

INSTRUCTIONS FOR COMPLETING BASIC EDUCATIONAL DATA SYSTEM CHARTER SCHOOL DATA FORM – Fall 2009

General Instructions

This form should be completed by the school principal and used only for the local gathering of data. Data represented in this form are required to be submitted to SED via the Online BEDS IMF Application. Your school's BEDS Coordinator or Chief School Officer will have details for entering data into the Online BEDS IMF Application and your district's protocol for doing so.

1. One School Data Form should be completed for each school organized as a separate administrative unit. Do not complete separate forms for classes that are held in temporary quarters, annexes, or other school buildings, that are under the supervision of a regular building principal. Such classes should be reported as part of the school in which the principal in charge serves. A rule of thumb is that one form should be completed for the total administrative unit under each principal regardless of the number of locations involved.
2. Read the instructions for each item before completing it.
3. Be sure that all items pertinent to this school are completed.

Item Instructions

Item 1 School Identification

BEDS CODE: The State Education Department has assigned a twelve-digit identification code to each school. The appropriate code for your school will appear on any of the pre-printed Personnel Data Forms for staff in your school. Consult your school's BEDS Coordinator if you are in doubt about the BEDS CODE for your school. Print the appropriate numbers in the squares provided immediately to the right of the title "BEDS CODE". This code is for your reference only. The BEDS CODE will appear automatically in the Online BEDS IMF Application; click on either of the BEDS CODE or SCHOOL NAME to enter data for a specific school.

SCHOOL NAME: Print the complete name of this school in the space provided.

Item 2 School Type

School Type is a federal data collection requirement and will be provided to the U. S. Department of Education. The USDOE will publish and otherwise make this school type designation available about your school. You may select only one designation. Select the one that is the primary focus of your school. The federal school type definitions are:

- a) *Regular School:* a school that does NOT focus primarily on vocational, special or alternative education, although it may provide these programs in addition to a regular curriculum
- b) *Special Education School:* a school that focuses primarily on serving the needs of students with disabilities
- c) *Vocational Education School:* a school that focuses primarily on providing secondary students with an occupationally relevant or career-related curriculum, including formal preparation for vocational, technical or professional occupations
- d) *Alternative Education School:* a school that addresses the needs of students that typically cannot be met in a regular school program. The school provides nontraditional education; serves as an adjunct to a regular school; and falls outside the categories of regular, special education or vocational education.
- e) *Reportable Program:* a reportable program does not meet the definition of a school but does enroll public school students or otherwise provides education services on a regular basis.

Item 3 Enrollment in This School

In this block, response areas are provided by gender and race/ethnicity for each possible grade, beginning with "Prekindergarten" and ending with "Ungraded Secondary." Enrollment should be reported in each of the grades indicated as of the end of the first attendance period. A student with disabilities who attends classes with a particular grade should be reported in that grade. A student with disabilities who attends classes with more than one grade should be reported in the grade that they attend for the

majority of their classes or the grade with which they identify. Students with disabilities who are identified by the Committee on Special Education (CSE) as "ungraded" may be reported as such. The grade levels of students with disabilities should be reported consistently in all Department data-collection systems including, but not limited to, the BEDS and the Student Information Repository System (SIRS, aka the student data warehouse). Non-graded students other than students with disabilities are to be assigned to a grade for purposes of this item. You should complete the appropriate response areas for each grade that you have in the school. The response areas for grades that you do not have in the school should be left blank. You do not have to zero fill.

Pupils who have completed kindergarten and are in "Pre-First Grade" should be reported as being in first grade for the purposes of this item.

For each grade in your school, begin by recording the total grade enrollment at the far right and then indicate the number of students in the grade by gender who are in each of the ethnic groups listed.

The racial/ethnic designations used in this item do not denote scientific definitions of anthropological origins. For the purpose of this report, a student should be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. *No person should be counted in more than one racial/ethnic group.*

- a) *American Indian or Alaska Native* – A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- b) *Black or African American (not Hispanic origin)* – A person having origins in any of the black racial groups of Africa.
- c) *Asian or Pacific Islander* – A person having origins in any of the original peoples of East Asia, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- d) *Hispanic or Latino* – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- e) *White (not Hispanic origin)* – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- f) *Multi-Racial (not Hispanic origin)* – A person having origins in two or more of the categories of people classified as American Indian or Alaska Native, Black or African American (not

Hispanic origin), Asian or Pacific Islander, or White (not Hispanic origin). Note: Any person of Hispanic or Latino origins, in whole or in part, should be reported as Hispanic or Latino.

