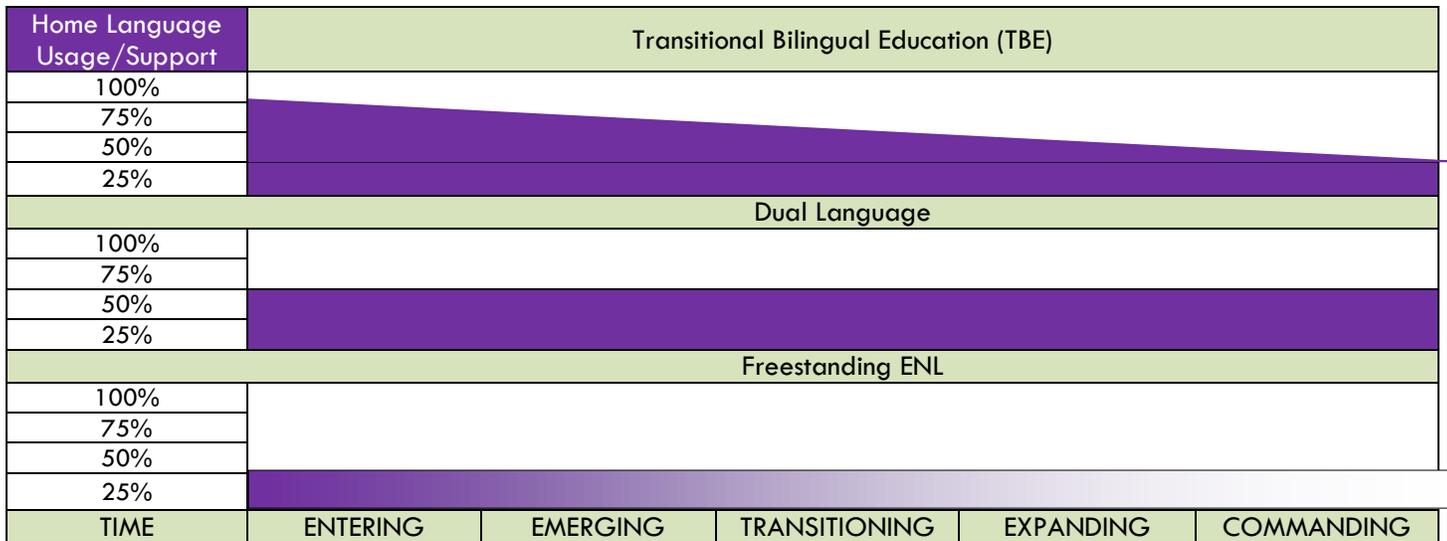


\*Note: “other approved services” does not apply to New York City at this time.

Chart 5.3

**Home Language Usage and Supports**

The chart below is a visual representation designed to show the variation of home language usage and supports across the program models. Note that home language support is never zero. TBE and dual language programs have both home language arts and subject areas taught in the home language; ENL has home language supports.



