|  |  |  |
| --- | --- | --- |
| **District:**  | Arizona Unified District (AUD) | **Term:** July 1, 2015 – June 30, 2016 |
| **Program:** | Arizona GEAR UP  | **Number of Students to be Served:** Approximately 350 sophomores |
|  |
| **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 CCR benchmarks increases gradually to baseline +5% on ACT in 12th grade. |
| 1.1Rigorous/Advanced Coursework / Curriculum Enhancement  | To the extent possible, the **Counselors** will 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, as follows:1. The **AP World History Teacher** will enhance teaching and learning by regularly utilizing one (1) class set of kindles (30 kindles), and the downloadable curriculum (6 year license), purchased with GEAR UP funds. The **GEAR UP Coordinator** will follow district procedure for purchase of technology to ensure the equipment is in the classroom prior to the first day of school, August 2015. (*Timeline A*)
2. The **GEAR UP Coordinator** will work with the **Counselors** to ensure 30 sophomore students enroll in AP World History for the 2015-16 school year. (*Timeline A*)
3. The **GEAR UP Coordinator** will work with the **Principal** to establish a system for payment of end-of-year AP World History and AP Chemistry test fees for all GEAR UP students enrolled in these classes. The **GEAR UP Coordinator** will collaborate with **Counselors** and **AP teachers** to inform students that the test is a requirement and that fees will be covered.
4. **The Geometry teacher** willenhance teaching and student learningby regularly utilizingtwo (2) class sets of graphing calculators, purchased with GEAR UP funds.  **The GEAR UP Coordinator** will work with the **District Purchasing Department** to ensure the calculators are in the Geometry classes prior to the first day of school, August 2015. (*Timeline A*)
 | A, B, C, D |
| 1.2Professional Development | 1. One **Teacher** from each discipline will attend in-state Summer AP Institute in **July 2015** in the areas of AP World History and AP English Language.
2. One **Teacher** will attend in-state Summer AP Institute in the area of AP Spanish in **June 2016**.
3. Two **Teachers** selected by the **Principal** to attend the AZ K-12 Center Problem Based Learning (PBL) training in Flagstaff in June 2015, will attend two follow-up sessions in Flagstaff: **October 1, 2015** and **January 26, 2016**.
 | A, B, C, D |
| 1.3 STEM Enrichment | The **GEAR UP Coordinator** will work with the **Robotics Club Sponsor** and the **Engineering Teacher** to encourage students to participate in the Robotics Club. | 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. |
| 2.1P.E.P.S. | The **GEAR UP Coordinator** and the **School Counseling Department** will work together to ensure all GEAR UP students receive benefit of **at least one** **Postsecondary Education Planning Session (PEPS)**, and **at least one PEPS follow-up** activity in 2015-16, consistent with *Arizona GEAR UP Minimum Expectations for PEPS* as follows:1. The **GEAR UP Coordinator** will work with the **Guidance** **Counselors** to coordinate PEPS and ECAP meeting schedules. They will share individual students’ PEPS and ECAP information with one another on a regular basis.
2. The **GEAR UP Coordinator** will access students for PEPS during World History and elective classes.
 | A, B, C(PEPS)C, D(PEPS Follow-up) |
| 2.2Academic Mentoring/ Tutoring | 1. The **GEAR UP Coordinator** will work with the **Principal** to hire part-time **Academic Mentors** (college students) to work in geometry classes under teacher supervision, and to provide additional tutoring during lunch and/or after-school. (*Timeline A*).
2. The **GEAR UP Coordinator** will provide training for **Academic Mentors** according to NAU GEAR UP *Minimum Expectations for Academic Mentoring*. (*Timeline A*).
3. The **GEAR UP Coordinator** will arrange an orientation for geometry **Teachers** to introduce the Academic Mentoring Program and discuss best practices. (*Timeline A*).
4. The **GEAR UP Coordinator** will monitor students’ grades and encourage students who need it, to take advantage of available tutoring during lunch and after school from teachers and/or Academic Mentors.