Note: SED is in transition to the Census 2000 categories for race/ethnicity and to the categories that will be required for federal reporting in the near future. You may report in, but are not required to report in, the "Multi-Racial" category for fall 2009 BEDS reporting. The "Hispanic or Latino" category is a renaming of the old "Hispanic" category. The "Black or African American" category is a renaming of the former "Black" category. In future years the "Asian or Pacific Islander" category will be split into separate "Asian" and "Hawaiian or Other Pacific Islander" categories.

Item 3i Students by District of Residence

These data are being collected to enable the State Education Department to appropriate the proper amount of aid for public school districts.

Report your students by their district of residence and in the appropriate grade level or group. An alphabetical listing of public school districts and their six-digit district codes is available on the Internet at <http://www.emsc.nysed.gov/irts> in the "BEDS" link under "Data Reporting". Note: New York City, as a district of residence, should be reflected using the general New York City district code of 30-00-00.

Ungraded students with disabilities and nongraded general education students should be placed in the age appropriate category as follows: ages 4-5 should be placed in Kindergarten; ages 6-9 should be placed in grades 1 through 3; ages 10-12 should be placed in grades 4 through 6; ages 13 and over should be placed in grades 7 through 12.

The total count of student counted by District of Residence must equal the total K-12 enrollment reported in Item 3 on page 4 of this form.

Item 4 Students Suspended

In this item, first enter the total number of students who were suspended from this school for at least one full day during the 2008-2009 school year. Second, distribute by gender the total number of students within the racial/ethnic categories indicated.

Count each student only once regardless of the number of times he or she was suspended. The racial/ethnic categories are as defined in Item 3. Suspension is defined as the temporary exclusion of a student from school for disciplinary reasons for one full school day or longer. Do not include in-school suspensions.

Item 5 Professional Staff Assigned to This School

In this item, begin by recording the total number of full-time and part-time professional staff members in this school in each of the designated categories. Full-time professional staff members are defined as those persons who spend their entire school day and school week *in this school*. Part-time professional staff members are defined as those persons assigned *to this school only* who work less than a full day or full week.

The “Teachers” category should include all personnel who devote more than half of their time to teaching duties, including such subject areas as art, music, physical education and reading.

The category “Other Professional Staff” should include administrators (except principals and assistant principals), guidance counselors, school nurses, psychologists and other professionals who devote more than half of their time to non-teaching duties.

For professional staff members who split their time evenly between teaching and non-teaching duties, the principal should determine the category in which they are to be counted.

After the total has been entered in each staff category, distribute the full-time and part-time professional staff members across the racial/ethnic categories shown. The racial/ethnic categories are as defined in Item 3.

Item 6 Computer & Technology Literacy

In 6a, indicate whether or not this school has effectively and fully integrated technology into the learning environment. The “NA” response is allowable only if this school does not receive federal Title IID funds. Full technology integration into curriculum and instruction presents a desirable learning environment in which technology tools and resources can be effectively used to extend and expand learning. A highly integrated technology learning environment provides students and teachers with:

- Access to up-to-date, primary source material;
- Ways to collaborate with students, teachers, and experts around the world;
- Opportunities for expressing understanding via images, sound, and text.

In 6b, enter the unduplicated counts of professional personnel achieving and not achieving acceptable performance on standards-based profiles of technology user skills during the 2008-09 school year. Goal 2 of the NYS Draft Tehnology Plan – February 2003 is your guide for this part. Goal 2

states: *Every teacher and prospective teacher will meet technology competency standards that ensure their ability to use learning technologies effectively in supporting student achievement of the New York State Learning Standards.* The NYS Draft Tehnology Plan – February 2003 can be viewed at <http://www.emsc.nysed.gov/deputy/Documents/technology/tech-plan-2-03.html>

In 6c, enter the number of eighth grade students evaluated at the end of the eighth grade for school year 2008-09 who were evaluated as being either technology literate or not technology literate, or for whom evaluations were not performed. Enter zeros if this school does not contain the eighth grade. A technology literate student can demonstrate that he or she has the following:

- an understanding of the concepts behind computing equipment, network connectivity, and application software;
- the skills to responsibly use appropriate technology to access, synthesize, evaluate, communicate, and create information to solve problems and improve learning in all subject areas; and
- the ability to acquire new knowledge for on-going and lifelong learning in the 21st century global workplace.

