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| **District:** | | | | Arizona School District (ASD) | | **Term:** July 1, 2016– June 30, 2017 | | |
| **Program:** | | | | Arizona GEAR UP | | **Number of Students to be Served:**  Approximately 300 11th graders | | |
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| **Objective 1** | | | *Increase the academic performance and preparation for postsecondary education for GEAR UP students.* | | | | Timeline | |
| 1.1. 70% of GEAR UP students will complete pre-algebra by 8th grade, algebra I by ninth grade, and algebra II, geometry and one other  higher level math course by the end of 12th grade.  1.2. 85% of GEAR UP students complete the EXPLORE, Aspire, and ACT and the percentage demonstrating academic preparedness  for college by meeting EPAS CCR benchmarks increases gradually to baseline +5% on ACT in 12th grade. | | | | | | | | |
| 1.1  Rigorous/  Advanced Coursework / Curriculum Enhancement | | | **The District and GEAR UP Task Force** will, to the extent possible, ensure that GEAR UP students are registered in rigorous/ advanced coursework, including AP, honors and dual enrollment, this year, and throughout their high school years. Specific efforts this year are:   1. The majority of GEAR UP students will be enrolled in Algebra II or higher level math during the 2016-17 school year. Students who did not pass Geometry in the 2015-2016 school year will be required to re-take Geometry during their junior year. 2. The **GEAR UP Coordinator** will work with the District to purchase four class sets of TI-84 calculators (120 calculators) to enhance teaching and student learning in math classes (*Timeline A*). 3. The **Discrete Math Teacher** will incorporate the *Foundations in Personal Finance* curriculum purchased in Year 4 into class instruction. The Discrete Math class will include juniors and seniors in the 2016-17 school year. 4. The **GEAR UP Coordinator** will ensure GEAR UP students are enrolled in pre-AP Chemistry, AP English Language and Composition, AP Studio Art and AP US or World History classes, and Mingus Union High School will ensure GEAR UP students receive AP test waivers as applicable, and will assist other students with AP test fees as needed. 5. Dual Enrollment classes through the local Community College (pre-calculus, college algebra, auto II & III, agriculture III, English 12 and Digital Media) will be offered to juniors. The **GEAR UP Coordinator** will inform students about available Dual Enrollment classes, and will help register eligible students, as needed. | | | | A, B, C, D | |
| 1.2  Professional Development | | | 1. Two **Teachers**, designated by the **Principal,** will attend in-state Summer AP Institute in **July 2016** in the areas of AP Chemistry, and AP Calculus. 2. The **GEAR UP Coordinator, GEAR UP Assistant,** and the **Guidance Counseling Department (four Counselors)** will participate in the College Access Professionals (CAP) on-line training in October 2016 and/or January 2017. 3. The **Art Teacher** will collaborate with the **Art Department** to explore the possibility of having a teacher attend the AP Music Theory Summer Institute in July, 2017 to prepare to teach an AP Music Theory class to GEAR UP students as seniors. | | | | A, B, C, D | |
| 1.3  STEM Enrichment | | | 1. The school will continue to offer an extra-curricular Real World Design Challenge (RWDC) Club and the **Principal** will designate a **Teacher** to act as the RWDC Sponsor/Coach during the 2016-2017 school year *(Timeline A).* The **GEAR UP Coordinator** will take a variety of actions, early in the school year, to encourage juniors to participate in the club, particularly those who have expressed an interest in STEM careers. 2. The **GEAR UP Coordinator**, in collaboration with **School Administration**, will develop and administer a STEM survey to all GEAR UP students to assess students’ interest areas within the STEM field and solicit input on technology to be purchased with dedicated bond funds (*Timeline A*). The **GEAR UP Coordinator** will use the results of the survey to plan, arrange and offer a variety of STEM-related opportunities for students such as lunch time expositions by community partners, presentations by STEM professionals and ‘fun’ STEM activities. (*Timeline B-D*). | | | | A,B, C, D | |
| **Objective 2** | | | *Increase the rate of high school graduation and participation in postsecondary education of GEAR UP students.* | | | | Timeline | |
