



FAMILY HANDBOOK

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Congratulations!

Congratulations on being selected to participate in GEAR UP U, a four-day, three-night college experience. You'll have the opportunity to take classes, meet other students from across the state, stay on a college campus, and learn a new skill or two!

This packet outlines information about camp, including what to bring, the activities we have planned, and who your family can contact in case of an emergency.

Parents and family members, we'd encourage you to keep this handbook for your use.

We can't wait to see you this summer for GEAR UP U at Glenville State University!

Sincerely,

Jason (J.R.) Luyster
West Virginia GEAR UP
2024 GEAR UP U Camp Director

Have questions? Contact me at (304) 558-0655 or jason.luyster@wvhepc.edu.

Staff and Emergency Contact Info

If you need to reach your student at camp due to an emergency at home, please contact either of the following:

Jason Luyster, Camp Director

(304) 841-5673 (cell)

jason.luyster@wvhepc.edu

Elizabeth Manuel, Director of West Virginia GEAR UP

(304) 687-8463 (cell)

elizabeth.manuel@wvhepc.edu

Directions to Registration

Glenville State University is located in Glenville (Gilmer County). From I-79 (northbound), take exit 79 for Burnsville/Glenville. Turn left off the exit onto WV-5 westbound (toward Glenville). Continue on WV-5 westbound for about 15 miles, coming into Glenville. At the 3-way stop, turn left onto N Lewis St (US-33W/US-119N/WV-5W) (see signs for Glenville State University). Travel 0.5 mile to the traffic circle; take the first exit from the traffic circle onto Mineral Road. Travel 0.5 mile on Mineral Road to the Waco Center, which is on the left-hand side of the road. There will be signage along the route to help direct you to the correct location.

Parking/Arrival Instructions

The Waco Center has a large parking area and you may park wherever you like. You will enter the building through the rounded main entrance – camp staff will be present to help direct you to the appropriate entrance. **Following registration and the opening ceremony, students and parents will need to drive to Main Campus for move-in and a campus tour.**

From the Waco Center Parking lot: Turn right onto Mineral Road and travel 0.5 mile back to the traffic circle. Take the 2nd exit from the traffic circle onto College St., then take an immediate right onto Linn St./Pioneer Way (see large Glenville State University sign). Continue through campus until you come to the stop sign at Court St. Continue straight into Lot D (see campus map) for parking.

Glenville State University Main Campus



Visitation and Phone Use Policies

Visitation policy

Parents and guardians may visit their student at any time during camp. However, we would like for GEAR UP U to be a learning experience that helps students develop more responsibility and self-reliance and would prefer that parents and guardians attend camp only during the designated parent times on the first and last days of camp (see camp schedule in this handbook). **Only parents and guardians** will be permitted to see their students during camp — no other visitors will be permitted for the duration of camp.

Contacting your student

If your student has a cell phone, you may talk to him or her during designated free time (see camp schedule). Students will also have access to a phone on campus so that they may call home if they choose.

In the event of an emergency, please call Jason Luyster at (304) 841-5673 or Elizabeth Manuel at (304) 687-8463.

Safety Policy and Procedures

Your student's safety is very important to us. We've developed several policies and procedures to ensure that all students have a positive experience at GEAR UP U.

Supervision

Safety and supervision are very important to us. GEAR UP U will have a full staff, which includes the following:

- Professional staff members from West Virginia GEAR UP
- Camp supervisors who also work in West Virginia GEAR UP schools (teachers, counselors, and principals)
- Camp counselors (college students)
- Security officers
- Residence hall staff (Glenville State employees)
- Camp nurse

Safety precautions

- West Virginia GEAR UP will have a camp nurse on campus at all times.
- Medical and liability insurance has been purchased for the camp in case of an emergency.
- Glenville State University campus police will be on hand to respond to emergencies or behavior situations.
- Male, female, and nonbinary students will be housed separately. Students of the different genders will not be permitted to visit each other in the residence hall rooms.
- A detailed Code of Conduct and a Discipline Policy is in place.

