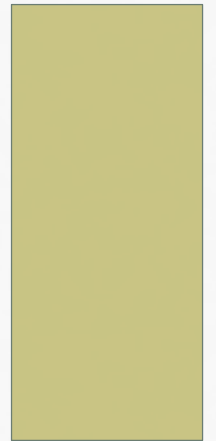


GIVING READY ADULTS A STUDY PROGRAM

STEPHANIE BEVACQUA & RACHAEL ROSSI



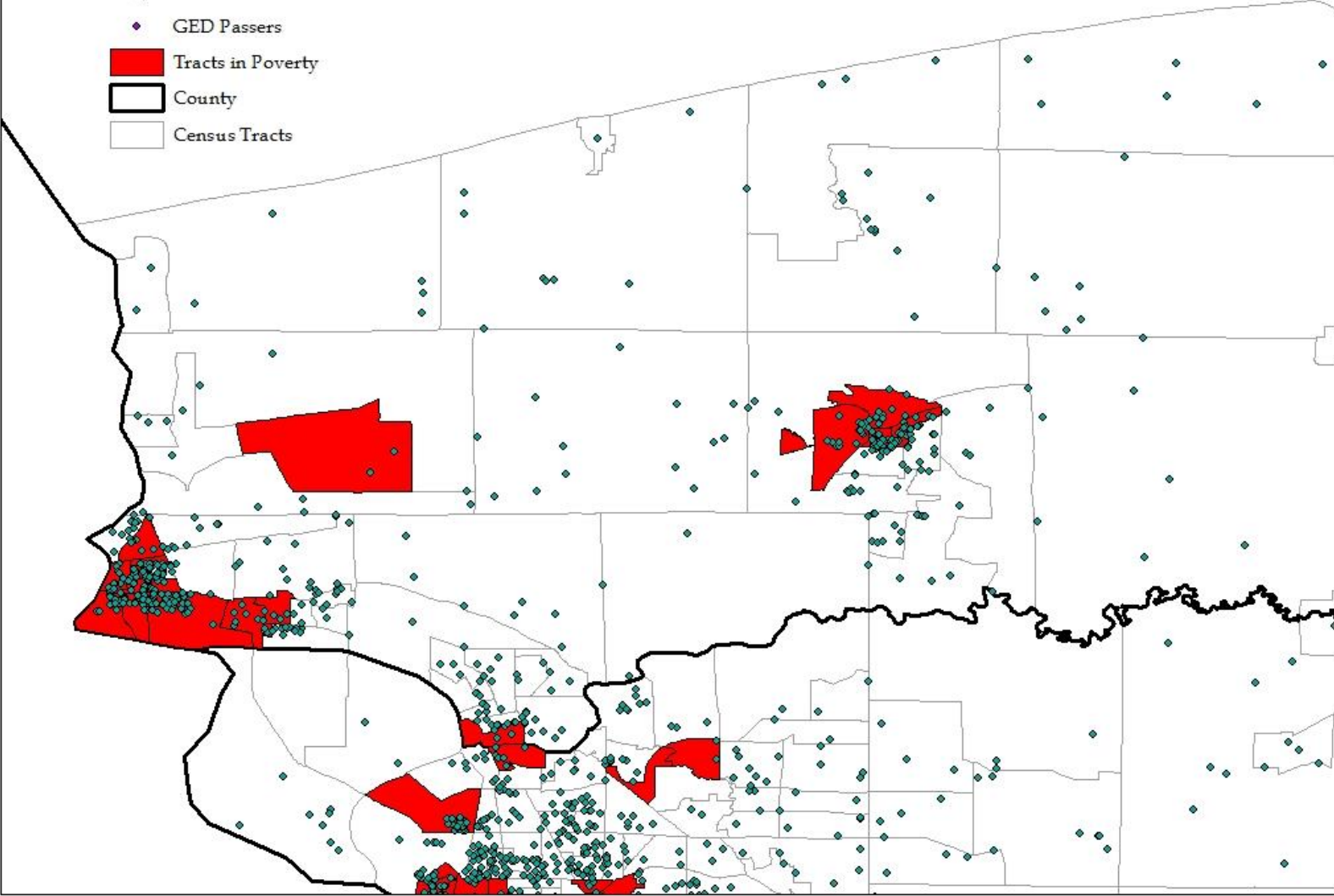
WHO ARE WE?

