

SCHOOL ALLOCATION MEMORANDUM NO. 69, FY 13

DATE: October 11, 2012

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

FROM: Michael Tragale, Chief Financial Officer

SUBJECT: Achieve Now Academy

This memorandum presents resources to support the Achieve Now Academy Program. The allocation is intended to support the Office of Safety and Youth Development's (OSYD) goal of providing expanded instructional and student support service options for schools.

The FY 13 budget contains \$2,450,000 in support of this venture. Program guidelines and school allocations are attached. Funds should be scheduled in the **TL ACHIEVE NOW** allocation category.

All spending must be in accordance with the program plans approved by OSYD and NYCDOE Standard Operating Procedures. Please note that the purchase of instructional materials should be limited to 1) math and reading test preparation and/or 2) professional development in the areas of drug-and-alcohol-abuse prevention and violence prevention. Procurement of equipment exceeding \$1,000 is subject to prior approval by OSYD. Please submit equipment procurement requests to Harmon Unger at hunger2@schools.nyc.gov.

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

Attachments:

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

Achieve Now Academy Program Guidelines ([click here for a downloadable Word doc](#))

MT: jab

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School Allocation Memorandum No. 69, FY 13
Achieve Now Academy

Achieve Now Academy School Allocations

Cluster	Network	Location	Amount
94CL01	94N106	02M438	\$50,000
94CL02	94N206	02M600	\$75,000
94CL01	94N101	04M045	\$50,000
94CL05	94N536	04M377	\$50,000
94CL05	94N536	05M499	\$50,000
94CL01	94N107	06M462	\$40,000
94CL04	94N404	06M463	\$40,000
94CL01	94N107	06M467	\$40,000
94CL01	94N107	06M468	\$40,000
94CL01	94N101	07X298	\$75,000
94CL04	94N411	09X227	\$25,000
94CL06	94N610	09X239	\$15,000
94CL04	94N411	09X329	\$20,000
94CL05	94N536	09X412	\$20,000
94CL05	94N536	09X413	\$10,000
94CL05	94N521	09X414	\$20,000
94CL01	94N106	09X564	\$15,000
94CL02	94N202	10X440	\$100,000
94CL06	94N610	11X415	\$100,000
94CL06	94N608	12X098	\$100,000
94CL02	94N206	12X479	\$30,000
94CL02	94N211	13K595	\$40,000
94CL05	94N563	14K610	\$100,000
94CL04	94N402	17K382	\$125,000
94CL06	94N610	17K625	\$15,000
94CL06	94N602	18K588	\$50,000
94CL02	94N210	19K218	\$30,000
94CL06	94N611	19K615	\$70,000
94CL05	94N551	22K078	\$25,000
94CL06	94N611	22K495	\$150,000
94CL02	94N202	24Q485	\$150,000
94CL02	94N201	25Q425	\$125,000
94CL05	94N535	27Q053	\$30,000
94CL04	94N404	27Q400	\$125,000
94CL02	94N202	30Q450	\$150,000
94CL02	94N211	31R049	\$100,000
94CL05	94N533	31R072	\$75,000
94CL05	94N563	31R440	\$50,000
94CL04	94N405	31R600	\$75,000
TOTAL			\$2,450,000

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 [September 25th, 2012](#). If your plan is not received by September 25th, funds will not be allocated to your school and the Office of Safety & Youth Development (OSYD) may select another school as a replacement. It is expected that a School Allocation Memorandum will be published and allocations loaded into Galaxy shortly 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 7th or 8th 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.

Achieve Now Academy – Program Guidelines

- Provide academic and guidance support each session.
- Provide small group instruction.
- 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 that staff training take place prior to the implementation of Achieve Now and that they 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 program. The Children First Network will work with your school to ensure smooth implementation. In the Fall of 2012, 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 that 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

Achieve Now Academy – Program Guidelines

for their school, however, the following recommended staffing model might be a possible way to balance the needs of the staff and students:

- 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.
- Principals must follow all contractual requirements, including posting procedures, when hiring staff members for the Achieve Now Academy.

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 7th 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 request and review data from 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 an annual 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.

Achieve Now Academy – Program Guidelines

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?
- Principals must adhere to NYDOE policies regarding credit recovery.

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 program is to get students to a point where they can transition back into day school and experience continued success in their regular school environment. Therefore, it is 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 9th 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.