Leech Lake

Youth Build

Participant

Handbook

Leech Lake Youth Build

Cass Lake, Minnesota

Revised 6/7/2010

Page 1

Boozhoo and welcome to the Leech Lake Youth Build Program

Address……………………………. Leech Lake Youth Build

 Leech Lake Education Division

 115 Sixth St. NE Suites E

 Cass Lake, Minnesota 56633

Phone……………………………….218-335-8250

Toll Free…………………………….1-800-866-638-7738

FAX…………………………………218-335-8339

Director……………….……………Richard Robinson

Coordinator…………………………. Marlyce Bellanger

Job Counselor………………………. Esther C. Humphrey

Construction Manager………………Jesse Frost

Construction Assistant………………Mike Vail

Classroom Instructor……………….Tony Hommes

In case of School / Work closings due to Weather, please call 218-335-2204 press 8, or listen to the following Radio Stations: KB 101, KPRM, KCRB, KSAX, KGPZ, or

watch Television Stations: KARE 11, WCCO 4 / KCCO 12, KMSP, KSTP 5, FOX 9.

 Page 2

CONTENTS

Mission / Expectations

Anishinaabe / Ojibwe Philosophy and Values

LLYB Policy Committee, Team Members, and Stakeholders

Description of the Leech Lake Youth Build program

LLYB Code of Ethics and Conduct

LLYB Performance & Consequences

Job Abandonment, No Call, No Show

Day Care

Disruptive Behavior / Attitude

Electronics

Drugs / Alcohol

Action Based on Positive Test Results

Harassment

Youth Attire

Gambling

Inclement Weather

New Employee Orientation

Pay Periods Incentives / Bonuses

LLYB Class/Work Schedule

Parent/Guardian Permission Form if under age 18
Contract for LLYB Participants

Release of Information Consent

Page 3

**Leech Lake Youth Build Policy Committee**

Marilynn Budreau, Team 1 Leader

Matthew Brown, Team 2 Leader

Kayla Fisher, Team 1 Representative

Joseph Smith, Team 2 Representative

David Villier, Construction Site Assistant

Matthew Armstrong, Construction Site Assitant

**Policy Committee Meetings Will Be the First Friday of the Month**

Richard Robinson, LL Education Division Director / LL Youth Build Director

Marlyce Bellanger, LLYB Coordinator

Mary Kay Folstrom, LLYB Counselor

Jesse Frost, LLYB Construction Manager

Mike Vail, Construction Assistant

Tony Hommes, Cass Lake-Bena ALC Teacher

**Leech Lake Youth Build Stakeholders:**

DOL

Youth Build USA

LL Reservation Tribal Council

Cass Lake-Bena Schools

Rural Minnesota CEP, Inc.

LL Reservation Housing Authority

LL Reservation Gaming

LL Education Division

LL Youth Build Staff

LL Youth Build Students

 Code of Ethics and Conduct

LLYB youth will:

 Be on time and present each day,

 Be alcohol and drug free,

 Be ready for classes or work-site,

 Participate in all activities, no matter how boring or silly,

 Keep a positive attitude,

 Help each other succeed,

 Take on leadership responsibility,

 Participate in decision making,

 Promote trust and confidence,

 Offer positive and constructive feedback,

 Be respectful to self and others,

 Promote the continual growth and success of the LLYB program.

Page 4

**LLYB Mission:**

To work and complete our education while having a positive impact on our community. (The Leech Lake Youth Build Program will develop and exist utilizing the core Ojibwe / Anishinaabe way of life.)

**LLYB Expectations:**

1. To respect ourselves and others.
2. To work together as a team.
3. To be responsible for ourselves, our families, our program and our community.
4. To participate in all activities – learn on-site, at school and during cultural and recreational activities.
5. To be accountable for our words and actions.
6. To be honest with ourselves and others.
7. To communicate openly through talking, sharing, listening and providing positive feedback.
8. To be on time or to call in if unavailable for school and or work.
9. To learn and use leadership skills that will lead to success.

