

A Guide for Parents of English Language Learners



"The struggle for justice does not end when the school bell rings"

KINDERGARTEN THROUGH HIGH SCHOOL

ENROLLING IN SCHOOL

AGE CHILDREN CAN ATTEND SCHOOL:

Every child age 5 to 21 has the right to attend public school until he or she graduates from high school. In New York State, 4 year olds also qualify for universal preschool and children as young as 3 may qualify for general education services if programs have space available.

A child entering school in kindergarten must be 5 years old by December 31 of that year. An eligible child cannot be turned away from kindergarten or placed on a wait list for lack of space. In addition, a teenager cannot be turned away from high school or sent to a GED program just because of age or limited prior education. All children ages 5 to 21 applying for public school must be admitted immediately and placed in an appropriate program within 5 school days.

IMMIGRATION STATUS DOES NOT MATTER

Immigrant students have the right to attend school regardless of the immigration status of the child or of the child's family members. No one in the school may ask about the child's or family's immigration status. Although some school forms ask for a social security number, parents and students are not required to give this information. Students are entitled to receive all school services, including free lunch, free breakfast, transportation, and educational services, even if they or their family are undocumented and don't have a social security number.

ENROLLMENT/PLACEMENT:

Parents of students entering elementary or middle school should contact their zoned school. Parents of students entering high school should contact the enrollment office in their borough of residence for more information on finding an appropriate placement or applying to high schools. Enrollment office contact information can be found on the DOE website and at the back of this pamphlet

on page 18.

A student is placed in a grade according to his or her previous school record. If a student does not have any previous school records, the student has the right to be admitted immediately and placed in a grade appropriate for his or her age. The school is then responsible for contacting the student's former school and obtaining the school records.

SCHOOL RECORDS OR TRANSCRIPTS FROM A SCHOOL OUTSIDE THE U.S.:

Students with foreign transcripts should have their transcripts translated either by the school they want to attend, the Department of Education (DOE), or an outside source. Once a transcript has been translated, it can then be evaluated by the school to determine the student's academic level or number of school credits.

Schools have two resources they can use for this purpose:

1. the DOE's Translation and Interpretation Unit (T & I) to translate text and
2. the Evaluating Foreign Transcripts manual to evaluate content.

Parents may also have their consulate, a community organization, or private service conduct the translation of the text. Official transcript translations must meet the following guidelines:

1. Translations must be in the same format as the original
2. All information must be translated.
3. The translation must be verbatim.
4. No evaluation or analysis of information by the translator should be included.

The translation must be typed on agency stationery and must be signed by the translator. Once the text has been translated, the school should use the DOE's Evaluating Foreign Transcripts Manual to evaluate the content. In the meantime, the student must be admitted to school.

PUBLIC SCHOOLS IN NYC SPECIFICALLY DESIGNED FOR NEW IMMIGRANT STUDENTS:

You can search the www.insideschools.org website or call Advocates for Children for information about all such existing programs in the city. You may also contact the Internationals Network for Public

Schools at 212-868-5180 or go to www.internationalsnps.org for more information.

SERVICES FOR STUDENTS LEARNING ENGLISH

All students, regardless of ability to speak English, have the right to a public education. Students learning English are entitled to special instruction to address their language needs. The primary models of instruction are bilingual education or English as a Second Language (ESL) classes.

ELIGIBILITY FOR BILINGUAL EDUCATION/ESL:

When a child enters the New York city schools, his or her parents or guardians must complete a *Home Language Identification Survey (HLIS)* that asks about the languages used in the home and used by the child. If the responses to the HLIS indicate that a language other than English is spoken in the home, the child must take the *Language Assessment Battery- Revised (LAB-R)* Test in English to find out the level of the child's English abilities. All students who score below the set level on the LAB-R are required to take either bilingual education or ESL. If a student scores below the set level on the LAB-R, the student must take the *New York State English as a Second Language Test (NYSESLAT)* once every year in May. When a student scores above the set level on the NYSESLAT, s/he will no longer be considered an ELL and will not be eligible for bilingual education, ESL or dual language.

Students in New York City who are eligible for bilingual education and ESL are designated as "English Language Learners" (ELL) or "limited English proficient" (LEP). Both terms mean the same thing, but "ELL" is now more commonly used.

HOW TO CONTEST A LAB-R SCORE:

If a parent doesn't believe that his or her child's LAB-R score accurately reflects the child's English abilities, he or she may request a re-test from the Department of Education's Office of English Language Learners at (212) 374-6072. The parent should be able to explain why the test score is inaccurate or why conditions for the first test-taking were not appropriate. Students are rarely allowed re-

tests on the LAB-R.

TYPES OF INSTRUCTIONAL PROGRAMS FOR ELLS

The primary models of ELL instruction in New York City are:

Transitional bilingual education program. Instruction may be given in English as well as in the student's native language. At first, instruction will be in the student's native language, with more instruction being given in English as the student becomes more proficient in English.

Dual language program. This model includes limited English proficient students and native English speakers in one classroom with the goal of developing proficiency in both languages for both groups of students. Dual language programs in NYC are primarily in Spanish and English, but exist for a few other languages as well, including Chinese, Haitian Creole, Russian, Korean, French and Arabic.

English as a Second Language (ESL) is a program in which students learn to speak, read, and write English from a teacher trained to teach English. Students are instructed entirely in English. Most new immigrant students are in ESL.