## A. Programming and Scheduling Information--Continued

10. Describe your targeted intervention programs for ELLs in ELA, math, and other core content areas (specify ELL subgroups targeted). 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. Currently, the ESL teacher pushes into freshmen Social Studies classes. Advanced ELLs are programmed for both ESL and ELA classes. Teachers from all departments are available during student lunch two days a week for tutoring. A teacher from the math, social studies, ELA, and science departments provide tutoring for students after school. Materials in students' native language are available, as necessary. The school computer lab is available throughout the school day and after school for students who need extended time to complete projects or for completing online enrichment activities. Through professional development beginning at the start of the academic year, teachers have been made aware of which students in their classes are ELLs; they were given the list by grade level and language proficiency. They have also been given data about the ELLs in their classes.
11. Describe the effectiveness of your current program and how it is meeting the needs of your ELLs in both content and language development.  
Our current program has seen advancements in student levels, with the majority of students meeting the "proficient" criteria by their junior year. The ENL students also demonstrate success on the ELA regents exam.
12. What new programs or improvements will be considered for the upcoming school year?  
This year, we will be adding Integrated ENL services for our ENL students in their ELA class. This will be done by the ENL teacher working collaboratively with the ELA teachers
13. What programs/services for ELLs will be discontinued and why?  
Currently we do not see a need to discontinue any of our services for the upcoming school year.
14. How are ELLs afforded equal access to all school programs? Describe after school and supplemental services offered to ELLs in your building.  
Student programs are open to all students. Students enroll in school programs via their guidance counselor or by attending meetings the first day the program meets. The ESL teacher offers after-school tutoring for ELLs every Wednesday and Thursday for two hours. More in-depth help with homework, projects, and study skills are offered at that time. There are several music groups that meet after school. Participation in these groups are determined by student performance in their music classes.
15. What instructional materials, including technology, are used to support ELLs? Include core content area as well as language materials; list ELL subgroups if necessary.  
The school has concentrated on incorporating current technologies into classrooms for student use. SMART Boards are available in every classroom. Teachers have received ongoing training on its use during in-house professional development. This has enabled students to interact with lesson plans teachers have created incorporating the internet, i.e., planet earth, Smithsonian etc. There are several computer carts available for classroom use, as well as a computer lab. These are used for research projects, word processing, testing, among other activities. The self-contained ESL classes have used the computers to access interactive audio files for the ESL literature textbook. The school uses Jupitergrades.com, an online gradebook that gives teachers, students, and parents access to student academic progress, homework assignments, and daily student attendance. It also allows for email correspondence between parents and teachers. This has helped ELLs be more accountable for keeping track of their progress in their classes.
16. How is home language support delivered in each program model (DL, TBE, and ENL)?  
Native language support for our Spanish-speaking population is offered during free-periods by the Foreign Language department. Spanish-English glossaries are provided to ELLs for use during their content area classes. ELLs are encouraged to use one another to translate concepts difficult to grasp in English. Spanish-language independent reading books are made available to students in the Spanish classroom library, with many popular young adult fiction titles translated from English into Spanish. Spanish language magazines are also available. The school has two Spanish-English bilingual guidance counselors to provide services to students and families whose first language is not English. The LAP team has begun discussion to prepare for a time when the school has ELLs whose native language is not Spanish.
17. Explain how the school ensures all required services/resources support and correspond to ELLs' ages and grade levels.  
All support services and resources we make available to our ELLs are designed for high school students between the ages of 14-19 and in grades 9-12. We make sure to provide services that are developmentally appropriate for our students.
18. Describe activities in your school that assist newly enrolled ELLs before the beginning of the school year. Include activities for new ELLs who enroll throughout the school year. Include titles of school staff involved in such activities (e.g., school counselor, parent coordinator).  
The school conducts an open house for eighth grade students interested in attending our school. The ESL teacher and parent coordinator are present at the open house to answer questions ELLs and their families may have about what type of programming is available. At the beginning of the summer before they start 9th grade, incoming students are required to attend a school orientation that takes students and their families through a mock student schedule, acquainting students and families with what it will be like to attend the school. The ESL teacher and parent coordinator are also present at this event. Over the summer, the school offers a summer bridge program to give incoming freshmen a head start with the freshmen ELA and math curriculum. ELLs are especially targeted in recruiting for this program. The summer band, orchestra and choir programs familiarize students with the music program at our school before the fall semester begins. The LAP team has begun discussing ideas to recruit more ELLs to the

summer bridge program. New ELLs who enroll throughout the year are paired with ELLs who are familiar with the school. These students help new ELLs navigate the school. New ELLs also meet regularly with their guidance counselor who keeps track of their integration into the school.

19. What language electives are offered to ELLs?

The language classes available at our school are Spanish language classes, from beginning-level classes to Advanced Placement Spanish Language. The upperclassmen ELLs at our school are all encouraged to take the AP course. There are currently 2 former ELLs taking the AP Spanish Language course.

