



Garden Grove Adult Education Promising Practice 2024

M'Liss Patterson, Director
Theresa Trieu, Counselor

About Us: Garden Grove Adult Education

- Established in 1971
- Located in Orange County, CA – 10 minutes from Disneyland
- 3 Consortia Partners: Rancho Santiago, Coast, and North Orange County (Only Adult Ed program w/3 Consortia)!
- Serve approximately 3000 students annually
 - 40% Vietnamese speakers
 - 40% Spanish speakers
 - 20% Other speakers (Korean, Chinese, Arabic)
 - 32 part-time teachers, 3 full-time Teachers on Special Assignment (TOSA)
 - 4 full-time office staff; 6 part-time including two community liaisons (Viet and Spanish)
 - One campus – former elementary school, 9 acres, 19 classrooms w/several other programs on our campus

Transformation to a Two Day New Student Orientation

SY 2022-2023

Orientation was the traditional 2.5 hours – 45-50 minutes of welcome and 90 minutes for CASAS Testing

SY 2023-2024

Discovered the new CASAS STEPS test took a little longer and suddenly we were running out of time!

November 2023-Present

Started with a trial for 6 weeks to spread it out over two days. Students and staff both liked the extra time

Addressing School Needs

Student Centered Approach

- Students enter the school system at varied levels of skills, knowledge and abilities. Some enter with trauma or fears. Orientation is a time to build self-efficacy
- Teachers or staff shared student needs and challenges, through collaboration we identified important policies and expectations to highlight (translating in Vietnamese and Spanish to ensure comprehension)
- Utilize orientation to meet federal and state mandates in capturing SSNs
- Opportunity to build social capital between staff and students

Goals for New Two Day Orientation



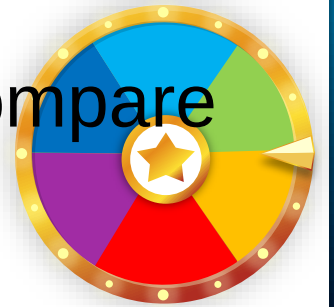
Garden Grove Adult Education In Person New Student Orientation

- Goals for New 2 Day Orientation:
 - Day 1
 - Provide a warm, welcome for all students which includes the opportunity to meet the Director, the counselor, the liaisons, support staff, and student ambassadors
 - Help students better understand the supports provided through consortia, community, and GGUSD
 - Importance of School Wide Learning Results
 - Voluntary SSN document
 - Day 2
 - CASAS Test
 - Log into school email
 - Take CASAS Student Technology Survey



Positive Data Based Outcomes

- ✓ 100% of our students said they felt welcomed at New Student Orientation (over 800 students responded to the survey)
- ✓ 34% increase in attendance hours (from 2023)
- ✓ 18% increase in number of participants (from 2023)
- ✓ 19% increase in EFL gains (from 2023)
- ✓ 30% increase in SSN#s collected (not enough data to compare to ITIN)



Agenda for Orientation

DAY ONE:

- Counselor, Spanish and Viet speaking Data Clerks, Vietnamese and/or Spanish Liaison, and Director (when available) are there to greet and introduce themselves
- Students enter our Student Center Computer Lab- A Welcome Slide translated in three languages is on the screen
- Relaxing music is playing – Counselor has made these available on our web site
- We give them their Student Handbook and assist them with entering their name, student ID, and school email into the book
- SSN Voluntary Forms are provided in 12 different language (available from CDE)
- School tours are offered by faculty or staff



Agenda for Orientation

DAY TWO:

- Spanish and Viet speaking Data Clerks, Vietnamese and/or Spanish Liaison, and TOSAs (when available) are there to greet and prepare them for the CASAS placement test
- Students enter our Student Center Computer Lab- A slide with the three things they will complete today is displayed
- Relaxing music is playing
- The clerk shows the CASAS video which is translated into three languages
- We use their Student Handbook with their ID# to log into the CASAS test after watching the video
- After the CASAS placement test, they are given opportunity to log into a Chromebook and check their school email and complete the Student Technology Intake Survey



SCHEDULE OF THE DAY: AGENDA DEL DIA: LICH TRINH HON NAY

1. TAKE THE CASAS PLACEMENT TEST
2. LOG INTO THE CHROMEBOOKS WITH YOUR GOSUD "net" EMAIL
3. COMPLETE THE STUDENT TECHNOLOGY SURVEY ON THE CHROMEBOOK
4. Tomorrow to practice CASAS
5. Start the Chromebook with the correct username "net" GOSUD
6. Complete the Student Technology Survey on the Chromebook
7. LAM BAI NHAN TRA CASAS TEST
8. GANH NHAP VO CHROMEBOOKS NHAN EMAIL GOSUD "net" COA BAN
9. HOAN THANH NHAN SAT CONG NHUE HOC HEN TRICH CHROMEBOOK

