

Ninth Grade GEAR UP MS
Cohort Project

Continuation
Action Plan
Application



Mississippi Institutions of Higher Learning
3825 Ridgewood Road
Jackson, Mississippi 39211

Deadline for Submission:
May 14, 2010



GEAR UP MS Project Overview

What Is GEAR UP?

Gaining Early Awareness and Readiness for Undergraduate Programs

Our Mission:

GEAR UP Mississippi (MS) actively encourages students to set high academic expectations, to stay in school, to study hard and to take courses that will prepare them to enter and succeed in college.

GEAR UP Mississippi Project Abstract:

Funded by the United States Department of Education and led by the MS Board of Trustees of State Institutions of Higher Learning; the constitutional governing body of the state's eight public universities, the 2008 – 2014 State GEAR UP grant represents the largest college access and readiness initiative in Mississippi.

GEAR UP MS will provide essential support to approximately 8,329 ninth grade students and their families from low-income school districts with a high degree of minority students underrepresented in higher education.

GEAR UP MS is a high-functioning partnership between school districts, institutions of higher learning, state agencies, national and state non-profit organizations, and community-based organizations which focuses on:

- Ensuring that MS's low-income students have the requisite academic preparation to succeed in higher education;
- Significantly increasing the number of students who graduate from high school and enroll in higher education; and,
- Ensuring that students, families and whole communities have the motivation and knowledge required to prepare for, apply to and finance higher education.

GEAR UP MS will implement a comprehensive and holistic strategy sharply focused on correcting specific weaknesses in Mississippi's educational pipeline. Services include:

- Strengthening the capacity of schools to deliver high-quality instruction;
- Enrolling students in a college prep curriculum;
- Creating college-bound cultures in schools and communities;
- Providing students with enriching support services;
- Improving public awareness through a college access marketing campaign;
- Expanding outreach to students and families about the college search, application requirements, and the enrollment process; and,
- Ensuring that students and families will benefit from federal and state financial aid resources.



Contact Information/Approval Page

This section should contain District Office information only.

Name of District

District Office GEAR UP MS Contact

Superintendent

District Contact's Email / Telephone Number

Superintendent's Email

Business Manager

District Mailing Address

Business Manager's Email /Telephone Number

City and Zip Code

District's Fax Number

Telephone Number

This section should contain School Office information only.

Name of School

Total Number of Ninth Grade Students

Principal

Guidance Counselor's Name and Email address

Principal's Email

GEAR UP MS Site Coordinator Name

School Mailing Address

Site Coordinator's Email /Alternate Phone Number

City and Zip Code

Youth Ambassador Council (YAC)/Mentor Sponsor Name

Telephone Number / Fax Number

YAC / Mentor Sponsor's Email/Alternate Phone Number

The signatures requested below are required for each submitted Action Plan. All unsigned Action Plans will be returned unapproved.

Principal Date

District Business Manager Date

Superintendent Date

GEAR UP MS State Level Coordinator Date

GEAR UP MS State Director Date



2010-2011 Continuation Action Plan

Instructions for Site-Level Program Abstract and Budget Narrative

The Continuation Action Plan is used to outline the 2010-2011 activities for the 9th grade cohort at your school.

- The Continuation Action Plan needs to complement your School's Improvement Plan.
- You are required to submit this Continuation Action Plan in order to receive your school's allocation (funding).
- You are required to provide a one-to-one In-Kind Match.
 - This In-Kind Match is based on the allocation from the GEAR UP MS State Office.
 - An In-Kind match larger than the school's maximum allocation assists GEAR UP MS in meeting its entire project match requirement.
- The completed and signed Continuation Action Plan MUST be submitted by 4:00 p.m. on May 14, 2010 to:
GEAR UP Mississippi
Nira Coleman-Johnson
3825 Ridgewood Road, Suite 334
Jackson, MS 39211

(Submitted Continuation Action Plan MUST include original signatures, signed in blue ink).

Abstract Instructions:

The Continuation Action Plan must include the following components:

- Contact Information/Approval page (This page must be signed by the Superintendent, Principal, and the District Business Manager)
- A one page abstract that includes the following:
 - The number of 9th grade students within your school
 - The school's mission statement
 - The purpose and goal(s) of your GEAR UP MS Continuation Action Plan

Budget Narrative Instructions:

The Budget Narrative is an explanation of how your funds will be used to improve the academic achievement of all 9th grade students within your school.

