

**GEAR UP Virginia (GUV) 2021-2028**

**\_\_\_\_\_\_\_\_\_\_\_ High School**

  **Implementation Plan**

**Year Four - 2024-2025**

**State Council of Higher Education for Virginia**

**101 North 14th Street, 10th Fl., James Monroe Building**

**Richmond, Virginia 24219**

**Phone: 804.225.2600   FAX: 804.225.2604**

**Email: GUV@schev.edu**

**Revised 1/2024**

**Completing the GEAR UP Virginia (GUV) Implementation Plan**

This implementation plan specifies the GUV students at your school, outlines proposed activities for the period covering September 1, 2024 - August 31, 2025, and provides a detailed budget showing how you plan to pay for activities and staffing, and meet your match requirement. **The GUV Implementation Plan should supplement, not supplant existing academic improvement plans.**

**Requirements**

To receive GUV funds, each school are required to submit an implementation plan that has been approved by the superintendent and high school principal. The implementation plan consists of the following components: (1) Cover Sheet, (2) Action Plan, (3) Budget, and (4) Budget Narrative.

**Maximum Award**

Budgets may be up to **$35,000** for schools with under 250 students and up to **$45,000** for schools with over 250 students.

**Match Requirements**

Annually, school divisions are required to provide a cash or in-kind match for GUV awards. **This amount, to be identified in the budget, must at least equal the match guaranteed by your school division on the Partner Identification Form.**

**Please email your completed implementation plan by May 24, 2024, to the following:**

**Cherrelle Davis**

cherrelledavis@schev.edu

Serving: Halifax, Nottoway, Danville, and Harrisonburg

**Sarahbeth Dreis**

sarahbethdreis@schev.edu

Serving: Westmoreland, Manassas City, Accomack, and Lancaster

**Jamie Porter**

jamieporter@schev.edu

Serving: Hampton, Petersburg, Hopewell, and Brunswick

**Please email the scanned signature pages after it is approved by your Regional Manager to:**

**Deon Hamner**

GUV Fiscal Specialist

Deonhamner@schev.edu

**COVER SHEET**

GEAR UP Virginia Implementation Plan

September 1, 2024 – August 31, 2025

**Final Due Date: May 24, 2024**

**Signatures Due: June 30, 2024**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Division:** |  |  | **Address:** |  |
| **School:** |  |  |  |  |

 |

**Number of GUV cohort (current class of 2027) students participating in GUV in your school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STATEMENT OF ASSURANCES**

The School Division hereby provides assurance to the Commonwealth of Virginia through the State Council of Education for Virginia (SCHEV) and to GEAR UP Virginia that the grantee shall:

1. Seek to provide a safe, quality experience for GEAR UP Virginia student participants.
2. Comply with Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicapped), Title IX of the Education Amendments of 1972 (gender), and the Age Discrimination Act of 1975 (age).
3. Keep all fiscal and program records necessary for audits and give GEAR UP Virginia, SCHEV, the federal sponsoring agency, or the state auditor, through authorized representatives, access to all records, books, papers, or documents related to the grant.
4. Retain all fiscal records and original expenditure documentation for a period of five years.
5. Comply with the administrative procedures of GEAR UP Virginia, SCHEV, and the United States Department of Education including adhering to all reimbursement, match and data submission deadlines.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Superintendent’s Signature** |  | **Printed Name** |  | **Date** |  |
|  |  |  |  |  |  |
| **GUV Central Office Liaison** |  | **Printed Name** |  | **Date** |  |
|  |  |  |  |  |  |
| **Fiscal Officer’s Signature** |  | **Printed Name** |  | **Date** |  |
|  |  |  |  |  |  |
| **Principal’s Signature** |  | **Printed Name** |  | **Date** |  |