- Orleans/Niagara BOCES
 - ~18 sites/centers throughout Orleans and Niagara counties
 - ~45 teachers and support staff
 - 2 Literacy Zones
 - Serve ~1,700 students every year

Niagara County Impoverished Census Tracts & GED Passers

Legend

- ◆ GED Passers
- Tracts in Poverty
- County
- Census Tracts



WHO ARE WE?

- ABE/HSE Teacher
- Literacy Professor
- English teacher (by trade)



WHO ARE WE?

- ABE/HSE
- 17-21 year olds
- Math Teacher (by trade)



AGENDA

- History of GRASP
- What makes a good GRASP student
- Intake/Orientation
 - BREAK
- What is included in a packet
- Packet delivery
 - LUNCH BREAK
- Instructor responsibilities
- Motivation/Retention
 - BREAK
- Maintaining NRS compliance
- Additional lessons

TELL US ABOUT YOU:

- Name
- Location
- Job title
- Have you taught GRASP before?

ONE OF OUR
FAVORITE
CLASSROOM
ACTIVITIES

What's in a name?

1. Give your full first name.
2. Tell how you got your name.
3. What do people do with your name?
4. Any nicknames?
5. Do you like your name?



WHAT IS GRASP?

REACHING THE HARD-TO-REACH

HISTORY OF GRASP

- Developed in the 1980's by Washington-Warren-Hamilton-Essex BOCES with a grant from NYSED
- Taken state-wide because:
 - Adults living in rural isolated areas have limited or no access to educational services
 - Barriers
 - Distance
 - Transportation
 - Childcare
 - Physical/Emotional Disabilities
 - Working full-time

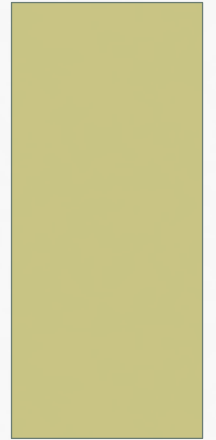


IT'S AN ISSUE OF EQUITY

ALL ADULTS NEED ACCESS TO THE SAME RESOURCES

TERMINOLOGY

ACTIVITY



FILL OUT AS MANY
ACRONYMS AS YOU CAN

FIRST ONE TO GET THEM ALL CORRECT WINS!

ANSWERS

- Employment Preparation Education
- Adult Student Information & Technical Support
- State Education Department
- Regional Adult Education Network
- Giving Ready Adults a Study Program
- Distance Learning
- Adult Education Programs and Policy
- Test of Adult Basic Education
- Adult Career and Continuing Education Services- Vocational Rehabilitation
- National Reporting System
- High School Equivalency
- T-Test Authorization Form
- Readiness Assessment
- Adult Secondary Education
- Individual Education and Employment Preparation Plan
- Individual Student Record Form
- Adult Basic Education
- Test Assessing Secondary Completion

WHAT *IS* IT?

DISTANCE LEARNING VIA PACKET DELIVERY MODALITY

HERE'S THE GIST:

- Homework packet program
- Students get a packet full of two weeks' worth of academic work, they take it home, work on it when they can... And return the packet when they are finished.
- When they finish a packet and return it for correcting, there is another packet waiting for them to take home for the *next* two weeks.
- ... And so on.

SO WHO CAN DO GRASP?

- Must be 8th Grade Reading Level
 - No minimum math grade level
- Must be 21 years old or older
 - EPE funded = EPE requirement
- Must need a High School Equivalency Diploma

I AM ALL OF THOSE THINGS!

CAN I DO GRASP?

WHAT
MAKES A
GOOD
GRASP
STUDENT?

