



- Welcome to the NYS Seal of Biliteracy Guidance Toolkit.
 - The modules in this toolkit represent a collaboration between NYSED and the Mid-State and Mid-West RBERNs to support schools in beginning the process of implementation.
 - They are designed as a self-guiding process for individual schools or those who wish to work together in a consortium. The modules can be viewed in a sequence or individually to “brush up” on a particular topic.
 - Each module consists of an agenda, a PowerPoint, and various supporting documentation and exemplars. Schools are encouraged to use these documents for their promotional materials as well as for internal and external communications.
 - These modules are available online on the OBEWL website.
 - My name is _____ and I will be your guide for this module.
- Module 6, Planning to Celebrate the NYSSB, will guide participants through the process of organizing and implementing a celebration for the NYSSB candidates.
- For more information on starting a Seal of Biliteracy Program at your school or for any questions regarding the NYSSB, please contact Candace Black at candace.black@NYSED.gov.

MODULE 6 OBJECTIVES

Participants will be able to:

- Know how to fill out and submit the Seal Request Form;
- Brainstorm how, when, and where the New York State Seal of Biliteracy (NYSSB) candidates will be celebrated at their school; and
- Identify the resources, tasks, and staff necessary for this celebration.



- Let's start with the module objectives.
- By the end of this module, participants will be able to:
 - Know how to fill out and submit the Seal Request Form;
 - Brainstorm how, when, and where the NYSSB candidates will be celebrated at their school; and
 - Identify the resources, tasks, and staff necessary for this celebration.

WARM UP

How and when are you planning to celebrate the NYSSB in your school?



[Photo courtesy of Forest Hills High School](#)



- Reflect on how your school currently celebrates student achievement. What practices might you build upon to include the NYSSB?
- Start to share some of your initial ideas for celebrating the NYSSB.
 - What will you do?
 - When will you do it?
 - Who will be involved?

TIMELINE

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

As we review the suggested timeline, we have moved into the Celebration stage.

THE SEAL REQUEST FORM

- The [Seal Request Form](#) is an online form in which the school provides the number of Seal stickers and medallions requested, the school address to which they should be sent, and the date by which they are needed.
- It is recommended that the form be submitted by **May 31st** of **each school year** in order to receive the Seals and medallions in time for graduation.
- It is important for schools to work backwards from the date they will give out the Seal stickers and medallions to students and to allow at least one week's processing time from the date of request.



<http://www.nysed.gov/bilingual-ed/nyssb-seal-request-form>



- The [Seal Request Form](#) is an online form in which the school provides the number of Seal stickers and medallions requested, the school address to which they should be sent, and the date by which they are needed.
- This form is recommended to be submitted by **May 31th** of **each school year** in which the school wishes to offer the NYSSB; however, the deadline is flexible.
- It is important for schools to work backwards from the date they will give out the Seals and medallions to students and to allow at least one week's processing time from the date of request.

HONORING CANDIDATES

- Notification to parents
- School website
- Local newspaper article
- Bulletin board or school display
- School announcements
- Promotion in classes
- Notification to Board of Education
- Social Media

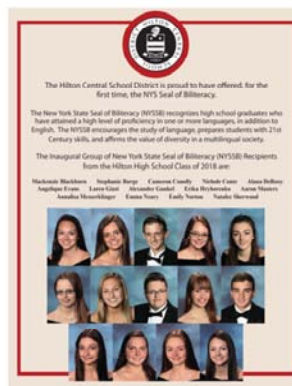


Photo courtesy of Hilton CSD



Schools are encouraged to consider how they might accomplish use the following to celebrate their Seal candidates:

- Notification to parents of Seal candidates;
- Your school website;
- An article on the Seal candidates in your local newspaper;
- A bulletin board or school display;
- School announcements;
- Displaying Seal candidate names and photos in classes;
- Notification to Board of Education; and
- Social Media.