More information on these programs can be found at <http://schools.nyc.gov/Offices/ELL>

A PARENT CAN CHOOSE BETWEEN BILINGUAL EDUCATION AND ESL.

Parents have the right to decide whether they want their child to take bilingual education or ESL. ELL students have the right to bilingual education but are required at least to take ESL. Not every school has the right kind of bilingual education class for every child. For example, a child may need a Korean bilingual class when his or her school doesn't offer one. If another school in the child's district offers the appropriate bilingual program for a child, the parent has the right to transfer the child to that school and to be provided free transportation for the child to attend the school.

If there is no bilingual program in a child's language in any school in the child's district, the child must take ESL. If a parent does not want his or her child in bilingual education, he or she can decide to place his or her child in ESL. Every school should have an ESL class.

If you want to find out what bilingual programs are available or where they are located, you can call your District Family Advocate and speak with the ELL support staff there.

STUDENTS ARE ENTITLED TO HAVE ESL PROGRAMS TAILORED TO THEIR INDIVIDUAL SKILLS.

State law requires that ESL programs be designed to be appropriate for the student's particular English language abilities. Not every ESL student in the same class has to receive the same ESL curriculum. For example, an ESL student with significantly more advanced English skills than his or her classmates is entitled to a more advanced ESL curriculum.

REQUIREMENTS FOR SCHOOLS TO CREATE BILINGUAL EDUCATION PROGRAMS:

Elementary and junior high schools that have 15 or more ELL students with the same native language in the same grade or 2 contiguous grades are required to create a bilingual program in that language. High schools that have 20 or more ELL students with the same native language in one grade are required to create a bilingual program in that language.

PARENTS HAVE THE RIGHT TO NOTICE AND INFORMATION REGARDING BILINGUAL EDUCATION AND ESL.

Under state law, parents must be notified when their child is required to take bilingual education or ESL. They also have the right to (1) an explanation of the different program options, and (2) an orientation session on the state standards, assessments, school expectations and general program requirements for bilingual education and ESL. This orientation must be provided in the first semester of the child's enrollment in school. School districts must also make an effort to meet with parents at least twice a year to help them understand the goals of the program and how they might help their children. **All information should be provided in the parent's or guardian's native language when needed.**

PROMOTION & GRADUATION

POLICY

PROMOTION REQUIREMENTS

In the New York City public schools, students in grades 3 to 12 are promoted to the next grade level if they meet the graduation criteria for their grade level.

In *Kindergarten to 2nd grade* schools and school staff largely decide whether or not a student should be promoted.

In *3rd, 5th and 7th grade* students must pass citywide standardized tests in reading and math. The possible scores are 1, 2, 3, or 4. A score of 2 or above allows a student to be promoted.

In *4th, 6th and 8th grade* there are multiple criteria. Students cannot be held over based upon failure to meet one criteria alone. Student promotion is based on a review of:

- Standardized Tests: Students must pass citywide and state assessments.
- Student Work: Students must typically meet grade level performance standards through their school work, teacher observations and grades.
- Attendance: Students generally are expected to attend school for at least 90% of the school year.
*8th graders must also pass their academic subjects.

In *9th –12th grade* students are promoted primarily based on how many credits they have. Students must have: 8 credits to be promoted from 9th grade, 20 credits to be promoted from 10th grade and 28 credits to be promoted from 11th grade.

Promotion guidelines for students at each grade level can be found in Chancellor's Regulation A-501at:
<http://schools.nyc.gov/Administration/ChancellorsRegulations>.

GRADUATION REQUIREMENTS

In order to graduate from high school, students must:

1. Complete 44 credits,
2. Attain 90% attendance, and
3. Pass five Regents Examinations (in English, Math, Global History and Geography, U.S. History and Government, and Science).

The score needed to pass the Regents examinations depends

on when the students enters 9th grade. The Regents exam requirements for a Local Diploma are outlined below:

<u>Year ENTERING 9th grade</u>	<u>Regents Exams Score</u>
2001-2004	55 or higher on all 5 Regents
2005 or above, the rest 55 or above	2 out of 5 Regents with a score of 65
2006 or above, the rest 55 or above	3 out of 5 Regents with a score of 65
2007 or above, 55 or above on one	4 out of 5 Regents with a score of 65
2008	65 or above in all 5 Regents

ELL students who have been in the U.S. less than 3 years may take the Regents exams in their native language where available, but all ELL students must pass the English Regents exam in English. The other Regents exams are available in Spanish, Chinese, Russian, Haitian, and Korean.

PARENT RIGHTS

PARENTS ARE ENTITLED TO RECEIVE SCHOOL-RELATED INFORMATION IN THEIR NATIVE LANGUAGE.

Parents and guardians have the right to receive school related information in their primary language. In NYC schools, translation and interpretation services should be available in at least Arabic, Bengali, Chinese, Haitian Creole, Korean, Russian, Spanish, and Urdu. Parents have the right to have meetings orally interpreted and have notices and letters translated. Interpretations and translations must be accurate and appropriate. For example, a Cantonese speaker may not be an appropriate interpreter for a parent who speaks primarily Mandarin. All schools should also have notices posted at or near the school entrance stating where parents can receive these services and should provide a cover letter accompanying any document that isn't translated telling parents how they can get the information translated.