Technology literate students should be able to:

- demonstrate understanding of concepts underlying hardware, software, networking connectivity and use of computers and applications;
- demonstrate understanding of ethics and safety issues in using electronic media and responsible use of technology;
- use technology for communication, research and collaboration and problem-solving;
- locate, collect, synthesize, and evaluate information from a variety of electronic sources;
- use telecommunications and other media to interact or collaborate with peers, experts, and other audiences.

For an accurate appraisal of student technology literacy, in addition to the definition provided above, also refer to the Crosswalk of ISTE’s Education Technology Standards and Performance Indicators with NYS Learning Standards & Performance Indicators Associated with Education Technology Skills, and examples of on-line assessments. Other related information and resources can be found at <http://www.emsc.nysed.gov/technology> .

In 6d, indicate whether or not this school has fully integrated an acceptable use policy (AUP), student instruction and staff development in the forms

indicated as part of the school's Technology Plan. Section 814 of NYS Education Law permits a school to provide pupils in kindergarten through grade 12 with instruction designed to promote the proper and safe use of the Internet. For further information on Internet safety refer to the Internet safety guide at: http://www.emsc.nysed.gov/technology/EdTech/EdTechInitiatives/In_SafeUsage.htm

Item 7 Technology for Instruction

In section "a" it is assumed that televisions are available in the school. If that is not the case, then respond "No Teachers" for each section "a" frequency of use category, otherwise respond to each frequency of use category as appropriate. The response categories are intended to be general ranges and not definitive percentages of teachers, hence do not be concerned about the overlap in the ranges $\frac{1}{4}$ to $\frac{1}{2}$ and $\frac{1}{2}$ to $\frac{3}{4}$.

In section "b" indicate whether or not this school is equipped with an LCD projector. If YES, then indicate what portion of teachers utilize the LCD projector for instruction with high, moderate or low frequency, or either don't or practically never use the LCD projector for instruction. The response options for section "b" are the same as those for section "a".

In section "c" indicate whether or not this school is equipped with an interactive white (SMART) board. If YES, then indicate what portion of teachers utilize the interactive white (SMART) board for instruction with high, moderate or low frequency, or either don't or practically never use the SMART board for instruction. The response options for section "c" are the same as those for section "a".

Item 8 Public Welfare

Provide your best estimate in answering this item. Such estimates should be based on your general familiarity with the characteristics of the student population of your school and of the surrounding community.

In the absence of other sources of information, records kept on the number of students receiving free breakfast, lunch or milk may be used in estimating this percentage.

Item 9 Magnet School Status

Magnet school status is a federal data collection requirement and will be provided to the U. S. Department of Education. The USDOE will publish and otherwise make this magnet school status available about your school. You may select only one designation.

According to the federal definition, magnet school means a public elementary school, public secondary school, public elementary education center, or public secondary education center that offers a special curriculum capable of attracting substantial numbers of students of different racial backgrounds. Further, a magnet school is designed to bring students from different social, economic, ethnic and racial backgrounds together.

If you check "all students" you are saying this school is wholly a magnet school where all students participate in magnet programs. If you select "some but not all" you are saying this school is not wholly a magnet school, but does have a magnet program that some students participate in. If you select "no students" you are saying this school is not a magnet school and does not have a magnet program.

Item 10 Student Stability

In this item, indicate the number of students in the highest grade in this school who were enrolled in this school last year. For example, if the sixth grade is the highest grade in this school, determine how many students from this year's sixth grade class were in this school last year. Students who were in this school last year but are not in the school this year should not be counted. Remember that this year's class in the highest grade is the base for determining the number of students enrolled last year. Do not include or consider ungraded elementary or ungraded secondary in answering this item.