| 2.1. Significantly more GEAR UP students graduate from high school on time than students from matched comparison group.  2.3 Significantly more GEAR UP students will be enrolled in postsecondary education by the fall semester following their graduation from high school than students in a carefully matched control group.  2.4 Significantly more GEAR UP students will be on track for graduating from college by completing their freshman year in good academic standing… than students in control group.  2.5 Significantly more GEAR UP students will be placed into college level English and math without the need for remedial courses than students in control group. | | | | | | | | |
| 2.1  P.E.P.S. | | | The **GEAR UP Coordinator** will ensure all GU students receive benefit of:   1. **At least one** **Postsecondary Education Planning Session (PEPS)** consistent with *Arizona GEAR UP Minimum Expectations for PEPS*. 2. **At least one PEPS follow-up** activity aligned with students’ individual postsecondary plans, consistent with Arizona GEAR UP Minimum Expectations for Junior-Year PEPS follow-up. | | | | A, B, C, D | |
| 2.2  Tutoring | | | **The District and GEAR UP Task Force** will ensure that tutoring is provided for students, as appropriate as follows:   1. The **Principal** will retain the **Teacher** that served as the Peer Tutoring Program Coordinator during the 2015-2016 school year. Peer tutoring will be offered Tuesdays, Wednesdays, and Thursdays after school in the School Library throughout the 2016-17 school year. 2. The **GEAR UP Coordinator** will collaborate with the **Peer Tutoring Program Coordinator** to recruit and train NHS students, and other qualified students, including GEAR UP students, to serve as peer tutors for juniors. **Peer Tutors** will be incentivized to get students to attend peer tutoring. 3. Throughout the year, the **GEAR UP Coordinator** will identify eleventh grade students who could benefit from peer tutoring and encourage them to attend, by explaining the benefits including an explanation of the quarterly recognition program. 4. The **GEAR UP Coordinator** Work with the **Principal** to hire one part-time **Academic Mentor** (college student) to work in Algebra II classes under teacher supervision. 5. The **GEAR UP Coordinator** will work with the school **Administration** to host **four** Saturday ELA “Make Up” sessions just prior to each grading period ending. Students who attend and complete assignments during these sessions will raise their grade in English class for that grading period. The **Administration** will collaborate with the **English teachers** to prepare materials for students to complete during these Saturday sessions. Compensation for teaching staff for the three-hour Saturday tutoring sessions will be through Title I funds. The **GEAR UP Coordinator** will work with **English teachers** to identify and encourage students to attend the Saturday Sessions. Healthy refreshments will be provided for attendees. | | | | A, B, C, D | |
| 2.3  Mentoring | | | The **GEAR UP Coordinator** will review the list of ‘at-risk’ students (identified by the GEAR UP State Office’s 2015-2016 survey results) and will ensure that the **GEAR UP Assistant** or the **In-class Math Tutor** connects with those students regularly. These interactions will be documented and reported to the State Office as ‘Mentoring Recipient (by a staff member)’ (**NOS TBD**). | | | | A, B, C, D | |
| 2.4  ACT Prep &  Administration | | | 1. The following steps will be taken to prepare students to perform their best on the ACT when it is administered in Spring 2017:    1. The **GEAR UP Coordinator** will arrange for a presentation by the **Northern Arizona College Resource Center (NACRC),** in preparation for the ACT. At this ‘kick-off’ students will be made aware of the importance of ACT scores for college admission and scholarships, given some initial test-taking tips, and introduced to the availability of Method Test Prep. (*Timeline A*)    2. **The GEAR UP Coordinator** will provide students with Method Test Prep usernames and passwords and facilitate their first log-in (*Timeline A*), will encourage students to use the tool before the ACT and/or PSAT, and will routinely review Method user reports and follow-up with students who are not making use of the tool (*Timelines A and B*). 2. The **Principal**, in collaborationwith members of the **GEAR UP Task Force** at the school(and any other designated district and school staff), will take steps necessary to successfully administer the ACT to 11th graders on **February 28th, 2016.** The Lead Guidance Counselor will serve as the testing coordinator. | | | | A, B, C, D | |