A parent who needs information interpreted or translated should request this service from the school's Parent Coordinator or Principal. Parents often do not receive the translation and

interpretation services they need.

WAYS THAT PARENTS CAN BECOME INVOLVED IN SCHOOLS AND SCHOOL GOVERNANCE:

Parents have many ways to participate in deciding how schools are run and how their children are educated.

(1) Parent Coordinator. The parent coordinator is responsible for helping to address parent concerns and supporting parent involvement in the schools. Contact the parent coordinator at your school for more information or with specific concerns.

(2) School Leadership Teams. Every New York City public school is required to have a School Leadership Team. Half of this team must be parent members elected by other parents. The team is responsible for designing the school's Comprehensive Education Plan (CEP) which governs key policies including the school's budget, curriculum, parent involvement, staff development, services for ELLs and translation and interpretation services.

(3) Parent and Parent-Teacher Associations (PA/PTA). Every school must have a PA or PTA that is controlled by parents or by parents and teachers. The PA/PTA has the right to obtain complete information about a school's operation and student achievement levels. The PA/PTA also has the right to be consulted by the school in all decisions about the school's operation including budget, hiring, and curriculum decisions. However, PAs and PTAs cannot make final decisions about school operation.

(4) Title I. Parents can also participate through Title I programs, a federal program for raising the achievement levels of low-income and minority children, including English Language Learners. Title I provides extra money to schools with a high percentage of low-income or minority children.

Title I requires that parents be directly involved in deciding how funds are used in the school. Funds can be used for a wide range of things including afterschool programs, tutoring, and parent trainings. Every Title I school must have a written policy describing how parents can participate in Title I planning. For more information on how to get involved with designing and funding Title I programs, contact the parent coordinator in your school.

(5) Community Education Councils (CECs). CEC council members are representatives of the parents and community at large. Their role is to reflect the needs and wishes of the community regarding the education of its children. CEC meetings are open to

the public and provide an opportunity for the community to be heard on educational hearings.

Parents interested in serving on a CEC should complete a self-nominating application form available on the DOE's website, www.schools.nyc.gov, under "Offices and Programs".

COMPLAINTS OF DISCRIMINATION

The law prohibits discrimination or harassment based on race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender, military status, prior record of arrest or conviction, predisposing genetic characteristic, or status as a victim of domestic violence, sexual offense or stalking. If you feel that you have been subjected to such discrimination or harassment, you may file a complaint with any of the following agencies:

NYC DOE Office of Equal Opportunity (OEO)	(718) 935-3320
U.S. Department of Education, Office for Civil Rights	(646) 428-3900
New York City Commission on Human Rights	(212) 306-7050

Complaints must be filed with OEO within one year of the event which is the subject of the complaint.

AGENCIES/ORGANIZATIONS AND SCHOOLS

COMMUNITY BASED ORGANIZATIONS (CBOs)

A community-based organization is a non-profit, *non-governmental* agency committed to helping the members of the community in which it is located. Different organizations provide different types of services. For example, some CBOs provide information on immigration and housing issues while others may provide information and assistance with education issues and day care. Many CBOs provide direct services like health services, counseling, cultural

programs, and legal services for example. Most CBOs provide assistance to particular groups of people in specific communities.

The Mayor's Office of Immigrant Affairs (MOIA) publishes a Directory of Services for Immigrants that lists community-based organizations that assist immigrants in each of the five boroughs. This guide is available at MOIA and also on the city's website at www.nyc.gov/immigrants.

OVERVIEW OF NYC PARENT ORGANIZING GROUPS

Center for Immigrant Families

The Center for Immigrant Families was created to advance human rights of immigrant families and engage community members in collective efforts for social change. The Center works primarily with low-income immigrant women of color and relies on a "participatory action research" approach to organizing that believes in a community's participation in its transformation." This model connects psychological issues with social, political, legal and economic needs. "Through an empowerment process that includes workshops, trainings, and campaigns that emphasize peoples' histories, culture, and experiences, The Center builds community power for social justice." The Center conducts workshops with headstart centers and service agencies that have not typically had an organizing component and with community groups interested in strengthening their work. Participants can also pursue 'organizing for change' training, which include issue analysis, long-term planning and organizational building sessions. Most participants become activists in their communities and children's schools, create support around child care and domestic abuse, and connect to women's and international campaigns. Participants have joined efforts to enact universal pre-k legislation and bi-lingual education. For participants, this is often their first experience with the "self-empowerment linked to cooperative leadership and democratic social action," that characterize The Center's programs.

Parent Action Committee (New Settlement Apartments)

The Parent Action Committee, (PAC), is a group of parents and community members dedicated to improving the public education afforded the children of District 9 in the Bronx. The district includes 36 schools and has a reputation as one of the most poorly performing in the city. PAC accomplishes its goals through research, leadership development, "know your rights" workshops, community forums and demonstrations.

PAC's organizing model seeks to build community power and make officials accountable for their policies. The organization is housed at and supported by the New Settlement Apartments (NSA), a group that manages 900 units of Bronx housing.

At a local school, PAC parents seek reforms to build the capacity of the principal and teachers through implementation of a buddy system with a high performing school to support good practices. PAC also seeks a school review by outside educators and local parents to evaluate the school and make recommendations. On a district wide basis, PAC has joined with community organizations to demand that the superintendent declare a state of emergency and adopt a plan including teacher training, safer schools, and community school review. More than 1,700 district residents have signed a petition of support.

