



**STATE COUNCIL OF HIGHER
EDUCATION FOR VIRGINIA**

**GEAR UP Virginia (GUV) 2021-2028
Sample High School
Implementation Plan
Year Four - 2024-2025**

State Council of Higher Education for Virginia
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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: Sample County Schools

School: Sample High School

Address: 123 Sample Lane

Sample County, VA 11111

Number of GUV cohort (current class of 2027) students participating in GUV in your school: 200

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.)?	Service timeline (date)	New or Enhanced Service (Check one)	
						New	Enhanced
2.6, 2.7, 2.8	Academic Tutoring: Add one math tutor to after school tutoring and Push-in Tutoring in Math Courses	Coordinators, 10 th grade teachers	50	Target students with Cs, Ds, and Fs in their math course.	October 2024 – May 2025		
3.5	College Visit (s): State School University John Doe Private College	Coordinators	50	Open to all students and 1 parent on a first come first serve basis	October 2024 April 2025	X	
1.2	STEM Service: Students will explore different careers in STEM fields and participate in hands-on activities	Coordinators, Math and Science Teachers	200	Open to all students	February 2025	X	
1.2	Computer Science after school exploration with CodeVA	Coordinators, Math and Science Teachers	20	Open to all students on a first come first serve basis	Spring 2025	X	
3.2, 3.4 2.2	Financial Aid Service: Financial Aid workshop	Coordinator and Family Liaison	200	Open to all students and families.	October 2024	X	
1.5, 3.4	GEAR UP Kick Off in-school assembly: promote GEAR UP Activities, share calendar and planners. Invite a speaker to talk about stress or SEL.	Coordinators	200	Open to all GUV students	September 2024	x	
1.4, 3.4	National GEAR UP Week Announcements emphasize post-secondary education, educational scavenger hunt, essay contest, video contest	GUV TEAM	200	All Participate	September 2024	X	
3.2	21st Century Scholar Certificate: Certificates and welcome packets will be handed out to new students joining the cohort	Coordinators			Ongoing	X	

1.3, 2.8	Job Site Tours: will work with teachers to coordinate three job site tours that tie into coursework.	Coordinators	60	Open to all students and 1 parent on a first come first serve basis	September 2024 January 2025 March 2025	X	
1.5, 2.8, 3.4	Parent Academy: 4 workshops hosted in-person and virtually on: Students' mental health, supporting student learning, preparing for college in high school, and online safety.	Family liaison and coordinators	50	Open to all students and parents/guardians on a first come first serve basis	September November February April	X	
2.1, 2.6	Attendance Mentoring Program: Students who have been absent 10 or more days will be paired with a mentor for weekly check-ins	Mentors and attendance coordinators,	30	Students who have been absent 8 or more days	Ongoing	X	
1.4, 2.4	AP Chemistry Summer Institute One teacher will attend so she can teach AP chemistry	Science teacher	NA		Summer 2025	X	
1.4, 2.4	AP/Advanced Class Night	AP teachers and GUV Coordinators	50	Open to all students and parents	February 2025	X	
2.1 2.7, 2.8	Saturday SOL Test Prep	GUV Coordinators and teachers	50	Students identified by teachers	April/May 2025	X	
2.2, 2.8, 3.2	PSAT: Will be offered in school to all students in the class of 2027	GUV Coordinators	200	Class of 2027	October 2024	X	
	Career Counseling: The College and Career Counselor will meet with each GUV student to review their ACP. She will also do sessions in each English 10 class to discuss career pathways.	GUV Coordinators	200	Class of 2027	Ongoing	X	
	VirginiaCAN Conference	Coordinators	2	Coordinators	December 2024	X	
	NCCEP Conference	Coordinator	1	Coordinator	July 2025	X	
	September State Partner Meeting	GUV Team	4	All stipend recipients	Sept 30 – Oct 1, 2024	X	
	Regional Meeting	GUV Team	4	All stipend recipients and the principal	February 2025	X	

*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

We will hire an extra math tutor to serve the 9th grade students for an hour a day, two days a week after school, at \$25/hour for a total of 40 hours (\$1,000).