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CASAS Student Technology Intake Survey



Log into and check school email account



Lessons Learned

- School leadership support is essential for staff buy-in
- Meet with orientation team to discuss challenges and growth opportunities
- Adapt the presentation (annually) to address some of the needs of your teachers, students, and staff
- Evaluate student data to confirm if the orientation is meeting student and school needs
- Choose faculty and staff who are invested in building a welcoming culture
- Will work on getting translations on other languages

Benefits of Two-Day Orientation

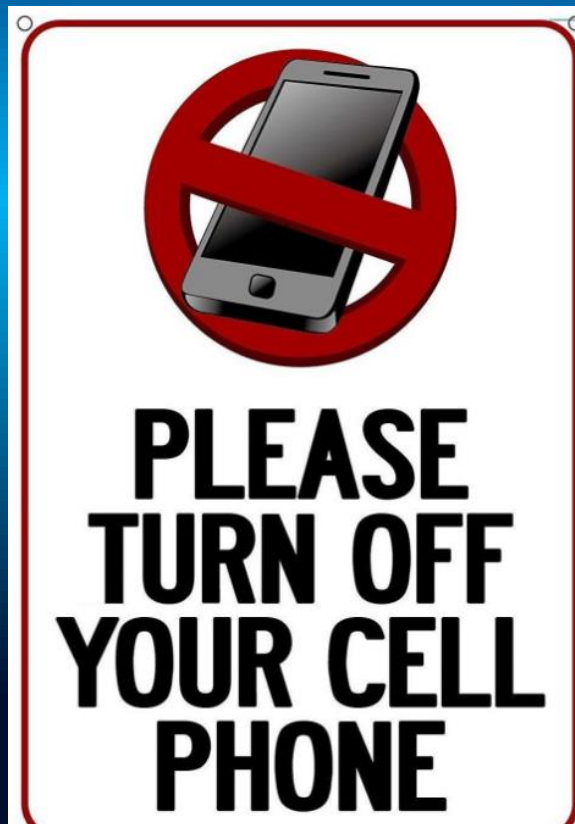
- Students are not shocked or overwhelmed when being tested on second day
- Students have time to process their decision to continue in the program
- Students can connect with school staff, peers, and student leaders and build a school culture of care
- Teachers are no longer expected to convey important school information
- Orientation team has the language support and time to assist teachers with onboarding process
- The program is able to meet state and federal mandates

A Snapshot Of Slides

The entire presentation is
available on our website
ae.ggusd.us

Welcome to Garden Grove Education Center!

Hoan Nghênh Đến Với Garden Grove Education!
¡Bienvenido al Garden Grove Adult Education!





Check your computer
numbers!!
What is your number?

IT'S TIME FOR A
GIVEAWAY!!!!!!
RÚT THĂM NHẬN QUÀ!!!!!!
¡¡¡¡¡ES TIEMPO PARA UNA
RIFA!!!!!!

Student Handbook - Manual Estudiantil - Sổ Tay Học Viên

It is very important for you to keep this book all year! Turn to page 2 of the handbook.

Quý vị nên giữ quyển sổ tay này vì có nhiều thông tin quan trọng cho cả năm học! Hãy mở trang số 2 của quyển sổ tay ra.

¡Es muy importante que mantenga este libro todo el año! Vaya a la página 2 de su manual estudiantil.



Garden Grove Adult Education
www.ae.ggusd.us



Student Handbook 2023-2024

Lincoln Education Center 11262 Garden Grove Blvd. Garden Grove, CA 92843 (714) 663-6291 #yourfutureisbrightatGGAE Website: ae.ggusd.us	Board of Education Walter Muneton, President Teri Rocco, Vice President Lan Quoc Nguyen, Esq., Member Bob Harden, Member Dina L. Nguyen, Esq., Member Superintendent Gabriela Mafi, Ed. D.
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LEAD at Garden Grove Adult Education



The mission of Garden Grove Unified School District's Adult Education Program is to provide its diverse community with life-long educational opportunities, including the academic, vocational and digital skills needed to fulfill personal, academic and career goals.

