



THE NEW YORK STATE SEAL OF BILITERACY (NYSSB) GUIDANCE TOOLKIT

Module 2: Planning to Implement the Seal of Biliteracy



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and Shawna Sweet (Mid-West RBERN)**



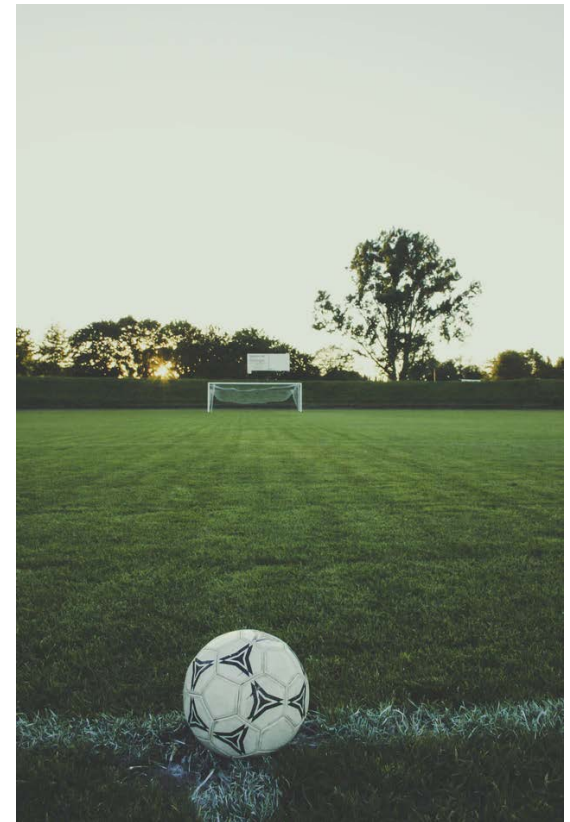
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Office of Bilingual Education and World Languages
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Albany, NY 12234
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MODULE 2 OBJECTIVES

Participants will be able to:

- Make an implementation plan with a timeline, resources and staff needed;
- Identify the most common pathways for all candidates;
- Develop a plan to inform the school community about the New York State Seal of Biliteracy (NYSSB); and
- Review the School Notification Form.



REVIEW MODULE I ACTION ITEMS

Did your SBC accomplish the following :

- Inform a direct supervisor (e.g., principal) on Module I work?
- Confirm with administration that permission is granted to offer the NYSSB in the current year?
- Investigate the possibility of giving a brief presentation on the NYSSB to the Board of Education?
- Identify and recruit members of Seal of Biliteracy Committee (SBC) (Administrator, World Language Teacher, ELA Teacher, ESOL Teacher, School Counselor)?
- Request data needed for Notification form – 4 subgroups, student names/ID and home languages?
- Fill out the Notification form?



WARMUP – GLOWS & GROWS

As you begin to plan for the implementation of the NYSSB, reflect on what was well received as you shared details with your Seal of Biliteracy Committee (SBC) and administration. What challenges or questions were presented?

How did you...

- Inform and get approval from administrators?
- Identify and recruit SBC members?
- Request and access data?



TIMELINE

Module 2 occurs between the Planning and Recruitment stages.

