



Computers for Youth: *Take IT Home* 2007-2008 School Application

Due Date: May 18, 2007

If you have any questions about this application, please contact Bill Rappel at 212-563-7300, ext. 18 or brappel@cfy.org. For additional information about Computers for Youth, please visit our website: www.cfy.org.

As you complete this application, please keep in mind that we will be selecting schools based on a number of **selection criteria** including, but not limited to, the list below. Your application will be reviewed by Computers for Youth staff, who will then schedule site visits with those schools that best meet our criteria. Final decisions will be based on both your application and our site visit.

Selection Criteria

- Minimum school-wide free/reduced lunch eligibility of 75%.
- Minimum principal tenure at the applying school of at least one year.
- Appropriate fit with principal's vision for:
 - connecting student learning at home and in school.
 - increasing parental engagement and involvement.
 - using technology to support teaching and learning.
- The principal's full support for a partnership with Computers for Youth, including the commitment of staff time to: 1) manage the collaboration between Computers for Youth and the school and 2) reach out to families to ensure their participation.
- The principal's designation of a school Project Manager who has exceptional organizational/management skills and the authority to resolve problems quickly. The Project Manager's main responsibilities are family outreach and ensuring that attendance is high at the Saturday Family Learning Workshop(s). These responsibilities are time intensive, especially during the week of the Saturday Family Learning Workshop.
- Ability of the Principal, Project Manager and Tech Coordinator to attend all Saturday Family Learning Workshop sessions.
- Principal's commitment to purchasing additional professional development services to leverage the Computers for Youth program and improve teaching, learning and parental involvement.
- Strong preference will be given to those schools whose physical plant meets the requirements for running a successful Computers for Youth Saturday Family Learning Workshop (these requirements are described in detail in the application). In special circumstances, schools that *do not* meet these requirements can still participate in Take IT Home if they are located near a school that *does* meet the requirements and is also participating in the program.

** The application begins on the next page. **



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Please Note: This application is designed to be completed electronically in MS Word; fields will expand to fit the text that you type. (In other words, you are not limited to the space below.) Once completed, please return to Bill Rappel (brappel@cfy.org) as an email attachment. If you have any questions, please contact Bill Rappel at 212-563-7300 ext. 18 or brappel@cfy.org.

Due date: Friday, May 18. Good luck!

Name(s) of this application's primary author(s) including titles:	Date:
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Section A - General Information		
1. School Name:	2. School Number (if applicable):	3. Grade levels:
4. Street Address:		
5. City/State:		6. Zip:
7. Telephone:	8. Fax:	9. School's Website (if applicable):
10. Neighbourhood in which school is located:	11. Is the school accessible by public transportation?	12. If so, what is the nearest subway line/ station and/or bus route/number?
13. Principal's Name:		14. Principal's email address:
15. Number of years as principal at this school:		16. Number of years as principal at other school(s):
		17. Number of years as assistant principal at this/other school(s):
18. Total expected school enrollment for '07-'08:	19. Expected 6 th grade enrollment for '07-'08:	20. Expected 7 th grade enrollment for '07-'08:
21. Are these enrollment estimates likely to change significantly (more than 15% per grade) between now and the middle of the '07-'08 school year? Please explain.		

22. Over the past three years, has the school's enrollment significantly (20% or more) increased or decreased? Please explain.
23. Percentage of total enrollment eligible for free/reduced lunch:
24. Please list the outside organizations and/or corporations with which the school currently partners including the approximate year the partnership was established. If your school is managed by an outside organization (e.g. Edison Schools), please describe below.

Section B – Building a Strong Working Relationship with Computers for Youth

The selection of an effective Project Manager is critical to the success of CFY's Take IT Home program. Although this person should be comfortable using a computer, what is most important is that he/she has exceptional organizational/management skills and enough authority to resolve problems quickly. The Project Manager's main responsibilities are family outreach and ensuring high attendance at the Saturday Family Learning Workshop(s). These responsibilities are very time intensive, especially during the week of the Saturday Family Learning Workshop.