**Intake &
Orientation**

- TABE
- ISRF
- Need to ascertain their ability to work independently
- Able to devote 6 hours per week studying
- Self-motivated
- Organized
- Set goals
- Sign a contract

PROJECT IDEAL SURVEY

- To ascertain a student's ability to work independently:
 - *“Agencies offering GRASP must, at intake, provide a process to screen candidates in order to assess who has the potential to be a good distance learner by using, at minimum, the Project IDEAL (Improving Distance Education for Adult Learners) distance learning survey.”* (GRASP Manual, 2013, p. 14).
- Note: The Project IDEAL survey is on page 105 of the [Distance Learning manual](#) (NOT the GRASP manual)

GRASP HOME STUDY SURVEY

PLACE COMPLETED SURVEY IN STUDENT FILE

PROVIDE A LIST OF AVAILABLE
PROGRAMS TO STUDENTS WHO DO
NOT QUALIFY FOR GRASP

PAGE 80

STUDENT CONTRACT (PAGE 77)

- Student must commit to studying, post-testing, readiness testing, filling out documents accurately, and being accountable.



LETTER TO THE STUDENT



- You must pick up the packet!
- You must spend 6 hours PER WEEK doing the work!
- You must return completed packets.
- Some completed work must be returned every time.
- Read, read, read.

WHAT IS IN A PACKET?

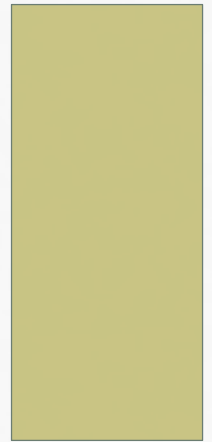
- Most Important Document: **Work Time Record Sheet**
 - Page 67-68 of your GRASP manual
 - Filled out monthly
 - Must be signed by the student
- Assignment sheet included with each packet
 - Page 69 of GRASP manual

WHAT IS IN A PACKET?

- Math
- Science
- Social Studies
- ELA: Reading
- ELA: Writing
- Job Readiness Training
- Study Skills Practice
- Books
- Consumables
- ITTS/AchieveOnline
- Worksheets
- Graphic Organizers
- Novels

PACKETS MUST BE 12 HOURS
WORTH OF WORK!

THIS IS AN ABSOLUTE REQUIREMENT



ELECTRONIC ASSIGNMENTS

- GRASP assignments can be electronic
 - [ITTS](#)
 - [MHAchieve Digital](#)
 - Username: ccachievestu
 - Password: ccachievestu1
 - [Teachers Pay Teachers](#) (most lessons cost \$1-\$2)
- But we like free resources!
 - [Read Works](#)
 - [19th Amendment](#)
 - [NewsELA](#)
 - [Human Rights](#)
 - [Sample Science Lesson](#)

SAMPLE TASC™ SCIENCE LESSON

PUNNETT SQUARES

PACKET PICK-UP & DELIVERY: LIBRARIES

- NYS has 22 regional library systems. Students' packets are delivered and retrieved free of charge to each community library via the system's courier.
- To initiate a partnership between a library system, Program Administrator should:
 - Obtain approval from system
 - Present about GRASP to librarians/admin team
 - Obtain schedules
 - Explain Send/Return Label System (colors)
 - Delivery to region library system or individual library?

PACKET PICK-UP & DELIVERY: LIBRARIES

- To initiate a partnership between a library system, Program Administrator should (continued):
 - Establish a method for librarians to identify packets going out to student/coming into teacher
 - Arrange daily/weekly/biweekly pick-up/drop off dates
 - Provide librarians with “PACKET NOT CLAIMED” stickers
 - Establish a good working relationship with all community librarians
 - Appreciation letters
 - Graduation invites
 - Occasional visits by teacher

PACKET PICK-UP & DELIVERY: SCHOOLS

- Local schools are another method of delivering instructional packets
- Administrator sets up connection
 - Student can pick-up/drop-off packets from **any local school**
 - Contact the courier delivery center
 - Similar steps to setting up as the library system
- ***U.S.P.S. Mail is not recommended***

