



# **2010-11 Student Handbook**

**MITCHELL TECHNICAL INSTITUTE**  
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Mitchell Technical Institute (MTI) publishes this handbook to provide general information regarding rules, regulations, policies and procedures. The information is accurate at the time of publication, but changes may occur before the next handbook is printed. **All provisions herein are subject to change without notice and do not constitute a contract or offer to contract with any person. It is ultimately the student's responsibility to be aware of current regulations.**

MTI maintains three campus locations in Mitchell. All rules and regulations pertain to each campus building. References to the "Cafeteria" also apply to the commons area or break room at each facility.

The Institute reserves the right to modify requirements, program offerings, and financial fees, and to add, alter, or delete courses, programs, and policies. While reasonable efforts will be made to publicize changes, a student is encouraged to seek current information from appropriate offices. Students must also read the MTI General Catalog, which contains more information about programs and curriculum.

#### **PLEASE NOTE:**

Any information contained herein outlined in a grey shaded box reflects information that has changed or been added since the last MTI Student Handbook 2009-10 was published.

## 2010-11 School Year Calendar

### Fall Semester

Faculty Returns .....	August 24
Fall Semester Begins .....	August 30
Refunds of Financial Aid Available on/after .....	September 3
Labor Day (No classes).....	September 6
Last Day to Test Out .....	September 10
Last Day to Drop a Class with a Refund .....	September 10 (4:00 PM)
Refunds (Dropped Classes) Available on/after .....	September 20
All Tuition and Fees Must Be Paid By.....	September 30
Refunds (First Time Borrowers) Available on/after .....	September 30
Native American Day (No classes) .....	October 11
Mid-Term.....	October 25
Last day to Withdraw (No Refund) .....	November 5
Veteran's Day (No Classes).....	November 11
Registration for Spring Classes.....	November 15-18
Thanksgiving Break (No classes).....	November 25-26
Fall Semester Ends.....	December 22
Semester Break .....	December 23-January 4, 2011

### Spring Semester

Faculty Returns .....	January 3
Spring Semester Begins .....	January 5
Refunds of Financial Aid Available on/after .....	January 11
Martin Luther King Day (No Classes).....	January 17
Last Day to Test Out .....	January 18
Last Day to Drop a Class with a Refund .....	January 18 (4:00 PM)
Refunds (Dropped Classes) Available on/after .....	January 27
All Tuition and Fees Must Be Paid By.....	February 7
Refunds (First Time Borrowers) Available on/after .....	February 7
Presidents Day (No classes).....	February 21
Mid-Term.....	March 4
Spring Break for Students (No classes).....	March 14-18
Spring Break for Faculty.....	March 17-18
Last day to Withdraw (No Refund) .....	March 25
Registration for Fall Classes .....	April 19-21
Good Friday (No classes) .....	April 22
Graduation .....	May 6
Spring Semester Ends .....	May 6
Last day for Faculty.....	May 11

## VISION STATEMENT

Mitchell Technical Institute will be a leader in technical education and a valued partner in global workforce development, equipping students for career success and lifelong learning in a changing world.

## MISSION STATEMENT

***It is the mission of Mitchell Technical Institute to provide skills for success in technical careers.***

Our Primary Purposes:

- **Technical Education:** MTI provides high-quality Associate of Applied Science degree and diploma programs which prepare students for occupational success.
- **Life Skills:** MTI prepares graduates for lifelong learning through general education courses that support technical education and build skills in technology, communication, professionalism, problem-solving, teamwork, and adaptability.
- **Respect and Diversity:** MTI seeks and values a diverse student population, responds to the unique needs of individuals, and recognizes the dignity and worth of all people.
- **Excellence:** MTI commits to improve student learning and institutional effectiveness through a system of assessment and continuous review.
- **Community:** MTI builds student community through social and recreational activities, counseling support, and a student government structure administered through an organized student services office.
- **Human Capital:** MTI recruits, develops and invests in skilled, dedicated and student-oriented faculty and staff.
- **Advocacy:** MTI promotes the value of technical education through broad-based marketing and public relations activities.
- **Access:** MTI provides customized training, seminars, workshops, courses, and consulting services to business, industry, and the community.

## INSTITUTIONAL LEARNING OUTCOMES

Mitchell Technical Institute promotes the development of six core abilities—foundational learning outcomes that will prepare a student to become a productive member of the workforce and a life-long learner ready to grow within his or her chosen profession. The MTI institutional learning outcomes will enable a graduate to:

- Communicate effectively through both oral and written means
- Demonstrate a professional attitude and work ethic

- Apply reasoning and critical thinking to solve problems and seek information
- Work cooperatively in a team environment
- Use computer technology within a field of study
- Apply technical skills required of an entry-level technician in a chosen field.

## GENERAL EDUCATION

General Education is that part of our students' education that goes beyond learning technical skills and allows students to become well-rounded, higher-functioning citizens of the world. As an institute of higher learning, we are committed to the inherent value of general education and know that critical thinking ability, communication skills, information literacy, math and problem solving skills, and more, are crucial for our graduates' success in their future technical careers. We also recognize that an associate's degree or diploma at Mitchell Technical Institute must mean something more than job skills. Our students must become lifelong learners with the ability to adapt to a changing world and ever-increasing job expectations. To this end, general education learning outcomes that all MTI graduates should possess have been identified as follows:

### **Math**

*Students will understand and apply essential mathematical processes and analysis.*

- Perform computations using appropriate methods and/or technologies
- Demonstrate knowledge and application of measurement
- Demonstrate knowledge and application of formulas
- Use math processes to solve problems
- Apply problem-solving steps.

### **Human Relations**

*Students will apply human relationship skills to work successfully in a diverse society.*

- Demonstrate awareness and respect for people and their differences
- Ask for and listen to others' opinions and solutions
- Identify individual strengths and challenges in occupational relationships
- Apply team skills to group projects
- Demonstrate conflict resolution techniques
- Understand the benefits of community involvement and civic responsibility.

### **Technology**

*Students will use computer technology to access, organize, and communicate information.*

- Use word processing, e-mail and presentation software to effectively and professionally communicate information
- Create and manage workbooks using spreadsheet software
- Access and manipulate data using database software
- Use electronic resources to conduct research.

## **Communication**

*Students will communicate effectively with others using a variety of contexts and formats.*

- Use standard English spelling, mechanics, grammar, and structure
- Create written communication appropriate to the audience which clearly, concisely, and accurately expresses ideas and conveys needs
- Participate effectively in groups by demonstrating the ability to speak, listen, respond, and interpret
- Speak effectively, both formally and informally, in a variety of contexts
- Conduct, examine, interpret, and document research responsibly.

## Student Rights and Responsibilities

As members of the MTI community, students have both rights and responsibilities. Students have the following **rights**:

The most essential student right is the right to competent instruction under conditions conducive to learning. The most important responsibilities are to respect the rights of other members of the community and to conform to standards essential to the purposes and processes of the Institute. The Institute should endeavor to provide for students those privileges, opportunities, and protections which best promote the learning process in all its aspects. The following statement outlines those academic rights of students essential in helping MTI fulfill this responsibility. These principles found are designed to facilitate communication, foster academic integrity, and defend freedoms of inquiry, discussion, and expression among members of the MTI community. Such principles should safeguard and enhance conditions conducive to learning, and will serve as a guide for students, faculty, and administrators involved in programs of instruction and classroom activities.

Mitchell Technical Institute is committed to serving a wide spectrum of people. Access to the programs and services of the Institute should be governed by the following principles: Within the limitations of its facilities, resources, and personnel, the Institute should be open to all persons who are qualified according to admissions standards. Students should not be refused access to any course of study on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. Students are responsible for representing themselves truthfully and accurately at all times. Providing false or misleading information to gain admission to or advancement in a program or course of study violates this responsibility and may result in forfeiture of a student's right to access to an academic program.

Students have the right to exercise their full rights as citizens without interference or fear of Institute disciplinary action.

Students have the right to be free from discrimination in Institute programs and activities.

Policies designed to eliminate discriminatory practices have been instituted.

The Institute will not exclude any person from participating in its programs or activities on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Students have the right to be free from sexual harassment on MTI property or off school property during an Institute-related activity.

Students have the right to be free from racial harassment on MTI property or off school property during an Institute-related activity.

Students have the right to have classes conducted under the following provisions:

- Faculty will maintain clear connections between advance descriptions of courses and actual content.
- Faculty will clearly state course goals, testing, and grading which should be intellectually justifiable.
- Faculty will plan and regulate class time with an awareness of its value for every student and will meet with classes regularly.
- Faculty will be available to students and will announce and maintain liberal office hours convenient to students.
- Faculty will model respect for each student as an individual, regardless of race, sex, national origin, religion, age, disability, or veteran status.
- Faculty will strive to generate respect and understanding for academic freedom by students and at the same time protect students from irrelevant and trivial interruptions or diversions.
- Faculty will insure students the right to raise relevant issues, doubts, or alternative opinions during classroom discussion without concern for academic sanctions.
- Faculty will be sensitive to students' personal or political beliefs expressed in a private manner in connection with course-work.
- Faculty will not disclose student grades or class standing in a classroom situation without the student's permission.
- Faculty will serve as academic advisers and will assist students with registration, class schedules, graduation requirements, and will work to assure academic progress with the assistance of the Special Needs Coordinator.

Students have the right to a clear statement of their basic rights. They have the right to assist in formulating Institute policy by representation on various committees. Students also have the right to be represented by a student government. Other student rights outside the classroom include:

- Students may form, join, and participate in groups which promote the common intellectual, social, economic, political, recreational or cultural life of campus. MTI believes group activities to be a positive educational vehicle and recognizes the right of student groups to discuss, express opinions, to assemble, write, and publish within state and federal constitutional guarantees and laws.
- A student group may be authorized to use MTI facilities if its officers and a majority of its members are currently enrolled at Mitchell Technical Institute.
- Students who publish student publications have the right to be free from censorship. However, students who publish such documents must observe the recognized canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.
- Students have the right to have access to education records maintained by MTI concerning the students. The students may review their own records and challenge the accuracy of the records. Students have the right to have the educational records maintained on a confidential basis with only those employees with a legitimate need to know having access to student educational records.



Students have the following **responsibilities**:

It is the student's responsibility to comply with the provisions of this handbook and the operating policies of the Institute and the student's Department. It is also a student's responsibility to:

- Review and consider all information about the school's program before enrolling.
- Complete all application forms accurately and submit them on time to the appropriate office.

Students have the responsibility for selecting a major field of study, for choosing an appropriate degree program within the discipline, for planning class schedules, and ultimately for meeting the requirements for his/her degree.

MTI will provide advisers to assist students in academic planning, but students are responsible for obtaining copies of appropriate academic bulletins and being thoroughly familiar with all academic requirements that must be met for a degree. Students also have the responsibility to take advantage of the educational opportunities presented by the Institute, to participate in the learning process in a serious and conscientious manner, and to respect the rights of other members of the MTI community.

**GENERAL CONDUCT**: Students attending Mitchell Technical Institute are expected to abide by the rules and regulations as set forth in this handbook and as prescribed by individual departments. Additionally, students are expected to uphold local, state, and federal laws.

Students may have their enrollment status suspended at MTI for academic deficiencies (unsatisfactory progress), nonpayment of fees, and when their presence in the Institute causes disruption in the teaching/learning process or delivery of classes. The suspension process includes the right to due process as outlined in the student grievance procedure.

**PAYMENT OF BILLS**: Any student having unpaid bills at MTI will not be allowed to register in any new term during the period in which that bill remains unsettled. Indebtedness includes unpaid amounts for tuition, books, fees, locker keys, library, parking, shop/laboratories, and any other charges incurred by the student and owed to the Institute. Grades, transcripts, diplomas, degrees, and certificates will not be issued until the indebtedness is settled.

**FINANCIAL AID REGULATIONS**: Students should pay special attention to and accurately complete applications for student financial aid. Errors can result in long delays in receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code. Please pay particular attention to the following:

- Return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which the application was submitted.
- Read and understand all forms signed and **keep copies** of them.
- Accept responsibility for all agreements signed.
- If a student has a loan, the lender must be notified of changes in name, address, or school status.
- Perform the work that is agreed upon in accepting a College Work Study award.
- Know and comply with the deadlines for application or reapplication for aid.
- Know and comply with the school's refund procedures.

