

## SCHOOL ALLOCATION MEMORANDUM NO. 68, FY 12

**DATE:** November 08, 2011

**TO:** Community Superintendents  
High School Superintendents  
Children First Networks  
School Principals

**FROM:** Michael Tragale, Chief Financial Officer

**SUBJECT:** Achieve Now Academy

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This memorandum presents resources to support the continuation of the Achieve Now Academy Program. The FY 12 budget contains \$900,000 in support of this venture. Program guidelines and school allocations are attached.

The allocation is intended to support the Office of School and Youth Development's (OSYD) goal of providing expanded instructional and student support service options for schools. Allowable costs are detailed in Galaxy.

Purchase of instructional materials should be limited to materials for math and reading test preparation and drug-and-alcohol-abuse and violence-prevention professional development. Funds should be scheduled in the **TL ACHIEVE NOW** allocation category.

Please refer to The New York City Department of Education Standard Operating Procedures for instructions on all purchases. Any request for equipment that totals \$1,000 or more, needs to be requested in writing to Michele Pierro at [mpierro@schools.nyc.gov](mailto:mpierro@schools.nyc.gov) and approved by OSYD before purchase can be completed.

[Click here to download a copy of the School Allocation Memorandum.](#)

Attachment(s):

Table 1 – School Allocations ([click here for a downloadable Excel file](#))

Table 2 – Program Guidelines ([click here for a downloadable Excel file](#))

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**School Allocation Memorandum No. 68, FY 12**  
**Achieve Now Academy**

**Achieve Now Academy School Allocations**

<b>Cluster</b>	<b>Network</b>	<b>Location</b>	<b>Amount</b>
94CL05	94N532	04M377	\$50,000
94CL01	94N101	07X298	\$75,000
94CL04	94N411	09X227	\$24,000
94CL06	94N610	09X239	\$24,000
94CL04	94N411	09X329	\$24,000
94CL05	94N534	09X412	\$24,000
94CL05	94N511	09X414	\$24,000
94CL02	94N202	10X440	\$125,000
94CL06	94N610	11X415	\$200,000
94CL06	94N608	12X098	\$75,000
94CL05	94N563	14K610	\$100,000
94CL01	94N110	16K455	\$125,000
94CL01	94N110	17K334	\$50,000
94CL04	94N406	17K382	\$125,000
94CL05	94N563	19K502	\$27,500
94CL06	94N611	19K504	\$27,500
94CL05	94N563	19K507	\$27,500
94CL05	94N563	19K510	\$27,500
94CL04	94N405	20K445	\$75,000
94CL06	94N605	22K495	\$200,000
94CL02	94N202	24Q485	\$125,000
94CL02	94N201	25Q425	\$125,000
94CL01	94N108	26Q435	\$125,000
94CL06	94N611	27Q400	\$125,000
94CL06	94N611	27Q480	\$125,000
94CL04	94N404	29Q265	\$120,000
94CL02	94N202	30Q450	\$75,000
94CL02	94N211	31R049	\$75,000
94CL05	94N533	31R072	\$50,000
94CL04	94N405	31R455	\$75,000
<b>TOTAL</b>			<b>\$2,450,000</b>

# Achieve Now Academy – Program Guidelines

## I. Program Spending Plans

Please note the Achieve Now Academy allocations are preliminary. All schools are required to submit spending plans by **November 1<sup>st</sup>, 2011**. If your plan is not received by November 1st, funds will not be allocated to your school and the Office of School & Youth Development (OSYD) may select another school as a replacement. Allocations will be loaded into Galaxy AFTER spending plans are approved by OSYD.

## II. Achieve Now Academy success

The success of Achieve Now Academy in your school depends on three key elements:

- Principal interest, leadership and commitment
- Demonstrated need
- Ability to provide adequate space and facilities for Achieve Now Academy so that a separate and personalized environment can be developed for students

In addition, preliminary data suggests that within the population of repeating 9th graders, the following students will find the most success in the program.

- Students who have been in 9th grade for 2 or 3 years prior to entry
- Students who enter Achieve Now with 2-8 credits

For Middle Schools, the following students will find the most success in the program:

- Students who are 15 or more years old in the 7<sup>th</sup> or 8<sup>th</sup> grade

It is important to note that Achieve Now is NOT an attendance program and should not be selected on the basis of improving the attendance for selected students or for reconnecting Long-Term Absentees (LTAs) to school.

## III. General Program Structure

Achieve Now Academies are developed along the following guidelines:

### High Schools:

- Run for a full school day (6 hours), Monday through Friday on an alternate schedule; usually from 1:00 – 7:00 pm.
- Have four cycles corresponding to quarter and semester dates so that program is in sync with the day school in terms of credit accumulation and entry.
- Ensure that students can only enter the program at the beginning of a cycle.
- Expect the program to be voluntary. Students are generally expected to stay for one year but they may leave at any time and exceptions can be made for longer terms where appropriate.
- Engage parents regularly for students enrolled in the program by guidance personnel

### Middle Schools:

- Run as an extended day program (1½ hours), 2 – 4 days per week.
- Provide academic and guidance support each session.
- Provide small group instruction.

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- Expect the program to be voluntary for students.
- Ensure that accelerated electives must meet high school course requirements and seat time.
- Provide opportunities for career exploration, service learning, and job shadowing.
- Include exit projects, test preparation.
- Engage parents regularly for students enrolled in the program by guidance personnel.

