Volunteer Community Class Program

"Getting Started" Pack

TABLE OF CONTENTS

INTRODUCTION

Lanier Technical College's Adult Education program is seeking to expand its High School Equivalency Diploma (GED/HiSET) preparation and English as a Second Language (ESL) programs throughout Banks, Barrow, Dawson, Forsyth, Hall, Jackson, and Lumpkin Counties. We need your help. We are looking for organizations who will open their doors at their locations to students for at least six hours a week, staffed with their volunteers who will teach and oversee operations. Volunteers will receive free startup training in instructional practices and procedures to ensure a quality program to attract and retain students, as well as ongoing webinars and workshops throughout the year.

Lanier Technical College's Adult Education program touches so many lives each year. The program is free of charge to students, and it normally averages over 2,000 participants each year. During the 2020-2021 Academic Term, the height of the COVID-19 pandemic, the program helped over 300 students receive their GED® diplomas. As of the time of release of this first publication in March 2022, the program also issued the highest number of high school equivalency diplomas (such as the GED®) for the entire state of Georgia during the academic term. We also help so many students learn basic literacy and English Language skills, prepare students for the U.S. Citizenship exam, and transition both ESL and Adult Basic Education students into career training and college programs.

When you collaborate and participate with Lanier Technical College's Adult Education program, you do more than help a single student – you change lives and communities!

GUIDELINES

The first question on your mind may be what the guidelines and procedures are, should you wish to collaborate with Lanier Technical College (LTC) to offer a program at your organization. Here are some of the main points to keep in mind.

1. The number one thing you must have is a desire or calling to help students achieve their dreams through literacy and education!
2. You will need at least one computer with internet access for communicating by email with LTC and submitting documents securely. Having at least one computer with internet access for occasional student use is also strongly recommended. A scanner or good smartphone camera is needed for sending documents.
3. You need at least one person with a bachelor's degree (4-year degree) on site as the official instructor of the program. This person may provide oversight to teacher aides, who may assist with instruction.
4. The program must allow students to obtain a minimum of six hours of study during a regular week. Please see note on holidays and closings below.
5. Inasmuch as possible, we would prefer you follow the academic calendar as provided by Lanier Technical College via the website at www.laniertech.edu and close classes due to inclement weather conditions when the campuses close. This helps prevent confusion for students. If you have additional holiday periods or times when the classes cannot be held, please notify students as soon as possible (with as much advance notice as possible). In addition, contact your LTC Supervising Agent, or the Dean at 770 531-3367 or scole@laniertech.edu so that alternative site arrangements can be provided for students if needed for that period.
6. No grades or gradebooks are required. However, attendance should be taken each day, and attendance sheets must be submitted at least weekly (it is fine to submit after each class, too!) These may be either scanned or photographed. A link will be provided for regular submissions.
7. Only qualified students may be served under LTC's program using LTC material. Of course, you are welcome to have other instructors serve non-qualified students during the same time LTC's courses take place. To ensure students qualify, they must complete the intake process. If you have a printer attached to the computer, you can assist students with the entire intake process through our website (Adult Education under www.laniertech.edu). Most documents can be completed electronically on our site. There are a few that may need to be printed. These are indicated during the online registration process and can be downloaded to print. A few may require a notary public stamp and signature. For underage approvals (16-17 year olds only), we will need a withdrawal notice from the school or a home school affidavit. An acceptable photo ID can be photographed (both sides) and submitted. All of this can be submitted through the website! If you need us to assist students with intake, please contact us.
8. Once students have submitted all intake paperwork and have been approved to begin, we will set up a test ticket for the pre-test/placement test. There is an online training on proctoring, and you can also come in to one of our sites for observation or training. You will receive instructions on how to connect into our system to allow students to complete the online testing. Once results

are in, have students complete the goal page and discuss the test results. We will need a photographed or scanned copy of the signed goal page sent to us.