1. Name of Designated Project Manager for CFY's Take IT Home program:	2. Title:	
3. Teaching subjects (if applicable):	4. Years in current position:	5. Years at school:
6. Briefly explain why the person above has been selected.		
<p>In addition to the Project Manager, two Teacher Representatives need to be selected. These teachers will attend the Saturday Family Learning Workshop to provide assistance to families and CFY's Master Teachers. Once the workshop is completed, the hope is that these teachers will share their experience with their colleagues and encourage them to take advantage of the home technology and software CFY has provided. In addition, these teachers may be asked to assist with coordinating teachers and students for in-school research, which usually takes place twice a year. These teachers should be among the school's most innovative. They should have a clear appreciation for the educational value of technology, home learning and parent involvement. Except for attending one Saturday Family Learning Workshop, their role is NOT time intensive.</p>		
7. Name of Designated Teacher Representative #1:	8. Title:	
9. Teaching subjects:	10. Years of teaching:	11. Years at school:

12. Name of Designated Teacher Representative #2:	13. Title:	
14. Teaching subjects:	15. Years of teaching:	16. Years at school:
17. Briefly explain why the teachers above have been selected.		
18. List Assistant Principal(s) including number of years at the school and main responsibility:		
19. Briefly describe the school's management/organizational structure. For example, is the school divided into academies with an AP responsible for each academy? If so what are the names of the academies and the AP responsible for each?		
20. Name of school-level Technology Coordinator(s) (if applicable):		
21. Name of the Building Engineer/Head Custodian and years at the school:		
22. Number of Full-Time <u>Classroom</u> Teachers:		
23. What percentage of the school's classroom teachers have worked at the school for 3 or more years?		
24. Please explain how the degree of teacher retention makes the school well suited to participate in CFY's program:		
25. Can the principal, project manager and tech coordinator all commit to attending Family Learning Workshops that takes place on Saturdays? Note: The number of Saturday Family Learning Workshops will depend on your school's sixth grade enrollment. Computers for Youth can serve as many as 120 families per Saturday.		
26. Are there any other school-related personnel who you believe would also commit to attending Saturday Family Learning Workshops? If so, what type of school-related personnel are they?		

Section C - Technology and the Curriculum

1. What is the principal's vision for using technology to support teaching and learning?

2. How close is the school to achieving this vision? What will it take to get there?

3. If the school were selected to participate in CFY's Take IT Home program for the '07-'08 school year and remains in good standing, the school's incoming 6th graders would be served annually. Such a multi-year partnership would be a significant long-term investment on CFY's part. Please describe how the school would leverage CFY's investment to improve teaching, learning, and parental involvement.

4. Other than the two Designated Teachers Representatives listed in section B, which teachers are recognized as among the most comfortable using technology and integrating it into their teaching? Please provide their names, grade level(s)/subject area(s) and years of teaching experience.

5. Please describe the type of support (including professional development, if applicable) that the school currently provides to teachers who are interested in better incorporating technology into their teaching.

6. What is the school's philosophy/policy regarding assigning homework to students?

7. On average, how often do the 6th grade teachers ask students to complete homework that requires the use of a computer during non-school time (i.e. to conduct Internet research, to create a paper that is typed, to create a PowerPoint presentation)?

Please select one response per subject area by underlining or **highlighting**:

Math:	Every day	Several Times Per Week	Several Times Per Month	Rarely	Never
English/ELA:	Every day	Several Times Per Week	Several Times Per Month	Rarely	Never
Social Studies:	Every day	Several Times Per Week	Several Times Per Month	Rarely	Never
Science:	Every day	Several Times Per Week	Several Times Per Month	Rarely	Never
Arts:	Every day	Several Times Per Week	Several Times Per Month	Rarely	Never

Section D - Family Involvement

1. What is the principal's vision for involving parents/families and in the education of their children? How close is the school to achieving this vision?

2. What initiatives, if any, does the school have in place to help parents/guardians become better learning partners for their children? Which are the school's most successful initiative(s) - and why?