- Identify and describe how your school will address the three GEAR UP MS focus areas:
 - Improve the academic achievement and preparation for post-secondary education
 - Facilitate the academic aspirations and attainment
 - Increase college awareness and knowledge

NOTE: The Budget Narrative consists of the following tables (pp. 6-18) which outline specific GEAR UP MS objectives and activities. ALL items in **Red** MUST be included in your overall implementation budget.

If you have questions or concerns about this 2010-2011 Continuation Action Plan, please contact your assigned State-Level Coordinator (**See Appendix D for assignment information**).

District

School



Program Abstract

District: _____

School Site: _____

Focus Area 1 Continued - Improve Academic Achievement and Preparation for Post-Secondary Education of GEAR UP MS Students

Focus Objective	Mandatory GEAR UP Activities	GEAR UP Activity	GEAR UP Activity	GEAR UP Activity	Budget Allocation
<p>Objective 13: A GEAR UP College Coach will serve as the liaison between the local school district and the GEAR UP MS state office.</p>	<p><u>GEAR UP MS requires a small window of classroom time (a minimum of one 30 minute session per month) to deliver strategies and information that embrace and support GEAR UP MS objectives.</u></p> <p>Services to be provided include:</p> <ul style="list-style-type: none"> • <u>Evaluation:</u> Oversight of the administration of Student and Parent Surveys Deadline: (October 29, 2010) • <u>Study Skills:</u> GEAR UP students will be introduced to time management strategies, testing and note-taking strategies, reading and writing skills, speaking/listening and participation strategies • <u>Parent Awareness and Training:</u> College Coaches will work with GEAR UP support staff (Site Coordinator and YAC/Mentor Sponsor) to provide information to parents concerning GEAR UP goals and objectives 	<p>A GEAR UP Mississippi College Coach will work with students, teachers, guidance counselors, families and community stakeholders in local districts.</p> <p>College Coaches will also provide additional information to address the following:</p> <ul style="list-style-type: none"> • Information on career and educational opportunities • Requirements for obtaining financial assistance for college • Requirements for completing the admissions process for Mississippi's colleges and universities • Information on the graduation requirements for the college prep curriculum • Information on the MS Scholars Curriculum (if applicable) 	<p>College Coaches will also provide assistance to the school-level Site Coordinator and Guidance Counselors.</p> <p>This assistance will include:</p> <ul style="list-style-type: none"> • Review and sign all GEAR UP activity requests prior to obtaining principal and central office signatures • Monitor the implementation of tutoring and/or mentoring activities • Assist with preparations for college tour visits • Provide presentations for parent meetings and 9th grade GEAR UP kickoff/orientation • Provide information on the GEAR UP summer academies • Attend monthly YAC meetings • Participate in GEAR UP funded field trips and events 	<ul style="list-style-type: none"> • Provide technical assistance for completing and implementing outlined objectives in the 2010-2011 Action Plan • Provide schools sites with up-dates from the state GEAR UP office • Share ACT Explore data with Guidance Counselors and 9th grade teachers when applicable <p>Note: Home visits are not a required GEAR UP College Coach duty/expectation.</p>	<p>Total Allocation for Objective 13:</p> <p style="text-align: center;">\$0</p>
		Total _____	Total _____	Total _____	\$0

District: _____

School Site: _____

NOTE: ALL GEAR UP Mississippi schools should incorporate the following events into their Continuation Action Plan budget and calendar for the implementation of year three project goals and objectives.

