



Quinault Indian Nation Education Department Policies

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MISSION & GOALS OF THE QUINULT INDIAN NATION EDUCATION DEPARTMENT

MISSION

The mission of the Quinault Indian Nation (QIN) Education Department is to provide a seamless system of excellence in education from birth through life.

GOALS

To achieve our mission, we are committed to working with enrolled Quinault members and the community at large to create a positive environment for life-long learning. We will provide support, advocacy, information, referrals to financial assistance, Boys & Girls Club programming, and post-secondary support. We will work in our QIN service areas to provide educational avenues and career development opportunities integrating culture and language when possible. The QIN Education Department will work in accordance with the Nation's need for economic well-being and self-sufficiency. The QIN Education Department considers the whole person, taking into account the spiritual, mental, physical and cultural aspects of the individual within the family and tribal context.

ELEMENTARY SUPPORT

QIN Education will provide support to our elementary students in the Taholah, North Beach, Lake Quinault, Queets-Clearwater, Aberdeen, and Hoquiam school districts in the following ways.

ELEMENTARY ACADEMIC SUPPORT

Elementary academic support teachers work within the school districts to provide one-on-one and small group support. They will work with the schools as volunteers and push-in to classrooms to help QIN students with academics. The support teachers will build relationships with the students, schools, and parents/guardians. All students will be asked to fill out a FERPA waiver to receive services.

BOYS AND GIRLS CLUB OF QUINULT INDIAN NATION

Boys and Girls Club of Quinault Indian Nation (B&GC) after school program will be offered in the villages of Taholah and Queets and will serve students from four districts: Taholah, North Beach, Queets-Clearwater and Lake Quinault. Please reference Appendix E, the Boys and Girls Club of Quinault Indian Nation Handbook and Policies for all information on the after school program.

SOCIAL PROGRAMMING

Social programming will be offered to youth in the evenings, on weekends and/or through large scale community events throughout the academic year.

TEEN SUPPORT

QIN Education will provide support to our teens in the following ways:

INDIVIDUAL AND SMALL GROUP TUTORING

QIN Education will provide individual and small group tutoring to teens as needed. Parents/Guardians will fill out a tutoring application and as tutors are available, they will assist the youth who qualify.

TEEN CENTER

Teen programming is offered at the Teen Center in Taholah and at the Education Building in Queets. Focusing on B&GC programming, homework help, and age appropriate activities. Open times and days will be determined by staff and families and the community will be notified on the Bboard, QIN Education Facebook page, and flyers posted in the villages.

TEEN COUNCIL

Education is working on the revitalization of the Teen Council. The Teen Council will provide leadership opportunities and encourage youth to engage with what is happening in the community. If you are interested in the Teen Council, please fill out the application [here](#). Youth will need 2 letters of recommendation from a teacher/school staff, mentor, and/or elder.

DRIVERS EDUCATION

Education will designate a funding annually for drivers education. Each qualifying youth will receive up to \$500 for driver's education. To qualify for this funding a youth **must be enrolled** Quinault Tribal member and have a current 2.0 grade point average. Funding will be distributed on a first come first serve basis, if funds are depleted for that fiscal year the teen must wait until the next fiscal year for funding. To apply for funding, please fill out the form [here](#).

LEADERSHIP OPPORTUNITY

Education encourages teens to participate in leadership activities. When fiscally possible the department will fund youth to attend leadership conferences, workshops, sessions, activities, and events. There will be an application and selection process for these opportunities. Education will designate funding annually for leadership stipends. Each qualifying Quinault youth can receive up to \$200 for participating in leadership conference, workshops, sessions, activities, and events. Please use the application [here](#) to apply for funding.

SOCIAL PROGRAMMING

Social programming will be offered to youth in the evenings, on weekends, and/or through large scale community events throughout the academic year.

YOUTH OPPORTUNITY PROGRAM

The Youth Opportunity Program (YOP) is a program designed to provide Native youth leadership and employment opportunities. The program focuses on soft skills, college and career readiness, and leadership development year-round. Youth will be offered workshops, sessions, events, and/or activities twice every quarter with age appropriate focus to earn their stipends.

