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| **District:** | | Arizona Unified District | **Term:** | July 1, 2014 – June 30, 2015 | | |
| **Program:** | | Arizona GEAR UP | **Number of Students to be Served: 218** 9th graders | | | |
| **Objective 1** | | *Increase the academic performance and preparation for postsecondary education of 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, PLAN 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 / Enhanced teaching and learning | | The following actions will be taken to ensure, to the extent possible, that GEAR UP students successfully complete rigorous/ advanced coursework, including pre-AP, AP, honors and dual enrollment, this year, and throughout their four years of high school.   1. The majority of 9th grade students will be enrolled in Algebra I. Students who completed Algebra I in 8th grade will be enrolled in Geometry. 2. Approximately 60 GEAR UP students will be enrolled in Pre-AP English in 9th grade based on recommendation of their 8th grade Language Arts teachers. 3. The **GEAR UP Coordinator** will work with the **Principal** to arrange for the purchase of Math 180 for use in Math Enrichment labs (MAT0310). 4. The **GEAR UP Coordinator** will work with the **Principal** to arrange for the purchase of the *Career Choices Curriculum* for use in English 9 classes. 5. The Algebra I teachers will incorporate the use of the Student Response (“Clicker) System into their teaching throughout the year. The **GEAR UP Coordinator** will work with the **Principal** to arrange for the purchase of two (2) Student Response System (“Clicker”) classroom sets for this purpose and will work with the **District IT Department** to ensure they are set up for use prior to the start of the school year. 6. **Throughout the year, Core Subject Teachers** will use laptop computers, to engage 9th grade students in rigorous coursework, including research and writing. (Timeline C, D) 7. The **District Purchasing Department** will arrange for the purchase of 52 laptops and two laptop carts, and the **District IT Department** will ensure they are formatted and firewalled **prior to the first day of school**. The cart will be housed in the school library and teachers will reserve it through the **GEAR UP Coordinator.** The laptops will also be used for GEAR UP financial literacy training and parent events. | | | A | |
| 1.2  Professional Development | | 1. **Algebra I teachers** will participate in training on use of the Student Response “Clicker” systems **prior to the start of the school year**. 2. The **GEAR UP Coordinator** will work with the **Principal** to identify and arrange for **teachers** to attend the following AZ K-12 Center trainings:  * Close Reading and Text Dependent Teachers (2 teachers, December 2014) * Differentiated Instruction (3 teachers, January-March 2015) * Math Institute 6/3 -6/4/2015 (tenth-grade math teachers)  1. The **Social Studies Department Chair** will facilitate discussions with American History and World History **teachers**, during the regularly scheduled weekly professional development days for the **first quarter--** focused on integrating common core standards into the History curriculum. 2. The **GEAR UP Coordinators** will work with the **Principal** to register **four (4)** **teachers** for AP training in Physics, Spanish, Computer Science and Calculus in preparation for increased demand/need from the Class of 2018. | | | A,B,C,D | |
| 1.3  STEM Enrichment | | 1. The **GEAR UP Coordinator** will work with the **Principal** to establish an after-school Robotics Club and identify a teacher-sponsor, who will receive a stipend, for the work. The **GEAR UP Coordinator** will reach out, individually, to students who have indicated, during PEPS or through coursework, an interest or aptitude for STEM, to encourage them to join Robotics Club. (See also 3.1) 2. The **GEAR UP Coordinator** and the **Principal** will showcase HS STEM activities and accomplishments at the Cottonwood SciTech Festival, including a Robotics demonstration by club members. | | | 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.  2.2. By 9th grade year, 85% of GEAR UP students will be able to identify the academic requirements for college.  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** and the **School Counseling Department** will work together to ensure all GU students receive benefit of **at least one** **Postsecondary Education Planning Session (PEPS)**, and **at least one PEPS follow-up** activity in 2014-15, consistent with Arizona GEAR UP Minimum Expectations for PEPS, as follows:   1. The **GEAR UP Coordinator** will introduce the ECAP process to all 9th graders during English classes in August. During the presentation, students will set up their AzCIS accounts and begin inputting class schedules. 2. The **GEAR UP Coordinator** will follow-up with individual ECAP/PEPS during fall semester. 3. The **Counseling Staff** will hold follow-up ECAP meetings with GEAR UP students in February, when registration for 10th grade classes will take place. | | | | A,B,C |