9. Student information is private and confidential under FERPA guidelines. You should only contact students in relation to Adult Ed-related concerns, particularly absences, with the understanding it is unlawful to share any student information with others. (See section on FERPA in the **Training Section**). Students who miss more than 90 days are exited from the program and must redo the registration process if they decide to re-enroll.

10. We will ask for a simple progress report on students at least once a semester. A Student Education Plan will be provided for each student to help you gauge his or her progress, and this along with your note of student progress can be sent to us each semester.

11. A simple daily lesson plan outlining the objective, activities, textbook pages or curriculum used, and a way to "assess" student understanding (game, quiz, group activity, response to questions, etc.) is required but does not have to be submitted daily. The standard should also be listed on the plan (link in Appendix A). However, if you submit your plan to LTC, we can research the standard and add it on our end.

12. Some documents may require hand-delivery. Consult with your LTC Supervising Agent to determine the best way to collect and deliver these documents on a regular basis.

13. Lanier Tech or its parent organization, The Technical College System of Georgia, may occasionally visit the site's class(es) for observation and to provide onsite support. Likewise, volunteer program members are welcome to come to our LTC Adult Education site locations to observe classes and for support.

BENEFITS

As you consider starting up a community program, you will undoubtedly think of the time, effort, and hard work you will put into such an endeavor. However, have you weighed this against the benefits such a program may offer your organization?

1. **RECOGNITION.** You will receive the brand recognition of LTC. As this would be a program provided by volunteers trained under and following the guidelines of LTC, you will attract students. A sign with our logo will be provided announcing the free classes.

2. **EXPERIENCE.** You will receive experienced support, training, curriculum ideas, and an overview of the standards. We will provide you with support all year long.

3. **RECRUITMENT.** We will send you students! As our student population grows, we will recognize you as an official part of our program and will refer students who register directly at our centers to your location if they work or live nearby.

4. **CONTROL.** Your members are the instructors and aides! This expands the opportunity for your members to become involved in the life of your organization. In addition, this allows your facilities to remain under your control and supervision (locking doors, turning off lights, thermostat control, setting up for the next group, etc.)

5. **POTENTIAL.** Community members will walk through your doors who may not normally do so. Please remember that our student population tends to be those in the greatest need in our community -- they have taken this first bold step to better their lives. They have this chance to learn about your programs and services, and you will likely find out about their urgent needs within the first few classes!

6. **EXPANSION.** You will suddenly find new opportunities to expand wrap-around services and ministries. Transportation, childcare, shelter, food, clothing, utilities, locating job opportunities, and health care are just a few of the barriers faced by many students. Helping pay for the GED test is a great way to help our students directly! You will likely have many students take an interest in or join your organization to help others also in need.

7. **BURDEN-LIFTERS.** LTC will contact you and your students who are ready to post-test, need more help in certain academic areas, need to take a GED practice test, are ready to take the GED, or those who have been absent or show irregular attendance over a certain period.

8. **HELPFULNESS.** LTC will be in contact with your instructors/aides to ensure all paperwork and procedures are submitted timely, but to also invite you to online and/or in-person training opportunities with our staff, and help you strategize to resolve any issues you are having.

9. **FLEXIBILITY.** You can be flexible. Perhaps you want to create several classes: some GED classes and some ESL classes. Maybe you only have one instructor right now and can only handle one class. Maybe you want to have a class, and have some volunteers, but they can only teach two hours a week. With three or four volunteers, you can rotate the instructors to do a different day! Or maybe there's a rotation schedule of volunteers for each week of the class to prevent burn-out.

10. **CONNECTION.** You will have a direct connection to Lanier Technical College, where students may continue their studies and training to obtain a career in a field that interests them!