5. The **Geometry Teachers** will oversee and regularly meet with the **Academic Mentors** throughout the school year, per the *Minimum Expectations*.
 | A, B, C, D |
| 2.3Mentoring | 1. The **GEAR UP Coordinator** will work with the **Counseling Department** and **Administration** to create a teacher-student mentoring program targeting GEAR UP students identified by School staff and the GEAR UP State Office as being ‘at risk.’ (*Timeline A*)
2. The **Assistant Principal** will provide information to school staff about the opportunity for teachers to earn school-community contribution hours via this interaction with students. (*Timeline A*)
3. In compliance with the *AZ GEAR UP Minimum Mentoring Standards*, the **GEAR UP Coordinator** will arrange for an orientation to the mentoring program for teachers who agree to serve in this capacity (*Timeline A*); will coordinate the mentor-mentee matches; and will collect the mentor-mentee meeting logs to report to the GEAR UP state office on a monthly basis.
 | A, B, C, D |
| 2.4ACT AspireAdministration, Test Prep & Post-Assessment Activities | 1. The **Principal**, in collaborationwith members of the **GEAR UP Task Force** at the schooland designated district and school staff (listed below), will take steps necessary to successfully administer the ACT Aspire assessment (paper-pencil version) to 10th graders during **the test administration window - October 12 to December 4, 2015***.*
* Aspire District Administrator – Director of Curriculum and Federal Programs
* Aspire District Test Coordinator– Secondary Curriculum Specialist
* Aspire School Administrator and Test Coordinator – Assistant Principal
1. The **GEAR UP Coordinator** will work with the Counselors and other **GEAR UP Task Force** members to implement post-assessment activities (e.g. interpretation of results for students and families – see also 3.1B).
 | A, B, C, D |
| 2.5Metacognitive/ Self-Regulatory / Intrinsic Motivation & Master Student Skills Development | 1. The **GEAR UP Coordinator** will facilitate lessons **once per month** (re: goal setting and metacognitive and other master student skills) to the GEAR UP students enrolled in the alternative/non-traditional school.
2. The **GEAR UP Coordinator** will work with the **Guidance Counselors** to prepare metacognitive/master student skills lessons to be facilitated **once per month** with GEAR UP students during Advisory period.
 | A, B, C, D |
| 2.6Absence Intervention | **AUD** will prevent and address student attendance problems, consistent with Arizona GEAR UP *Standards & Guidelines for Absence Intervention as follows:* 1. **Prior to the students’ return to school in August, t**he **Attendance Clerk** and the **Principal** will provide a list of students who had excessive absences during the prior (2014-2015) school year to the GEAR UP Coordinator. **The GEAR UP Coordinator** will meet with those students, and their parents/guardians to discuss the attendance policies, the importance of attending school regularly and to set goals for attendance, as appropriate (*Timeline A*).
2. Throughout the year, the **GEAR UP Coordinator** will extract attendance data from PowerSchools at least **bi-weekly**, will consult with the **Sophomore Counselor** about the students on the list with excessive absences, and will meet individually with any student who reaches **five unexcused absences** and any student at risk of losing credit and will also contact his/her parents to discuss attendance.
 | A, B, C, D |
| 2.7School-Wide College-Going Emphasis | 1. The **GEAR UP Coordinator** will purchase (or request the DHS **print shop** to create) posters and banners with college knowledge and financial aid/literacy information and display them in common areas on campus (*Timeline A*)
2. The **GEAR UP Coordinator** will collaborate with the **Art Teacher** to purchase supplies to paint the hallway beams with the names of colleges and the distance from the High School to that college campus. (*Timeline A-B*)
3. The **GEAR UP Coordinator** will arrange for the purchase and distribution of GEAR UP or college-themed shirts for students.
4. **Throughout the year**, the **GEAR UP Coordinator** will assist with morning announcements to include college facts and terminology (‘College Word of the Day’).
 | A, B, C, D |
| 2.8Career Exploration | 1. The **GEAR UP Coordinator,** in collaboration with the **District Purchasing Department,** will renew the license for *Virtual Job Shadow* (*Timeline C*) and will implement its use during assemblies, English 10 assignments, CTE classes, and PEPS follow-ups **throughout the year**.
