

# High School Handbook

*Your Future...  
Your Choice!*



## “Employment Through Training”

### **Main Campus**

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

### **West Campus**

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

### **Brigham City**

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

### **Rich County**

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

[www.batc.edu](http://www.batc.edu)

# Welcome to BATC

Welcome to Bridgerland Applied Technology College. We applaud your decision to join the rank of students across America who are making themselves more valuable to the workplace by gaining skills for exciting and challenging careers of the 21<sup>st</sup> century. We serve the students in the tri-county service area (Cache, Rich, and Box Elder). America faces a crisis of epic proportions, and the skilled worker gaps in this country are enormous. Our unique career training impacts Utah's economy today as well as in the future.

With endless opportunities, the likes of which we've never seen before, your high school years are the perfect time to explore and discover what you truly enjoy doing. As you know, BATC is an accredited college, and all of our programs are industry endorsed. Instructors do not just lecture and students do not just take tests. Our distinctive instruction, loaded with hands-on training opportunities, allows the focus to be on you—the learner. We are all invested in your achievements. Classrooms and labs simulate the workplace allowing you to learn how to solve problems and find answers making your transition from classroom to career virtually seamless. The skills you'll gain during your time at BATC will increase your competitive edge with employers, help you become a more well-rounded individual, and allow you to enter the workforce ready to earn a higher wage than those with only a high school diploma. Additionally, your newly developed skills can be used to gain employment quickly, prepare for college success, or help you pay for make additional education.

Detailed program information can be found at [www.batc.edu](http://www.batc.edu). Be sure to check out our success stories of students like yourself. We wish you happiness and fulfillment in your career exploration journey. Good Luck!

**Enrollment is Easy!** —Prior to being enrolled, students should be advised from their high school counselor ensuring they are referred to the appropriate program, have the aptitude to succeed in the class, and understand the requirements for the particular area of training. Each student will obtain a signed Enrollment Form from their home high school prior to being cleared for enrollment at BATC. Students simply bring the signed form to the Student Services Office for registration on the first day of class; instructors are not allowed to accept students into class without clearance from Student Services.

**School Standards of Conduct**—BATC students are considered adults and are charged accordingly with the responsibility of regulating their own conduct and of respecting the rights and privileges of others. Rules, policies, and regulations of the faculty and administration are to be respected. Failure to show respect for order, honesty, and classroom conduct as expected of College students is cause for suspension or dismissal.

Bridgerland Applied Technology College attempts to simulate as closely as possible on-the-job working conditions in preparation for the placement of students. Students not complying with such conditions may be dismissed for the following reasons:

- ☆ Maintain “safe school zone and drug free policy”
- ☆ Not meeting the satisfactory progress requirements. Student status will be determined by the student’s attitude, instructor recommendation, and the counselor’s decision.
- ☆ Failure to pay fees or take responsibility for making arrangements for payment.
- ☆ Not maintaining academic ethics and honesty, including but not limited to: cheating; plagiarism; giving, selling, or receiving unauthorized course or test information; and infringing on copyright laws.
- ☆ Additional infractions including, but not necessarily limited to:
  - Excessive "tardies."
  - Annoying, “clowning around,” or otherwise disturbing students or the instructor.
  - Lack of class materials or equipment, and chronic or repeated failure to make arrangements with the instructor in case of student difficulty in obtaining these.
  - Complete lack of cooperation.
  - Rude, discourteous behavior including, but not limited to, excessive or abusive profanity.
  - Horseplay in class. Horseplay around machinery will not be tolerated at all. Students will be removed from class.
  - Gross untidiness: neglect of personal hygiene.
  - Physical harm to others or threat of physical harm to others and dangerous or abusive usage of tools and materials.
  - Destruction of school property.
  - Theft of property belonging to the school or others.
  - Use of, possession of, or trafficking of controlled substances or drug related paraphernalia (illegal drugs) in class or on the premises.
  - Possessing, using, selling, or attempting to sell any firearm, facsimile of a firearm, knife, explosive device or firework, chemical weapons, flammable materials, martial arts weapons, or other instruments including those which can eject anything, or any other dangerous object which, when used as a weapon, can inflict bodily harm on or around school property or school activities or functions.
  - Frequent or flagrant willful disobedience of proper and legal authority by word or action.

**Please note, students may be immediately dismissed without opportunity to re-enroll for infractions of school standards of conduct.**

**Counseling Procedure**—Any student failing to adhere to college program and/or campus rules will be counseled by the instructor and/or Student Services staff. Counseling will be documented using the High School Counseling Record Form and will become a part of the permanent student file. Copies of all counseling records will be sent to the parents and the home high school for information and/or action. Counseling forms follow a student from trimester to trimester throughout the school year— if a student obtains his/her 3<sup>rd</sup> counseling form, he/she will be dismissed from BATC and referred back to the high school. If a counselor finds readmission would be appropriate, a new Enrollment Form will be filled out and given to the student; under this enrollment option students will be enrolled on a contract basis. Contracts require a sign agreement setting re-enrollment and performance terms. If the Contract agreement is violated, the student will be dismissed and will not be allowed to re-enroll again during the current school year.

**Dress**—Students are expected to adhere to the dress code of their home high school. In addition, within the classroom, shop, or laboratory, dress should conform to industry standards for safety and appearance.

**Accidents/Injuries**—High school students who are injured while attending BATC Classes **MUST IMMEDIATELY** report the injury, no matter how minor, to their instructor. BATC 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 the Utah Indoor Clean Air Act, effective January 1, 1995, smoking is prohibited entirely in all state buildings, sports arena facilities used by the public, and work areas. No smoking is allowed in buildings, labs, parking lots, grounds, and property adjacent to the campus.

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

**Parking**—Students who have permission from their school to drive personal cars to BATC will park in the NORTH or SOUTH parking lots 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.

**Vending Machines/Cafeteria**—Vending machines and cafeteria services are available for student access. Vending machines are located throughout the main hall. Problems with machines should be reported to the cafeteria manager. The cafeteria is located at the north end of the Main Campus building (Logan) and serves breakfast, lunch, and dinner. A variety of freshly made sandwiches, burgers, snacks, and beverages are available. A different entree is available every day, made by the students in the Restaurant and Catering Programs.

**Counselor/High School Relations**—BATC has a School Psychologist who is assigned as our high school relations person. You may contact the counselor at any time to discuss any concerns you may have. As a service to students and the community, Bridgerland Applied Technology College (BATC) maintains a professional counselor/school psychologist to facilitate the process of career, personal, and social decision making.

**Appeals/Grievances**—In the course of technical training at Bridgerland Applied Technology College (BATC), the student shall have the opportunity for contesting any action, grading, or evaluation made by administration, faculty, or staff of BATC in an appeal/grievance hearing, if so desired. Detailed grievance procedures can be obtained online at [www.batc.edu](http://www.batc.edu)

**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. Some programs have very strict attendance requirements in order to comply with state certificate and/or license requirements.

**It is the responsibility of the students to ensure that their absences are excused by their high school. Parents also may call the BATC High School Secretary to excuse student absences.**

**Visitors**—Visitors are allowed in the training areas if they first check-in with Student Services. If the visitor does not check-in he/she will be asked to leave the premises. Children are not allowed in classrooms and labs.

If you have any questions or would like more information, please contact the Student Services Office at (435) 750-3250.

CHANGING LIVES ONE STUDENT AT A TIME.....

Bear River

Box Elder

Cache High

Dale Young Community

Fast Forward

In-Tech Collegiate

Logan High

Logan North

Logan South

Mountain Crest

Preston High

Rich High

Sky View

West Side