**IMPLEMENTATION PLAN**

**Table 1. GEAR UP Virginia Objectives and Performances Measures (PM) for Year 3 (grade 9).**

|  |
| --- |
| **The Implementation Plan must cover all following Performance Measures (PM) tied to one of the GEAR UP Virginia Objectives connected to year 3 (9th-grade year).**  |
| **Objective 1.0: Increase academic performance and preparation for postsecondary education of GEAR UP students.** |
|  PM 1.2 Percentage of GUV Class of 2027 students who participate in a targeted STEM activity (coding program, summer STEM camp). |
|  PM 1.3 Percentage of GUV Class of 2027 students who complete a career interest inventory. |
|  PM 1.4 Percentage of GUV Class of 2027 students who participate in AP, IB or Dual Enrollment courses |
|  PM 1.5 Percentage of GUV schools reporting improved capacity to meet student’s Social-Emotional Learning (SEL) needs. |
| **Objective 2: Increase the rate of high school graduation and enrollment in postsecondary education for GEAR UP student** |
|  PM 2.1 Percentage of Class of 2027 students who graduate from high school  |
|  PM 2.2 Percentage of Class of 2027 students and former GEAR UP students enrolled at institutions of higher education (IHE) |
|  PM 2.4 Percentage of Class of 2027 students who earn an advanced high school diploma |
|  PM 2.6 Percentage of Class of 2027 students meeting Virginia school attendance standards (90% attendance) each year. |
|  PM 2.7 Percentage of GUV Class of 2027 students promoted to next grade level on time. |
|  PM 2.8 Percentage of GUV Class of 2027 students who expect to graduate high school and enroll in postsecondary education. |
| **Objective 3: Increase GEAR UP students’ and families’ knowledge of postsecondary education options, preparation, and financing.** |
|  PM 3.2 Percentage of GUV Class of 2027 students with increased knowledge of college options and financial aid. |
|  PM 3.4 Percentage of GUV Class of 2027 students and parents who have talked about college with GUV or someone at their child’s  school. |
|  PM 3.5 Percentage of GUV Class of 2027 students with 1+ college visit prior to beginning Grade 11. |

Include all services provided by GEAR UP Virginia funds in the Implementation Plan. The Implementation Plan is pre-filled with mandatory services that the school must provide, but other services may be included. Add only one service per line.

All Performance Measures (PM) listed above (Table 1) must be connected to a service listed below (Table 2) and vice versa. A service may connect to multiple PM’s and all should be listed under the GUV PM Metric column.

If your school already provides a mandatory service and does not need GUV funding to provide or enhance it, speak to your Regional Manager.

**Table 2. Year 2 GEAR UP Virginia Proposed Services Plan (Add rows as needed)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| GUV PM Metric\* | Proposed Service | Responsible Parties | Number Served | If you are targeting a subset, what criteria will be used to identify students (i.e., course grades, attendance, etc.)? | Servicetimeline(date) | New or EnhancedService (check one) |
| New | Enhanced |
|  | **Academic Tutoring:** |  |  |  |  |  |  |
|  | **College Visit (s):** |  |  |  |  |  |  |
|  | **STEM Service:** |  |  |  |  |  |  |
|  | **Financial Aid Service:** |  |  |  |  |  |  |
|  | **Family Services:** |  |  |  |  |  |  |
|  | **21st Century Scholar Certificate:** |  |  |  |  |  |  |
|  | **Supporting access to Advanced Coursework:**  |  |  |  |  |  |  |
|  | **PD supporting SEL:** |  |  |  |  |  |  |
|  | **Regional Meeting** |  |  |  | Feb 2025 |  |  |
|  | **State Partner Meetings** |  |  |  | Sept. 2024 |  |  |
|  | **Site Coordinator(s)** |  |  |  |  |  |  |
|  | **Data Coordinator** |  |  |  |  |  |  |
|  | **Family Liaison**  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*Double check that all services are connected to a Performance Measure listed in the graph above

## **BUDGET NARRATIVE**

Please explain your calculations listed in the budget and how you plan to spend **GEAR UP Virginia and matching funds** to support the services presented in your plan.

|  |
| --- |
| **Personnel** |
|  |
| **Benefits** |
|  |
| **Travel** |
|  |
| **Materials and Supplies** |
|  |
| **Contractual Services** |
|  |
|  |

## **SUMMARY**

|  |
| --- |
| Please provide a summary of the initiatives that you intend to implement between September 1, 2024 and August 31, 2025 and explain how they will enable your school to meet GEAR UP Virginia objectives. (150-300 Words) |
|  |

**GEAR UP Virginia Team Contact Information**

|  |  |
| --- | --- |
| **School Division:**  |  |
| **School:**  |  |

* **School Principal**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |

* **GEAR UP Program Coordinator(s)**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| School Position:  |  |

* **GEAR UP School Data Coordinator**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| School Position:  |  |

* **GEAR UP Family Liaison**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| School Position:  |  |

* **School Division Fiscal Officer or Grant Administrator (contact for reimbursements)**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| School Position:  |  |

* **Central Office Contact (division level GUV contact)**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| School Position:  |  |

* **Priority Population Contact (Brunswick, Hopewell, Petersburg only)**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| School Position:  |  |