Mothers on the Move (MOM)

In 1992, Mili Bonilla and Barbara Gross launched Mothers on the Move (MOM) in the South Bronx to mobilize parents to reform local public schools in an area facing enormous challenges. The district has a predominance of failing schools with a high number of inexperienced and unlicensed teachers, resulting in some of the city's lowest reading scores, escalated rates of school violence and chronic teacher turnover. Outraged with the indifference to their children's education, MOM created a membership organization that would bring about change by engaging parents in strategy sessions and advocating for quality schools through public meetings, negotiations with those in power, press conferences, rallies and direct actions.

MOM emphasizes that community empowerment and representation as well as holding public officials accountable for their policies and practices are critical to effective change. In 1993 and 1996, through their participation in school board elections, two South Bronx representatives won seats on the school board, which had been controlled by the Throgs Neck area, a more affluent, mostly White neighborhood. Today, MOM has about 700 dues-paying members - primarily women - and addresses a range of community issues such as housing, neighborhood safety, health and environmental concerns.

Queensbridge Community in Action (QCIA)

Yvette Grissom, Hollis Jackson and Donna Steele created Queensbridge Community in Action (QCIA) to improve community involvement in public education and to hold district schools accountable for their responsibility in educating children. Since 1998,

QCIA has held community meetings on school policy, parents' rights, school resources and the public education hierarchy.

QCIA began with a campaign at a neighborhood school designated by the State Department of Education as low performing and cited by the Federal Department of Education Office of Civil Rights for referring a disproportionate number of African American and Latino children to Special Education. QCIA organized a meeting between Queensbridge residents and the school's principal. At the meeting, parents asked the principal to respond in writing to their recommendations. When she failed to do so, they pursued a meeting with the District Superintendent, who agreed to meet with them on a regular basis to discuss ongoing concerns. As a result, the school now provides leadership training for parents as well as childcare and Spanish translation at all meetings. QCIA parents vow to continue to knock on every door in the Queensbridge Housing Projects to organize so that every child in the community receives a quality education.

GOVERNMENT AGENCIES

A government agency is a unit of government that has been authorized by law to perform a specific function. You can contact every City agency and dozens of administration officials by email. You can also access many government services by dialing 311. Below are examples of some of the government agencies that exist in New York City. A full listing of all government agencies in New York City can be found on the city's website at www.nyc.gov.

- NYC Department of Education (DOE)
- Administration for Children Services (ACS)
- New York City Housing Authority (NYCHA)
- NYC Department of Health and Human Services
- New York Police Department (NYPD)

LEGAL SERVICES ORGANIZATIONS

Such organizations provide free legal assistance to low-income families. Some organizations limit their representation to specific legal matters, such as education law, housing law, or family law. Others provide a broad range of legal services. Below are a few examples of legal service organizations that work in New York City:

- **Advocates for Children**—provides assistance regarding educational matters of New York City public school children and children with special education needs.

- **Legal Services for New York City (LSNY)**—provides a broad range of civil legal services to low-income New Yorkers, including legal representation in Consumer Law, Disability Law, Education Law, Elder Law, Family Law, HIV Advocacy, Housing Law, and Income Maintenance / Government Benefits. LSNY has offices in each borough.
- **Bronx Defenders**—provides assistance in both criminal and civil legal matters to residents of the Bronx. Their office brings together experts from a variety of disciplines – criminal and civil attorneys, social workers, investigators, parent advocates, and community organizers – to tackle the needs of their clients.
- **Legal Aid Society of New York**—provides legal assistance to low-income New Yorkers in civil and criminal matters. The Civil Practice provides direct legal assistance to more than 30,000 clients each year. The Criminal Practice is the primary public defender in New York City and the Juvenile Practice represents 90% of the children who appear before the Family Court. The Legal Aid Society has offices in every borough.

OPTIONS AFTER HIGH SCHOOL:

COLLEGE:

College is an option for immigrant students, documented or not, although there may be additional barriers for undocumented students. Some colleges, for example, charge out-of-state tuition to students who are not legal residents, and federal and most state financial aid is not offered to undocumented students. However, there are New York City colleges that offer in-state tuition for undocumented students, and there are financial aid or scholarship options that do not require a social security number, legal residency, or citizenship.

TUITION POLICIES

The tuition rates of public schools vary depending on whether a student is a resident of the state or is an out-of-state resident. While federal law prohibits in-state tuition for undocumented students, New York State passed a law in 2001 that provides in-state tuition benefits to undocumented students who have attended high school in the state for two or more years and graduate, or attended a New York State GED program and received a GED from New York State. Undocumented students in New York can therefore attend public colleges and universities and pay in-state tuition rates. To get in-state tuition, undocumented immigrants must file an affidavit stating that they have applied to legalize their status, OR that they will apply to do so as soon as they are eligible. Your college can provide you with a sample affidavit.