SUGGESTED TIMELINE FOR THE NYS SEAL OF BILITERACY

Planning Stage	Formation Seal of Biliteracy Committee: <ul style="list-style-type: none"> - Determine members of the Seal of Biliteracy Committee (SBC): Administrator, Guidance counselor, World Language Teacher, ELA teacher, ESOL/ENL teacher, Other members - SBC members read the NYS Seal of Biliteracy Handbook 	Aug-Sept
	Communication of the program: <ul style="list-style-type: none"> - Advertise the Seal of Biliteracy to the school community - Establish points of contact for the students, parents and stakeholders 	Sept-Oct
Recruitment Stage	Identification of the qualified cohorts and plan development: <ul style="list-style-type: none"> - Identify students who are qualified and interested in applying for the Seal - Determine how students will earn their 3 credits each for both World language and English - Develop rubrics for both world language and English presentation - Create a timeline for important events - Begin plans for student recognition and awards - Identify potential student candidates for future years to inform and begin the process of planning for Seal candidacy 	Oct-Nov
	Notification to NYSED of intent to establish the NYSSB program for the year: <ul style="list-style-type: none"> - Complete the online School Notification Form (by December 1) 	Nov-Dec
Implementation Stage	Student application and scheduling an advisor: <ul style="list-style-type: none"> - Students submit applications - Match Seal candidates with advisors 	Dec- Jan
	Student Evaluation: <ul style="list-style-type: none"> - Advisors monitor students' progress and prepare for presentations - World language assessments completed - Panel presentations conducted - Submit online Culminating Project Notification Form (by April 15) 	Jan-May
Celebration Stage	Ordering of the Seal Image: <ul style="list-style-type: none"> - Submit online Seal Request Form (by May 31) - Email the End-of-Year Data Form Excel spreadsheet (by May 31) - Finalize plans for student recognition and awards 	May
	Celebrating students' achievement: <ul style="list-style-type: none"> - Recognize student achievements - Use SIRS code 8312 to designate the Seal of Biliteracy on students' transcripts - Affix Seals to diplomas - Distribute medallions for students to wear at graduation 	June
Reflection Stage	Review data and processes: <ul style="list-style-type: none"> - SBC members review progress, subgroup data and procedures - Celebrate successes and discuss areas of growth - Identify potential student candidates for the following year 	June-Aug



FORMING THE SBC

The SBC should be comprised of, but not limited to, the following personnel:

- ✓ World Language teacher
- ✓ English Language Arts (ELA) teacher
- ✓ English to Speakers of Other Languages (ESOL) teacher
- ✓ School counselor
- ✓ Administrator

- How did you recruit SBC members?
- What additional members, if any, have you added beyond those required?
- How often will you meet?
- How will responsibilities be shared?



SBC BEST PRACTICES

- Establishing group norms;
- Developing and distributing the meeting agenda prior to the meeting itself so that all parties are reminded of the date/time and are aware of what will be addressed at that meeting;
- Keeping all meetings to no more than 45 minutes to an hour;
- Assigning or rotating the role of notetaker during the meeting to produce minutes that can be distributed after the meeting and kept for future years;
- Assigning any other responsibilities that have been identified; and
- Establishing deadlines for any important tasks.



IMPLEMENTATION PLAN:

- Start with the school's yearly calendar.
- Add the dates for the required forms:
 - December 1st – School Notification Form
 - April 15th – Culminating Project Form
 - May 31st – Seal Request Form and End-of-Year Data Form

2020

January							February							March							April							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
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May							June							July							August						
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
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31														30	31						30	31					

September							October							November							December						
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13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

2021

January							February							March							April						
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24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											

May							June							July							August						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2							1	1	2	3	4	5	6	7	8	9	10	11	12	13	14
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
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16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31				
30	31																										

September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	



IMPLEMENTATION PLAN

Consider the following milestone tasks:

- A. Identifying eligible students
- B. Promoting the NYSSB with students, staff, and community
- C. Completing and submitting NYSED documents
- D. Coordinating student applications
- E. Recruiting advisors
- F. Monitoring student progress
- G. Implementing culminating projects
- H. Planning and preparing for student presentations
- I. Recruiting panel of reviewers
- J. Organizing celebrations



TIMELINE – RESOURCES – STAFF



The New York State Seal of Biliteracy Module #2: The Planning Stage

<i>Task</i>	<i>Timeframe</i>	<i>Resources necessary</i>	<i>Non-SBC staff needed</i>	<i>SBC member responsible</i>
<i>Identifying eligible students</i>				
<i>Promoting the Seal with students staff and community</i>				
<i>Completing and submitting NYED docs</i>				
<i>Coordinating student application</i>				
<i>Recruiting mentors</i>				
<i>Monitoring student progress</i>				
<i>Implementing culminating projects</i>				
<i>Planning and preparing for student presentations</i>				
<i>Recruiting panel of reviewers</i>				
<i>Organizing celebrations</i>				



SCHOOL NOTIFICATION FORM

- The School Notification Form is an online form in which the school communicates its intention to offer the NYSSB in the current school year and provides a variety of data on the eligible students who might pursue it.
- This form must be submitted by **December 1st** of **each school year** in which the school wishes to offer the NYSSB.
- Because a significant amount of data is needed for this online form, a **template** is provided for NYSSB Coordinators to print out in order to gather the data prior to entering it on the online form.