AWARDING THE NYSSB

NYSED will provide:

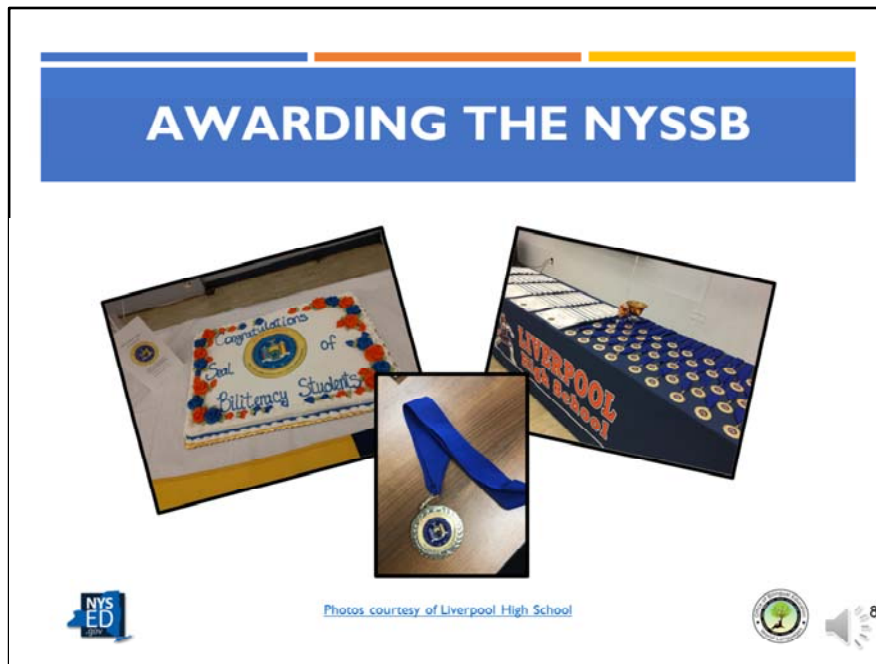
- A Seal sticker to affix to each candidate's diploma;
- A medallion for each candidate;
- Templates for schools to use to recognize students who earn the NYSSB and those who earn it in more than one world language in addition to English; and
- The digital NYSSB image of the current for schools to use in their publications/websites.



[Photo courtesy of Webster Central Schools](#)



- 2019-20 was the first time that the New York State Education Department provided the actual Seal stickers and a medallion for each student, free of charge. Prior to that year, schools were sent a digital image of the NYSSB and had to choose to purchase any additional graduation regalia for the NYSSB.
- In addition to the Seal stickers and medallions, OBEWL provides to all schools offering the NYSSB a set of three certificate templates:
 - One for students earning the standard NYSSB; and
 - Additional certificates for students earning the NYSSB in two or three world languages, respectively, in addition to English. Schools will need to type or write in the student names and then print the certificates.
- OBEWL will continue to provide NYSSB schools with the digital image of the current year's NYSSB for their use on publications or digital communications, including on their websites.
- All of these items are sent to schools upon submission of properly completed Seal Request and End-of-Year Data Forms.



Schools have found many ways to be creative in their celebration ceremonies from artful arrangements of medallions and certificates to a cake with an image of the NYSSB.

NOTATION ON OFFICIAL SCHOOL DOCUMENTS

- Notation on graduation program
- Notation on transcript - Code: 8312
- SIRS Reporting - Accountability Measures for College, Career & Civic Readiness

Legend


Class Periods = 83 minute blocks, alternate days, 40 weeks per year.


R: Regents	SS: Summer School
E: Enriched Curriculum	W: Withdrew
AP: Advanced Placement	Passing Mark: 65%

Graduated: 6/23/19


School: Batavia High School

Diploma Type: Advanced Regents with Honors with Biliteracy Seal





Images courtesy of Batavia High School



- The Seal of Biliteracy must be noted on the student's official transcript. An example of this from Batavia High School is shown on the screen. Schools can choose their own wording for this notation. Schools may also wish to print the digital Seal image on the transcript.
- We recommend that schools also indicate when a student earns the Seal of Biliteracy in the official graduation program in the same way they might indicate when a student graduates with the Regents Diploma with Advanced Designation.
- Finally, it is very important for districts to report the number of seniors who have earned the Seal of Biliteracy each year as part of the ESSA Accountability Measures for College, Career, and Civic Readiness.
 - Some schools will enter a special diploma code (8312) provided by NYSED into their student management system.
 - Other schools have a system in which the counselor checks a "Seal of Biliteracy" box for each student that earns the Seal.
 - Still others will work with their Regional Information Centers to ensure this information is reported to the State.
 - Seal of Biliteracy Coordinators may wish to connect with their head of

Counseling and their Data Specialist to identify how this works at their school and which staff member is responsible for this reporting.

