

WV GEAR UP WORKPLAN

GRANT YEAR 3: September 25, 2023 – September 24, 2024



SURVEY, RESEARCH & DATA

Student and Parent Surveys
Surveying 8th, 9th, 10th, and 12th Grade Students
Surveying 8th, 9th, 10th Grade Parents
November 2023 - January 2024
Target: 80% Student | 50% Parent

HERO Interviews and Focus Groups
March – April 2024
Target: Cohort Students (Select Schools)

School Personnel Surveys
Surveying 7th – 12th Grade Educators and Staff
April - May 2024
Target: 60% Response Rate



EVENT REGISTRATION

Required for all workplan activities. Regional PD's must approve all non-recurring events by email.
Event registration should be submitted two weeks in advance.



DATA COLLECTION

Activity Backup Documentation
All GEAR UP events and activities must be supported by backup documentation.
Due by the 15th of the following month to the regional program director for entry and validation.



REQUIRED ADMINISTRATIVE MEETINGS

WV GEAR UP Grant Program Meetings
September 14, 2023 (From Year 2 Workplan)
November 9, 2023 | January 11, 2024 | March 7, 2024 | April 25, 2024
July 2024 (Date TBD) | September, 2024 (Date TBD)

WV Student Success Summit
July 2024 | Team of 4

Year 4 Budget Planning Meeting
August 2024

Grant Administration Meetings
TBD



NATIONAL GEAR UP WEEK

Celebrate National GEAR UP Week
September 25-29, 2023



CLASSROOM ENHANCEMENTS

Technology Enhancements: 9th Grade Cohort Only
Ordered by October 15th, Installed by December 1



ADDITIONAL GRANT ACTIVITIES/SERVICES

Pending approval, additional activities, or services meeting GEAR UP goals and objectives may be provided during the academic year.
Requires WV GEAR UP administrative approval/coordination.



WV GEAR UP WORKPLAN: CLASS OF 2024 PRIORITY GROUP	MINIMUM REQUIRED ACTIVITIES	SITE LEVEL COORDINATION	CENTRAL OFFICE COORDINATION	HOSPITALITY	MATERIALS AND SUPPLIES	COMPLETION DEADLINE	COMMENTS AND WORKPLAN CLARIFICATION
	Welcome to GEAR UP Day	●		●	●	September 2023	Host a welcome to GEAR UP awareness day for students as part of National GEAR UP Week. The event must include information about the federally funded GEAR UP grant and services for the 2023-24 academic year for 12th-grade students new to the GEAR UP program. Site Coordinators are asked to utilize the WV GEAR UP launch toolkit developed by the central office. Resources in the form of informational hand-outs are also available.
	CFWV Txt 4 Success Opt-In (Target 75% of Senior Class)	●			●	October 2023	WV GEAR UP and College for WV provides college access and success counseling via text message. Provide all priority students and parents the opportunity to sign up for text messages through an organized in-school event/activity where students have access to a computer. Each school's goal is a minimum of 75% of senior class enrollment.
	College Application and Exploration Week	●	●	●	●	Oct 30 - Nov 3, 2023	Priority group activities MUST include computer lab time for students to submit college applications. Site coordinators must register their school as a participant in CAEW and are encouraged to scale this event as part of a school-wide effort involving other staff. All students are encouraged to participate and 60% of seniors are required to submit at least 2 college or career/technical applications.
	In-State College Campus Visit	●		●	●	December 15, 2023	Site coordinators are encouraged to plan an in-person college visit if possible. Priority group site coordinators are highly encouraged to couple this trip with other activities such as a job-site visit when possible. Additional college visits will be considered as funds allow. In unique circumstances due to geographical location, out-of-state college trips may be considered if they do not include overnight stays.
	Faculty Senate Presentation	●			●	December 15, 2023	Site coordinators will present to faculty and staff to ensure they are aware of the goals and services of the WV GEAR UP grant. Additionally, faculty and staff will be made aware of opportunities available for them to assist and participate in WV GEAR UP events and activities as addressed during the annual personnel survey.
	FAFSA Completion Workshops (Minimum of 2 Workshops)	●		●	●	February 1, 2024 April 15, 2024	Host a minimum of two separate FAFSA completion workshops designed to help students and parents complete the Free Application for Federal Student Aid. Efforts should be made to meet the statewide FAFSA completion goal. Events may NOT take place prior to the opening of the FAFSA application.
	State Financial Aid and Scholarship Workshop	●		●	●	March 1, 2024	Coordinate a state financial aid and scholarship workshop designed to help students and parents apply for the PROMISE Scholarship, WV Invests Grant and other grants and scholarships. Events may NOT take place prior to October 1, 2023.
	Transition and College Readiness Family Event	●		●	●	May 15, 2024	Site coordinators will host one event focusing on educating students and parents about the successful transition from high school to postsecondary. The event must be associated with an activity that addresses the transition to college and first-year experience topic to help prepare priority students for matriculation.
	College Decision Day	●	●	●	●	June 1, 2024	Site coordinators will host one College Decision Day event focused on honoring students who plan to pursue postsecondary education and training. The event must provide transition and college readiness materials to families. Site coordinators must register for the College Decision Day event as it is part of a statewide initiative. Site coordinators are strongly encouraged to invite GEAR UP parents and other students to witness the event.
Academic Enrichment: See Below							
Dual Credit Courses	●	●				September 2023 - May 2024	Beginning in fall 2023, (under recent legislation) GEAR UP seniors may be eligible for the funding of dual credit courses identified through institutional partners for certain pathways. In the event that a course is not covered under the program's provision and a course is listed on the 2023-24 General Studies and Course Equivalency Transfer Agreement, GU funds may be used to cover the course. Reporting of student enrollment in all dual credit courses will be need to be tracked for reporting purposes.
Other Academic Enrichment	●	●				Ongoing	Academic enrichment funds may be used for SAT/ACT prep, credit recovery opportunities (not already funded through other existing sources), AP exams, and in some cases partial funding for programs like Early College Academy (with approval from WV GEAR UP administration).