| 2.5  College Readiness | | | 1. The **GEAR UP Coordinator** and **Guidance Counselors** will work with Yavapai College to explore the possibility of offering their placement test (currently The College Board ACCUPLACER) to all GEAR UP students during the 2016-17 school year. 2. The **GEAR UP Coordinator** will use the results of the Placement Test to counsel students regarding: a) opportunities to enroll in Dual Enrollment classes, b) options for re-taking the Placement test to raise their score, and c) the implications of the results for their senior year. | | | | A,B C, D | |
| 2.6  Workshops:  College Knowledge, Metacognitive, Leadership & Master Student Skills Development | | | 1. The **GEAR UP Coordinator** will provide, or will invite speakers from NACRC or from the community to provide, **one workshop per quarter** to all juniors during English classes. The workshops will focus on metacognitive development, self-regulatory skills, intrinsic motivation, financial literacy, college knowledge and master student skills. 2. The **GEAR UP Coordinator** will collaborate with the **English Department** to explore the possibility of adding a portfolio component into the English 11 curriculum that may include building a resume, writing a personal statement, and preparing scholarship essays (*Timeline A*). 3. The **GEAR UP Coordinator** will work with the **Lead Guidance Counselor** and the **Assistant Principal** to recruit an Advisor to establish a MEChA chapter on campus (*Timeline A*). Throughout the school year, the **GEAR UP Coordinator** will work with the **MEChA Advisor** to encourage students to join the organization (*Timeline A-D*). 4. The **Assistant Principal** and **Lead Guidance Counselor** will work together to add a Leadership Development class to the course offerings in 2016-2017. The **GEAR UP Coordinator** will encourage GEAR UP students to enroll in the class, targeting mostly Link Leaders, GUSLA Alumni, and Class Officers, among others (*Timeline A*). The Course curriculum will include service learning, civic engagement and citizenship, and other aspects of leadership. As needed, the **GEAR UP Coordinator** will also present leadership topics during the Leadership Development class (*Timeline A-D*). 5. The **Art Teacher** will lead a community outreach art project by involving GEAR UP students in designing and painting a college-themed mural at a Mingus Union High School feeder school. The **GEAR UP Coordinator** will encourage GEAR UP students to participate in the project, and will help coordinate efforts with **MGI designated staff** and the **Art Teacher**, as needed. 6. The **GEAR UP Coordinator** will work with the **Lead Guidance Counselor** to coordinate the Link Crew program. The **GEAR UP Coordinator** and **Lead Counselor** will recruit **GEAR UP students**, and provide a kick-off training at the beginning of the school year, as well as a mid-year motivational, leadership training to the Link Crew leaders. **Link Crew Leaders** will mentor incoming freshmen and will also assist with planning Link activities, supporting the GEAR UP Coordinator with GEAR UP Week activities, and will assisting with transition/orientation for students new to the GEAR UP cohort. | | | | A,B,C,D | |
| 2.7  Absence Intervention | | | **ASD** will prevent and address student attendance problems, consistent with Arizona GEAR UP *Standards & Guidelines for Absence Intervention as follows*:   1. The **Assistant Principal** and **Attendance Secretary** will regularly monitor students’ attendance. Automated calls home will be made after a student has 3, 5, and 7 absences. Letters will be sent to the students’ home at the same time. 2. The **Assistant Principal/Intervention Specialist** and the **Attendance Secretary,** will provide weekly reports of juniors with ‘excessive’ absences (3, 5 and 7) to the **GEAR UP Coordinator** and **GEAR UP Assistant**, who will supplement the existing intervention strategies by meeting with students, and/or making personal calls home, as needed. The **GEAR UP Coordinator** will document and report supplemental absence interventions on a regular basis. 3. If/when a GEAR UP student is notified that he/she will fail a class or classes, based on excessive absences, the **GEAR UP Coordinator** will assess if the student is in a position to appeal, per school policy, and assist / advocate in the appeals process, as appropriate. | | | | A, B, C, D | |