REVISITING MODULE 6 OBJECTIVES

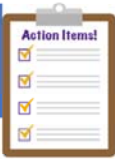
Participants will be able to:

- ✓ Know how to fill out and submit the Seal Request Form;
- ✓ Brainstorm how, when and where the NYSSB candidates will be celebrated; and
- ✓ Identify the resources, tasks and staff necessary for this celebration.





We have now reached the end of the presentation of Module 6. Let's revisit our objectives for this module. Consider whether the Seal of Biliteracy committee was able to accomplish all of the can-do statements included here.

ACTION ITEMS




- Bring a draft of your certificate;
- Identify staff member who puts the notation on the graduation program;
- Identify staff member responsible for entering NYSSB code (8312) in data management system; and
- Identify when and where you will celebrate NYSSB candidates.





[Image courtesy of East Irondequoit CSD](#)



- This module series is designed as a practical guide to implement a Seal of Biliteracy program.
- Each subsequent module picks up where the prior one left off.
- Whether working within a school or with a consortium of schools, it is recommended that viewers consider completing the following “homework assignments” in preparation for the next module:
 - Bring a draft of your certificate;
 - Identify the staff member who puts the notation on the transcript and graduation program;
 - Identify the staff member responsible for entering NYSSB code (8312) in data management system; and
 - Identify when and where you will celebrate NYSSB candidates.

QUESTIONS?

Please share any additional questions you may have.

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



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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 \(RBERNs\):](#)

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



- For more information on the NYSSB, please contact us at candace.black@nysed.gov or via phone at (518) 473-7505. We can also arrange for a virtual or in-person visit to a school to meet with your Seal of Biliteracy committee.
- New York City DOE schools should contact the Division of Multilingual Learners at dml@schools.nyc.gov.
- [The OBEWL New York State Seal of Biliteracy Website](#) has a wealth of information on the NYSSB and is easily accessible from this link or by visiting www.nysed.gov and typing Seal of Biliteracy into the Search bar.
- Every region of New York is serviced by one of 8 Regional Bilingual Education Resource Networks or RBERNs. These organizations can provide local support for a Seal of Biliteracy program. The link for each RBERN is listed below:
 - o [NYS Language RBERN \(Statewide\)](#)
 - o [Capital District RBERN at Questar III BOCES](#)
 - o [Hudson Valley RBERN at SW BOCES](#)
 - o [Long Island RBERN at Eastern Suffolk BOCES](#)
 - o [Mid-State RBERN at OCM BOCES](#)
 - o [Mid-West RBERN at Monroe 2 - Orleans BOCES](#)
 - o [NYC RBERN at Fordham University](#)
 - o [RBERN West at Erie I BOCES](#)
- Thank you for participating in this module. We hope this has been helpful. Please feel free to send any feedback on this module to the aforementioned email as we are always looking to improve the end user experience.

ACKNOWLEDGEMENTS

NYSSB TASK FORCE

Abby Baruch, NYC RBERN @ Fordham

Chastity Beato, Newburgh CSD

Cristina Campbell-Santiago, NYC DOE

Melissa Duquette, West RBERN

Jordan Gonzalez, Yonkers CSD

Jian Liu, NYSED-OBEWL

Pietro Mendola, Buffalo Public Schools

David Mumper, Hudson Valley RBERN

Wanda Ortiz-Rivera, Brentwood CSD

Paschalia Parpounas, Long Island RBERN

Lyda Ragonese, Syracuse CSD

Lourdes Roa, Mid-West RBERN

Roser Salavert, NYS / NYC Professional Development &
Resource Center for Religious and Independent Schools @
Fordham University

Jill Schimmel, NYC DOE

Sandy Strock, Capital RBERN

Jessa Waterhouse, Capital RBERN

Ron Woo, NYC Language RBERN @ NYU



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