FINANCIAL AID:

STATE AND FEDERAL GRANTS

State and federal grants are awarded only to U.S. citizens or eligible non-citizens. To apply for a federal or state grant, you must complete the Free Application for Federal Student Aid (FAFSA), www.studentaid.ed.gov, which requires the student's social security number. To qualify, you must be a U.S. citizen, U.S. national or an eligible non-citizen. You are an eligible non-citizen if you:

- * are a U.S. permanent resident with an Alien Registration Card (I-551)
- * are a conditional permanent resident with an I-551C card
- * have an Arrival Departure Record (I-94) from the Department of Homeland Security with any of the following designations: refugee, asylum granted, parole, or Cuban-Haitian entrant.

If a student is a US Citizen but one or more of their parents is undocumented, the student is eligible for federal student aid. However, if the parents supply a fake or stolen social security number (SSN) on the form, the student's FAFSA will be rejected when the parent's social security number fails to match. The FAFSA may also be rejected when the parents submit a SSN or Taxpayer Identification Number (TIN) that is valid for work purposes only. If the parents do not have a social security number or the social

security number fails the match, they should use 000-00-0000 as their social security number on the FAFSA form.

The following is a list of websites that have information on financial aid options for college. Many of these sites have information about financial aid that does not require a social security number, legal residency, or citizenship.

www.latinamericanassoc.org	Latin American Association
www.yesican.gov	US Gov (English & Spanish)
www.ed.gov	US Dept of Ed
www.hsf.net	Hispanic Scholarship Fund
www.maldef.org	Mexican Legal Defense & Educ Fund
www.chci.org	Congressional Hispanic Caucus
www.chciyouth.org	*See section called "Ask Rocio"
www.needcollegemoney.com	"Pathways To Scholarships"
www.cmf-scholarship.org	Celia & Marcos Scholarship Fund
www.blackexcel.org/100minority.htm	Site with multiple scholarship links
www.fastweb.org	Free personal scholarship search
www.americorps.org	Americorps Information & Funding

SCHOLARSHIPS

Another potential source of financial aid is private scholarships. There are a few private scholarships for undocumented students that do not require the student to be a US citizen or resident or have a social security number in order to apply. The following is a list of scholarships, many of which do not require a social security number, legal residency, or citizenship in order to apply. Contact each scholarship provider for details about updated requirements and deadlines.

- Scholarships for Undocumented Students:
www.getreadyforcollege.org/pdfGR/ScholarshipsUndocumented.pdf
- Bell Labs Fellowships for Under Represented Minorities
<http://www.bell-labs.com/fellowships/CRFP/info.html>
- Student Inventors Scholarships
<http://www.invent.org/collegiate/>
- Christophers Youth Programs and Scholarships
<http://www.christophers.org/NETCOMMUNITY/Page.aspx?pid=271&srcid=192>
- Coca-Cola Two Year College Scholarships <https://www.coca-colascholars.org/cokeWeb/jsp/scholars/TwoYearInstructions.jsp>
- Holocaust Remembrance Scholarships
<http://holocaust.hklaw.com/>
- Ayn Rand Essay Scholarships
<http://www.aynrand.org/contests/>
- Brand Essay Competition
<http://www.instituteforbrandleadership.org/IBLEssayContest-2002Rules.html>
- Gates Millennium Scholarships
<http://www.gmsp.org/publicweb/Scholarships.aspx>
- Sports Scholarships and Internships
<http://www.ncaa.org/about/scholarships.html>
- National Assoc. of Black Journalists Scholarships (NABJ)
<http://www.nabj.org/programs/scholarships/index.html>
- Thurgood Marshall Scholarship Fund
http://www.thurgoodmarshallfund.org/sk_v6.cfm
- FinAid: The Smart Students Guide to Financial Aid scholarships <http://www.finaid.org>
- Presidential Freedom Scholarships
<http://www.servicelearning.org/hehome/index.php>
- Microsoft Scholarship Program
http://www.microsoft.com/college/ss_overview.mspx
- Scholarships for Latino Students:
<http://www.latinocollegedollars.org/>
- Scholarships for Hispanic Students:
<http://www.scholarshipsforhispanics.org/>
- Hope Scholarships & Lifetime Credits
<http://www.ed.gov/inits/hope/>
- William Randolph Hearst Endowed Scholarship for Minority Students > <http://www.apsanet.org/PS/grants/aspen3.cfm>
- Multiple List of Minority Scholarships
<http://gehon.ir.miami.edu/financial-assistance/Scholarship/black.html>
- Guaranteed Scholarships <http://www.guaranteed-scholarships.com/>
- NAAS Scholarship Program <http://www.naas.org/senior.htm>
- Maryland Artists Scholarships <http://www.maef.org/>