Two push-in math tutors will support students in 9th grade math courses for a total of 55 hours, at \$25/hour (\$2,750).

Bus driver costs for college trips (2) and job site visits (3) will be \$140/day for a total of \$700.

We estimate approximately 76 volunteer hours for our STEM Career Day, National GUV Week, AP/Adv. Class night, and student volunteers at the parent academies. Using the Independent Sector rate of \$30.80/hour for Virginia, that is \$2,341.00 in volunteer in-kind.

The Principal, Finance Director, Assistant Superintendent, and school Bookkeeper will provide oversight, support, and budget management of the GUV program. We estimate their time and effort to be the following:

- Principal (\$53.70 hourly rate) – 60 hours of meetings, training, program attendance, and administrative support for a total of \$3,222 in in-kind time.
- Finance Director (\$33.65 hourly rate) – 35 hours of program support in meeting attendance, preparing reimbursements, and liaising with GUV.
- Assistant Superintendent (\$80.75 hourly rate) – 25 hours in support of GUV through attending meetings and student events.
- Bookkeeper (\$20 hourly rate) – 100 hours working with the GUV program on financial record keeping and preparing reimbursements

The attendance coordinator will spend approximately 18 hours on the attendance mentoring program (\$20/hour for 18 hours = \$360). The mentors will meet with 30 students for ½ hour each week for 9 weeks totaling 135 of volunteer hours, which, at a rate of \$30.80/hour is \$4,158.00 in volunteer time.

The GUV School coordinator will receive a stipend of \$3,500.00 to perform project coordination duties, including: coordinating communication between central office liaisons and GEAR UP staff; working with school staff to collect and report evaluation data; working with teachers, students, and parents to ensure GEAR UP activities are implemented in a timely manner; and ensuring that information pertinent to the GEAR UP mission and goals is disseminated.

The GUV Data Coordinator will receive a stipend of \$3,500.00 to keep track of attendance at GEAR UP events and keep records of every event offered by GEAR UP. Information will be included in SCRIBE. They will also track GEAR UP students in scribe for tutoring, attendance on college visits, attendance at events, etc.

The GUV Family Liaison will receive a stipend of \$1,500.00 for working with students and families and helping with coordination of GEAR UP activities. This will include coordinating publicity, marketing, and communications related to family engagement activities and collaborating with GEAR UP staff, school staff, and other key stakeholders to align college and career readiness strategies and programming for students and families.

3 teachers will hold 2 hours of SOL test prep over Saturdays in April/May at a rate of \$35/hour for a total of \$840.00.

The College and Career Counselor will spend approximately 200 hours working specifically with the GUV students. At \$25/per hour that is a total of \$5,000 in match.

Benefits

FICA (7.65%) for the tutors (\$286.88), bus drivers (\$53.55), SOL prep teachers (\$64.26), GUV School Coordinator (\$267.75), GUV Data Coordinator (\$267.75) and GUV Family Liaison (\$114.75) will be match.

Benefits totaling \$4,546.99 or 33% of the Principal, Finance Director, Assistant Superintendent, Bookkeeper, College and Career Counselor, and Attendance Coordinator salaries listed above will be match.

Travel

Mileage and gas for the bus cost \$98/day. For the two college trips and three job site visits, the total will be \$490.

Lunch for the college visits is budgeted at \$10/person for 50 people. For two visits, the total will be \$1,000.

Each employer will pay for the students' lunch at an estimated rate of \$10/students for 60 students (20 students per visit). The total match will be \$600.00.

The GEAR UP team will be given the opportunity to participate in professional development workshops, conferences, and/or trainings. These include the National GEAR UP conference (July 2025 – Washington, D.C.), the VirginiaCAN conference, and state meeting (December 2024 and June 2024) and regional partner meetings (March 2025).

VirginiaCAN Conference – December 2024 Registration for 2 people is \$250 each and hotel is needed for 3 nights at \$200/night (\$600/person). Parking will be needed at the hotel; the cost is \$25/person. Meals not included in registration are \$125 each. The cost per person is \$1000 each.

NCCEP Conference – July 2024 - Registration for 1 is \$1,200 and hotel is needed for 3 nights at \$333/night with taxes and fees (\$999/person). The cost of a plane ticket is \$420.00, and meals not included in the registration will be \$201.