STUDENT LEARNING OUTCOMES - GGAE Students LEAD

Lifelong Learners

- Students will demonstrate Lifelong Learning by:
 - *Setting and achieving career, educational and personal goals*
 - *Growing through self-direction, motivation, and discipline*

Effective Communicators

- Students will Communicate Effectively by:
 - *Demonstrating effective speaking, listening, reading and writing across disciplines*
 - *Exhibiting articulate, effective and persuasive communication to diverse audiences*

Analytical Thinkers

- Students will demonstrate the skills of Critical Thinking by:
 - *Analyzing and applying new information to real life situations*
 - *Acquiring and demonstrating active problem-solving skills*

Digital Navigators

- Students will demonstrate digital skills by:
 - *Navigating online systems to acquire and communicate Information*
 - *Using digital tools to broaden their perspectives, enrich their learning and work effectively as global collaborators*

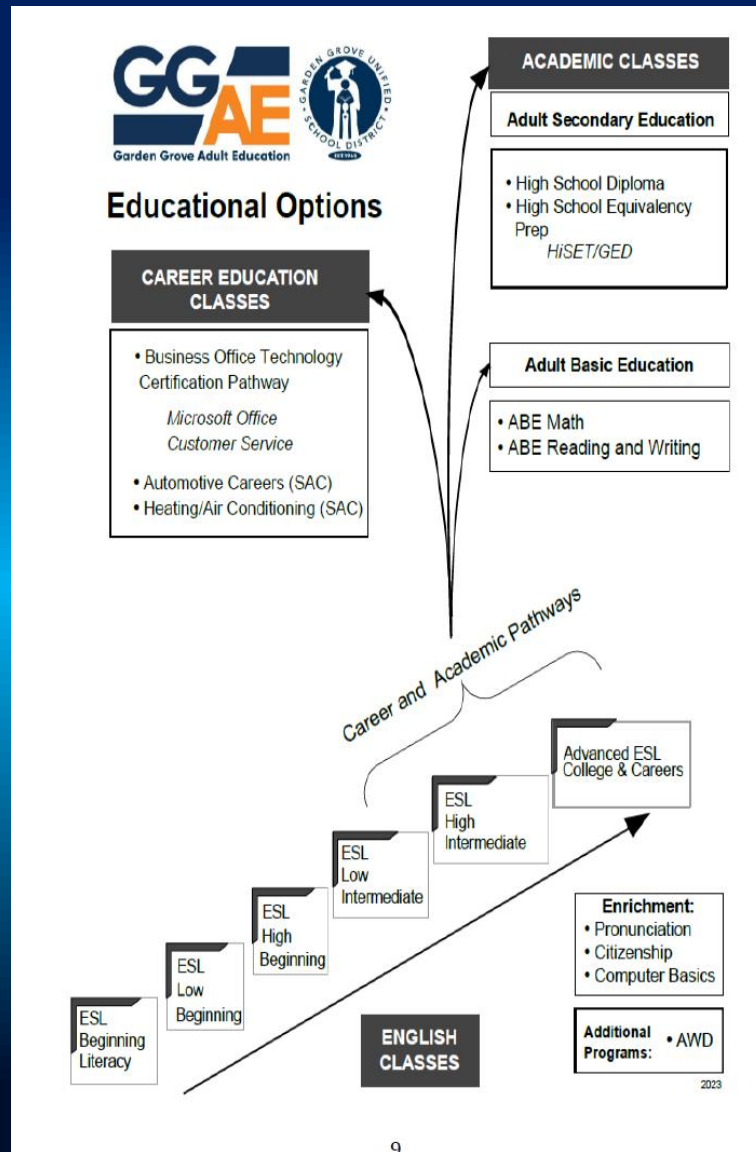
The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status or association with a person or a group with one or more of these actual or perceived characteristics.



****This is in your student handbook page 8 -
Mục này nằm ở trang 8 trong quyển sổ tay học
viên - Esta en la página 8 de su manual
estudiantil**



Turn to page 9 - Mục này nằm ở trang 9 - Trong quyển sổ tay học viên - Vaya a la página 9 de su manual estudiantil



9

Please look at our course catalog on ae.ggusd.us
Vui lòng xem danh mục khóa học trên trang
ae.ggusd.us