3. Please describe three parent involvement events that the school typically runs. How many parents typically attend? How many teachers are typically involved? What roles do the teachers have, and who is responsible for the success of these events?

4. What are the school's greatest barriers to parent/family involvement? What strategies are in place to minimize these barriers?

Section E - Technology Infrastructure & Physical Plant

The questions below will help us determine if your school's physical plant meets the requirement for running a successful CFY Saturday Family Learning Workshop. These workshops, which are divided into two half-day sessions (AM & PM), are critical to the success of the CFY program. They use a personal approach and high teacher-to-student ratio to improve parents' confidence in helping their children learn and to teach parents and children how to use their CFY Home Learning Center to strengthen core academic skills. To participate in CFY's program, families must attend a single half-day workshop session where they learn on the Home Learning Center that then becomes theirs to keep.

CFY only runs Saturday Family Learning Workshops in school buildings that have the capacity to train 120 families per Saturday, 60 families in the AM session (8:00am-12:30pm) and 60 families in the PM session (12:00pm-4:30pm).

1. On which floor is the school located?		2. Are any other schools located in this building? If so, please list them.	
3. Is the school building typically open on Saturdays?	4. If yes, during what hours?		5. Does the school have a working elevator? If so, what are its floor dimensions?
6. Does the school have an auditorium, cafeteria, or other gathering place that can accommodate 100 people at a time (seated)?		7. How many <u>PC</u> compatible LCD projectors does the school have?	
8. How many PC computer labs does the school have?		9. How many Mac computer labs does the school have?	
10. How many of the computers in the lab(s) are currently working AND have reliable Internet access?			
11. Does the school have reliable wireless Internet access?		12. How many laptops with reliable wireless Internet access does the school have?	
13. What loading/unloading facilities does the school have (e.g. loading dock, access ramp)? Specifically, could large bins (48" long, 24" wide, and 30" high) of computer equipment be wheeled into the school from the street on dollies without having to negotiate stairs or other obstacles. Please note that the contents of the bins can NOT be removed and that the bins are too heavy to lift.			
14. Does the school have a large (24' x 12') and secure (locked) area in which CFY can store approximately 36 bins of computer equipment? Please note that these bins can NOT be stacked so approximately 288 sq. feet of floor space would be needed. This space would be used exclusively by CFY for up to six weeks depending on the school's enrollment and holiday/vacation schedule.			

During the workshop, 15 families are placed in each of the four classrooms. Because families are trained on the CFY Home Learning Center they take home at the end of the half-day session, CFY technicians set-up 15 computer work stations in each

classroom using 30 classroom desks and 30 unattached chairs. Each family's work station consists of two classroom desks and two chairs (one for the parent/guardian and one for the student). Depending on the size of the classroom, the workstations are usually arranged in 3 rows with 5 stations in each. In schools that have ATTACHED classroom furniture, folding tables and/or art tables have been used.

The workshops operate most effectively when ALL of the following rooms are located on the ground floor:

- 1) 4 classrooms for the workshop (with 30 desks and 30 UNATTACHED chairs)
- 2) 1 secure storage room for CFY equipment
- 3) 1 room near the 4 classrooms for CFY staff
- 4) 1 auditorium or cafeteria with the capacity to seat 100 people
- 5) 1 or 2 rooms with a total of 32 working desktops or laptops ALL with reliable Internet access.

Although this is the optimal configuration, CFY will consider alternatives. However, the 4 classrooms, the secure storage room and the CFY staff room **MUST** be located on the same floor. This floor does NOT necessarily need to be the ground floor as long as the building has a working elevator.

15. Below, please provide the data for each room listed:

1) Workshop Classroom #1 (room number/floor/furniture):

2) Workshop Classroom #2 (room number/floor/furniture):

3) Workshop Classroom #3 (room number/floor/furniture):

4) Workshop Classroom #4 (room number/floor/furniture):

5) Designated Storage Room (room number/floor):

6) Designated CFY Staff Room (room number/floor):

7) Auditorium/Cafeteria (room number/floor):

8) Computer Lab(s) (laptops or desktops/room number/floor):

Additional comments: