

APPENDIX V – 6



Self-Contained GATE Site Protocol SY1718

Beginning of Year GATE Meeting

During the first two weeks of school, GATE Staff will meet with site Principal and GATE teachers to review USP and Department Goals and teacher requirements. Program Power Point and procedures will be reviewed.

Student Placement

- ***Only the GATE Department can place students in GATE classes***
- Sites will receive student offer list for the following school year
 - In **January**, after initial offers are sent to families
 - In **March**, after additional offers are sent to families
 - In **July**, as the classes fill closer to the beginning of the school year
 - GATE Department will email sites the names of Self-Contained students as we place them, between when the bulk Self-Contained class lists are sent. This is to ensure students will get placed in a GATE class as soon as they register.
 - In **August**, GATE will send updated list as school starts and confirm with site's student class lists
- Sites contact families on "*Offer List*" to remind them to attend the GATE site Open House and make personal contact (recruitment) directly to welcome them to the site program
- Sites contact families on "*Acceptance List*" to welcome them to the site program
- Once placed by the GATE Department; student must register at site ASAP. ***Registrations must be processed immediately.***
- Students must **register prior to May 15 to guarantee transportation for the beginning of new school year**, per TUSD Transportation Department
- Students who open enroll at a school outside of their GATE feeder pattern are not eligible for transportation
- Only qualified students may be placed in a GATE self-contained class

Student Withdrawals

- ***Student support services must be provided for any student that may be considering withdrawal for any reason. The GATE office should be contacted immediately to assist in providing support to both classroom teacher(s) and student.***
- ***Only parents/guardians can withdraw a student from the GATE program***
- The GATE office must be contacted immediately if a student is withdrawn from a class
- Withdrawal form must be completed if a student transfers from a SC GATE class to a non-GATE class at the site or if a student withdraws from the site
- This information must be accurate in order to provide opportunities for additional placements for new students and acting USP
- Withdrawals must be sent by the office manager and cc. the classroom teacher ***within two days*** of the student withdrawal

GATE Literacy Kits

- Grade level literacy kits may be checked out by classroom teachers.
- Kit reservations must be made two weeks prior to routing schedule for delivery.
- Kits must be inventoried when received. Kits must be re-inventoried and organized per the alphabetized booklists before pick up.
- Kits must be placed in site pick up location for TUSD delivery back to GATE office by the scheduled pick up date.

GATE Teacher Professional Development Articulation

Elementary Teachers: September ; March

Middle School Teachers: October ; March

Testing for GATE Services

Tucson Unified will be testing TUSD students **1st through 6th grade during October 16, 2017 and November 22, 2017** and **kindergarten students during January 9 through January 26, 2018** to determine student eligibility to receive gifted services in the TUSD GATE program for school year 2018-19.

Testing invitations will be sent in early September to all TUSD student families' mailing address in grades K-6 and parents must return the invitation or notify the GATE office if they choose to have their student tested **by September 22, 2017**. Invitations will have a self-addressed envelope or the invitations may be returned to the Cavett GATE office at 2120 E. Naco Vista.

Two additional make up tests for students living within the TUSD boundaries and choosing to enroll in the TUSD GATE program, will be administered on **January 26, 2018 at Hollinger K-8 School** and on **February 3, 2018 at Cavett Elementary School**.

Testing will be administered during the testing window at every elementary and middle school. Notices will be posted at each site providing the date of testing and communicate will be sent home to families at the site level.

Testing Schedule:

September 9, 2017 Invitations and Opt-Out Notices sent to all TUSD families grades K-6

September 18, 2017 Pre-Testing Elementary School GATE Open House at Lineweaver Elementary School

September 19, 2017 Pre Testing Middle School GATE Open House at Doolen School

September 22, 2017 Invitations and Opt-Out Notices due to GATE office

October 16-November 22, 2017 Grades 1st through 6th Tested

January 8, 2018 1st through 6th Grade Placement Notices and GATE Scores sent to all families that tested

January 8, 2018 Offered list sent to sites

January 9-26, 2018 Kindergarten Students Tested

January 15-26, 2018 Self-Contained GATE School Open Houses

January 30, 2018 1st through 6th Grade Placement Acceptances Due to GATE Office

January 27, 2018 Make Up Test at Hollinger K-8 School

- February 3, 2018** Make Up Test at Cavett Elementary School
- February 15, 2018** Kindergarten and Make Up Placement Notices and GATE Scores sent to all families that tested
- February 15, 2018** Offer list sent to sites
- February 28, 2018** Kindergarten Placement Acceptances Due to GATE Office
- March 5, 2018** Acceptance list sent to sites

Questions & Answers

WHAT IS GATE? - GATE provides services designed to meet the academic needs of identified gifted students who have potential for high achievement. All students who meet the state and district eligibility criteria will be offered GATE services based on eligibility.

WHERE ARE GATE SERVICES PROVIDED?

ELEMENTARY SCHOOL – TUSD offers six programs:

- **Self-Contained** students attend full-time, five days per week, at a school that accommodates the feeder pattern of the home school. The self-contained programs are located at Kellond, Lineweaver, Roberts/Naylor, Wheeler and White Elementary Schools.
- **Dual-Language Self-Contained** students attend full-time, five days per week and instruction is given in both English & Spanish, located at Hollinger K-8 School for grades 1-7. Program offered district wide- no feeder pattern.
- **Tully Elementary Magnet School Gifted and Talented Program** – open access for students through Magnet program, students attend full-time, five days per week, and receive gifted instruction. Program offered district-wide – no feeder pattern.
- **GATE Pull-Out Itinerant** (part-time) services are offered in every elementary school in the district. A GATE teacher is assigned to each elementary school. The primary service is a pull-out program of approximately 90 minutes per week and provides enriched instruction in small group settings.
- **GATE Enrichment and Talent Development K-1 Whole Class (push in)** GATE teachers provide 45-minute critical thinking and reasoning lessons using a national recommended gifted enrichment Primary Education Thinking Skills (PETS) program.
- **Cluster Model** provides instruction by Gifted Endorsed teachers in grade levels 1st-5th. Identified GATE students are clustered in a classroom with non-GATE identified students.

MIDDLE SCHOOL – TUSD offers three programs:

- **Self-Contained** students attend full-time, five days per week, at a school that accommodates the feeder pattern of the home school. The self-contained programs are located at Doolen, Pistor and Alice Vail Middle Schools.

- **Dual-Language Self-Contained** students attend full-time, five days per week and instruction is given in both English & Spanish, located at Hollinger K-8 School for grades 6-7, and Pistor Middle School for grade 8. Program offered district wide- no feeder pattern.
- **GATE Resource** is available at every middle school. GATE instruction may be provided in core enrichment class, or pull out classes.

HOW ARE STUDENTS SELECTED FOR GATE PLACEMENT?

Self-Contained or Pull-Out services- students who meet the state and district established criteria on the GATE assessment are eligible for services. All students are rank-ordered by test results for self-contained placement consideration. Students not participating in the self-contained program due to space availability or declining self-contained placement, may be offered a placement in GATE elementary pull-out or middle school resource at the TUSD school of attendance. Parents must provide permission prior to placement in any self-contained or pull-out program.

Open Access at Tully Elementary Magnet Gifted and Talented Program, Roberts Naylor Middle School at 6th grade, Middle and High School Resource- does not require GATE testing. Student placement based on family interest, grades or performance may be considered. Placement not determined by GATE department.

DOES THE DISTRICT PROVIDE TRANSPORTATION TO GATE CLASSES? The District provides transportation to **self-contained schools** for non-neighborhood students within the established GATE feeder pattern that live beyond the walking distance that the district has established.

Students who open enroll at a school outside of their GATE feeder pattern are not eligible for transportation.