| 2.8  School-Wide College-Going Culture | | | The following steps will be taken to create a sustainable college-bound environment at the school, including making changes to the appearance and daily routines and staff professional development related to college-going:   1. To enhance and promote the school-wide college culture through the use of a PA system for morning and between-class announcements, the **Assistant Principal** will work with the **Administrative Team** to research, purchase, and install a PA system. GEAR UP will cover the cost of 25% of the PA system, up to $10,000.00 (*Timeline A*). If the PA system is purchased, the **GEAR UP Coordinator** will provide college-themed announcement content and will coach **GEAR UP students** and **Link Leaders** to make daily announcements (*Timeline A-D*). 2. The **GEAR UP Coordinator** will arrange for the purchase and distribution of GEAR UP t-shirts for the Class of 2018, including some that designate the wearer as a Link Leader. | | | | A ,B, C, D | |
| 2.9  Career Exploration | | | 1. The **GEAR UP Coordinator** will plan and host six (6) ‘lunchtime chats’ with community representatives from various career fields, and target GEAR UP students for participation based on PEPS career interest information. 2. The **GEAR UP Coordinator,** in collaboration with the **District,** will renew the license for *Virtual Job Shadow* (*Timeline A*), and will implement its use during PEPS, PEPS follow-ups (for undecided students) and college and career advising sessions to help students explore careers and educational requirements. | | | | A, B, C, D | |
| 2.10  Promotion / Credit Recovery / Summer School | | | 1. The **GEAR UP Coordinator**, in collaboration with the **Guidance Counselors,** will review every student’s transcript **each semester,** and inform all GEAR UP students with deficiencies about credit recovery options and/or requirements, as applicable. Credit recovery opportunities include an existing summer Title I credit recovery program offered to help students recover credit in English and Math, and a virtual credit recovery program (CEC) offered by GEAR UP that is offered throughout the academic school year and in the summer. 2. The **GEAR UP Coordinator** will collaborate with the **GEAR UP Assistant**, during the academic school-year to coordinate the credit recovery (CEC program) that will take place after school on Tuesdays, Wednesdays and Thursdays. 3. The **GEAR UP Coordinator** will identify students who can benefit from recovering credit in summer 2017 and will guide the students through the registration process. In June, 2017, the **GEAR UP Assistant** will coordinate the credit recovery program (for subjects other than math and ELA) under the supervision of a certified teacher. | | | | A, B, C, D | |
| 2.11  Dropout Recovery | | | 1. The **Registrar** and the **Assistant Principal** will provide a weekly report of all withdrawals to the **GEAR UP Coordinator.** These three will work in collaboration to attempt to locate any GEAR UP student who withdraws with a W-4, W-5, S-4 or S-5 code, and encourage their re-entry to school. 2. The **GEAR UP Coordinator** will work with the **Assistant Principal** to develop and disseminate a written protocol for drop-out recovery (*Timeline A*). | | | | A,B,C,D | |
| 2.12  Summer Enrichment | | | 1. The **GEAR UP Coordinator** will: 2. Ensure that GEAR UP Summer Leadership Academy (GUSLA) “Application Availability” is announced to students and parents in a timely fashion to ensure meeting all deadlines. 3. Select assigned number of students for the GUSLA at NAU. 4. Provide families with information about the GUSLA. 5. Work with NAU GEAR UP staff to ensure participant list and applications are submitted according to prescribed time line. 6. Make all necessary arrangements for the selected students to attend the GUSLA scheduled for June 11-16, 2017 in Flagstaff. 