20. For schools with dual language programs:

- a. What dual language model is used (e.g., side-by-side, self-contained)? Explain how much of the instructional day (percentage) EPs and ELLs are integrated.
- b. In which language(s) is each core content area taught?
- c. How is each language separated for instruction?
- d. Is emergent literacy taught in the child's home language first (sequential), or are both languages taught at the same time (simultaneous)?

N/A

## B. Professional Development and Support for School Staff

1. Describe the professional development plan for all ELL personnel at the school. (Include all teachers of ELLs.)

All ELL personnel at our school receive professional development in strategies to support English language learners, with a focus on providing scaffolds and adjusting instruction to address language needs and promote reading, writing, speaking, and listening skills. These sessions take place on a weekly basis throughout the year and include the following topics:

- Scaffolding Reading of Complex Texts for English Language Learners
- Building Academic Vocabulary
- Engaging and Supporting English Language Learners in Classroom Discussion
- Using Student Self-Assessment and Rubrics
- Planning Lessons that Integrate Universal Design for Learning Principles
- Supporting English Language Learners in Meeting Common Core Standards in Literacy
- Designing Lessons Implementing Achieve3000
- Using Castle Learning to Support Regents Readiness
- Using Student Data to Inform Instructional Adjustments that Address the Needs of English Language Learners

Professional development is facilitated by the administrative team, instructional lead teachers, and a consultant from Teachers College, and other ESL specialists from the DOE. Professional learning sessions take place during daily common planning time. Teachers work with facilitators in small groups, determined by department, as well as areas of need identified through analysis of observation data.

2. What professional development is offered to teachers of ELLs (including ENL and bilingual teachers) in supporting ELLs as they engage in the Common Core Learning Standards?

We offer curriculum development PD sessions focusing on implementing the CCLS into all classes, including ENL standalone classes as well as Integrated ENL classes. The activities will include planning using the Universal Design for Learning to provide students with multiple entry points and differentiated activities and assessments, in order to better meet the ENL student needs.

3. What support do you provide staff to assist ELLs as they transition from elementary to middle and/or middle to high school?

HSAll supports ENL staff to assist students as they transition from middle to high school by providing them time to test each individual student, and use this assessment data to guide their instruction for each student.

4. Describe how your school meets the professional development requirements as per CR Part 154.2: 15% of total hours for all teachers and 50% of total hours for bilingual education/ENL teachers receive ELL-specific professional development. Include how records are kept for professional development activities (e.g. agendas, attendance). Refer to [ELL Policy and Reference Guide, Professional Development](#) section.

ENL teachers will receive ELL-specific professional development through city-wide and CUNY-led PD sessions, as well as through coaching. All staff will receive 4 professional development sessions on ELL-specifics. For all staff, the assistant principal will keep agenda and attendance records, and for ENL teachers, the teacher herself will keep all information in regards to the professional development session.

### C. Parental Involvement

1. How does the school provide annual individual meetings with parents of ELLs to discuss goals of the program, language development progress, language proficiency assessment results, and language development needs in all content areas? Include provisions for interpretation and translation as needed. Note these meetings do not include mandated parent orientation meetings and DOE-scheduled parent-teacher conferences?

During DOE-scheduled parent-teacher conferences, the ENL teacher sets up individual parent meetings as "check-ins" throughout the year. At these meetings, the NYSESLAT is discussed, as well as the students progress in both his or her ENL class as well as their core subject area classes. The schools parent coordinator, as well as both guidance counselor's, act as a translator during any school meeting with parents.

2. Include how records are kept for annual individual meetings with ELL parents as well as outreach to ensure parent needs are accommodated (e.g., in person meetings, phone calls, letters). Refer to [ELL Policy Reference Guide, Parent Selection and Program Placement](#) section.

Paste response here:

3. Describe ELL parent involvement in your school. Include specific activities that foster parental involvement for parents of ELLs.

We continue to see strong parental involvement in our School Leadership Team (SLT) meetings and Parent-Teacher Association. The school Messenger System is helpful in making mass phone calls home about upcoming school events and student absences. As a result of the online grading system Jupitergrades.com, communication about student academic progress between the school and parents has improved. Many parents are logging on and we have an increase in parent phone calls to the school following up on their student's progress. The two Spanish-English bilingual guidance counselors have also improved contact with parents of ELLs. We are now able to increase the amount of communication between the school and this parent population. Parents are invited to chaperone school field trips and attend student concerts at the end of each semester. There is an annual International Day potluck that brings many students' families to the school.