Enter "NA" for this item if this school meets any of the following criteria:

- The school contains only one grade level.
- The highest grade-level of the school is kindergarten.
- The school primarily serves students with disabilities.
- The school is new this year.

Item 11 Alternative Education Programs

Alternative Education Programs are designed for students who wish to pursue individualized approaches to achieving academic standards. Alternative Education Programs reported here must meet Part 100 requirements of Commissioner's Regulations for credit towards a local or Regents high school diploma. Enter a check mark to indicate whether or not students enrolled in this school have Alternative Education Programs available to them.

If the school is an alternative school or contains an alternative program, then you should check **YES** and report all or a portion of your enrolled students accordingly.

If **YES** is checked, enter the number of students enrolled in Alternative Education Programs operated by this school or by an Other school, group, agency, institution, etc.

Students attending on a full-time basis an Alternative Education Program operated by another school, a BOCES or other educational entity should not be counted as enrolled in this school and, therefore, should not be counted in this item or in item 3, Enrollment in this School.

Item 12 Grades Offered

Grades offered is a federal data collection requirement and will be provided to the U. S. Department of Education. The USDOE will publish and otherwise make this information available about your school. Any grade selected as offered must have a reported enrollment in Item 3 – Enrollment in this School. However, you do not have to select a grade as offered for which you may have reported a nominal enrollment in Item 3. For example, you may be a 9-12 senior high school, but may have reported a few students in Item 3 as enrolled in the eighth grade. You do NOT have to select eighth grade as a grade offered. In this scenario the USDOE would show you as offering only grades 9 through 12 even though you reported a few eighth graders in your school.

You do not have to differentiate between half-day and full-day kindergarten. You do not have to report an unbroken chain of grades. For example, you may select kindergarten and grades 4, 5 and 6.

Item 13 Percentage of Attendance

In this item, indicate the percentage of attendance in this school for the 2008-2009 school year. The percentage is determined by dividing the school attendance by the possible attendance. Express the percentage to the nearest tenth (1 decimal place).

Item 14 Lunch, Breakfast & Milk Programs

In Section A, check whether or not this school has students who qualify for the federal free and reduced-price lunch program. A school need not offer or participate in a lunch program to check YES if it can substantiate qualifying students. In order to check YES a school should have on file completed and approved lunch applications or other documentation acceptable to the federal lunch program.

In Section B, check whether or not this school participates in a free and/or reduced-price lunch program. Lunches need not be served in this school building to check YES, as long as students in this school have the opportunity to participate in some free and reduced-price lunch program.

If the response in either section A or B was YES, then in Section C1, enter by grade level the number of *approved applicants* for *free* and *reduced-price* lunches. Counts should be as of the end of the first attendance period. It is permissible to check Yes in Section B and enter all zeros in Section C if the school offers a free and/or reduced-price lunch program, but either no students applied or no student who did apply met the eligibility requirements.

Each student with an approved application should be counted only in the school in which he or she is enrolled, regardless of where they are fed.

Note: Free and reduced-price lunch counts are being collected for calculating a portion of State Aid.

If the response in Section B was YES and this school contains a *half-day* kindergarten, in Section C2 indicate whether or not the free and/or reduced-price lunch program is available to half-day kindergarten students.

Complete Section D only if this school does not offer a free lunch program. In Section D1, do not consider any reduced-price breakfast program.

Item 15 Unexcused Absences

Enter the number of students in this school who had **full-day** unexcused absences during the 2008-09 school year totaling in the designated categories. Partial days of unexcused absence need not be counted. Section 104.1(d) (iii) of the Regulations of the Commissioner of Education requires that any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in the comprehensive attendance policy adopted in accordance with subdivision (i) [Comprehensive Attendance Policy] of this section.

Item 16 Migrant Students

Enter the number of migrant students reported as enrolled in this school in Item 3. These data are being collected for federal reporting purposes.

A migrant student is any student who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker or a migratory fisher, and who, in the

preceding 36 months, in order to obtain, or accompany such parent, spouse, or guardian in order to obtain, temporary or seasonal employment in agricultural or fishing work:

- has moved from one school district to another; or
- resides in a school district of more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence to engage in an agricultural or fishing activity.