24. IES Abroad International Studies Scholarships
https://www.iesabroad.org/IES/Scholarships_and_Aid/financialAid.html
25. Scholarships for Migrant Workers and their Children
<http://www.migrant.net/migrant/scholarships.htm>
26. Actuarial Scholarships for Minority Students
www.beanactuary.org/minority/scholarship.cfm
27. International Students Scholarships & Aid Help
<http://www.iefao.org/>
28. Burger King Scholarship Program
<http://www.bkscholars.csfa.org/>
29. Siemens Westinghouse Competition <http://www.siemens-foundation.org/en/>
30. GE and LuLac Scholarship Funds
www.lulac.org/programs/scholar.html
31. CollegeNet's Scholarship Database
www.collegenet.com/mach25
32. Union Sponsored Scholarships and Aid
<http://www.aflcio.org/issues/education/higher.cfm>
33. Federal Scholarships & Aid Gateways 25 Scholarship
<http://www.blackexcel.org/25scholarships.htm>
34. Scholarship & Financial Aid Help
<http://www.blackexcel.org/fin-sch.htm>
35. FAFSA On The Web (Your Key Aid Form & Info)
<http://www.fafsa.ed.gov/>
36. Aid & Resources For Re-Entry Students
<http://www.back2college.com/>
37. INROADS internships <http://www.inroads.org/>
38. Black Alliance for Educational Options
http://www.baeo.org/programs?program_id=2
39. ScienceNet Scholarship Listing
<http://www.sciencenet.emory.edu/undergrad/scholarships.html>
40. Rhodes Scholarships at Oxford <http://www.rhodesscholar.org>
41. The Roothbert Scholarship Fund
<http://www.roothbertfund.org/scholarships.php>
42. Live Out Loud Scholarship for College bound NYC Lesbian, Gay, Bisexual, and Transgender Students
<http://www.liveoutloud.info>
43. Barbara Wiedner and Dorothy Vandercook Memorial Peace Scholarship www.GrandmothersForPeace.org/scholarships (To support students who value peace and social justice.)
44. Davis Putter Scholarship Fund www.davisputter.org Provides grants to students actively working for peace and justice.
45. Patrick Charnon Scholarship
www.cesresources.org/charnon.html Helps students afford high quality education in chosen field of study.
46. Peter F. Vallone Academic Scholarship Program
www.bmcc.cuny.edu/finaid/grants/vallone.html To recognize graduates of New York City high schools who attained a "B" or higher average and successfully completed at least 12 College Preparatory Initiative (Regents level) year long courses.
47. Salvadoran-American Leadership and Educational Fund
www.salef.org/Ed_Youth_Prog.html Awards Salvadoran, Central American, and Latino American students scholarships to help "Fulfill Their Dreams."
48. Scholar Athlete Milk Mustache of the Year (SAMMY)
www.sammyapplication.com Support students who have demonstrated excellence in athletics and academics.
49. TELACU: The East Los Angeles Community Union
www.telacu.com Awards hundreds of scholarships each year to students in California, Texas, Illinois and New York.

WORKSHOPS FOR UNDOCUMENTED STUDENTS ABOUT COLLEGE

New York State Youth Leadership Council:

<http://nysyouthleadershipcouncil.googlepages.com/homepage>

Information about in-state tuition, tuition assistance for undocumented students, and college planning workshops.

College Readiness Workshop for Immigrant Students

Sunnyside Community Services

Thursdays, March 6-April 10, 2008 6:00-8:00pm

Contact: collegereadiness@gmail.com for more info and to apply

A workshop series (once a week for six weeks) for undocumented high school students to receive help with college applications, personal statements, SAT information and financial planning.

INTERNSHIPS:

DURING OR AFTER HIGH SCHOOL

The following is a list of internships available for immigrant students. Please consult the websites listed for more information.

Senator Barack Obama:

Summer internships in the Washington DC office of Senator Barack Obama are available through March 23rd. They are looking for students who are interested in politics, communications and public service, and who have strong writing and research skills. Bilingual and multilingual students are particularly encouraged to apply. You can get further information and the application at <http://obama.senate.gov/services>.

Girls for Gender Equity is seeking young women, ages 16-19 years old, to apply for a part-time, paid Community Organizing Internship (August 2008-June 2009) with our Sisters in Strength program. The internship will focus on Youth Leadership, Consciousness Raising, Social Growth and Identity, Education and Career, and Community Service. Interns receive a stipend of \$8/hour to work up to 10 hours/week throughout the duration of the internship. Applications (attached to this email) are due in GGE's office by 5pm on May 30, 2008. Late applications will not be accepted. Please email Mandy at mandy@ggenyc.org with questions or to request the internship application.

Coalition of Immokalee Workers

<http://www.ciw-online.org/index.html>

Internships with New York City Government

<http://www.nyc.gov/portal/site/nycgov/menuitem.ef4fe70090165407a62fa24601c789a0/>

Union Summer

Union Summer is a 10-week educational internship to participate in and develop skills useful for union organizing drives and other campaigns for workers' rights and social justice.

<http://www.aflcio.org/aboutus/unionsummer/>

Pricewater House Coopers (Accounting Careers)

Leadership Institute Bryant University

June 22-27

T. Abraham D. Hunter, Faculty

tahunter@bryant.edu

<http://admission.bryant.edu/admissions/pwc>

401-232-6344

Sadie Nash Leadership Project

157 Montague Street, 4th Fl.

Brooklyn, New York 11201

p: 718.422.8664

e: info@sadienash.org

http://www.sadienash.org/programs_about.htm

Summer Institute (SI): The SI is an opportunity for young women to take time to look at their own leadership, their potential leadership, and the leadership of others while developing a strong community of female peers. The SI is a unique full-time summer program that is made up of twenty-five young women currently attending high school. The young women meet women Leaders, like activists, doctors, politicians, artists, and writers; attend challenging and inspiring courses (on leadership and identity as well as on topics such as human rights, education policy, sociology, women's history); while strengthening, empowering and equipping themselves to be agents for change in their world.

