



High School Handbook

Enrollment at BTECH

Unlike K-12 public schools, Bridgerland Technical College is an open campus, consistent with other higher education institutions. High school students enrolled at BTECH are considered college students and have the same responsibilities and expectations. Because our students have greater independence and schedule flexibility, we must balance open access with appropriate safeguards.

Students, after receiving counseling from a 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 high school counselors. 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do not start a class that they have previously registered for by the 3rd day of their trimester or semester, will be withdrawn from the class unless they have communicated that they have a need to start late.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. (See contact information at the end of this handbook)

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/. Students are required to follow the program rules established by their instructor as well as the general rules outlined in this High School Handbook.

****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. ****

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

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| ▪ Be on time for class | ▪ No rude or discourteous behavior |
| ▪ Attend classes on regular basis | ▪ No use of obscene/profane language or gestures |
| ▪ Have an attitude of cooperation | ▪ No inappropriate public displays of affection |
| ▪ Report accidents or injuries immediately | ▪ No use or possession of alcohol or illegal substances |
| ▪ Follow class rules as established by instructor | ▪ No loitering in hall or on grounds during class hours |
| ▪ No smoking or vaping allowed | ▪ No cheating will be tolerated |
| ▪ No leaving class without permission | ▪ No food in labs |
| ▪ No fighting or horseplay | ▪ No weapons-concealed or otherwise |
| ▪ No destruction or theft of campus property | ▪ No pets or animals. See ADA coordinator for Service Animal accommodations |
| ▪ No inappropriate use of a computer | |

You may be dismissed from BTECH for infractions of school rules. See Policy 609 [HERE](#) for a more complete list.

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 may cover up to \$1,000 per accident, but only if an Incident Report has been filed.

Accommodations: Students who have voluntarily disclosed a disability and request reasonable accommodations are entitled to receive approved modifications of programs, appropriate adjustments or auxiliary aids that enable them to participate in all educational programs and activities. Please include 504/IEP accommodations from your home high school. Accommodation requests can be sent to highschoolinfo@btech.edu.

Appeals/Grievances: Contact Student Services for information regarding this process. See Policy 608 [HERE](#).

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. BTECH policy requires that if a student is absent 10 consecutive days, they must be dropped from their respective course(s). 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.

BTECH takes daily attendance. Absences will not be marked as "excused" with the exception of days BTECH or your high school is closed. Attendance records are shared with your high school so any excused absences may need to be coordinated through your high school's attendance office depending on their requirements.

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. Counseling forms follow a student throughout their enrollment in a course for the school year. If three (3) counseling forms are accumulated, the student will be dismissed from that course and referred back to their home high school for that enrollment block. If readmission is found to 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 instructor(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 to BTECH 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.

You may be dismissed from BTECH for infractions of school rules. See Policy 609 [HERE](#) for a more complete list.

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

Grading: See grading policy below

615.2.1 – GRADING

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 collegiate, industry, employer, and certification standards. Letter grades (A-F) are calculated based on work for an entire course. The collegiate-wide minimum competency standard for final course grades is 80% (B-). College and program-defined competency levels must be met for certificate eligibility.

Historical courses utilized either a final grade (A-F) or a final rating (4-0).

It is the responsibility of program instructors to follow the grading practices below:

- *Letter grades must be issued at the conclusion of each course.*
- *All grades must be fairly given and must represent a student's actual accomplishments.*
- *Grades reflect a student's performance and must be free of the instructor's biases or personal feelings about the student.*
- *Students who exhibit similar performance should receive like grades.*
- *Grading standards and criterion should be readily available to students and consistently applied.*

FERPA: Under FERPA (Family Educational Rights and Privacy Act) privacy laws, BTECH is permitted to share student information with a high school student's designated home high school. Outside of this, no student information will be disclosed without the student's consent. This consent is typically given during registration, or alternatively, a FERPA Release Form can be completed through Student Services. For homeschool students, since no home high school is officially registered with us, we are unable to release any information until a request is made.

<https://btech.jotform.com/261106290312949>

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. An invoice will be sent out for these charges by our Accounting Department. Please contact Student Services for current tuition costs.

Safety: In the event of an emergency, please follow the Safety Response Guides, which are posted in prominent locations throughout college buildings and available as a link at btech.edu/safety.

Visitors: Visitors are not allowed in any of the training areas without permission.

Please note: High school students enrolled at BTECH are considered *college students* and are expected to follow the same responsibilities and expectations. This includes regular attendance, staying up to date with assignments, and communicating when issues arise.

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 Student Services at (435) 753-6780.