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ABSTRACT

This resource guide is intended to familiarize teachers with the U.S. Department of Education's support programs, services, and publications. Organized into five sections, the guide begins with brief descriptions of the Department's major offices and their responsibilities. The next section explains both formula and discretionary grants, briefly describes Department programs relevant to teachers, and includes the names and telephone numbers of the following managing offices: Elementary and Secondary Education, Special Education and Rehabilitative Services, Postsecondary Education, Vocational and Adult Education, Educational Research and Improvement, and Bilingual Education and Minority Languages Affairs. Section three describes services and resources to advance research, information, and communication about education issues. The fourth section lists education clearinghouses that provide information on materials, programs, research, and other resources helpful to educators. The final section lists free Department of Education publications along with ordering information. An evaluation sheet for this guide is included. By centralizing and compiling this information about services to teachers, the Department hopes to increase teachers' access to educational resources available throughout the country. (LL)

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# A Teacher's Guide to the U.S. Department of Education

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**Richard W. Riley**  
**Secretary of Education**

**Fall 1993**

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## Foreword

As the Clinton Administration strives to promote education excellence and nationwide school reform, we intend to form a partnership with America's teachers. If our mission to build a high-performance education system for the 21st century is to be successful, it is critical that we tap the knowledge, experience, and insight you have gained as classroom practitioners. We can't go on saying that teaching and learning are at the heart of everything without listening to teachers.

That is why one of the first steps I took as Secretary of Education was to appoint Terry Dozier -- a practicing classroom teacher and former National Teacher of the Year -- as my special adviser.

Terry once sent me a message that has become the cornerstone of my philosophy on education reform: "Children aren't born smart, they get smart." That means it is possible for all of us, working together, to give every child in America the key to a successful future -- a quality education. Our challenge is to focus on improvement in teaching and learning and to bring about fundamental change in an innovative, positive, and supportive way.

I hope that each of you will look to the U.S. Department of Education as your partner in education. *A Teacher's Guide to the Department of Education* is intended as a resource guide to our support programs, services, and publications. In turn, we will count on your input as we devise policies and services to assist the nation's schools.



Richard W. Riley

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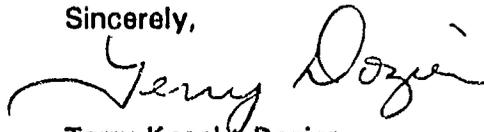
Dear Colleague:

The mission of the U.S. Department of Education is to "ensure equal access to education and to promote educational excellence throughout the Nation." In order to achieve this mission, the Department must remain constantly responsive to, and supportive of, those who are directly responsible for the quality of education in this country — its classroom teachers. It is crucial that policy makers work in close partnership with practitioners, those who know the education system intimately and fully understand what support is needed. Conscious of this, the Department is renewing and revitalizing its efforts to serve the nation's teachers. Secretary Riley appointed me, a veteran teacher, to be his special adviser, because he felt it was critical to have a classroom teacher on his immediate staff to serve as a "reality check" on our policies, programs, and legislation. It's exciting to have an administration that places a high value on teachers. I hope to use this position to reach out to all of you in the field, so that the Department can benefit from your insights and experience as it formulates its policies and support services to schools.

By centralizing and compiling information on the U.S. Department of Education's services to teachers, we hope to increase teachers' access to the educational resources available throughout the country. From my own experience, I know that teachers aren't necessarily in the habit of looking to the U.S. Department of Education for help, but the Department offers many valuable resources to teachers in the way of programs, services, and publications. These resources would be more valuable if they were widely known and used. Think of this publication as a road map of sorts. It provides a general description of programs and their relative location within the Department, and it is also a reference to which you can turn with specific needs or questions.

I would appreciate your taking the time to complete the evaluation sheet at the back of this guide. Please help us by being candid with your comments — let us know what helps and what doesn't, so that we can structure our priorities accordingly. We see this guide as one step in what we hope will be a lively dialogue between teachers and the Department of Education.

Sincerely,



Terry Knecht Dozier  
Special Adviser to the Secretary of Education



## **The National Education Goals**

### ***By the year 2000:***

- 1. All children in America will start school ready to learn.**
- 2. The high school graduation rate will increase to at least 90 percent.**
- 3. American students will leave grades four, eight, and twelve having demonstrated competency in challenging subject matter including English, mathematics, science, history, and geography; and every school in America will ensure that all students learn to use their minds well, so they may be prepared for responsible citizenship, further learning, and productive employment in our modern economy.**
- 4. U.S. students will be first in the world in science and mathematics achievement.**
- 5. Every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship.**
- 6. Every school in America will be free of drugs and violence and will offer a disciplined environment conducive to learning.**

## Introduction

The U.S. Department of Education is divided into a number of major offices which carry out different components of the Department's mission. This guide lists these different offices and briefly describes their major responsibilities.

### Office of the Secretary (OS)

Responsible for overall direction of the Department, establishing agency goals, and representing the Department.

The Office of Public Affairs (OPA) within the Office of the Secretary, conducts the Department's public affairs activities.

### Office of the Deputy Secretary (ODS)

Works with the Secretary to achieve the President's policy agenda and is responsible for internal management of the Department as well as oversight of program offices and external relations.

### Office of the Under Secretary (OUS)

Principal policy adviser to the Secretary and responsible for the Budget Office and Office of Policy and Planning.

The Budget Office within the Office of the Under Secretary develops the program and internal administrative budgets.

The Office of Policy and Planning evaluates programs and conducts long-range planning.

### Office of Chief Financial Officer (CFO)

Responsible for the Department's financial management functions and coordinates grants and contracts.

## **Office of Inspector General (OIG)**

Conducts audits and investigations of agency programs and operations to detect and prevent fraud, waste, and abuse and promotes the efficient and effective use of resources in meeting ED's mission to ensure access and excellence in education.

## **Office of the General Counsel (OGC)**

Provides legal services to the Department.

## **Office of Elementary and Secondary Education (OESE)**

Manages programs that provide financial assistance, direction, leadership, and technical assistance to state and local education agencies to improve elementary and secondary education.

## **Office of Postsecondary Education (OPE)**

Provides financial assistance for students enrolled in postsecondary education programs and supports institutions in the development of student services, college housing and facilities, and innovative instructional programs.

## **Office of Special Education and Rehabilitative Services (OSERS)**

Provides federal funds to promote improved education for children with disabilities and the rehabilitation and independence of disabled adults.

## **Office of Bilingual Education and Minority Languages Affairs (OBEMLA)**

Administers programs to assist students with limited proficiency in English.

## **Office of Vocational and Adult Education (OVAE)**

Funds programs to prepare people of all ages for employment and to provide adults with basic skills.

### **Office for Civil Rights (OCR)**

Enforces laws that prohibit discrimination on the basis of race, color, national origin, sex, age, or disability in education programs receiving federal funds. Provides technical assistance to help schools achieve voluntary compliance with the civil rights laws that OCR administers.

### **Office of Educational Research and Improvement (OERI)**

Funds research and demonstration projects to improve education and libraries and collects and disseminates statistical information on the condition of education.

### **Office of Legislation and Congressional Affairs (OLCA)**

Serves as liaison to Congress and coordinates legislative efforts.

### **Office of Intergovernmental and Interagency Affairs (OIIA)**

Serves as liaison to intergovernmental, interagency, international, community, and public advocacy groups.

The Office of Private Education within OIIA ensures that students attending private schools receive equal access to education opportunities, particularly those available through federal education programs.

### **Office of Human Resources and Administration (OHRA)**

Provides administrative, personnel, equal employment opportunity, technology, and other support services to the Department, and administers the Family Education Rights and Privacy Act.

## Grant Programs

The U.S. Department of Education funds and administers education programs for a variety of purposes and populations. This guide briefly describes those programs that are relevant to teachers, and the offices that manage them. It also lists telephone numbers (and in some cases names) you can call with specific questions in these areas.

Before describing the programs themselves, it is important to describe the various types of grant programs that exist in the federal government.

Federal legislation that establishes programs of assistance provides varying degrees of discretion to the federal agency in the administration of the programs. One of the basic variables is the degree to which the federal agency is allowed to determine to whom and how much assistance will be provided. When Congress wishes to make that decision itself, it normally provides a formula.

*Formula Grants* are based on population, per capita income, specialized clientele, or some other measure of need or a combination of measures specified in the authorized legislation and are usually made to state governments but may be made to local governments and can be passed through state governments to institutions within the state. There may be provision for re-allocation of unused funds or restrictions on the rate of program growth or decline. Also specified is the percentage of program cost which the federal government will share and the recipient population to be served. Whatever the formula, the discretion of the federal agency is limited to application of the formula and to setting rules for operation of the program within the limits of the formula.

*Discretionary Grants.* When Congress does not provide a formula for the distribution of available funds, the Department is able to exercise a certain amount of discretion consistent with the authorizing legislation (hence the term *discretionary grants*), concerning who may participate in the program, the extent of participation, or both. When this occurs, it is necessary to establish criteria for selection and for program size and growth. It is also necessary to establish some mechanism for competition among applicants.

General requirements and selection criteria for discretionary grant programs without specific regulations are spelled out in the Education Department General Administrative Regulations. For most discretionary grant programs, the Department issues specific program regulations that are published in the *Federal Register* and codified annually in the Code of Federal Regulations. In addition, for each program, the Department publishes a notice in the *Federal Register* each time it invites applications for a new grant award competition. The Department also publishes in the *Federal Register* other notices related to a discretionary grant competition, e.g., notices of proposed and final annual priorities applicable to a grant competition in a particular program.

## Office of Elementary and Secondary Education Programs

### *School Improvement Programs*

School improvement programs provide financial assistance to state and local education agencies, institutions of higher education, and other public and private nonprofit organizations for a wide variety of programs designed to improve elementary and secondary education throughout the country.

#### Dwight D. Eisenhower Mathematics and Science Education Program

The Eisenhower Program is designed to improve the skills of teachers and the quality of instruction in mathematics and science in the Nation's public and private elementary and secondary schools. Opportunities for teacher professional development are funded by the Eisenhower State Grant Program through state education agencies and state higher education agencies. Projects of national significance are funded by the Department of Education's Office of Educational Research and Improvement, by the Eisenhower National Program. Applications for this program are available through the national program office.

- o Eisenhower State Program, Doris Crudup, (202) 401-1336, or Eisenhower National Program, Charles Stalford, (202) 219-2126

#### Foreign Languages Assistance Program

The Foreign Languages Assistance Program provides assistance to states for model programs in foreign language instruction at both the elementary and secondary levels in Chinese (all dialects), Japanese, Korean, Arabic (all dialects), and Russian. These languages have been identified as critical to the economic and security interests of the United States. Program information is available from State Educational Agencies (SEAS).

- o Doris Crudup, (202) 401-1336

### Drug-Free Schools and Communities Program

The Drug-Free Schools and Communities Program provides funds to assist States, schools and communities in the design, implementation and evaluation of alcohol and drug education and prevention programs. Teachers can receive training and materials that can help them prevent and reduce the use of alcohol and other drugs by elementary and secondary school children. These services are available to teachers through the following grant programs:

#### State and Local Grants Program

This is a formula grant program which allocates funds to States based on school-age population and Chapter 1 funding. Each State's allocation is divided between the State educational agency (SEA) and the Office of the Governor. The SEA must allocate at least 90 percent of the funds it receives to local school districts. The Governor provides financial support to schools, parent groups, community-based organizations, or other public or private nonprofit organizations. Most school districts receive a grant under this program by submitting an application to their SEA. Many of these school districts provide training and materials for teachers.

Teachers should contact their principal or superintendent to find out more about the services that their school district provides under this program. Each SEA and Governor's office also has a contact person that oversees the State's program. Information on these State contacts is available through the national office.

- o Michelle Padilla, (202) 401-0749

#### Programs for Indian Youth

This program is administered under a Memorandum of Agreement between the Department of Education and the Department of the Interior. Services are provided for alcohol and drug education and prevention programs that benefit Indian children attending elementary and secondary schools operated or funded by the Bureau of Indian Affairs (BIA). These services include training and materials for teachers who work with students in BIA schools.

- o Bill Harris, (202) 401-0751

### Program for Native Hawaiians

This program provides assistance for alcohol and drug education and prevention programs that benefit native Hawaiians. Services under this program are currently provided by the Kamehameha Schools in Hawaii, and include training and materials for teachers who work with native Hawaiian students.