Schedule

Wednesday, June 26		
1:00 PM - 2:00 PM	Check-in and Registration	Waco Center
2:00 PM - 3:00 PM	Opening Ceremony	Waco Center
3:15 PM - 4:00 PM	Residence Hall Move-In	Goodwin Hall
3:30 PM - 5:00 PM	Campus Tours	Departing from Goodwin Hall
5:00 PM - 6:00 PM	Dinner (Group A)	Mollohan Dining Hall
	Mentoring/Counselor Intro (Group B)	Goodwin Hall
6:00PM - 7:00PM	Dinner (Group B)	Mollohan Dining Hall
	Mentoring/Counselor Intro (Group A)	Goodwin Hall
7:00 PM - 9:00 PM	Paradigm Shift	Mollohan Ballroom
9:00 PM - 10:00 PM	Free Time	Goodwin Hall
10:00 PM - 10:30 PM	Room Checks	Goodwin Hall
10:30 PM	Light Out	Goodwin Hall

Thursday, June 27		
7:00 AM - 7:45 AM	Breakfast (Group A)	Mollohan Dining Hall
	Mentoring (Group B)	Mollohan/Goodwin
7:45 AM – 8:30 AM	Breakfast (Group B)	Mollohan Dining Hall
	Mentoring (Group A)	Mollohan/Goodwin
8:45 AM – 10:15 AM	Paradigm Shift	Mollohan Ballroom
10:30 AM – 12:00 PM	Academic Block 1	Academic Course Locations
12:10 PM – 1:00 PM	Lunch (Group A)	Mollohan Dining Hall
	Recreation (Group B)	Waco/Lilly Gym/PE Building
1:10 PM – 2:00 PM	Lunch (Group B)	Mollohan Dining Hall
	Recreation (Group A)	Waco/Lilly Gym/PE Building
2:15 PM – 3:45 PM	Academic Course Block 2	Academic Course Locations
4:00 PM – 5:00 PM	Career Exploration Fair	Mollohan Ballroom
5:00 PM – 6:00 PM	Dinner (Group A)	Mollohan Dining Hall
	Mentoring (Group B)	Mollohan/Goodwin
6:00 PM – 7:00 PM	Dinner (Group B)	Mollohan Dining Hall
	Mentoring (Group A)	Mollohan/Goodwin
7:00 PM – 8:30 PM	Paradigm Shift	Mollohan Ballroom
8:30 PM – 9:30 PM	Student Org Fair	Rusty Musket/Amphitheater
9:30 PM – 10:00 PM	Free Time	Goodwin
10:00 PM – 10:30 PM	Room Checks	Goodwin
10:30 PM	Lights Out	Goodwin

Schedule

Friday, June 29		
7:00 AM - 7:45 AM	Breakfast (Group A)	Mollohan Dining Hall
	Mentoring (Group B)	Mollohan/Goodwin
7:45 AM – 8:30 AM	Breakfast (Group B)	Mollohan Dining Hall
	Mentoring (Group A)	Mollohan/Goodwin
8:45 AM – 10:15 AM	Paradigm Shift	Mollohan Ballroom
10:30 AM – 12:00 PM	Academic Block 1	Academic Course Locations
12:10 PM – 1:00 PM	Lunch (Group A)	Mollohan Dining Hall
	Recreation (Group B)	Waco/Lilly Gym/PE Building
1:10 PM – 2:00 PM	Lunch (Group B)	Mollohan Dining Hall
	Recreation (Group A)	Waco/Lilly Gym/PE Building
2:15 PM – 3:45 PM	Academic Course Block 2	Academic Course Locations
4:00 PM – 5:00 PM	Wellness Expo	Mollohan Ballroom
5:00 PM – 6:00 PM	Dinner (Group A)	Mollohan Dining Hall
	Mentoring (Group B)	Mollohan/Goodwin
6:00 PM – 7:00 PM	Dinner (Group B)	Mollohan Dining Hall
	Mentoring (Group A)	Mollohan/Goodwin
7:00 PM – 8:30 PM	Paradigm Shift	Mollohan Ballroom
8:30 PM – 9:30 PM	Student Org Work Group	Mollohan/Goodwin/Kidd Library
9:30 PM – 10:00 PM	Free Time	Goodwin
10:00 PM – 10:30 PM	Room Checks	Goodwin
10:30 PM	Lights Out	Goodwin

Saturday, June 24		
7:30 AM - 8:15 AM	Breakfast (Group A)	Mollohan Dining Hall
	Mentoring (Group B)	Mollohan/Goodwin
8:15 AM – 9:00 AM	Breakfast (Group B)	Mollohan Dining Room
	Mentoring (Group A)	Mollohan/Goodwin
9:00 AM – 11:00 AM	Paradigm Shift	Mollohan Ballroom
11:00 AM – 11:45 AM	Lunch (Group A)	Mollohan Dining Hall
	Mentoring Closeout (Group B)	Mollohan/Goodwin
11:45 AM – 12:30 PM	Lunch (Group B)	Mollohan Dining Hall
	Mentoring Closeout (Group A)	Mollohan/Goodwin
12:45 PM – 2:00 PM	Closing Ceremony	Fine Arts Auditorium
2:00 PM – 3:00 PM	Move Out	Goodwin

NOTE: This schedule is subject to change.

