

SCHOOL ALLOCATION MEMORANDUM NO. 72, FY 2015

DATE: October 17, 2014

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

FROM: Raymond J. Orlando, Chief Financial Officer

SUBJECT: Achieve Now Academy

This memorandum allocates \$2,400,000 to support the Achieve Now Academy (ANA) 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.

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 each school's program plan as approved by OSYD and NYCDOE Standard Operating Procedures. Please note that ANA funding is primarily intended to support CBO services and/or per session opportunities for current school-based staff around the Common Core subject areas and counseling services. Other expenditures should be limited to procurement of:

- 1) NYC DOE Common Core approved materials
[<http://schools.nyc.gov/Academics/CommonCoreLibrary/default.htm>]
- 2) Professional Development for school-based staff in the areas of focus under OSYD
[<http://schools.nyc.gov/Offices/OSYD/default.htm>]
- 3) Incentives and/or ANA classroom supplies per school's approved ANA proposal

Procurement of any other products or services is subject to prior approval by OSYD. Please submit all procurement requests to Kristina Hardial at khardial@schools.nyc.gov.

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

Attachment(s):

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

Table 2 – Achieve Now Academy Program Guidelines ([Please click here for a downloadable Word document](#))

RJO: pp

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School Allocation Memorandum No. 72
FY 2015 Achieve Now Academy
Table 1 - Schools Allocation Summary

Cluster	Network	School DBN	School Name	Total
94CL04	94N403	01M458	Forsyth Satellite Academy	\$35,000
94CL01	94N108	01M515	LOWER EAST SIDE PREPARATORY HIGH SCHOOL	\$60,000
94CL01	94N108	01M650	CASCADES HIGH SCHOOL	\$60,000
94CL01	94N113	02M411	BARUCH COLLEGE CAMPUS HIGH SCHOOL	\$60,000
94CL01	94N113	02M449	VANGUARD HIGH SCHOOL	\$50,000
94CL05	94N561	02M543	NEW DESIGN HIGH SCHOOL	\$60,000
94CL01	94N107	06M462	The College Academy	\$65,000
94CL06	94N611	06M468	High School for Health Careers and Sciences	\$50,000
94CL02	94N201	06M540	A. PHILIP RANDOLPH CAMPUS HIGH SCHOOL	\$75,000
94CL01	94N101	07X298	ACADEMY OF PUBLIC RELATIONS	\$35,000
94CL02	94N206	07X670	HEALTH OPPORTUNITIES HIGH SCHOOL	\$35,000
94CL04	94N402	08X293	Renaissance High School for Musical Theater & Technology	\$60,000
94CL06	94N603	08X519	Felisa Rincon de Gautier Institute for Law and Public Policy, The	\$80,000
94CL05	94N521	10X442	Celia Cruz Bronx High School of Music, The	\$75,000
94CL06	94N606	11X127	J.H.S. 127 THE CASTLE HILL	\$50,000
94CL06	94N608	11X370	SCHOOL OF DIPLOMACY	\$60,000
94CL06	94N608	12X098	J.H.S. 098 HERMAN RIDDER	\$35,000
94CL01	94N106	12X388	Pan American International High School at Monroe	\$50,000
94CL06	94N603	12X684	WINGS ACADEMY	\$35,000
94CL05	94N521	13K670	BENJAMIN BANNEKER ACADEMY	\$60,000
94CL05	94N536	14K322	Foundations Academy	\$60,000
94CL06	94N611	14K474	Progress High School for Professional Careers	\$50,000
94CL01	94N113	16K057	J.H.S. 057 WHITELAW REID	\$50,000
94CL04	94N402	16K669	Research and Service HS	\$50,000
94CL04	94N402	17K382	Academy for College Preparation and Career Exploration: A College Board School	\$60,000
94CL01	94N102	17K484	RONALD EDMONDS LEARNING CENTER II	\$50,000
94CL04	94N403	17K489	W.E.B. DUBOIS ACADEMIC HIGH SCHOOL	\$75,000
94CL06	94N602	18K068	I.S. 068 ISAAC BILDERSEE	\$50,000
94CL06	94N605	18K563	IT TAKES A VILLAGE ACADEMY	\$100,000
94CL04	94N403	21K728	LIBERATION DIPLOMA PLUS	\$80,000
94CL06	94N602	22K240	ANDRIES HUDDÉ	\$50,000
94CL06	94N611	23K697	TEACHERS PREPARATORY HIGH SCHOOL	\$50,000
94CL04	94N404	27Q400	AUGUST MARTIN HIGH SCHOOL	\$75,000
94CL06	94N603	29Q259	Pathways College Preparatory School: A College Board School	\$75,000
94CL02	94N208	30Q126	Albert Shanker School for Visual and Performing Arts	\$50,000
94CL01	94N101	30Q286	Young Women's Leadership School, Astoria	\$35,000
94CL04	94N402	31R028	The Eagle Academy for Young Men of Staten Island	\$60,000
94CL02	94N211	31R049	I.S. 49 BERTA A. DREYFUS	\$35,000
94CL05	94N533	31R072	I.S. 072 ROCCO LAURIE	\$35,000
94CL05	94N563	31R440	NEW DORP HIGH SCHOOL	\$75,000
94CL06	94N611	31R450	CURTIS HIGH SCHOOL	\$75,000
94CL02	94N208	32K291	J.H.S. 291 ROLAND HAYES	\$50,000
94CL04	94N411	32K562	Evergreen Middle School for Urban Exploration	\$35,000
Total				\$2,415,000

