



**NEVADA GEAR UP HIGH SCHOOL PROGRAM  
GLOSSARY FOR 10<sup>th</sup> GRADE DATA ENTRY  
2009 / 2010**

The glossary is designed to provide general guidelines for GEAR UP services, matching, staffing and special definitions for use in making data entries. If you have questions, please contact Victoria Hauan at [vhauan@doe.nv.gov](mailto:vhauan@doe.nv.gov) or via telephone at (775) 687-9222. In CCSD, please contact Janet Kazukonis at [janetkaz@interact.ccsd.net](mailto:janetkaz@interact.ccsd.net) or via telephone at (702) 799-8462.

**I. Services:**

Service Code – Use the Name of Services (*Names of Services are underlined below.*) and **Service Type** (*Service Type is listed in bold print below.*) For standard services, the hours and number of sessions are found in parentheses following the Name of Service. Services should be supported through GEAR UP funds or match funds.

**A. Academic Enrichment/Tutoring/Homework Assistance**

This is the cornerstone of GEAR UP's reason for existence. Academic preparation, tutoring and enrichment programs must focus on improving student achievement. *Every student must receive academic enrichment.*

Tutoring: Examples include school site tutoring, 21<sup>st</sup> Century, after-school programs such as Boys & Girls club tutoring, Enrichment Learning Time (ELT), Smarthinking and other tutorial programs. (Time varies. Entry should be made at the completion of tutoring sessions.)

Homework Assistance: Examples include Homework Hotline (time varies).

Academic Enrichment: *Report ONLY ONE service listed below, per semester.* (1 hour; 90 hours only). Examples include:

- Advanced course for grade level, such as Chemistry or Algebra II
- AVID
- Foreign Language
- Honors class, such as English, math, social studies or science
- International Baccalaureate
- Magnet Academy/Career Technical Academy

Service Code for Sections B through L below:

Use the Name of Services (*Select as many services as enrolled. Names of Services are underlined below*) and **Service Type**. (*Service type is listed in bold print below.*) For standard services, the hours and number of sessions are found in parentheses following the Name of Service.

**B. College Visit/College Student Shadowing.** Examples include:

- College/University presentations (time varies)
  - College/University visits (time varies and includes travel time)
  - College/University fairs (time varies)
- Every student must receive a college visit*

**C. Computer-Assisted Lab** (Labs are usually 1 hour; 90 hours per semester). Examples include:  
Plato Lab/Read 180 Lab

- D. Counseling/Advising/Academic Plan/Career Counseling.** Examples include:  
Academic and Career Counseling/Guaranteed Level of Service (time varies)  
ACT/PLAN (4 hours)  
Career Cruising and (CCSD) Individual Academic Plan software (10 hours)  
Career Fairs (time varies)  
*Every student must have an Individual Academic/Learning Plan*
- E. Cultural Events** – Please identify the name of event).  
Descriptive name (time varies)
- F. Educational Field Trips** – Please identify the name of event). Examples include:  
A trip to Yucca Mountain Nuclear Waste Depository (time varies)  
A trip to Atomic Energy Museum (time varies)  
Exhibits at hotels (time varies)
- G. Family Events** - *Enter both categories of participants in database: Parents and Students.*  
Family Awards and Recognition (time varies)  
Family Nights (time varies)  
Financial Literacy and Financial Aid for Families (time varies)
- H. Job Site Visit/Job Shadowing** – Please identify name of event. Examples include:  
Internships (time varies)  
Job Presentations (time varies)  
Job Shadowing/Job Site Visits (time varies)
- I. Mentoring** – Please identify name of event. Examples include:  
ASCENT (time varies)  
PALS (time varies)  
Dean’s Future Scholars (time varies)  
*Every student must receive mentoring*
- J. Other** – Please specify. Examples include:  
Community Service – Includes Leadership/Student Council and other service-oriented activities (time varies)  
Dean’s Future Scholars (time varies)  
Hugh O’Brien Leadership Program (time varies)  
Saturday School (time varies)  
Upward Bound (time varies)
- K. Summer Programs.** Examples include:  
Summer School (1 hour; 90 hours or equivalent per summer session)  
Summer Special Programs. Examples include:  
Dean’s Future Scholars Camp (time varies)  
Engineering Camp (time varies)  
Math Camp (time varies)  
Science Camp (time varies)  
Upward Bound Camp (time varies)  
4-H Discover Your Future Camp (time varies)

- L. Workshops.** Examples include:  
Financial Literacy Workshops for Students:  
    Budgeting  
    Checking Accounts  
    Savings Accounts  
    Credit

**II. Parent Services:** Three entries (services) are required, one for parents in attendance, one for students in attendance, and one for In-Kind Money. Staff may be counted as in-kind as well.

- A. Workshops on College Preparation/Financial Aid/Financial Literacy** (hours vary)  
College Entrance Requirements  
Budgeting  
Checking Accounts  
Savings Accounts  
Credit

- B. Counseling/Advising/Academic/Career Conferences** (hours vary)  
Career Cruising  
Individual Learning/Academic Plan

- C. College Visits**  
College/University Presentations (time varies)  
College/University Visits (time varies, and includes travel time)  
College/University Fairs (time varies)  
College/University Camp (time varies)

- D. Other:**  
Family events, such as GEAR UP, math and reading nights and cultural events  
(hours may vary)

**III. In-Kind/Matching Requirements:**

GEAR UP requires a dollar-for-dollar match (state/federal). For every dollar received, at least \$1 of State or private funds must be contributed in the form of cash or documented in-kind contributions. Service time or goods paid for with federal or GEAR UP funds do not qualify.