Item 17 Learning Standards and Professional Development

In Section A, check whether or not this school has one or more staff persons responsible for planning, coordination and/or delivery of professional development activities relating to the NYS Learning Standards and focusing on any or all of the seven curricular areas.

In Section B, if you have more than one person sharing these responsibilities, check the combined time that they devote to these coordinating activities. For instance, if two people are each employed full-time, and one devotes $\frac{1}{4}$ time and the other $\frac{1}{2}$ time to these coordinating activities, then you should check $\frac{3}{4}$ time. If two or more persons' combined time exceeds one full-time equivalent, check "more than full time."

Item 18 Computer Resources

Do not count computers in storage because they have been deemed outdated and have no further intended use in this school.

Enter the number of microcomputers into the five categories based on their location, use or intended use, and based on the relative processing power of their CPUs. Higher-end, for purposes of this item, includes Pentium 3, Macintosh G3 or equivalent microcomputers, or any newer generation of microcomputer or CPU. Lower-end, for purposes of this item, includes any microcomputer below the Pentium 3/Macintosh G3 level.

Administrative, or PPS (Pupil Personnel Services) Offices, include all administrative, guidance and other non-instructional areas in use.

Do not differentiate between desktop and laptop models. Computers that are viable but have no current assignment or use should be assigned to categories based on their need and probable use.

Item 19 Internet Connectivity

In Section A, of the total number of computers used for instruction (meaning reported in any of the six cells in Item 18 for classroom or science labs, computer technology labs or library/media centers), how many have Internet access through a dial-up connection, through a high-speed/broadband wired or wireless connection, or have no Internet connectivity.

In Section B, indicate whether or not this school or district provides individual e-mail accounts to administrators, teachers and/or students.

In Section C, if you checked in Section B that teachers are provided e-mail accounts through the school, indicate whether or not there is an expectation for teachers to use their school-provided e-mail address as a primary tool for communication with students and parents. Indicate "Not Applicable" if teachers are not provided an e-mail account through the school or district.

Item 20 Distance Learning

In Section A, indicate whether or not this school utilizes distance learning. For purposes of this item, distance learning is defined as learning that takes place at locations remote from the point of instruction by way of telecommunications technologies to broadcast from one central site to one or more remote locations. Telecommunication technologies include satellites, and telephone and cable-television systems.

In Section B, if the response in section A was YES, indicate which distance learning methods are being utilized by students in this school.

Item 21 Library/Library Media Center (LMC)

In this item, report resources housed in or under the administration of the library or library media center to which students in this school have access. Resources under the administration of an Audio-Visual Center should *not* be reported in this item. Do not go beyond question 1a of this item if this building does not contain or have access to a library or library media center. Enter a zero in categories that do not apply.

In Section A, check whether or not this building has a school library that is used by students enrolled in this school. Such library may be used solely by students of this school or used on a shared basis with students from another school located in this building. Do not go beyond question 1a of this item if this building does not contain or have access to a library or library

media center. If this building does have a library used by students enrolled in this school, indicate whether or not the library is shared with another school located in this building.

In Section B, enter the total number of books (volumes) contained in the library as of October 7, 2009. Books to include are those in hardcover and paperback format, reference books and encyclopedias. Enter the total number of electronic books that are cataloged and the total number of non-book materials, excluding database subscriptions that are reported separately, which are cataloged and processed in the LMC. Indicate the total number of computers in the LMC that have Internet access. Check whether or not this LMC has an automated system to access library resources, whether or not this school's library catalog is available on the Internet, whether or not this school is a member of a School Library System, whether or not the library has a Web presence in the form of a Web page or Web Portal, and whether or not the library is equipped with an LCD projector and/or an interactive white (SMART) board.

In Section C, indicate whether or not this school is served by one or more certified library media specialists (librarian). For purposes of this question, count only librarians with provisional or permanent certification. Do not count those with temporary certificates. Applicable certifications may have been granted by the State Education Department, by the New York City Board of Examiners or by the City School District of Buffalo.

If the response in Section C1 is YES, check the box which most closely approximates the portion of a full-time equivalent position that this person or these persons devote to library or library functions.

Enter in Sections C2 and C3, respectively, the number of professional staff other than certified library media specialists, and paid support staff, that may be assigned to the library. Do not count volunteers regardless of certification status or function.