ACHIEVE NOW ACADEMY: Program Guidelines for the 2014-2015 School Year

I. Preparing Your School's Achieve Now Academy Proposal – MIDDLE SCHOOLS (M.S.)

Achieve Now Academies at the middle school level are typically designed to function as an extended day enrichment program during the regular school year or, as a Saturday Academy. All enrichment courses offered must remain in alignment with New York State Common Core Learning Standards. Emphases on counseling and social-emotional growth help students build coping and practical skills. Additional supports may include individual guidance and career planning, explanation of high school options and application process, standardized examination prep courses, and support for English Language Learners (if applicable). At this level, the goal of the program is to increase the level of engagement of ANA students and provide support to help them complete the assessments and units of study required for promotion to 9th grade.

*Reminder: The Achieve Now Academy program is not solely a credit recovery or attendance improvement program. The Achieve Now Academy is also not meant to be a disciplinary response to misbehavior. It is a program designed to support the academic and social-emotional needs of students. Through the ANA program, schools will help identify a diverse cohort of students who need additional support to be more successful in school. For the students who are eligible to participate in an approved ANA program, participation must be voluntary.

A. General Suggested Program Structure

- Run as an extended day program (1½ hours), 2 – 4 days per week.
- Open enrollment throughout the school year or semester/cycle based enrollment.
- Provide academic and guidance support on a weekly basis at minimum.
- Provide small group instruction.
- Voluntary participation for students.
- Ensure that accelerated electives must meet high school course requirements and seat time (54 hours).
- Include exit projects and/or test preparation.
- Engage parents on a regular basis for students enrolled in the program by guidance personnel.

B. Suggested Achieve Now Academy Recruitment

- Students who are currently attending school (LTAs are ineligible for the program).
- English Language Learners (ELLs).
- Schools should advertise and coordinate outreach efforts to students and their families throughout the school year, in concurrence with the ANA enrollment schedule.

C. Curriculum

The following guidelines should be considered when developing the ANA program curriculum:

- How will the program offer courses that meet the diverse needs of the students?
- What courses will be taught and can you identify the most qualified teachers necessary to engage the selected ANA student population?
- Will students be prepared to take required NYS Exams?

D. Student Support

Guidance is an essential part of the Achieve Now Academy 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.
- Explanation of the high school options available, depending on their field of interest and age.
- Career awareness.
- Study skills.
- Anger management and bullying prevention.
- Peer counseling.
- Collaboration with a NYCDOE approved Community-Based Organization (CBO).
- Opportunities for community service or work experience.

II. Preparing Your School's Achieve Now Academy Proposal – HIGH SCHOOLS (H.S.)

Achieve Now Academies at the high school level are typically designed to function as either a separate day academy or as an extended day credit achievement program (based on 54 hours of seat time) during the regular school year. All credit-bearing courses offered must remain in alignment with New York State Common Core Learning Standards. Courses offered under ANA are limited to Social Studies, Science, Math, and English Language Arts. Students receive support to successfully complete the units of study and assessments required for high school promotion. Additional supports may include individual guidance and career planning, college application support, regents prep courses, and support for English Language Learners (if applicable). At this level, the goal of the program is to help ANA students achieve credit goals, allowing them to transition out of Achieve Now and experience continued success in their regular day school environment.

*Reminder: The Achieve Now Academy program is not solely a credit recovery or attendance improvement program. The Achieve Now Academy is also not meant to be a disciplinary response to misbehavior. It is a program designed to support the academic and social-emotional needs of students. Through the ANA program, schools will help identify a diverse cohort of students who need additional support to be more successful in school. For the students who are eligible to participate in an approved ANA program, participation must be voluntary.