ELIGIBILITY

To be eligible for YOP, students must:

- Currently be in 8th thru 12th grade
- Be enrolled Quinault and have residency within Grays Harbor or Jefferson County ***OR*** be enrolled in a federally recognized tribe, **permanently (not temporarily) reside** on the Quinault Indian Reservation, ***and*** have attended at least two academic quarters of the current school year in one of the schools in Grays Harbor or Jefferson County.
- Must have a 2.0 Grade Point Average (GPA), unless applying for summer school (please see guidelines around summer school).
- During work placement, must pass a ***pre-employment drug screening*** (consistent with HR) and attend orientation with YOP coordinator and HR.

OPPORTUNITIES

As a yearlong program, YOP will offer soft skills, college and career readiness, and leadership development opportunities twice each quarter. Youth are required to attend one opportunity per quarter to earn their stipend. All opportunities have to be pre-approved by the YOP Coordinator, exceptions will be made on a limited basis.

Please see APPENDIX F for breakdown of focus for each grade.

THESE ARE EXAMPLES OF WHAT COULD BE OFFERED -

Post-Secondary Academic Support	Vocational Technical/TERO	Food Classes
QIN PSFA Scholarship FAFSA/WSFA Scholarship College Application Support College Tours	Hands on Career Fair Panels Youth Projects Tours	Food Handlers Permit Knife Skills Traditional Foods Every Day Foods Health and Nutrition
Leadership Skills	Career Preparation	Budget & Financial Management
Conferences Camps Workshops Youth Council	Interview Skills Resume Writing Job Application Career Exploration/Planning	Tracking your Spending Consumer Awareness/Smart Shopping Skills Living within a budget Credit Building Opening/using a checking/savings account
Healthy Relationship Education	Health Education Risk Prevention	Employee Readiness
Healthy Relationships Interpersonal Skill Development Partner Communication Self-Advocacy/Skill Development Boys & Girls Groups Bullying- How We Treat People and Respect Social Media - impacts	First Aid CPR HIV/STI/AID Prevention Hygiene Nutrition/Fitness/Exercise Sex Education Teen Pregnancy Prevention Teen Pregnancy Class Substance Abuse Prevention Substance Abuse Intervention	Driver's License Drivers Ed How to Change a Tire/Pump Gas/Check Oil High School Diploma/GED Credit Recovery/Summer School GED Tutoring
Community Service Projects	Exercising Treaty Rights	
Elders Beautification and/or gifts Reading with younger kids	Sovereignty Workshop Learn how to Clam Dig Clam Shovel and Clam Sacks Making Fishing Lures	

PAYMENT SCALE

Programs will be offered twice quarterly to youth to fulfill their opportunities. If there are long-standing conflicts with when opportunities are scheduled and/or youth are doing other activities, please communicate with the YOP Coordinator. Education will provide quarterly schedules to qualifying youth so they can plan accordingly. Youth will be eligible for the following stipend by current grade:

Grade	Program	Payment	Total for the Year
8 th	Program1	\$250	\$1,000
	Program2	\$250	
	Program3	\$250	
	Program4	\$250	
9 th	Program1	\$350	\$1,400
	Program2	\$350	
	Program3	\$350	
	Program4	\$350	
10 th	Program1	\$450	\$1,800
	Program2	\$450	
	Program3	\$450	
	Program4	\$450	
11 th	Program1	\$375	\$1,125
	Program2	\$375	
	Program3	\$375	
12 th	Program1	\$380	\$1,140
	Program2	\$380	
	Program3	\$380	

Stipend payments will be made within ten (10) business days after the QIN Finance Department has processed the invoice.

SUMMER SCHOOL

Summer school will be offered to any youth who is credit deficient. Youth must need credits to graduate to qualify as credit deficient. Summer school must be district sponsored summer school. Students are not required to have a 2.0 to qualify for summer school. Students can only receive the following for summer school credit recovery:

Grade	Program	Payment	Total for the Year
9 th	0.5 credit recovered	\$350	\$350
10 th	0.5 credit recovered	\$450	\$450
11 th	0.5 credit recovered 0.5 credit recovered	\$375 \$375	\$750
12 th	0.5 credit recovered 0.5 credit recovered	\$380 \$380	\$760

WORK PLACEMENT

Current 11th and 12th graders will have the opportunity to do work placement in the summer and receive the following:

Grade	Number of Hours	Total pay
11 th	120	\$1,080
12 th	160	\$1,440

YOP work placement is reservation-based employment program, intended to bring employment opportunities to youth living on reservation; as well as expose youth to the many employment opportunities within the Quinault Indian Nation.