- o Bill Harris, (202) 401-0751

### Demonstration Grants for institutions of Higher Education

This program provides funds to colleges and universities for model demonstration programs coordinated with local elementary and secondary schools for the development and implementation of quality drug and alcohol abuse education and prevention programs.

- o Seledia Shephard, (202) 401-0729

### School Personnel Training Grants Program

This program provides assistance to State educational agencies, local educational agencies, and institutions of higher education to establish, expand, or enhance programs and activities for the training of elementary and secondary school teachers and administrators, and other elementary and secondary school staff, concerning drug and alcohol abuse education and prevention.

- o Ethel Jackson, (202) 401-2492

### Counselor Training Grants Program

This program provides financial assistance to state educational agencies, local educational agencies, institutions of higher education, and private, nonprofit organizations for the training of counselors, social workers, psychologists or nurses who are providing or will provide drug abuse prevention, counseling, or referral services in elementary and secondary schools.

- o Bill Mattocks, (202) 401-0595

### Emergency Grants Program

This program provides funds to school districts that demonstrate a significant need for additional assistance in combatting drug and alcohol abuse. Grants range from \$100,000 to \$1,000,000 to support comprehensive drug prevention services.

- o Ruth Tringo, (202) 401-2457

### Federal Activities Grants Program

This program provides financial assistance to State educational agencies, local educational agencies, institutions of higher education, and non-profit agencies, organizations and institutions to develop, implement, disseminate, and evaluate educational strategies and programs for drug and alcohol abuse education and prevention.

- o Gail Beaumont, (202) 401-2490

### Regional Centers Program

This program supports five Regional Centers to: (1) train school teams to assess and combat drug and alcohol abuse problems; (2) assist State educational agencies in coordinating and strengthening drug and alcohol abuse education and prevention programs; (3) assist local educational agencies and institutions of higher education in developing training programs for educational personnel; and (4) evaluate and disseminate information on effective drug and alcohol abuse education and prevention programs and strategies. These Centers provide teacher training, and also have publications and materials available to teachers. The addresses, phone numbers and contacts for these centers are provided in the appendix on resources.

- o Kim Light, (202) 401-1598

## Chapter 2, State and Local Programs

Chapter 2 is designed to: (1) provide the initial funding to enable state and local educational agencies to implement promising educational programs that can be supported by state and local sources of funding after such programs are demonstrated to be effective; (2) to provide a continuing source of innovation, educational improvement, and support for library and instructional materials; (3) meet the special educational needs of at-risk and high cost students; (4) enhance the quality of teaching and learning through initiating and expanding effective schools programs; and (5) allow state and local educational agencies to meet their educational needs and priorities for targeted assistance. Two of the seven targeted assistance areas emphasize training opportunities for teachers and other educational staff.

- o Zulla Toney (202) 401-1154

### Ellender Fellowship Program

The Ellender Fellowship Program provides funds to the Close Up Foundation of Washington, D.C., to allocate fellowships to low-income students to enable them to participate in the Close Up Foundation's program. The fellowships are awarded annually by the Foundation's board of directors on the basis of equitable geographic distribution, community interest, and the availability of matching funds from other sources in the community. Contact Barbara Kriebs at the Close Up Foundation for further information.

- o Barbara Kriebs, (703) 706-3300

### Christa McAuliffe Fellowship Program

The Christa McAuliffe Fellowship program provides grants to states to reward excellence in teaching. Outstanding teachers receive fellowships to continue their education, to develop innovative programs, to consult with or assist local education agencies, private schools, or private school systems, and to engage in other education activities that will improve their knowledge and skills as well as the education of students. Information about the program is available through the state administrator.

- o Jimmie Lue Holmquist, (202) 401-1154

#### Women's Educational Equity Act Program

The Women's Educational Equity Act program provides funds to eligible institutions and individuals to develop model programs designed to promote education equity for women and girls at all levels of education, in particular, women and girls who suffer multiple discrimination, bias, or stereotyping based on sex and race, ethnic origin, disability or age. It also provides financial assistance to enable education institutions to meet the requirements of Title IX of the Education Amendments of 1972. Materials developed under the program are available from the Women's Educational Equity Act Publishing Center in Newton, Massachusetts, (1-800-225-3088). Information is also available about this program through school districts.

- o Carrolyn Andrews, (202)401-0657

#### Magnet Schools Assistance Program

The Magnet Schools Assistance Program provides funds to local public school districts to assist them in planning and establishing magnet schools that are part of an approved desegregation plan. The magnet schools must reduce, prevent or eliminate minority student isolation in one or more district schools. They also must offer courses of instruction that will significantly improve students' knowledge of academic subjects and their grasp of tangible and marketable vocational skills. The discretionary grants are awarded through national competitions that are held once every two years. Applications are available through the national office.

- o Steven L. Brockhouse, (202) 401-0364

#### Desegregation of Public Education Program

The Desegregation of Public Education Program is authorized by Title IV of the Civil Rights Act. It provides technical assistance, training and advisory services to school districts in the areas of race, sex, and national origin desegregation. The services are provided by State educational agencies and by regional desegregation assistance centers. Information about services in your State or region may be obtained from the national office.

- o Annie R. Mack, (202) 401-1357

## *Compensatory Education Programs*

### Chapter 1 Program in Local Educational Agencies

This Chapter 1 program offers financial assistance through formula grants to State educational agencies (and they in turn make subgrants to local educational agencies) to meet the special educational needs of educationally deprived children at the preschool, elementary, and secondary school levels. Information about the Chapter 1 program in local educational agencies is available through the State Chapter 1 office. Professional development for both Chapter 1 teachers and regular classroom teachers who teach participating children is allowable.

- o Mary Jean LeTendre or William Lobosco, (202) 401-1682

### The Education for Homeless Children and Youth Program

The Education for Homeless Children and Youth program makes formula grants to State educational agencies (and they in turn make subgrants to local educational agencies) to ensure that each child of a homeless individual and each homeless youth have access to the same free, appropriate public education and services that are provided to the children of a resident of a State.

- o Francine Vinson, (202) 401-0728

### The Follow Through Program

The Follow Through program authorizes discretionary grants to local educational agencies and institutions of higher education to provide comprehensive services and develop, demonstrate, and disseminate effective educational practices to improve the school performance of children from low-income families in grades K-3.

- o Robert Alexander, (202) 401-1725

### The Even Start Family Literacy Program

The Even Start Family Literacy Program makes formula grants to State educational agencies (and they in turn make subgrants to local educational agencies and other entities) and discretionary grants to Indian tribes and tribal organizations, to provide family-centered education projects to help parents become full partners in the education of their children, to assist children in reaching their full potential as learners, and to provide literacy training for their parents.

- o Patricia McKee, (202) 401-1692

### The Training in Early Childhood Education and Violence Counseling Program

The Training in Early Childhood Education and Violence Counseling program makes discretionary grants that enable institutions of higher education to recruit and train students (particularly those who are disadvantaged) for careers in early childhood development, and in the care and counseling of young children and their care givers affected by community violence.

- o Robert Alexander, (202) 401-1725

### *Office of Indian Education Programs*

The Office of Indian Education funds special programs to improve education opportunities for Indian children and adults, and to address the culturally related academic needs of Indian children. Information about the various Indian education programs is available through the national office.

- o Jon C. Wade, (202) 401-1887

### *Office of Migrant Education Programs*

The Office of Migrant Education administers and coordinates programs relating to the education of the children of migratory agricultural workers and fishers. Information about the various Migrant Education Programs is available through the Office of Migrant Education.

- o Francis Corrigan, (202) 401-0740

### *Impact Aid Program*

The Impact Aid Program makes formula grants to school districts that serve federally connected students (e.g., military dependents and children living on Indian lands) and to certain school districts containing a significant amount of Federal property. Funds may be used for general education purposes, and teachers are frequently responsible for distributing and collecting survey forms used to identify eligible students.

- o Charles Hansen, (202) 401-3637

## **Office of Special Education and Rehabilitative Services Programs**

The Office of Special Education and Rehabilitative Services (OSERS) supports programs that assist in educating children and youth with disabilities, provides for the rehabilitation of youth and adults with disabilities, and supports research to improve the lives of individuals with disabilities.

OSERS is divided into three program areas: the Office of Special Education Programs, the Rehabilitation Services Administration, and the National Institute on Disability and Rehabilitation Research.

### *The Office of Special Education Programs*

The Office of Special Education Programs (OSEP) is responsible for administering programs relating to the free appropriate public education of all children, youth, and adults with disabilities. OSEP oversees programs to expand and improve special education, administers grants to state education agencies to help state and local districts serve children and youth with disabilities and monitors state programs to ensure that students with disabilities receive appropriate education and that their rights and those of their parents or guardians are protected. OSEP also administers programs to train special education teachers and conducts research in improved methods of special education. Some grants are given to all the states according to a formula prescribed in congressional legislation authorizing the program; others are awarded to individuals or institutions on the merit of competitive applications.

In addition, OSEP oversees regional resource centers that offer training to personnel in state and local departments of education and other agencies that work with children who have disabilities. OSEP provides funds to improve captioning technology for individuals with hearing impairments and to increase the use of high-quality instructional media materials and technology for children and youth with disabilities.

- o JoLeta Reynolds, (202) 205-5507

*The Rehabilitation Services Administration*

The Rehabilitation Services Administration (RSA) allocates grants to state vocational rehabilitation agencies to help individuals with physical or mental disabilities obtain employment through counseling, medical and psychological services, job training, and other individualized services. Priority is given to those individuals who are severely disabled. RSA also funds programs that train rehabilitation professionals, enrich the lives of individuals with disabilities, increase their employment opportunities, or enable people with severe disabilities to live more independently with their families or in their communities.

- o Beverlee Stafford, (202) 205-9331

*The National Institute on Disability and Rehabilitation Research*

The National Institute on Disability and Rehabilitation Research (NIDRR) provides leadership and support for a comprehensive and coordinated national and international program of rehabilitation research. NIDRR's most important goal is to find ways to ensure that disabled persons have the opportunity to live independently. Working with both federal and private-sector organizations, NIDRR develops and implements long-range plans for rehabilitation research and coordinates the work of all federal agencies supporting or conducting such research. NIDRR also participates in the international exchange of rehabilitation experts and information and, through the U.S. Department of State, participates in U.S. rehabilitation research projects with foreign governments as well as in other international rehabilitation research and demonstration projects.

- o William B. MacLaughlin, (202) 205-8134

## Office of Postsecondary Education Programs

*Center for International Education, Advanced Training and Research*

### Fulbright-Hays Seminars Abroad Program

The Fulbright-Hays Seminars Abroad Program is designed to increase mutual understanding between people of the United States and other countries by offering qualified American educators opportunities to participate in short-term seminars abroad. Applications for this program are accepted through the Fulbright-Hays program.

o Linda Johnson, (202) 708-8763

### *Higher Education Programs*

#### Talent Search

Talent Search programs are funded at colleges and community agencies to identify qualified youth with potential for postsecondary education; to encourage them to continue and graduate from secondary school and to enroll in programs of postsecondary education; to publicize the availability of student financial aid; and to encourage secondary and postsecondary school dropouts to re-enter an educational program. Participants must be between the ages of 11 and 27 or have completed the fifth grade.

o Prince Teal, (202) 708-4804

#### Upward Bound

The Upward Bound Program funds programs at colleges and universities that will generate skills and motivation necessary for success in education beyond high school among low-income youths and potential first-generation college students. The goal of these projects is to increase the academic performance and motivation of students between the ages of 13 and 19.

o Prince Teal, (202) 708-9069

## Office of Vocational and Adult Education

The mission of the Office of Vocational and Adult Education is to increase access to and improve educational programs in the Nation which promote work force preparation and lifelong learning, contribute to meeting the National Education Goals, enable us to compete effectively in a global economy, and advance the economic well-being of our communities.

### *Division of Adult Education and Literacy*

The Division administers the Adult Education Act, as amended by the National Literacy Act of 1991. Federal assistance for adult education programs under the Act is made available through formula grants to State education agencies which in turn, make funds available to local adult education programs. These programs provide services to adults, age 16 years and older, who are beyond the age of compulsory school attendance and lack the educational skills necessary to function effectively in society. The Division maintains a Clearinghouse on Adult Education and Literacy, (202)205-9996, and supports Literacy Resource Centers in every state. State contacts are listed in the Services and Resources section of this book.