Por favor consulte nuestro catálogo de cursos en ae.ggusd.us

English
Tiếng Anh
Ingles – page
10

Vietnamese
Tiếng Việt
Page 14

Spanish
Español
Page 12

GGAE
Garden Grove Adult Education

WELCOME TO GARDEN GROVE ADULT EDUCATION

COURSE CATALOG

Lincoln Education Center (main campus)
11262 Garden Grove Blvd., Garden Grove, CA 92843
Phone: (714) 663-6291
www.ae.ggusd.us

Clinton Corner Campus (multi-level ESL only)
13581 Clinton Street, Garden Grove, CA 92843
Phone: (714) 663-6298
Garden Grove Adult Education Mission Statement

REGISTRATION BEGINS AUGUST 2, 2021

Register at: GGAE Registration

ae.ggusd.us

CHÀO MỪNG ĐẾN VỚI TRUNG TÂM GIÁO DỤC TRẮNG NIÊN GARDEN GROVE

Lincoln Education Center (Trung tâm chính)
11262 Garden Grove Blvd., Garden Grove, CA 92843
Số Điện Thoại: (714) 663-6291
www.ae.ggusd.us

Clinton Corner Campus (Chỉ Có Lớp Tiếng Anh Đa Trình Độ)
13581 Clinton Street, Garden Grove, CA 92843
Số Điện Thoại: (714) 663-6298
Tuyên Bố Sứ Mệnh Của Giáo Dục Tráng Niên Garden Grove

BIENVENIDO A GARDEN GROVE EDUCACIÓN DE ADULTOS

Centro de Educación Lincoln (plantel principal)
11262 Garden Grove Blvd., Garden Grove, CA 92843
Teléfono: (714) 663-6291
www.ae.ggusd.us

Plantel Clinton Corner (solo ESL multinivel)
13581 Clinton Street, Garden Grove, CA 92843
Teléfono: (714) 663-6298

Declaración de la Misión de la Educación de Adultos de Garden Grove

LA INSCRIPCIÓN COMIENZA EL 2 DE AGOSTO DE 2021





Check your computer
numbers!!
What is your number?

IT'S TIME FOR A
GIVEAWAY!!!!!!!
RÚT THĂM NHẬN QUÀ!!!!!!!
iiiiiiES TIEMPO PARA UNA
RIFA!!!!!!

Attendance

Please come to school every day. Email your teacher if you are going to be absent. For details on GGAE attendance policy refer to the handbook (page 27).

Please communicate with your teacher or the front office before you stop attending, so that we may provide some assistance.

Đi Học Chuyên Cần

Vui lòng đi học đầy đủ mỗi ngày. Xin hãy gửi email cho giáo viên nếu quý vị vắng mặt. Để biết thêm thông tin chi tiết về quy định đi học chuyên cần của GGAE, vui lòng xem trong quyển sổ tay để biết thêm chi tiết (trang 28).

Vui lòng báo với giáo viên hoặc văn phòng nếu quý vị có ý định nghỉ học luôn để chúng tôi có thể hỗ trợ quý vị nếu cần.

Asistencia

Por favor venga a la escuela todos los días. Envíe un correo electrónico a su maestra/o si va a estar ausente. Para más detalles en la política de asistencia de GGAE consulte el manual (pg. 29).

Por favor comuníquese con su maestra/o o la oficina principal antes de que deje de asistir, para que le podamos proveer alguna asistencia.



Please use our website for student resources including the student links for Ventures or Burlington English. You will improve your skills much faster if you can practice at home.

Por favor utiliza nuestro sitio web para obtener recursos para estudiantes, incluidos los enlaces para estudiantes de Ventures o Burlington English. Mejorarás tus habilidades mucho más rápido si puedes practicar en la casa.

Vui lòng sử dụng trang web của chúng tôi để tìm tài nguyên dành cho học viên, bao gồm cả link cho học viên của Ventures hoặc Burlington English. Bạn sẽ cải thiện kỹ năng của mình nhanh hơn nhiều nếu bạn có thể luyện tập ở nhà.



To borrow a Chromebook, students need to attend school for at least 12 hours (You can use your phone or Ipad first) or attend in person.

Để mượn Chromebook, học viên cần đi học ít nhất 12 giờ (Quý vị có thể sử dụng điện thoại hoặc ipad tạm thời) hoặc đến trường học.

Si necesita pedir prestado un Chromebook, los estudiantes tendran que asistir escuela por lo menos 12 horas(Puede usar su telefono o Ipad) o asistir en persona.

Deposit and insurance will be \$30. You will receive \$20 back if your Chromebook is returned.

Đặt cọc \$30 tiền bảo hiểm. Sau khi quý vị trả lại Chromebook, chúng tôi sẽ hoàn lại \$20 cho quý vị.

