



btech.edu

**BRIDGERLAND**  
TECHNICAL COLLEGE

# High School Handbook

**Logan Campus – Main Building**

1301 North 600 West  
Logan, UT 84321  
435-753-6780

**Logan Campus - West Building**

1400 North 1000 West  
Logan, UT 84321  
435-753-6780

**Logan Campus –  
Health Science Building**

1301 North 600 West  
Logan, UT 84321  
435-753-6780

**Brigham City Campus**

325 West 1100 South  
Brigham, UT 84302  
435-734-0614

**Rich County**

PO Box 278  
Randolph, UT 84604  
435-793-2354

\*\*Prior to being enrolled in a class, students should receive counseling from their high school counselor to ensure that they are referred to the appropriate class, have the aptitude to succeed in the class, and understand the requirements for the particular area of training. \*\*

## Enrollment at BTECH

The student, after receiving counseling from your high school counselor, should register online. This will need to be done prior to the start of class for each trimester or semester that the student is attending the college. The registration link will be provided by your high school counselor. Instructors will not allow students to remain in class if the student's name doesn't appear on the class list. Students who are not on the class list will be referred to Student Services to complete their registration.

Students who do not start a class that they have previously registered for by the 3<sup>rd</sup> day of their trimester/semester, will be withdrawn from the class unless they have communicated that they have a need to start late. Please communicate with Student Services if you will need to begin a trimester/semester later than your school's first day.

Students on a waitlist will be offered seats as they become available based on the order on the waitlist. These seats will be offered for up to one week after the first day of the student's trimester/semester.

Every student will have access to a copy of the High School Handbook at [btech.edu/hs-reg/](http://btech.edu/hs-reg/). Students are required to follow the program rules established by their instructor as well as the general rules outlined in this High School Handbook.

**Out-of-State Students:** Tuition costs are incurred for students attending from outside of Utah for each trimester/semester and each 2-hour time block they are registered for. Please contact Student Services for current tuition costs.

## School Rules:

Students will be required to follow the school rules outlined below:

- ☆ BTECH maintains a "safe school zone and drug free policy"
- ☆ No smoking allowed
- ☆ Be on time for class
- ☆ No leaving class without permission
- ☆ No fighting or horseplay
- ☆ No destruction or theft of campus property
- ☆ No rude or discourteous behavior
- ☆ No use of obscene/profane language or gestures
- ☆ No physical affection displayed between students
- ☆ No use or possession of alcohol or illegal substances
- ☆ No loitering in hall or on grounds during class hours
- ☆ No cheating will be tolerated
- ☆ No food in labs
- ☆ Attend classes on regular basis.
- ☆ Have an attitude of cooperation in class
- ☆ Report accidents or injuries immediately
- ☆ Park only in north and south parking lots
- ☆ Follow class rules as established by instructor
- ☆ No weapons-concealed or otherwise
- ☆ No pets or animals

**You may be dismissed from BTECH for infractions of school rules**

## Counseling Procedure

Any student who fails to follow program and/or campus rules will be counseled by the instructor or Student Services staff. All counseling will be documented using the High School Counseling Record Form, which will become a part of the student's permanent file. Copies of all counseling records will be sent to the student's home high school for the school's information and action. The counseling forms follow a student throughout the school year. When a student obtains their 3rd counseling form, the student will be dismissed from BTECH and referred back to their high school. If their counselor and BTECH instructor find that readmission would be appropriate, the student will be readmitted on a contract basis and will be required to sign an agreement setting forth re-enrollment terms. If the agreement is violated, the student will be dismissed and will not be allowed to re-enroll again during the current school year.

