

# Student Handbook

August – December 2021



**Northern Marianas Technical Institute**

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(670) 235.6684



## Northern Marianas Technical Institute

P.O. Box 504880 Saipan MP 96950

Tel. No.: (670) 235-6684

**Board of Trustees:** August 10, 2021

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Chairman

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*Jodina C. Attao*  
Interim CEO

Hafa Adai and Tirow to our valued Students:

Welcome to the Northern Marianas Technical Institute family! When you enrolled, you became part of one of the most unique educational opportunists in the CNMI. At NMTI, we focus on equipping individuals like you with technical and trades skills that contributes to the overall growth of the Commonwealth's economy and workforce; this include your growth as a person. We aim to provide better opportunities through certifications and accelerated learning to apply in a trades-related practice.

Policies governing student life are in place to help you develop the character, leadership, and skills that enable men and women to become successful craftsmen, businessmen, professional educators for the trades, and leaders as a significant contributor to the civic life of our community.

The faculty, staff, and administrators are here to help you gain the skills and enduring personal values you need to succeed in an atmosphere of mutual respect. We hope your years here will be filled with achievement, good fellowship, and blessings in the classroom, shops, social, and recreational activities that are all part of your journey.

Sincerely,

Jodina Attao  
Interim Chief Executive Officer

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# ACADEMIC CALENDAR

<b>August</b>	<b>September</b>	<b>October</b>
<p>Tue, August 17: First day of classes</p>	<p>Mon, September 6: No classes (Labor Day)</p>	<p>Mon, October 11: No classes (Commonwealth Cultural Day)</p>
<b>November</b>	<b>December</b>	
<p>Thu, November 4: No classes (Citizenship Day)</p> <p>Thu, November 11: No classes (Veteran’s Day)</p> <p>Thu, November 24-26: No classes (Thanksgiving Break)</p>	<p>Wed, December 8: No classes (Constitution Day)</p> <p>Fri, December 24: No classes (Christmas Eve)</p> <p>Fri, December 31: No classes (New Year’s Eve)</p>	

# **NORTHERN MARIANAS TECHNICAL INSTITUTE STAFF**

## **Chief Executive Office**

Jodina Attao, *M. Ed., CEO*

Amy Lynn Babauta, *Administrative Officer*

## **Student Support Services**

Meena Benavente, *MLS, Student Support and Curriculum Coordinator*

Jerry Pangelinan, *Admission Specialist*

Emiling Lisua, *Administrative Assistant*

## **NMTI Instructors**

Benjamin Babauta, *Culinary Arts*

Romulo Cayetano, *NCCER: CORE; Electrical; Power Generation: Electrical & Mechanical Maintenance*

