



California GEAR UP Middle School Program Application

California GEAR UP supports middle schools in developing a self-sustaining *college-going culture* for ALL students. The program serves whole schools through the adults that have the greatest impact on student life and experience: the principals, teachers, counselors, families and community leaders. GEAR UP resources, strategies and interventions are implemented by School Leadership Teams and guided by a school-based, six-year plan. School teams commit to strong academic programming and a cohesive college and career readiness curriculum, beginning at the middle school and connecting with area high schools and local postsecondary institutions. GEAR UP provides a network of support and professional development activities to integrate a *college-going culture* into school site reform efforts. Following a six-month Planning Phase in 2012, schools are selected to participate in the program from **January 2012 – August 2017**. For further information contact the California GEAR UP office at (510) 987-9137 or (916) 551-1757.

EXPECTED OUTCOMES FOR SCHOOLS

- A School Leadership Team led by the Principal to guide the school-wide development of a *college-going culture* for all students within a wider school improvement effort;
- All members of the School Leadership Team actively participate in California GEAR UP activities;
- Rigorous academic instruction for all students, with regular and timely support for struggling students;
- Increased numbers of Advanced Course offerings, including Pre-Algebra in grade 7, and Algebra 1 in grade 8;
- Academic counseling to include an individual grade 7 through 12 Academic Plan for each student, based on their strengths and interests;
- College and financial aid information for all students and families;
- A college information area (a College Corner) at the school site; and
- Family engagement to support excellence in learning and high expectations for postsecondary education and career opportunities for their children.

APPLICATION REQUIREMENTS

Schools are expected to:

- Have a minimum of 51% of students on the federal free & reduced price lunch program.
- Complete and return this application by Monday December 12, 2011, signed by the principal and district superintendent.
- Commit to strengthening and continuously improving the school's college-going culture for All students.
- Participate in Planning Phase activities (Jan. 2012—May 2012): GEAR UP Program Orientation, a one-day planning session at a centrally located site, and conduct GEAR UP planning and information sessions within your school community.
- Convene the GEAR UP Leadership Team of up to 8 members (principal, site contact, counselor, 2 teachers, a parent representative, and key community partner).
- Commit to the GEAR UP Leadership Team and the training provided by California GEAR UP.
- Devise and focus on the Professional Development Action Plan (PDAP) annually.
- Submit survey and evaluation data to the GEAR UP Program Evaluator annually by March 1, 2012.
- Develop a procedure for student selection and recognition for Education Trust Award (ETA) recipients.

GEAR UP PROGRAM PLANNING PHASE, JANUARY 2012—MAY 2012

If selected to participate in the planning phase of the California GEAR UP program, schools are asked to mark their calendars for the following activities and dates:

- Host a School-Site Visit for GEAR UP Orientation (2 hours maximum) with key leaders (potential GEAR UP Leadership Team) to be scheduled between January 27 and February 29, 2012. GEAR UP staff will work with the school to ensure a mutually convenient time.
- Participate in a Planning Session for GEAR UP: A full-day session, 8 am – 4 pm, for the school leadership team. Schools may select from one of the following dates, locations to be determined:
 - Wednesday, March 14, Southern California
 - Wednesday, March 21, Northern California
 - Wednesday, March 28, Southern California
- Schools Receive Notification by May 21, 2012: Schools will be notified of their final selection for participation in the 6-year California GEAR UP Program.

KEY DATES & DEADLINES FOR SCHOOL CALENDARS

- November 9, 15, 29, 2011: *Technical Assistance Days*
- December 12, 2011: *Last day to submit program application*
- January 13, 2012: *Schools are notified whether or not they have been selected for the **planning phase***
- January 2012—May 2012: *Planning Phase*
- January 27—February 29, 2012: *School-site Orientations*
- March 1, 2012: *Last day to submit Survey and Evaluation data to California GEAR UP Program Evaluator*
- March 14, 21, 28, 2012: *Off-site planning sessions*
- May 21, 2012: *Schools will be notified of their **final selection** to the 6-year California GEAR UP Program*

WHOLE SCHOOL SERVICES and RESOURCES for California GEAR UP SCHOOLS

CALIFORNIA GEAR UP MIDDLE SCHOOLS ARE EXPECTED TO TAKE ADVANTAGE OF THE RESOURCES PROVIDED AND UTILIZE OTHER AVAILABLE RESOURCES.