Note: All non-recurring (academic enrichment) events/activities are required to be approved by the regional program director through the event notification form. No event may take place unless it has been approved by the RPD. Event notifications should be submitted two weeks in advance when possible.

Note: Food expenditures not to exceed \$13/head for school-level events.



WV GEAR UP WORKPLAN: CLASS OF 2027 COHORT - 9TH GRADE CLASS

MINIMUM REQUIRED ACTIVITIES	SITE LEVEL COORDINATION	CENTRAL OFFICE COORDINATION	HOSPITALITY	MATERIALS AND SUPPLIES	COMPLETION DEADLINE	COMMENTS AND WORKPLAN CLARIFICATION
Welcome to GEAR UP Day	●			●	September 2023	Host a welcome to GEAR UP awareness day for students as part of National GEAR UP Week. The event must include information about the federally funded GEAR UP grant and services for the 2023-24 academic year for 9th-grade students transitioning to high school. Site Coordinators are asked to utilize the WV GEAR UP launch toolkit developed by the central office. Resources in the form of informational hand-outs are also available.
Student Leadership Academy	●	●	●	●	September 2023	WV GEAR UP's central office team will coordinate the 2023 Student Leadership Academy held in Charleston, WV at the Clay Center for the Arts and Sciences (lunch provided). Site Coordinators are asked to register to bring 9th-grade students. Only students from Cohort 1 are eligible to attend. Schools will budget for buses and substitutes from their county grant budget.
Mentor Summit		●	●	●	October 2023	Student Success Society sponsors will attend the 2023 Mentor Summit in Charleston, WV. Mileage reimbursement and/or funding for a substitute teacher, while sponsors are out of the building, will be available through the GEAR UP county grant agreement. Sponsors will receive training and program details that will enable them to begin working with their SSS members beginning in October through May of the academic year.
College Application and Exploration Week	●	●	●	●	Oct 30 - Nov 3, 2023	Cohort activities MUST include computer lab time for students to explore colleges and careers, and college planning resources. Site coordinators must register their school as a participant in CAEW. Toolkits full of CAEW resources will be provided to staff. Site coordinators are encouraged to scale this event as part of a school-wide effort involving educators and other staff.
Family Action Network	●	●		●	Ongoing	The WV GEAR UP grant includes the creation of the Family Action Network team to build capacity for the mission of GEAR UP. The WV GEAR UP central office will coordinate the FANs leadership initiatives. This effort will coincide with the parent engagement component of the grant.
Higher Education Readiness Officers	●	●	●	●	Ongoing	Implement and oversee school-level HEROs student leadership group. Implement HERO workplan/challenges. A minimum of 8 meetings with HERO students throughout the academic year is required. Additional details to be shared during GEAR UP staff meetings.
Student Success Society	●	●		●	Ongoing	In fall 2023 WV GEAR UP will launch the Student Success Society. Student Success Society members are identified and paired with a group mentor. Site coordinators will coordinate the participation among SSS members and identify SSS sponsors. SSS sponsors will attend the Mentor Summit in October 2023. Regional program directors will coordinate SSS sponsor contracts.
Faculty Senate Presentation	●			●	December 15, 2023	Site coordinators will present to faculty and staff to ensure they are aware of the goals and services available through the WV GEAR UP grant. Additionally, faculty and staff will be made aware of opportunities available for them to assist and participate in WV GEAR UP events and activities as addressed during the annual personnel survey.
Career Awareness Event	●		●	●	March 15, 2024	One event or activity focusing on career awareness and career planning for 9th grade students. The event may be in conjunction with other school events such as college and career fairs, alumni career panel presentations, guest speakers, or other programming aimed at making student aware of various career options tied to postsecondary pathways. Event may be in conjunction with central office/partner programming (TBD).
In-State College Campus Visit	●		●	●	April 1, 2024	One in-person college visit for 9th-grade students at a WV college or university. Site coordinators are highly encouraged to align this trip with other activities such as a job-site visit. In unique circumstances due to geographical location, out-of-state college trips may be considered if they do not include overnight stays. Regional WV GEAR UP Days on college campuses in conjunction with the three partner institutions may be planned through the regional program director.
GEAR UP U Summer Academy	●	●	●	●	June 2024	Hosted by the Central Region Program Director at Glenville University. The GEAR UP U Application process will launch during the staff meeting in January 2024. The GUU application deadline will be announced at that time. Additional information regarding the number of participants per school, the registration/enrollment process, transportation, and much more will be provided.
Academic Enrichment: See Below						
Academic Enrichment: Algebra Support Online Tutoring	●	●		●	Ongoing	To meet the GEAR UP Grant Goal: The percentage of GEAR UP students who pass Algebra 1 or its equivalent by the end of ninth grade, WV GEAR UP will provide 24/7 online tutoring access through Brainfuse. Preference is given to students in Math. Site coordinators will encourage the usage of tutoring services for those in need of additional support. A minimum target of 10% of GEAR UP cohort students utilizing the services is required. GEAR UP central office will track usage on the back end.