Wendell Posadas, *M. Ed., NCCER: CORE; HVAC; Electronic Systems Technician*

Eduardo Taruc, *NCCER: CORE; HVAC; Welding Level I and II*

Eugenio Vargas, *NCCER: CORE; Construction Technology; Carpentry; Masonry*

Rodante Yumul, *Automotive Technology*

## **Facilities Office**

Lucio Saures, *Facilities & Maintenance Manager*

Joseph Lifoifoi, *Facilities Support Staff*

Mwolerughumwal (Dino) Romolor, *Facilities Support Staff*

## **Human Resource Office**

Charlene Quitano, *Human Resources Manager*

## **Finance**

Rosielyn Holgado, *Budget Analyst*

Natalia Sablan, *Accountant*

## **NMTI Board of Trustees**

Mario Valentino, *Chairman*

Irene T. Holl, *Secretary*

Carmelita Rabauliman-Faisao, *Treasurer*

Richard Kautz, Jr, *Trustee*

Catherine M. Attao, *Trustee*

Ana Maria S. Mendiola, *Trustee*

# NORTHERN MARIANAS TECHNICAL INSTITUTE

## DIRECTORY

<p><b><u>CALL US</u></b></p> <p>Main Line.....<b>235.6684</b>  Student Admissions.....<b>323.6600</b></p> <p>Chief Executive Office.....<b>323.6601</b>  Finance Office.....<b>323.6605</b>  Human Resources Office.....<b>323.6607</b></p>	<p><b><u>EMAIL US</u></b></p> <p>Main Office:  <a href="mailto:cnmi.nmti@gmail.com">cnmi.nmti@gmail.com</a></p> <p>Student admissions:  <a href="mailto:admissions.nmti@gmail.com">admissions.nmti@gmail.com</a></p> <p>Student Support Services:  <a href="mailto:meenabenavente.nmti@gmail.com">meenabenavente.nmti@gmail.com</a></p>
<p><b><u>SCHOLARSHIP OPPORTUNITIES</u></b></p> <p>CNMI Scholarship Office.....<b>664.4750</b>  Website: <a href="https://www.cnmischolarship.net/">https://www.cnmischolarship.net/</a></p> <p>Saipan Higher Education Financial Assistance  (SHEFA).....<b>233.5995</b>  Email: <a href="mailto:saipanshefa@gmail.com">saipanshefa@gmail.com</a>  Website: <a href="http://www.saipanshefa.net">http://www.saipanshefa.net</a></p> <p>Northern Marianas Housing Corporation (NMHC) -  Community Development Block Grant Disaster Relief  (CDBG-DR) Workforce Development Training  Scholarship Program (WDTSP)  .....<b>235.6684</b>  Email: <a href="mailto:cnmi.nmti@gmail.com">cnmi.nmti@gmail.com</a>  *Some conditions do apply</p>	<p><b><u>OTHER RESOURCES</u></b></p> <p>Child Care &amp; Development  Fund.....<b>664.2575/6</b></p>

## **NONDISCRIMINATION STATEMENT**

The Northern Marianas Technical Institute is committed to a policy of nondiscrimination and equal opportunity in relation to race, color, religion, age, disability, marital status, national origin, genetic information, or other legally protected categories. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the NMTI does business. In keeping with NMTI's commitment and the requirement of law, NMTI will promote equal opportunity in employment, assignment and promotion of personnel, in educational services, and opportunities offered to students, in location and use of facilities, and in educational materials. The following department has been designated to handle inquiries: Student Services.

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## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

### **What is FERPA?**

The Family Educational Rights and Privacy Act of 1974, commonly referred to as FERPA, is a federal law to protect the privacy of a student's educational record. FERPA applies to all educational agencies or institutions that receive federal funding for any program administered by the Secretary of Education. Northern Marianas Technical Institute faculty and staff members have a responsibility to protect educational records in their possession. Additionally, faculty or staff members may only access information that is needed for legitimate completion of their responsibilities. FERPA grants adult students (18 and older) the following rights:

- The right to inspect and review their educational records
  - The right to seek the amendment of their educational records
  - The right to consent to the disclosure of their educational records
  - The right to obtain a copy of their school's Student Records Policy
  - The right to file a complaint with the FERPA Office in Washington, DC
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# **ACADEMIC INFORMATION**

## **CLASSES & CERTIFICATES**

### **Certificate of Completion by Northern Marianas Technical Institute:**

Culinary Arts

Automotive

### **Certificate of Completion by American Hotel & Lodging Educational Institute:**

Hotel & Restaurant Operations

### **Certificate of Completion by National Center for Construction Education and Research:**

Core

Carpentry

Construction Technology

Electrical

Electronic Systems Technology

Heavy Equipment Operations

HVAC

Masonry

Plumbing

Power Generation Maintenance Electrician

Power Generation Maintenance Mechanic

Welding

## **ATTENDANCE**

The student is expected to attend all classes for which the student is registered in order to gain the maximum benefit. It is the responsibility of the student to know and comply with the policy. A student who does not attend the first three days of the class without notice or reason and/or comply with the established attendance policy for the class will forfeit the right to continue and will be subject to administrative withdrawal with an 80% refund. Students who are absent at a rate of 15% or higher are determined to be excessively absent and will not pass the class. For example, Core class requires 100 contact hours. If students miss 15 hours or more, the student will not pass the class.

Today's employers rate attendance and dependability are two critically important attributes for employment and career success. At Northern Marianas Technical Institute, we believe a positive work habit displayed in school will carry over into the world of work.

1. Students who are absent at a rate of 15% or higher are determined excessively absent.
2. Legal and medical absences will be excused, provided students furnish appropriate documentation. Legal excuses are defined as:

- a. Illness certified by a doctor's note
  - b. Death within immediate family (must show proof with an obituary)
  - c. Legal business as supported by court documentation
- \*Students may retake classes when the next cycle is offered

3. Students who accumulate 3 late arrivals to class will be referred to the Student Services. A contract will be established to ensure good attendance.