Section 1 of 12

NYSSB - School Notification Form

There are four required forms for schools wishing to offer the New York State Seal of Biliteracy which all must be submitted via online forms every year. These forms, all of which were revised for the 2019-20 school year, are:

- (1) School Notification form (deadline: December 1st)
- (2) Culminating Project Notification form (deadline: April 15th)
- (3) Seal Request form (deadline: May 31st)
- (4) End-of-Year Data form (deadline: May 31st)

This School Notification Form is to be used by New York State (NYS) schools to notify the New York State Education Department (NYSED) of their intent to offer the NYS Seal of Biliteracy (NYSSB). This form must be submitted in each year that the school intends to offer the Seal by no later than December 1st. In the past, this was a document that was emailed to the Office of Bilingual Education and World Languages. Starting in the 2019-20 school year, submissions of this form will only be accepted via this online form.

It is recommended that NYSSB Coordinators print out the template of this form from the website below to identify the data that needs to be collected before attempting to fill out the online form. The template form can be downloaded at:

<http://www.nysed.gov/world-languages/new-york-state-seal-biliteracy-nyssb>

In addition to submitting this online form, please send your Culminating Project Rubric(s) to obewldocsubmit@nysed.gov.

For any questions regarding the School Notification Form, any of other forms, or the Seal of Biliteracy program, please contact Candace Black (candace.black@nysed.gov) or call (518) 473-7505.



SCHOOL NOTIFICATION FORM

Sections A-D:





A. District Name:	<input type="text"/>		
B. School Name:	B1. <input type="text"/>	B2. Is this a NYCDOE public school: <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. School BEDS Code:	<input type="text"/>		
D. Primary NYSSB Contact (NYSSB Coordinator):	D1. First: <input type="text"/>	D2. Last: <input type="text"/>	D3. 10-digit Phone: <input type="text"/> D4. Email: <input type="text"/>

- What methods were used to gather this data?
- What challenges were encountered?



IDENTIFYING SUBGROUPS

Section E:

E. NYSSB Subgroups – Identify the four possible subgroups of students that could earn the NYSSB in the current year.	E1. # of ELLs who are seniors <u>and</u> who scored at least “Expanding” on the most recent NYSESLAT exam or who have earned a point towards criteria 1A or 1B through a 2020 exemption.	E2. # of former/ever ELLs who are seniors	E3. # of Never-ELLs whose home language is English <u>and</u> who are seniors that completed or are completing a Checkpoint C World Language course	E4. # of Never-ELLs whose home language is other than English <u>and</u> who are seniors
				

- What methods were used to gather this data?
- What challenges were encountered?



SCHOOL DATA

Refer to Notification Form Sections F-H:

F. Languages of subgroups E1, E2, and E4 above	F1. Name(s) of language(s) of current or former/ever ELLs and those of students who speak a language other than English (e.g., Heritage Language Speakers)			F2. Name(s) of language(s) taught at the Checkpoint C level in this school		
	<input type="text"/>			<input type="text"/>		
G. School Demographics – data for ALL students in 12th grade. [Use whole numbers.]	G1. Total Enrollment (12 th grade only)			G2. # of students classified as ELLs (12 th grade only)		
	<input type="text"/>			<input type="text"/>		
H. Racial/ethnic Demographics – race/ethnicity data for students in 12th grade only. [Use whole numbers. The sum of H1 through H6 should equal G1 (total 12th grade enrollment)]	H1. # of American Indian or Alaska Native students	H2. # of Asian, Native Hawaiian or Other Pacific Islander students	H3. # of Black or African American students	H4. # of Hispanic, Latino, or Spanish Origin students	H5. # of Multiracial students	H6. # of White students
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- What methods were used to gather this data?
- What challenges were encountered?



SCHOOL DATA

Refer to Notification Form Section I:

List the names and titles of each **required** member of the SBC according to the roles listed.



ROLE	NAME	TITLE
Administrator	11. <input type="text"/>	12. <input type="text"/>
English Language Arts Teacher	13. <input type="text"/>	<input type="text"/>
English to Speakers of Other Languages Teacher	14. <input type="text"/>	<input type="text"/>
World Language Teacher	15. <input type="text"/>	16. Language(s) Taught: <input type="text"/>
School Counselor	17. <input type="text"/>	<input type="text"/>



IDENTIFYING PATHWAYS TO NYSSB

Use the following annotations to indicate potential pathways for NYSSB candidates: **ELL= Current ELLs** **FELL= Former/Ever ELLs**
HL = Heritage Learners **WL = World Language Students**

J. Using the checklist below, please check the potential ways in which your students will most likely earn the required 6 points towards the Seal of Biliteracy. (This is an anticipated list and can be changed after this form is submitted.)