Note: All non-recurring (academic enrichment) events/activities are required to be approved by the regional program director through the event notification form. No event may take place unless it has been approved by the RPD. Event notifications should be submitted two weeks in advance when possible.

Note: Food expenditures not to exceed \$13/head for school-level events.



WV GEAR UP WORKPLAN CLASS OF 2028 COHORT - 8TH GRADE CLASS	MINIMUM REQUIRED ACTIVITIES	SITE LEVEL COORDINATION	CENTRAL OFFICE COORDINATION	HOSPITALITY	MATERIALS AND SUPPLIES	COMPLETION DEADLINE	COMMENTS AND WORKPLAN CLARIFICATION
	Welcome to GEAR UP Day	●			●	September 2023	Host a welcome to GEAR UP awareness day for students as part of National GEAR UP Week. The event must include information about the federally funded GEAR UP grant and services for the 2023-24 academic year for 8th-grade students. Site Coordinators are asked to utilize the WV GEAR UP launch toolkit developed by the central office. Resources in the form of informational hand-outs are also available.
	College Application and Exploration Week	●	●	●	●	Oct 30 - Nov 3, 2023	Cohort activities MUST include computer lab time for students to explore colleges and careers, and college planning resources. Site coordinators must register their school as a participant in CAEW. Toolkits full of CAEW resources will be provided to staff. Site coordinators are encouraged to scale this event as part of a school-wide effort involving educators and other staff.
	Faculty Senate Presentation	●			●	December 15, 2023	Site coordinators will present to faculty and staff to ensure they are aware of the goals and services of the WV GEAR UP grant. Additionally, faculty and staff will be made aware of opportunities available for them to assist and participate in WV GEAR UP events and activities as addressed during the annual personnel survey.
	In-State College Campus Visit	●		●	●	April 1, 2024	One in-person college visit for 8th-grade students at a WV college or university. Site coordinators are highly encouraged to align this trip with other activities such as a job-site visit. In unique circumstances due to geographical location, out-of-state college trips may be considered if they do not include overnight stays. Regional WV GEAR UP Days on college campuses in conjunction with the three partner institutions may be planned through the regional program director.
	Transition to High School Family Event	●		●	●	May 15, 2024	Site coordinators will host an event or activity focusing on educating students and parents about the successful transition from middle to high school. Topics to be covered must include the importance of grades and academic credits, goal setting, career pathways, and an introduction to financial aid and scholarships, at a minimum.
	GEAR UP U Summer Academy	●	●	●	●	June 2024	Hosted by the Central Region Program Director at Glenville University. The GEAR UP U Application process will launch during the staff meeting in January 2024. The GUU application deadline will be announced at that time. Additional information regarding the number of participants per school, the registration/enrollment process, transportation, and much more will be provided.
	Academic Enrichment: See Below						
STEM/Pre-Algebra Support Program	●				●	Ongoing	Continued use of Texas Instruments equipment with the 8th grade Math and Science classes. Teachers who received TI professional development will utilize the equipment in their respective classrooms. Tracking the usage of classroom-wide activities is required. A minimum of 4 class periods dedicated to the equipment each term is required.

Note: All non-recurring (academic enrichment) events/activities are required to be approved by the regional program director through the event notification form. No event may take place unless it has been approved by the RPD. Event notifications should be submitted two weeks in advance when possible.

Note: Food expenditures not to exceed \$13/head for school-level events.