- o George Spicely, (202)-205-9720

### *Division of Vocational-Technical Education*

The Division administers the Carl D. Perkins Vocational and Applied Technology Education Act which provides formula grants to State education agencies to help provide vocational-technical education programs and services to youth and adults. The distribution of these funds is directed to priority items established by the State in accordance with an approved State plan for vocational-technical education. Among the programs supported by the Division is Tech-Prep education. Each State has a Tech-Prep Coordinator. State Tech Prep contacts are listed in the Services and Resources section of this book.

- o Nancy Smith Brooks, (202)205-8269 or Gisela Harkin, (202)205-9037

### *Division of National Programs*

The Division administers OVAE's National Discretionary Programs. A *Resource Guide for Discretionary National Vocational-Technical and Adult and Literacy Education Programs* is available which describes these programs. The Division supports the National Center for Research in Vocational Education, 1-800-762-4093, and the National Network for Curriculum Coordination in Vocational-Technical Education. Network contacts are listed in the Services and Resources section of this book.

- o Bernice Anderson, (202)205-9972

## **Office of Educational Research and Improvement**

### *Programs for the Improvement of Practice*

#### **Blue Ribbon Schools Recognition Program**

This program identifies and gives national recognition to public and private schools that are unusually effective in meeting local, state, and national goals, and in educating all of their students. Applications for this program are available from state education agencies.

- o Steve O'Brien, (202) 219-2149

#### **Drug-Free Schools Recognition Program**

This program identifies and gives national recognition to public and private schools that are unusually effective in drug prevention efforts. Schools are nominated for this program through the state education agency, or the national Parent and Teachers Association.

- o James Better, (202) 219-2134

#### **Star Schools Program**

The Star Schools Program funds partnerships that use telecommunications to teach mathematics, science, foreign languages, literacy, vocational education, and other subjects to under served students including those living in rural and urban areas. Applications for this program are available from State education agencies.

- o Cheryl Garnette, (202) 219-2267

## A Teacher's Guide to the U.S. Department of Education

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### Jacob K. Javits Gifted and Talented Students Education Program

The Javits Program is designed to support the education of gifted and talented students, especially those who are economically disadvantaged, through grants to school, school districts, states and other agencies. Applications are available through state and local education agencies.

- o Pat O'Connell Ross, (202) 219-2187

### *Fund for the Improvement and Reform of Schools and Teaching (FIRST)*

The FIRST program seeks out, encourages, and rewards innovative projects and reforms that provide America's elementary and secondary school students with improved education opportunities.

#### Family-School Partnership Program

This program supports demonstrations by local education agencies eligible to receive grants under Chapter 1 to increase the involvement of families in the education of their children in preschool, elementary, and secondary schools through the development of innovative family-school partnership activities. Applications are available through the FIRST Office, Office of Educational Research and Improvement, U.S. Department of Education.

- o Joseph Caliguro, (202) 219-1496

#### The Schools and Teachers Program

This program supports the improvement of education opportunities for school teachers and students. Among the activities specifically authorized are those to help educationally disadvantaged or at-risk children meet higher educational standards, provide incentives for improved school performance, provide opportunities for teacher enrichment, and improve the teacher certification process. Applications are available through the FIRST Office, Office of Educational Research and Improvement, U.S. Department of Education.

- o Anne Fickling, (202) 219-1496

### *The Secretary's Fund for Innovation in Education (FIE)*

The Secretary's Fund for Innovation in Education (FIE) provides support for school-based reforms and innovations in education. FIE facilitates progress toward the National Education Goals through support for programs and projects that show promise of identifying and disseminating innovative approaches in K-12 education.

#### The Innovation in Education Program

The Innovation in Education Program funds a wide range of innovative projects that promise to make a difference in preschool, elementary, and secondary education. Applications are available through the FIRST Office, Office of Educational Research and Improvement, U.S. Department of Education.

- o Shirley Steele, (202) 219-1496

#### The Comprehensive School Health Education Program

The Comprehensive School Health Education Program awards grants to encourage the provision of comprehensive school health education for elementary and secondary school students. Applications are available through the FIRST Office, Office of Educational Research and Improvement, U.S. Department of Education.

- o Shirley Jackson, (202) 219-2218

#### The Computer-Based Instruction Program

The Computer-Based Instruction Program awards grants for projects that strengthen and expand computer-based education resources in public and private elementary and secondary schools. Applications are available through the FIRST Office, Office of Educational Research and Improvement, U.S. Department of Education.

- o Shirley Steele, (202) 219-1496

### The Technology Education Program

The Technology Education Program awards grants to develop materials for education television and radio programming and to use telecommunications and video resources in public and private elementary and secondary schools. Applications are available through the FIRST Office, Office of Educational Research and Improvement, U.S. Department of Education.

- o Shirley Steele, (202) 219-1496

## **The Office of Bilingual Education and Minority Languages Affairs Programs**

### *Division of National Programs*

#### Academic Excellence Program

The Office of Bilingual Education and Minority Languages Affairs (OBEMLA) Academic Excellence Program provides financial assistance for model programs of transitional bilingual education, developmental bilingual education, or special alternative instruction that have an established record of providing effective, academically excellent instruction and that are designed to facilitate the dissemination of effective bilingual education practices. Applications are available through local school districts, institutions of higher education, or private/nonprofit organizations.

- o Mary Mahony, (202) 205-8728

#### Family English Literacy Program

The OBEMLA Family English Literacy Program makes grants supporting programs that are designed to help Limited English Proficiency (LEP) adults and out-of-school youth achieve English language competence and provide instruction on how parents and family members can facilitate the education achievement of their children. Applications are available through local school districts, institutions of higher education, or private/nonprofit organizations.

- o Mary Mahony, (202) 205-8728

## Special Populations Program

The OBEMLA Special Populations Program makes grants supporting programs that are designed for special education, gifted and talented, and preschool LEP children. Applications are available through local school districts, institutions of higher education, or private/nonprofit organizations.

- o Barbara Wells, (202) 205-8840

## *Division of State and Local Programs*

### Developmental Bilingual Education Program

The OBEMLA Developmental Bilingual Education Program makes grants supporting instructional programs of structured English language and second language instruction designed to help children achieve competence in English and a second language while mastering subject matter skills and meeting grade promotion standards. Applications are available through local education agencies.

- o Alex Stein, (202) 205-5713

### Special Alternative Instructional Program

The OBEMLA Special Alternative Instructional Program makes grants supporting programs that have specially designed curricula and provide structured instructional services to allow LEP children to achieve English competence and to meet grade promotion and graduation requirements. Applications are available through local educational agencies.

- o Robert Trifiletti, (202) 205-5712

### Transitional Bilingual Education Program

The OBEMLA Transitional Bilingual Education makes grants supporting programs that are designed to provide structured English language instruction and native language instruction to allow children to achieve competence in the English language and to meet grade promotion and graduation standards. Applications are available through local educational agencies.

- o Luis Catarineau, (202) 205-9907

## **SERVICES & RESOURCES**

The services described in this section are administered by the U.S. Department of Education to advance research, information, and communication about education issues. Some are directly accessible to teachers; others work mainly with local and state educational agencies, and can be accessed through district officials. The descriptions that follow should give you a sense of the offerings of the various programs, and which to look to for specific services.

## Toll-Free Information Phone Numbers

### **1-800-USA-LEARN Telephone Bank**

The Information Resource Center (IRC) is the public service component of the GOALS 2000 project. It provides access to the Department for information and in-depth assistance on all aspects of GOALS 2000 for community leaders developing plans to reach the National Education Goals. The IRC coordinates with the GOALS 2000 Community Services staff in assisting communities and identifying potential GOALS 2000 communities. The IRC provides information about Department publications and upcoming events, including the monthly Satellite Town Meeting.

### **Departmental Locator**

The Department's Personnel Locator, which serves as the telephone and office directory, can be reached at **1-800-572-5580**, or **(202) 708-5366** within the Washington, D.C., metropolitan area.

### **OERI Information Office**

The Office of Educational Research and Improvement maintains a toll-free telephone line staffed by trained information specialists who field more than 40,000 requests a year for information and publications. Teachers can call this number for information about education statistics, educational research information and publications published by OERI. The number is **1-800-424-1616** or **(202) 219-1513** within the Washington, D.C., metropolitan area.

### **The OERI Electronic Bulletin Board**

The OERI electronic bulletin board provides on-line access to statistical data, and, in some cases, to full texts of departmental documents. Computer users can retrieve this information at any hour using a modem and calling **1-800-222-4922**. Local direct, **(202) 219-1511**.

### **ACCESS ERIC**

OERI's Educational Resources Information Center (ERIC) is a national information network of Clearinghouses. ERIC has the world's largest education data base, which contains more than 775,000 citations to documents and journal articles. The data base and ERIC document collections are housed in about 3,000 locations worldwide. To find out more about the data base, call ACCESS ERIC, at **1-800-LET-ERIC**. You can get answers to questions, learn about new materials, receive referrals to other agencies, or find out more about ERIC.

### **Financial Aid Information**

The Department of Education provides information about how to apply for Student Financial Aid as well as about the current status of any given student's financial aid package through a toll-free number, **1-800-433-3243**.

**Office of Civil Rights**

The Office Civil Rights collects all of its civil rights policy documents in a "Policy Codification System" (PCS). To ensure the broadest possible dissemination of PCS documents, OCR has a toll-free Policy Information Line that the public may call to request a copy of any OCR policy document. The telephone number is **1-800-421-3481**. To report suspected civil rights violations, call Wayne Walker at **(202) 205-5413**.

**Office of the Inspector General**

The Office of the Inspector General provides a hotline for individuals to call to report instances of fraud, waste or abuse involving Department of Education funds or programs. Anyone having such knowledge should call **1-800-MIS-USED**. All callers can be assured of absolute confidentiality.

## **Regional Educational Laboratories**

The Office of Educational Research and Improvement (OERI) funds ten regional educational laboratories, which work to help educators and policy makers solve education problems in their states and districts. The labs research education issues, print publications, and provide training programs to teachers and administrators. Each lab puts out a catalog of its publications, covering a wide range of topics such as teaching strategies, school improvement, and parental involvement. Catalogs and publications are available to anyone, regardless of region, and can be requested directly from the labs; other services (training programs, etc.) are region-specific, and must be accessed through district education officials.

### **Appalachia Educational Laboratory, Inc. (AEL)**

(KY, TN, VA, and WV)

1031 Quarrier Street, PO Box 1348, Charleston, WV 25325

Pam Lutz, Communicator, (800) 624-9120

### **Far West Laboratory for Educational Research and Development (FWL)**

(AZ, CA, NV, and UT)

730 Harrison Street, San Francisco, CA 94107-1242

Jim Johnson, Communicator, (415) 565-3000

### **Mid-continent Regional Educational Laboratory (MCREL)**

(CO, KS, NB, MO, WY, ND, and SD)

2550 S. Parker Road, Suite 500, Aurora, CO 80014

Sandy Berger, Communicator, (816) 756-2401

### **North Central Regional Educational Laboratory (NCREL)**

(MN, WI, IA, IL, MI, IN, and OH)

1900 Spring Road, Suite 300, Oak Brook, IL 60521

Marianne Kroeger, Communicator, (708) 571-4700

### **Northwest Regional Educational Laboratory (NWREL)**

(AK, ID, OR, MT, and WA)

101 SW Main Street, Suite 500, Portland, OR 97204-3212

Jerry Kirkpatrick, Communicator, (800) 547-6339

**Pacific Region Educational Laboratory (PREL)**

(HI, American Samoa, Commonwealth of the Northern Mariana Islands, Federated states of Micronesia, Guam, Republic of the Marshall Islands, and Republic of Palau)  
1164 Bishop Street, Suite 1409, Honolulu, HI 96813  
Kay Nagouchi, Communicator, (808) 532-1900

**Regional Laboratory for Educational Improvement of the Northeast and Islands**

(CT, ME, MS, NH, NY, RI, VT, Puerto Rico, and the Virgin Islands)  
300 Brickstone Square, Suite 900, Andover, MA 01810  
Janet Angelis, Communicator, (800) 347-4200

**Research for Better Schools, Inc. (RBS)**

(DE, MD, NJ, PA, and DC)  
444 North Third Street, Philadelphia, PA 19123-4107  
Keith Kershner, Communicator, (215) 574-9300

**SouthEastern Regional Vision for Education (SERVE)**

(AL, FL, GA, MS, NC, and SC)  
345 South Magnolia Drive, Suite D-23, Tallahassee, FL 32301-2950  
Joe Follman, Communicator, (800) 352-6001

**Southwest Educational Development Laboratory (SEDL)**

(AR, LA, NM, OK, and TX)  
211 East Seventh Street, Austin, TX 78701  
David Wilson, Communicator, (512) 476-6861

## **Eisenhower Regional Consortia for Mathematics and Science**

OERI's Eisenhower National Program for Mathematics and Science Education funds ten regional consortia, which assist educators and policy makers in the improvement of mathematics and science education. Nine awards for these consortia were made to regional educational laboratories listed above. The other award was made to a non-laboratory organization, but the tenth regional laboratory acts as a partner in that consortium. The National Clearinghouse for Mathematics and Science Education and the affiliations, by acronym, of the regional consortia are listed below.