J1	English	J2	World Language
	Score 80 or better on the NYS Comprehensive English Regents Exam or English Language Learners (ELLs) score 75 or above on two Regents exams other than English, without translation (1 point)		Complete a Checkpoint C level World Language course, with a grade of 85 or higher, or a comparable score using another scoring system set by the district and approved by the Commissioner, for both the coursework and final examination consistent with Checkpoint C standards (1 point)
ELL	ELLs score at the Commanding level on two modalities on the New York State English as a Second Language Achievement Test (NYSESLAT) as demonstrated by an overall scale score of 290 (1 point)	ELL	Provide transcripts from a school in a country outside of the U.S. showing at least three years of instruction in the student's home/native language in Grade 8 or beyond, with an equivalent grade average of B or higher (1 point)
ELL	Complete all 11th and 12th grade ELA courses with an average of 85 or higher or a comparable score using another scoring system set by the district and approved by the Commissioner (1 point)		For students enrolled in a Bilingual Education program, complete all required Home Language Arts (HLA) coursework AND the district HLA exam with an 85 or higher or a comparable score using another scoring system set by the district and approved by the Commissioner (1 point)
	Score 3 or higher on an Advanced Placement (AP) English Language or English Literature examination or Score 80 or higher on the Test of English as a Foreign Language (TOEFL) - (1 point)	ELL	Score at a proficient level on an accredited Checkpoint C World Language assessment (1 point)
ELL	Present a culminating project, scholarly essay or portfolio that meets the criteria for speaking, listening, reading, and writing established by the district's NYS SBC to a panel of reviewers with proficiency in English (2 points)	ELL	<p>J3. Please specify the approved Checkpoint C World Language Assessment(s): OPI in Swahili, Punjabi & Russian</p> <p>Present a culminating project, scholarly essay, or portfolio that meets the criteria for speaking, listening, reading, and writing established by the district's NYS Seal of Biliteracy Committee and that is aligned to the NYS Checkpoint C Learning Standards to a panel of reviewers with proficiency in the target language (2 points)</p>



PROJECT DESCRIPTION

Write drafts of the culminating project descriptions for Section K.

Example: Within the world language class, students research a topic of interest and global/cultural significance. Students then produce a culminating project, which can take several forms, such as a video or slide presentation. Students then present their project to a panel of reviewers and respond to spontaneous questions from the panel in the target language.



PROJECT DESCRIPTION

If your Seal candidates will complete a culminating project, the school must use a rubric that is consistent with the NYS learning standards and the ACTFL Intermediate High proficiency guidelines to evaluate the project.

Schools may:

- Develop their own rubrics or use a consortium rubric – these must be emailed to OBEWL when submitting the Notification form
- Use the suggested OBEWL rubric

K2. Culminating Project* Rubric(s) - The evaluation of English projects must be aligned to the NYS ELA Learning standards. The evaluation of World Language projects must be aligned to the American Council on the Teaching of Foreign Languages (ACTFL) Intermediate High proficiency level and the NYS Checkpoint C LOTE learning standards. The NYSSB website includes a sample World Languages Culminating Project rubric that schools may choose to use, in part or in its entirety. If schools choose to develop their own rubric(s) for the Culminating Project(s), they must submit them as Word documents or PDFs to obewldocsubmit@nysed.gov by December 1st of each year. **Schools are informed NOT to send links to online documents as they are not accessible by our staff.**

Please check one.

<input type="checkbox"/>	Our school will use the rubric that was developed in-house. A copy of this rubric will be sent to obewldocsubmit@nysed.gov following the submission of this form.
<input type="checkbox"/>	Our school will use the rubric created by our local consortium. A copy of this rubric will be sent to obewldocsubmit@nysed.gov following the submission of this form.
<input type="checkbox"/>	Our school will use the rubric created by OBEWL.



ACKNOWLEDGEMENT

Section L: Acknowledgement

- Who needs to sign this form?

