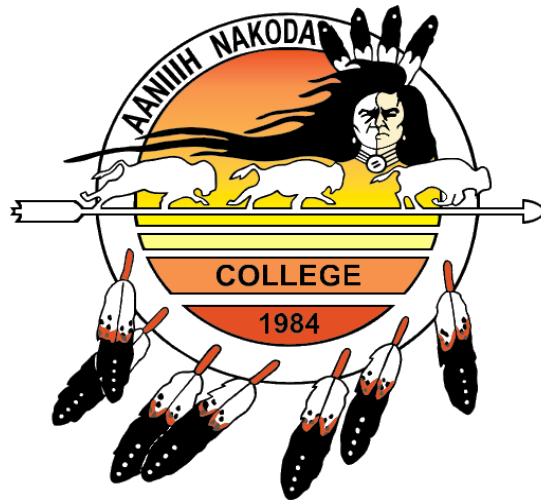


AANIHH NAKODA COLLEGE

NATIVE AMERICAN CAREER AND TECHNICAL EDUCATION PROJECT (NACTEP)

HANDBOOK



AANIHH NAKODA COLLEGE
P.O. BOX 159
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INTRODUCTION

Welcome to **Aaniiih Nakoda College's Native American Career and Technical Education Project (NACTEP)**. The program is based upon teamwork, and it is expected that your enthusiastic participation will enhance the program atmosphere, benefit the reservation community, and provide a rewarding experience for you, personally.

This handbook is a guide for your participation in the program. It outlines both your responsibilities as a trainee and the program's commitment to you. These policies have been developed in order to promote sound relationships, good work habits, and equitable treatment for all trainees. Students will be referred to the Aaniiih Nakoda College Student Handbook for anything not covered in this handbook. Students will also be required to adhere to the Aaniiih Nakoda College Student Handbook.

Aaniiih Nakoda College Mission Statement

The Mission of Aaniiih Nakoda College is to provide quality post-secondary education for residents of the Fort Belknap Reservation and surrounding communities. The college will help individuals improve their lives by offering them an opportunity to maintain the cultural integrity of the Gros-Ventre and Assiniboine Tribes as well as succeed in American Technological Society.

Aaniiih Nakoda College Philosophy

The educational philosophy of the Board, administration, staff and students of Aaniiih Nakoda College values and reflects the abiding relevance of Gros-Ventre and Assiniboine cultures. The Aaniiih Nakoda College strives to promote equality among all people and diversity within the Aaniiih Nakoda College campus and tribal community. The Aaniiih Nakoda College strives to acquire and maintain active and on-going leadership in all aspects of reservation life by using qualified staff that are sensitive to student and community needs. This is reflected by abiding to lifelong, inter-generational learning by promoting family involvement and the will to meet each persons and community needs by respecting the spirituality of the Gros-Ventre and Assiniboine Tribes.

THE NATIVE AMERICAN CAREER AND TECHNICAL EDUCATION PROJECT

The (NACTEP) objectives specifically meet the needs of the Fort Belknap Indian Community and adhere to the mission of Aaniiih Nakoda College by, providing comprehensive vocational and technical education services to residents of the Fort Belknap Reservation and surrounding communities. One of the goals of the grant is to

improve training opportunities that meet current employment demands and to enhance the employability of the participants through:

1. Vocational training opportunities in the fields of Carpentry, Computer Technology, Natural Resources/Environmental Technology, Pre-Nursing, and Tribal Management.
2. Career awareness programs for adults.
3. Job placement and related career guidance services.
4. An opportunity to improve the quality of lives of the adults on the Fort Belknap Indian Reservation and in surrounding communities.
5. A joint planning effort with the Fort Belknap Community Council's overall community and economic development plan.

A full-time Coordinator, Administrative Assistant, and full-time Counselor work to provide these services and ensure the smooth operation of the program.

Students receiving a stipend through the Native American Career and Technical Education Project must adhere to the policies explained herein. Every trainee selected for the program will receive a copy of this handbook and will be responsible for learning the important information it contains.

NATIVE AMERICAN CAREER AND TECHNICAL EDUCATION PROJECT POLICIES AND PROCEDURES

SECTION I

A. Applicability: These policies and procedures will be applicable to all trainees who are participating in the Native American Career and Technical Education Project.