Excessive absences from work or tardiness during the employment period will not be tolerated. Exception is an excused absence such as sick leave/doctor's appointment. Doctor's slip required.

The supervisor has the right to terminate employment at any time and according to policy. This can be based on work performance, absenteeism, and/or tardiness.

PLACEMENT

Placement is contingent upon QIN departments' capacity. We ask that departments only take on YOP employees if they can support that employee in developing new skills, knowledge, and work ethic.

The Education Department will attempt to place youth within their top five choices, however, ~~one~~ placements are more desirable than others, and not everyone will be placed within their ~~first~~ Placement priority will be given to seniors who attend the HR orientation.

MAKE-UP HOURS

Youth who communicate their summer activities (such as sports camps, vacations, appointments, The Paddle, etc.) will be able to make up those hours to the designated YOP ~~employment~~ end date. If activities are not communicated one week in advance, they cannot make up the hours.

Youth who attend cultural events and/or activities can make up the hours missed by the designated YOP employment end date. They MUST let their supervisor know, at least one week in advance, they are going to miss work for a cultural event and/or activity.

If a youth shows up late to work, leaves early, and/or is sent home, they cannot make up those ~~hours~~

TIMESHEETS

Timesheets are due every Friday to the YOP Coordinator. It is essential that timesheets are submitted every Friday, and failure to do so may result in youth not receiving their paychecks on time. Timesheets must be signed by both the supervisor and youth.

It is the responsibility of the **youth employee** to review the timesheets and make sure the ~~proper~~ information being submitted is accurate.

Falsification of timesheets will result in termination for the youth and removal from YOP workplacement for the employer's organization/department.

PAYCHECKS

YOP will follow the Nation's pay periods. Please ask the YOP Coordinator for this schedule.

Youth are required to pick up and sign for their paycheck in the Revenue office. If they would like a proxy to

pick up their paychecks, they must give a written note to the YOP Coordinator. Paychecks will be available on payday.

Payroll Draws and early paychecks *are not allowed*.

HOLIDAY PAY

YOP participants will follow HR policy around holiday pay.

APPLICATIONS

Youth must complete the Youth Opportunity Program (YOP) application form, and submit all ~~required~~ documents to be considered for YOP.

Required documents:

1. Current YOP Application
2. Current grade report
3. Certificate of Enrollment for all Tribes outside of Quinault. Quinault Tribal members will be confirmed from enrollment.

For work placement you will additionally need:

1. Social Security Card, Birth Certificate or Passport
2. Current W-9
3. Signed EAN

COLLEGE INTERNSHIP PROGRAM

The College Internship Program (CIP) is a program designed to provide enrolled Quinault members, who are current college students, reservation-based employment and Quinault Nation Enterprise Business (QNEB) opportunities. The program is a yearlong program.

ELIGIBILITY

To be eligible for the program students must have completed a quarter/semester/trimester of college, must have a 2.0 grade point average (GPA) based on the total number of classes registered for during the last academic quarter/semester/trimester of school, must be enrolled in the next quarter/semester/trimester of school (with the exception of summer quarter/semester/trimester) and must be an enrolled Quinault.

Participants must pass pre-employment drug screening.

EMPLOYMENT

College internships is a reservation-based employment program, intended to bring career opportunities to Quinault college students. With effort to place them in their field of study, as well as exposing Quinault college students to the many employment opportunities within QIN and QNEB.

A majority of employment will happen in the summer; however, eligible applicants can apply for internship placement throughout the year and during school breaks (spring, winter, etc.).

Excessive absences from work or tardiness during the employment period will not be tolerated. Exception is an excused absence such as sick leave/doctor's appointment. Doctor's slip required.

The supervisor has the right to terminate employment at any time and according to policy. This can be based on work performance, absenteeism, and/or tardiness.

APPLICATIONS

Applicants must complete the CIP Application Form, and submit all required documents to be considered for the CIP.