Families for Freedom

25 Chapel Street, #703

Brooklyn NY 11201

718.858.9658 x204

<http://www.familiesforfreedom.org/>

A New York-based multi-ethnic defense network by and for immigrants facing and fighting deportation. The group is composed of immigrant prisoners (detainees), former immigrant prisoners, their loved ones, or individuals at risk of deportation. The members come from Latin America, the Caribbean, and South Asia.

Malcolm X Grassroots Movement

388 Atlantic Avenue, 3rd Floor

Brooklyn, NY 11217
718.254.8800
www.mxgm.org

A community based organization dedicated to fighting against oppression of people of African decent. Their programs include work against police brutality, working with Katrina victims, supporting political prisoners, and working with youth in Crown Heights.

Casa Atabex Ache

471 East 140th Street, Basement
Bronx, NY 10454
718-585-5540
http://www.casaatabexache.org/index.php?name=aboutUs_copy

A grassroots organization created to meet the health and empowerment needs of women in the Mott Haven community of the Bronx. Some of their programs include: Entre Mujeres/Between Women programs focus on mother/sister/daughter relationships, male/female interaction, rape and domestic violence, sexual behavior and health care. SisterSong is dedicated to raising awareness about reproductive-tract infections and building grassroots advocacy. Fuerza/Power, a peer group program, offers young women up to 18 years old an opportunity to learn about reproductive health care, social issues and leadership.

Youth Force:

320 Jackson Ave.
Bronx, NY 10454
<http://www.youthforce.com/>

An organization created and run by and for young people in the South Bronx. Youth Force mobilizes young people to participate in community organizing, educational campaigns and political advocacy. Building on their direct experience with the juvenile and criminal justice systems, Youth Force members developed the Community Justice Center to prevent and reduce the incarceration of youth. The Center provides legal education, referrals to education, jobs, counseling and other services as well as individualized "court support" for young people going through the judicial system.

Bronx Pryde at Bronx Defenders

860 Courtlandt Avenue
Bronx, NY 10451
(718) 838-7878
(800) 597-7980
<http://www.bronxdefenders.org/comm/002.html>

Bronx PrYde is a youth-focused, youth-directed, youth-led project committed to helping young people develop into community leaders.

The Point

940 Garrison Avenue
Bronx, NY 10474
(718) 542-4139
Kelly Terry (contact person)

Summer camp/Youth development work. Summer inters do tutoring and coordinate other activities. Need a letter of interest describing why you want to work there and resume. Hours would be around M-F 8:30-4:30, but they are flexible.

Youth Ministries for Peace and Justice

1372 Stratford Avenue
Bronx, NY 10472
718-328-5622

YMPJ's mission is to develop youth leaders by mobilizing their existing skills and capacities to reconstruct and sustain the Soundview/Bruckner community. Members have organized public housing tenants and homeowners to create a community garden, to participate in local policing efforts and to provide youth services in public housing. Through information gathering by young people, community meetings, rallies, parent involvement and petitions, YMPJ has successfully gained summer jobs for youth. YMPJ has also addressed environmental concerns such as pollution of the Bronx River and the disproportionately high asthma rates among community residents.

Exploring : A program for Career Education

All year round by RSVP

Travis Smith 212-651-2964
Farrah Rhaman 212-651-2876
Bradley Ferrara 212651-2914

**Career Opportunities in the Accounting Profession (COAP)
April 11**

http://www.nysscpa.org/futurecpas/coap_description.htm

www.nysscpa.org

Mail applications to:

Inez Spann

c/o New York State Society of CPAs

3 park Avenue, 18th Floor

New York, NY 10016

Fax-212-719-3364

The Forest Summer Collaborative

Street Trees Internship

Plant Science Internship

Geographic Information Systems Internship

Junior Crew Leader Internship

www.wavehill.org/education

Columbia University Science Honors Program

(Ask your Counselor around January) **Deadline Postmark
deadline March 7**

Mail application to : Science Honors Program/Columbia University

Mail Code 5256 Pupin Physics Laboratories

550 West 129th Street

New York, NY 10027

212-854-3354

The Legal Bound Program 2008

The Manhattan District Attorney's Office invites and HS students to take a variety of interactive curriculums including: Belonging to a Gang; The Road to nowhere Stop, and Arrest, The Laws Governing Police Action Crimes in Cyberspace: A Guide for Young People Using the Internet. Domestic Violence; Adult and Teen Relationship; Abuse Bias and Hate Crimes; Don't be tolerant to Intolerance; How to Better your Community; Gun Violence and Young People; Student must reside in Manhattan between the ages of 14-17years old call 212-335-9082.

Register. *Mail resume and essay by March 28th 2008.*

Community Affairs Unit

New York County District Attorney's Office

Attn: Ms. Carol Ragsdale

One Hogan Place Room 824

New York, New York, 10013

EMPLOYMENT RIGHTS:

All workers, documented or not, have rights that protect them against unfair labor practices. State and federal labor laws provide for a minimum wage, overtime pay, protection from discrimination at the workplace, and compensation for work-related injuries, among other rights, for all workers.

You have a right to minimum wage: By law, regardless of immigration status, workers in New York must earn at least \$7.15 per hour. There are some exceptions to this minimum wage for workers who receive tips or are farm workers. For more information call the New York State Department of Labor: 800-447-3992 (note: immigration status does not matter!).