**STUDENT DRESS AND APPEARANCE:** Mitchell Technical Institute recognizes the right of individuals to select their own attire. However, the school also carries a responsibility to the industries for which students are being educated. Therefore, dress and appearance in classroom and laboratories will conform to industry standards. This may require the wearing of uniforms in some instances. Uniforms will be at the student's expense. Unsafe or unsanitary dress will not be allowed.

**FOOD AND BEVERAGE CONSUMPTION:** Class breaks will be held in the cafeteria or commons area at specified times during the day. Food and beverages should be consumed in the cafeteria or commons area. Due to the nature of the technology located in MTI classrooms and labs, students are strongly discouraged from consuming food or beverages outside of the cafeteria. Cooperation in keeping the cafeteria or commons area clean at all times is requested.

**CELL PHONES/TELEPHONES:** Cell phone use is inappropriate in classrooms and laboratories. Most departments have policies regarding cell phones. Personal calls should be made outside of classroom/lab areas. If possible, student calls are to be placed with cell phones or at public telephones. Instructional and administrative office telephones are not for student use. Emergency phone calls will only be relayed to the student if the caller has identified him/herself and the nature of the call. Messages will be taken for students and posted on the electronic message board in the cafeteria and/or passed on to the respective student's department. It is the student's responsibility to check the message board regularly.

**LOST AND FOUND:** Any items found in the school should be turned in to an administrative office area. Lost articles may be reclaimed after proper identification.

**SCHOOL INSURANCE:** Mitchell Technical Institute **DOES NOT** carry insurance on students. Health insurance is the responsibility of each student and MTI urges each student to carry some type of health insurance. Injuries sustained while in class or lab are the responsibility of the student. Students have the responsibility to communicate with their individual health insurance providers to make sure that coverage requirements are met. Dropping classes or withdrawing from school can have an impact on insurance coverage. Students and their parents should be aware of these issues.

MAIL SERVICE: Mitchell Technical Institute does not forward personal mail received at the school. Please do not use MTI as a mailing address.

CHANGE OF ADDRESS/TELEPHONE: Address and telephone number changes must be filed with the Registrar. A Change of Address form is available at the Reception Desk at the Main Campus. **Grade reports are sent to the permanent address supplied to MTI by the student.**

SCHOOL PROPERTY: The facilities of Mitchell Technical Institute are modern and up-to-date. Students must take proper care of equipment and respect the property of others. Students will be required to pay for school property that they have lost or damaged. Theft of property will be referred to the appropriate authorities.

PERSONAL PROPERTY: Mitchell Technical Institute does not assume responsibility for loss of or damage to personal property of students.

ALCOHOL AND DRUGS: Alcohol is prohibited in all campus facilities and at all MTI-sponsored events. MTI is a Drug-Free Workplace. It is the policy of the Mitchell School District 17-2 that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on property of the District or while a student of the District is engaged in an activity assigned as part of his/her involvement with the District is prohibited. A description of applicable legal sanctions is listed in Policy #1035. Financial aid may be affected if violations occur.

Students convicted of the possession of illegal drugs while receiving Title IV financial aid may have their financial aid suspended for up to one year. If a student is convicted of selling drugs, they may have their financial aid eligibility suspended for two years. Additional convictions will add at least a year to the above suspensions.

BOOKS, TOOLS, SUPPLIES: Books, tools, and supplies to be used in programs may be purchased from the Bookstore. Students may purchase tools from sources other than the school provided they meet the standards of the department. Students are expected to have a complete set of tools available during all laboratory experiments.

Students who enroll need to prepare for some initial expenses at the start of the term. Books, supplies, and tools will be required for all classes. MTI and the MTI Bookstore do not allow advances or charging of items from the Bookstore (except with a credit card). Financial aid loans are not available to first time borrowers until the 30<sup>th</sup> day of the term. Please budget accordingly when making your school plans.

LAPTOP COMPUTERS: Students in some MTI programs are required to purchase approved laptop computers. Any student who purchases a laptop computer through the MTI laptop program must follow all guidelines of the signed purchase agreement.

STUDENT LAPTOP COMPUTERS ON CAMPUS:

***Required by program – Full access***

Students who purchase computers from MTI for use in their programs will have full use of the campus network services. This includes the Internet and storage/work folders on MTI host servers. The laptops are loaded, distributed and supported by the MTI

Information Technology Office. The following programs require laptops: Accounting/Business Management, Automation Controls/SCADA, Computer Systems Technology, Office Technology Specialist, Medical Office Professional, Radiation Therapy, Satellite Communications, Telecommunications, and Wind Turbine Technology (year two).

***Not required by program – Full access***

Students enrolled in programs that do not require laptops but would like access to the full range of network services with their own personal laptop are able to do so if the Institutes requirements for network access are met.

These requirements are as follows:

- The computer must be running Windows XP Pro Service Pack 2 with all of the current updates, Vista Business with all current updates or Windows 7.
- The computer must also have up-to-date virus protection.
- The computer will be renamed by campus IT office for identification on the network.

***Not required by program – Limited access***

Students who own computers which do not meet the Windows XP Pro, Vista Business, or Windows 7 requirement can still use their personal computers to access the Internet through any one of several Wi-Fi hotspots established on MTI campuses. Our network acceptable use policy still applies to your activity on the public network while on campus.

Current hotspots are located:

- Main campus in the commons area and the Instructional Services Center.
- Technology Center Campus commons and foyer area.

***Student Technical Support***

Students who purchase laptops/tablets as a program requirement can contact the IT department for technical support.

The campus IT department will **not** provide technical support to students using laptops/tablets not purchased and managed through MTI beyond network connectivity to our Wi-Fi hotspots. Students must seek support through their vendor or a commercial computer support service.

**ILLNESS, ACCIDENTS, OR INJURIES:** Accidents, injuries, or illnesses occurring during classroom or laboratory time or during a school-sponsored activity must be reported to an instructor or a school official. **Each accident must be reported in writing to the Vice-President of Administrative Services (located in the Business office) within twenty-four (24) hours of the incident.** Liability regarding accidents is not assumed by the school. Students who are unsafe workers may be terminated from the program. MTI will contact health care personnel when necessary. The expense will be borne by the student.

LOCKERS: Lockers provided for students' use on the main campus are the property of the school. Each student will be issued a key or a combination. Keys must be turned in when the student withdraws or at the end of the school year. Replacement keys will be provided at a *non-refundable* cost of \$10.00 each.

IDENTIFICATION CARDS: Each student will be issued a photo identification card. Replacement cards are issued for \$5.00.

STUDENT EMAIL ACCOUNTS: Each student will be issued an MTI email account for official communication and personal use. Students will be charged \$5.00 to change lost or forgotten passwords.

LABORATORY AND CLASSROOM USE: Student use of classrooms and laboratories will only be allowed when a supervisor is present.

BULLETIN BOARDS: All bulletin board items, posters, etc., must be approved by the Student Services office prior to being posted.

SMOKING: MTI is a smoke-free, tobacco-free campus. Smoking is prohibited within 15 feet of entrances.

FOOD SERVICE: Meals are served for a charge during the hours students are in attendance. Meal tickets are on sale and may be used to purchase food at either campus location. Credit and debit cards are accepted.

TRANSPORTATION: Students are required to furnish their own transportation to and from school. When training requires students to be off campus, students must make their own transportation arrangements. Students wishing to car pool should contact the Student Services office.

PARKING: Parking signs are large and visible, with VISITOR, STAFF, and STUDENT PARKING clearly designated. All loading and unloading zones will be identified with large signs and yellow paint. Staff parking lots are designated as "Staff Permit Parking Only."

Students who park in any MTI lot must display a parking permit. Permits will be distributed during the first week of school. Parking regulations will be enforced beginning the third week of school.

Campus parking for students is reserved on the west and south sides of the main campus of MTI in designated areas. Areas are also designated at the MTI Technology Center and at the West Campus. Campus speed limits are not to exceed 5 miles per hour.

Students parking in fire lanes will be ticketed and fined. Students parking in non-designated areas may have vehicles towed away and are responsible for towing expenses.

All MTI staff are authorized to ticket vehicles that do not comply with the above stated regulations. In the event of a violation, students will be fined. Fines will be assessed to a student's fee schedules, and students with outstanding fines will not receive grades or be allowed to register or graduate until all fines are paid.

Parking violations will be handled at MTI in cooperation with the City Police Department.

Students are expected to bring any parking ticket they receive while on campus to the Business Office and to comply with the regulations.

**WEATHER-RELATED SCHOOL CLOSING:** It can be assumed that MTI classes will be held as scheduled. **Students should use their own best judgment regarding road conditions.** If weather is threatening, students are not advised to jeopardize their safety by traveling in from outlying communities. Weather-related messages will be sent via the campus alert system (MTECH) and will be broadcast on Mitchell radio stations: AM 1490 KORN, FM 107.3 KQRN, FM 105.9 KMIT, and FM 98.3 KUQL. Local television stations will also be notified.

# ACADEMIC INFORMATION

## Academic Advising

Academic advising helps students choose courses and fulfill graduation requirements. At the registration session, faculty and staff will assist the student with selection of courses, completion of registration forms and answer questions the student may have about the registration process. Academic advisers are assigned to each student.

## Registration

Students admitted to class must be officially registered. A student must file registration forms and pay all tuition and fees, or make other financial arrangements with the Business office. Students who do not complete the registration process will not receive credit for courses.

## Preparatory Courses

090-level preparatory, review courses will be offered for pass/no credit ("P"/"N"). Preparatory credits count towards course load, but are not figured in grade point averages.

## Online Courses

Although students attending MTI cannot earn a full degree online, there are some online courses offered. Courses available include general education courses and several courses for the Accounting, Business Management, and Office Technology Specialist degree programs.

## Independent Study

With the permission of the Registrar's office, students may request to enroll in independent study projects. The program of independent study must be approved, in writing, by the instructor overseeing the project. A detailed outline of the study project, including material to be covered, written work to be submitted, etc., must be developed. The plan must be submitted to the Registrar's office for approval by the Vice-President for Academic Affairs. In general, students may not take required courses by independent study. In cases of special circumstances, a student may request to take independent study in place of a normally offered course. Students should be aware that MTI tries to avoid such arrangements so that as many students as possible benefit from classroom and lab instruction.

## Canceled Courses

MTI reserves the right to cancel course sections due to low enrollment or other factors. Students will be notified and the Registrar will work with the students to assist with re-scheduling.

## Course Numbering System

The following numbering system is used for all courses:

1. The two- to four-letter prefix designates the department or program area. A department may use more than one prefix.
2. The three-digit number generally indicates the level of instruction as follows:

090-099 Preparatory Level  
100-199 First Year  
200-299 Second Year

### **Credit Hour System**

The credit hour is the academic unit used at Mitchell Technical Institute. One credit hour is defined as the credit earned for the completion of a course covering a semester, not less than 15 weeks long, consisting of one class period, not less than 50 minutes, weekly.

### **Full-Time Student**

A full-time student is one who is enrolled in twelve or more credit hours during a semester. Courses other than degree-fulfillment courses can be used to determine full-time status for health insurance purposes, but cannot be used in financial aid calculations. See the Financial Aid office for details.

### **Student Academic Load**

The maximum load to be carried during any semester by a student (including both face-to-face and online courses) is 21 credit hours or the number of hours specified in the curriculum for the particular semester, whichever is larger. A student who has attained a grade-point average of 2.5 on a load of at least 15 credit hours for the preceding semester may be permitted by the Vice-President for Academic Affairs to carry extra credit hours.

### **Terms of Payment**

The registration process is not complete until all costs are either paid or arrangements are made. This must be completed by the end of the first day of classes of each semester. The conferring of degrees and diplomas is contingent upon the full payment of all tuition, fees and educational costs.

**All registration costs must be paid by the end of the fourth week after the beginning of each semester or start date.** Registration costs for summer courses must be paid by the end of the second week after the start date. Students who fail to make full payment within the time limit will be subject to immediate termination of their enrollment at MTI. Re-admission will be contingent upon payment in full. \*\*A late fee may be assessed to delinquent accounts.