2. The **GEAR UP Coordinator,** in collaboration with the **Principal**, and **Counseling Department,** will plan and hold a school wide Career Expo featuring local business leaders during **fall semester**.
3. The **GEAR UP Coordinator** will help students who are undecided about their career interest area to take and interpret the Career Interest Inventory on the Arizona Career Information System (AzCIS).
 | A,B,C,D |
| 2.9Promotion / Credit Recovery / Summer School | 1. he **GEAR UP Coordinator** will work with the **Counseling Department** to review students’ **quarterly** **progress reports** and contact every student failing a subject to discuss tutoring and other possible resources to prevent failing at the end of the semester. The **GEAR UP Coordinator** will document meetings they conduct with students and parents as academic counseling.
2. The **Principal** will arrange for the purchase of 20 online credit recovery licenses for use by GEAR UP students before-and after- school **during the 2015-2016 school year**.
3. The **GEAR UP Coordinator**, in collaboration with the **School Counseling Department** will review every GEAR UP student’s transcript **each semester,** and register students for needed online credit recovery.
4. The **GEAR UP Coordinator** will collaborate with the **Media Center Aid**, and the **GEAR UP Assistant**, during the academic school-year to ensure the computers in the Library/College and Career Center are accessible for students to use after school on Tuesday, Wednesdays and Thursdays for online credit recovery.
 | B, C, D |
| 2.10Dropout Recovery | 1. The **GEAR UP Coordinator** in collaboration with the **Truancy Officer** and the **Attendance Clerk,** will monitor all GEAR UP students’ withdrawals from school; attempt to locate any student who withdraws with a W-4, W-5, S-4 or S-5 code and encourage their re-entry to school. [The District currently requires at least 3 attempts to contact students, including a home visit prior to assigning a W4 code].
2. The **Principal** will work with the **Director of Curriculum and Federal Programs** to develop a new exit process, which requires students to meet with High School Administration (all grades), or the **GEAR UP Coordinator** (10th graders) for an ‘exit interview’ to explore options and encourage them to stay in school. The **Principal** will develop an exit interview form that requires signatures prior to withdrawal as W5 or S5.
 | A, B, C, D |
| 2.11Summer 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. Develop a fair and transparent process for selection of the allocated 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 GUSLA scheduled for **June 12-17, 2016** in Flagstaff.
7. The **GEAR UP Coordinator** will engage GUSLA 2014 and 2015 attendees in follow-up leadership activities throughout the 2015-16 school year.
 | A, B, 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. |
| 3.1Family information events / workshops | The **GEAR UP Coordinator** will host four (4) family events throughout the school year, including one with a focus on financial literacy (See 3.2). The GEAR UP Coordinator will invite GEAR UP partners Expect More Arizona (EMA) and Earn to Learn to provide presentations at family events. The **GEAR UP Coordinator** will involve **GUSLA alumni** in the planning and implementation of at least one of these events (see 2.11B). The events will be planned and executed in compliance with AZ GEAR UP *Minimum Standards for Events*. | A, B, C, D |
| 3.2Financial Literacy | The **GEAR UP Coordinator** will arrange and host a family event, in compliance with AZ GEAR UP *Minimum Standards for Events*, for students and parents during second semester, which includes information about the costs and benefits of college and financial aid, as well as a presentation by the Earn to Learn Program staff.  |  C, D |
| 3.3Family Newsletters | The **GEAR UP Coordinator** will prepare and send at least two newsletters (one per semester) to GEAR UP families, consistent with AZ GEAR UP *Newsletter Standards*, ensuring the inclusion of grade-appropriate financial aid and college preparation information, and at least one article by **GUSLA Alumni** (see 2.11B). | A/B & C/D |
| 3.4New 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 2015-16, 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** 10th grader in a timely manner, throughout the year.
 | A, B, C, D |
| 3.5College Visits | The **GEAR UP Coordinator** in collaboration with the **Principal** will arrange for one college visit for **46** students to The University of Arizona in the **Fall semester**, and one visit for **46** students to Arizona State University in the **Spring semester**. Students who have not attended any college visits in previous years will be priority for selection to attend. | B, C |
| 3.6National GEAR UP Week | The **GEAR UP Coordinator** will use resources from NCCEP and other GEAR UP programs, and work with **GUSLA Alumni** (see 2.11B) to plan activities for students in recognition of National GEAR UP Week in **September 2015**. | 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 todistrict policy.