In Section D1, check the box that most closely approximates the amount of time each week that this school's library is open to students, regardless of whether or not the library is staffed by a certified library media specialist. In Section D2, check the amount of time per week, if any, that this school's library operates on a flexible schedule. In Section D3, indicate the amount to which this library collaborates and integrates with the classroom. Lastly, in Section D4 indicate whether or not this school's library promotes Inquiry- or Problem-based learning activities.

Item 22 Career Plans

In Section A, Part 1, if students in this school develop Individual Career Plans, check whether they are kept in documented form—either written or electronic. (Written or electronic documentation may result from conventional testing or from individual student self-reflection on in-school and out-of-school experiences.) If YES is checked, then:

In Section B, Part 1, check whether Individual Career Plans follow students from grade-to-grade. For purposes of this question, NO must be checked if Individual Career Plans are not transferred from one grade to the next or from one school to another as students are promoted or transferred.

In Section B, Part 2, indicate the number of students at the grade levels indicated who are documenting self and career awareness information and career exploration activities.

In Section B, Part 3, indicate the number of students at the grade levels indicated that have developed a career plan that documents their progress in the CDOS areas of self-knowledge, career exploration, career and life goals, an understanding of the application of classroom learning, and the development of foundation skills. Include ungraded students in age appropriate grade levels.

In Section B, Part 4, of the students reported in Section B, Part 3, indicate the number of students at the grade levels indicated with an Individualized Education Program (IEP) who are developing a Career plan that documents their progress in the CDOS areas of self-knowledge, career exploration, career and life goals, an understanding of the application of classroom learning, and the development of foundation skills.

In Section C, enter the number of professional staff (classroom, non-classroom, administrators, etc.) who have participated in professional development activities related to the implementation of the comprehensive Career Plan process. Professional development activities to be considered may have taken place at any time from September 2008 through August 2009.

Item 23 Business/Employer/Community Involvement

In Section A, enter the number of employers and the number of students by grade who participated during the 2008-2009 school year in each of the work-based learning experiences. If exact counts of participating students are not available, provide your best estimate. A student with a disability is a student identified as disabled by the district's Committee on Special Education. A student with a disability educated in a

graded setting (e.g., grade 8 or grade 11) should be reported twice: once in the applicable grade and once under “Students with Disabilities.” Students and employers may be reported in more than one type of work-based experience. The work-based experiences are defined as follows:

Worksite Tours

Structured group visits to a worksite where students can observe the workplace and workplace skills in action.

Job Shadowing

Visit(s) to a worksite where a student follows (shadows) an employee to learn about a particular occupation or industry. Shadowing may involve rotating from one department to another and, in some cases, exploratory work experiences.

School-Year Internships (paid or unpaid)

Structured paid or unpaid experiences of several weeks or months during the school year where students work on specific tasks or special projects at a worksite. Internships are closely integrated with classroom learning.

Summer Internships

Structured experiences of several weeks or months during the summer where students work on specific tasks or special projects at a worksite related to school programs.

Workplace Mentors

Programs that pair students with a worksite role model to help them become accustomed to the rules, norms and expectations of the workplace. A mentorship is a formal relationship, with mentors serving as a resource to help students solve personal and work-related problems, provide support and encouragement, and offer career insight and guidance based on personal experiences.

Youth Apprenticeships

Supervised and structured work experiences that combine on-the-job training in a *bona fide* employment setting with related theoretical instruction. Apprenticeships are designed to lead to formal, portable credentials, and as appropriate, to entry into a post-secondary program, a registered apprenticeship program, or permanent employment. Employers or labor management groups that have the ability to hire and train generally sponsor these youth

apprenticeships which may or may not include financial compensation.

Co-op Work Study

Formal educational arrangements where students learn and perform occupational skills on the job that directly relate to their course of study. Students receive both school credit and pay for their studies. Schools, rather than employers, generally sponsor co-op/work study programs.

Community Service/Learning

Structured experiences where students learn and develop skills by participating in organized, hands-on community service work. Work activities are designed to meet actual community needs and are closely linked to school-based learning activities. Community Service is generally an unpaid or volunteer experience.

In Section B, indicate whether or not this school has a designated person responsible for coordinating work-based experiences. If there is a designated coordinator, indicate the portion of a full-time job this person devotes to these coordinating activities. If two or more people share responsibility, check the combined time that they devote to these coordinating activities.