### **Class Schedule Change**

Any changes in a student's registration (including adding or dropping a course) must be completed on a Course Change Form. Semester courses may be added or dropped through the **10th day** of classes each semester. Courses scheduled in shorter modules may be added or dropped through the 5th day of such classes unless otherwise announced or approved by the department and Vice-President of Academic Affairs.

Adding and/or dropping a course after the 10th day requires approval signatures of the student and the course instructor. If the proper drop/add procedure is not followed, the student may fail the course.



A student may drop a course through the **48th school day** of the semester. Courses dropped during the first 10 days of the semester will not be recorded on transcripts. From days 11-48, the student who drops will be issued a grade of “W” to indicate official withdrawal. (A “W” grade is not computed in the student’s grade point average.) Students will not be allowed to withdraw from specific courses after that time except under unusual circumstances and with the approval of the Vice-President of Academic Affairs. Students who stop attending classes after 48 days and have not completed the withdrawal procedure will receive a failing grade.

***A student must initiate the withdrawal process and file the appropriate paperwork.*** Paperwork is available in the Admissions/Student Services office area. Financial aid is prorated based upon the number of credits for which a student is enrolled and may be impacted by a drop or withdrawal.

No registration change is official until the properly approved form is filed with the Registrar’s office; the official date of the add or drop is the date the form is filed in the Registrar’s office.

### **Withdrawal from School**

Students withdrawing from school must:

1. Complete a withdrawal form obtained from the Registrar.
2. Turn in their locker key and ID Card.
3. Have an exit interview with the Director of Student Services or Financial Aid Coordinator or their designees.

The date of the completed withdrawal slip will determine the amount to be refunded.

### **Withdrawal for Military Activation**

Students who are members of the National Guard or reserves who are activated and have attended classes for 75% of the semester during which they are called to active duty, will be allowed to receive the grade they have earned and given full credit for the class/course, providing it is a C or better.

### **Satisfactory Academic Progress**

Students attending Mitchell Technical Institute must be making satisfactory progress toward the completion of their academic goal—to obtain a degree or a diploma. Regular and punctual attendance is necessary. Active and committed class participation is required. To maintain financial aid, a student must have satisfactory progress.

Students must successfully complete at least seventy-five per cent (75%) of the credits attempted each semester in order to complete graduation requirements within the maximum time frame. Students who do not successfully complete 75% of 12 or more credits for two semesters may be suspended from financial aid.

Students have a maximum of four semesters to complete two-semester programs and six semesters to complete four-semester programs. Part-time students’ completion schedules will be prorated accordingly.

Passing grades of “A,” “B,” and “C” are counted toward completion of courses for satisfactory progress. Students are encouraged to repeat program courses when they earn a “D” and must repeat all program courses that they fail. Some programs have higher minimum grade requirements. See program descriptions for details.

Repeated courses are considered as normal credit hours and count towards the maximum time and enrollment status for a given semester. (Policy MTI 998)

### **Internships**

Internships are educational programs that allow students to receive practical work experience and academic credit while working in governmental, community service, or business settings. Internships are a requirement for graduation at MTI in several programs. They generally occur at the completion of all required classroom courses, near the end of a semester or during the summer.

Internships at MTI are designed with intentional learning goals to assure that the experience will promote the academic, personal, and career development of students. MTI will work with the site sponsor to support the success of the internship experience. Students share the responsibility in locating potential internship opportunities. No commitments should be made, however, until the internship has been approved by the internship coordinator. Additional information regarding internships at MTI may be obtained in the MTI Internship Guide or by speaking with the program instructor or the Career Services Coordinator.

### **President’s List**

A full-time student will be named to the President’s List by achieving a term GPA of 3.5 or higher. GPA calculations are made and the President’s List is published every semester.

### **Incomplete Grades**

Students with incomplete grades (“I”) at the end of a semester should arrange for the completion of the course with the instructor. A student has 4 weeks from the end of the semester to complete an “I” grade. Failure to complete the course within the 4 weeks will result in a failing grade (“F”) for the class. Incomplete forms are available from the instructor.

### **Grade Appeals**

Students have the right to appeal a grade if they feel they have been graded unfairly. Students wishing to appeal a grade may do so by submitting a statement of their reason for appeal to the Vice-President of Academic Affairs no less than four calendar weeks into the subsequent term after the grades have been released. The request is considered by the Vice-President of Academic Affairs and the instructor.

### **Academic Probation**

Students may be placed on academic probation if they have less than a cumulative 2.0 grade point average (GPA) at the end of their first semester and for any subsequent semester.

Students may attend MTI for one semester on academic probation. If the student fails to achieve a cumulative 2.0 GPA during the probation semester, the student will be placed on academic suspension.

In order to assure satisfactory progress, students on probation should carefully monitor their GPAs. Any student whose GPA drops below 2.0 should meet with an academic adviser, Registrar, or the Vice-President of Academic Affairs immediately to evaluate the probability of achieving the necessary GPA of 2.0 needed to graduate.

Students on academic probation must complete all credits attempted for that semester. During a probation semester, students may continue to receive financial aid; however, if the minimum grade point average is not achieved by the end of that semester, all federal financial aid will be suspended.

### **Academic Suspension**

Students who fail to achieve a cumulative GPA of 1.0 during their first semester of enrollment will be suspended with no academic probation. **This type of suspension MAY NOT be appealed.**

Students may appeal suspension if their cumulative GPA is 1.50 or higher. The appeal process is initiated by the student with a written request of their reasons for the appeal sent to the Vice-President for Academic Affairs by the date specified on their notification of academic suspension.

If a student is suspended for academic or other reasons, the student must wait at least one full semester before applying for re-enrollment. Students may be suspended from a program only twice. Registration will not be accepted a third time.

*Please note: A student placed on suspension will be notified in writing. A copy of that correspondence will be placed in the student's permanent file.*

### **Repeating a Course**

Students who have failed a course may need to repeat it to meet graduation requirements. Students may choose to repeat a course in an attempt to raise an undesirable grade. Financial aid restrictions may apply. In the event a student repeats a course, both grades are recorded on the student's Mitchell Technical Institute academic records. Only the grade from the second attempt will be calculated into a GPA.

### **Change of Program**

Students may request a change of program within the Institute by completing a Transfer Form available from the Registrar. Transfer is based on availability in a program. No transfer is guaranteed.

When a student changes programs, credits may be transferred to the new program. Only grades of "C" or better may be transferred. Students changing programs will have the normal time frame to complete the new program.

### **Change of Program to Improve GPA**

Qualifying students may increase a poor GPA if they change to a new program and successfully complete at least 12 credit hours in the new area with a minimum GPA of 2.0. If the student successfully completes 12 or more credits in the new program with a GPA of 2.0 or higher, the poor grades from the former program will remain on the transcript, but will not be used in any GPA calculation.

### **Readmission (Reinstatement)**

Students who have left school in good standing will need to complete the application process if they wish to return. No application fee will be charged for readmission.

Students who have left school for reasons of unsatisfactory progress, nonpayment of fees, or suspension will need to do the following for re-admission into MTI:

1. Pay all past bills and the costs for the semester they are entering school.
2. Receive approval from the Vice-President of Academic Affairs and the respective Instructor.
3. If students need financial aid, such as Veterans benefits, Pell Grant, etc., they will also need approval from the Financial Aid Coordinator or the respective agency.

Students who leave the Institute on academic suspension must wait one semester before applying for readmission.

### **Receiving Transferred Credits**

Credits transferred to MTI from other post-secondary institutions or high schools will be individually evaluated to determine courses needed to complete a diploma or degree. A transfer student may have previous coursework accepted to fulfill MTI course and graduation requirements according to the following guidelines:

1. Official transcripts shall be submitted for use in assessing courses and credits for transfer from accredited institutions. It is the student's responsibility to have his or her transcript validated by the Registrar.
2. A grade of C or better (2.0 on a 4.0 scale) shall be required in each course accepted in transfer. Transfer credits do not count toward a cumulative GPA. Courses in the major area of study completed more than five years previously may not be accepted for transfer. The grade recorded on the student's academic record will be "CR" (credit) .
3. Technical related courses may be reviewed by the appropriate department(s) to determine course equivalence and acceptance. Courses outside of MTI's areas of study will not be accepted for transfer.
4. Transfer students must complete a minimum of one-third of their coursework, including their final semester, at MTI.
5. Students who choose to transfer articulated high school courses to MTI should contact the Registrar or Tech Prep Coordinator.
6. To transfer credit, an Application for Admissions must be on file and a record-processing fee may be charged.
7. Non-credit courses from MTI's Corporate Education division may be considered toward meeting credit course requirements. Students requesting

such credit transfers must present a certificate of completion to the Registrar's office at MTI. The grade recorded on the student's academic record will be "CR" (credit).

### **Transferring Credits to Other Institutions**

Mitchell Technical Institute maintains transfer agreements with many other technical institutes, colleges and universities. Whether or not to accept credits is at the discretion of the receiving institution. Students who wish to transfer should contact the school they wish to attend or see the MTI Registrar for more information.

### **Credit for Prior Learning/Work Experience**

Students with post-high school education or verified work experience, including military experience and training, may request evaluation of prior education and work experiences. Some credit may be allowed towards a diploma or degree. Life experiences and training may constitute no more than half of the credits required for an MTI diploma or degree. The evaluation may require a written examination or other documentation by the student and instructor. Departments may award advanced standing after a review and evaluation of transcripts of previous education and/or testing.

### **Test for Credit Process**

Students may be allowed to receive credit by taking a test—"Testing Out"—instead of completing a course. Within the first ten days of classes, a student may notify the instructor that s/he desires to try to Test Out. A "Test for Credit Form" is available in the Registrar's office and must be filed with the instructor and a test fee paid in advance to the Business office. The completed form must be in the Registrar's office before credit can be recorded on a student's academic record.

The non-refundable testing fee is \$50 (up to 3 credits) plus \$10 for each additional credit. If the test includes lab exercises, there may be additional fees assessed. If the test is passed with an 80% or higher score, a grade of "CR" will be entered on the student's transcript. A test-for-credit may not be repeated. Students may only test-for-credit for up to 50% of their courses required for graduation.

Students considering test-for-credit should check with Financial Aid to determine how the test-out would affect financial aid or scholarship status.

### **Grade Reporting**

Grade/Transcript Reports: Each student will be evaluated periodically throughout each term. This will include appraisal or performance and progress in classroom, laboratory, or other training experiences. Each student will be issued a grade report at the conclusion of each semester. Official copies of transcripts are available in the Registrar's office for \$5.00 each.

Grading System: Mitchell Technical Institute uses the four-point grading system. Letter grades are assigned to represent levels of accomplishment.

<u>Grade</u>	<u>Grade Point</u>
A Excellent	4.0
B Above Average	3.0
C Average	2.0
D Below Average	1.0
F Unsatisfactory	None
I Incomplete	None
P Pass	None
N No Credit	None
W Withdrawal	None
CR Credit	None

Grade Point Average: Grade points are awarded as follows: A = 4, B = 3, C = 2, D = 1, F = 0. The grade point average is determined by dividing the number of grade points earned by the number of credit hours completed. The number of credit hours completed is the total number of credit hours for which a student has enrolled and received a grade of A, B, C, D, or F. Both semester and cumulative GPAs are computed.

Incompletes: With the instructor's permission, a student may receive an incomplete ("I") grade if all required work is not complete by the end of the semester. Students must demonstrate that failure to complete the work in the allotted time was beyond their control, such as in the case of illness, death of a family member, or other such extenuating circumstances. Students with incomplete grades ("I") at the end of a semester will contract for the completion with the instructor. A student has 4 weeks from the end of the semester to complete an "I" grade. Failure to complete the course within the 4 weeks will result in a failing grade ("F") for the class.

Grade Changes: A final grade, other than incomplete, may be changed only through the reporting instructor's request to the Vice-President of Academic Affairs or Registrar. Grades will not be changed except where instructor error in evaluation is apparent. Grades are not changed on the basis of reevaluation of the instructor's original judgment or student request to submit additional work to raise a grade.

### **Student Academic Integrity**

Students are expected to do their own work unless advised that collaboration is acceptable. When taking a test, students are expected to keep their eyes on their own papers and protect their test papers from being copied by classmates.