2. The **School District** will retain the **GEAR UP Assistant,** according todistrict policy, and designate a supervisor for the **Assistant.**
 | A, B, C, D |
| 4.2GEAR UP Task Force | 1. The GEAR UP **Task Force,** with members designated by the **Principal** in Spring 2015, will participate in meetings and provide guidance and support to the GEAR UP Coordinator as necessary for successful implementation of the program**.**
2. The **Principal** will host **one task force meeting per quarter**. In addition, the **GEAR UP Coordinator** will send emails to the task force members with GEAR UP updates **once per month.**
3. The High School **Principal** will establish the **GEAR UP Task Force** for the 2016-17 school year, and provide the information to the **GEAR UP Coordinator**; the **GEAR UP Coordinator** will notify the NAU State Office of members’ names and contact information by **February 1, 2016**.
4. **In spring 2016**, the **GEAR UP Task Force** will travel to Phoenix for Year 5 (2016-2017) Planning at the NAU/North Valley Office with staff from the NAU GEAR UP State Office.
 | A, B, C, D |
| 4.3GEAR 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 Room,including the supplies necessary for the performance of typical job duties. | A, B, C, D |
| 4.4Data 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, term and cumulative credits earned, and term and cumulative GPAs (*Timeline C & D*), Year-End Status codes (*Timeline D)*, Class Ranks (*Timeline D*), AzMerit test data (*Timeline C & D)*, and attendance data (*Timeline C & D).*
6. The **District** **Data Liaison** will submit/import information on students in the Graduating Class of 2015 to the National Student Clearinghouse (NSC) by **September 30, 2015** and will forward all aggregate reports received from NSC to the NAU GEAR UP Office, using the District’s existing National Student Clearinghouse Student Tracker for High Schools Program subscription. {If desired, and the district has the student information, districts may obtain data for earlier graduating cohorts as well, as far back as 2009}.
7. The **District** **Data Liaison** will provide de-identified data on the Class of 2015 required for calculation of a baseline graduation rate, per instructions to be provided.
 | A, B, C, D |
| 4.5Coordinator Training | The **GEAR UP Coordinator** will participate in all NAU GEAR UP hosted Coordinator trainings, meetings, and webinars. | A, B, C, D |
| 4.6GEAR UPConferences | 1. The **GEAR UP Coordinator,** will attend the NCCEP Annual GEAR UP Conference in San Francisco, CA, **July 19-22, 2015**.
2. The **GEAR UP Coordinator** will attend the GEAR UP West Conference in Boise, Idaho, **October 18-20 2015**.
3. The **GEAR UP Coordinator** will attend the NCCEP Annual GEAR UP Conference in Washington DC, in **July 2016**.
 | B, C, D |
| 4.7School Staff Orientation | 1. The **GEAR UP Coordinator** will provide GEAR UP Orientation for staff (teachers and administrators) during the first staff meeting of the year in **August 2015**. The Orientation will include an overview of the 2015-16 work plan / activities.
2. The **GEAR UP Coordinator** will 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, B, C |
| 4.8Translation | 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 |
| 4.9Data & 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 4 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 4 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 between 7/1/2015 and 3/31/16, 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 4 Calendar.
 | A, B, C, D |
| 4.10Coordination with Federal TRIO Programs | The **GEAR UP Coordinator** will meet with the **Talent Search Coordinator** assigned to the High School to coordinate services/avoid duplication. | A,B,C,D |

|  |
| --- |
| **Timeline Key** |
| **A: July 1, 2015 – September 30, 2015** | **C: January 1, 2016 – March 31, 2016** |
| **B: October 1, 2015 – December 31, 2015** | **D: April 1, 2016– June 30, 2016** |