INSTRUCTOR RESPONSIBILITIES

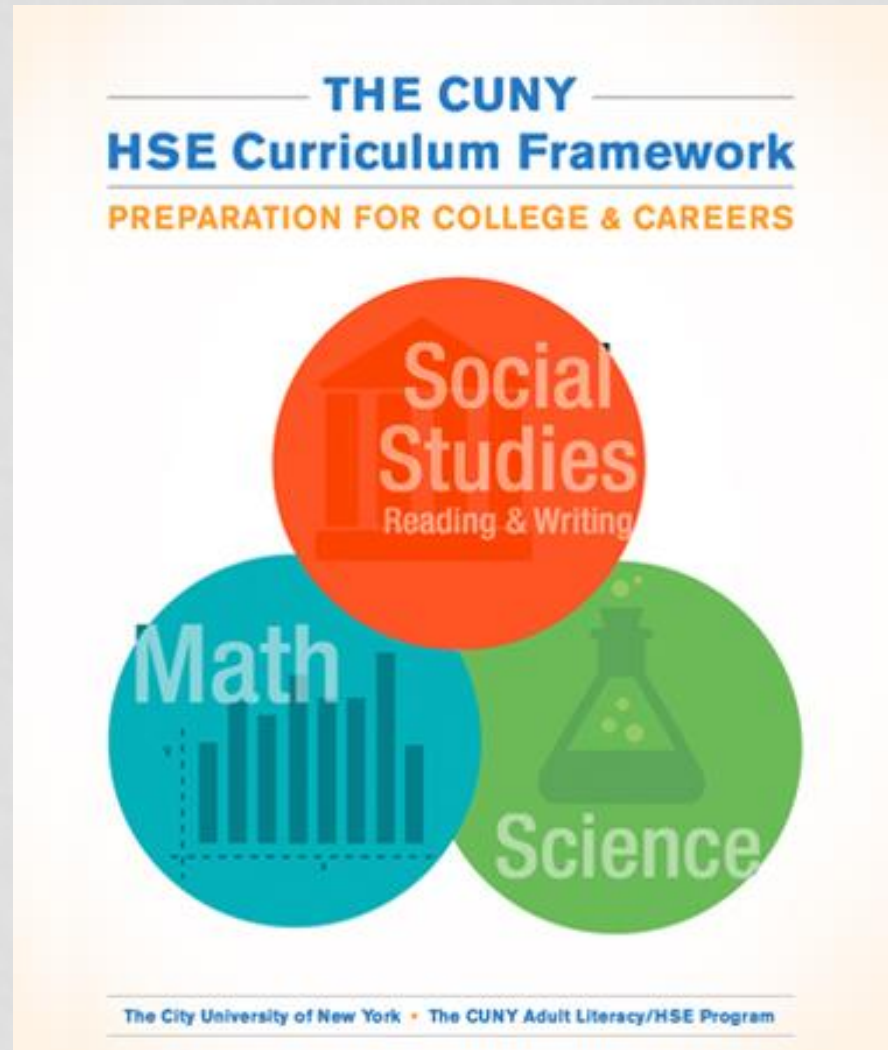
- Instructors have one hour per packet to accomplish:
- Create Packets
- Correct Completed Packets
- Maintain Student Assignment Log
- Student Files
- Maintain GRASP Library
- Arrange TABE and readiness testing
- Student Contact/Follow-up (VERY IMPORTANT IN GRASP)

SAMPLE
TASC™
ESSAY
LESSON

CUNY

HSE

Curriculum



WRITING RESOURCES

- Commas Between Adjectives
 - [PowerPoint](#)
- Outline for an Argumentative Essay
- [8 Practice Informational Essays for the TASC™ Exam developed by Judy Bowers & Michelle Monsour](#)
 - Note: Scaffolded instruction
- [Prompts and Accompanying Texts for Essay Writing developed by Susan Giulian & Lisa Wright](#)
 - Note: Electric Cars prompt very similar to Readiness Assessment 4

TASC™ ESSAY SCORING

PRACTICE

MOTIVATION/RETENTION

- Phone calls and letters go a long way!
- Students want to know you care.
- Written feedback, emails, “check-in” phone calls



REMINDER LETTER

Reminder Notice for Packet Return

Date _____

Dear GRASP Student,

We are concerned because we have not received your last scheduled GRASP packet returns. In order to keep on our schedule, it is important that your assignment returns and pick-ups be made on the scheduled dates.