To avoid plagiarism when using facts, quotes or ideas from another person or source, students must cite the source they used, even if they rephrase the content in their own words. Failure to use proper citation procedures is considered plagiarism. Students should be given a grade of "0" if the plagiarism is flagrant and/or deliberate. Copying from another person's paper or test is academic dishonesty; it should also result in a grade of "0" for that assignment.

### **Exceptions to Regulations**

Students who request exception to academic regulations must submit a letter to the Vice-President of Academic Affairs or Registrar explaining special circumstances which might permit waiver of MTI regulations. Requests will be referred to the Vice-President of Academic Affairs for review with input from the department, the Registrar, Dean of Enrollment, and other interested parties.

### **Upgrading a Diploma to an AAS Degree**

MTI may grant the AAS degree to students who have received a diploma in a two-year program from MTI prior to 1990 and who have subsequently completed the AAS requirements in their respective field. The following guidelines will be used to determine an applicant's eligibility to receive the AAS degree:

1. The student has met the added requirements of the AAS degree for a chosen major.
2. Courses counted toward the degree shall have been taken within the five (5) years prior to granting the degree, or there is satisfactory evidence that the applicant's respective knowledge and skills fulfill current standards and requirements.
3. Students must complete a request to graduate form after AAS degree requirements have been met. The respective department(s) shall review an applicant's transcripts record and recommend approval for the AAS degree.

The student will pay a \$30.00 records processing fee and any other fees for a new diploma, transcript, etc.

### **Attendance**

Absences: Enrollment in MTI assumes maturity, seriousness of purpose, and self-discipline. Every student is expected to attend each meeting of all classes for which he/she is registered, to arrive on time, and to stay for the full class period. MTI recognizes that absences occur as a result of circumstances beyond a student's control, as well as from a student's failure to accept responsibility for attending class regularly. It is with the intent of providing for orderly management that MTI has established the following rules:

1. Instructors shall establish attendance policies for each class. Students are expected to become familiar with these policies and follow them.
2. Attendance shall be taken and recorded at each regularly scheduled class meeting.
3. Tardiness and leaving class early may be treated in the same manner as absences.
4. Instructors may excuse absences when the absence results from illness, accident, death in family, religious observance, holidays and other circumstances beyond the student's control, or for participation in authorized professional or Institute activities.

5. Instructors shall determine what work should be made up.
6. Final grades may be affected by attendance to the extent that the instructor has included attendance in the “method by which the final grade is determined” and has provided this information to the students in the course syllabus.
7. All rosters shall be cleared of inactive enrollment as of the **10th day** of the semester. Inactive enrollment results when students do not attend the first 10 days of class.
8. All drops and withdrawals shall be recorded on the student’s record in the same manner.



# GRADUATION REQUIREMENTS

## **Degree and Diploma Requirements**

Mitchell Technical Institute awards one-year Diplomas, two-year Diplomas, and Associate of Applied Science Degrees. Specific program requirements and course sequences are described by program. To secure a Diploma or AAS Degree, students must:

1. Complete the requirements of each program as specified in the current MTI General Catalog.
2. Achieve a minimum cumulative grade point average of 2.00 (C).
3. Have on file an official high school transcript or high school equivalency certificate.
4. File a Request to Graduate form with the Registrar's office.
5. Complete the General Education requirements:
  - A. Diploma Students
    1. 3.0 credits in communications
    2. 3.0 credits in computer literacy
    3. 3.0 credits in mathematics
  - B. Associate of Applied Science Degree students
    1. 3.0 credits in communications
    2. 3.0 credits in computer literacy
    3. 3.0 credits in mathematics
    4. 3.0 credits in behavioral science
    5. 3.0 credits in social science.

Students are required to fulfill all financial obligations to the school including outstanding tuition, parking fines, returned check charges, childcare bills, etc. Students shall not be permitted to receive their transcripts, diplomas, degrees and certificates until the indebtedness is settled.

Students are required to comply with the policies and regulations of the MTI catalog and the Student Handbook in the school years in which they attend. (Policy MTI 991)

## **Conferring of Degrees and Diplomas**

Degrees and diplomas are officially conferred at the close of each semester. Public commencement exercises are held in the spring. Graduates who have completed their program during any semester of a given academic year are included in the spring commencement exercises. Graduates who complete their coursework at the end of the summer term will be included in the spring commencement program.

Diploma and degree certificates will be mailed to students approximately four weeks after graduation or when all grades are officially recorded.

## **General Education Requirements**

Students in both Diploma and Degree programs are required to take general education courses. These courses are designed to strengthen skills that will be useful to the students in their coursework, in their career field, and in their personal relationships.

Diploma (DIP) students are required to complete a minimum of 3.0 credits in communications, 3.0 credits in math and 3.0 credits in computer science.

Students pursuing the Associate of Applied Science (AAS) Degree are required to complete a minimum of 15 credits in the following five subject areas: written communications, computer literacy, mathematics, behavioral science, and social science.

A department may establish additional general education requirements. See program descriptions for details.

Students enrolling in communications, mathematics, and computer literacy courses may be required to take a placement exam.

To register for AAS degree math or communications courses, students must do one of the following:

1. Achieve an appropriate score on the MTI pre-admissions test or
2. Complete a preparatory mathematics or communications course with a grade of "P" or better or
3. Complete the appropriate articulated high school course.

### **Graduation Honors**

1. High Honors - A student will be granted High Honors by maintaining a 3.75 or higher cumulative grade point average.
2. Honors - A student will be granted Honors by maintaining a 3.5 - 3.74 cumulative grade point average.

# STUDENT RECORDS

**The Family Education Rights and Privacy Act of 1974** - The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of a student's personal educational records. The law provides that the Institute will maintain the confidentiality of each student's educational records and covers matters related to access to student records and the disclosure of such records.

**Basic Policy** - No information other than Directory Information shall be released without written permission from the student. Permission is valid for one year from the date it was written. Student release forms must be signed annually. Parents/legal guardians showing proof that the student is listed as a dependent on the family's most recent tax return may have access to the student records. At no time, shall any information other than Directory Information be released over the telephone because the caller's identification cannot be determined. (MTI Policy 1061)

**Directory Information** - The federal privacy act defines certain information as Directory Information. MTI personnel may, upon request, orally, in writing, or electronically disclose Directory Information including:

- Student's name
- Major field of study
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institution attended
- Participation in officially recognized activities and sports
- Information which denotes accomplishments or achievements
- Individual and group photographs

Although directory information is public, MTI personnel are encouraged to use professional discretion in the release of this information. *Mass information requests of Directory Information for solicitation purposes will not be granted.*

**Exceptions to the Basic Policy** - No one other than MTI personnel shall have access to, nor will the school disclose, any information from the student's educational records (other than Directory Information noted previously) without the written consent of the student except as follows:

1. Providers of financial aid.
2. Accrediting agencies carrying out accreditation functions.
3. A judicial order.
4. An emergency situation as determined by the President, Vice-President of Academic Affairs, Registrar, Director of Student Services or designee.

**Additional Student Rights** - FERPA provides an opportunity for a student to inspect and review his/her educational records. It requires that students be notified about rights and existing records via at least one publication which is distributed to the entire community. It also permits the student to request an opportunity for a hearing to

challenge the content of educational records believed to be inaccurate or misleading or in violation of the student's right to privacy or other rights (for information, contact the Vice-President of Academic Affairs or Registrar).

1. All students wishing to review a copy of their educational record must present valid identification.
2. All students wishing to receive a copy of their educational records must make a written request to the Registrar's office. There are pre-determined fees for copies of a student's educational records. A one-week turnaround is required. Transcripts will not be released if a financial hold exists on a student. Except in unusual circumstances, MTI will not make copies of source documents (high school or college transcripts) that originated at another agency or institution.

**Responsible Office** - The Registrar or designee is the MTI official who coordinates inspection, review, and/or disclosure procedures for student educational records. For further questions related to the release of student record information, please contact the Registrar's Office.

**Permanent Records/Transcripts** - Permanent records are kept on all students. Official transcripts of this information will be issued on the following basis:

1. Grade reports are issued to graduates at no cost. Grade reports issued to students are labeled as "Issued to Student".
2. All requests for transcripts will be made in writing. Students must authorize Mitchell Technical Institute to release their transcript to potential employers. If requesting transcripts by mail, a student must provide the name under which he or she was enrolled, the program, Social Security number and the years attended. Official transcripts are mailed to a person other than the student in a sealed, labeled envelope. Cost of official transcripts is \$5.00 each.

# STUDENT SERVICES

## Housing

Although MTI does not own any student housing, the Student Services office maintains a current list of available housing in the Mitchell area. Students are urged to be aware of their tenant rights and responsibilities.

## Lockers

Students at the main campus are issued a locker and key by MTI. Students are expected to keep them neat and to remove all materials when they leave the Institute. Any materials left will become the property of MTI. Students who do not turn in their locker keys will be charged a \$10 replacement fee.

## Insurance

**Mitchell Technical Institute *DOES NOT* carry insurance on students. Health insurance is the responsibility of each student and MTI urges each student to carry some type of health insurance. Injuries sustained while in class or lab are the responsibility of the student.**

Students have the responsibility to communicate with their individual health insurance providers to make sure that coverage requirements are met. Dropping classes or withdrawing from school can have an impact on insurance coverage. Students and their parents should be aware of these issues.

## Food Service

A cafeteria line serves lunch each day of classes at the main campus and the Technology Center. In addition, short order breakfasts are available at posted times during the year. Meal tickets are available to students in the Business Office at a cost \$25.00.

## Child Care Services

The MTI Child Development Center takes pride in offering a quality child care program for infants, toddlers, preschoolers, and school-aged children. Children of full-time enrolled MTI students will be given preference for enrollment at the Center. Contact the CDC administrative assistant for more information.

The MTI Child Development Center is located southwest of the MTI parking lot. The phone number is (605) 995-3038.

## Counseling Services

Qualified counseling staff for students desiring personal counseling, career counseling, or placement services are available during regular school hours and/or by appointment.

## Nontraditional Student Services

Mitchell Technical Institute provides assistance to prospective and enrolled nontraditional students, particularly single parents and displaced homemakers. These services include:

- career assessment
- admissions process assistance
- child care providers listing
- social service assistance
- community resources information and referrals
- commuters' network
- support groups.

### **Bookstore**

Students may purchase required books and supplies in the MTI Bookstore located at the North Campus. School theme items are also available. The Bookstore is open each class day and during the summer. Hours are posted. Cash, check, or credit card can be used for purchases at the MTI Bookstore.

In order to comply with Section 133 of the Higher Education Opportunity Act (PL110-315), Mitchell Technical Institute has compiled course and course material information and posted them together on the institute's website, [www.mitchelltech.edu](http://www.mitchelltech.edu).

After registering for classes, the student can visit Mitchell Tech's online Bookstore for information about the required course materials. The student will use the following process to access the information about required books for enrolled courses:

1. Go to [www.mitchelltech.edu](http://www.mitchelltech.edu)
2. Click on the "Book Store" link under "Current Students" heading.
3. Click on "MBS Bookstore" icon.
4. Click on "Order my books" icon.
5. Select the correct term.
6. Select the courses enrolled.
7. Click on "Submit Course ID Selection(s)" icon.

The student will now have a list of the course materials required for each course. At this point in time, books may be purchased. However, in many instances, the books can also be purchased through the MTI Bookstore or through a different online vendor. The only programs that will be required to purchase course materials online are Computer Systems Technology, Office Technology Specialist, and Radiologic Technology.

When a student orders books online, shipping costs, delivery time, and buyback should be considered. MBS has a guaranteed delivery time and guaranteed book buyback.

If the student is required to purchase course materials online or would prefer that option but does not have a credit card, a pre-paid credit card may be purchased through a bank or department store for a nominal one-time fee.

If the student participates in any program (Workforce Investment Act [WIA], Bureau of Indian Affairs [BIA], Vocational Rehabilitation, GI Bill, etc.) that includes the cost of course materials, the student should speak with the Bookstore manager about acquiring the necessary course materials.

## **Student Computer Use**

All MTI students have access to computers in the Instructional Services Center (ISC) and, at various times of the day, in other computer laboratories. All students are required to follow the technology usage policies outlined in this Handbook. Violation of these policies will result in disciplinary action.