2010-2011: Ninth Grade Implementation Requirements

Implementation Task	Suggested GEAR UP Activities	GEAR UP Activity	GEAR UP Activity	GEAR UP Activity	Budget Allocation
<p>Task 1: All GEAR UP MS Principals will appoint an on-site Site Coordinator* to facilitate the implementation of the GEAR UP MS project.</p> <p><i>*In the event duties are not met, GEAR UP Mississippi has the discretion to request a change in the Site Coordinator assignment.</i></p>	<p>The Site Coordinator should be an individual who works directly with the 9th grade cohort.</p> <p>The Site Coordinator is responsible for working closely with the GEAR UP MS College Coach and the YAC/Mentor Sponsor.</p> <p>The Site Coordinator will receive a \$2,500 stipend.</p>	<p>Primary duties include but are not limited to:</p> <ul style="list-style-type: none"> Attend all required meetings and training sessions scheduled by the GEAR UP MS state office (include travel funds to Jackson in Continuation Action Plan). Complete and submit GEAR UP MS Activity Forms 	<ul style="list-style-type: none"> Initiate the reimbursement process Plan, schedule and chaperone college tours and other GEAR UP activities Assist with scheduling of the College Coach's monthly presentation sessions Plan and schedule the GEAR UP kick-off/orientation and parent meetings 	<p>The 9th grade Kick-off/ Orientation meeting must be held prior to October 29, 2010. (This event may be scheduled in conjunction with other events such as Open House, Parent Conferences, etc. This event should take place before the end of the first nine-weeks.</p> <p><i>Note: GEAR UP funds should be allocated in the school budget for community/family activities, travel, etc.</i></p>	<p>Total Allocation for Task 1:</p> <p>\$2500.00</p>
<p>Task 2: Site Coordinator Kick-off Meeting</p>	<p>GEAR UP Mississippi will host a mandatory meeting for all GEAR UP Site Coordinators in September 2010. This meeting will be held in Jackson.</p>				<p>Total Allocation for Task 2:</p> <p>_____</p>

District: _____

School Site: _____

2010-2011: Ninth Grade Implementation Requirements

Implementation Task	Suggested GEAR UP Activities	GEAR UP Activity	GEAR UP Activity	GEAR UP Activity	Budget Allocation
<p>Task 3: Principal's Leadership Meetings</p>	<p>GEAR UP Mississippi will host a leadership training and information session for all participating GEAR UP principals. This meeting will be scheduled for <u>February 2011</u>. These meetings will be held regionally.</p> <p>Funds may be used to cover the cost of travel.</p>				<p>Total Allocation for Task 3:</p> <p>_____</p>
<p>Task 4: Business Manager's Technical Assistance Meetings</p>	<p>GEAR UP Mississippi will offer technical assistance to all GEAR UP MS Business Managers as requested throughout the year.</p>				<p>Total Allocation for Task 4:</p> <p><u>\$0</u></p>

GEAR UP MS Focus Area and Objective All RED objectives/tasks must be included in the budget.	Total	District Match
GEAR UP MS Focus Area One		
Objective 1- Subject Area Testing		
Objective 2- Core Curriculum		
Objective 3- Advance Science and English		
Objective 4- IHL College Prep Curriculum		
Objective 5- Attendance Activities		
Objective 6- Dropout Prevention Activities		
Objective 7- Post Secondary Awareness		
Objective 8-Career Path Awareness		
Objective 9- Professional Development		
Objective 10- Online Professional Development (GEAR UP partners)		
Objective 11- YAC participation (include stipend)		
Objective 12- Summer Academies	-0-	
Objective 13- GEAR UP MS College Coach	-0-	
Total for Focus Area One		
GEAR UP MS Focus Area Two (Must address at least one objective)		
Objective 1- High School Graduation Rate Increase		
Objective 2- Entrance Exam Preparation and Score Increase		
Objective 3- College Admissions Awareness		
Total for Focus Area Two		
GEAR UP MS Focus Area Three (Must address at least one objective)		
Objective 1- Student/Parent College Prep Awareness		
Objective 2- Mississippi Scholars		
Objective 3- Post Secondary Options		
Objective 4- Site Level GEAR UP Awareness Campaign		
Total for Focus Area Three		
GEAR UP Mississippi Implementation Tasks		
Task 1- Site Coordinator Stipend		
Task 2- Site Coordinator Kick-off Meeting		
Task 3- Administrators' Meeting		
Task 4- Business Managers' Technical Assistance Meetings		
Total for Implementation Tasks		
TOTAL 2010-2011 GEAR UP Mississippi Budget Amount		

GEAR UP Mississippi Grant Administration Guidelines for Schools

A sound fiscal GEAR UP budget begins with understanding what types of expenses can be reimbursed with federal funds. Allowable costs are those expenses that are specifically permitted (or not prohibited) by the laws, regulations, principles and standards issued by the United States Department of Education and other authoritative sources.

Purchases with GEAR UP funds can only be used for activities and services that benefit the GEAR UP cohort. ALL purchases must be approved in accordance with your GEAR UP Action Plan and must relate directly to a GEAR UP activity or service. **Please be sure that any and all costs relate directly to your program and that they have been approved by the GEAR UP Mississippi State Office.**

ALLOWABLE PURCHASES

Incentive and Reward Purchases – Allowable

GEAR UP recognizes the importance of offering incentives for student participation. Incentives may be purchased, but cannot exceed \$10.00 per student. Incentives such as **gift cards or gift certificates** are not allowable.