Your next pick-up and return date is _____

In order for us to continue preparing and sending your GRASP packets, we are required to have a written commitment from you. Please read the statements on the enclosed postcard and check those statements that apply to you. Put the stamped postcard in the mail immediately (do not put it in your packet), so that we can help you get back on schedule. If the postcard is not returned within one week, you will be dropped from the Home Study Program.

Sincerely,

GRASP Staff

POSTCARD

Lack of Return Postcard

Name _____ Date _____

CHECK ONE of the following:

____ 1. I wish to continue in GRASP Home Study

____ 2. I do not wish to continue in GRASP,
I will return all my books to the library.

My library is _____

I understand that I must pick-up and return work in order to stay in the program by the Date written on the monthly Work-Time Record Sheet.

My next date is _____

Signature _____ Phone _____

Address _____

DROP LETTER

Drop Letter

[Date]

[Inside Address]

Dear _____,

The Home Study Program operates on a regular schedule of deliveries and returns through your local library system. You have not followed the schedule by making the necessary returns. It is necessary at this time to drop you from our program.

Would you please return all materials you still have to the library (in a packet) or to the Adult Education Office at 21 Bay Street, Glens Falls. We do need your books to use with other students in our program.

If you are interested in continuing in Adult Education classes, you may contact us at 746-2221 for further information. You may wish to take the next TASC test scheduled at Sunnyside High School or the next TASC test scheduled in Warren County. Applications may be obtained from our Adult Education Offices.

Sincerely,

GRASP Staff

MAINTAINING NRS COMPLIANCE: STUDENT FILE

- GRASP Student Assignment Log (record of what worksheets/books/readings/etc. you assigned to the student) (page 53-54)
- ISRF
- TABE & TASC scores
- IEEPP
- ADA form
- Completed Work Time Record sheets
- Writing samples
- Student/Teacher Contract
- Student work samples
- Correspondence

MAINTAINING NRS COMPLIANCE: TESTING

- TABE post-testing
 - Every 40-60* hours
 - 8-10 weeks (or 4-5 packets)
 - DO NOT SEND TABEs IN PACKETS!
 - Students must come in for post-testing. It is part of the contract they sign when they start GRASP.
- Readiness Assessments
 - Students come in or take at a computer lab.

MAINTAINING NRS COMPLIANCE: STAFF REQUIREMENTS

- Teachers must be GRASP *and* Distance Learning certified
 - Available online?
 - GRASP and DL certificate good for 3 years
- Each professional staff member must receive an additional **twelve** hours of staff development per year.

CONTACT HOURS & BILLING

- The term "contact hour" refers to one hour of time the student spent working
- A Packet (assignment) is for 2 weeks, therefore it is for 12 hours of student work
 - 1 week = 6 contact hours
 - 2 weeks = 12 contact hours

MONTHLY CONTACT HOURS & ASISTS

Date of Birth	Hours
03/06/1981	0
02/02/1985	0
02/15/1980	2
10/28/1982	0
09/22/1985	
01/06/1953	0
08/13/1957	0
08/06/1980	4
03/19/1988	0
12/22/1985	0
07/18/1982	2

- This student returned 2 packets
- data specialist enters a "4"
- ASISTS bills for 24 hours of EPE

- This student returned 1 packet
- data specialist enters a "2"
- ASISTS bills for 12 hours of EPE

INSTRUCTOR HOURS

- One hour of instructor time is allowed, **maximum**, per packet (2 weeks' worth of assignments)
- which is the same as...1/2 hour for each student each week
- Activities include:
 - Reviewing or preparing lessons
 - Phone or personal contact with students related to instruction
 - Student assessment (TABE certified)
 - Correcting