- L. Acknowledgement - We recognize that committing to this process requires that we:
 - 1. agree to the criteria set by NYSED for students to earn the NYSSB and
 - 2. agree to deliver program data and information pertaining to the NYSSB to NYSED via the End-of-Year Data form.

M. Electronic signature of the Designee of the Building Principal

By entering your name below, you are signing this form electronically, attesting to the accuracy of the data submitted, and confirming that you have notified the Superintendent/Chief Academic Officer of the submission of this form. You agree that your electronic signature is the legal equivalent of your manual signature on this form.

M1. First Name: <input type="text"/>	M2. Last Name: <input type="text"/>	M3. Title: <input type="text"/>
M4. Email: <input type="text"/>		M5. Date: <input type="text"/>

*Culminating Project is used to refer to a project, scholarly essay or portfolio submitted for 2 points towards the NYSSB in English and/or a World Language.



INFORMING & MOBILIZING STAFF

How will you inform faculty and staff about the Seal of Biliteracy?

- Do a 5-minute presentation at a faculty meeting.
- Create a handout to put in faculty mailboxes.
- Include information on the NYSSB of Biliteracy in your faculty newsletter.

NYS Seal of Biliteracy

What is the NYS Seal of Biliteracy?

The NYS Seal of Biliteracy is an award given by a school, school district or county office of education in recognition of students who have attained a high level of proficiency in two or more world languages by high school graduation, one of which must be English. By offering the Seal, schools clearly state that mastery of two or more world languages is a critical skill for their graduates. It can take the form of a seal that appears on the student's diploma and/or a notation on the official transcript and graduation program. It can be accompanied by a medal, certificate, graduation cord or other regalia at the discretion of the school.

The New York State Seal of Biliteracy was passed by the Legislature and signed into law by Governor Andrew Cuomo on July 31, 2012 behind the sponsorship of Senator Robach and Assemblywoman Arroyo. Since the inception of this program, over **4,000** students from more than 80 countries have earned the NYS Seal of Biliteracy in 47 world languages and English.

What is the purpose of the NYS Seal of Biliteracy?

The purpose of the NYS Seal of Biliteracy is to recognize high school graduates who have attained a high level of proficiency in listening, speaking, reading, and writing in one or more languages, in addition to English.

Why should schools offer the Seal of Biliteracy?

- To encourage students to study languages
- To recognize the value of language diversity
- To provide employers with a method of identifying people with language and skills
- To provide universities with a method to recognize and give credit to applicants for attainment of high level skills in multiple languages
- To prepare students with 21st century skills
- To honor the multiple cultures and languages in a community

Schools in our region that already offer the New York State Seal of Biliteracy include:

Batavia City SD	Perry CSD
Brockport CSD	Rochester CSD (Early College International HS)
Churchville-Chili CSD	Rochester CSD (East High/EPO)
East Irondequoit CSD (Eastridge HS)	Rochester CSD (James Monroe HS)
Gates-Chili CSD	Seneca Falls CSD (Mynderse Academy)
Geneva City SD	Sodus CSD
Greece CSD (Arcadia HS)	Spencerport CSD
Greece CSD (Athena HS)	Watkins Glen CSD
Greece CSD (Odyssey HS)	Webster CSD (Webster Schroeder HS)
Greece CSD (Olympia HS)	Webster CSD (Webster Thomas HS)
Hilton CSD	West Irondequoit CSD (Irondequoit HS)
Honeoye Falls-Lima	Wheatland-Chili CSD
Marion CSD	Perry CSD

For more information on the NYS Biliteracy program at our school, contact:



INFORMING DISTRICT LEADERSHIP

Work with superintendent's office to schedule a brief presentation by the SBC to the Board of Education with the goal of informing them about the program and your progress.

Things to include:

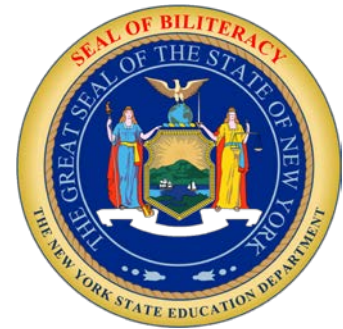
- What is the NYSSB?
- How does this relate to the ESSA College, Career, and Civic Readiness Measures?
- Who are the SBC members?
- What is the general timeline?
- How does a student earn the NYSSB?
- How members can support this initiative?