- o Eisenhower Math/Science Consortium (at AEL), Pam Buckley, director, (304) 347-0400
- o Far West Regional Consortium (at FWL), Art Sussman, director, (415) 241-2730
- o High Plains Consortium for Mathematics and Science (at MCREL), John Sutton, director, (303) 337-0990
- o Midwest Consortium for Mathematics and Science (at NCREL), Gil Valdez, director, (708) 571-4700
- o Northwest Consortium for Mathematics and Science Teaching (at NWREL), Rob Larson, director, (503) 275-9594
- o Pacific Region Mathematics/Science Consortium (at PREL), Rita Inos, director, (808) 532-1900
- o Mid-Atlantic Regional Consortium for Mathematics and Science Education (at RBS), Keith Kershner, director, (215) 574-9300
- o SERVE Mathematics and Science Regional Consortium (at SERVE), Francena Cummings, director, (904) 922-2300
- o Southwest Consortium for the Improvement of Mathematics and Science Teaching (at SDEL), Wes Hoover, director, (512) 476-6861
- o Regional Alliance for Mathematics and Science Education Reform, College Board/NE-I Region (in partnership with the regional Laboratory for Educational Improvement of the Northeast and Islands),

Bob McLaughlin, co-director  
235 Main Street  
Monpelier, VT 05602  
(802) 223-0463

Doug Reynolds, co-director  
300 Brickstone Square, Suite 900  
Andover, MA 01810  
(508) 470-0098

## Chapter 1 Technical Assistance Centers

The Chapter 1 Technical Assistance Centers (TACs) and Rural Technical Assistance Centers (RTACs), funded by Compensatory Education Programs in the Department's Office of Elementary and Secondary Education, (OESE), provide assistance to state educational agencies and local educational agencies in evaluating and improving their Chapter 1 programs. Assistance is provided through on-site consultations and workshops as well as through regional meetings, phone calls, and correspondence. Topics covered include instructional strategies, needs assessment, evaluation improvement, curriculum and instruction integration, parental involvement, and more. Three of the labs have focus specialties alongside their general responsibilities.

Like the regional labs, TACs and RTACs can send materials to teachers directly but can process requests for on-site assistance only through school district offices.

### TECHNICAL ASSISTANCE CENTERS

#### Region A

(ME, NH, VT, RI, CT, MA, NY, NJ, and Puerto Rico)

Allen Schenck  
RMC Research Corporation  
1000 Market Street  
Portsmouth, NH 03801  
(603) 422-8888 or (800) 258-0802  
or (800) 244-7175 (NH Residents only)  
FAX (603) 436-9166

#### Region B

(PA, WV, DE, MD, DC, KY, IN, OH, and MI)

Linda Parker  
PRC, Inc.  
2601 Fortune Circle East  
Indianapolis, IN 46241  
(317) 244-8160 or (800) 456-2380  
FAX (317) 244-7386

#### Region C

(VA, NC, SC, TN, MS, AL, GA, and FL)

Jerry A. Jenkins  
Educational Testing Service  
Lakeside Centre  
1979 Lakeside Pkwy, Suite 400  
Tucker, GA 30084  
(404) 934-0133 or 800-241-3865  
FAX (404) 723-7436

#### Region D

(ND, SD, MN, WI, NB, IA, IL, and MO)

Judy Pfannenstiel  
Research & Training Associates, inc.  
34 Corporate Woods  
10950 Grandview, Suite 300  
Overland Park, KS 66210  
(800) 922-9031 or (913) 451-8117  
FAX (913) 451-8190

**Region E**

(AK, LA, KS, OK, TX, CO, UT, AZ, and NM)

Shelley Billig  
RMC Research Corporation  
Writer Square, Suite 540  
1512 Larimer Street  
Denver, CO 80202  
(303) 825-3636 or (800) 922-3636  
FAX (303) 825-1626

**Region F**

(AK, HI, WA, OR, ID, MT, WY, NV, and CA)

Gary Estes  
Far West Laboratory  
730 Harrison Street  
San Francisco, CA 94107  
(415) 565-3000  
FAX (415) 565-3012

**RURAL TECHNICAL ASSISTANCE CENTERS**

**Region 1**

(ME, NH, VT, RI, CT, MA, NY, NJ)

Colleen Orsburn  
RMC Research Corporation  
1000 Market Street  
Portsmouth, NH 03801  
(603) 422-8888 or (800) 258-0802  
or (800) 244-7175 (NH only)  
FAX (603) 436-9166

**Region 2**

(PA, WV, DE, MD, DC, KY, IN, OH, and MI)

Duane Richards (acting)  
PRC, Inc.  
2601 Fortune Circle East  
Indianapolis, IN 46241  
(317) 244-8160 or (800) 456-2380  
FAX (317) 244-7386

**Region 3**

(VA, NC, SC, TN, MS, AL, Ga, and FL)

Trudy Bacon  
Educational Testing Service  
Lakeside Centre  
1979 Lakeside Pkwy, Suite 400  
Tucker, GA 30084  
(404) 934-0133 or (800) 241-3865  
FAX (404) 723-7436

**Region 4**

(ND, SD, MN, WY, NB, IA, IL, and MO)

Dianne Seltzer  
Research & Training Associates, Inc.  
34 Corporate Woods  
10950 Grandview, Suite 300  
Overland Park, KS 66210  
(913) 451-8117 or (800) 638-7857  
FAX (913) 451-8190

**Region 5**

(AK, LA, KS, OK, TX, CO, UT,  
AZ, and NM)

Mary Taylor  
RMC Research Corporation  
1512 Larimer Street, Suite 540  
Denver, CO 80202  
(303) 825-3636 or (800) 922-3636  
FAX (303) 825-1626

**Region 6**

(WA, OR, ID, MT, WY, NV, and CA)

Andy Sommer  
RMC Research Corporation  
522 SW Fifth Ave., Suite 1407  
Portland, OR 97204  
(800) 788-1887  
FAX (503) 223-8399

**Region 7**

(AK)

Mike Trevisan  
RMC Research Corporation  
522 SW Fifth Ave., Suite 1407  
Portland, OR 97204  
(800) 788-1887  
FAX (503) 223-8399

**Region 8**

(HI)

Marilyn Willardson  
RMC Research Corporation  
522 SW Fifth Ave., Suite 1407  
Portland, OR 97204  
(800) 788-1887  
FAX (503) 223-8399

**Region 9**

(Puerto Rico)

Carmen Miranda  
PRC, Inc.  
#723 Bulgaria Street  
Puerto Nuevo, Puerto Rico 00920  
(809) 781-3564 or (809) 783-2744  
FAX (809) 782-6171

**Region 10**

(Bureau of Indian Affairs Schools)

Sondra S. Cooney  
Research & Training Associates, Inc.  
34 Corporate Woods, Suite 300  
10950 Grandview  
Overland Park, KS 66210  
(913) 451-8117 or (800) 638-7859  
FAX (913) 451-8190

## National Research and Development Centers

To help improve and strengthen student learning in the United States, OERI's Office of Research supports 23 university-based national educational Research and Development Centers. The centers address specific topics such as early childhood education, student achievement in core academic subjects, and teacher preparation and training. In addition, most of the centers also focus on the education of disadvantaged children. Many centers collaborate with other universities, and many work with elementary and secondary schools. Centers may be contacted directly for a catalog of their publications and services.

### **National Center for Research on Educational Accountability and Teacher Evaluation**

Western Michigan University  
401 B. Ellsworth Hall  
Kalamazoo, MI 49008  
(616) 387-5895

### **National Center on Adult Literacy**

University of Pennsylvania  
3910 Chesnut Street  
Philadelphia, PA 19104-3111  
(215) 898-2100

### **National Research Center on Cultural Diversity and Second Language Learning**

University of California  
at Santa Cruz  
Kerr Hall  
Santa Cruz, CA 95064  
(408) 459-3500

### **Center for Research on Effective Schooling for Disadvantaged Students**

Johns Hopkins University  
3505 North Charles Street  
Baltimore, MD 21218  
(410) 516-0370

### **National Research Center on Education in the Inner Cities**

Temple University  
933 Ritter Hall Annex  
13th Street and Cecil B. Moore Ave  
Philadelphia, PA 19122  
(215) 204-3001

### **Center for Research on Evaluation, Standards, and Student Testing (CRESST)**

University of California  
at Los Angeles  
Center for the Study of Evaluation  
145 Moore Hall  
Los Angeles, CA 90024-1522  
(310) 206-1532

### **Center on Families, Communities, Schools, and Children's Learning**

Boston University  
605 Commonwealth Avenue  
Boston, MA 02215  
(617) 353-3309

### **The Finance Center of the Consortium for Policy Research in Education**

University of Wisconsin at Madison,  
Wisconsin Center for Education Research  
1025 West Johnson Street  
Madison, WI 53706  
(608) 263-4200

**National Research Center on the Gifted and Talented**

University of Connecticut  
362 Fairfield Road U-7  
Storrs, CT 06269-2007  
(203) 486-4826

**National Center for Education Leadership**

Harvard University  
Gutman Library  
6 Appian Way  
Cambridge, MA 02138-3704  
(617) 496-4809

**National Center for School Leadership**

University of Illinois at Urbana-Champaign  
College of Education  
1208 West Springfield Avenue  
Urbana, IL 61801  
(217) 244-1122 or (800) 643-3205

**National Research Center on Literature Teaching and Learning**

State University of New York at Albany  
School of Education  
1400 Washington Avenue  
Albany, NY 12222  
(518) 442-5026

**National Center for Research in Mathematical Sciences Education**

University of Wisconsin at Madison,  
Wisconsin Center for Education Research  
1025 West Johnson Street  
Madison, WI 53706  
(608) 263-3605

**Center on Organization and Restructuring of Schools**

University of Wisconsin at Madison,  
Wisconsin Center for Education Research  
1025 West Johnson Street  
Madison, WI 53706  
(608) 263-7575

**The Policy Center of the Consortium for Policy Research in Education**

Eagleton Institute of Politics  
Rutgers University  
90 Clifton Avenue  
New Brunswick, NJ 08901-1568  
(908) 828-3872

**National Center on Postsecondary Teaching, Learning, and Assessment**

Pennsylvania State University  
Center for the Study of Higher Education  
403 S. Allen Street, Suite 104  
University Park, PA 16801-5252  
(814) 865-5917

**National Reading Research Center**

University of Georgia  
318 Aderhold  
Athens, GA 30602-7125  
(706) 542-3674

**National Center for Science Teaching and Learning**

Ohio State University  
1929 Kenny Road  
Columbus, OH 43210-1015  
(614) 292-3339

**National Research Center on Student Learning**

University of Pittsburgh  
Learning Research and Development Center  
3939 O'Hara Street  
Pittsburgh, PA 15260  
(412) 624-7450

**National Center for Research on Teacher Learning**

Michigan State University  
College of Education  
116 Erikson Hall  
East Lansing, MI 48824-1034  
(517) 355-9302

**Center for Technology In Education**

Bank Street College of Education  
610 West 112th Street  
New York, NY 10025  
(212) 875-4560

**National Center on the Educational Quality of the Workforce**

University of Pennsylvania  
Institute for Research on Higher Education  
4200 Pine Street  
Philadelphia, PA 19104-4090  
(215) 898-4585

**National Center for the Study of Writing and Literacy**

University of California at Berkeley  
School of Education  
5513 Tolman Hall  
Berkeley, CA 94720  
(510) 642-9592

## National Diffusion Network Program

The National Diffusion Network, funded by OERI, is a nationwide program that helps teachers implement successful programs and practices in their schools and classrooms. Each program has proved its effectiveness to a panel of experts before the program is available for local use. There is a facilitator in each state to help school districts match NDN programs to local needs. Teachers should contact their local school districts and state facilitators for more information.