**A. In-Kind Goods & Services Form:**

1. All donations of goods or services to the GEAR UP program must be documented. Examples include cash; volunteer or staff time value, including educational institution staff benefits, supplies, food and service donated to service sites; and items of value or other donated resources. Examples of items not included are facility space or businessperson/volunteer benefits.
2. Common time valuations for volunteers:
  - a. \$20.00/hour for college students and parent volunteers
  - b. \$30.00/hour for business and community-based organization positions and graduate students
  - c. \$40.00/hour for professional positions and managerial positions
  - d. \$50.00/hour for executive positions
  - e. Higher amounts for some consultants/speakers, etc.

- B. **In-Kind Administration Form:** District/administrative personnel who spend a percentage of their time on GEAR UP will use this form; one employee per form. Your data entry will show last name, title and the annual amount of salary and benefits. The date will be the end of the school year.
- C. **In-Kind Teacher/Counselor/Staff Form:** Teacher/counselor/staff time spent planning or implementing GEAR UP activities that is beyond the normal contract hours is documented on a monthly basis.
- D. **GEAR UP Services Sheet:** A versatile form that can be customized for multiple uses:
1. Sign-in sheet to record attendees for parent services and/or student services
  2. Sign-in sheet for vendors at a career fair, college visit or presentation
  3. Calculations of “in-kind/match amounts”
  4. Document data entry of the service
- E. **Description:** Brief sentence about the service.
- F. **Date Occurred:**
- a. For a multi-day service, enter the final date of the event.
  - b. For an event that lasts throughout a semester or the school year, enter the last day of the event, or the final day of the school year, such as June 30, 2010.
- G. **Budget Category: Use Federal categories** for GEAR UP match/in-kind
1. Salaries and Wages
  2. Employee Benefits
  3. Travel
  4. Materials and Supplies (includes equipment under \$5,000)
  5. Consultants and Contracts
  6. Other:
    - a. Property/Equipment: Items of value costing at least \$5,000.
    - b. Conferences, professional association memberships, admission or entry fee discounts, etc.
  7. IDC (Indirect costs: **DO NOT USE THIS CATEGORY!!** This section is for State, UNR, UNLV and NSHE only.
  8. Scholarships/tuition assistance/summer school fees/summer camp tuition.

#### IV. **Staffing Requirements**

- A. List every staff person once for every school year he/she contributes.
1. Title: These are the only titles available to use in the database.
    - a. Assistant Principal
    - b. Program Assistant / Support Staff
    - c. Coordinator / Facilitator
    - d. Counselor
    - e. State Coordinator
    - f. District Administrator
    - g. Principal
    - h. Professor
    - i. Teacher

- j. Teacher Aid
- k. Tutor
- l. Data Analyst

2. Primary Duties

- a. If only one duty is performed for GEAR UP, show it in the “Duty 1” area.
- b. If more than one duty is performed for GEAR UP, determine the importance, or quantity of time, allocated for each one. List the highest priority/largest time allotment duty as Duty 1, the next higher one as Duty 2, and the lowest as Duty 3.

3. Is the staff member part time or full time for GEAR UP?

This question should be viewed solely with regard to the amount of time working for GEAR UP. For example, a person working full-time as a school staff member, but only part of that time for GEAR UP, should be listed as part time.

4. Source of Funding for the Position

A staff member must be paid via GEAR UP funds to be listed as “GEAR UP”. The “MATCH” staff member designation is to be used for individuals contributing time that is paid by any non-federal source/contributor.

**B. Professional Development**

Please indicate the GEAR UP-sponsored professional development, and the average hours of professional development.

Types of professional development include Curriculum Development, School Redesign, AVID, International Center for Leadership in Education (ICLE), Counselor In-Services and GEAR UP Training. Please email Charlotte Curtis at [ccurtis@doe.nv.gov](mailto:ccurtis@doe.nv.gov) or Marj Robinson at [mbr352@interact.ccsd.net](mailto:mbr352@interact.ccsd.net) if you need assistance.

**V. Performing at Grade Level**

Please indicate performance at grade level after the first semester grades are reported:

**Math:**

If the grade is C or above, the student is a “Yes” in the Missing Data Report

If the grade is a D or F, the answer is a “No” in the Missing Data Report

**English Language Arts:**

If the grade is C or above, the student is a “Yes” in the Missing Data Report

If the grade is a D or F, the answer is a “No” in the Missing Data Report

**VI. Special Definitions**

**A. Homeless Children and Youths:**

- 1. Individuals who lack a fixed, regular, and adequate nighttime residence [within the meaning of section 103(a)(1)]; and

2. Includes:
  - a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks\* or campgrounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
  - b. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings [within the meaning of 103(a)(2)(C)];
  - c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - d. Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses a through c, above.

*\* If the trailer is on wheels, the student would be considered Homeless. Trailers/mobile homes on a temporary or permanent foundation are not included in the Homeless designation. Students living on Native American/Indian Reservations are also not included in the Homeless designation.*

**B. Limited English Proficiency (LEP):** *(Be sure to check the LEP box to enter LEP students.)*

To qualify as LEP students, school districts in Nevada use an Initial Identification Assessment. This assessment is updated annually.

**C. Performing at Grade Level – Special Education Students:** *(Be sure to check the IEP box to enter IEP or Special Education box for Special Education Students.)*

The same district policies and procedures apply as for general education students, except for those provisions that are specifically articulated in a student's Individualized Educational Program (IEP). If the school or district IEP Team determines that the student will be retained, then the student will no longer be in the State GEAR UP cohort.

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