Required documents:

1. College Internship Application
2. College Internship Agreement Form
3. **Previous** quarter/semesters official grades/transcript
4. Proof of enrollment for next quarter/semester
5. Two forms of ID –Driver's license, tribal ID, Social Security Card, Birth Certificate, or Passport
6. Certificate of Tribal Enrollment

PLACEMENT

Placement is contingent upon QIN department's capacity. We ask that departments only take on college interns if they can support that intern in developing new skills, knowledge, and work ethic.

The Education Department will attempt to place college interns within their field of study. However, not all college students have majors that are relevant to job placement opportunities available on the reservation. Additionally, some departments have multiple college students who are majoring in their field of study and cannot take them all due to staffing capacity. In that situation, the interview will determine placement in that department.

In the case that the student does not get their preferred placement, they can accept another position within the Nation.

Students are not required to do college internships, therefore if they do not like their placement options they can choose not to do the internship.

TIMESHEETS

As the college intern is a temporary employee of the QIN, they do not have access to our clock-in and clock-out timesheet system. Supervisors must submit timesheets to the Post-Secondary Specialist every two weeks, on the Friday that follows the Nation's end of a time period. Failure to do so may result in the intern not receiving their paychecks on time. Both the supervisor and the college intern must sign timesheets. The specialist will work with QNEB to ensure they develop the appropriate system with them.

It is the responsibility of the college intern/employee to review the timesheets and make sure the approved information being submitted is accurate.

Falsification of timesheets will result in termination for the college intern and removal from CIP program for the employers' organization/department.

HOURS

Hours will be distributed on a quarterly basis, dependent upon the availability of the QIN departments and QNEB, college interns and funding. The allotted hours must be completed within the quarterly timeframe. Additional hours may be available within the new quarter.

Excused absences cannot extend beyond two weeks without termination.

PAYCHECKS

CIP will follow the Nation's pay periods. Please ask the post-secondary specialist for this schedule.

College intern's checks will be distributed within their respective departments. Payroll draws and early paychecks *are not allowed*.

EXITING A POSITION

If a college intern wants to exit or quit their job before the designated period, they must communicate that to their supervisor and the post-secondary specialist before exiting. It is requested they notify their supervisors and the post-secondary specialist in advance, so the supervisors can plan accordingly and the specialist can submit

necessary paperwork to Human Resources

POST-SECONDARY FINANCIAL AID SCHOLARSHIP

The purpose of the Post-Secondary Financial Assistance Program (PSFA) is to provide financial assistance to Quinault tribal members who wish to complete an undergraduate degree.

Please refer to the Post-Secondary Financial Aid Scholarship Policy (Appendix A) for the full policy on PSFA scholarships.

ADVANCED COLLEGE PLACEMENT SCHOLARSHIP

The purpose of the Advanced College Placement Policy (ACP) is to financially assist high school students who qualify for advanced college placement opportunities such as the Running Start Programs and Advanced Placement (AP) Courses.

Please refer to the Advanced College Placement Policy (Appendix B) for the full policy on advanced college placement.

VOCATIONAL AND TECHNICAL DEGREE SCHOLARSHIP

Please refer to the Vocational and Technical Degree Scholarship Policy (Appendix C) for the full policy on vocational and technical degrees.

POST GRADUATE ENDOWMENT FUND

The purpose of the Post Graduate Endowment Fund (PGEF) is to provide an avenue of financial assistance to select Quinault tribal members who are pursuing a post-graduate degree.

Please refer to the Post Graduate Endowment Fund Policies (Appendix D) for the full policy and information.

RECREATION

QIN Education supports Quinault enrolled youth to engage and participate in recreation—i.e. YMCA programs, Aberdeen & Hoquiam leagues, tournaments etc. In order for education to provide support, parents/guardians and/or youth will need to fill out the Recreation Request form. Once forms are submitted, education management will review, approve/reject, and process. Funding will be distributed on a first come first serve basis, if funds are depleted for that fiscal year youth must wait until the next fiscal year for funding.

BOYS & GIRLS CLUB OF QUINAULT INDIAN NATION

The mission of the Boys & Girls Club of Quinault Indian Nation (B&GC) is to enable all young people, especially those that need us most, to realize their full potential as productive, responsible, caring citizens.

Please refer to the Boys & Girls Club Policies and Handbook (Appendix E) for more information and policies.