California GEAR UP will provide the following services and resources:

- **Federal funds of up to \$7,500 annually** will be available in years 2—6 of this program to fund professional development activities unique to each school's staff needs. These funds must be matched from school resources, either in-kind or direct, for the purpose of developing a college-going culture.
- A GEAR UP **School Services Coach (SSC)** will be assigned to coach, facilitate and monitor the progress of each School Leadership Team in implementing their Professional Development Action Plan (PDAP) and in utilizing the School Self-Assessment Rubric (SSAR) while working with the whole school community.
- GEAR UP **Principal and Leadership Team Institutes and Forums**: Leadership Team members will participate in a two-day Fall Leadership Institute and a one-day Winter Leadership Forum. Professional development activities are based on the School Self-Assessment Rubric (SSAR) that identifies the six conditions of a *college-going culture*.
- **A stipend for the GEAR UP school site contact**, who is responsible for collaboratively implementing a college-going culture with the school community, using California GEAR UP resources. This collaboration includes communications with GEAR UP staff and school community, working closely with the GEAR UP School Services Coach, Leadership Team, GEAR UP service providers/resources and annually submitting the Professional Development Action Plan (PDAP), and school data to the GEAR UP Program Evaluator. In conjunction with the Principal, the school site contact will participate in the Education Trust Awards (ETA) selection and awards process.
- **Family Programming**: Parent Institute for Quality Education (PIQE) nine-week family sessions are provided for all schools. Schools will also be provided the opportunity to participate in the PIQE Teacher Training Program for teachers and other staff. Additionally, selected schools will be offered GEAR UP sponsored Family Engagement Services including a five-course workshop and/or 1 day of family university for parents, guardians and families. Finally, we are pleased to announce the participation of GEAR UP in the California Capital Financial Literacy Program for students and families. A number of schools will be selected to participate in this pilot program.
- GEAR UP sponsored **Counseling Institutes** offered for counselors and school site staff who provide academic counseling.
- **College Board Teaching & Learning and College Readiness** offers professional development. Services help educators and counselors engage students in high-level learning and ensure that every middle and high school student develops the skills needed to succeed in college. A variety of subject-specific strategies and topics related to college readiness, teaching and learning, are available. Descriptions at <http://professionals.collegeboard.com/prof-dev/workshops>. Schools select dates and locations.
- **Advancement Via Individual Determination (AVID)** topics as described on the AVID website, <http://www.avid.org/> under AVID Educators, Curriculum & Teaching Materials. Schools select dates and locations.
- The **Pocket Guide to California Colleges and Universities**, the **Resources and Materials Clearinghouse (RMC)**; californiacolleges.edu the **portal** to California Colleges and Universities, and periodic **Newsletters**, all of which can be accessed on-line through www.castategearup.org.
- GEAR UP sponsored **College: Making It Happen** materials are available for each student enrolled at GEAR UP schools, and **College: Making It Happen** events are hosted at local colleges. For more information visit www.certicc.org.

Note: All partner services are based on the Train the Trainer model to support sustainable school practices.

Application & Signature Page

Please Complete the Following Contact Information: Please *PRINT CLEARLY*.

School:	District:
Address:	City & Zip:
Phone: () -	Fax: () -
Principal:	Email Address:
Site Contact:	Email Address:
Counselor:	Email Address:
Language Arts Teacher:	Email Address:
Mathematics Teacher: <input type="checkbox"/>	Email Address:
Parent:	Email Address:

ASSURANCES:

- Principal, assigned site contact and Leadership Team will participate in Planning Phase activities which includes a GEAR UP Orientation, a one-day planning session at a centrally located site, and conduct GEAR UP planning and information sessions with their school community.
- Principal, assigned site contact and Leadership Team will participate in annual 2-day Leadership Institutes and 1-day Forums.
- A designated site contact will oversee California GEAR UP activities on campus.
- A middle school counselor(s) or designated staff will provide college academic advising and/or develop a college preparation counseling program for ALL students.
- Matching funds which focus on developing a college-going culture will be identified from school resources, either in-kind or direct, minimum \$7,500.
- Principal and Site Contact will complete a School Program Survey annually. The School Survey and Evaluations are due by March 1st annually. These must be completed to receive reimbursement for the PDAP and Education Trust Accounts.
- Principal and Site Contact will submit student applications for the Education Trust Awards (ETA) to the California Student Aid Commission (CSAC) annually in March beginning in the third year of participation.

Approval by Superintendent/District Office designee to support participation of middle school staff in California GEAR UP activities during the 2012 - 2017 school years is **REQUIRED**.

Principal Signature:	Date
Print Name Please:	
Superintendent Signature:	Date
Print Name Please:	

Deadline:

Please submit the completed application by Monday, December 12, 2011, to California GEAR UP, Attn: Ms. Blaze Farrar, Fax (510) 587-6354, Telephone (510) 587-6129, Email: Blaze.Farrar@ucop.edu

NO APPLICATIONS WILL BE ACCEPTED AFTER DEADLINE.

Notification of Selection:

Principals will be notified by Friday, **January 13, 2012** as to whether their school has been selected to participate in the Planning Phase of the California GEAR UP Program via email.

Answer the following questions to apply. If needed, attach an additional sheet of paper to fully address each of these questions. Please be concise.

1. What percentage of your student population participates in the federal free and reduced lunch program /National School Lunch Program?
2. Please describe the **current** college-going culture at your school and how it promotes college for ALL students.
3. Describe your efforts and progress in the development of rigorous academic instruction for all students.
4. How often do your teachers meet to improve the implementation of rigorous instruction?
5. Describe your current academic counseling and college information program.
6. Describe your current family involvement program.
7. Describe efforts to develop a program of academic support for struggling students.
8. How will participating in California GEAR UP assist your school in creating a college-going culture for ALL students?