You have a right to overtime pay: Also, a standard work week is 40 hours a week. If you work more than 40 hours a week, for most New York workers, you are entitled to overtime pay of one and half times your regular wage for the extra hours. For example, if you earn \$8.00/hr, your employer should pay you \$12.00/hour for each hour over 40 hours that you worked that week. There are some exceptions, for example if you are a live-in domestic worker, you have a right to one and a half times your regular rate for the hours you work over 44 hours a week.

Under New York State law, for each day that you work over 10 hours, you have the right to be paid an additionally hourly minimum wage rate for that day. For example, if you work 12 hours in one day and you make \$8.00 an hour, you should earn \$8.00 x 12 hours = \$96, plus \$7.15, for a total of: \$103.15.

You have the right to be paid on time.

Manual laborers must be paid every week, most other workers must be paid at least twice a month.

Deductions from wages:

Employers deduct fixed amounts of money from your paycheck for various state and federal taxes. They may also make deductions for certain employee benefits that you authorize.

Examples of legal deductions:

- Federal and State taxes
- Union dues
- Health and pension benefits
- Child support payments

Employers may not make deductions:

- To pay for things you broke
- For poor performance
- As punishment for being late
- For the cost of purchasing and cleaning uniforms

You have a right not to experience discrimination at your job. There are laws that protect workers from discrimination based on color, race, national origin, religion, sex, age, marital status, sexual orientation, disability and status as a victim of domestic violence.

You have the right to be compensated if you get hurt or sick because of your job. New York State Workers' Compensation pays for medical treatment of work related injuries and illnesses. It may also provide cash benefits if your injury or illness prevents you from working. For more information go to: <http://www.nelp.org/docUploads/pub139%2Epdf>.

What can you do to protect your rights?

Keep accurate records of the hours you work and the pay you receive. Many employers do not follow the legal requirement to maintain accurate records showing how many hours their employees worked, wages earned and payroll deductions. If the employer fails to keep a record of your employment, a judge or Department of Labor investigator will rely on the records you maintained as evidence. For more information and tips on how to maintain your work records, see:

<http://www.nelp.org/docUploads/Protecting%20your%20right%20to%20get%20paid%2D%2DJuly%202005%2Epdf>

If you feel you are owed wages, you can file a claim for unpaid wages with the **United States Department of Labor** or the **New York State Department of Labor**. The relevant offices to contact are:

**U.S. Dept. of Labor,
Wage & Hour Division**

26 Federal Plaza
Room 3838
New York NY 10278
(212) 264-8185

**NY State Department of Labor,
Wage & Hour Division**

345 Hudson Street
New York, NY 10014
(212) 352-6700

If your claim is for less than \$5,000 you may also file a lawsuit in Small Claims Court. For more information go to: <http://www.nycourts.gov/courts/nyc/smallclaims/index.shtml> (English, Spanish, Chinese and Russian); or go to: <http://www.nelp.org/docUploads/Your%20Right%20to%20be%20Paid%5FAug%2005%5FREVISED%2Epdf> for a list of small claims court locations.

If you feel you have been discriminated against at your workplace, you can file an administrative charge or file a lawsuit. For more information go to: <http://www.nelp.org/docUploads/pub110%2Epdf>.

Many community based organizations and legal organizations can help you if you are having a problem at your job or have questions about your worker rights. The following are some community and legal organizations in New York City that help immigrant workers.

Employment Law Clinic for Low-wage Immigrant Workers.

By appointment only, call (212) 417-3800 Monday/Wednesday, or (888) 218-6974 Tuesdays/Thursdays.

Chinese Staff and Workers' Association

<http://www.cswa.org/www/index.asp>

Manhattan Chinatown Center

55 Chrystie St., Rm. 201

New York, NY 10002

(between Hester & Canal)

Tel: (212) 334-2333 / (212) 619-7979

Fax: (212) 334-1974

Brooklyn Worker's Center

5411 7th Avenue

Brooklyn, NY 11220

(between 54th & 55th Streets)

Tel: (718) 633-9748

Fax: (718) 437-6991

Asian American Legal Defense and Education Fund

99 Hudson St, 12th Floor

New York, NY 10013-2815

T (212) 966-5932

F (212) 966-4303

www.aaldef.org

Latin American Workers Project

1080 Willoughby Avenida 2nd Piso

Brooklyn, New York 11221

Telefono: (718) 628-6222

Fax: (718) 628-4111

<http://www.elptla.org/>

Domestic Workers United

<http://www.domesticworkersunited.org/>

2473 Valentine Avenue

Bronx, NY 10458

t: (718) 220-7391 x 11 or 23

f: (718) 220-7398

domesticworkersunited@gmail.com

Esperanza del Barrio

2290 2nd Ave. South Store, Ground Floor

New York, NY 10035

Phone: (212) 289-9025

Fax: (212) 289-9026

Email: info@esperanzadelbarrio.org

<http://www.esperanzadelbarrio.org/>

MFY Legal Services, Inc.

299 Broadway, 4th Floor

New York, NY 10007

Telephone Intake Hours:

Monday & Tuesday 2:00 pm - 5:00 pm

212-417-3838

Legal Aid Society – Employment Law Project

Hotline: (888) 218-6974

To obtain an appointment from the Employment Law Project, a potential client must call the project's hotline phone number and leave a brief message of his or her legal issue and a telephone number. A staff member will return each call and conduct a screening interview.