In Section C, provide an unduplicated count of the number of employers who participated in the work-based experiences noted in Section A.

In Section D, indicate the number of employers who **formally** participated in curriculum-development or shared decision making committees in this school. The fact that a committee member is employed by a specific entity does not constitute formal representation of or contribution by that employing entity.

An employer or business should have an acknowledged and agreed upon presence on the committee in order to be counted in this section. Finally, indicate how many employers donated equipment or technology (new or used) to this school during the 2008-09 school year.

Item 24 Homeless Children

These data are being collected for federal reporting purposes pursuant to the McKinney-Vento Homeless Assistance Act. It is very important that schools accurately identify the number of students experiencing homelessness because it enables New York State to receive federal funding. Schools may

also receive funding from the New York State Education Department to provide services to such students based on the number of students identified as homeless, among other factors.

If there are any questions about which students are covered as homeless or about the primary nighttime residences of homeless students, contact the New York State Education Department, Homeless Education Office, at 518-473-0295 or the NYS Technical and Education Assistance Center for Homeless Students at 1-800-388-2014.

In 24a, report by grade level the number of students who were homeless at any point during the 2008-09 school year. Report both half- and full-day kindergarten students in the Kindergarten category. Report all homeless students regardless of whether they received services funded by the federal McKinney-Vento Homeless Assistance Act. However, for purposes of this item the McKinney-Vento definition of a homeless student should be used.

Under the McKinney-Vento Act, a homeless student means a child who “lacks a fixed, regular, and adequate nighttime residence.” This includes children:

- who are sharing the housing of others because they have lost their housing, economic hardship, or similar reason (sometimes referred to as “doubled-up”);
- living in shelters or transitional living programs;
- living in motels, hotels, trailer parks, or camping grounds;
- abandoned in hospitals;
- awaiting foster care placement;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or in similar settings.

In 24b, for the homeless students reported in part “a”, enter the number who had the listed housing arrangements as their primary nighttime residence. If a student fell into more than one housing arrangement, choose the one that accounted for the greater share of their homeless time. “Shelters” includes emergency and transitional shelters licensed by local social service departments and the Office of Children and Family Services and transitional living programs. “Doubled-up” refers to students who are sharing the housing of others because they have lost their housing, economic hardship or similar reason. “Unsheltered (e.g., cars, parks, campgrounds, etc.)” includes students who are not living in a building. “Hotels/Motels” refers to students who are temporarily residing in a hotel or motel because they have lost their permanent housing. This can include

students who are placed in a hotel or motel by a local social services department or to families who have moved to a motel or hotel on their own due to loss of housing.

Examples of difficult to classify “primary nighttime residences” and how they should be counted:

- Children and youth who live in abandoned buildings, trailer parks, bus and train stations, and abandoned in the hospital may be categorized as “Unsheltered.”
- Children and youth, including runaway youth or unaccompanied youth, who live with relatives or friends due to being homeless may be categorized as “Doubled-up.”
- Substandard or inadequate housing may be categorized as “Unsheltered.”

Report a student only once in each of parts “a” and “b”. The sum of students reported in both part “a” and part “b” should be equal.

Every public Local Education Agency (LEA) must have a Local Educational Agency (LEA) Liaison responsible for identifying and assisting students who are homeless. Part of the identification process includes recording the type of primary residence the student has at the time of identification. The LEA Liaison and building level attendance and enrollment officers should be contacted to help the school determine these figures. Schools receiving Title I funds are required to have enrollment forms that would identify homeless students based on living arrangements.

Item 25 Contact Information for the Office of the Principal

Provide an e-mail address for the Office of the Principal. The e-mail address may be generic to the Office of the Principal or may be specific for the individual in that position. SED assumes that e-mail messages will be forwarded to appropriate personnel in the event that individual specific e-mail addresses listed here become defunct.

Item 26 Applications and Admissions

In part “a” enter the number of students who applied for admission for fall 2009 as first time students to the school. In part “b” enter the number first time students who were admitted out of those who had applied.