EPE FORMULA

INSTRUCTOR TIME X 12 X EPE AID = \$

EPE FORMULA

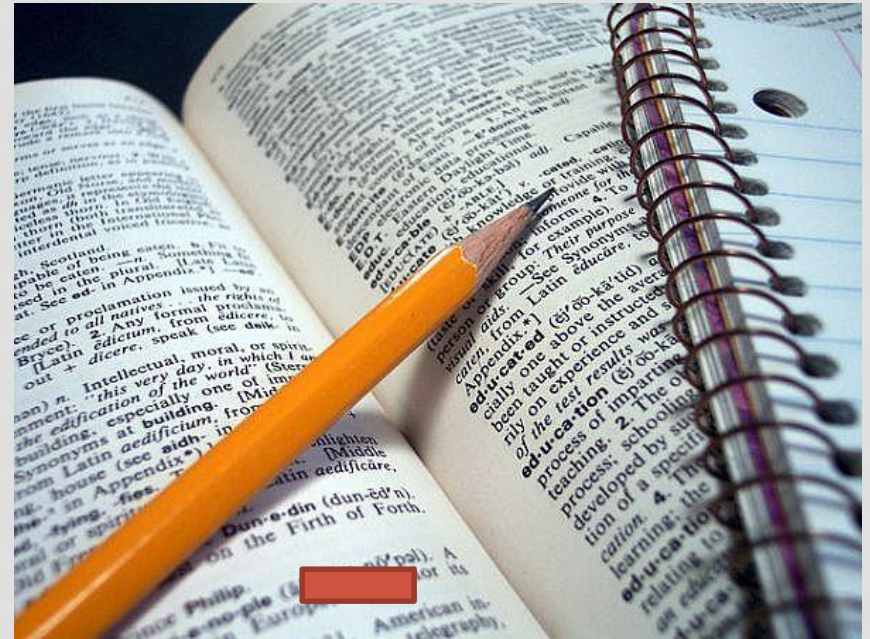
- The number of students a teacher has determines how many hours per week the program gets paid for
 - 10 students = 5 hours per week
 - 20 students = 10 hours per week
 - 28 students = 14 hours per week
- **Instructor Hours X 12 Contact Hours X EPE aid = \$\$**
- Example: 6 Instructor Hours X 12 Contact Hours X \$8
EPE aid =
- \$576

EPE FORMULA

- Remember: EPE rate varies from program to program; one program may be paid \$5 per hour and another may be paid \$9.87 per hour
- Also: this is what your *program* is paid... not necessarily what the *instructor* is paid.

TUTORING HOURS

- GRASP students may come in for 3 hours of tutoring per week.
- These hours must be recorded under a traditional ABE class coded as “GRASP tutoring”
- Students must sign-in!



NO-SHOW/INACTIVE STUDENTS

- But what if I spend all this time making a great packet and then the student doesn't pick it up? Am I compensated for all that work?
- Yes.
- Per NYSED, GRASP programs may send students up to two packets without receiving a response from that student AND programs can receive EPE credit for these two un-returned packets.
- The GRASP program will receive a 2-packet credit for EPE but zero hours for NRS.

NO-SHOW/INACTIVE STUDENTS

Date of Birth	Hours
03/06/1981	0
02/02/1985	0
02/15/1980	2
10/28/1982	0
09/22/1985	9999
01/06/1953	0
08/13/1957	0
08/06/1980	4
03/19/1988	0
12/22/1985	0
07/18/1982	2

- Type "9999" as the number of packets completed with no packet submission to ensure credit for "2" packets and "0" NRS hours
- ASISTS will add 24 contact hours to the program's EPE reimbursement forms but the student will be exempt from NRS reporting

REMINDERS AND CONCLUSIONS

- Only record the contact hours for a completed packet **after you get the completed packet back from the student!**
 - You have to verify he/she did 12 hours of work
- GRASP students must be given access to the same materials as "regular" students (print, electronic, etc.)

SAMPLE MATH LESSON

MULTIPLYING THREE BINOMIALS

CONTACTS

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