## **Instructional Services Center**

The Instructional Services Center (ISC) is a one-stop source for print and electronic media, copies, computers, or a quiet place to study or relax with a favorite newspaper or magazine. More a resource room than a traditional library, the ISC is well-equipped to serve students. Computers are available at the ISC, allowing student access to the Internet, email, and application software. Students are also able to use the printers and scanner. The ISC also offers regular tutoring in general education courses and will provide tutoring in specific content areas as requests are received. The 2,432- square foot facility is located at the very center of the main campus building, making it easily accessible by all.

The ISC is staffed by a full-time coordinator, and students participating in the federal work-study program are employed part-time. In order to accommodate students, the ISC is open 7:00 a.m. to 6:00 p.m. Monday-Thursday and 7:00 a.m. to 4:00 p.m. Friday. In addition, students are able to access research databases and the MTI library card catalog through the Internet, and thus many of our resources are available to students after hours.

## **Research**

Students at MTI need current information in all academic and technical disciplines. In today's rapidly changing information-based society, MTI has found that a traditional "library" is not the best use of our resources. Instead, we have focused on providing electronic access to information. All students have Internet access in the ISC. There are traditional print materials as well, but most students choose to conduct their research electronically.

The ISC is equipped with 23 desktop and 18 laptop computers, all with high-speed Internet and standard software; 70 journal and magazine subscriptions; 4,000-plus books with a web-based searchable card catalog; eight state and regional daily newspapers; and South Dakota's Internet-based library resources providing access to academic research databases such as ProQuest, InfoTrac, EBSCO, Learning Express Library, Medline Plus, netLibrary, and World Book Advanced.

For additional library resources, there is a formal agreement between MTI and the Mitchell Public and Dakota Wesleyan University libraries for student access to these facilities. A student must show a student ID card and proof of residency to be eligible for public library and DWU library privileges. In addition, the ISC will also order materials from libraries statewide through the state's interlibrary loan system at no charge to students.

## **Tutoring**

Tutoring in various areas and subjects is available at no cost to MTI students in the ISC. Regular tutoring sessions are held throughout the week for general education classes, such as math, English, and computer applications. Additionally, tutors are available for courses in advanced computers, electrical construction, culinary, accounting, radiologic technology, satellite communications and more. These content area tutors will arrange to meet with students on a one-to-one basis as need arises.

Please contact the ISC Coordinator or the Learning Services Coordinator, to learn more about tutoring services.

### **Fundraising Activities**

Mitchell Technical Institute recognizes that fundraising may be a necessary part of Institute life. Such fundraising programs or activities shall have the approval of the President or designee and must serve the educational goals of MTI and be used for the direct benefit of the students or MTI programs.

Fundraising activities will be conducted only when there is a defined and specific purpose that will benefit students. The President or designee must be made aware of any fundraising done by the students or staff on behalf of MTI. Fundraising may be approved to supplement MTI funds where the President or designee feels it is appropriate to meet the educational needs of students. Students may not participate in fundraising for endowments or foundations without permission of the President or designee.

MTI organizations are encouraged to cooperate with local businesses for fundraising efforts when the product used for fundraising can be obtained locally. MTI organizations shall not enter into fundraising agreements with organizations where students may not legally participate or purchase services or products.

The President or designee is directed to establish regulations under which fundraising activities in support of MTI projects and programs shall be conducted.

Raffles will be conducted outside of the MTI campus only with prior approval by the Mitchell City Council or any other governmental body as legally required.

The public may not solicit contributions in money or in kind from MTI employees or students unless authorized by the President or designee. Employees and students are also prohibited from soliciting contributions for non-MTI organizations from fellow employees or students. (Policy MTI 1084)

### **Charitable Organization Fundraising Projects**

Charitable organizations often ask for the cooperation of MTI in publicizing and promoting their fundraising activities. MTI's involvement in these activities must be approved by the President or designee.

Approval will be given only to those charitable organizations that distribute their funds locally. Involvement of MTI organizations will be limited to posting an announcement of the event in each building and making distribution materials available.



Anyone wishing to initiate a community service program as part of the instructional program or as part of a student organization must receive prior approval from the President or designee.

### **Student Activities**

MTI offers a wide variety of organized student activities sponsored by the Student Representative Board in cooperation with the Student Services office. Activities include social events, picnics, musical events, recreational activities, etc. All school-sponsored activities must be approved at least ten days prior to the date of the activity. A calendar of student activities is published in the student newsletter, *TECH TREK*.

Intramural Sports: Intramural sports are organized and conducted for all interested students. Various facilities in the city of Mitchell are used for these activities.

Trap League: An organized trap shooting league is available for students. League standings and schedules are posted through the Student Services office.

### **Student Organizations**

Student Representative Board: The Student Representative Board is the voice of the student body at MTI. An annual plan of work and activities are developed by this group. Representatives are chosen from a pool of applicants at the beginning of the school year and officers are elected at one of the first meetings. A student body president is elected at-large in April of each year for a term to be served the following year. An MTI staff member serves as advisor to the Student Representative Board.

Rodeo Club: MTI sponsors an organized Rodeo Club which travels to area college rodeos in both spring and fall. Members are responsible for their own horses, equipment, travel, and entry fees when competing.

South Dakota Postsecondary Agriculture Student Organization: The South Dakota Postsecondary Agriculture Student Organization (PAS) has a chapter at MTI. It is a student organization associated with agriculture/agri-business and natural resources programs offered at the postsecondary technical schools in South Dakota.

SkillsUSA: SkillsUSA offers leadership, citizenship, and character development to students enrolled in trade, technical, and health occupation programs in the technical schools in South Dakota. SkillsUSA emphasizes respect for the dignity of work, high standards in trade ethics, workmanship, scholarship, and safety.

Technology Club: MTI's Technology Club provides for social and learning activities structured around the use of computers and other technologies. The club sponsors periodic LAN gaming parties, invites guest speakers, and works on team projects.

### **Mitchell Recreation Center**

Use of the Mitchell Recreation Center is available to MTI students. The Rec Center offers free use of weights, Nautilus machines, swimming pool, whirlpool, steam room, basketball court, and racquetball courts. Additionally, the Rec Center offers league

basketball, volleyball, and organized programs for adults and children. Family memberships are available at a reduced cost to MTI students' families. An MTI photo ID is necessary for admittance to the Rec Center.

**Job Placement/Career Services**

MTI's full time Career Services Coordinator offers assistance to program graduates by providing employment leads and, in some instances, bringing employment interviewers to campus. Several workshops and job seeking-related activities are sponsored each year. The Career Services office maintains a comprehensive web site for students to post resumes and for employers to post job openings. For more information or job search assistance, contact the Career Services Coordinator.

# FINANCIAL INFORMATION

## Tuition and Fees

The tuition is set by the South Dakota Board of Education. Tuition and fees are payable at the time of registration. There is no difference between resident and non-resident tuition.

Tuition per credit .....	\$90.00
Matriculation Fee (once) .....	\$60.00
Local Fees (per credit) .....	\$34.00
State Fees (per credit) .....	\$15.00
Books and Supplies (varies by program, per year) ..	\$400.00-2000.00
Commercial Driver's License Training .....	\$1000.00
Laptop Purchase .....	\$1300.00
(selected programs only)	

## Tuition Deposit

Tuition deposits will be required once a program is full. The tuition deposit is \$150 for all full programs. *This is a tuition deposit and will be applied to the student's tuition the first semester of classes.* In case a student opts not to attend, **the tuition deposit is non-refundable.**

## Graduation Cap, Gown and Tassel

Graduation gowns are purchased in the MTI Bookstore for a nominal charge and are required for participation in the graduation ceremony.

## Additional Expenses

Students are required to purchase designated book, supplies, tools and uniforms as assigned by the instructor in each course. Most programs specify tools and/or uniforms that are characteristic of the occupation for which the student is enrolled. Many of these materials can be purchased at the MTI Bookstore. In some cases, students will be advised to purchase tools at MTI-sponsored tool fairs. Refer to the MTI Estimated Costs brochure for more detailed information.

Students who enroll need to prepare for some initial expenses at the start of the term. Books, supplies, and tools will be required for all classes. MTI and the MTI Bookstore do not allow advances or charging of items from the Bookstore (except with a credit card). Financial aid loans are not available to first time borrowers until the 30th day of the term. Please budget accordingly when making your school plans.

## Indebtedness Policy

Any student having unpaid bills at MTI will not be allowed to register in any new term during the period in which that bill remains unsettled. Indebtedness includes unpaid amounts for tuition, books, fees, locker keys, library, parking, shop/laboratories, and any other charges incurred by the student and owed to the Institute. Grades, transcripts, diplomas, degrees, and certificates will not be issued until the indebtedness is settled.

## Return of Title IV Funds Policy

Students attending Mitchell Technical Institute who withdraw from all classes before 60% of a semester or term has lapsed are entitled to have a portion of their institutional costs returned to the federal financial aid program that provided the funds. The order in which refunds are applied to the financial aid programs is listed below.

Financial aid disbursed is earned according to what percentage of a semester the student has attended. If a student has attended only 10% of a semester and withdraws, the student has earned only that portion of financial aid and the remaining 90% must be returned to the financial aid program(s). Also, the Institute retains only that portion of the institutional costs and will return the remaining amount to the student's financial aid program(s) that provided the funds.

If the amount of the Institute's refund does not satisfy the portion of funds that must be returned, it becomes the student's responsibility to satisfy the remaining amount. Therefore, students receiving Federal Pell Grants and Federal Supplemental Grants may have to return a portion of these funds if that amount exceeds institutional charges. An example of how the policy works is listed below.

Each semester at MTI is about 120 days long. If a student drops out after attending 10 days of classes, their refund is calculated as follows: 10 days of 120 days is 8.33%. The student earned that percentage of their financial aid and MTI earned that percentage of institutional costs. The student's institutional costs were \$1500. The school keeps 8.33% and returns  $91.67\% \times \$1500 = \$1375$  to the student's financial aid program(s). The student receives a Federal Pell Grant of \$1650 and a Federal Supplemental Grant of \$225 for a total of \$1875. The student earned 8.33% of the financial aid received ( $\$1875 \times 8.33\% = \$156$ ). The refund due to the federal programs is  $\$1875 - \$156 = \$1719$ . MTI returned \$1375, so the student must return 50% of any Federal Grant that is due. This amounts to  $\$1719 - \$1375 = \$344 \times 50\% = \$172$ . This amount must be paid by the student to MTI's Federal Pell Grant fund. Students who fail to return any balance due to Federal Grant Program(s) will owe an overpayment to a Title IV Federal Financial Aid Program and will be ineligible for any additional Title IV financial aid. Students who owe a refund to a Federal Loan Program may repay that amount under the terms and conditions of the loan and its promissory note. (Payments are not due until the grace period has ended.)

Federal funds are returned to programs in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent PLUS Loan
5. Federal Pell Grant
6. Academic Competitiveness Grant (AGC)
7. Federal Supplemental Grant (SEOG)

MTI's policy on the repayment of Federal Grant funds requires that these funds must be returned within 45 days after the funds are requested from the student unless other satisfactory repayment arrangements are made.

This refund schedule applies to students who withdraw from all classes at MTI or who have paid a portion of their institutional charges\* with resources other than Title IV aid:

On or before the first day of classes**	100%
Within two weeks	90%
Within three weeks	70%
Within five weeks	50%
Within seven weeks	40%
Within eight weeks	25%
After eight weeks	No Refund

*\*Institutional charges are tuition and fees only. Books may be sold back to the Bookstore.*

**\*\*The student must notify the Registrar's office on or before the first day of classes.**

Students must contact the Registrar's office to initiate the withdrawal process. Failure to do so may result in no refund or a reduced amount. Any repayments to a Title IV program will be deducted from the refund. Refunds will be made to the party that paid the institutional charges within 30 days of the student's date of official withdrawal or 30 days from the date that the Institute determines that the student is no longer enrolled at MTI.

Students may appeal their refund amount to a committee consisting of the Director of Student Services, the Financial Aid Coordinator, and the Vice-President of Administrative Services if extenuating circumstances forced the student to withdraw. Refund amounts for terms other than a standard academic semester will be prorated according to the term length using the same percentage of time attended.