Financial Responsibilities

GEAR UP U is **FREE**, but parents do have some responsibilities, including the following:

- Providing or arranging for transportation for their student to and from Glenville State University.
- Providing students with items such as proper clothing, bedding, towels, and other items listed on the “What to Bring” list (see page 11).
- Paying for property damages if your student causes them. Examples include damages to the walls or furniture in the residence halls or damages to classroom equipment.
- Your student does NOT need spending money, but you may choose to send some with them to buy souvenirs or snacks in the campus book store.

All meals and school supplies will be provided by West Virginia GEAR UP. We will also cover the cost of any activities listed on the camp schedule.

Car/Transportation Policies

Students will not be permitted to ride in a motor vehicle with anyone not listed on the transportation authorization form that guardians completed as part of the camp enrollment packet.

GEAR UP U staff or emergency personnel may transport your student in another vehicle in the event of an emergency.

What to Bring

Apparel:

- Comfortable walking shoes
- T-shirts (one shirt per day will be supplied by GEAR UP)
- Jacket or sweater
- Jeans
- Shorts
- Pajamas
- Underwear
- Socks
- Hat
- Sunglasses
- Raincoat/umbrella

Bathroom items:

- Towels/washcloths
- Shower shoes
- Deodorant
- Shampoo
- Soap
- Toothpaste/toothbrush
- Shaving items
- Comb/brush
- Personal hygiene products
- Sunscreen

Dorm room items:

- Pillow
- Pillowcase
- Sheets and blanket to fit an extra long twin bed OR a sleeping bag
- Alarm clock/ability to set alarm on your phone

Optional (at your own risk):

- Gadgets (e.g. cell phone, tablets, camera, etc.)
- Hair dryer
- Snacks

Do NOT bring :

- Weapons of any sort (including pocket knives)
- Alcohol, tobacco, and/or drugs
- Unauthorized medicines (medicine must be kept with the nurse)
- Explicit or vulgar books, music, magazines, or movies
- Clothing featuring inappropriate language, images, or messages

Dress Code and Honor Code

Dress code

Students will dress appropriately in a manner that does not distract from the educational component of GEAR UP U. Any student that does not dress appropriately will be asked to change his or her clothing. Students will be provided with four GEAR UP shirts at the beginning of camp to be worn on each day of camp.

No backless, strapless, one-strap, or mid-drift tops or extremely short shorts, skirts, or dresses will be allowed. No offensive language or images will be tolerated on clothing. Undergarments should never be visible (no sagging shorts or pants). Shirts are required during all camp activities (no going shirtless — even during recreational activities). No offensive language or images will be tolerated on clothing.

Honor code

- I will participate in each required activity and will apply my best efforts and talents to do the best I can in each situation.
- I pledge to make my academic endeavors my first priority during GEAR UP U.

Code of Conduct

Participants are expected to demonstrate positive attitudes and behaviors all day, every day. The following code of conduct outlines the requirements of GEAR UP U. Any student who breaks the code may be sent home early.

Do

- respect the rights and property of yourself and others (including staff, instructors, and fellow campers)
- follow all rules and policies set by West Virginia GEAR UP and Glenville State University
- use program equipment, supplies, and facilities properly
- stay with your group and within designated areas at all times
- communicate in a polite manner
- respect cultural, religious, sexual orientation, and gender differences
- respect personal space and the personal boundaries of others
- follow the GEAR UP U honor and dress codes

Don't

- use profanity or other offensive language, including terms that are offensive to any particular person or group
- behave aggressively or inflict physical and/or emotional harm on others
- vandalize the property of others or Glenville State University
- behave recklessly and put yourself or others in danger
- leave the camp boundaries without permission from GEAR UP U staff
- display inappropriate or excessive affection, including kissing, hand holding, excessive touching, etc.

Discipline Policy

LEVEL 1

To be addressed by the classroom teacher, camp counselor, camp supervisor, or resident advisor.

Language

- Use of profanity
- Impolite language
- Negative comments that hinder learning
- Talking back to a supervisor
- Lying

Physical Contact

- Bumping
- PDA (holding hands, hugging)
- Pushing
- Horseplay

Defiance

- Stubborn behavior
- Uncooperative behavior
- Breaking the GEAR UP U honor code
- Not following residence hall rules
- Disruption during instruction and group activities
- Constant talking
- Dress code violations

Property misuse

- Breaking pencils/classroom supplies
- Pushing/rearranging furniture
- Writing on desks, walls, furniture, and other campus property
- Going into another person's space

LEVEL 2

Requires interaction with peers and support staff (camp supervisors and/or GEAR UP staff).