Page 5

**LLYB Values: Anishinaabe / Ojibwe Philosophy and Values**

According to the Anishinaabe / Ojibwe worldview, humans did not weave the web of life; we are merely a strand in it. Whatever we do to the web, we do to ourselves. Therefore, kinship among all of creation, not the mastery of our relatives (other humans, animals, plants, etc.) is vital to harmonious living. To adhere to this philosophy is to be guided by the following values:

1. **Humility / dabasendiziwin**

 To recognize oneself as a sacred and equal part of the Creation

 To be modest in one’s actions

 To demonstrate sensitivity to others

 To be respectful of the thoughts and ideas of others

 To recognize one’s strengths and weaknesses and acknowledge the capacity

 for self-growth and change

 To develop and practice good listening and observation skills

1. **Truth / debwewin**

 To speak the most honestly one can, according to his/her perceptions

 To be loyal in all our relationships, avoiding hypocrisy

1. **Courage/ Bravery / zoongide’iwin**

 To face difficult situations with bravery

 To acknowledge one’s personal weaknesses and develop the strength to

 combat them

 To demonstrate the ability to take initiative and to speak forthrightly

1. **Honesty / gwayakwaadiziwin**

 To maintain truthfulness, sincerity, and fairness in all one’s actions

 To possess the ability to manage confidential information

 To communicate with others and transmit information fairly and truthfully

1. **Respect / manaaji’idiwin**

 To accept cultural, religious, and gender differences

 To maintain high standards of conduct at all times

 To safeguard the dignity, individuality, and rights of others

1. **Love / zaagi’idiwin**

 To work cooperatively and harmoniously with others

 To show kindness and compassion

 To demonstrate acceptance and the empowerment of others

 To offer hope, encouragement, and inspiration

1. **Wisdom / nibwaakaawin**

 To take time to reflect on all our experiences

 To acknowledge the opportunity to learn from others

 To persist in acquiring knowledge and improving skills

 To strive for the accomplishment of goals and dreams

 To practice ethical behavior always

 To seek guidance from Elders and qualified advisors.

Page 6

**Leech Lake Youth Build**

Leech Lake Youth Build opened doors for students on December 3, 2007 in Cass Lake, Minnesota at the Facility Center as a program to provide education, training, and work experience for youth ages 16-24 years who are high school drop outs.

The Leech Lake Youth Build Program is collaboratively working with the Leech Lake Reservation Housing Authority, Cass Lake-Bena Schools, and Leech Lake Gaming to provide the opportunity for hands on training in the construction and hospitality fields while earning their high school diploma or GED.

The Leech Lake Youth Build Program started with 28 students enrolled. Our collaboration with the Leech Lake Reservation Housing Authority provides homes that the Leech Lake Youth Build students to build and rehabilitate, with two new homes to be built from the ground up.

The Leech Lake Youth Build Program did adhere to the Leech Lake Band of Ojibwe Employee Handbook General Administration Personnel Policies (as employees of the Leech Lake Band of Ojibwe), in April 2009 Youth Build went to stipends instead of wages. The Youth Build USA Policies, and the Cass Lake-Bena Schools Student Policies, have rolled into one Leech Lake Youth Build Participant Handbook.

LLYB students **will** participate in either the classroom or on-site construction on his/her team and rotate on a weekly basis to either site. LLYB students will work with the Construction manager and assistant while on the work site, they will work with the Cass Lake-Bena ALC or the Adult Basic Education program for their educational goals of earning a diploma or GED. LLYB students will receive a bi-weekly stipend check for time entered according to their time card, LLYB students may earn 32 hours per week, with additional hours if earned. LLYB is a year-round program.

The LLYB Policy Committee will work with the LLYB Director, the LLYB Coordinator and the Leech Lake Human Resource department to uphold the LLYB Participant Handbook of policies and procedures. LLYB Policy Committee Representatives have the opportunity to participate in the hiring process of new LLYB program staff.