The parent coordinator acts as the point-person for all communication between parents and the school. She is bi-lingual, and speaks both spanish and english. Therefore, the parent coordinator acts as a translator during any communication between the parents and the school.

4. Does the school partner with other agencies or Community Based Organizations to provide workshops or services to ELL parents?  
No
5. How do you evaluate the needs of the parents?

We are planning on hosting a parent night for ENL parents to gather information on the families needs. We are also planning on working with other schools in our building to host parent information sessions. The parent coordinator will be developing surveys for the ELLs and their parents or guardians, to track their opinions on the services provided, as well as thoughts on how we can improve these services. This will be done in both English and Spanish.

6. How do your parental involvement activities address the needs of the parents?

We are planning on hosting a parent night for ENL parents to gather information on the families needs. We are also planning on working with other schools in our building to host parent information sessions. These sessions will be organized by the parent coordinator, with outreach being made in both English and Spanish by her.

### D. Additional Information

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

N/A



**School Name: HSAII****School DBN: 03M299**

Signatures of LAP team members certify that the information provided is accurate. Names listed in Part A, should align with this section.

| Name (PRINT)          | Title   | Signature | Date (mm/dd/yy) |
|-----------------------|---|-----------|-----------------|
| Stephen Noonan        | Principal   |           | 10/30/15        |
| Pricilla Martinez     | Assistant Principal                                   |           | 10/30/15        |
| Monseratte falicier   | Parent Coordinator                                    |           | 10/30/15        |
| Omatee Santos         | ENL/Bilingual Teacher                                 |           | 10/30/15        |
| Sonia Suarez          | Parent  |           | 10/30/15        |
| Brendan Granstrand    | Teacher/Subject Area                                  |           | 10/30/15        |
| Gregory Andronica ESL | Teacher/Subject Area                                  |           | 10/30/15        |
| Jeffrey Ellis-Lee     | Coach   |           | 10/30/15        |
|                       | Coach   |           | 1/1/01          |
| Erika Klien           | School Counselor                                      |           | 10/30/15        |
| Fred Walsh            | Superintendent  |           | 10/30/15        |
| Daniel Walsh          | Borough Field Support<br>Center Staff Member<br>_____ |           | 10/30/15        |
| Christopher Yarmy     | Other <u>Assistant Principal</u>                      |           | 10/30/15        |
|                       | Other _____   |           | 1/1/01          |
|                       | Other _____   |           | 1/1/01          |

## 2015-2016 LANGUAGE TRANSLATION AND INTERPRETATION PLAN

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

DBN: **03M299**

School Name: **High School for Arts Imagination an**  
Superintendent: **Fred Walsh**

### Before you begin, please check the following:

- Principal has designated a Language Access Coordinator (LAC) in Galaxy
- The LAC has attended an in-person or online training ([www.learnndoe.org/tiu/lac](http://www.learnndoe.org/tiu/lac)) by the Translation and Interpretation Unit
- The LAC is involved in the development of this Translation and Interpretation Plan

**School Goal:** To ensure that parents whose preferred language is other than English are provided with meaningful opportunities to participate in and have access to programs and services critical to their child's education ([Chancellor's Regulation A-663](#)).

By developing each of the following components, your school will have a comprehensive plan to provide translation and interpretation services for all parents who require such services.

### Part A: Identification and Assessment of Limited-English-Proficient Parents

---

1. Describe the data and methodologies used to assess language preferences of the parent community for both written and oral communication. Include pertinent information culled from Part III of the Home Language Identification Survey (HLIS), ATS reports, Student Emergency Contact cards, and any surveys conducted by your school.

We use ATS to determine which parents have a home language other than English. We survey our incoming ELLs and recently proficient ELLs to determine the number of parents who would like written and translation services.