### **Pell Grants and Academic Competitiveness Grant Refunds**

If a student with a Pell Grant or Academic Competitiveness Grant drops to less than full-time status during the first ten days of the semester, any refund goes to the student's Pell Grant. In addition, if the student received an ACG, the student must repay all of those funds.

### **Appeals Process**

Students may appeal their refund amount to a committee consisting of the Vice-President of Academic Affairs, the Vice-President of Administrative Services, and the Financial Aid Coordinator if extenuating circumstances forced the student to withdraw from MTI. **Please note:** The MTI Bookstore is a separate entity and abides by a separate refund policy on a case-by-case basis.

### **Returned Checks**

Checks returned marked "insufficient funds" or "no account" will result in a \$20.00 service charge being assessed to the student. No more checks will be accepted by the school until the charge and fee have been paid.

### **School Shop or Laboratory Payment Policy**

All service work completed for students in the school shops or laboratories is on a "cash only" basis. No serviced project will be returned to the student until payment is received.

### **Bookstore Payment Policy**

All purchases made in the MTI Bookstore are on a "cash only" basis. Mastercard, Visa, and Discover cards are accepted. Books will not be "charged" to a student's account.

## **FINANCIAL AID INFORMATION**

### **Applying for Financial Aid**

As soon as a student (and his or her parents if financially dependent) has completed a tax return(s) for the most recent year, a free application for federal student aid should be completed. These forms may be obtained from any high school guidance counselor or the MTI Financial Aid Office.

The completed application form may be mailed to the processing center or submitted electronically on a personal computer with access to the Internet. The Internet address is: <http://www.fafsa.gov>.

Approximately three weeks after mailing the financial aid application or about five days after submitting it electronically, the processing center will send a student aid report (SAR). It is used to determine a student's eligibility for need-based financial aid: the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), the Academic Competitiveness Grant, the Federal College Work Study Program, Federal Perkins Loan, and the Federal Direct Student Loan.

When the students receive their copy of the Student Aid Report, they should check the report for accuracy. If any information is incorrect, the students should contact the Financial Aid office or make corrections at [www.fafsa.gov](http://www.fafsa.gov).

Upon acceptance to MTI, the Financial Aid Office will send an award letter indicating the amount of financial aid for which the student qualifies and from which specific sources funding will be granted. All students who are the recipient of a Title IV federal student loan for the first time must complete entrance counseling before they can receive any proceeds from that loan. First-time loan recipients may not receive those checks until thirty days after the first day of classes. All other financial aid awards are available to students during the first week of classes. Returning students will generally receive all financial aid awards during the first week of classes. To contact the Financial Aid office at MTI, call (605) 995-3025 or (800) 684-1969 toll-free.

### **Satisfactory Academic Progress Requirements**

Students must show satisfactory academic progress to remain enrolled and to continue receiving financial aid. See **Academic Information** for details.

Certain students funded by outside agencies (e.g. Veteran's Affairs, BIA, etc.) will have their attendance monitored to assure compliance with that agency's funding regulations.

## **Financial Aid Available**

### **Grants**

**The Federal Pell Grant Program** is a grant program funded by the federal government. The Student Aid Reports (SARs) from the processing center tell the MTI Financial Aid Office whether or not you qualify for this grant, and, if so, for how much. Awards are from \$555 to \$5550, depending upon the annual federal government funding of the program.

**Academic Competitiveness Grant:** If you qualify for a Federal Pell Grant, you may also qualify for the Academic Competitiveness Grant. To qualify, you must be enrolled full-time in a degree program, enrolled in the first or second year of the program, and have completed a rigorous secondary program of study as defined by the state of South Dakota. Second year students must maintain a minimum GPA of 3.00. Amounts for students range from \$750 for first year students to \$1300 for second year students. Contact the Financial Aid Office for details.

**The Federal Supplemental Educational Opportunity Grant Program** is also a grant Program funded by the federal government. Students who receive Pell Grants have priority for receiving this grant. Funding for this program is limited. Please apply early. Applicants typically receive funds from \$100 to \$600.

### **Work Opportunities**

**The Federal Work Study Program** is funded by the federal government. The Financial Aid Office determines eligibility. If you qualify and funds are available, you are allotted an amount of money that you can earn during the academic year. Limited summer jobs during non-enrollment periods are also available. Contact the Financial Aid Office for details.

**Off-campus employment opportunities** are available. See the Student Services Office or the South Dakota Department of Labor office in Mitchell.

### **Loans**

Student loans are sources of financial aid which must be repaid at a future time. All types of loans are disbursed on a semester basis.

**The Federal Perkins Student Loan** is a campus-based loan that is federally funded with eligibility determined by the Financial Aid office. You must have exceptional need to qualify for this loan. Repayments begin nine months after you leave MTI.

**The Federal Direct Student Loan Program** is a low-interest loan program that allows dependent students to borrow up to \$5500 for their first year and \$6500 for their second year. Independent students may borrow up to \$9500 for their first year and \$10,500 for their second year. This program is either subsidized or unsubsidized. If the loan is subsidized, the interest does not accrue until six months after the time you leave MTI. If the loan is unsubsidized, interest is charged from the time the loan is disbursed. Your award letter will indicate the type of loan for which you qualify.

**Federal Parent Loans (PLUS)** is a program that provides an opportunity for parents of dependent students to borrow funds for their student's educational costs. The Financial

Aid office processes applications. The funds come from the U.S. Department of Education. Loan amounts may not exceed educational costs minus other financial aid.

**Other Off-Campus Agency and Financial Aid Sources**

**Temporary Assistance for Needy Families (TANF)** - If you are in this program, check with your TANF coordinator to see what assistance you may receive to attend MTI.

**BIA (Bureau of Indian Affairs)** - If you qualify for BIA funds, you should start by contacting your local BIA Agency. Paperwork completed early will ensure timely arrival of your funding.

**Vocational Rehabilitation** - Financial aid is available for mentally or physically disabled persons. Contact your local Voc-Rehab office.

**Veteran's Benefits** - Contact the Veteran's Center at (888) 442-4551 or the Financial Aid office at MTI to request information about the programs for which you may qualify. Veteran's Administration website: [www.gibill.va.gov](http://www.gibill.va.gov).

**National Guard Benefits** - Members of the National Guard may qualify for 100% tuition benefits and monthly stipends under the Chapter 1606 program. Contact your commanding officer.

**Workforce Investment Act (WIA)** - A program funded by the South Dakota Department of Labor. Economically disadvantaged students may qualify for grants in certain educational programs. Contact your local Job Service office for details.

**Scholarships** - The MTI Foundation offers a variety of scholarships to students who meet qualifications. Information regarding application deadlines is published periodically and distributed to students. See the Financial Aid office or the MTI Foundation office for more details. MTI also accepts any scholarships from outside sources.



# STUDENT LIFE

## General Student Conduct

Students are expected to conduct themselves in a responsible and courteous manner. It is understood that students who enroll agree with the mission and purpose of the Institute and accept and follow its policies, regulations, and operational procedures. Students are expected to comply with federal, state, and local laws and regulations. ***Student behavior which, after due process, is found to be disruptive to classes or interferes with the rights of others or causes damage to property may result in probation or suspension.***

The school retains the authority to withdraw any student from on-the-job training, clinical area, or observation whose grades, work conduct, or health may have a detrimental effect on themselves, the Institute, customers, clients, or patients of the cooperating agency.

Students should conduct themselves in a manner consistent with the Institute's educational mission. The following, specifically but not limited to, will result in disciplinary action. Disciplinary action will vary depending on the degree of severity of each situation.

- Academic dishonesty, including plagiarism and academic cheating.
- Forgery, alteration, or misuse of Institute documents, records, or identification.
- Knowingly furnishing false information to the Institute.
- Obstruction or disruption of Institute operations.
- Obstruction or disruption of Institute-authorized activities on property owned or supervised by the Institute.
- Violent physical or verbal abuse of any person on property owned by the Institute or at any functions sponsored or supervised by the Institute.
- Conduct that threatens or endangers the health or safety of any person, including oneself, on property owned by the Institute or at functions sponsored or supervised by the Institute.
- Theft or damage to Institute property.
- Unauthorized entry to Institute facilities or property.
- Unauthorized use or misuse of Institute property, including attempting to leave the library with materials which have not been properly borrowed, unauthorized use of computer equipment, or misuse of Institute telephones.
- Violation of Institute regulations or campus policies.
- The possession, use, manufacture, or distribution of illegal drugs, alcohol, or other controlled substances (except as expressly permitted by law) on property owned or supervised by the Institute.
- Lewd, indecent, or obscene speech or conduct on property owned by the Institute, at functions sponsored or supervised by the Institute, verbal harassment of any MTI employee, or violation of any Institute regulation or policy pertaining to such conduct.
- Intimidating behavior directed toward any student, faculty member, staff member, or administrator.

- Failure to comply with the directions of an Institute official acting in the performance of his/her duties.
- Unauthorized possession or use of firearms, other dangerous weapons, explosives, or fireworks on property owned by the Institute or at functions sponsored or supervised by the Institute.
- Knowingly circulating a false report or false warning that property under Institute control or supervision may be subject to a bombing, fire, crime, emergency, or other catastrophe.
- Smoking or the use of any tobacco inside Institute buildings.
- Failure to report to the MTI Administration Office or local sheriff and/or police agencies any knowledge of or criminal activity on campus: i.e., murder, rape, robbery, aggravated assault, burglary, or motor vehicle theft. Such a report shall be provided in a manner that is timely and that will aid in the prevention of similar occurrences.

# EMERGENCY PROCEDURES

It is the student's responsibility to become familiar with the building and plans for emergencies. Instructors are in charge of emergency plans for each classroom, shop or laboratory.

## **Lockdown (Inside Threat)**

In the event of an intruder, an active shooter or threat inside the building.

### *Immediate Actions*

- Call 911
- Contact Administration
- Active notification system will be implemented

### *Protective Measures*

- Outside activities are routed to a safe location away from the building
- Check halls and rest rooms for students
- Close and lock interior doors and windows
- Move students to safe corner to reduce visibility
- Turn off lights (including computer monitors)
- Turn all cell phones and communication devices to silent
- Verify attendance
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee

## **Lockdown (Outside Threat)**

In the event of an intruder, an active shooter or threat outside the building.

### *Immediate Actions*

- Call 911
- Contact Administration
- Active notification system will be implemented

### *Protective Measures*

- Check halls and rest rooms for students
- Close and lock exterior doors and windows
- Move students to safe corner to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee

## **Shelter in Place**

In the event of a hazardous material or chemical incident outside the building.

### *Immediate Actions*

- Notification will come from an emergency responder or administrator

- Active notification system will be implemented
- Call 911

#### *Protective Measures*

- Individuals outside of the building should be relocated to a separate area away from other building population (isolated)
- Close and lock exterior doors and windows (NO entrance or exit)
- Shut down air handling system/HVAC
- Ensure students and staff in safe area
- Verify attendance
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee

### **Shelter from Dangerous Summer Storms**

In the event of a tornado or significant weather event.

#### *Immediate Actions*

- Notification will come from an emergency responder or administrator
- Active notification system will be implemented

#### *Protective Measures*

- Direct students to interior hallways and designated areas away from glass
- Exit all laboratories due to debris and chemical dangers
- Ensure students and staff in safe area
- Verify attendance
- Remain in position until all clear

### **Evacuation**

In the event of fire, bomb threat or environmental hazard.

#### *Immediate Actions*

- Notification will come from a building alarm or an administrator
- Exit the building via the designated evacuation route for your area
- Close all doors and turn out room lights
- Move with your group to a minimum distance of 100 feet from building
- Verify attendance and report any missing persons

#### *Protective Measures*

- If evidence of danger exists, (smoke, fire, or at the direction of staff or responding authorities) move your group to a distance of 200 to 300 feet from the building.
- If evidence of danger exists, the MTech alert system will be implemented
- Students will not be dismissed until it is clear that transportation can be safely operated in the area without disrupting emergency responders and traffic control.

## ADMINISTRATIVE RULES

### Smoking

Mitchell Technical Institute is tobacco/smoke free in all buildings and vehicles. All forms of tobacco are prohibited in all buildings and school vehicles including cigarettes, cigars, pipes, or chewing tobacco. Outside designated smoking areas at each MTI building may be provided. Smoking is prohibited except for the designated smoking area. Disciplinary action may result for students who do not follow this regulation.