## **GRADING**

Grading is based on the type of certification the student is working to earn. Each instructor will provide students with the course's grading system through their syllabus.

### **Incomplete**

If a student receives an Incomplete, the student has 180 days from the day given the Incomplete notice to satisfy the class requirements to receive a final grade. If the student does not complete the class in the time allotted, the students will not receive a final grade.

## **ACADEMIC HONESTY**

Academic honesty is an important part of success. Northern Marianas Technical Institute views academic honesty as an integral part of student learning. All NMTI students are expected to understand NMTI's policy on academic honesty.

Cheating, plagiarizing, falsification, fabrication, abuse of academic materials, complicity in academic honesty, falsification of records, falsification of official documents, personal misinterpretation and proxy, bribes, favors, and threats are grounds for consequences such as suspension or expulsion.

## **ACADEMIC PROBATION**

If a student has an average of 69% or below, the student will be placed on academic probation. A student remains on probation until their grade improves to 70% or above.

Students under probation will check in with Student Services on a biweekly basis to track progress.

## **SUSPENSION/EXPULSION**

In cases where a student may be suspended from Northern Marianas Technical Institute, Student Services will make a reasonable attempt to:

- Make the student aware of the charges
- Give the student an opportunity to tell their story

- Investigate the incident

Refer to “Prohibited Conducts” on page 12.

Students who continually disrupt the educational environment or commit a serious violation will immediately be suspended from NMTI with a recommendation of expulsion. The student remains on suspension pending the outcome of Student Service’s decision. The student will be:

- Informed of charges
- Informed in writing of the specific reasons for the recommendation of expulsion.

Students who are expelled:

- Cannot be on school property unless authorized by the Chief Executive Officer

## **APPEAL**

Students who are faced with unforeseen circumstances that may have affected their academic progress may appeal a satisfactory academic progress decision. Unforeseen circumstances include experiencing a serious illness or accident; the death, accident, or serious illness of an immediate family member; or other circumstances beyond the student’s control. Other circumstances that are in student’s control will not be accepted. Refer to page 10 to submit an appeal.

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## **INCLEMENT WEATHER INFORMATION**

All students are expected to attend their designated classes at the scheduled times unless Northern Marianas Technical Institute or the Commonwealth of the Northern Marianas Government has issued a declaration of inclement weather. In an emergency or inclement weather situation, classes may be cancelled. Cancelled classes will be rescheduled as necessary to make-up instructional time.

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## **WITHDRAWAL**

- Students may initiate withdrawal proceedings in the Student Support Office.
- Students are allowed to self-withdraw
- Drop classes due to non-payment of courses
- Student tuition and fees are unique in their respective situations. Students with two (2) outstanding balances will be notified by letter and administratively withdrawn.

## REFUND

Refund policies are available at the Finance Office on the Northern Marianas Technical Institute facility.

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## APPEALS

To appeal, students must follow the following steps:

STEP 1: Students will attempt to informally resolve the issue by meeting and/or communicating with the instructor about their concern. Both parties should document the discussion. If the student is not satisfied with the result, they will move onto step two.

STEP 2: The student will initiate a formal concern to Student Services within 10 instructional days.

STEP 3: The Student Services & Curriculum Coordinator will provide the employee a copy of the form within 5 business days. The employee has 5 instructional days to respond in writing to their supervisor.

STEP 4: The Student Services & Curriculum Coordinator will convene a meeting of both parties within 5 business days. In the event that both parties do not agree to a meeting, the Student Services & Curriculum Coordinator will investigate and reach a decision in writing and communicate to both parties within 5 business days. In the event that the student is not satisfied with the results, proceed to Step 5.

STEP 5: Within 5 instructional days after the decision, the student will notify the Chief Executive Officer in writing to request a second level appeal.

STEP 6: Within 10 instructional days, the Chief Executive Officer will convene a meeting to meet with the student and the instructor to hear the points of the appeal.