To become qualified to join the Leech Lake Youth Build Program as a participant, one must first apply, be willing to be screened, interviewed, and consent to completing the Leech Lake YouthBuild drug testing and orientation. Leech Lake Youth Build is an alcohol / drug free program. LLYB applicants will be notified of interview date and time.

Page 7

LLYB Performance Consequences

Becoming a member of the Leech Lake Youth Build program is your opportunity to display your learning desire, your work habits, and your skill development. We will assist you in these processes. Should you have any difficulties with LLYB requirements please do not hesitate to ask a LLYB staff person for help.

Attendance:

If a LLYB participant needs to be absent, you will inform a LLYB staff person (Marlyce Bellanger) verbally or by calling in. LLYB participants should be here between 90% and 100% of the time. You must punch in at the Cass Lake-Bena ALC each day by 8:15am or call by 8:15 am. If you haven’t called and you are late you will be sent home or told to stay home.

Skipping/Leaving work without prior approval:

If a LLYB participant leaves work during the work day or fails to return from lunch by 12:35, the participant will not be allowed to return during that day and will not get paid for the remainder of the day.

The following steps will be followed when someone is absent without reasonable cause or leaves work without permission:

 1 day per month 5 days per month Failure to follow Contract

 Go home for the day Contract Created Grounds for

 NO PAY NO PAY 5-day suspension.

 New Contract Created

Attendance and lateness will be reviewed weekly and student meetings will be scheduled for chronic tardiness.

Exceptions: A Doctor slip, if seen at the clinic that morning.

Leave of Absence will be granted with a legitimate reason.

Participants not maintaining 90% attendance will be required to meet with YouthBuild staff to develop an individual improvement action plan and meet with counselor weekly to review progress.

Job Abandonment, No call, No Show. You need to have punched in or called by 8:15am or you will be written up for no call/ no show. LLYB policy states that 3 no call/no shows in a row is grounds for suspension or possible dismissal. A no call/no show is when you do not call or show up for work by 8:15am. You must be at the ALC/GED Center/Worksite by 8:15 and 12:35pm or call in or you will be written up for no call/ no show. Absences will be documented and taken into consideration for continued participation with the Leech Lake Youth Build program.

Page 8

**Leave of Absence**

If a participant needs to be absent from the program for an extended period of time a Leave of absence request can be submitted to the program coordinator to review and **may** be granted.

**Day Care**

LLYB participants should make every effort to have Day Care arranged. In the event of an emergency or any other circumstances, please contact appropriate persons to arrange emergency Day Care such as a reliable relative/friend, or any drop-off Day Care Provider.

**Behavior / Attitude:**

Can include but is not limited to fighting, not following directions, disrespect to self or others or the community, arguing, lying, preventing others from learning, gossiping, not participating at worksite or classrooms or other LLYB activity, or undermining LLYB.

Participants will be expected to conduct themselves in a professional manner while participating in any/all activities.

**Electronics:**

All LLYB participants are discouraged to use any electronic equipment during on-site work or class times. You will be required to turn them off and put them away or they will be collected for the day. It is a Safety Violation to use electronic equipment on the work site. Electronic equipment may only be used during Breaks and Lunch.

**Drugs / Alcohol:**

The LLYB will continue to follow the Leech Lake Band of Ojibwe Drug, Alcohol and Substance Abuse policy in that the LLYB has **progressive consequences** for drug, alcohol, and substance abuse in the workplace. LLYB participants will be available for future random testing if the LLYB participant is under reasonable suspicion, refusal to test can be grounds for immediate dismissal.

Two LLYB names will be drawn randomly each week, these two youth will be tested at the Cass Lake ALC for alcohol/drug usage and follow recommendations if needed.