Deposito y aseguransa son \$30. Se les devolvera \$20 si su chromebook es deveulta sin daños

Come to the office when you are ready to borrow a chromebook
Office Hours: Monday – Friday 7:30 – 4:00PM
or call the office for an appointment after 4PM.

GGAE Chromebook Checkout Policy

Quy Định Cho Mượn Chromebook Của GGAE

Política del préstamo de Chromebooks de GGAE

 **Garden Grove
Adult Education**

Chromebook Checkout Form and Agreement

***Please note-A deposit is required when checking out a laptop or Chromebook. The details can be found at the end of this form.**

ttrieu2@ggusd.net [Switch account](#)

Not shared

* Indicates required question



Meet the Counselor - Gặp gỡ Cố Vấn – Conozca a su Consejera

Mrs. Trieu - Email: TTRIEU2@ggusd.us

Educational/ College Counseling -
Asesoramiento académico/universitario
Tư vấn học tập/ đại học



Career Counseling/ Job Search-
Orientación profesional/Búsqueda de Trabajos
Tư vấn nghề nghiệp/ Tìm việc

Turn to page 26 -
Mục này nằm ở trang 26 -
Vaya a la página 26



Personal Counseling –

Refer to Community Agencies

Consejería Personal - Referido a las agencias de la Comunidad
Tư vấn vấn đề cá nhân - Giới thiệu đến các Trung tâm hỗ trợ Cộng đồng



Community Resources!



Do you need help with:

- **Food**
- **Housing**
- **Healthcare**
- **Mental health**
- **Immigration**
- **Transportation**
- **Finding a job**

Turn to page 41 in the student handbook! We have a list of resources in our community! If you cannot attend school due to these reasons, please let us know and we can try to help you!

Nếu quý vị cần giúp đỡ về:

- Thức phẩm
- Chỗ ở
- Chăm sóc y tế
- Sức khỏe tinh thần
- Nhập cư
- Phương tiện đi lại
- Tìm việc làm

Vui lòng xem trang 41 trong quyển sổ tay để biết thêm các thông tin. Chúng tôi có một danh sách các tổ chức giúp đỡ những vấn đề này. Nếu quý vị không thể đến trường vì những lý do trên, vui lòng cho chúng tôi biết. Chúng tôi sẽ cố gắng giúp đỡ quý vị

Necesita ayuda con:

- Comida**
- Vivienda**
- Cuidado de salud**
- Salud Mental**
- Immigración**
- Transporte**
- Encontrar trabajo**



Voltee a la pagina 41 del libro del estudiante! Tenemos una lista de recursos en nuestra comunidad! Si usted no puede asistir a la escuela por estas razones, por favor déjenos saber y nosotros trataremos de ayudarle.



Voluntary Authorization to Share Personally Identifiable Information and Records

Turn to page 34 of the Handbook.

Classes at our school are free to everyone, but California Department of Education asks for social security numbers to determine the labor status of our students as required by federal mandates.

Your social security numbers will be kept safe and confidential and will not be shared with any staff members.

PLEASE READ THE FOLLOWING CAREFULLY

I understand that I do NOT need to provide a Social Security Number to take classes at this school.

Student Name (print): _____

☐ YES. I voluntarily provide my Social Security Number.

☐ NO. I choose not to provide a Social Security Number.

(Student Signature)

(Date)

✂ _____

NOTE TO SCHOOL OFFICE STAFF:
Cut and shred SSN after it has been entered in TOPSpro Enterprise®

My Social Security Number is: ____ -- ____ -- _____



Student Exit Survey

If you choose not to give your social security number, you will receive a phone call, text message, or email to answer the earning and employment survey. These questions are on page 35 in the student handbook.

It essential that you either provide your social security number or you answer the survey.

Bảng Cập Nhật Tình Trạng Học Viên Sau Khi Nghỉ Học

Nếu quý vị không đồng ý cung cấp số an sinh xã hội, quý vị sẽ nhận được cuộc gọi, tin nhắn, hoặc email từ chúng tôi để trả lời câu hỏi khảo sát về tình trạng nghề nghiệp và thu nhập của quý vị. Những câu hỏi của bảng khảo sát này nằm trong trang 35 trong quyển sổ tay của học viên.

Việc cung cấp số an sinh xã hội hoặc trả lời bảng khảo sát này rất quan trọng đối với chúng tôi.