Certain violations can result in immediate dismissal from the College for the remainder of the school year. These include:

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| ☆ Rude or discourteous actions towards teacher(s) or staff | ☆ Possession or consumption of illegal substances                                    |
| ☆ Safety violations, which endanger any person             | ☆ Commission of any act which constitutes a felony or other serious crime            |
| ☆ Physical harm or threats to others                       | ☆ Conduct which materially and substantially interferes with the educational process |
| ☆ Destruction of Campus and/or personal property           |  |
| ☆ Theft of Campus and/or personal property                 |  |

Students who have been dismissed from BTECH will be referred back to their high school and should not be on the BTECH premises unless referred back by their respective high schools. Dismissed students who return to the Campus without permission will be asked to leave. Persons who fail to leave when asked may be prosecuted for trespassing.

**Grading:** See grading policy below.

### **615.2.1 – GRADING**

*In the open-entry/open-exit format, the grading term starts on a student's first day of class and ends on the last day. Instructors monitor completion time and evaluate student competency in accordance with industry, employer, and certification standards. Grades are calculated based on work for an entire course. All students are expected to attain competency and maintain a satisfactory level of progress.*

*In competency-based education, course grades are given. Historical courses utilize either a final grade (A-F) or final rating (4-0). The establishment of a grading policy, therefore, is the direct and sole responsibility of the program instructor within the following guidelines:*

- *all grades must be fairly given and must represent a student's actual accomplishments;*
- *grades may only reflect on a student's classroom performance and must be free of the instructor's biases or personal feelings about the student;*
- *students who exhibit similar performance in the classroom should receive like grades;*
- *grades standards and criterion should be readily available to students; and*
- *grades standards and practices should be consistent within any given program.*

**Dress:** You will be expected to adhere to the dress code of your high school. In addition, within the classroom, shop, or laboratory, dress should conform with industry standards for safety and appearance.

**Accidents/Injuries:** High school students who are injured while attending BTECH classes MUST IMMEDIATELY report the injury, no matter how minor, to their instructor. BTECH insurance will cover many expenses not covered by other insurance (parents, etc.) up to \$1,000 per accident, but only if a "First Report of Injury" has been filed.

**Smoking:** In accordance with state law, high school students are not allowed to smoke anywhere at BTECH in Logan, Brigham City, or Rich County. This includes buildings, labs, parking lots, grounds, and property adjacent to the campus.

**Loitering:** During program hours, students at BTECH must remain in their training areas unless authorized to be elsewhere by their instructors or the administration. Enrolled students observed loitering on or off campus grounds during scheduled class hours may be dismissed from BTECH.

**Parking:** Students who have permission from their school to drive personal cars to BTECH will park in the NORTH or SOUTH parking lot only. The lot directly in front of the school is for visitors and staff. Students parking at the Brigham City Campus must park in the WEST parking lot.

**Appeals/Grievances:** You have the opportunity to appeal any action, grade, or evaluation made/taken by your instructor or the administration in an appeal hearing if you so desire. You should contact the Student Services Office for information regarding this process.

**Attendance/Tardy:** Each instructor has established a fair and equitable attendance and tardy policy for their program which will be explained to students when they start the program. State law requires that if a student is absent 10 consecutive days, they must be dropped from the school rolls. If the student returns, they must go through the enrollment process to be re-admitted on a contract basis and will be required to sign an agreement setting forth re-enrollment terms. If the agreement is violated, the student will be dismissed and will not be allowed to re-enroll again during the current school year.

\*It is the responsibility of the student to ensure that their absences are excused within the same respective trimester/semester as the absence is incurred. A parent/guardian may call to excuse student absences, email [highschoolinfo@btech.edu](mailto:highschoolinfo@btech.edu), or text (435) 253-7385 (text only line).

**Visitors:** Visitors are not allowed in any of the training areas without permission. Visitors **MUST** check in with Student Services before entering any of the classrooms or laboratories. If the visitor does not check in, they will be asked to leave the premises.

We are glad you are here at BTECH. We hope that your time here is well spent and that you learn technical skills that will bring you success in the future.

If you have any questions or would like more information, please contact the Student Services Office at (435) 753-6780.