Action Based upon Non-Negative / Positive Test Results:

Progressive consequences will follow if any LLYB youth tests non-negative / positive, LLYB youth are encouraged to voluntarily seek help, receive treatment or be dismissed:

 1st offense 2nd offense 3rd offense\_\_\_\_

 Meet w/counselor, Mandatory UA, possible Rule 25, Dismissal from

 and no pay for the day. be tested weekly, contract, LLYB

 participate in Teen Intervene. program.

 Or attend a treatment program

The LLYB youth may be able to re-apply to the Leech Lake Youth Build program after 30 days and will undergo further UA testing.

Safety Violations:

Minor safety violations 3 warnings then sent home- minor violations include but is not limited to, not wearing pants, boots, using headphones. Serious safety violations automatically sent home.

Smoking:

LLYB participants that smoke may do so at designated areas during break or lunch times.

Smoking is permitted to the East and South entrances of the Cass Lake ALC building, and other outside buildings located as a LLYB activity site or LLYB worksite. While at the Cass Lake-Bena High School, smoking will not be allowed.

Vehicles:

LLYB staff will transport LLYB participants as needed to work sites, activities, meetings, etc. LLYB participants are discouraged to drive themselves or others to any

work-site. Use of a personal vehicle will be taken into consideration by a LLYB Staff member and any circumstances that would require usage at any given time. You may not use a vehicle for personal business except on your lunch break. If you use your personal vehicle are not where you should be when you should be you will no longer be able to use your vehicle.

Harassment:

Harassment is not allowed at any LLYB site. Forms of harassment include but are not limited to religion, race, sex, gender, color, handicap, marital status, or public assistance status. Examples of harassment are name calling, jokes or rumors, graffiti, notes, cartoons, unwelcome touching of a person or clothing, offensive posters, book covers, any words or actions that embarrass or hurt another person’s feelings.

Harassment Complaint Procedure:

If a LLYB participant believes s/he may have been subjected to a form of harassment from another person, s/he should make it clear to the offender that such behavior is offensive and should bring the matter to the attention of LLYB staff. Allegations of harassment will be immediately investigated. LLYB participants found to be engaged in harassment will be subject to disciplinary action, and may include dismissal from LLYB.

Youth Attire / Gang Affiliation:

LLYB youth are required to wear clothing that is best suited for school or work site. LLYB youth are required to put away hats / caps during their work time in school buildings, as we are a neutral work and learning environment and will not allow any display of colors or gang affiliation.

Gambling:

LLYB youth and staff are not to gamble while on any casino premises during work hours, this includes break and lunch times.

Inclement Weather:

The LLYB will adhere to the decision of Cass Lake-Bena Schools and the Leech Lake Reservation Tribal Council, or the Leech Lake Reservation Executive Director will determine if offices will be closed for unsafe weather conditions. These decisions will be broadcast on the radio or TV stations as listed in the front of this handbook, or if you have any questions, please call one of the LLYB staff.

Pay Periods:

All LLYB youth will be paid on a bi-weekly basis for a total of 26 pay periods per year. If a scheduled payday occurs on a day when the LLBO offices are closed, paychecks will be released prior to the closing.

Bonuses / Incentives:

To reward student who have had good attendance are able to receive a card they may use as a late pass. The pass will be good for up to 10 minutes late, must be used by the person who received the card, and only one can be used each day. The cards can only be used in the morning and not after lunch. One card is earned by each perfect weeks attendance (you must be on time and present all day, every day for a week. If you use a card to excuse a lateness and have an otherwise perfect week, you will receive a card.

If a participant is here with perfect attendance for 4 weeks, they will get one full day off paid and must let YouthBuild staff know in advance the plans to take the day off. (by 3:00 the previous day)

Grievance Procedure

If you feel you have been treated inappropriately or unfairly follow these steps

Step 1: Discuss the action with person responsible

Step 2: Bring complaint to program coordinator

Step 3: Bring complaint up at Policy Committee meeting

Step 4: Discuss with tribal education director

Appeal Process

LYB participants can appeal the decision of the LLYB program staff if she/he is dismissed from the LLYB program. An appeal must be filed and submitted within five (5) business days, must be in writing and submitted to the LLYB program coordinator. A decision will be made within 5 working days after the appeal is submitted / heard. If the LLYB participant is not satisfied with the LLYB program director’s decision, she/he may appeal to the LL Education Director.