PROGRAM OVERVIEW Q&A

- **Is distance education available?**
    - Yes, we can work with you to create a program where students can connect in to a live instructor. We also have some additional distance education opportunities outside of live classes that may be available. However, we prefer the focus of these classes be in-person as we find these much more effective.
- **Who qualifies (intake/pre-testing)?**
    - Residents of Georgia who are 18 years of age or older and are either currently valid IDs proving they are (a form will need to be signed in the presence of a notary public):
        - Citizens
        - Permanent residents
        - Qualified Aliens (we can help determine this; generally those with Employment Authorization Cards or with a foreign passport and a valid U.S. visa (except B1, B2, M1, and F1 visas) and some other specific cases)
        - Residents of Georgia who are 16 – 17 years of age or older with legal photo identification ID containing proof of age (a passport, license or official state of Georgia ID will be required for taking the GED® or HiSET® test).
            - **REQUIREMENT 1:**
                - ✦ a home school affidavit
                - ✦ an official withdrawal from school
                - ✦ or a letter from the superintendent or designee stating student not currently/never was enrolled in the school system
            - **REQUIREMENT 2:**
                - ✦ Permission of parent/guardian on application
                - ✦ Marriage certificate
                - ✦ Legal Emancipation document
                - ✦ Court Order/Adjudication document
                - ✦ Special approved organization (Job Corps, Youth Challenge, etc.) enrollment forms
- **How do you submit student applications?**
    - Reminder: students can always be first sent to LTC directly to process student applications if you prefer.
    - Go to www.laniertech.edu and click on Adult Education.
    - Have students click on the "I'm Ready" buttons and complete the two-page form: student information and release of information. IMPORTANT: If students do not have an email account, please help them set up one through yahoo.com or gmail.com if they have a cell phone. If they do not have a cell phone, there are other companies such as mail.com that offer free email.
    - On the screen and by email, there will be a list of links to additional documents needed to complete. Have the student click on these and complete these documents, too. Some

will require being printed out, completed, and scanned or photographed. Don't forget to provide a clear copy or photograph both sides of the acceptable student ID as indicated on the Verification of Eligibility form (for 18+) or the Underage Student Application form (16-17). Ensure that the student ID is not expired, proves an age of 16 years or older, and matches the birthdate entered on the student application form. The list also indicates a link where you can submit these directly online. Save the paper copy of these forms for your LTC Supervising Agent. (Also see Appendix B).

- o Your LTC Supervising Agent will assist you with any issues you have with the intake process.

- **How do you provide a pre-test?**
  - o Reminder: students can always be first sent to LTC to schedule and take a TABE pre-test and/or post-test if you prefer.
  - o There is a quick online certification for becoming an official test proctor for TABE (Appendix B)
  - o Testing laptops may be available for checkout and must be returned after testing is complete.
  - o Some paper-based testing might be available for some sites.
  - o The best way to conduct on-site testing is to connect through your current onsite computer to LTC to offer testing directly through our virtual machine to access DRC (you will receive a short training on this).
  - o Your LTC Supervising Agent can help you get students pre-tested, as this is a major requirement to student participation.

- **How is the sign-in sheet for weekly attendance used?**
  - o Very important: you must take attendance daily on an official sign-in sheet and submit your attendance to us at least once a week. If easier, just send it to us at the end of each class. We don't need the hard copies. You may want to keep them in a folder in a secure location for about a month or so in case a scan didn't come through clearly. However, after confirming the attendance was received and entered, you should shred these sign-in sheets.
  - o A link is provided for easy submission of your sign-in sheets. Be sure your location, instructor name, CRN (course number), and that the students' names and times of sign-in/sign-out are legible before sending.
  - o Your LTC Supervising Agent will remind you about the weekly attendance submissions and help you track students who are in danger of dropping out.