### ALABAMA

Maureen C. Cassidy  
Alabama Facilitator Project  
Div. of Professional Services  
Gordon Persons Building  
Room 5069  
50 North Ripley  
Montgomery, AL 36130-3901  
(205) 242-9834

### ALASKA

Sandra Berry  
Alaska State Facilitator  
Alaska State Dept. of Education  
801 West 10th St., Suite 200  
Juneau, AK 99801-1894  
(907) 465-2824

### ARIZONA

L. Leon Webb  
Arizona State Facilitator  
Ed. Diffusion Systems, Inc.  
161 East First Street  
Mesa, AZ 85201  
(602) 969-4880

### ARKANSAS

Jo Cheek  
State Facilitator  
Arkansas Department of Ed.  
Office of the Director  
#4 Capitol Mall/Room 204B  
Little Rock, AR 72210  
(501) 682-4568

### CALIFORNIA

Susan Boiko  
Association of California  
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1575 Old Bayshore Highway  
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3607 Martin Luther King Blvd.  
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(303) 322-9323/7/8

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(203) 567-0863

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**DISTRICT OF COLUMBIA**

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Washington, DC 20008  
(202) 282-0056

**FLORIDA**

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Florida Dept. of Education  
424 FEC  
325 West Gaines Street  
Tallahassee, FL 32399-0400  
(904) 487-1078

**GEORGIA**

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607 Aderhold Hall, UGA  
Carlton Street  
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(706) 542-3322 or 542-3810

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State Facilitator  
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Office of Information and  
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(808) 735-3107

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## IOWA

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## KENTUCKY

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## MAINE

Sue Doughty  
Ms. Elaine Roberts  
Center for Educational Services  
P.O. Box 620  
Auburn, Maine 04210  
(207) 783-0833

## MARYLAND

Raymond H. Hartjen  
Educational Alternatives, Inc.  
P.O. Box 265  
Harwood Lane  
Port Tobacco, MD 20677  
(301) 934-2992

## MASSACHUSETTS

Nancy Love  
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300 Brickstone Square  
Suite 900  
Andover, MA 01810  
(508) 470-1080  
1-800-877-5400

## MICHIGAN

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Michigan Dept. of Education  
Box 30008  
Lansing, MI 48909  
(517) 373-1807

**MINNESOTA**

Diane Lassman and  
Barbara Knapp  
State Facilitator Office  
The EXCHANGE AT CAREI  
116 U Press Building  
2037 University Avenue, SE  
University of Minnesota  
Minneapolis, MN 55414-3097  
(612) 624-0584

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Columbia, MO 65202  
(314) 886-2157

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State Capitol, Room 106  
1300 11th Avenue  
Helena, MT 59620  
(406) 444-2736

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**NEW HAMPSHIRE**

Jared Shady  
New Hampshire Facilitator Center  
36 Coe Drive  
Durham, NH 03824  
(603) 224-9461

**NEW JERSEY**

Katherine Wallin or  
Elizabeth Ann Pagan  
Education Information and  
Resource Center  
New Jersey State Facilitator Project  
606 Delsea Drive  
Sewell, NJ 08080-9199  
(609) 582-4206

## **NEW MEXICO**

Amy L. Atkins  
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## **NEW YORK**

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## **NORTH CAROLINA**

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## **NORTH DAKOTA**

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## **OHIO**

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## **OKLAHOMA**

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## **OREGON**

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(503) 760-2346

## **PENNSYLVANIA**

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## **RHODE ISLAND**

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(401) 277-2638

**SOUTH CAROLINA**

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**SOUTH DAKOTA**

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## **AMERICAN SAMOA**

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(011) (684) 633 5654/2401

## **GUAM**

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Federal Program Office  
Guam Dept. of Education  
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(011) (671) 472-8524 or  
5004 or 8901 Extension 321

## **NORTHERN MARIANA ISLANDS**

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## **VIRGIN ISLANDS**

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44-46 Kongens Gade  
Charlotte Amalie  
St. Thomas, VI 00802  
774-0100 X 225

## **PRIVATE SCHOOL FACILITATOR**

Charles Nunley  
Private School Facilitator  
Council of American Private Ed  
1726 M Street NW  
Suite 1102  
Washington, DC 20036  
(202) 659-0177

## The Drug-Free Schools and Communities Regional Centers Program

The Regional Centers Program is funded by the Office of Elementary and Secondary Education of the U.S. Department of Education to help schools and communities eliminate the use of alcohol and drugs by young people. The staff at each center addresses the problems of alcohol and drug use by:

- o training school teams to assess the drug and alcohol problems in their schools and develop long-term ways of alleviating them;
- o helping state educational agencies coordinate and strengthen alcohol and drug abuse prevention policies and programs;
- o assisting local educational agencies and institutions of higher education in developing training programs for personnel; and
- o providing information on effective alcohol and drug abuse prevention programs and strategies.

### Regional Centers

**Northeast Regional Center for Drug-Free Schools and Communities** (CT, DE, ME, MD, MA, NH, NJ, NY, OH, PA, RI, VT)  
12 Overton Avenue  
Sayville, NY 11782  
(516) 589-7022  
FAX: (516) 589-7894

**Southwest Regional Center for Drug-Free Schools and Communities** (AZ, AR, CO, KS, LA, MS, NM, TX, UT)  
The University of Oklahoma  
555 Constitution, Suite 138  
Norman, OK 73037  
(800) 234-7972  
FAX: (405) 325-1824

**Southeast Regional Center for Drug-Free Schools and Communities** (AL, DC, FL, GA, KY, NC, SC, TN, VA, WV, Puerto Rico, Virgin Islands)  
Spencerian Office Plaza  
University of Louisville  
Louisville, KY 40292  
(502) 588-0052  
FAX: (502) 588-1782

**Western Regional Center for Drug-Free Schools and Communities** (AK, CA, HI, ID, MT, NV, OR, WA, WY, American Samoa, Guam, Northern Mariana Islands, Republic of Palau)  
101 SW Main Street, Suite 500  
Portland, OR 97204  
(503) 275-9480  
FAX: (503) 275-9489

**Midwest Regional Center for Drug-Free Schools and Communities** (IN, IL, IA, MI, MN, MO, NB, ND, SD, WI)  
1900 Spring Road  
Oak Brook, IL 60521  
(708) 571-4710  
FAX: (708) 571-4718

## **Special Education Programs**

### **Including Exceptions: A System for Educating Students with Dual Sensory Impairments and Other Extreme Disabilities in General Education Settings**

The Including Exceptions Systems (IES) project develops inclusion materials and inclusion strategies. This project also provides training for educational professionals in inclusive classroom models. Support is provided for educational professionals to implement the inclusive procedures, demonstrate the achievement of valued outcomes, and validate a system for educating children with the most extreme dual sensory impairments in general education settings.

- o Dianne Ferguson  
University of Oregon  
Specialized Training Program  
University of Oregon  
Eugene, OR 97403-1235  
(503) 346-2491

### **Preparing Regular Education Personnel to Support Best Practices**

The major goal of this project is the provision of information and support to professional educators regarding the implementation of integration of special education students, particularly students with severe disabilities, into regular classroom settings.

- o Barbara Wilcox  
Indiana University ISDD  
Community Integration Resource Group  
2853 East Tenth Street  
Bloomington, IN 47408  
(812) 855-6508

## **Catalog of Captioned Educational Materials for Hearing Impaired Individuals**

The Catalog of Captioned Educational Materials for Hearing-Impaired Individuals provides captioned educational films and videos through a nationwide system of 54 local and regional depositories free of charge to any school or program that is registered for the service and has at least one student with a hearing impairment.

- o Captioned Films/Videos  
Modern Talking Picture Service, Inc.  
5000 Park Street North  
St. Petersburg, FL 33709  
1-800-237-6213 (Voice/TDD)

## **Project CHOICES: Changing How We Organize: Inclusion Through Collaboration and Educational Support**

Project CHOICES provides in-service training to educators preparing to serve, or currently serving, children and youth with severe disabilities in general education classrooms and in community settings. The training methods include: (a) collaborative teaming; (b) inclusion planning teaming, and; (c) systemic training (improving old skills or incorporating new skills). Following training, this project continues to offer support by providing technical assistance to educational professionals implementing the inclusion models in their schools.

- o Norris Haring  
Experimental Education Unit  
University of Washington  
Experimental Education Unit WJ-10  
University of Washington  
Seattle, WA 98195  
(206) 543-8565

## **Integrating Related Services Into Instructional Objectives**

This project provides educational professionals an opportunity to see a demonstration of a model of in-service training to encourage development of educational programs reflecting integration of related services into instructional objectives.

- o Bonnie Utley  
University of Pittsburgh  
5K01 Forbes Quadrangle  
Pittsburgh, PA 15260  
(412) 648-1998

## **Consortium Research Institute On Social Relationships**

This consortium institute conducts participatory research involving service providers working with children and youth with disabilities. The goal of the research is to develop natural and environmental strategies for inclusive schools. Developing social portraits is one of the primary activities of the institute at this time. Information about social portraits can be obtained through the institute.

- o Luanna Meyer  
School of Education  
805 S. Crouse Ave.  
Syracuse University  
Syracuse, NY 13244-2280  
(315) 443-9651

## **Training of Educators of Students with Mild Disabilities That Include Auditory and Visual Impairments: AFB Deaf-Blind Project**

This project identifies, collects, evaluates, develops, and disseminates self-study and in-service training curricula and materials for educators of children and youth with multiple disabilities. The project develops materials that focus on communication, orientation, and mobility.

- o Kathleen Huebner  
American Foundation for the Blind  
15 West 16th Street  
New York, NY 10011  
(212) 620-2045

## **Utah Elementary Integration Dissemination Project**

This project provides training and technical assistance to professionals and parents on the development of neighborhood school programs for students with severe disabilities and to disseminates to teachers and administrators procedures that have proven effective in supporting the implementation of neighborhood school programs.

- o Andrea McDonnell  
University of Utah  
Department of Special Education  
221 MBH  
Salt Lake City, UT 84112  
(801) 581-3318

## **Teacher Work Groups - A Strategy for Helping Teachers Implement Best Practices**

This project uses and evaluates teacher work groups as a novel strategy for lessening the gap between current and better educational practices.

- o Dianne Ferguson  
University of Oregon  
1761 Alder Street  
STP  
Eugene, OR 97403  
(503) 346-2491

## **Centers for Attention Deficit Disorders (ADD)**

In FY 1991, Congress earmarked funds for the Office of Special Education Programs (OSEP) to synthesize and disseminate information about how to serve children with attention deficit disorder (ADD). In response, OSEP funded five Centers: four Centers synthesized existing research related to assessment and intervention of students with ADD and a fifth Center describe promising practices. Teacher information products developed from research and practice findings will include an information kit about ADD and a booklet and videotape on promising classroom strategies to use with students with ADD.

- o Products will be available through September 30, 1994 from:

Doug Levin  
Chesapeake Institute  
(202) 785-9360

## **National Center to Improve Practice in Special Education Through Technology, Media and Materials (NCIP)**

This national center is a collaborative project of Education Development Center (EDC) and WGBH Educational Foundation in Boston. The Center's mission is to promote more effective use of technology (including assistive technology), media and materials in providing education and related services to students who have disabilities. The Center is fulfilling this mission by providing "change agents" in school districts with resources such as written materials, multimedia packages, a computer network, and video teleconferences.

The Center would like to hear from teachers who are using technology, media, and materials to serve students with disabilities.

- o National Center to Improve Practice (NCIP)  
Education Development Center, Inc.  
55 Chapel Street  
Newton, MA 02160  
(617) 969-5429

## **National Network for Curriculum Coordination in Vocational and Technical Education (NNCCVTE)**

The Office of Vocational and Adult Education (OVAE) funds the NNCCVTE, which is made up of six regional Curriculum Coordination Centers (CCCs), and a network of State Liaison Representatives (SLRs). The SLRs provide educators with curriculum materials from the CCCs, and assist them in developing curriculum and instructional materials. The CCCs serve the states and territories in their regions.