| 2.2  Academic Mentoring/ Tutoring | | 1. The **GEAR UP Coordinator**, in collaboration with **Counseling** and **Teaching Staff**, will refer 9th grade students to the existing Focused Intervention Tutoring (FIT) after-school tutoring program (Tuesdays, Wednesdays and Thursdays). The **GEAR UP Coordinator** will establish a system to collect documentation of student participation in tutoring in a format that meets AZ GEAR UP Data Documentation standards. 2. The **GEAR UP Coordinator** will work with the **Principal** to hire an Academic Mentor (college student) to work in the Algebra I classes, under teacher supervision, and to provide additional lunchtime tutoring in the Library/College Career Readiness Center. The **GEAR UP Coordinator** will select, train and supervise the Academic Mentor, and collaborate with the **Algebra I teachers**, in accordance with the *Arizona GEAR UP Academic Mentoring Standards*. | | | | A,B,C,D |
| 2.3  Mentoring | | 1. The **GEAR UP Coordinator** and **Lead** **Counselor,** whoattended Link Crew training in Feb 2014, will implement the Link Crew program with 9th graders this year. Each 9th grader will be assigned to a ‘Crew’ with two upper class Link Leaders (73 students have been selected and trained as leaders). Link Leaders will provide an initial orientation and continue the mentoring relationships throughout the school year. A system has been put in place for ‘Link Alerts’ – **Teachers** will use the system to notify Link Leaders of concerns with their mentees, so these can be addressed. 2. The **GEAR UP Coordinator** and **Counselor** will assistLink Leaders in the planning and implementation of one large scale mentor-mentee activity each quarter. | | | | A,B,C,D |
| 2.4  Metacognitive/ Self-Regulatory / Intrinsic Motivation & Master Student Skills Development | | 1. The following activities and interventions will be implemented to provide GEAR UP students with training in “Master Student Skills,” including:    * Time/Project Management    * Leadership Skills    * Goal Setting    * Study Skills    * Note Taking    * Interviewing / Public Speaking 2. The **GEAR UP Coordinator** will develop and present workshops in 9th grade English classes each quarter, including time management, leadership skills and interviewing/public speaking skills. 3. The **GEAR UP Coordinator** will work with Algebra I **teachers** to create and present a math-related goal-setting workshop. 4. The **GEAR UP Coordinator** will collaborate with the **Northern Arizona College Resource Center** to provide student and family workshops related to master student and college readiness skills. (see also 3.1) 5. Metacognitive skill development will be addressed in Link Crew activities (See Task 2.3 above). 6. The **Principal** will explore the feasibility of implementing an Advisory Period (25-30 minutes two days per week) beginning in the 2015-16 school year. | | | | A,B,C,D |
| 2.5  Absence Intervention | | The **GEAR UP Coordinator** will establish and implement a system to be consistently and timely informed of GEAR UP students with excessive absences and will intervene with students and families, as needed. | | | | A, B, C, D |
| 2.6  College-going Visuals / Communications | | 1. The **GEAR UP Coordinator** will work with the **Principal** to create a ‘College Showcase’ in several enclosed bulletin boards across campus. 2. The **GEAR UP Coordinator** will work with the **Principal** to establish Wednesdays as College T-shirt Day for **Staff.** 3. The **GEAR UP Coordinator** will arrange for the purchase of GEAR UP t-shirts for the Class of 2018. | | | | A,B,C,D |
| 2.7  Career Exploration | | 1. The **GEAR UP Coordinator** and **Counselors** will utilize AzCIS (Arizona Career Information System) for career exploration with individualize students, when needed as revealed during PEPS/ECAPS discussions. 2. The **GEAR UP Coordinator** will collaborate with the **Chamber of Commerce** to arrange for half-day job shadowing experiences for 40-50 GEAR UP students throughout the year. Students will be selected for participation based on the availability of a professional in their career interest area in the local community, and parent and school permission to participate. 3. **Throughout the year**, the **GEAR UP Coordinator** will plan and host up to 10 ‘lunchtime chats’ with community representatives from various career fields, and target GEAR UP students for participation based on PEPS career interest information. | | | | A, B, C, D |