- **What do you mean by hours? I see there is a requirement of 12 hours for listing as NRS on sign-in sheet and to qualify for GED testing; there is a requirement of 40 for post-testing.**
  - o It is a federal requirement that students have 12 hours (from their last valid TABE test, including hours in the current academic year) to be considered "enrolled" for reporting purposes (national reporting system, or NRS). Students must have 12 hours before GED testing in order to receive a measurable skill gain. For post-testing, most students will need a minimum of 40 hours from their last test (pre-test, or another post-test) on TABE to be eligible to post-test. The increase in score must be high enough to go to the next

Educational Function Level (EFL) in order to be considered a measurable skill gain. The exception is for ABE 5/ABE 6 (also known as ASE 1/ASE 2 level students) only need 30 hours; however, the majority of these students simply are able to pass the GED test, as they are already at the high school level.

- Your LTC Supervising Agent will help identify the students requiring post-testing or who may be ready to take the GED®.

- **What are GED/HiSET Sections, costs, test procedures?**
  - The GED® is the most popular exam and consists of four tests: reasoning through language arts, math, science, and social studies. There is an essay question on the language arts portion. Students must receive a score of 145 or higher to pass each portion of the exam to finish the GED®.
  - Costs and comparisons: Visit our website for more details about the differences between these two exams. https://www.laniertech.edu/adult-education/testinginformation/
  - Each portion of the GED® exam costs $40; $20 to retest on each portion. So, the total cost of the GED® is $160. In order to ensure students are ready, each student is encouraged to take the official GED Ready Test (cost is under $10 per test). These costs are the responsibility of the student, but sometimes vouchers are purchased by CLCPs or other organizations/donors to offset or cover the costs.
  - Cost is $133.75 for whole battery on HiSET® and consists of five sections. A total score of 45 plus as core at least 2 out of 6 on the essay portion of the writing test, a total score of at least 8 on the same day you score 2 or higher on the essay, and a score of at least 8 on each of the subtests. Vouchers cannot be pre-purchased for use. The HiSET® practice tests are free.
  - We encourage students to come to one of our many convenient on-site testing locations when ready to test. If this is impossible, please contact us for alternative arrangements.
  - Underage students must get state permission to test. This includes documentation of completing the TABE pre-tests in Reading and Math, obtain at least 12 hours of study, and score at least 150 on all of the GED Ready™ Tests (4 in all). If they score 536+ in Reading and 537+ in Math, then a 150 on just two GED Ready™ Tests are required. If taking the HiSET, the same rules apply with these minimum scores:
    - Reading: OPT10 (18), OPT9 (16), OPT8 (17), OPT7 (15)
    - Writing + Essay: OPT10 (15+2), OPT9 (16+2), OPT8 (11+2), OPT7 (15+2)
    - Math: OPT10 (10), OPT9 (8), OPT8 (7), OPT7 (10)
    - Social Studies: OPT10 (16), OPT9 (16), OPT8 (12), OPT7 (16)
    - Science: OPT10 (15), OPT9 (16), OPT8 (13), OPT7 (15)
  - Testing is scheduled and conducted by LTC employees at test site locations. The tests are online and published by private companies (Pearson Vue for GED® and PSI for HiSET®)
  - Your LTC Supervising Agent will ensure that students are ready and registered for testing.

- **What is the daily lesson plan?**
  - The state has defined a daily lesson plan as a plan with these elements:
    - Standards listed (we can provide this after the fact, if you send them to us)