7. The **GEAR UP Coordinator** will engage GUSLA alumni (students who attended GUSLA in 2014, 2015 and/or 2016) in follow-up activities throughout the 2016-17 school year to serve as role models and leaders to promote cohort awareness of and participation in GEAR UP activities, including GUSLA participation in 2017. This may include serving as Peer Tutors and/or Link Leaders, joining MECha, and/or enrolling in the Leadership Development class. 8. The **GEAR UP Coordinator** will help students learn about the opportunity to participate in the NCCEP Youth Leadership Summit 2017, help students through the application process, and serve as a chaperone during travel to and from the conference if Mingus Union High School students are selected. 9. The **GEAR UP Coordinator** will set up a system for providing information and application assistance for **other summer enrichment programs**. | | | | C, D | |
| **Objective 3** | | | *Increase GEAR UP students’ and their families’ knowledge of postsecondary education options, preparation and financing.* | | | | Timeline | |
| 3.1. By the end of 11th grade, 85% of GEAR UP students respond correctly to questions about financial aid and the costs/benefits of postsecondary education.  3.2. By the end of their students’ 12th grade year, 80% of GEAR UP parents will have completed at least one activity to help them assist their students in their academic preparation for college.  3.3. By 11th grade, 75% of GEAR UP students respond on the student survey that they expect to attend college.  3.4. By the end of students’ 11th grade year, 70% of GEAR UP parents respond correctly to questions on the parent survey about financial aid and the costs/benefits of postsecondary education. | | | | | | | | |
| 3.1  Student/Family Financial Aid Information | | The **GEAR UP Coordinator** will provide information to students and parents on the cost of college and ways to reduce the cost, FAFSA and Federal Financial Aid (Pell Grants, Work-Study, and Loans), Scholarships (College Success Arizona, Arizona Community Foundation, scholarship search engines, and local opportunities), and Individual Student Savings Accounts (Earn to Learn) by hosting events and workshops consistent with *NAU’s Minimum Standards & Guidelines for GEAR UP Events*, as follows:   1. Providing financial literacy information during workshops that will be conducted in English 11 classes (see 2.6). 2. Hosting two family-focused events to disseminate financial literacy, college affordability, Financial Aid, and scholarship information to parents. The **GEAR UP Coordinator** will collaborate with **Expect More Arizona (EMA)** to solicit donations/prizes that will be used for a drawing of door prizes for participants. 3. Collaborating with the **Guidance Department** during their Fall 2016 College Application/FAFSA events as follows:    1. Hosting a table to provide students with financial literacy/Financial Aid information during the college and career fair (*Timeline A*).    2. Offering FAFSA4caster workshops to juniors, while the Guidance Counselors are assisting seniors with the FAFSA (*Timeline A/B*). | | | | | A, B, C, D | |
| 3.2  Student/Family information on Postsecondary Pathways | | The **GEAR UP Coordinator** will provide information to students and parents on the benefits of college (both financial and non-financial), alternative pathways to a four year degree, and college entrance requirements and admissions process, including an introduction to the joint admissions programs of NAU, ASU and UA with local community college(s) (GEAR UP State Office will provide Coordinators with contact information for joint admissions programs) by:   1. Collaborating with the **Guidance Department** and the local Community College to help all GEAR UP students enroll at the Community College while the Guidance Counselors are assisting seniors with college applications. (*Timeline A/B*). 2. Inviting the representative from the Connect to NAU program at the local Community College to speak at one parent event, implemented consistent with *NAU’s Minimum Standards & Guidelines for GEAR UP Events* (see 3.1 B). | | | | | A, B, C, D | |
| 3.3  Family Newsletters | | 1. The **GEAR UP Coordinator** will prepare and send at least two newsletters to GEAR UP families, consistent with Arizona GEAR UP minimum standards, ensuring the inclusion of grade-appropriate financial aid and college preparation information. 2. The **GEAR UP Coordinator** will work with **GEAR UP Student Leaders** (GUSLA Alumni, Youth Leadership Summit Alumni, Link Crew Mentors etc.) to write an article for the GEAR UP newsletter at least once per year. 3. The **GEAR UP Coordinator** will prepare college-prep, financial information, and upcoming GEAR UP events content and will provide it to the Junior English Teacher, Katie Wolf. The **Junior English Teacher** will include GEAR UP content in the bi-weekly newsletters she emails to her students’ parents. | | | | | A, B, C, D | |