A. General Suggested Program Structure

- Run for a full school day (6 hours minimum), Monday through Friday on an alternative schedule (e.g., 10:00 AM - 4:00 PM).
- Scheduled cycles/marketing periods corresponding to the school's current quarter and semester dates so that program is aligned with the general class schedule in terms of credit accumulation and programming.
- Offer credit-bearing courses (54 hours of seat time in each course offered: Social Studies, Science, Math, or English Language Arts).
- Have open enrollment throughout the school year, but ensure that students can only enter the program at the beginning of a cycle/marketing period.
- Provide academic and guidance support on a weekly basis at minimum.
- Provide small group instruction.
- Include NYS Test/Regents preparation and/or exit projects.
- Expect student participation 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 on a regular basis for students enrolled in the program by guidance personnel.
- Principals must adhere to NYCDOE policies regarding blending learning and credit recovery. For more information regarding these policies, click [here](#) and refer to the appropriate category on the page.

B. Suggested Achieve Now Academy Recruitment

- Students who have failed to acquire the appropriate number of credits needed for promotion for the last 2-3 years.
- Students who are currently attending school (LTAs are ineligible for the program).
- English Language Learners (ELLs).
- Schools should advertise and coordinate outreach efforts to students and their families throughout the school year, in concurrence with their enrollment schedule.

C. Curriculum

The following guidelines should be considered when developing the ANA program curriculum:

- How will the program offer courses that meet the diverse needs of the students?
- What courses will be taught and can you identify the most qualified teachers necessary to engage the selected ANA student population?
- Will students be prepared to take Regents Exams?
- Does the school have adequate space and facilities for an Achieve Now Academy to be set up in a separate and personalized environment for students?
- Will students accumulate enough credits to transition back to regular day school program at the appropriate grade level?
- Are the appropriate academic and social supports in place to help the transitioning student readjust to their regular day school program with ease?

D. Student Support

Guidance is an essential part of the Achieve Now Academy 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, a comprehensive transition plan should be developed for each student as applicable. Elements of each plan should include:

- Evidence of individual guidance and college readiness planning.
- Recommendations/plans for future continued guidance supports.
- Coordination with the guidance counselors who are assigned to students enrolled in the ANA program.
- Collaboration with a NYCDOE approved Community-Based Organization (CBO), as needed.

III. Staff Collaboration/Professional Development (M.S. & H.S.)

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. As such, it is important that staff training take place prior to the implementation of your school's Achieve Now Academy program. It is also important that ANA staff have the opportunity to meet together as a team on an ongoing basis throughout the school year to share ideas, and discuss issues with the program or individual students. Understanding the scope of the ANA population and their varying needs throughout the course of the school year is a critical part of producing a successful ANA program. Staff must have the ability to modify the program to adapt to the changing needs of the selected ANA population throughout the school year.

IV. Staffing and Supervision (M.S. & H.S.)

The staffing model developed for Achieve Now Academy is an important factor in the program's success as well as its long term sustainability. Principals must follow all contractual requirements, including posting procedures, when hiring staff members for the Achieve Now Academy. Principals may choose any staffing pattern that works best for their school; however, the following recommended staffing model is one 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.
- One Social Worker.
- One School Aide.
- Contract with a NYCDOE approved Community-Based Organization (CBO).

V. Budget Considerations (M.S. & H.S.)

OSYD funding is to be utilized primarily to support supplementary student counseling and the following academic courses: Social Studies, Science, Math, and English Language Arts. Funding may also be utilized to provide small student incentives (e.g., paper awards, approved healthy snacks, or educational/college day trips), and/or collaboration with NYCDOE approved CBOs.

Please be reminded that the Achieve Now Academy program is not a separate, but a supplemental program of the school which provides additional support to selected ANA students. Funding allocations may not be used to hire a full-time teacher or guidance counselor as Achieve Now Academy funding only exists for one school year

The funding that schools receive for an ANA program should be combined with other resources and per pupil funding streams. Central funds and other grant funding attached to each select ANA student should follow students into this program. School principals have the discretion to budget additional school funding for their Achieve Now Academy program. This additional funding from the school budget may be used to fund academic courses and activities that OSYD ANA funds cannot support.

VI. Technical Assistance (M.S. & H.S.)

OSYD staff and your appropriate budgetary support team can provide technical assistance and serve as resources to you as you implement your Achieve Now Academy program. In the Fall of each year, OSYD will also facilitate an opportunity for the principals and/or assistant principals of a building with collocated Achieve Now Academies to share best practices in a combined meeting or phone conference.

VII. Data Collection (M.S. & H.S.)

OSYD conducts multiple phone conferences and school visits of all ANA programs throughout the school year to ensure that all schools are supported as they implement their approved program plans and budget. Upon approval of your final program plan and budget, OSYD will provide schools with the appropriate data collection tools necessary (i.e., monthly records of attendance and student progress, mid-year report, and year-end report package). All data report must be completed and submitted to OSYD in a timely manner. Throughout the school year, information gathered through all data reports and at school visits are collectively reviewed to evaluate the success of each school's program.