2. List parents' preferred languages for both written and oral communication. Include all languages, even if only a limited number of parents indicate a language.

We found that for parents, all Spanish-speaking, prefer written and verbal communication in a language other than English. The Parent Coordinator communicates this information to the school community. A list of parents requesting oral translation services is made available for this purpose. Teachers and staff who speak the languages of other parents have offered to translate for these parents if the need arises.

## Part B: Creating a Communications Calendar

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1. List the documents your school typically disseminates every year that require translation and when they will be distributed to families. (The following contain critical information about educational programs and services and must be translated – annual handbooks, newsletters, calendars, parent-teacher conference announcements, after-school program information, New York State testing dates, general overview of student curriculum, letters from the school leadership.)

HSAll will provide written translations to parents who notify HSAll of this need during our initial parent teacher conferences, an office visit, telephone call, or notification through their student. HSAll is able to provide translated pedagogical and emergency information to parents in a timely manner. We also have a short survey asking parents if they need any translation services. We currently use in-house staff and PTA volunteers for these services. Students are offered bilingual content area glossaries if they are available in their home language, and are provided with Regents exams in their home language if they are literate in their home language.

2. List the formal face-to-face meetings your school will typically have with parents throughout the school year, such as parent-teacher conferences or curriculum nights, and when they will occur. As much as possible, also indicate any anticipated informal interactions, such as attendance teacher or guidance counselor calls to parents.

HSAll will provide oral interpretation services for parents who notify HSAll of this need during our initial parent teacher conferences, an office visit, telephone call, or notification through their student. We also have a short survey asking parents if they need any translation services. We currently use in-house staff and PTA volunteers for these services. The Parent Coordinator and one of the Assistant Principal's provide verbal translation when Spanish-speaking parents come into our school. Parents may also call her for an explanation of any letters sent home.

## Part C: Providing Language Assistance Services

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1. Describe how your school will meet identified translation needs indicated in Part B. Include procedures to ensure timely provision of translated documents to parents. Indicate whether written translation services will be provided by the Translation & Interpretation Unit, an outside vendor or in-house by school staff.

HSAll provides interpretation and translation services in the 9 critical languages. We use home language surveys and ATS to determine the home languages of students. We also provide students with a survey requesting they notify the HSAll staff of a parent's need for oral interpretation or written translation. We then use our budget allocation to meet the needs through contacting an outside vendor for languages outside the 9 critical languages or when an urgent need arises.

2. Describe how your school will meet identified interpretation needs indicated in Part B. Indicate whether interpretation services will be provided by over-the-phone interpreters via the Translation and Interpretation Unit, on-site interpreters provided by an outside vendor or in-house by school staff.

HSAll provides interpretation and translation services in the 9 critical languages. We use home language surveys and ATS to determine the home languages of students. We also provide students with a survey requesting they notify the HSAll staff of a parent's need for oral interpretation or written translation. We then use our budget allocation to meet the needs through contacting an outside vendor for languages outside the 9 critical languages or when an urgent need arises.

#### **Part D: Training Staff on Policies and Procedures**

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Describe how your school will ensure that all staff members are aware of how to use translation services and the over-the-phone interpretation service. (e.g., T&I Brochure, Language ID Guide, Language Palm Card distributed at staff meetings, via email, etc.)

We train all faculty and staff members. We have frequent professional development sessions on the matter.

#### **Part E: Providing Notice of Language Assistance Services**

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Describe how your school will fulfill parental notification requirements for translation and interpretation services, as per Section VII of Chancellor's Regulation A-663. Note: The full text of Chancellor's Regulations A-663 (Translations) is available at <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations>

##### Checklist of Notification Requirements

- Welcome Poster
- Parents' Bill of Rights
- Parents' Guide to Language Access
- Language ID Guide at security desk and main office

We have a parent coordinator who is responsible for obtaining and maintaining these records.

#### **Part F: Monitoring and Quality Control**

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Describe mechanisms your school will use to gather feedback from parents on the quality and availability of services. (e.g., parent survey)

We do parent surveys.