B: Definitions:

Trainee: Those persons selected for, enrolled in, and funded by the Native American Career and Technical Education Project for training purposes.

College Board: Oversees College policies and ensures that the College President executes the policies; Confirmed by the Tribal Council.

College President: Oversees all college programs and personnel.

Project Director: Project Director is responsible for the overall administration of the Native American Career and Technical Education Project.

Project Coordinator: The Coordinator is responsible for the day to day operations

of the Native American Career and Technical Education Project.

Project Assistant: Maintains all student and office records, disseminates information.

Project Counselor: Is the direct supervisor of all enrolled trainees. Maintains all student records. Handles all counseling and guidance functions of the project.

Instructor: Teachers employed by Aaniiih Nakoda College oversee the academic elements of each training program.

Advisor: Each trainee will have an advisor who will counsel the trainee about his/her course of study, degree requirements and possible academic difficulties.

SECTION II

A. **Orientation:** Upon entry into the program, each trainee will be given orientation by the Project Director, Coordinator, Counselor, Advisor, and Instructor. Orientation will cover:

1. The student Handbook
2. Expectations of the trainee
3. Course outline and structure
4. Requirements of the Aaniiih Nakoda College Native American Career and Technical Education Project
5. Requirements for Graduation - passing every course.

At the orientation, the trainee will be given a copy of this handbook.

SECTION III

A. **Eligibility:** All trainees must submit the following in order for their files to be considered complete:

1. Aaniiih Nakoda College Native American Career and Technical Education Project Application
2. Cover Letter
3. Three (3) Letters of Reference
4. FASFA or Current Student Aid Report
5. Tribal Enrollment
6. Compass/TABE Test
7. GED/High School Transcripts
8. Official College Transcript
9. Immunization Records

10. Acceptance Letter

- B. All trainee positions are recruited by advertisement for no less than 15 calendar days in the local newspaper.
- C. Selection: The NACTEP Advisory Board shall select Trainees.
- D. Personnel file: The Native American Career and Technical Education Project will maintain a file on each trainee. This file shall contain their completed application according to eligibility requirements, grade reports, attendance reports, progress reports, evaluations, and counseling contacts. This file is confidential but each trainee has the right to examine the contents of his/her file upon request of the NACTEP staff.

SECTION IV: GENERAL CONDITIONS

A. Compensation:

- 1. All trainees will receive a stipend. The stipend is hourly and based upon the amount of credit hours the student is enrolled, up to 15 hours.
- 2. Trainees are eligible to receive other sources of funding i.e. PELL Higher Education funds, scholarships, and are encouraged to apply for other funding.

B. Length of Training:

- 1. Each trainee will be allowed a maximum of twenty-four (24) months to complete his or her educational program.

C. Training Hours:

- 1. Class time - All trainees must attend the classes in which they are enrolled. Class attendance and trainee progress is monitored through weekly attendance and progress reports submitted by instructors to the NACTEP Counselor. Trainees will be docked pay for failure to attend classes and may be removed from the Program if absence becomes a serious problem.
- 2. Study Time – We recommend that all trainees log in 10 hours per week of study time. If a trainee falls below a 2.00 GPA by mid-quarter, he/she should put in an additional 5 hours of study time totaling 15 hours per week.

D. Payroll Period:

1. Trainees are paid a stipend of \$6.15 (Fair Labor Standards Act) per instructional hour up to 15 credit hours or up to \$800.00 per quarter.
2. Training Stipends are paid on a bi-weekly schedule.
3. Stipend checks are delivered only to the trainee or person authorized by the trainee in writing.

E. Advances:

1. Trainees will not receive advances on stipends.

F. Transportation and Child Care:

1. Trainees can receive up to \$50.00 every two weeks, to cover expenses such as childcare and/or transportation costs. When no other form of financial assistance is available to address these barriers.

SECTION V: Leave and Absences

- A. General Policy: You are in a training program which has a specific course content and time table, you will be expected to the greatest extent possible to attend the maximum number of classes and complete your required hours of study time. Every effort will be made to notify the instructor and NACTEP counselor between the hours of 8:00 a.m. and 9:00 a.m., before the beginning of class, if you are unable to attend. Trainees should call the instructors at 353-2607 ext. 260 or The NACTEP counselor at 353-2607 ext. 284.
- B. Annual Leave: Trainees do not earn any annual or sick leave.