Tee-Shirts – Allowable

In the 9th grade GEAR UP MS will reimburse for T-shirts. The GEAR UP MS logo must be visible on the T-shirts. T-shirts must not exceed \$10.00 per shirt. Additionally, all T-shirt designs must be approved by the GEAR UP MS state office.

Food Purchases – Allowable

GEAR UP recognizes the importance of providing food as an incentive for student and parent activities. Food and refreshments are allowed in conjunction with meetings and parent conferences related to GEAR UP and cannot exceed \$10 per person.

Travel – Allowable

Travel costs must be approved for authorized GEAR UP activities, such as college visits, cultural and educational trips, and the annual YAC student leadership summit to be held in Jackson. Out of state trips are allowable if the travel distance falls within a 50 mile radius of the school site.

Supplies and Printing – Allowable

The purchase of supplies to carry out your Continuation Action Plan is allowable but must not supplant normal supplies provided by the school/district. These supplies should be tied directly to services for GEAR UP students and parents. The amount cannot exceed ten (10) percent of your school's GEAR UP MS budget. The printing, distribution, promotion, mailing and general handling of information to GEAR UP MS parents and community partners are allowable.

REMINDER: In the event, you are purchasing incentives such as: cups, binders, mouse pads, etc., the GEAR UP logo must appear on the item **IF** you intend to request reimbursement from GEAR UP MS.

In-State Professional Development – Allowable

GEAR UP Mississippi will only support in-state professional development for the 2010-2011 school year. Professional development that requires registrations and lodging is limited to three (3) persons, per school, not to exceed \$600.00 per person for a total of \$1,800.00 per event.

(Requests to participate in on-line professional development, which support GEAR UP objectives, will be approved. However costs should not exceed the \$600.00 per person limit).

UNALLOWABLE PURCHASES

Entertainment – Unallowable

Costs of entertainment, including amusement, diversion and social activities or any other costs directly related such as tickets to concerts are not allowed.

Equipment – Unallowable

The purchase of equipment is not allowed. Equipment is an article of nonexpendable, tangible property having a useful life of more than one year.

Honorariums –Unallowable

GEAR UP MS will not provide or support honorariums.

Plants and Decorations – Unallowable

Student Planners - Unallowable

GEAR UP Mississippi **will not** approve activity requests to purchase student planners for the 2010-2011 school year from individual school budgets. Instead, student planners will be purchased utilizing state level funds to serve as a state-level student participation incentive.

Overnight Trips – Unallowable

For the 9th grade school year, neither out-of-state nor in-state overnight trips will be approved by GEAR UP MS for students during the 2010-2011 school year.

Appendix A

APPENDIX A

GRADUATION REQUIREMENTS STANDARD 20

SENIORS OF SCHOOL YEAR 2011-2012 (Entering ninth graders in 2008-2009)

Beginning school year 2008-2009 and thereafter, all entering ninth graders (seniors of school year 2011-2012 and later) will be required to have a minimum of 24 Carnegie units as specified below, unless their parent/guardian requests to opt the student out of Appendix A-3 requirements. Any student who is taken out of these requirements of Appendix A-3 will be required to complete the graduation requirements as specified in Appendix A-2. The local school district may establish additional local requirements approved by the local school board as authorized under MS Code 37-16-7.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 ¹	English II
MATHEMATICS	4 ²	Algebra I
SCIENCE	4 ³	Biology I
SOCIAL STUDIES	4	1 World History 1 U.S. History ½ Geography ½ U.S. Government ½ Economics ½ Mississippi Studies ⁴
HEALTH & PHYSICAL EDUCATION ⁶	1 ⁵	½ Comprehensive Health or ½ Family and Individual Health and ½ Physical Education ⁷
BUSINESS & TECHNOLOGY	1 ⁶	1 Computer Discovery or ½ Keyboarding and ½ Computer Applications
THE ARTS	1	Any approved 500.000 course or completion of the 2-course sequence for Computer Graphics Technology I and II
ELECTIVES	5	
TOTAL UNITS REQUIRED	24	

APPENDIX A (Continued)

GRADUATION REQUIREMENTS STANDARD 20

SENIORS OF SCHOOL YEAR 2011-2012 (Entering ninth graders in 2008-2009)

¹ Compensatory Reading and Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 5 general electives required for graduation.

² Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 5½ general electives required for graduation. Students are prohibited from taking Pre-Algebra or any other lower level math after successfully completing Algebra I. One of the four required mathematics units may be in Drafting if the student completes the 2-course sequence for Drafting I & II. Beginning school year 2007-2008 for all entering eighth graders, at least two of the four required mathematics courses must be higher than Algebra I. Effective with the eighth graders of 2008-2009, Pre-Algebra and Transition to Algebra may not be taken after a student completes Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Statistics, and AP Statistics. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit. Effective with the eighth graders of 2008-2009, Geometry may be taken in the eighth grade for Carnegie unit credit.

³ One unit may be in Introduction to Agriscience, Concepts of Agriscience, Science of Agricultural Plants, Science of Agricultural Animals, or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I & II; Aquaculture I & II; Forestry I & II; Horticulture I & II; Plastics and Polymer Science I & II; and Technology Applications I & II. Two units may be earned by completing the AEST 3-course sequence: one unit in Concepts of Agriscience; one unit in Science of Agricultural Animals or Science of Agricultural Plants, or Science of Agricultural Environment; and one unit in Agribusiness and Entrepreneurship. Beginning school year 2008-2009 for all entering eighth graders, one unit must be a lab-based physical science. The allowable lab-based physical science courses are Physical Science, Chemistry I, Chemistry II, AP Chemistry, Physics I, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics.

⁴ The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course.

⁵ Credit earned in Allied Health I/Health Science I may be accepted in lieu of Comprehensive Health or Family and Individual Health to meet the graduation requirement for ½ Carnegie unit in Health.

⁶ Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).

⁷ Carnegie units (up to one each school year) in physical education may be received from participation in interscholastic athletic activities, band, and ROTC if they meet the instructional requirements specified in the *Fitness through Physical Education Framework*. Interscholastic athletic activities used for Carnegie unit credit must be sanctioned by the Mississippi High School Activities Association.

Appendix B

Mississippi Institutions of Higher Learning

HIGH SCHOOL COURSE REQUIREMENTS FOR STUDENTS (2012)

The College Preparatory Curriculum (CPC) for students graduating from high school and entering a public institution of higher learning beginning in the **Summer of 2012** is as follows:

English: (4 Carnegie Units) Compensatory Reading and Compensatory Writing may not be included.

Mathematics: (4 Carnegie Units) Algebra I, Geometry, Algebra II, and any one other Carnegie Unit of comparable rigor and content (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics).

Science: (4 Carnegie Units) Biology I, Chemistry I, and any two other Carnegie Units of comparable rigor and content (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, AP Physics C – Mechanics, Botany, Microbiology, or Human Anatomy and Physiology).

Social Studies: (4 Carnegie Units) Acceptable courses include World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and Mississippi Studies. (Credit earned for a state/local government course in any other state may stand in lieu of Mississippi Studies.)

Arts: (1 Carnegie Unit) Any visual and/or performing arts course that meets the requirements for high school graduation will be accepted.

Advanced Electives include the following:

- (2 Carnegie Units) Foreign Language I and II; or Advanced World Geography and a Foreign Language (I); or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to the mathematics and science courses identified as acceptable according to the new CPC requirements.
- **Computer Applications:** (½ Carnegie Unit)-An acceptable course should cover the use of application packages, such as word processing and spreadsheets, basic computer terminology, and hardware operation.
- **Pre-High School Units:** Algebra I, first year Foreign Language, or Mississippi Studies taken prior to high school will be accepted for admission, provided the course content is the same as the high school course.

Appendix C

GEAR UP MS State Coordinators

Juanester Colbert Russell, Associate Director

(601) 432-7807

jrussell@mississippi.edu

- Jackson Public School District
- Harrison County School District
- Pascagoula School District
- George County School District
- Moss Point School District
- Biloxi School District

Lashanda Colbert, Special Projects Director

(601) 432-7804

lcolbert@mississippi.edu

- Greenwood School District
- Grenada School District
- Tate County School District
- Indianola School District
- Sunflower School District
- South Panola School District
- Batesville School District
- Scott County School District
- Simpson County School District

Dr. Mary Lee, Evaluation & Compliance Director

(601) 432-6958

mglee@mississippi.edu

- Leake County School District
- Meridian School District
- South Tippah School District
- Tupelo School District
- Cleveland School District