### **IV. Professional Development and Training**

The success of Achieve Now Academy depends on a committed staff that is prepared to work on an alternate schedule and meet the individual needs of students that often have many behavioral and discipline problems. As such, it is important the staff training take place prior to the implementation of Achieve Now and that staff have the opportunity to meet together as a team on an ongoing basis to share ideas, discuss issues with the program or individual students and trouble-shoot.

Please note these funds are supplementary funds and are not in place of existing programs and/or funds.

### **V. Technical Assistance**

OSYD staff and your Children First Network budget liaison can provide technical assistance and serve as a resource to you as you implement your Achieve Now Academy. The Children First Network will work with your school to ensure a smooth implementation. In the Fall of 2011, OSYD will also facilitate an opportunity for all the principals with Achieve Now Academies in their schools to meet via phone conference in order to share best practices and arrange site visits among schools.

### **VI. Budget Considerations**

The Achieve Now Academy program is not a separate, but a supplemental program of the school which provides additional support to over-aged and under-credited students. As such, the Achieve Now allocation is not the primary source of financial support for this program and is not intended to cover the full cost of the program. Funding for this program should be blended or combined with other resources. Students continue to be part of the school and should benefit from per pupil funds their school receives and associated staffing and resources.

For the program to be successful, three main funding streams should be combined:

- 1) Per Pupil Allocation: The funds attached to each student should follow them into this program once they are selected.
- 2) Central Allocation of Achieve now Academy funds
- 3) Additional School Funds: School Principals have the discretion to budget additional money for Achieve Now.

### **VII. Staffing and Supervision**

The staffing model developed for Achieve Now is an important factor in the program's success as well as its long term sustainability. Principals may choose any staffing pattern that works best for their school, however, the following recommended staffing model might be a possible way to balance the needs of the staff and students:

## Achieve Now Academy – Program Guidelines

- One full-time Supervisor
- A mix of full-time teachers and per-session teachers
- One full-time guidance counselor in addition to per session guidance counselors
- Social Worker
- School Aide
- Contract with a community-based organization

### VIII. Enrollment and Student Selection

The student selection process is one of the most essential parts of creating a successful program and students must be selected according to the following guidelines:

- Approximately 60-90 students can be in the program
- Achieve Now Academy is a voluntary program. Students cannot be placed in the program if they do not want to be.

Students selected are:

- Repeating 9th graders (not to the exclusion of others who meet the rest of the criteria)
- Attending school (LTAs are ineligible for the program)
- Middle school students who were at least 15 years old in the 7<sup>th</sup> grade (not to the exclusion of others who meet the rest of the criteria).

Schools should coordinate outreach efforts to students and their families.

### IX. Data collection

As done in previous years, OSYD will periodically collect data on the Achieve Now Academies and evaluate the success of this innovative program to improve student achievement. Upon approval of your program plan, **OSYD will provide schools with a template to collect program data on a quarterly basis.** All data should be submitted in a timely manner.

### X. Curriculum

**For High Schools,** Achieve Now Academies are designed to have four **(4) cycles** over the course of the academic year **instead of the regular two semesters.** These 4 cycles allow for quick credit accumulation and greater flexibility to meet the course needs of the students in the program.

**For Middle Schools,** Achieve Now Academies are designed to function as an extended day during the regular two semesters. Students receive support to successfully complete the units of study and assessments required for middle school promotion. They also have the opportunity to earn high school elective credit during the spring semester. Emphases on counseling and social/emotional growth help students build coping and practical skills, and career awareness.

The following guidelines should be considered when shaping the program's curriculum:

- How will the program offer courses that meet the diverse needs of the students?
- What courses will be taught and do we have the teachers necessary?
- Will students be prepared to take Regents Exams?
- Will students accumulate enough credits to transition back to the day school at the appropriate grade level?

# Achieve Now Academy – Program Guidelines

## XI. Student Support

Guidance is an essential part of the Achieve Now program and guidance activities should be incorporated into the curriculum and schedule. Students are expected to meet with a guidance counselor or social worker on an individual basis each week. In addition, other supports might include:

- Group counseling
- Career awareness skills
- Study skills
- Anger management and bullying prevention
- Peer counseling
- Collaboration with a Community-Based Organization

## XII. Transitioning Back to Day School

Ultimately, **for High Schools**, the goal of an Achieve Now Academy is to get students to a point where they can transition back into day school and experience continued success in their regular school environment. It is therefore important that schools and program staff develop a comprehensive transition plan for students that will ease their transition. Elements of the plan should include:

- Individual guidance planning
- Explanation of alternative options students might pursue depending on their level of credit and/or needs (e.g. Transfer Schools, Young Adult Borough Centers)
- Coordination with day school guidance counselors
- Possible collaboration with a Community-Based Organization

**For Middle Schools**, the goal is to increase the level of engagement of over-age students and provide support to help them complete the assessments and units of study required for promotion to 9<sup>th</sup> grade. Career counseling and the opportunity to take credit-bearing high school level courses, both engage students to stay in school and build their real-world technical skills. Elements of the plan should include:

- Individual guidance and career planning
- Explanation of the high school options available depending on their field of interest and age.
- Opportunities for work experience through service learning, job shadowing, and/or paid community opportunities.