- Simple objective(s) listed.
- A list of activities for the lesson, including any textbooks, pages, etc. used
- A way to evaluate student learning (a test, quiz, game, quick Q&A around the room, project, etc.)
    - o A plan is expected to be on hand each day, although it is not required to submit these except when requested. You are welcome to upload your plans at any time.
    - o The rubric for a good lesson plan has been provided to us by the state office. We also have some sample templates that can be used to help you plan (Appendix B).
- **Where can I find the standards?**
    - o These can be found via a link in Appendix B. However, please realize that LTC can provide these so that you would not need more than a passing familiarity.
- **What are the metrics?**
    - o LTC Adult Education must comply with federal and state guidelines, and as such, certain metrics in enrollment, retention, and measurable skill gains must be met each year.
        - Enrollment and Retention: Students must have at least 12 hours after pretesting, and should be attending six hours or more a week. Students who miss more than 89 days are counted against our metrics.
        - A measurable skill gain (MSG) is when a student with 12+ hours passes a GED/HiSET, enrolls in post-secondary and exits Adult Ed within the fiscal year, makes a level completion on the TABE test after 40 hours (30 hours for ABE levels 5 and 6) of the previous test, or enrolls in a special training program with us (called an IET) and receives a certificate.
- **What are Conference notes and the SEP that are to be submitted once a semester?**
    - o A copy of the student's educational plan (SEP) will be provided to you. Each semester, you should check off the elements that have been taught in class and the student's success. Notes on their academic achievements should also be included. These can be submitted through the Submission Website.
- **Can I contact absentees, and what is FERPA?**
    - o You may contact students when they are absent to encourage them to return to the program. However, be very careful about other use of student information. In accordance with the Family Educational Rights and Privacy Act of 1974, Lanier Technical College accords all rights under the law to students who are declared independent. Students have a right to know about the purpose, content, and location of information kept as part of their educational records. Student information stored in electronic format must be secure and available only to those entitled to access that information. Students also have a right to expect that information in their educational records will be kept confidential unless they give permission to the college to disclose such information. A person is defined as a student once he or she has registered for a class. Applicants and non-students are not protected under FERPA. FERPA applies equally to all students regardless of citizenship.
    - o Direct any inquiries for student information to your LTC supervising agent.

9

- No doubt, your organization may wish to contact students to let them know about its own services and programs. However, under FERPA, you cannot share phone numbers, email addresses, or any other information (or tell a stranger if a certain student is attending your program). We recommend at registration that you include a separate information collection form (many places have visitors cards) where students provide you with contact information and grant you permission to contact them in such situations. Be sure there is a signature line for students so that you can file this documentation away for future reference.

CHECKLIST

- ☐ We have authorization from our building manager and/or organizational leader to make application to this program.
- ☐ We have a classroom space available for six hours that can be programmed regularly (same time and day) each week.
- ☐ We have at least one computer with internet for student/instructor/administrator use.
- ☐ We have a scanner or smart phone for scanning/photographing and submitting documents securely.
- ☐ We have a printer available to print out any online documents that need a signature or a notary public stamp.
- ☐ We will submit daily class attendance reports each week through the internet.
- ☐ We will discuss a way to hand-deliver any needed paper documents to LTC. We agree to shred and dispose of any unneeded documents with personal or sensitive information.
- ☐ We know whom to contact at LTC in case of emergencies, questions, concerns, or for assistance.
- ☐ We understand only qualified students that make application to the program and receive a TABE pre-test can receive LTC support and services (including testing).
- ☐ We understand the FERPA policy regarding student information, and we will refer any requests for information to LTC.
- ☐ We understand our class(es) may be occasionally visited by LTC or its parent organization, The Technical College System of Georgia (TCSG), for observation and to provide onsite support.
- ☐ We understand training will be provided, particularly on the TCSG metrics, and we will support the program's need to encourage students toward taking a post-test, begin their GED® or HiSET® test, and/or transition into post-secondary when identified by the LTC Supervising Agent.
- ☐ We have identified at least one volunteer with a bachelor's degree who will provide oversight of any aides.
- ☐ We agree to urge the completion of a background check for all volunteers.
- ☐ We understand that a simple lesson plan is expected for each day's lesson to ensure quality instruction.

APPLICATION

Are you ready to apply? Go to https://www.laniertech.edu/adult-education/ and click on the link to Volunteer Community Class Programs.