SECTION VI: Time and Attendance

- A. Trainees will be docked for every hour of class-time not attended (i.e., one hour of stipend time for each class hour missed).
- B. Chronic absenteeism of a trainee will be the basis for termination from the program.
- C. Withdrawal: If a trainee withdraws from school, this will be considered a resignation from the program and the trainee will need to reapply to be considered for the program.

SECTION VII

A. Credits:

1. Trainees are required to take 15 credits per quarter and maintain a grade point average of 2.00 or better. **Trainees may reduce their credit load to 12 credits only after consultation with Instructor, Advisor and upon approval from the NACTEP Counselor.**
2. Trainees that do not complete a GPA of at least 2.00 will be put on probation for one quarter.
3. Trainees that do not have a cumulative or overall GPA of 2.00 (with 15 credits) by the end of the probationary quarter will be terminated from the program.

B. Tuition & Books: Payment will be made directly to the college by the NACTEP Program for 50% of the trainee's tuition and fees, and up to \$200.00 for books and supplies.

C. Evaluation:

1. Trainees will be evaluated on a continual basis through weekly progress reports submitted by instructors, counseling contacts, and grade reports.
2. Trainees will be given an opportunity to evaluate the instructors at the end of each quarter.
3. Evaluation is used as a process for improving the program.

D. Placement: Every effort will be made to place trainees at a four-year college or into the private sector upon graduation. Potential employers will be contacted for on-the-job training experience during the summer months. Stipend may be provided during the summer months, contingent upon the availability of funds.

E. Meetings:

1. Trainees will meet with the NACTEP Counselor not less than twice during the semester to discuss current progress, problems encountered, and to serve as a routine communication.
2. Two (2) group meetings will be held each semester for NACTEP staff and trainees to discuss problems, improvements, etc. **Trainees are expected to attend all meetings.**

F. Conduct:

1. Verbal or physical abuse of an Instructor or Counselor will result in termination.
2. Any trainee who reports for training consistently showing the effects or the after effects of alcohol or drugs shall be given warning and referred for counseling. Three offenses shall be grounds for termination.
3. Use of alcohol or non-prescribed drugs during hours is a basis for immediate dismissal.

G. Disciplinary Procedure:

1. Before taking any disciplinary action an instructor will inform the trainee of the situation and attempt to work an internal settlement. The trainee will be referred to the counselor.
2. When a warning is issued to a trainee, it must be in writing with a copy of the warning placed in the trainee's personnel file.
3. When a trainee is suspended, the length of the suspension and reason shall be noted and placed in the trainees' personnel file. Concurrence from the NACTEP Director and NACTEP Coordinator is required.
4. In the event of termination, the reason and date will be noted and placed in the trainees' personnel file. Concurrence of the NACTEP Director and the NACTEP Coordinator is required for all terminations.

SECTION VIII: Grievance and Appeals

A. General:

1. All trainees have the right to air complaints, appeal disciplinary actions or make suggestions for improvement of the training program.
2. The process for all grievances and appeals starts through the NACTEP Counselor.

B. Appeals:

1. Falling below a cumulative GPA of 2.00 is not open to appeal.
2. In special circumstances in which a trainee is unable to complete his/her classes due to situations beyond their control, the trainee will describe the

situation in writing to the NACTEP Counselor. The NACTEP Counselor will render a decision based upon the evidence presented by the trainee in writing.

3. If a trainee had a grievance against any person, action or situation in the NACTEP Program, the trainee will state the facts clearly and concisely in writing and present it to the next level in the Administrative hierarchy. The next level will review the reasons why the trainee feels the decision was unfair and then make a decision whether to review the appeal.
4. When a trainee feels that the appellate decision is unjust, the trainee will set in written form his/her reasons and present them to the next level in the Administrative hierarchy. The next level will review the reasons why the trainee feels the decision was unfair, and then make a decision whether to review the appeal.

SECTION IX

A. Documentation and Forms: the Native American Career and Technical Education Project require the following documents. It is the responsibility of the trainee to ensure that all documents are submitted to the NACTEP Counselor at the appropriate times.

1. Grade Reports (end of each quarter).
2. Official Transcripts (end of year)
3. College Acceptance Letter (if not included in application).
4. Class Schedule
5. Placement Agreement (On-the-Job Training)