The Chief Executive Officer will provide their written decision to all parties within 5 instructional days following the hearing. **The decision is final and may not be reviewed.**

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# ACCEPTABLE USE POLICY FOR ONLINE/INTERNET SERVICES

Use of communication software and online services is an important skill for 21<sup>st</sup> century. Computer services and education provided at the Northern Marianas Technical Institute is provided to help students communicate and access data safely and effectively. The use and access to these services is a privilege. By being a student at NMTI, you agree to comply with the following guidelines:

1. Refrain from using profanity, or engaging in harassment or bullying through the use of computer systems available on NMTI.
2. I will respect the privacy of other users and will not make any attempts to gain access into the private directories of other users. I will not allow other users access to me directory and will keep my password private.
3. All use of email and online services must be in support of education and research.
4. Any use of network for commercial or for profit purposes is prohibited.
5. Network accounts are to be used only by those authorized to use the account for school related purposes. Students are not to share login information.
6. No user may use any Electronic Resource in any way that threatens or violates the security, such as:
  - Electronic viruses, or any similar harmful components;
  - Spam, chain letters, or similar electronic mail;
  - Breach security measures;
  - Obtains and accesses another user's account, password, files, data, or attempts to access or use, without the expressed authorization of that other User;
  - Deprives a User of access to authorized access of Electronic Resources;
  - Engages in authorized or unlawful entry into the network;
  - Transmits sensitive or confidential information without appropriate security safeguards;
  - Falsifies, tampers with, or makes unauthorized changes or deletions to data locked on the Network;
  - Obtains resources or Network access beyond those authorized;
  - Distribute unauthorized information regarding another User's password or data;
  - Discloses confidential or proprietary information, including student record information, without authorization;
  - Involves the relocation of hardware (except for portable devices); installation or peripherals, or modification of settings to equipment without the express prior to authorization by NMTI staff;
  - Installs, downloads, or uses unauthorized or unlicensed software or third-party system without the express prior authorization by the District Technology Department;
  - Involved a deliberate attempt to disrupt network.
7. Communications via the network should not be assumed to be private or privileged information.

8. Use of network to develop programs that infiltrate a computer network system, and/or damage the software components of a computer or computing system is prohibited.
  9. Use of the network to transmit, view, or store sexually explicit or pornographic images, messages or cartoons is prohibited. Unwelcome harassment or bullying directed at an individual or group based on race, national origin, marital status, sex, sexual orientation, religion, disability, or other characteristic is prohibited if the harassment or bullying is so severe, persistent, or pervasive that it has the effect of materially limiting a reasonable student's participation in, or benefit from, NMTI's educational program.
  10. I will not install or add any software to the school's computers unless specifically instructed to do so as part of a classroom assignment. This includes games and any other programs.
  11. I will protect others and myself by checking and ensuring my device(s) before utilizing it on NMTI computers.
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## **DRESS CODE**

Students have the responsibility to follow established guidelines by dressing and grooming in a manner that does not disrupt the educational process nor endanger the health and safety of themselves and others.

Students must dress according to the health, safety, and professional criteria of their technical area as determined by their instructors.

Shoes must conform to the safety requirements of the respective course.

Refusal to conform to dress code policies is considered insubordination.

- Clothing may not be worn if it contains profane, obscene, defamatory, or demeaning expressions, slogans, or symbols of hate or violence.
  - Clothing with any reference to drugs, alcohol, and/or sex will not be permitted at any time.
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## **PROHIBITED CONDUCT:**

### **ZERO Tolerance for drugs, alcohol, or weapons**

Anyone responsible for, who aids bringing, or who is possession of "drugs," "alcohol," "a weapon," "firearm," "dangerous device" (including firecrackers, fireworks), or "destructive device" at school, any school-sponsored event, or activity or is under the influence of alcohol or a drug shall be recommended for an expulsion.

## **Possession of a weapon**

Any building, structure, field, or property owned by NMTI. The following is not permitted at any time:

- Carrying a concealed deadly weapon
- Possessing a destructive weapon
- Unlawfully dealing with a switchblade knife
- Possession and purchase of a deadly weapons by persons prohibited
- Unlawfully dealing with knuckles-combination knife
- Unlawfully dealing with martial arts
- Any gadget to represent a real or fake deadly weapon

## **Harassment**

Harassment includes actions or statements intimidating or offending the dignity or self-esteem of individuals or groups based on sex, race, color, national origin, religion, disability, sexual orientation, or genetic information. Sexual harassment is a form of discrimination and is illegal. Sexual harassment is any unwelcome attention of a sexual nature that interferes with a person's work or education or creates a hostile, intimidating work or school environment. It is important to remember that no person deserves to have his/her individual freedom violated.