Language

- Name calling
- Verbal intimidation
- Harassment/taunting

Physical Contact

- Kicking
- Spitting
- Slapping
- Wedgies/noogies
- PDA (kissing, holding)

Defiance

- Arguing with superiors
- Not complying with discipline redirection
- Defiance of verbal direction
- Not participating in class work
- Inappropriate use of space
- Refusal to adhere to the dress code

Property misuse

- Destruction of others' property
- Inappropriate use of materials and equipment

LEVEL 3

Intervention must involve administrator (camp director).

Language

- Vulgar language
- Verbal threats of harm
- Sexual/racial harassment
- Bullying

Physical Contact

- Physical intimidation of staff/peers
- Play fighting resulting in injury
- Physical assault
- Fighting
- PDA (sexual acts)
- Sexual assaults

Defiance

- Not attending all activities
- Leaving campus
- Having someone of the opposite sex in room
- Throwing objects
- Drinking alcohol
- Smoking tobacco
- Illegal drug use
- Possession/use of a weapon

Property misuse

- Vandalism
- Graffiti
- Defacing property
- Stealing

Lodging Information and Policy

Glenville State University will house GEAR UP U students in campus residence halls. Students should consider the following rules and regulations for staying in the residence hall:

Appliances: The following electrical appliances may not be used in the hall: stoves, hot plates, microwaves, immersion heaters (water heating coils), heat lamps, toaster ovens, toasters, and any other appliance with an exposed heating coil, electric blankets, electric heaters, and/or any other such appliances that use great amounts of electricity or generate heat.

Alcohol/tobacco/drug paraphernalia: There will be NO alcohol, tobacco, or other drug paraphernalia permitted at GEAR UP U. Any confiscation will be permanent, and shall include any paraphernalia items associated with the violation, including but not limited to: chests, tubs, kegs, taps, pitchers, glasses, mugs, cans, bottles, pipes, vape pens, and funnels.

Pets: Medical service animals are welcome with documentation of need. No other animals or pets will be permitted at GEAR UP U.

Quiet/courtesy hours: A quiet hours policy is in effect from 10:00 p.m. through 7:00 a.m. daily. All requests to limit noise must be honored in order to avoid judicial action. If you bring a radio or speakers, please bring headphones, and keep the volume level low when you are not using headphones.

Fire risks/smoking: Combustible materials are strictly prohibited in the residence halls. This includes, but is not limited to, items enumerated under the heading of weapons. Confiscation and disposal of such items will be permanent. Disabling smoke detectors, or any fire safety equipment, by removing batteries or covering the detector with any material, is a violation of federal fire safety code and strictly prohibited. Fines/fees shall be determined by Glenville State University.

Smoking is not permitted at any time during GEAR UP U.

When a fire alarm is sounded, all students are required by law to vacate the building.

Visitation/guests/escort: Visitation by other campers of the opposite gender is NOT permitted. The staff reserve the right to deny access to any guest if it has been determined that such person has disturbed, disrupted, or endangered any residents.

Weapons: Weapons or "look alike"/replica weapons may NOT be housed or carried in the residence hall or on campus. Possession of rifles and firearms (including BB and paint ball guns), ammunition, firecrackers, and/or explosive materials (including carbide) and similar items such as gas-powered guns (including paint and nail guns) and sharp tipped arrows are strictly prohibited.

FAQs

FOR PARENTS

What kind of camp is GEAR UP U?

GEAR UP U is an overnight academic camp that focuses on high school preparation, college and career planning, and leadership development.

What/who is GEAR UP?

West Virginia GEAR UP is a federally funded grant program intended to help you and your student plan, apply, and pay for education or training beyond high school.

What will my student do at camp?

Your student will participate in career pathways classes, college mentoring, and leadership development.

Where will my student stay?

Glenville State University (Glenville, WV) will provide students with lodging. Classes will be held on campus and in the immediate area surrounding Glenville State University. Should transportation be required to and from classes, GEAR UP U and Glenville State University staff will transport students.

What are my responsibilities?

As a parent, we expect you to make sure your student understands the GEAR UP U rules and expectations. If your student breaks the rules, you will be responsible for picking him or her up early. You are also expected to provide or arrange for transportation to and from Glenville State University and to help your student prepare/pack for camp.