Readiness Measures	Weighting
<ul style="list-style-type: none">• Regents Diploma with Advanced Designation• Regents Diploma or Local Diploma with CTE Endorsement• Regents Diploma with Seal of Biliteracy• Regents Diploma and score of 3 or higher on an Advanced Placement (AP) exam• Regents Diploma and score of 4 or higher on International Baccalaureate (IB) exam• Regents Diploma and the passage of nationally certified Career and Technical Education (CTE) examination• Skills and Achievement Commencement Credential with an average score of 4 on the New York State Alternate Assessment Examinations (NYSAA) in language arts, mathematics and science	2.0



THE NYSSB ON YOUR DIPLOMAS

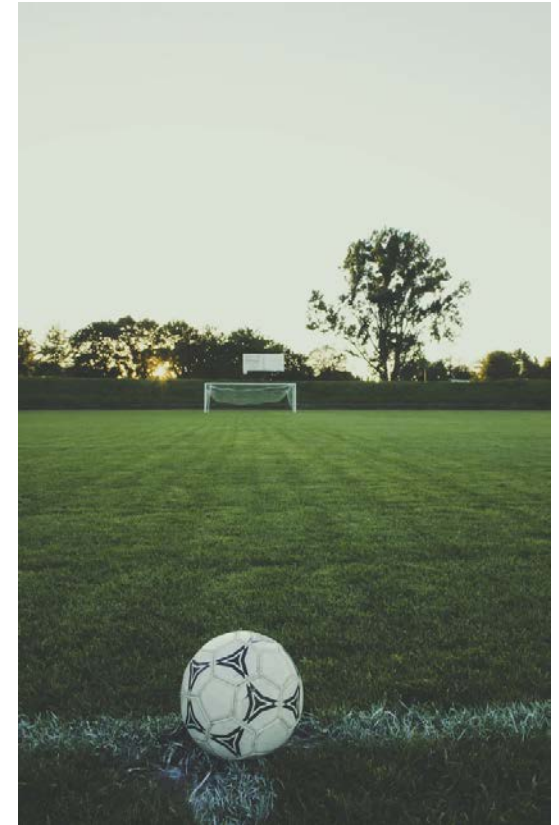
- Take out a sample of your school's diploma.
- The NYSSB is a round sticker that measures 1.5 inches in diameter.
- Determine where the NYSSB sticker will be best placed on your school's diploma.



REVISITING MODULE 2 OBJECTIVES

Participants will be able to:

- ✓ Make an implementation plan with a timeline, resources and staff needed
- ✓ Identify most common pathways for all candidates
- ✓ Develop a plan to inform school community about the NYSSB
- ✓ Review the School Notification Form



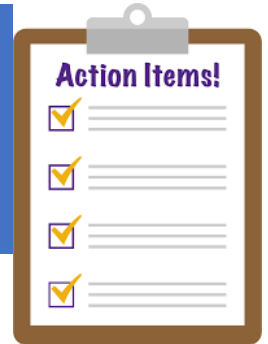
QUESTIONS?

Please share any additional questions you may have.

Further questions can be emailed to candace.black@nysed.gov or your local RBERN representative.



ACTION ITEMS



Before the next Module meeting, please do the following:

1. Schedule a Board of Education presentation - Bring the date, time and presentation for the event.
2. Plan for faculty outreach – Bring details (date, time) and any resources catered for the school.
3. Finalize the implementation plan – Bring the final copy of this document vetted by the SBC.
4. Finalize the Notification Form – Bring a copy.



FOR MORE INFORMATION

Please contact Candace Black at candace.black@nysed.gov or via phone at (518) 473-7505 with any questions on the NYSSB. New York City Department of Education schools should contact the Division of Multilingual Learners at dml@schools.nyc.gov.

[The OBEWL New York State Seal of Biliteracy website](#)

Regional Bilingual Education Resource Network (RBERNs):

- [NYS Language RBERN \(Statewide\)](#)
- [Capital District RBERN at Questar III BOCES](#)
- [Hudson Valley RBERN at SW BOCES](#)
- [Long Island RBERN at Eastern Suffolk BOCES](#)
- [Mid-State RBERN at OCM BOCES](#)
- [Mid-West RBERN at Monroe 2 - Orleans BOCES](#)
- [NYC RBERN at Fordham University](#)
- [RBERN West at Erie I BOCES](#)



ACKNOWLEDGEMENTS

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