NMTI wants all people in its community to be free of any form of harassment. If you believe that you are the subject of harassment, you should report the instance immediately to an employee of NMTI who is in position of authority.

## **Bullying/Cyberbullying**

Any intentional written, electronic, verbal or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of:

1. Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
3. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or
4. Perpetuating bullying inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to the other person.

## **Tobacco**

Tobacco related usage must follow The Smoke-Free Act Air of 2008. The use of any tobacco products is a violation of state law (CNMI The Smoke-Free Air Act of 2008) and is prohibited on NMTI's school grounds. This ban extends to all students, employees, or visitors to the school, and applies at all times, whether or not classes are in session. Smoking is prohibited inside all buildings associated with NMTI and its vehicles.

- Students are prohibited from use of tobacco while representing the school at public and private functions.
- Smoking is limited to twenty-five (25) feet away from any entrance.
- No tobacco products should be visible outside of designated areas.
- Prohibition on the use of tobacco

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## **GRIEVANCE POLICY AND PROCEDURE**

Students have the right to a learning environment, which is free from unlawful discrimination and sexual harassment. If you as a Northern Marianas Technical Institute student, you must write a letter to report and document your complaint. To the extent possible, information contained in this report will be confidential.

NMTI is committed to a policy against illegal, arbitrary, or unreasonable discriminatory practices. All groups operating under the Board of Trustees, including administrators, instructional faculty, staff, and programs sponsored by NMTI, are governed by this policy of nondiscrimination.

NMTI, in accordance with applicable federal law, Commonwealth law, and NMTI policy, prohibits discrimination, including harassment, based on race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or veteran status.

The purpose of this procedure is to provide NMTI students an opportunity to resolve complaints alleging discrimination based upon any of the grounds listed above. This procedure is also available for the resolution of complaints alleging inappropriate application to a student of any other rules or policies of NMTI resulting in physical/mental injury or harm to the student. It is the intent of this procedure that student complaints should be resolved, if possible, informally in the department or unit where they arise.

The student grievance procedure may be used for complaints of failure to provide proper accommodation for the academic needs of students with disabilities.

In the event any other policy at NMTI or any other version of this policy conflicts with this official Student Grievance Policy, this official version controls.

Before filing a grievance under this policy, a student must attempt to resolve the matter informally with the person alleged to have committed the violation and with the head of the department or unit in which the alleged violation occurred. The student may contact the Student Services Office for assistance with the informal resolution, and any involved party may seek guidance from the relevant authority. Attempts to resolve the matter informally shall be initiated within thirty (30) days from the time the action leading to the grievance occurred. If a student wishes to file a formal grievance, he or she must do so within sixty (60) days from the time the action leading to the grievance occurred regardless of the progress of the informal process.

1. If the student is not satisfied with the outcome of the informal process, a student may file a formal student grievance within sixty (60) days from the time at which the action leading to the grievance occurred. Students must file the formal grievance with the Office of Student Services. The student may file the grievance directly with the Student Services & Curriculum Coordinator, or the Student Services & Curriculum Coordinator may designate another individual in his or her office to receive complaints.

Student grievances must be in writing and signed by the student or the student's designated representative, if any. The Student Grievance Procedure Form must be completed. Grievances must contain the student's address and phone number to the extent available, a detailed statement of the specific action being grieved, the approximate time and date of when the action took place, the resulting injury or harm, the specific law, policy, or rule alleged to have been violated, a description of the evidence supporting the grievance, whether informal procedures were attempted and completed, and the remedy or relief requested. Incomplete grievances will be returned without action. It is the responsibility of the complainant to update their appropriate address to use throughout the grievance process.

If the student is to be assisted by an advisor, their parent(s), or a lawyer licensed to practice in the CNMI, the student must submit the name of this individual. The student also must submit a signed statement authorizing the advisor to receive copies of relevant student records and correspondence regarding the grievance and to accompany the student to any meetings or hearings

2. Upon receipt of a formal student grievance, the person in charge shall review the grievance and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Student Grievance Policy and Procedure, and alleges facts that, if true, would constitute a violation of law or school policy. The person in charge shall then commence an investigation of the grievance by sending a copy of the written grievance and any supporting documentation to the respondent and asking for a written response.