Item 27 Transfers Out

In part “a” enter the number of students who transferred out of this charter school to a public school district during last (2008-09) school year. In part “b” enter the number of students who transferred out of this charter school to a nonpublic school or to a home school setting during last (2008-09) school year.

Item 28 Retentions in Grade

Enter, by grade level, the number of students who were retained in grade (not promoted) at the end of the last (2008-09) school year.

Item 29 Arts Instructional Time

For each of the arts disciplines and for each grade contained in this school, indicate the total number of hours on average that students are scheduled to receive instruction in the arts over the course of the entire school year. None to 5 hours would be negligible time. Six to 19 hours would be up to 30 minutes per week. Twenty to 39 hours would be up to one hour per week. Forty to 59 hours would be up to an hour and a half per week. Sixty or more would be over an hour and a half per week. If instruction is presented for a portion of the school year (e.g., quarter or half of the school year), then average out the instructional time for the full year so that valid comparisons can be made. For example, if instruction is provided for an hour and a half for half of the school year, then report as 20-39 hours per week (up to one hour per week).

Item 30 Regents Sequence in the Arts

Respond Yes or No if this school contains any of grades 9 through 12; otherwise respond “School does not contain HS grades.” If this school contains high school level grades but does not contain grade 12, then a Yes response would indicate that students able to pursue a Regents Sequence in the Arts in this school would have the opportunity to complete that sequence in the school in this district to which they would be promoted to upon leaving this school.

Item 31 Grade 8 Acceleration

For the last school year (2008-09) enter the number of **eighth** grade students who took Studio in Art (specifically assignment code 4416 – Studio in Art: A Comprehensive Foundation Course) and/or Music Theory (specifically assignment codes 4720-Music Theory I, 4722-Music Theory II or 4724-Music III). Count students in both categories if they took both Studio in Art and Music Theory. Enter the unduplicated count of **eighth** grade students who took any high school level art course other than

Studio in Art or Music Theory. Please enter zero in all three categories if this school does not contain the eighth grade.

Item 32 Supplemental Arts Instruction

By arts area, indicate whether this school utilizes personnel in addition to the regularly assigned art instructors in either a curricular or extra-curricular capacity. “Another District Teacher or Administrator” means another teacher or administrator in this district who was not hired as an arts specialist and is not certified as an arts teacher.

Item 33 Artist in Residence Obstacles

If this school does not have an Artist in Residence program, check the reason that is commonly felt to be the greatest obstacle to not having an Artist in Residence program. Check “No Obstacles” if that is felt to be true.

Item 34 Arts Supervision

In section “a” select the best description for the person who is responsible for the implementation and evaluation of Arts Education Programs in this school. “Full-time Supervisor with Duties Other Than the Arts” would include any full-time supervisor or administrator who supervises the arts education programs in addition to his or her other non-teaching duties. Indicate “No Arts Supervisor” if arts supervision is by committee or there is felt to be no clear-cut arts supervisor.

In section “b” check whether or not the Arts supervisor is certified as a teacher in any of the four Arts disciplines. Check “NA” if “No Arts Supervisor” was selected in section “a”.

In section “c” check whether or not the Arts supervisor is certified as an administrator or supervisor. . Check “NA” if “No Arts Supervisor” was selected in section “a”.

Item 35 Arts Funding

In section “a” check whether funding for Arts Programs in this school is generally felt to be abundant, sufficient or insufficient. Check “NA” only if this school does not have an Arts Program.

In section “b” check whether funding for Arts Programs in this school is generally felt to have increased, decreased or remained steady over the past three years. Check nothing if this school does not have an Arts Program.

In section “c” check any of the indicated sources that have provided funds to support Arts Education programs in this school during the last or for the current school year.

Item 36 Arts Facilities

Indicate the number of rooms used for each of the Arts disciplines. Arts-dedicated means that the space was specifically designed for and is used solely for the Arts disciplines. Classroom should be construed liberally as any space used for instruction, practice or performance in the Arts disciplines.

Item 37 Professional Development

Indicate which, if any, of the specified professional development opportunities related specifically to the Arts were available to Arts faculty in this school during the 2008-09 school year. Include any opportunities that were available during the summers of 2008 or 2009.

Item 38 Technology for the Arts

Indicate which, if any, of the specified technology tools are available for students and staff participating in Arts education programs in this school.