### **Northeast Curriculum Coordination Center**

Martha Pocsi  
Director  
New Jersey State Dept of Education  
Division of Vocational Education  
Aberdeen, NJ 07747  
(201) 290-1900

### **Southeast Curriculum Coordination Center**

Rebecca Love-Wilkes  
Director  
Mississippi State University  
P.O. Drawer DX  
Mississippi State, MS 39762  
(601) 325-2510

### **East Central Curriculum Coordination Center**

Rebecca S. Douglass  
Director  
Sangamon State University, F-2  
Springfield, IL 62794  
(217) 786-6375

### **Midwest Curriculum Coordination Center**

Richard Makin  
Director  
1500 W. 7th Ave.  
Stillwater, OK 74074  
(405) 377-2000

### **Northwest Curriculum Coordination Center**

Bill Daniels  
Director  
Old Main, Room 478  
St. Martin's College  
Lacey, WA 98503  
(206) 438-4456

### **Western Curriculum Coordination Center**

Lawrence F.H. Zane  
Director  
College of Education  
University of Hawaii  
1776 University Ave.  
Wist Hall 216  
Honolulu, HI 96822  
(808) 956-7834

## **National Center for Research in Vocational Education (NCRVE)**

NCRVE is funded by the U.S. Department of Education, Office of Vocational and Adult Education (OVAE) to provide teachers, administrators, and policy makers with student-centered research on a variety of crucial topics including the integration of academic and vocational education, tech prep programs, the needs of special populations, performance measures and standards, work experience, and school-to-work programs. The NCRVE also carries out implementation research that provides guidance on how to translate the results of research into practice, focusing on investigating exemplary programs that can be used to illustrate "best practice."

The NCRVE maintains a consortial relationship with six major teaching institutions (with programs that prepare teachers and administrators in education as well as researchers and policy makers) and with one major research organization. These include the University of California at Berkeley, the lead institution; the University of Illinois; the University of Minnesota; Teachers College, Columbia University; Virginia Polytechnic Institute and State University (Virginia Tech); the University of Wisconsin, and RAND (with sites in Santa Monica, California, and Washington, D.C.).

National Center for Research in Vocational Education  
University of California at Berkeley  
1995 University Avenue, Suite 375  
Berkeley, CA 94704-1058

## State Literacy Resource Centers

The State Literacy Resource Centers (SLRCs) were authorized by the National Literacy Act of 1991. They are administered by the Office of Vocational and Adult Education. Congress recognized that high quality instruction is the bottom line of all education and that quality instruction is informed instruction. The SLRCs can assist adult education practitioners across the nation in locating and accessing the most current materials in their specific issue area. A listing of resource center locations and contacts follows.

### ALABAMA

Bob Drake  
Director, Division of  
Vocational Education  
Auburn University  
Wallace Hall/Auburn Hall  
Auburn, AL 36830  
(205) 844-3832

### ALASKA

Alan Waugh  
Special Projects Coordinator  
Northwest Regional Literacy Center  
Resource Library & Technology Project  
ABLE Network  
1701 Broadway  
Seattle, WA 98122  
(206) 587-3881

### ARIZONA

Miriam Kroeger  
Librarian/Coordinator  
The Arizona Adult Literacy &  
Technology Resource Center  
730 East Highland  
Phoenix, AZ 85014  
(602) 265-0231

### ARKANSAS

Patsy Jordan  
Coordinator, Adult Education &  
Literacy Resource Center  
University of Arkansas  
Monticello Campus  
Southeast Arkansas Education Service  
Cooperative  
Box 3507, Willard Hall Monticello, AR  
71656-3507  
(501) 367-6848

Carolyn Staley  
The Governor's Commission on Adult  
Literacy Resource Center  
221 W. 2nd Avenue, Suite 408  
Little Rock, AR 71655  
(501) 324-9400

### CALIFORNIA

Richard L. Stiles  
Coordinator of Adult Literacy  
Department of Education  
Adult Education Unit  
560 J Street, Suite 290  
Sacramento, CA 95814  
(916) 322-2175

## **COLORADO**

Dian Bates, Supervisor  
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Colorado State Literacy Resource Center  
Department of Education  
State Library & Adult Education Office  
201 E. Colfax Avenue, Room 100  
Denver, CO 80203  
(303) 866-6611

## **CONNECTICUT**

Roberta Pawloski  
Chief, Bureau of Adult Education  
and Training  
25 Industrial Park Road  
Middletown, CT 06457  
(203) 638-4035

## **DELAWARE**

Daphne Matthews  
Executive Director  
Adult & Community Education (ACE)  
Network  
Delaware State Literacy Resource Center  
Department of Education  
Legislative Avenue, Tatnall Building,  
Ground Floor  
Dover, DE 19901  
(302) 739-6959

## **DISTRICT OF COLUMBIA**

Marcia Harrington  
Adult Basic Education Specialist  
District of Columbia Literacy  
Resource Center  
Martin Luther King Memorial Library  
901 G Street, N.W.  
Washington, D.C. 20001  
(202) 727-1616

Ponnuswamy Swamidoss  
Associate Dean  
Howard University School of  
Continuing Education  
1100 Wayne Avenue, 6th Floor  
Silver Spring, MD 20910  
(301) 585-2295

## **FLORIDA**

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Resource Center  
Florida State University  
3333 West Pensacola Street, Suite 340  
Tallahassee, FL 32304  
(904) 644-0325

## **GEORGIA**

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940 Forsyth Street  
Macon, GA 31213  
(912) 744-4801

## **HAWAII**

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## IDAHO

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Seattle, WA 98122  
(206) 587-3881

## ILLINOIS

Judith Rake  
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209 W. Clark Street  
Champaign, IL 61820  
(217) 355-6068

## INDIANA

Linda Warner  
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Indiana State Library  
140 N. Senate Avenue, Room 208  
Indianapolis, IN 46204  
(317) 233-5200

## IOWA

James E. Sixta  
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415 Commercial Street  
Waterloo, IA 50701  
(319) 233-1200

## KANSAS

Janet Stotts  
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Kansas State Literacy Resource Center  
Kansas State Board of Education  
120 South E. 10th Avenue  
Topeka, KS 66612  
(913) 296-3192

## KENTUCKY

Susan Wilkerson  
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Resource Center  
Adult Education Services  
403 Wapping Street, Bush Bldg.  
Frankfort, KY 40601  
(502) 564-6624

## LOUISIANA

Jerry Pinsel  
Director, Office of Lifelong Learning  
Louisiana State Literacy Resource Center  
Office of the Governor  
900 3rd Street, 4th Floor, State Capitol  
Baton Rouge, LA 70802  
(504) 342-0998

## MAINE

Paul (Randy) Walker  
Director, Adult & Community  
Education  
Department of Education  
State House Station 23  
Augusta, ME 04333  
(207) 289-5854

**MARYLAND**

Deborah Kane  
Broadway Lifelong Learning Library  
Maryland State Adult Literacy  
Dissemination Center  
301 N. Broadway  
Baltimore, MD 21231  
1-800/358-3010

**MASSACHUSETTS**

Robert Bickerton  
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of Education  
350 Main Street, 4th Floor  
Malden, MA 02148  
(617) 388-3300, ext. 447

**MICHIGAN**

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(517) 774-7690/7691

**MINNESOTA**

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(612) 296-4078

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## Tech-Prep Education Contacts

Tech-Prep education is an alternative to the college prep course of study. It prepares the student for a highly skilled technical occupation that allows either direct entry into the work place as a qualified technician or continuation with further education leading to baccalaureate and advanced degrees. Tech-Prep is a 4-year sequence of study beginning in the 11th grade through 2 years of postsecondary occupational education culminating in a certificate or associate degree. Tech-Prep education is funded under two sections of the Carl D. Perkins Vocational and Applied Technology Education Act through grants to states that, in turn, fund local Tech-Prep efforts. Funding is available for in-service training for teachers to implement Tech-Prep education.

Contact the following to learn more about Tech-Prep:

Office of Vocational and  
Adult Education  
U.S. Department of Education  
Washington, DC  
(202) 205-5440

National Tech Prep Network  
Center for Occupational  
Research and Development  
Waco, TX  
(800) 972-2766

National Center for Research  
in Vocational Education  
University of California  
at Berkeley  
Berkeley, CA  
(800) 762-4093  
Berkeley, CA

National Network for  
Curriculum Coordination  
in Vocational-Technical  
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## **National Occupational Information Coordinating Committee (NOICC)**

NOICC is a federal interagency committee that promotes the development and use of occupational and labor market information. NOICC's primary mission is to improve coordination and communication among developers and users of occupational information and to help states meet the occupational information needs of vocational education and employment and training program managers, as well as individuals making career decisions. NOICC works with a network of State Occupational Information Coordinating Committees (SOICCs), the members of which represent state producers and users of occupational information. Many also include representatives from higher education.

The basic NOICC/SOICC systems include;

- o Occupational Information Systems (OIS) -- state computerized data bases that contain mechanisms for combining multiple-source occupational and educational data so that it can be understood and analyzed by a variety of audiences.
- o Career Information Delivery Systems (CIDS) -- Computer-based systems that provide information about occupations and training opportunities. The systems help individuals match personal characteristics with compatible occupations. CIDS are located at almost 19,000 sites nationwide.

NOICC sponsors programs that focus on career guidance and counseling.

- o The National Career Development Guidelines are a competency-based approach to career development that helps schools plan quality career guidance and counseling programs.
- o NOICC's Improved Career Decision Making (ICDM) Training program is aimed at helping counselors increase their knowledge and use of labor market information in career counseling.
- o The Career Development Portfolio is a sequential career planning guide for use with students in grades 5-12 to link work-based skills to academic preparation. It was developed by NOICC in collaboration with the American School Counselor Association (ASCA) and the Maine OICC. It is being piloted in five states.

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Telephone: (202) 653-7680

**Office of Bilingual Education and Minority Languages Affairs  
(OBEMLA)  
Resource Centers**

The multifunctional resource centers listed below provide information on the following subjects, as well as general information on bilingual education within states and localities:

- o English Literacy for Limited English Proficiency (LEP) Students
- o Bilingual Adult Education
- o Bilingual Program Administration
- o Bilingual Special Education
- o English Literacy for Non-Literate Secondary LEP students
- o Math and Science Programs in Bilingual Education
- o English as a Second Language and other Alternatives
- o Counseling for LEP Students
- o Parent Involvement
- o Issues in LEP Student Attrition
- o Bilingual Education for Gifted and Talented Students
- o Bilingual Education for New Immigrant/Refugee Students
- o Career Education Programs for LEP Students
- o Educational Technology in Bilingual Programs
- o Relationship Between L1 Orthographies and English Literacy
- o Bilingual Vocational Education

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(ME, NH, VT, MA, CT, RI)

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211 East 7th Street  
Austin, TX 78701  
TEL: (512) 476-6861  
FAX: (512) 476-2286

**SERVICE AREA 9**  
(South Texas)

Abelardo Villareal  
Director  
Intercultural Development Research  
(IDRA)  
5835 Callaghan Road, Suite 350  
San Antonio, TX 78228-1190  
TEL: (503) 684-8180  
FAX: (210) 684-5389

**SERVICE AREA 10**  
(AZ, NM, UT, CO, NV)

Rudy Chavez  
Director  
Arizona State University  
College of Education  
Tempe, AZ 85287  
TEL: (602) 965-5688  
FAX: (602) 965-8887

**SERVICE AREA 11**  
(ID, MT, OR, WA, WY)

Esther Puentes  
Director  
Interface Network, Inc.  
4800 S.W. Griffith Drive  
Suite 202  
Beaverton, OR 97005  
TEL: (503) 644-5741  
FAX: (503) 626-2305

**SERVICE AREA 12**  
(Northern California)

Tamara Lucas  
ARC Associates, Inc.  
310 Eighth Street, Suite 311  
Oakland, CA 94607  
TEL: (510) 834-9455  
FAX: (510) 763-1490

**SERVICE AREA 13**  
(Los Angeles Service Area)

Rocio Flores Moss  
Director  
San Diego State University  
415 W. Foothill University, Suites 350-51  
Claremont, CA 91711  
TEL: (619) 594-5193  
(714) 652-6382  
FAX: (619) 594-4570

**SERVICE AREA 14**  
(HI, American Samoa)

Portia Lee  
Director  
California State Polytech, Pomona  
Continuing Education  
3801 West Temple Avenue  
Pomona, CA 91768-4030  
TEL: (714) 869-2261  
FAX: (714) 869-4398

**SERVICE AREA 15**  
(America Somoa, CNMI, Guam, Hawaii,  
Palau)

Wanda Moore  
ARC Associates, Inc.  
1314 South King St., Suite 1456  
Honolulu, HI 96814  
TEL: (808) 536-4494  
FAX: (808) 531-7802

**SERVICE AREA 16**  
(Alaska)

Richard Littlebear  
Director  
Interface Network, Inc.  
4155 Tudor Centre Drive, Suite 103  
Anchorage, AK 99508  
TEL: (907) 563-7767  
FAX: (907) 563-8181

## Clearinghouses

An education clearinghouse is a "one-stop-shop" that provides information on materials, programs, research, and other resources helpful to educators. The content area and services of individual education clearinghouses vary, however, most include access to databases, publications and newsletters, fact sheets, general assistance, and in some cases, curriculum materials. Clearinghouses funded by the Department of Education of particular interest to teachers, are described in the following pages.