| 2.8  Promotion / Credit Recovery / Summer School | | The **GEAR UP Coordinator**, in collaboration with the **Lead Counselor,** will review every student’s transcript **each semester,** and refer all GEAR UP students with deficiencies to existing credit recovery during the school year. Students who failed any classes will be required to enroll in the existing **summer** school program. | | | | B, C, D |
| 2.9  Dropout Recovery | | The **Principal** will develop a system to ensure that the required forms for withdrawals and 10-day drops are routed to the **GEAR UP Coordinator** for review and signature [This form will be modified before the start of the 2014-15 school year to include a signature line for the GEAR UP Coordinator]. Upon receipt of these forms, the **GEAR UP Coordinator** will 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. | | | | A,B,C,D |
| 2.10  Summer Enrichment | | 1. The **GEAR UP Coordinator** will: 2. Ensure that GEARUP Summer Leadership Academy (GUSLA) “Application Availability” is announced to students and parents in a timely fashion to ensure meeting all deadlines. 3. Select allocated number of GEAR UP students from for attendance at GUSLA on the NAU Campus in June 2015. 4. Select assigned number of students for the GUSLA at NAU. 5. Provide families with information about the GUSLA. 6. Work with NAU GEAR UP staff to ensure participant list and applications are submitted according to prescribed time line. 7. Make all necessary arrangements for the selected students to attend the Program. | | | | 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  Family information events / workshops | The **GEAR UP Coordinator** will host monthly Family/Parent events including:   1. Kick-Off Event for families in **August 2014**. 2. “Movie Night” featuring the documentary *First Generation* for students and parents in **September 2014**. 3. Family Events in collaboration with **EMA** **each semester** – **October and February.** 4. A *Parent University Event* **each semester – November and March.** 5. At least **2** student and family workshops related to master student and college readiness skills in collaboration with the **Northern Arizona College Resource Center**. (see also 2.4) – **December and April.** 6. A presentation for students and parents by **Earn to Learn** (see also 3.2)- **January.** 7. “Movie Night” featuring *Underwater Dreams* for students and parents in **May 2014**, sending special invitations to Robotics Club members and GEAR UP students who have, during PEPS or through coursework, expressed an interest or aptitude for STEM. | | | | | A,B,C,D |
| 3.2  Financial Literacy | 1. The **GEAR UP Coordinator** will work with **Algebra I teachers** to incorporate the use of Everfi Financial Literacy on-line program as part of the curriculum. 2. The **GEAR UP Coordinator** will arrange for a presentation by **Earn to Learn** at a family event. | | | | | A,B,C,D |
| 3.3  Family Newsletters | The **GEAR UP Coordinator** will prepare and send at least two newsletters (one each semester) to GEAR UP families, consistent with Arizona GEAR UP minimum standards, ensuring the inclusion of grade-appropriate financial aid and college preparation information. | | | | | A/B & C/D |
| 3.4  New Student and Family Orientation | 1. The **GEAR UP Coordinator** will mail a Welcome / Introduction Letter to every GEAR UP family **by September 12, 2014**. 2. Within the first month of school, the **GEAR UP Coordinator** will identify any and all students in the 2018 cohort at the high school who did not attend a GEAR UP middle school(s) and orient/introduce them to the Program *(Timeline A)*. 3. As new GEAR UP students are added to the cohort throughout 2014-15, the **GEAR UP Coordinator** will provide orientation / introduction of GEAR UP to students and their parents. (Student orientation may be incorporated into PEPS). 4. The **GEAR UP Coordinator** will ensure that all **new** GEAR UP students receive 21st Century Scholar Certificates (*will be provided by NAU Office).* 5. The **GEAR UP Coordinator** will ensure that a “Welcome to GEAR UP” letter is sent in a timely manner to the family of every 9th grade student who enrolls after the Welcome All Letter is sent (see A, above). | | | | | A, B, C, D |
| 3.5  College Visits | The **GEAR UP Coordinator** in collaboration with the **Principal** will arrange for the following college visits, consistent with *Arizona GEAR UP Minimum Expectations and Guidelines*:   * University of Arizona * Yavapai College & Prescott College * Arizona State University & UTI * Northern Arizona University & Coconino Community College * Grand Canyon University   42 students and up to 4 parents will participate in each tour. Students who have not attended any college visits in previous years will be priority for selection. | | | | | A,B,C,D |
