

GED/High School Completion Program

POLICIES AND PROCEDURES

The purpose of the GED/High School Completion Program is to provide assessment, instructional services, and funding to all members of the Confederated Tribes of Grand Ronde, 16 years of age or older, seeking GED Certification, High School Completion, or Basic Skill Development. The GED Program also funds a variety of cultural classes, as requested by the Tribe, which are offered to Tribal members, CTGR employees, and the community (when specifically designated)

1. ELIGIBILITY REQUIREMENTS

- A. The student provides a copy of tribal enrollment verification from the CTGR enrollment office to receive funding for GED/Basic Skills classes, tutoring, and testing. Cultural classes are funded for enrolled Tribal members, CTGR staff, other enrolled Native Americans, and/or members of the community, in that order of priority. Cultural classes (hand drum making, beading, cradle board and leatherwork instruction) are available for Tribal members first, then staff, other Tribal members, and community members, as available.
- B. A student in the GED program must be at least 16 yrs old. Underage Consent Forms are required for students who are 16 and 17 and must be signed by the superintendent, principal, or counselor from the local high school where a student resides, as well as the student's parent or guardian.
- C. GED and High School Completion students who are actively attending GED or High School Completion classes in pursuing their high school equivalency, and who are 16 or 17, may participate in Youth Education activities, on a case-by-case basis. The Youth Education Coordinator should determine that both the Adult Education student and the Youth Education students will mutually benefit by the services offered. Upon receiving the GED or HS Completion, students who have graduated are no longer eligible to participate in Youth Education Activities, unless consent is given by the Youth Education Program Coordinator.

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- D. A student in the GED program must have an application on file with copies of his or her Tribal ID (provided by the CTGR Enrollment office), Social Security card, or DMV ID.

2. ADULT EDUCATION PROGRAM SERVICES:

- A. **Adult Basic Education (ABE) and General Educational Development (GED)** provides basic academic skill development and instruction. Classes are available in the Adult Education Building on Monday and Wednesday from 8:00 a.m. to 4 p.m. Tutoring is available at other times during the week, as requested. Tribal members of the Confederated Tribes of Grand Ronde receive transportation to Chemeketa Community College, McMinnville campus, when available, as well as the Salem campus for testing with accommodations. GED Registration in McMinnville is on Monday from 2:30 to 4:00 pm., and GED Testing is on Tuesday from 11:30 to 4:30 pm. The Adult Education Program assists CTGR enrolled members, who live outside of Grand Ronde, to access services at their community colleges or other available sites within their own communities for GED registration and testing.
- B. **High School Completion** is funded by the Adult Education Program for CTGR Tribal members who are within three credits of completing their degree and cannot finish through traditional high school channels. Applicants must identify the reason they need high school completion and their plan for completion. Documented proof of completion must be submitted.
- C. **Culture Classes** vary greatly but can include instruction in beading and leatherwork, including making hand drums, cradle boards, medicine bags, medallions, beaded necklaces, earrings, chokers, and other culturally significant projects. Culture classes are offered, subject to funding availability.
- D. **Food Handlers' Online Class/Certification** is available to Tribal members. The Adult Education Program assists the student in taking the online class through the Oregon Restaurant Association, authorizes payment upon successful completion, and provides the student with a food handler's certificate that is valid for three years.
- E. **Assessment** is provided to CTGR Tribal members, actively attending GED classes in Grand Ronde or the satellite offices. After being evaluated for learning difficulties, the Adult Education coordinator refers the student to a diagnostic assessment. Using the results of the assessment, a request is made to the state for testing accommodations, as appropriate. Accommodations include double time, private room, frequent breaks, calculator for both sections of the math, use of an audiocassette, and a scribe for the writing section.

III. FUNDING

- A. Fees for GED classes, testing, parking permits, bus tickets, GED calculators, notebooks, and various study materials are paid for enrolled CTGR members, regardless of residency. The Adult Education Coordinator provides GED tutoring and classes regularly in Grand Ronde, weekly in Portland, and as requested in Salem and Eugene for CTGR Tribal families, staff, other tribal members, and the community. Fees for GED classes/testing, parking permits, and study materials are paid only for CTGR Tribal members.
- B. If a Tribal member does not complete the GED after a time lapse, they are still eligible for reinstatement funding to complete the GED, but they need to be actively involved in classes or tutoring to receive funding.