| 3.4  New Student and Family Orientation | | 1. Within the first month of school, the **GEAR UP Coordinator** will identify all students new to the 2018 cohort at the high school and provide an orientation to GEAR UP *(Timeline A)*. 2. As new GEAR UP students are added to the cohort throughout 2016-17, the **GEAR UP Coordinator** will provide orientation / introduction of GEAR UP to students and their parents. (Student orientation may be incorporated into PEPS). 3. The **GEAR UP Coordinator** will ensure that all new GEAR UP students receive 21st Century Scholar Certificates throughout the year (*certificates* *will be provided by NAU Office).* 4. The **GEAR UP Coordinator** will ensure that a “Welcome to GEAR UP” letter is sent to the family of every new 11th grader in a timely manner, throughout the year. 5. The **GEAR UP Coordinator** will pair every new student with a GUSLA alumnus, or Link Crew Leader for a peer-led orientation. Peer-led orientation interactions will be documented and reported as “Community Service,” (NOS 216) for the peer leaders. | | | | | A, B, C, D | |
| 3.5  College Visits | | 1. The **GEAR UP Coordinator,** in collaboration with the **Art Teacher** will arrange for a college visit to the host institution in the Phoenix area on National Portfolio Day. GEAR UP students with an interest in the arts will be targeted for the visit. (*Timeline B*) 2. The **GEAR UP Coordinator,** will coordinate with Grand Canyon University representatives to have **20-50** GEAR UP students participate on a GCU visit / tour that is planned and paid for through GCU. 3. The **GEAR UP Coordinator** will arrange for three additional college visits, targeting students who have not participated in a college visit and/or have an interest in visiting technical schools, STEM related fields, and/or community colleges. | | | | | A,B,C,D | |
| 3.6  National GEAR UP Week | | The **GEAR UP Coordinator** will work with GUSLA Alumni and Link Leaders to plan and implement activities (may include lunchtime, in-class and before and after–school activities) during National GEAR UP Week - **September 19-23, 2016**. | | | | | A | |
| **4. Other** | | Complete Administrative Responsibilities in a timely and accurate manner | | | | | Timeline | |
| 4.1  GEAR UP Staff | | 1. The **School District** will retain and supervise the **GEAR UP Coordinator**, according to district policy, and assist with plan implementation and financial reporting responsibilities, when applicable. 2. The **School District** will retain the **GEAR UP Assistant,** according todistrict policy. | | | | | A, B, C, D | |
| 4.2  GEAR UP Task Force | | The **GEAR UP Task Force,** with members designated by the **Principal** in Spring 2016, will participate in meetings and provide guidance and support to the GEAR UP Coordinator as necessary for successful implementation of the program throughout the 2016-17 school year**.** | | | | | A, B, C, D | |
| 4.3  GEAR UP Space | | The **Principal** will maintain dedicated GEAR UP “space” on campus; the **GEAR UP Coordinator** will work with the district to establish and maintain the GEAR UP Office(s), including the supplies necessary for the performance of typical job duties. | | | | | A, B, C, D | |
| 4.4  Data Liaison Responsibilities | | 1. The **District Data Liaison** will submit GEAR UP student identifying information to the NAU GEAR UP Office in agreed-upon format including: name, SAIS ID number, date of birth, gender, ethnicity, guardian(s) name(s), full address, phone number(s), ELL, IEP and free/reduced lunch status. *(Timeline A)* 2. The **District Data Liaison** will submit GEAR UP teacher information to the NAU GEAR UP Office in agreed-upon format. *(Timeline A)* 3. The **District Data Liaison** will submit GEAR UP Course information to the NAU GEAR UP Office in agreed-upon format. *(Timeline A)* 4. The **District Data Liaison** will submit student withdrawal and new student entry information to the NAU GEAR UP Office monthly in agreed upon format. 