The respondent shall (1) confirm or deny each fact alleged in the grievance; (2) indicate the extent to which the grievance has merit; and (3) indicate acceptance or rejection of any remedy requested by the grievant or outline an alternative proposal for remedy.

The person in charge will provide the complainant with a copy of the respondent's answer.

A notification to the student will be provided if the grievance filing is incomplete, untimely, or within the jurisdiction of another procedure.

During the course of the investigation, the person in charge shall also seek the opinion of the department head involved in the informal grievance process. The person in charge shall also consult with the relevant department where the complaint arose. The contents of these discussions shall be included in the report.

The person in charge may seek to mediate a resolution or negotiate an informal settlement of the grievance at any time during the course of the investigation. If a resolution satisfactory to both the grievant and the respondent is reached, the person in charge will notify both parties of the voluntary resolution in writing and the formal grievance will be permanently dismissed.

The person in charge shall complete the investigation and produce a report within thirty (30) days of the initial receipt of the grievance to the Chief Executive Officer. The report should contain the initial determination of the completeness, timeliness, and jurisdictional soundness of the grievance, a summary of the issues presented by the grievance, the factual findings reached in the investigation, the person in charge opinion as to whether these factual findings constitute a violation of law or school policy, a summary of the discussions with the relevant department head and a conclusion regarding the recommended outcome of the grievance, including proposed corrective actions, if any.

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## **CLASSROOM CONDUCT:**

### **Student expectations**

- Be respectful
- Be prepared
- Enjoy and trust the process

## **STUDENT ACCIDENTS:**

All accidents and injuries should be reported immediately to an instructor or to the administrative office. Northern Marianas Technical Institute does not carry student accident insurance, nor does it pay bills to doctors or others for treatment of injuries incurred by students. This is the responsibility of the student or parent/guardian if the student is a minor. Students will be required to obtain insurance through an insurance carrier. The insurance will cover accidents in school for a nominal fee.

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## **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

Northern Marianas Technical Institute is committed to providing access and reasonable accommodations to students, faculty, and staff with disabilities in compliance with American with Disabilities Act of 1990 (ADA) and corresponding state and federal law.

Under the ADA, anyone who has a physical or mental impairment substantially limiting one or more major life activities, has a record of such impairment, or is regarded as having such impairment, is considered a person with a disability.

In accordance with the provisions of the ADA and Section 504 of the Rehabilitation Act of 1973, disabilities may include, but are not necessarily limited to, visual impairment, mobility, and orthopedic impairments, hearing impairments, chronic medical conditions, learning disabilities, and psychological disorders.

Through Student Services, qualified persons with disabilities can address their concerns regarding attitudinal or procedural barriers encountered, as well as any need for academic adjustments and/or auxiliary aids to assure equal access. Student Services will provide information, services, and serve as a resource to the NMTI community. NMTI strives to be an accessible and hospitable place for persons with disabilities to enjoy full and fair participation.

Reasonable accommodation is determined on an individual basis depending on a student's duties, functional limitations and whether the proposed accommodation will result in undue hardship to the institute.

It is the student's responsibility to provide reasonable recent, adequate, and complete documentation of a disability with Student Services and request services. Students are not required to register a disability if they are not requesting accommodations.

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## **NORTHERN MARIANAS HOUSING CORPORATION –** **SECTION 504 COMPLIANCE**

Section 504: A provision of Rehabilitation Act of 1973 which provides that no qualified individual with a disability should, only by reason of his or her disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under:

- Title Vi of the Civil Rights Act of 1964, as amended in 1988
- Fair Housing Act (42 U.S.C. 3601-3619)
- Architectural Barriers Act of 1968
- Title IX of the Education Rehabilitation Act of 1973
- Section 109 of the Title 1 of the Housing and Community Development Act of 1974
- Section 104(b)(2) of the Housing Community Development Act of 1974
- Title II of the Americans with Disabilities Act of 1990
- All non-discrimination clauses in 24 CFR Parts 1, 3, 8, and 570

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## **LOST AND FOUND**

The Student Services Office will store items for thirty (30) days. Unclaimed property will be disposed after thirty (30) days).