### Drug and Alcohol Conduct Guidelines for Students

It is the goal of Mitchell Technical Institute to provide a drug and alcohol-free environment. MTI students shall not be involved with the use, possession, or sale of drugs, alcohol, or any controlled substances in any manner that may impair any person's ability to perform assigned tasks or otherwise adversely impact their behavior. MTI does not endorse or sponsor alcoholic beverages at any campus or school-related event. Furthermore, no student shall possess alcoholic beverages in the workplace, classroom, laboratory, vehicle, or at any intramural sports event, class trip, or campus function or consume beverages in association with said places during working, classroom, laboratory, or vehicle operating hours or at any time prior to performing safety-sensitive functions which may impair that person's ability to perform their duties. See also Policy MTI 1035 in this handbook.

### Reasonable Suspicion

Drug or alcohol testing will be conducted when a supervisor or administrator observes behavior or appearance that is characteristic of alcohol or drug use. **The Institute is responsible for the cost of this test.**

All positive tests (refusal to submit to a test or an altered specimen is considered a positive test result) will be reviewed by a medical review officer who is a licensed physician with knowledge of substance abuse disorders. The medical review officer will interpret and evaluate the results of each test, along with relevant medical information about each student, to determine whether or not a positive test resulted. The medical review officer will contact the student whose test is positive or whose test has been altered or refused.

These rules will be interpreted, administered, and amended by MTI as necessary within its discretion.

### Alcohol Misuse

Students who test positive for alcohol use while in classrooms, labs or safety-sensitive areas will be subjected to disciplinary action, up to and including immediate suspension from school.

### Drug Misuse

MTI practices zero tolerance for drug use. Any student who tests positive for drug use while in classrooms, labs or safety-sensitive areas will be immediately suspended from school.

## **Drug and Alcohol Testing Rules for Commercial Drivers/Students**

MTI will make every effort to see that all students enrolled in a program at the Mitchell Technical Institute that requires a commercial driver's license (CDL) are operating vehicles in a safe manner. (See Policy MTI 1037.)

**A driver is defined as a Mitchell Technical Institute student who is preparing to obtain a commercial driver's license necessary for the completion of program requirements or who is operating an MTI vehicle requiring a CDL.**

### **Administrative Rules**

MTI's current administrative rules and practices are outlined in this document. These rules will be interpreted, administered, and amended by MTI as necessary within its discretion. The rules cover all prospective and current students who need a commercial driver's license as a condition of program completion and obtain that license from the Mitchell Technical Institute or who operate an MTI vehicle which requires a CDL.

In accordance with SDCL 32-12-80, any driver who holds a commercial driver's license issued by the State of South Dakota, who is convicted of violating any state law or local ordinance of any other state, or federal, provincial, territorial, or municipal law of Canada, relating to motor vehicle traffic control other than parking violations, shall notify the department (of transportation) in the manner specified by the department within thirty days of the date of conviction.

Any driver holding a commercial driver's license issued by the state, who is convicted of violating any state law or local ordinance of any other state, or federal, provincial, territorial, or municipal law of Canada, relating to motor vehicle traffic control other than parking violations, shall notify his instructor in writing of the conviction within thirty days of the date of convictions.

Any driver whose commercial driver's license is suspended, revoked, or canceled by any state, or who loses the privilege to drive a commercial motor vehicle in any state for any period, including being disqualified from driving a commercial motor vehicle, or who is subject to an out-of-service order, shall notify his instructor of such fact before the end of the business day following the day the driver received notice of that fact.

## **1. Period of Education Day Covered**

### **A. Education day use**

No individual may operate a commercial motor vehicle **within four hours after using alcohol**. No supervisor having actual knowledge that a driver has used alcohol within four hours shall permit the driver to perform or continue to perform safety-sensitive functions.

### **B. Education day use**

No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol or a controlled substance. No driver may use alcohol or a controlled substance while on duty. No supervisor having actual knowledge that a driver possesses or is using alcohol or a controlled substance while on duty shall permit the driver to perform or continue to perform safety-sensitive functions.

### **C. Use following an accident**

No driver required to take an alcohol or drug test following an accident may use alcohol for **eight hours** following the accident or until the driver has undergone the post-accident test.

## **2. Prohibitions Based On Test Results**

### **Alcohol Concentrations**

A driver with a measurable and detectable breath alcohol concentration that is prohibited under 49 CFR, part 382.505 but less than 0.04, shall not perform safety-sensitive functions for a minimum of twenty-four hours. No driver shall report to CDL Class or remain in CDL Class while having an alcohol concentration of 0.04 or greater. No supervisor having actual knowledge that a driver has a prohibited level of breath alcohol concentration shall permit the driver to remain in CDL Class. Alcohol test results of 0.04 and above will require that the student be suspended from CDL Class and be referred to a Substance Abuse Professional for evaluation. Return to CDL Class will be subject to compliance with the recommendations of the Substance Abuse Professional for evaluation. **The Institute is responsible for the cost of the initial referral to a substance abuse professional. The student will be responsible for the cost of any follow-up counseling or treatment.**

## **3. Test Categories**

Beginning on January 1, 1996, and each year after, the following tests will be given to students who must have a commercial driver's license to complete their program of study.

### **Pre-Screening Requirement**

The United States Department of Transportation requires that a pre-screening for controlled substances be administered to all students who are involved in the commercial driver training or who operate a vehicle that requires a CDL. MTI will make arrangements for all students enrolled in programs that require CDL training or for those students who will be operating vehicles that require a CDL to be pre-screened using a urine test during the first week of school. **The student is responsible for the cost of this test.**

### **Post-Accident Testing**

As soon as possible after an accident involving the loss of life or the issuance of a moving traffic violation, the driver of the commercial motor vehicle will be tested for use of alcohol and controlled substances. The driver must remain available for the test. If the driver is not available for the testing, the Institute will consider the student to have refused to submit to the test. **The Institute is responsible for the cost of this test.**

### **Random Testing**

Under Section 382.05 all safety-sensitive CDL holders will be subjected to random urine drug testing and breath alcohol testing. **The students' names will be entered into the pool upon enrollment in a program where operation of a vehicle requires a CDL.** Random selection is required to be done without bias and must include all persons whether previously tested or not. All students in the section pool are subject to repeat testing.

MTI has presently contracted with a private entity for their random selection and testing. All random selections will be completed and an appointed Contact Person within the Institute will be notified of the date for random testing. All random testing will be unannounced and reasonably spread throughout the year. Testing will be completed as soon as possible after the student is notified of a pending test. A student will never receive prior notice of the testing date and time. Any medical condition restricting the student's ability to perform a urine drug test or breath alcohol test must be documented by a medical physician and recorded in that student's file. **The Institute is responsible for the cost of this test.**

### **Reasonable Suspicion Testing**

Drug or alcohol testing will be conducted when a trained supervisor or administrator observes behavior or appearance that is characteristic of alcohol or drug misuse. **The Institute is responsible for the cost of this test.**

### **Return to Driver Status**

If a student has tested positive for alcohol, the student will be tested before returning to CDL class. This return test for alcohol must be considered negative under the standards in 49 CFR 382 et seq for alcohol concentration. **The student is responsible for the cost of this test.**

### **Follow-up Testing**

A student will be subject to unannounced follow-up testing if the Institute or Substance Abuse Professional determines that the student needs counseling/treatment for alcohol misuse or use of controlled substances. The student will be subject to unannounced follow-up testing after returning to work/class. Retesting of a student will occur at the discretion of the instructor. **The student is responsible for the cost of each follow-up test.**

## **4. Procedures**



## **A. Test Procedures**

Drugs for which tests will be conducted are marijuana, cocaine, amphetamines, opiates, and phencyclidine (PCP). Urine specimens will be used to test for these drugs. Specimen collection, handling, and testing procedures will be conducted according to the U.S. Department of Health and Human Services (DHHS) and the National Institute for Drug Abuse (NIDA) guidelines. To ensure the accuracy of drug test results, the Institute will utilize independent laboratories that conform to DHHS and NIDA guidelines.

To ensure accuracy of alcohol test results, tests will be conducted using testing devices approved by the National Highway Traffic Safety Association (NHTSA). The tests will be performed by a trained and certified breath alcohol technician. If the alcohol concentration is positive under 49 CFR 382 et seq, a second confirmation test will be conducted. The confirmation test results determine any actions to be taken.

All positive tests (refusal to submit to a test or an altered specimen are considered a positive test result) will be reviewed by a medical review officer who is a licensed physician with knowledge of substance abuse disorders. The medical review officer will interpret and evaluate the results of each test, along with relevant medical information about each student, to determine whether or not a positive test resulted from illegal drug use. The medical review officer will contact the student whose test is positive or whose test has been altered or refused.

## **5. Refusal to Submit and the Consequences**

Any student who refuses to take a required test, fails to report for a test when scheduled, or fails to successfully complete a required rehabilitation program will be suspended from the CDL Class. **Refusal to submit to a test or an altered specimen are considered a positive test result.**

## **6. Consequences for Violations (Alcohol)**

The following will be used as a guideline for disciplinary actions resulting from alcohol use by students in safety sensitive positions as defined by USDOT and FHWA Regulations.

### **Alcohol Misuse—While Enrolled in the CDL Class**

DUI conviction with Work Permit issued:

1. Must complete Institute imposed or Court recommendations prior to return to the CDL class.

DUI Conviction with Loss of License:

1. Less than 45 days - Refer to Substance Abuse Professional.

2. More than 45 days – Refer to Substance Abuse Professional and Suspension from CDL Class.

**Students who test below .04 will be subject to the following:**

A driver with a measurable and detectable breath alcohol concentration that is prohibited under 49 CFR, part 382.505 but less than 0.04, shall not perform safety-sensitive functions for a minimum of twenty-four hours.

**Students who test between .04 and .079 will be subject to the following:**

1. 1st offense -Suspension from CDL Class for 24 hours.
2. 2nd Offense - Suspension from CDL Class for a period of 2 to 5 days plus referral to a Substance Abuse Professional. Students will be required to pay any costs associated with makeup work courses or labs.
3. 3rd Offense - Suspension from CDL Class.

**Drug Misuse—In the CDL Class**

**Drug Misuse**

MTI practices zero tolerance for drug use. Any student who tests positive for drug use while enrolled in the CDL class will be immediately suspended from school.

## **MTI Policies and Administrative Rules on the Appropriate Use of Information Technology Resources**

### **Introduction**

The MTI community understands that information technology has become an integral resource in fulfilling our mission of teaching, learning, research, public service, and administrative responsibilities. The Institute therefore encourages students, faculty, and staff to acquire computer literacy and technological skill. Computers and networks empower us openly to find, consider, and disseminate information developed at MTI and elsewhere, to communicate and collaborate with others near and far, and to build the technological skills base on which the twenty-first century depends. With this empowerment, however, comes commensurate responsibility. Each of us is obliged to support and abide by the ethical and legal standards that apply to information technology, including rights of authorship, confidentiality, privacy, and dissemination. In doing so, we respect the codes of honesty, integrity, and intellectual freedom upon which institutions of higher learning rely.

### **Policies**

#### **Usage Consistent with Law**

Usage of MTI computing resources shall be consistent with local, state, and federal law.

#### **Copyright Law**

It is the policy of MTI to respect the ownership of all intellectual material protected by copyright laws.

Users shall not make or use illegal copies of copyrighted materials, store such copies on Institute systems, or transmit them over Institute networks.

#### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **Systems Security**

Compliance with policies that ensure the security and integrity of all campus information systems is mandatory and critical to ensure continuing provision of computer resources to the entire MTI community.

### **User Accounts**

The Institute owns the computer facilities, resources, and accounts. The Office of Technology must approve all access to central computer systems, including the issuing of passwords. Access to administrative systems is limited.

All MTI students and employees are eligible to receive a computer system account. Members of employees' families, who are not members of one of the above categories, are not eligible for computer system accounts.

Only the Vice-President of Technology & Information Systems may grant others access to MTI electronic resources and then only in those cases where the activity will significantly benefit the Institute as a whole.

Users shall not provide false or misleading information to obtain access to computing resources or facilities.