| 3.6  National GEAR UP Week | During National GEAR UP week, the **GEAR UP Coordinator** will:   1. host a family event (See 3.1B); 2. host an assembly for students (Welcome to your Future); 3. prepare a news release for the radio; 4. attempt to set up an interview with the Mayor; 5. arrange for the local newspaper to publish a story showcasing GEAR UP; and 6. collaborate with **English Teachers** to have students write letters to Congress and phone their congressional representative in support of GEAR UP. | | | | | A |
| **4. Transition** | | Transition to High School | | | | Timeline |
| 4.1  HS Transition Activities | The **GEAR UP Coordinator** and will arrange and facilitate small group transition sessions for at-risk students including students transitioning to High School from non-GEAR UP districts. | | | | | A |
| **5. Other** | Complete Administrative Responsibilities in a timely and accurate manner | | | | | Timeline |
| 5.1  GEAR UP Staff | 1. The **School District** will retain and supervise the **GEAR UP Coordinator**, according todistrict policy. 2. The **School District** will retain the **GEAR UP Assistant,** according todistrict policy. The **GEAR UP Coordinator** will supervise the **Assistant.** | | | | | A, B, C, D |
| 5.2  GEAR UP Task Force | The GEAR UP **Task Force,** with members who were designated by the **Principal** in Spring 2014, will participate in meetings and provide guidance and support to the GEAR UP Coordinator as necessary for successful implementation of the program**.** | | | | | A,B |
| 5.3  GEAR UP Space | The **Principal** will maintain dedicated GEAR UP “space” on his/her campus; the **GEAR UP Coordinator** will work with the district to establish and maintain the GEAR UP Offices,including the supplies necessary for the performance of typical job duties. | | | | | A,B,C,D |
| 5.4  Data Liaison Responsibilities | 1. The **District Data Liaison** will submit GEAR UP student identifying information to the NAU 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 student withdrawal and new student entry information to the NAU Office **monthly** in agreed-upon format. 3. The **District Data Liaison** will submit GEAR UP teacher information to the NAU Office in agreed-upon format. *(Timeline A)* 4. The **District Data Liaison** will submit GEAR UP Course information to the NAU Office in agreed-upon format. *(Timeline A)* 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, Class Ranks, test data, and attendance data*.* | | | | | A, B, C, D |
| 5.5  Coordinator/  Counselor Training | 1. The **GEAR UP Coordinator** and **GEAR UP Assistant** will participate in all NAU GEAR UP hosted Coordinator trainings, meetings, and webinars. 2. Four **Counselors** at MUHSD will participate in CAP (College Access Professional) on-line training offered by NAU GEAR UP Staff. | | | | | A, B, C, D |
| 5.6  GEAR UP  Conferences | 1. The **GEAR UP Coordinator,** and other individuals designated by the **Principal,** will attend the NCCEP Annual GEAR UP Conference in Washington D.C., July 20-23, 2014. 2. The **GEAR UP Coordinator** will attend the GEAR UP West Conference in Seattle, WA in October 2014. 3. The **GEAR UP Coordinator,** and other individuals designated by the **Principal,** will attend the NCCEP Annual GEAR UP Conference in San Francisco, CA in July 2015. | | | | | B,C,D |
| 5.7  School Staff Orientation | The **GEAR UP Coordinator** will provide GEAR UP Orientation for 100% of staff (teachers and administrators) at each school which will include an overview of the 2014-15 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 |
| 5.8  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 |
| 5.9  Data & Reports | 1. **On a 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 progress report/transcript to the NAU Office **at the end of each semester**, by deadlines indicated on the GEAR UP Year 3 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 3 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, **quarterly**, on dates indicated on GEAR UP Year 3 Calendar. 6. The **GEAR UP Coordinator** will obtain a list of the 9th grade members and officers of every school club/extracurricular organization from the Club Sponsors and the Officers for the Class of 2018 at each school and submit to NAU by the date indicated on the GEAR UP Year 3 Calendar. | | | | | A, B, C, D |
| 5.10  GEAR UP High School Task Force / Year **4** Planning | 1. The High School **Principal** will establish the **GEAR UP Task Force** for the 2015-16 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, 2015**. 2. **In spring 2015**, the **GEAR UP Task Force** will attend a planning meeting in Phoenix for Year 4 (2015-2016) Planning. | | | | | C |

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| **Timeline Key** | |
| **A: July 1, 2014 – September 30, 2014** | **C: January 1, 2015 – March 31, 2015** |
| **B: October 1, 2014 – December 31, 2014** | **D: April 1, 2015– June 30, 2015** |