## ERIC Clearinghouses

The Educational Resources Information Center (ERIC), funded by OERI, is a nationwide information network that acquires, catalogs, summarizes, and provides access to education information from all sources. The data base and ERIC document collections are housed in about 3,000 locations worldwide, including most major public and university library systems. ERIC produces a variety of publications and provides extensive user assistance, including **AskERIC**, an electronic question answering service for teachers on the Internet ([askeric@ericy.syr.edu](mailto:askeric@ericy.syr.edu)). The ERIC system includes 16 subject-specific Clearinghouses listed below, the ERIC Processing and Reference facility, and ACCESS ERIC—which provides introductory services. For more information call ACCESS ERIC at 800-LET-ERIC (1-800-538-3742).

### **ERIC Clearinghouse on Teaching and Teacher Education**

AACTE  
One Dupont Circle, NW, Suite 610  
Washington, DC 20036-1186  
(202) 293-2450  
FAX (202) 457-8095

### **ERIC Clearinghouse on Assessment & Evaluation**

Catholic University  
Department of Education  
O'Boyle Hall  
Washington, DC 20064

### **ERIC Clearinghouse on Education Management**

University of Oregon  
1787 Agate Street  
Eugene, OR 97403-5207  
(503) 346-5043  
FAX (503) 346-2334

### **ERIC Clearinghouse on Rural Education and Small Schools**

AEL  
1031 Quarrier Street  
Charleston, WV 25325-1348  
1-(800) 624-9120

### **ERIC Clearinghouse on Higher Education**

George Washington University  
One Dupont Circle, NW, Suite 630  
Washington, DC 20036-1183  
(202) 296-2597

### **ERIC Clearinghouse on Science, Math & Environmental Education**

Ohio State University  
1929 Kenny Road  
Columbus, OH 43210-1080  
(614) 292-6717

### **ERIC Clearinghouse on Adult, Career, & Vocational Education**

CETE/Ohio State University  
1900 Kenny Road  
Columbus, OH 43210-1090  
(614) 292-4353

### **ERIC Clearinghouse on Urban Education**

Teachers College  
Columbia University  
Main Hall/Rm 300  
525 West 120th Street  
New York, NY 10027-9998  
(212) 678-3433

**ERIC Clearinghouse on Elementary & Early Childhood Education**

University of Illinois  
805 West Pennsylvania Avenue  
Urbana, IL 61801-4897  
(217) 333-1386

**ERIC Clearinghouse on Social Studies/Social Science Ed**

SSDC, Indiana University  
2805 East 10th Street, Suite 120  
Bloomington, IN 47408-2698  
(812) 855-3838

**ERIC Clearinghouse on Reading and Communication Skills**

SRC, Indiana University  
2805 East 10th Street, Suite 150  
Bloomington, IN 47408-2698  
(812) 855-5847

**ERIC Clearinghouse on Counseling & Student Services**

University of North Carolina-Greensboro  
School of Education  
Curry Building  
Greensboro, NC 27412-5001

**ERIC Clearinghouse for Community Colleges**

UCLA  
Math-Science Building, Rm. 8118  
405 Hilgard Avenue  
Los Angeles, CA 90024-1564

**ERIC Clearinghouse on Languages and Linguistics**

CAL  
1118 22nd Street, N.W.  
Washington, DC 20037-0037  
(202) 429-9551

**ERIC Clearinghouse on Disabilities and Gifted Education**

Council for Exceptional Children  
1920 Association Drive,  
Reston, VA 22091-1589  
(703) 264-9474

**ERIC Clearinghouse on Information and Technology**

Syracuse University  
Huntington Hall, Rm. 030  
800 University Avenue  
Syracuse, NY 13244-2340  
(315) 443-3640

## **The National Clearinghouse on Professions in Special Education**

The National Clearinghouse on Professions in Special Education, funded by OSERS, is designed to encourage students to seek careers in the various fields related to the education of children and youth with disabilities, and to help professional personnel to seek employment in these areas.

The Clearinghouse collects and disseminates information on current and future needs for special education and related services personnel, disseminates information on career opportunities in special education, networks among local and state agencies concerning positions and personnel, and provides information and technical assistance on standards for personnel preparation.

Council for Exceptional Children  
1920 Association Drive  
Reston, VA 22091  
(703) 264-9474

Contact: George E. Ayers

## **National Information Clearinghouse on Children Who Are Deaf-Blind**

The overall purpose of the National Information Clearinghouse on Children Who Are Deaf-Blind is to connect and broaden existing technical assistance and dissemination activities by implementing a nationally responsive clearinghouse on children and youth with deaf-blindness.

- o John Reiman  
Teaching Research Division  
Western Oregon State College  
345 N. Monmouth Avenue  
Monmouth, OR 97361  
(503) 838-8776

### **National Clearinghouse on Postsecondary Education for Individuals with Disabilities (HEATH)**

HEATH, funded by OSERS, serves as an information exchange about education support services, policies, procedures, adaptations, and opportunities on university campuses, at vocational-technical schools, in adult education programs, independent living centers, transition, and other training entities after high school.

Students with disabilities, their parents, advisers, and advocates, are targets for the dissemination of information by HEATH.

American Council on Education  
(HEATH Resource Center)  
One Dupont Circle  
Washington, DC 20036-1193  
(202) 939-9320

Contact: Rhona C. Hartman

### **National Information Center for Children and Youth with Disabilities (NICHCY)**

NICHCY, funded by the Office of Special Education and Rehabilitative Services, provides information and technical assistance free of charge to families, professionals, care givers, advocates, agencies, and others in helping children and youth with disabilities to become participating members of the community. NICHCY offers data bases, publications and newsletters, updated fact sheets, briefing papers, and parents' guides.

National Information Center for Children and Youth with Disabilities  
Susan Elting  
P.O. Box 1492  
Washington, DC 20013  
(703) 893-6061

## **Eisenhower National Clearinghouse for Mathematics and Science Education**

OERI's National Clearinghouse for Mathematics and Science collects, catalogues, and disseminates exemplary materials, teaching methods, and assessment resources on K-12 curriculum materials and programs in mathematics and science. The National Clearinghouse collaborates with existing regional and national networks, and coordinates its activities and resources with the Eisenhower Regional Consortia for Mathematics and Science.

Len Simutis, Interim Director  
Ohio State University  
Area 200 Research Center  
1314 Kinnear Road  
Columbus, OH 43212  
(614) 292-7784

## **National Clearinghouse for Alcohol and Drug Information (NCADI)**

A centralized source for information about alcohol and other drugs, including publications, fact sheets, posters, and videotapes. NCADI is co-sponsored by the U.S. Department of Education, the Center for Substance Abuse Prevention, and the U.S. Department of Health and Human Services.

Contact: National Clearinghouse for Alcohol and Drug Information (NCADI)  
P.O. Box 2345  
Rockville, MD 20852  
(800) SAY-NO-TO (729-6686)

## **Federal Drug, Alcohol and Crime Clearinghouse Network**

Serves as a single point of entry for all Federal alcohol and drug clearinghouses. Sponsored by the Office of National Drug Control Policy in cooperation with the Department of Health and Human Services, the Department of Justice, the Department of Housing and Urban Development, and the Department of Education.

Contact: Federal Drug, Alcohol and Crime Clearinghouse Network  
(800) 788-2800

## **National Clearinghouse for Bilingual Education (NCBE)**

NCBE is funded by the U.S. Department of Education, Office of Bilingual Education and Minority Language Affairs (OBEMLA) to provide practitioners with information on the education of limited English proficient students. NCBE compiles information on materials, programs, research, and other resources that can help educators meet the challenge posed by the complex and changing education needs of language minority students in U.S. schools.

NCBE also offers a Computerized Information System (CIS), which contains information about materials, support, services, funding opportunities, and other resources relating to the education of limited English proficient students. The NCBE CIS includes three searchable databases -- the NCBE Bibliographic Database, the NCBE Resources Database, and the NCBE Publishers Database, an electronic bulletin board -- NCBE newslines, and electronic mail. To obtain a User ID and password, contact NCBE.

Contractor: George Washington University  
1118 22nd Street, N.W.  
Washington, DC 20037  
TEL: (202) 467-0867  
(800) 321-NCBE  
FAX: (202) 4299766

Director: Joel Gomez

# Publications

The U.S. Department of Education publishes a number of books and pamphlets in order to disseminate information and research about educational issues. The publications that follow are available free from various Department offices and clearinghouses, or at a charge from the Government Printing Office (GPO) or the Consumer Information Center (CIC). This guide lists and describes briefly those publications that could be useful to teachers. **Information on ordering follows at the end of the section.**

## Classroom Instruction/Disciplines

### Math/Science

*Improving Math and Science Teaching*, GPO, #065-000-00553-1, \$1.75

*Transforming Ideas for Teaching and Learning Mathematics*

free from OERI (max. 2 copies) OR 93-3044

Bulk, GPO, #065-000-00574-3, \$25 for 25 copies

*What Schools Can Do To Improve Math & Science Achievement By Minority & Female Students* Free from the Office of Civil Rights

### Reading

*Reading In and Out of School: Factors Influencing the Literacy Achievement of American Students in Grades 4, 8, and 12 in 1988 and 1990*, GPO, # 065-000-00501-8, \$3.75

### Bilingual Education

*How To Integrate Language and Content Instruction: A Training Manual*;  
Center for Applied Linguistics, attn. Cynthia Daniels, 118 22nd St. N.W.,  
Washington, D.C. 20037, (202) 429-9292; \$10.00

### Vocational and Adult Education

*A Guide to Special Demonstration and Teacher Training Projects*  
free from Adult Learning & Literacy Clearinghouse, OVAE

*Bibliography of Resource Materials*

free from Adult Learning & Literacy Clearinghouse, OVAE

*NCRVE Products* (catalog) free from NCRVE

*Reaching the Goals: Goal 5: Adult Literacy and Lifelong Learning*  
GPO, #065-000-00582-4; \$2.75

## Students and Communities

### On Students

*A Profile of the American Eighth Grader*  
GPO, #065-000-00404-6, \$9

### Parental Involvement

*Policy Perspectives: Parental Involvement in Education*  
GPO, # 065-000-00459-3, \$1.50

*Together We Can: A Guide for Crafting a Profamily System of Education and Human Services*  
GPO, call (202) 783-3238 for number & price

### Material for Parents About Involvement

*You Can Help Your Young Child Learn Mathematics*  
CIC, 416Z, \$.50  
Usted puede ayudar a sus hijos a aprender matemáticas  
Free from OERI, OAS 93-6015

*Helping Your Child Learn Math*  
CIC, 612Z, Free (max. 2 copies)  
Bulk, call 1-800-334-3284, order code 31452-8

*Helping Your Child Learn Responsible Behavior*  
CIC, 488Z, \$.50

*Helping Your Child Get Ready for School!*  
CIC, 477Z, \$.50

*Helping Your Child Succeed in School*  
CIC, 478Z, \$.50

*Helping Your Child Improve In Test-Taking*  
CIC, 412Z, \$.50

*Helping Your Child Use the Library*  
CIC, 415Z, \$.50  
*Cómo ayudar a sus hijos a usar la biblioteca*  
Free from OERI, LP 92-4789

*Helping Your Child Learn Science*  
Single copies, CIC, 143Z, \$3.25  
Bulk, GPO, #065-000-00520-4, \$36 for 50  
*Cómo ayudar a sus hijos a aprender ciencia*  
Free from OERI (max. 2 copies)  
Bulk, GPO, #065-000-00521-1, \$36 for 50

*Helping Your Child Learn to Write Well*  
CIC, 413Z, \$.50

*Helping Your Child Learn to Read*  
CIC, 617Z, Free (2 copies maximum)

*Helping Your Child Learn History*  
CIC, 487Z, \$.50

*Helping Your Child Learn Geography*  
CIC, 414Z, \$.50

To obtain a complementary copy of any or all of the Helping Your Child Series of publications, call 1-800-424-1616, option 7.