Will my student need money?

All meals and school supplies will be provided by West Virginia GEAR UP. If you would like your student to have additional "spending money" that is permitted, but not required.

Who else will be there?

Students from each of West Virginia GEAR UP's middle schools/junior highs will attend. WV GEAR UP serves schools in 11 counties and there will be between 200 - 250 students at camp.

Who supervises camp, and who will keep my student safe?

Safety and supervision are very important to us. GEAR UP U will have a full staff, which includes the following:

- Professional staff members from West Virginia GEAR UP
- Camp supervisors who also work in West Virginia GEAR UP schools (teachers, counselors and principals)
- Camp counselors (college students)
- Resident advisors (college employees)
- Security officers
- Camp nurse

Additionally, medical and liability insurance have been purchased by camp organizers in case of an

emergency.

How much does camp cost?

GEAR UP U is FREE, but parents do have the responsibility of providing or arranging for transportation for their student to and from Glenville State University in Glenville, WV (Gilmer County). Parents must also help their student prepare for camp and provide them with items such as proper clothing, toiletries, etc.

Will the boys and girls be together or separate?

During day and evening hours, all students will attend classes and sessions together. At night, girls and boys will be housed separately. Students are forbidden to have a member of the opposite gender in their rooms.

How can I contact my student?

If your student has a cell phone, you may talk to him or her during “free time.” Your student will also have access to a phone at the residence hall and on campus if he or she wishes to call home and does not have a phone of his/her own. Emergency phone numbers will be provided for attendees and their parents.

My student takes medication. How/when will this be administered and by whom?

Prior to attending camp, students and parents will be asked to complete a medical release form. By completing this form, you will be granting our camp nurse the permission and instructions to retain and administer medication to your student.

Can I visit my student at camp?

Of course — we would never keep parents away from their student. However, we would like for GEAR UP U to be a learning experience that helps students develop more responsibility and independence and would prefer that parents attend camp only during the designated parent time periods on the first and last days. Arrangements can and will be made for special circumstances.

My student has special dietary needs. What arrangements can you make for this?

Prior to attending camp, students and parents will be asked to complete an enrollment packet which will give you the opportunity to outline any dietary needs. Additionally, meals will be buffet-style and students will be able to choose his or her own food from many options provided.

My student is always hungry. Will he or she get enough to eat?

All three meals are buffet-style, which means your student can eat as much as he or she wants for breakfast, lunch, and dinner. We will also provide snacks in the evening.

Will my student have a roommate? Can he or she request to room with a particular student?

Your student will have a roommate. The goal is to room each student with another student that attends school in the same county. Due to logistical arrangements, unless there are special medical circumstances, we cannot take room requests.

FOR STUDENTS

What kind of camp is GEAR UP U?

Well... we don't like to brag, but GEAR UP U might be the best camp EVER. You'll get to...

- learn about and prepare for college
- make new friends from across WV
- hang out on a college campus
- participate in classes you want to take
- develop leadership skills to be even more awesome

What will I do at GEAR UP U?

You will be required to attend classes (some that we choose and some that you choose). You will also participate in several leadership development workshops and some very cool activities. College students will act as your counselors and they will help you get ready for college.

What are my responsibilities?

At GEAR UP U, we will treat you with respect and allow you some freedom — but you have to respect the camp staff and the rules. We expect you to make it to all GEAR UP U activities on time and to participate. We also expect you to follow the code of conduct. Most of all, we expect a good attitude!

Will I need money?

All meals and supplies will be provided by West Virginia GEAR UP. If you would like to have additional "spending money," that is permitted but not required.

Who else will be there?

Students from West Virginia GEAR UP's other schools will attend — around 150 - 200 students total.

Will I share a room with someone?

Yes, you will have a roommate (just like in college). We will try hard to room you with someone from your county. Since part of the fun is getting to know people, we cannot take room requests in advance.

Can I bring my cell phone and other gadgets?

Yes, there will be certain time periods that you are allowed to use these items. You are responsible for the safety and care of these items.

Will boys and girls be allowed to hang out together?

Yes, but only during supervised activities and NEVER in the residence hall rooms. If you get caught mingling with students of other genders in the residence hall rooms, you'll be kicked out of camp — no excuses, no exceptions.

How can I contact my parents?

If you have a cell phone, you can call them during your free time. If you don't, the counselors can give you access to a phone.



Contact Jason Luyster
West Virginia GEAR UP
2024 GEAR UP U Camp Director
(304) 841-5673
jason.luyster@wvhepc.edu

