

Montana Hunting Fishing Adventures  
(Fishing Guide School)  
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Hamilton, MT 59840  
(406)360-7238



I hereby certify that this catalog is correct in content and policy

Signature

A handwritten signature in black ink that reads "James W. Mitchell". The signature is written in a cursive style and is placed over a light gray rectangular background.

Catalog Volume 1 #2 January 1 2021

### **Mission**

The purpose of Montana Hunting Fishing Adventures (Fishing Guide School), is to provide maximum instruction in the art of guided fishing to allow the student to start their own fishing guide service.

### **School**

Montana Hunting Fishing Adventures (Fishing Guide School) is a non-accredited private for-profit school. So therefore, any courses taken here may not transfer to an accredited institution. The school curriculum was approved by the Montana Board of Outfitters March 6<sup>th</sup> 2015 and has been in operation since then, providing instruction for fishing guides.

### **Facilities**

We are located on 2 acres 3 miles south of Hamilton, MT. Our buildings include a 2000 square foot main office and owner's residence that houses the main classroom, as well as a 1500 square foot work area and equipment storage facility. A 1000 square foot Fly Shop the Bitterroot Fly Company located at 808 N. Main #2 Darby, Montana 59829 that houses the base for the guiding activities. The public waters of Montana provide the on the water training. To include the Bitterroot River, Blackfoot River, and Clark Fork River.

### **Governing Body**

James Mitchell Owner, School President and Instructor

### **School Administrators and Faculty**

James Mitchell: Owner and lead instructor.

James started guiding anglers in 2001 and was taught by his father whom started the outfitting business in 1969. Over the years he improved and perfected his technique.

### **Admission Requirements**

Montana Hunting Fishing Adventures is open to everyone 18 years of age and older. Every student must complete an enrollment application prior to attending a course.

### **School Calendar**

The school observes all federal holidays, and also includes the day after Thanksgiving and the day after Christmas.

The school year will begin on January 1 and end on December 31. Classes begin March 1 and will end October 31 of each school year. Classes are scheduled on a case-by-case basis for the students benefit and instructor's availability.

Reservations are accepted starting January 1 of the school year the student will attend. Course terms are very stringent and are 8 days in length.

#### **Spring course 1**

Starts March 1 ends March 8 2021

#### **Spring course 2**

Starts May 3 ends May 10 2021

#### **Fall course**

Starts October 4 ends October 11 2021

### **Prior Credit**

Montana Hunting Fishing Adventures (Fishing Guide School) will evaluate all prior training to ensure the standards of our school are met. If we feel that you have acquired the necessary skills, we will reduce your required training time in that area and focus on honing skills in needed areas.

## Tuition and Fees

### **8 Day Fishing guide course- 98 hours.**

This course consists of, First Aid/CPR training, Fly casting instruction, Streamside ecology and entomology, Knot tying (Western/Tenkara), Float/Wade fishing safety and techniques, Boat operation and safety, Meal planning and food safety, River etiquette, Fly tying basics, Self-marketing and resume building

The tuition fee for the 8-day Course is \$3,895.00. A 50% registration fee is required with your completed registration to schedule your class. This leaves a balance of \$1,947.50 plus the cost of your lodging and meals if needed (\$1500.00) due 60 days prior to the first day of school.

CLASSES FILL UP FAST. TO RESERVE YOUR SPOT IN THE COURSE, A \$1,947.50 REGISTRATION FEE ALONG WITH YOUR REGISTRATION IS REQUIRED. THE REMAINDER OF THE TUITION IS DUE 60 DAYS PRIOR TO THE FIRST DAY OF SCHOOL.

### Refund Policy

The registration fee will be refunded less a \$150.00 processing fee if canceled 30 days prior to the first day of the scheduled course. If you are unable to make the registered course and make arrangements more than 30 days prior to the first day of class, you will be allowed to attend a later course if available. Refunds will be returned within 40 days.

1. Registration Fee: An established registration fee of 50% of the course tuition fee is required to schedule the course. Registration fee and course registration must be received 60 days prior to scheduled class dates.
2. Breakage Fee: Montana Hunting Fishing Adventures Fishing Guide School Will charge a breakage fee of \$1947.50 or 50% of the tuition if the Student Cancels out within 30 days of the first day of class or fails to show for the registered course.