5. The **District Data Liaison** will submit all required academic data electronically, each semester, per NAU GEAR UP instructions. (Data include courses, grades, credits earned, GPAs, attendance data, test data, Year-End Status codes and Class Ranks*.* 6. The **District** will renew subscription to the National Student Clearinghouse (NSC) StudentTracker for High Schools Program by September 1, 2016. The **District Data Liaison** will submit/import information on students in the Graduating Class of 2016 to the Clearinghouse by September 30, 2016 and will forward all aggregate reports received from NSC to the NAU GEAR UP Office. {If desired, and the district has the student information, districts may obtain data for earlier graduating cohorts as well, as far back as 2010}. | | | | | A, B, C, D | |
| 4.5  Coordinator / Assistant  Training | | The **GEAR UP Coordinator and Assistant** will participate in all NAU GEAR UP hosted Coordinator/Assistant trainings, meetings, and webinars. | | | | | A, B, C, D | |
| 4.6  GEAR UP  Conferences | | 1. The **GEAR UP Coordinator** will attend the NCCEP Annual GEAR UP Conference in Washington DC, **July 17-20, 2016.** 2. The **GEAR UP Coordinator** will attend the GEAR UP West Conference in Spokane, WA, **October 16-18, 2016**. 3. The **GEAR UP Coordinator**, will attend the NCCEP Annual GEAR UP Conference in in July 2017. | | | | | A, B, C | |
| 4.7  School Staff Orientation | | The **GEAR UP Coordinator** will provide GEAR UP Orientation for 100% of staff (teachers and administrators) at the school which will include an overview of the 2016-17 work plan / activities; and provide orientation for any teachers who are absent from the teacher in-service and for any new teachers hired after the start of school according to *Arizona GEAR UP* *Guidelines for On-Site Teacher Orientation to GEAR UP.* | | | | | A | |
| 4.8  Translation | | As applicable and/or necessary, the **GEAR UP Coordinator** will arrange for translation of all GEAR UP documents that are mailed or distributed to students/parents, and will arrange for interpretation at GEAR UP family events as needed. | | | | | A, B, C, D | |
| 4.9  Data & Reports | | 1. On weekly basis, the **GEAR UP Coordinator** will submit sign-in sheets and service logs to the NAU GEAR UP Office for all services / student & parent participation. Sign in sheets and logs must include date and duration of service, as well as Nature of Service (from list of “approved” Nature of Service codes) *(A, B, C, D).* 2. The **GEAR UP Coordinator** will provide a copy of each GEAR UP student’s unofficial transcript to the NAU Office at the end of each semester, by deadlines indicated on GEAR UP Year 5 Calendar. *(Timeline B,C)* 3. The **GEAR UP Coordinator** will collaborate with the District **Fiscal Liaison** to assure monthly submission of GEAR UP Financial Packets to the NAU Office *(Timeline A, B, C, D).* 4. The **GEAR UP Coordinator** will administer the annual GEAR UP Parent & Student Surveys ensuring a return rate of at least 80% of students and 50% of parents. The **GEAR UP Coordinator** will send the completed surveys and collated results to the NAU GEAR UP Office by the deadline indicated on GEAR UP Year 5 Calendar. *(Timeline C)* 5. The **GEAR UP Coordinator** will document all GEAR UP sponsored professional development (as specified in task 1.2) provided to GEAR UP teachers on the Professional Development Report Form provided by NAU; submit to State GEAR UP Office, per reporting requirement, by dates indicated on GEAR UP Year 5 Calendar. | | | | | A, B, C, D | |
| 4.10  Coordination with Federal TRIO Programs | | The **GEAR UP Coordinator** will determine if Federal TRIO programs serve students in the high school. If so, the **GEAR UP Coordinator** will meet with the TRIO representative to coordinate services. | | | | | A | |
| 4.11  GEAR UP High School Task Force / Year 6 Planning | | 1. The High School **Principal** will establish the **GEAR UP Task Force** for the 2017-18 school year, and provide the information to the **GEAR UP Coordinator**; the **GEAR UP Coordinator** will notify NAU Office of members’ names and contact information by February 1, 2017. 2. In spring 2017, the **GEAR UP Task Forces** will travel to Phoenix for Year 6 (2016-2017) Planning at the NAU/North Valley Office. | | | | | C | |
| **Timeline Key** | | | | | | |
| **A: July 1, 2016 – September 30, 2016** | | | | **C: January 1, 2017 – March 31, 2017** | | |
| **B: October 1, 2016 – December 31, 2016** | | | | **D: April 1, 2017– June 30, 2017** | | |