

ACHIEVE NOW ACADEMY: Program Guidelines for the 2016-2017 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 and/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 meet high school course requirements and seat time (54 hours).
- Include exit projects and/or test preparation.
- Engage parents of students enrolled in the program by guidance personnel on a regular basis.

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 program and guidance activities should be incorporated into the curriculum and schedule. Students are expected to meet with a guidance counselor and/or school social worker on an individual basis each week. In addition, other supports may 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 primarily 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. For all academic courses, appropriately licensed pedagogues must be selected to teach individual courses.

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 the 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 Exams/Regents preparation course(s) and/or program exit project(s).
- 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 of students enrolled in the program by guidance personnel on a regular basis.
- 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 and any other additional required NYS 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 and/or school 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 Organized (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 regarding 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 School Social Worker.
- One School Aide.
- Contract with a NYCDOE approved Community-Based Organization (CBO).

Schools may not utilize Achieve Now Academy funds to hire full-time staff. Funds may be used to compensate staff on a per-session or hourly rate. See below for more information regarding budgeting/allocation of ANA funding.

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

OSYD's ANA funds are to be utilized primarily to support supplementary student counseling and the following academic courses: Social Studies, Science, Math, and English Language Arts. Funds 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. For all academic courses, appropriately licensed pedagogues must be selected to teach individual courses.

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. ANA funds may not be used to hire a full-time teacher or guidance counselor as Achieve Now Academy funding only exists for one school year. School staff members that are hired to support ANA students may be compensated on a per-session or hourly rate.

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 reports must be completed and submitted to OSYD in a timely manner. Throughout the school year, information gathered through school visits along with all submitted data reports, are collectively reviewed to evaluate the success of each school's program.