1. Complete the application which gives us basic details about your program:
    a. Name and physical address of the site.
    b. The class(es) you'd like to offer (Basic Education/GED preparation or English as a Second Language)
    c. The proposed schedule each week (showing at least six hours of instruction time)
    d. The proposed number of volunteers, including at least one volunteer who holds a bachelor's degree
    e. Number of laptops available with internet access
    f. Number of students who could be taught in each classroom
    g. Contact information of the authorized person to grant permission to use the facility
2. Upon approval, we suggest having all volunteers complete a background check with a copy of the results forwarded to us.
3. Next, all volunteers who will be in the program complete a Personnel Intake Form in Excel so we can register them in our database as a volunteer with LTC's Adult Education.
4. If applicable, volunteers will complete a form with our local Certified Literate Community Partner (CLCP) for your county. CLCPs provide additional support – for example with marketing and curriculum. They may also provide additional forms for students (for example, voucher support applications for taking the GED test). We will provide this to you, if applicable, upon receipt of items two and three.
5. A letter of collaboration will be issued for the signature of the authorized person indicated in section one, and after our President signs, you will have a copy for your records.
6. LTC will meet with your volunteers and any other authorized person at your site to discuss the organization of the class, class start date, materials needed, and other details.
7. Materials, signage, and a basic plan of operation will be put into place. Basic training and observation of current classes are recommended.
8. We will set up your instructors, aides, and classes in the TCSG Adult Education database, and provide you with the course number information and blank sign-in sheets. Once students have reached 12 hours, we will be able to send you the spreadsheet with the course number, instructor's name, and students' name pre-printed.
9. At this point, you are ready to recruit and accept students! We will also officially list you as an LTC Adult Education site, and will help enroll students who walk into our centers at your location as applicable (convenient to their home, work, and/or schedule).

APPENDIX A: WEBSITES

Lanier Tech Adult Education Website

https://www.laniertech.edu/adult-education/

On this page you will find:
- *Volunteer community class page (This site is for making initial application, weekly submissions of attendance, submitting other documents, and requesting assistance)*

- *Student application page (For new or returning students)*

- *High School Equivalency testing center locations (GED® or HiSET® tests)*

- *Adult Education main site locations*

DRC TABE proctor certification

- https://tabetest.com/tabe-1112-certification-process/

Open Educational Resources

- https://mcusercontent.com/5f9ead13e130dffb99b8b2e36/files/0ba6ce23-6cd2-4509-90f7-39373eed6795/Online_Educational_Resources_08.19.20.pdf

Podcast channel

- https://ltcadulteducation.podbean.com/

YouTube channel

- https://www.youtube.com/channel/UCOMkufoWY8ytF34HGWMb-Bw

APPENDIX B: DOCUMENTS

These documents and links are current as of March 2022.

Printable application

If students have difficulty using the online application, you may print these documents. As always, please refer them to us for intake, registration, and testing if you need assistance and we are happy to do those things on our end.

- **Ages 18+: https://drive.google.com/file/d/1MQRqamh2KFu1OlALNrr6fpgW8DyVdYCh/view?usp=sharing**
- **Ages 16 and 17: https://drive.google.com/file/d/1TjHce6mV9KHuCj5a2b8FJOpNIznXg-n5/view?usp=sharing**

Lesson Plan samples and Quality Instruction Rubric

- Quality instruction rubric: https://drive.google.com/file/d/1se5XskvOkvOi2NieyXG3b6RlOANR_lY0/view?usp=sharing
- Example lesson plans (feel free to download, erase, and use as your own template!): https://drive.google.com/drive/folders/1OVEiwb8JrmN_ZzV6NH0epF2nayaZqSnR?usp=sharing

College and Career Readiness Standards / English Language Proficiency Standards

- ELPS: https://lincs.ed.gov/publications/pdf/elp-standards-adult-ed.pdf
- CCRS: https://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf

Ask your LTC Supervising Agent to complete the information below for quick reference!

PROGRAM APPROVAL DATE: _____

YOUR LANIER TECHNICAL COLLEGE SUPERVISING AGENT NAME AND CONTACT:

_____