Encuesta de Salida

Si elige no dar su número de seguro social, recibirá una llamada telefónica, un mensaje de texto o un correo electrónico para responder la encuesta de ingresos y empleo. Estas preguntas están en la página 3 del manual del estudiante.



Next Steps....Các Bước Tiếp Theo Siguiente pasos....

Please come back tomorrow for your CASAS test. This reading test can take about 45 minutes to 1.5 hours. You cannot start the class without taking the reading test.

Bring back your student handbooks and student ID numbers.

Por favor regrese mañana para su examen CASAS. Este examen tomará entre 45 minutos y 1.5 horas. No puede comenzar a tomar clases hasta que presente este examen de lectura.

Vui lòng quay lại vào ngày mai để làm bài kiểm tra CASAS của bạn. Bài kiểm tra đọc này có thể mất khoảng 45 phút đến 1,5 giờ. Bạn không thể bắt đầu lớp học mà không làm bài kiểm tra đọc.

Xin Mang lại sổ tay học viên và mã số học viên.





WELCOME BACK TO GGAE!!!
#yourfutureisbrightatggae

¡BIENVENIDO DE VUELTA A GGAE!
#tufuturoesbrillanteenggae

CHÀO MỪNG TRỞ LẠI GGAE !!!
#tưonglaitươisángtaiggae

SCHEDULE OF THE DAY/ AGENDA DEL DIA/ LỊCH TRÌNH HÔM NAY

1. TAKE THE CASAS PLACEMENT TEST
2. LOG INTO THE CHROMEBOOKS WITH YOUR GGUSD “.net” EMAIL
3. COMPLETE THE STUDENT TECHNOLOGY SURVEY ON THE CHROMEBOOK

1. Tomarán su prueba CASAS.
2. Usarán su chromebook con su correo electrónico “.net” GGUSD
3. Completarán la encuesta de tecnología en su chromebook.

1. LÀM BÀI KIỂM TRA CASAS TEST
2. ĐĂNG NHẬP VỚI CHROMEBOOKS BẰNG EMAIL GGUSD “.net” CỦA BẠN
3. HOÀN THÀNH KHẢO SÁT CÔNG NGHỆ HỌC VIÊN TRÊN CHROMEBOOK

CASAS TEST

Turn to page 3 in the student handbook. Students must take this test 2-3 times a year. Do not guess on this test. This helps us determine your reading level. After you are done with your test, please write your score in the handbook.

Do not worry about your score, your teacher can change your class if you think it is too hard or too easy.

Bài kiểm tra CASAS
Vui lòng xem trang số 3 trong quyển sổ tay. Học viên phải làm bài kiểm tra 2-3 lần một năm. Vui lòng đừng đoán khi làm bài kiểm tra. Việc này giúp chúng tôi xếp lớp theo khả năng đọc hiểu của quý vị. Sau khi quý vị làm xong bài kiểm tra, vui lòng viết kết quả vào quyển sổ tay.

Đừng quá lo lắng về điểm số của mình, giáo viên của quý vị có thể đổi lớp cho quý vị nếu lớp đó quá khó hoặc quá dễ.

Examen CASAS

Pase a la página 3 en el manual del estudiante. Los estudiantes deben tomar este examen 2-3 veces al año. No adivine en esta prueba. Esto nos ayuda a determinar su nivel de lectura. Una vez que haya terminado con su examen, escriba su puntaje en el manual.

No se preocupe por su puntuación, su profesor puede cambiar su clase si crees que es demasiado difícil o demasiado fácil.



Next Steps....Các Bước Tiếp Theo Siguiente pasos....

After you take your CASAS test, the school will send you an email after your test. Please remember to check your email. If you do not get it, contact the school by text, email or calling.

Después de realizar el examen CASAS, la escuela le enviará un correo electrónico. Por favor recuerde revisar su correo electrónico. Si no lo recibe, comuníquese con la escuela por mensaje de texto, correo electrónico o llamándonos.

Sau khi bạn làm bài kiểm tra CASAS, nhà trường sẽ gửi cho bạn một email sau bài kiểm tra của bạn. Hãy nhớ kiểm tra email của bạn. Nếu bạn không nhận được, hãy liên hệ với nhà trường bằng tin nhắn, email hoặc gọi điện thoại.



Thank you!

- Questions? Comments?
- Feel free to contact us or visit our website for more information: ae.ggusd.us

M'Liss Patterson, Director

mpatterson@ggusd.us

Dr. Theresa Trieu

ttrieu2@ggsdu.us