### Pro-Rata Addendum

**Veteran Pro-Rata Policy** – Students using GI Bill who withdraw from the school will have the remainder of the course fees refunded in accordance with the refund table below (see below). In accordance with DVA regulations, should a student withdrawal within 30 days of the start of classes, \$1,947.50 of the registration fee will be retained by the school, and the remainder will be subjected to the pro-rata policy.

#### **REFUND TABLE FOR VETERAN ELIGIBLE STUDENTS**

<b>STUDENT ENTITLED UPON WITHDRAWAL/TERMINATION</b>	<b>REFUND</b>
10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

### **Grading and Evaluations**

Montana Hunting Fishing Adventures (Fishing Guide School) does not use a traditional grading system, instead uses instructor evaluation of the quality of work being presented. All work will be graded on a pass-fail system, meaning the student will not be allowed to advance to the next step until the instructor feels the student has acquired the necessary proficiency to advance. If the Student fails to achieve satisfactory progress after the first two evaluations the student's enrollment will be suspended and dis-enrolled from the course and will receive a refund of all tuition fees per the refund policy.

The students will be evaluated in several ways:

1. Regular progress reports upon completion of each section.
2. Oral discussions (daily)
3. Work evaluations and critiques

### **Attendance**

Students are required to attend and participate in all daily classes and ensure they are on time for class each morning. Students will not be allowed to have more than 1 unexcused absence per 8-day course. Students failing to meet this requirement will be dismissed from the course. If students are late due to adverse weather, arrangements will be made available for the student to make up any work.

### **Medical absence**

If a student misses for medical issues. The instructor will schedule a time for the student to make up the time missed during regular hours.

### **Student Records and Transcripts**

Montana Hunting Fishing Adventures (Fishing Guide School) will maintain student records for a minimum of 3 years. At any point during this time students may contact the school to request copies of their certificates or any documents within their folder.

### **Standards and Conduct**

Bad conduct will not be tolerated at Montana Hunting Fishing Adventures (Fishing Guide School). Students that are constantly late to class or fail to show for class will be considered a disruption to the whole class and will be asked to leave. The use of foul language, drinking and constant interruptions will not be tolerated at this school and the offending students will be asked to leave. The use of cell phones (if any service is available) will only be allowed during the student's breaks and not during classroom hours

## **Code of Student Conduct**

The Code of Student Conduct outlines major categories of behavior and states disciplinary actions that may occur as a result of student misconduct.

The following summarizes the levels of disciplinary action, which shall be enforced by school personnel with students who are in violation of school rules,

### **Level 1 - Verbal**

Warning/Reprimand

The teacher/staff members will tell/remind the student not to engage in inappropriate behavior or give the student a reminder of the rule.

### **Level 2 - Conference**

Staff members may conduct a conference with the student.

### **Level 3 - Intervention**

Staff members may use one of the following interventions:

Referral to school Director, temporary removal of a student from class, a meeting of school personnel and others to consider the behavior of the student and make recommendations for improvement, Behavioral Contract (a written agreement between the student and school listing requirements for improvement), Probation (a written agreement with the student for a defined period of good behavior in lieu of suspension), Mediation - referral to conflict mediation.

### **Level 4 - Suspension**

The Program Director, or his/her designee may suspend a student from school with approval of the director, for engaging in prohibited conduct as outlined in the Code of Student Conduct. The student shall be required to confer with the director or his/her designee prior to the student's reinstatement.

### **Level 5 - Expulsion**

A student can be expelled only by the action of the Director who meets in council with the support of 2 staff members. One of the staff members must have been directly involved in the incident. Expulsion from school excludes the student from regular school attendance and activities. Readmission may occur after a petition of the student to the Director and satisfactory progress must be made before readmission.

## **Drugs and Alcohol**

Drugs and Alcohol are not permitted. Students are not to consume or possess any alcohol or controlled substance unless they have a prescription. Any violation may be grounds for termination from the program.

## **Graduation**

Upon successful completion of all course objectives every student will receive a certificate of completion with the title of the course completed from Montana Hunting Fishing Adventures.