State and Regional Meetings – February 2025 and September 2024. We request \$150 for mileage and food. The school provide the district vehicle for travel for the March regional meeting (\$50 match for each trip).

We will use \$650 in GUV funds to pay for the registration fee for a teacher to participate in the summer AP Chemistry Institute (virtual).

The school will pay for busses (\$140/day) for each of the SOL Saturday test prep (\$560 total).

Materials and Supplies

For the STEM Career Day, several tables will have hands-on activities and experiments for students. We are budgeting \$3.75/students for supplies for a total of \$750. The school will cover the cost for paper, pens, and notebooks (\$230).

We will provide food for the financial aid night at \$10/person for 75 people, for a total of \$750.00. The school will cover the cost of \$50 worth of print materials.

GUV will purchase customized planners including the dates for all GUV events for the students to give out at the kick-off event. The planners are \$6/student for a total of \$1,200 and the vendor provided free customization, a \$300 value.

Materials for a National GUV week video contest and college scavenger hunt \$500

We are budgeting \$10/person for food at the four parent academy events. Attendance is estimated at 50 per event for a total of \$2,000.

A local church will donate 50 copies of “Academic Success: 12 Conversations for College and Career Readiness” to give out at one of our parent academies workshops. The books are approximately \$12 each for a total value of \$650.

We will provide food for the AP/Adv. Class night totaling \$500.00.

The PSAT costs \$18/student to administer. That is a total of \$3,600.

Contractual Services

The STEM Career Day will utilize three classrooms at a \$50/day rate for a total of \$150 of in-kind.

The Scholarship Lady will speak at a cost of \$1,000 and will provide \$1,500 in match.

The motivational speaker at the GUV kickoff charges \$500 for a keynote speech and will provide \$500 in match.

The computer science club after school workshops cost \$50/student. We budgeted \$1,000 to serve 20 students. Use of the computer lab is \$75/day. We will use the lab for 6 days – 3 days for each workshop for a total of \$450.00. The vendor will supply an additional \$300 in match.

The school will donate auditorium space for the kickoff, parent academies (4), financial aid night, and the AP/Adv. Class night. The auditorium rental fee is \$100/day so the school will provide \$700 of in-kind for the six events.

Classroom space for the after-school math tutor is valued at \$2,000 (40 days x \$50/day), is \$350 for SOL test prep (3 classrooms, \$50/day, 4 days), and \$500 for the PSAT (10 classroom, \$50/day).

We have \$200 budgeted for each speaker at the parent academies for a total of \$800.00. We anticipate \$100 of match per speaker for a total of \$400.

The school will provide a Spanish interpreter at the Financial Aid event, the AP/Adv. Class night and each of the Parent Academies. The interpreter's rate is \$100/event for a total of \$600 of in-kind.

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)

To target object 1 we are adding new push-in classroom math tutoring and expanding after school math tutoring with a new tutor working with students in math. The GUV kick-off will focus on stress and time management and students will receive GUV planners. One of the Parent Academy sessions will focus on academic resources. We will also partner with CodeVA to host two afterschool computer science programs – one on microbit and one on game development. Finally, we will send a teacher to AP Chemistry Summer Institute and host an evening event to prep students for advanced courses in their sophomore year. To target objective 2 we are planning three job site visits, hosting a hands-on STEM career exploration fair, and planning two college visits. We are instituting an attendance mentoring program and SOL weekend prep. For objective 3, we are hosting a family financial aid night with a keynote presentation by the Scholarship Lady and a parent academy including a session on preparing for college in early high school. All attendees will receive the book, *Student's Guide to Academic Success: 12 Conversations for College and Career Readiness*. All students will take the PSAT 10 during the school day. We will also participate in National GEAR UP week to improve the schools college going culture. For National GEAR UP Week, students will produce short video on how to prepare for college, do a college scavenger hunt, and do a home room door decorating contest. The week will end with a GEAR UP assembly showcasing the videos. Finally, class of 2027 grade students will volunteer at College Application Week, Super FAFSA day, and National Decision Day events.

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: _____