Relationships, Participant / Staff, or Participant / Participant:

LLYB staff role model and support LLYB participants, whereas, physical and / or dating relationships between LLYB staff and LLYB participants will not be tolerated. This behavior is grounds for dismissal for both staff and participant.

Any LLYB participant that may be involved with another LLYB participant will be expected to display respectfulness at all times, whereas, there will be no excessive physical contact, no hickies, etc. LLYB participants involved with another participant will be expected to work and attend academics on a separate team, no exceptions.

**Program Completion**

To be considered as a successful completer of the Leech Lake YouthBuild program a student must do at least 1 or 2

1. Graduate with a GED or High School Diploma
2. Gain full time employment outside the program

Students who do not complete at least one of the above will be labeled as non-completers. If a student leaves the program they are encouraged to continue with their education or job search and are to report their progress to LLYB staff

Follow-Up Year Services:

Upon successful completion of Leech Lake Youth Build, participants may qualify for follow-up services. Follow-Up Services may include: transportation to the Cass Lake-Bena ALC, post-secondary educational assistance or job placement assistance.

**After exiting the program, you are asked to keep in touch with staff and let us know if you get a job or graduate.**

***All LLYB participants will be engaged in academics, whether in attendance at the ALC or the Family Center for GED completion.***

***All LLYB participants will also be engaged in the construction work site and/or gaming experience.***

***LLYB participants will rotate each week with academics and work experience with an assigned team.***

**Leech Lake Youth Build**

**Daily / Class/Work Schedule:**

8:00-8:15 Check in at Cass Lake-Bena ALC

8:15 sharp: Leave for site, GED, ALC

8:15-9:15 ALC First Hour Class

9:15-10:10 ALC Second Hour Class

10:10-11:05 ALC Third Hour Class

11:05-12:00 ALC Fourth Hour Class

12:00-12:35 Lunch for all Youth Build at the ALC

12:35 Site bus leaves

12:35-3:00 ALC / Afternoon Classes Start

3:00 Punch out at Cass Lake-Bena ALC

Monday – Thursday 8:00-3:00 (6.5 hours/day x 4 days= 26 hours)

Friday 8:00-12:30 (4.5 hours

Total Hours: 30.5 hours \*

\* Extra hours may be obtained by written or verbal requests. Requests will be reviewed by policy committee every Friday.

**Leech Lake Youth Build**

**Parent / Guardian Permission to Participate**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the Leech Lake Youth

 Parent / /Guardian

Build Policy Handbook and give my permission for my student to

attend and participate in all Leech Lake Youth Build activities,

academics, including on-site construction. I understand that my

student will be performing construction duties to include operating

hand and power tools, working on roofs, scaffolds, and ladders.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 Parent / Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 LLYB Participant Signature Date

**Leech Lake Youth Build**

**Participant CONTRACT to Participate**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the Leech Lake Youth

 LLYB Participant

Build Policy Handbook, I understand the requirements of what is

expected of me in order to attend and participate in all Leech Lake

Youth Build activities, academics, and on-site construction.

I understand that I will be performing construction duties to include operating hand and power tools, working on roofs, scaffolds, and ladders.

I agree to adhere to the policies and procedures. I will do my best to complete my education, work experience and cooperate with all

LLYB team members and staff.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 LLYB Participant Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 LLYB Coordinator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 LLYB Director Date

**Leech Lake Youth Build Release of Information Consent Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give my permission for the Leech

 Parent / Guardian or Participant

Lake Youth Build program to receive and share information

regarding school records, health records, legal status, or any other program

that may be of assistance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent / Guardian if minor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 LLYB Participant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 LLYB Coordinator/Staff Person Date