## **Violence/Drugs**

*Catalog of Selected Federal Publications on Illegal Drug and Alcohol Abuse*  
Free from the Federal Drug, Alcohol, and Crime Clearinghouse Network;  
call 1 (800) 788-2800

*Office for Substance Abuse Prevention (OSAP)'s National Clearinghouse for Alcohol and Drug Information (NCADI) Publications Catalog*  
Free from NCADI

*Learning to Live Drug-Free: A Curriculum Model for Prevention*  
This curriculum model provides a framework for classroom-based prevention efforts in kindergarten through grade 12. The model includes lessons, activities, background for teachers, and suggestions for involving parents and the community in drug prevention. Free from NCADI

*Reaching the Goals: Goal 6: Safe, Disciplined, and Drug-Free Schools*  
GPO, #065-000-00555-7, \$2.25

## A Teacher's Guide to the U.S. Department of Education

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### *Success Stories from Drug-Free Schools: A Guide for Educators, Parents, & Policymakers*

This guide is designed to share the experiences and advice from programs at 107 schools recognized in the Drug-Free School Recognition Program in the 1989-90 and 1990-91 academic years.

Free from NCADI

### *National Commission on Drug-Free Schools: Final Report, September 1990*

Free from NCADI

### *What Works: Schools Without Drugs*

This publication provides assistance to schools and communities in developing a comprehensive program to prevent drug and alcohol abuse.

Free from Schools Without Drugs/ Pueblo, CO 81009;

or call 1 (800) 624-0100 (also available in Spanish)

### *Growing Up Drug-Free: A Parent's Guide To Prevention*

This handbook is distributed to parents, educators, and community groups to help families take an active role in drug prevention before they have a problem. Free from Growing Up Drug Free/Pueblo, CO 81009

or call 1 (800) 624-0100 (also available in Spanish)

### *Youth & Alcohol: Selected Reports to the Surgeon General*

Free from NCADI

### *Drug Prevention Curricula: A Guide to Selection and Implementation*

This guide is designed to assist educators in selecting, designing, and implementing educationally sound curricula for use in a drug prevention program. Free from NCADI

## **Audiovisual Materials**

The Department has produced nine drug prevention videos for students in all grades. The videos are available on loan from the National Clearinghouse for Alcohol and Drug Information. A series of posters developed in conjunction with the Partnership for a Drug-Free America also is available from the Clearinghouse.

## **Special Needs**

### *Inclusion of Students with Disabilities in Regular School Settings*

Free from OSERS

### *Discipline of Handicapped Students in Elementary & Secondary Schools*

Free from the Office of Civil Rights

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## Teachers and Teaching

### Professional Development

*Achieving World Class Standards: The Challenge for Educating Teachers*  
GPO, #065-000-00557-3, \$4.25

### Teaching Strategies

*Hard Work and High Expectations: Motivating Students to Learn*  
GPO, #065-000-00496-8, \$1.25

### On the Teaching Profession

*America's Teachers: Profile of a Profession*  
GPO, #065-000-00567-1, \$13.00

*Schools and Staffing in the United States: A Statistical Profile, 1990-91*  
GPO, #065-000-00581-6, \$6.50

*Toward a New Science of Instruction*  
GPO, #065-000-00589-1, \$5.50

## School Policy

### Assessment

*National Assessment of Educational Progress*  
brochure; free from OERI

### Principals/School Management

*The Principal's Role in Shaping School Culture*  
GPO, #065-000-00426-7, \$3.75

### School Improvement

*The National Education Goals Report 1992: Building A Nation of Learners*  
GPO, call (202) 783-3238 for number & price

## A Teacher's Guide to the U.S. Department of Education

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*Standards for All: A Vision of Education in the 21st Century*  
brochure; free from OERI

*Developing Leaders For Restructuring Schools: New Habits of Mind and Heart*  
GPO, #065-000-00444-5, \$3.50

### **Civil Rights**

*ED FACTS: Information About OCR*  
Free from the Office of Civil Rights.

*How to File a Discrimination Complaint*  
Free from the Office of Civil Rights.

*The Guidance Counselor's Role in Ensuring Equal Educational Opportunity*  
Free from the Office of Civil Rights.

*Magnet Schools: Promoting Equal Opportunity and Quality Education*  
Free from the Office of Civil Rights.

*Sexual Harassment --- It's Not Academic*  
Free from the Office of Civil Rights.

*Placement of School Children with AIDS*  
Free from the Office of Civil Rights.

## Grant Guides

The U. S. Department of Education administers a number of grants, both through state formula grant programs and through competitive discretionary grant programs. The following guides detail the range of funding opportunities available at the federal level.

*U.S. Department of Education: Guide To Programs, 1992 (OPA)*

*U.S. Department of Education Office of Elementary and Secondary Education: Guide to Programs, Fiscal Year 1992 (OESE)*

*U.S. Department Of Education: Funding For Mathematics And Science Education (OERI)*

*Programs Supporting Mathematics and Science Education (OERI)*

*Christa McAuliffe Fellowship Program: Program Abstracts 1989-1992 (OESE; School Effectiveness Division)*

*Resource Guide for Discretionary National Vocational-Technical and Adult Literacy Education Programs (OVAE, Division of National Programs)*

*Handbook on Serving Private School Children With Federal Education Programs (OPRE)*

## Periodicals

### *Goals 2000 Community Newsletter*

*Community Update* is the U.S. Department of Education's free monthly newsletter serving communities across the country in their efforts to achieve the National Education Goals. The newsletter reports on effective community programs targeting one or more of the goals, highlights new resources and publications to help communities reach the goals, and reports on the monthly Goals 2000 Satellite Town Meeting. The *Community Update* also features the Community Exchange, which allows people around the country to ask questions or provide suggestions on specific reform activities. Call 1-800-USA-LEARN to be placed on the GOALS 2000 mailing list.

### *OERI Bulletin*

The *Bulletin*, which is published three or four times a year, describes office priorities and OERI-funded publications and highlights new programs, research and statistical findings, upcoming competitions and events, and recent grants and contracts from each of OERI's program offices. Free from OERI.

### *State of the Art: Transforming Ideas in Teaching and Learning*

This series shows the intersection of research and practice by discussing 10-12 key research based ideas that transform practice in a content area (e.g., math, science, geography, etc.). Math issued 7/93, Science-8/93. Free from OERI.

### *Research Reports*

This series presents nontechnical discussions of educational issues. Topics to date include *Meeting Goal 3, Parental Satisfaction and the Need for Standards, Who Controls the Schools -- the Principal's and the Teacher's View and What's Wrong with Writing?* Free from OERI.

### *Consumer Guides*

This series provides basic information on an educational innovation. Topics to date include Cooperative Learning, Performance Assessment, Reading Recovery, and School-Based Management. Free from OERI.

*NCBE Forum: Newsletter of the National Clearinghouse for Bilingual Education*

*Forum* is a bimonthly newsletter containing news and current information about events and advances in the education of limited English proficient students. Free from NCBE.

*Focus: Occasional Papers in Bilingual Education*

*Focus* offers thought-provoking articles on issues of current concern in bilingual education. Recent issues have featured early childhood programs for language minority children, teacher education programs for teachers of language minority children, the role of research in bilingual studies, and the impact of bilingualism on testing for academic achievement. NCBE, \$3.50 each. (Current listings and back issues available through "NCBE Forum")

*The Challenge: Safe, Disciplined, and Drug-Free Schools*

*The Challenge*, a quarterly newsletter, highlights successful programs, provides the latest research on effective prevention measures, and answers questions about school-based efforts. Free from Drug Outreach and Planning, OESE (c/o Charlotte Gillespie, (202) 401-3030).

## Ordering Information

For publications available from the Office of Elementary and Secondary Education (OESE),

Contact: Office of Elementary and Secondary Education  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202

For publications available from the Office of Bilingual Education and Minority Language Affairs (OBEMLA),

Contact: Office of Bilingual Education and Minority Language Affairs  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202

For publications available from the Office of Vocational and Adult Education (OVAE),

Contact: Office of Vocational and Adult Education  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Switzer Building  
Washington, DC 20202

For publications available from the National Center for Research in Vocational Education (NCRVE),

Contact: National Center for Research in Vocational Education  
Graduate Center for Research in Vocational Education  
Graduate School of Education  
University of California at Berkeley  
1995 University Avenue, Suite 375  
Berkeley, CA 94704-1058

For publications produced by the Office of Private Education (OPRE),

Contact: Office of Private Education  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202

For publications available from the Office of Intergovernmental and Interagency Affairs (OIIA),

Contact: Office of Intergovernmental and Interagency Affairs  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202

For publications produced by the National Clearinghouse for Alcohol and Drug Information (NCADI),

Contact: National Clearinghouse for Alcohol and Drug Information (NCADI)  
P.O. Box 2345  
Rockville, MD 20852  
(800) SAY-NO-TO (729-6686)

For publications put out by the National Clearinghouse for Bilingual Education (NCBE)

Contact: National Clearinghouse for Bilingual Education  
1118 22nd Street, NW  
Washington, DC 20037  
(800) 321-NCBE or (202) 467-0867  
Fax: (202) 429-9766

For publications produced by the Office of Educational Research and Improvement (OERI),

Contact: Office of Educational Research and Improvement  
Education Information Branch  
555 New Jersey Ave. N.W.  
Washington DC 20208-5641  
(800) 424-1616

For publications available from the Government Printing Office (GPO),

Contact: Government Printing Office  
Superintendent of Documents  
P.O. Box 371954  
Pittsburgh, PA 15250-7954  
(202) 783-3238

For publications available from the Consumer Information Center (CIC),

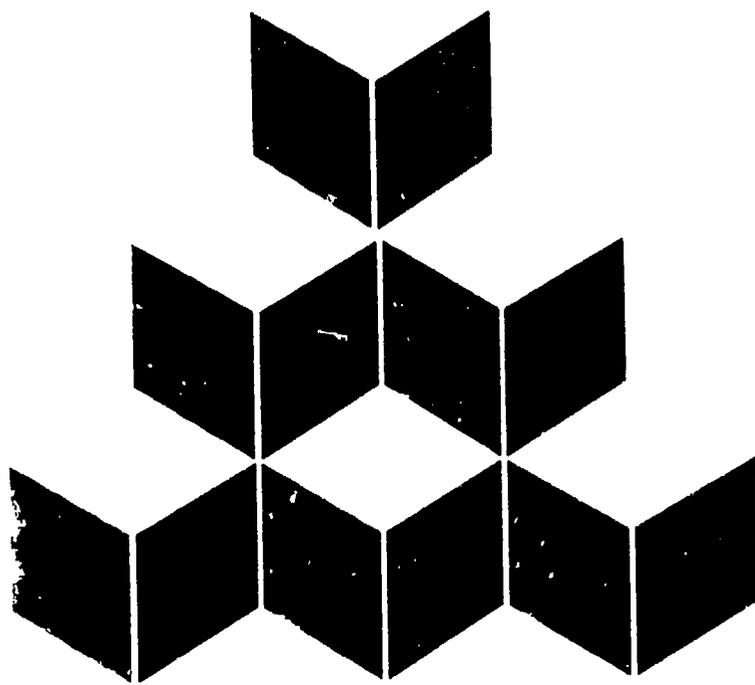
Contact: Consumer Information Center  
Pueblo, CO 81009

For publications available from the Office of Civil Rights (OCR), the telephone number is 1-800-421-481.

**Be sure to include the complete title and order number for each publication you order. The order number is the series of numbers listed at the end of the publication description. If you want publications from different offices, you must place separate orders. OERI provides a maximum of two copies of those publications listed as being free from OERI, on a first-come, first-served basis.**







***GOALS 2000***

Educate America