### **Responsibility for Security of Accounts**

An account is given to an individual for the exclusive use by that individual. It is against Institute policy for a user to give someone his or her password or allow others to use his or her account. However, this is not to preclude others temporarily assisting a user in the performance of his or her Institute functions (for example faculty helping a student with a computer project; associates showing a new feature of the computer system) while supervised by the user. **Users are responsible for all activity on their accounts.**

Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. The only exception will be when authorized technology personnel are working on the security of the computer system.

### **Circumvention of Network Security**

Users shall not attempt to circumvent or subvert system or network security measures.

### **Confidentiality and Privacy**

Users of MTI's electronic resources should not consider this usage to be confidential. Electronic communications are in many cases archived with federal law and are subject to review by administration or their designee. MTI does require confidentiality in regard to the public release of certain information under FERPA, HIPAA, and other legal requirements and local policy.

**Interception of Network traffic**

Users shall not intercept network traffic for any purpose unless engaged in authorized network administrative duties.

**Appropriate and Inappropriate Uses****Damage or Disruption**

Users may not damage computer systems or knowingly cause disruptions in its operations or use. Users shall not use the network to disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unapproved advertising, propagation of computer "worms" and viruses, and sustained high volume network traffic that substantially hinders others in their use of the network.

**Personal Gain**

Users shall not use the computer systems for personal gain such as selling access to a USER ID or by performing work for profit with Institute resources in a manner not authorized by the Institute.

**Excessive Use**

Users shall refrain from monopolizing systems, overloading networks with excessive data or wasting computer time, connect time, disk space, printer paper, manuals or other resources.

**Nonessential use of Laboratory Resources**

Because public Institute computer laboratory resources are limited, nonessential use of these resources is discouraged. When others are waiting for computer laboratory resources to complete class assignments, they may preempt people using resources for nonessential purposes.

**Billable services**

Users shall assume responsibility for any charges associated with billable services unless appropriate authorization has been obtained.

**Electronic Mail**

Electronic mail is a service provided by the Institute to users as an aid to communication.

**Acceptable Uses of Electronic Mail****Uses of Electronic Mail**

Electronic mail may be used for a wide variety of on- and off-campus communication. Examples include professional communications, notices of Institute activities, personal correspondence, actions and scheduling of Institute and faculty committees, administration and board activities, announcement of Institute policies and schedules, and Institute announcements.

### **System-Provided Mailing Lists**

Only messages relating to Institute activities should be sent to the system-provided mailing lists, e.g., All Users, All Faculty, All Staff, etc. Such mailing lists are for notification of Institute events, communication of official Institute messages, and notification of bulletin board discussions. System-provided mailing lists shall not be used for "classified ads" (e.g., "For Sale," "For Lease," etc.) or "free items" (e.g., free kittens, free books, etc.). Users shall not use the system-provided mailing lists for commercial or partisan political purposes.

Students are not allowed access to Institute distribution lists without permission of the Vice-President for Academic Affairs.

### **User-created Mailing Lists**

Users may also create their own mailing lists. When creating and using a mailing list, users shall ensure that everyone on the list agrees to be included on the list.

### **Unacceptable Uses of Electronic Mail**

#### **Prohibited Uses**

Electronic mail is not to be used for the following:

- \* commercial ventures
- \* personal profit
- \* solicitations for contributions for non-Institute sponsored entities
- \* chain letters
- \* "pyramid schemes"
- \* any activity inconsistent with MTI policies
- \* or any illegal activity or unlawful purpose.

#### **Harassment and Intimidation**

Users shall not use E-mail to harass or intimidate another person. (See Policy MTI 115 in this handbook for the full harassment policy.)

#### **Intellectual Freedom**

MTI recognizes the right of all users to use resources of their choosing. Computer resources are available for the interest, information, and enlightenment of the MTI community. Information will not be proscribed, censored, or removed by the Institute because of partisan or doctrinal disapproval. In compliance with Child Internet Protection Act, MTI does provide a content filtering system that prevents the viewing of pornographic material and reserves the right to block peer to peer file sharing that consumes bandwidth required for instructional purposes.

#### **Respect for Rights of Others**

Computer users at MTI have a responsibility to be aware of materials that may be objectionable to others when using computer facilities in public areas. Monitors and printers in public areas, such as open access computer labs and offices that more than one person may share, should not be used to display or print materials that might be defined as harassing or disruptive. Users are reminded that any state and federal laws

dealing with these or related matters apply to MTI facilities and are encouraged to use good judgment.

## **Enforcement and Penalties**

### **Enforcement**

The Vice-President of Technology & Information Systems is responsible for administering and enforcing this policy. Questions concerning this policy should be directed in writing to the Vice-President of Technology & Information Systems.

Violations of these policies shall be reported in writing to the Vice-President of Technology & Information Systems. When potential damage to Institute computing resources or data is immediate, the Vice-President of Technology & Information Systems may suspend the alleged violator's access to such resources immediately. Notice of such suspension shall be communicated to the alleged violator. Ordinarily the Vice-President of Technology & Information Systems will discuss the alleged violation with parties involved and/or the individual's supervisor, instructor, or dean, as appropriate. If the problem cannot be resolved, the Vice-President of Technology & Information Systems may refer alleged violations of this policy to the appropriate administrator or judicial body.

If a Web page mounted on an Institute computing resource, in the opinion of the Vice-President of Technology & Information Systems, violates this Appropriate Use Policy or the Web Page Policy, access to that Web page may be temporarily suspended pending prompt adjudication of the matter as described in the paragraph above.

### **Penalties**

Any violations of the policies included in this document may result in penalties as described below. Students may face review for disciplinary actions as described in the Student Handbook. These may include, but are not limited to, the suspension of or loss of access to Institute computer resources, suspension or expulsion from the Institute, and referral to law enforcement.

Faculty and staff may face review for disciplinary action as described in the Faculty Handbook. These may include, but are not limited to, the suspension of or loss of access to Institute computer resources, and other penalties listed in the Handbook or Manual including possible termination of employment by the Institute. Appeals from penalties assessed under this policy will follow the appropriate grievance procedure as stated in the Faculty Handbook.

## **Student Laptop Computers on Campus**

### Required by Program – Full Access

Students who purchase computers from MTI for use in their programs will have full use of the campus network services. This includes the Internet and storage/work folders on MTI host servers. The laptops are loaded, distributed and supported by the MTI Information Technology Office.

### Not Required by Program – Full Access

Students enrolled in programs that do not require laptops but would like access to the full range of network services with their own personal laptop are able to do so if the Institutes requirements for network access are met. These requirements are as follows:

- The computer must be running a minimum of Windows XP Pro Service Pack 2 with all of the current updates.
- The computer must also have up to date virus protection.
- The computer will be renamed by campus IT office for identification on the network. MTI will also be able to support VISTA Business or VISTA Ultimate.

### Not Required by Program – Limited Access

Students who own computers that do not meet the Windows XP Pro requirement can still use their personal computers to access the Internet through any one of several WiFi hotspots established on MTI campuses (Internet access only). Current hotspots are located at the Main campus in the commons area and the Instructional Services Center. There is also a hotspot located in the commons and foyer area at the Technology Center Campus.

The MTI Acceptable Computer Use policy applies to all lap top computers used on the MTI network.

## **MTI Student E-mail Policy**

E-mail is considered an official method for communication at MTI because it delivers information in a convenient, timely, cost effective, and environmentally aware manner.

For the majority of the student population, this ***MTI Student E-mail Policy*** does not represent a change from current practice. However, the policy does ensure that all students have access to this important form of communication. Furthermore, it ensures that students can be accessed through a standardized channel by faculty and other staff of the Institute as needed.

### **Policies**

#### **Institute Use of E-mail**

E-mail is an official method for communication at MTI. The Institute may send communications to students via e-mail. Students are responsible for the consequences of not reading in a timely fashion Institute-related communications sent to their official MTI student e-mail account.

#### **Application for Student E-mail Accounts**

All students taking classes that meet on the MTI campus are required to obtain an official MTI student e-mail account. A student e-mail account created by the Office of



Technology is the official e-mail address to which the Institute will send e-mail communications. This official address will be recorded in the Institute's electronic directories and records for that student.

### **Expectations Regarding Student Use of E-mail**

Students are expected to check their MTI official e-mail on a frequent and consistent basis in order to remain informed of Institute-related communications. The Institute recommends checking e-mail **at least** twice per week.

### **Responsibility for Security of Accounts**

An account is given to an individual for the exclusive use by that individual. It is against Institute policy for a user to give someone his or her password or allow others to use his or her account. However, this is not to preclude others temporarily assisting a user in the performance of his or her Institute functions (for example faculty helping a student with a computer project; associates showing a new feature of the computer system) while supervised by the user. **Users are responsible for all activity on their accounts.**

Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. The only exception will be when technology personnel are working on the security of the computer system.

In the even a student loses or forgets a password, there will be a \$5.00 charge to change a password. All password changes will be made by the Office of Technology.

### **Faculty Expectations and Educational Uses of E-mail**

Since faculty members determine how e-mail is used in their classes, faculty can require students to check their e-mail on a specific or more frequent basis. Messages sent to Institute-provided aliases of official MTI student e-mail addresses are also considered official communication.

### **Appropriate Use of Student E-mail**

In general, e-mail is not appropriate for transmitting sensitive or confidential information.

All use of e-mail will be consistent with other Institute policies, including the MTI Policy on the Appropriate Use of Information Technology Resources.

All use of e-mail will be consistent with local, state, and federal law, including provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and all subsequent amendments to the original act.

Communications sent to a student's official MTI e-mail address may include notification of Institute-related actions.

## **Redirecting E-mail**

Students may elect to redirect (autoforward) messages sent to their MTI official student e-mail address. Students who redirect e-mail from their official address to another address (such as AOL, Yahoo, Hotmail, or any e-mail server other than the official MTI servers) do so at their own risk. Having e-mail lost as a result of redirection does not absolve a student from the responsibilities associated with communication sent to his or her official e-mail address. The Institute is not responsible for the handling of e-mail by outside vendors or unofficial servers.

## **Procedures**

Changes to this policy will be authorized by approval of the administrators of the Institute. Questions or comments about this policy should be directed to the Vice-President of Technology & Information Systems.

# Mitchell School District Policies

*All policies listed herein are official Mitchell Technical Institute policies approved and adopted by the Mitchell School District. Policies pertinent to students at Mitchell Technical Institute appear in this Handbook. A full compilation of policies may be accessed by students and staff in the Instructional Services Center, MTI Main Campus.*

## Identity and Publications

### Policy MTI 105

Mitchell Technical Institute places great value on its name and logo. These represent the school and all the staff and students within. Therefore, students and members of the public should be aware that they need to secure permission from the MTI Marketing Office in order to use the school trademark which includes all school names (Mitchell Technical Institute, MTI, Mitchell Tech, etc.), logos, and trademarks.

Unauthorized use of any of the above may result in legal action against all persons involved in the production, design, manufacture, sales, or distribution of items. This includes T-shirts, jackets, and all other materials. Legal action may seek legal fees and damages and may also seek to seize such materials and proceeds therefore.

Adopted: 2/22/10

## Nondiscrimination Statement

### Policy MTI 112

Mitchell Technical Institute believes that a valuable element of education is the development of respect for all individuals and seeks to provide equal access/equal opportunity for students, employees and the public to Institute programs and activities.

In an effort to provide a safe, respectful educational environment, the Institute prohibits discrimination in its policies, employment practices, and programs on the basis of race, color, creed, religion, age, gender, disability, military status, national origin or ancestry, or any other status or condition protected by applicable federal or state law. The Institute prohibits any person, while on Institute property or at Institute sponsored activities, from confronting another individual with an act of bigotry.

Prohibited acts of discrimination include racial, sexual, ethnic, or other types of slurs, insults, intimidation, harassment, and other conduct directed toward another person's race, color, creed, religion, age, gender, disability, military status, national origin or ancestry, or any other condition protected by applicable federal or state law.

Violations of this policy may result in discipline up to and including expulsion for students, up to and including termination for employees, suspension from attending school activities for citizens, and necessary legal action.

Inquiries concerning Title VI and Title IX may be referred to the following designated administrator:

Vice-President for Academic Affairs, Mitchell Technical Institute, 821 N. Capital St., Mitchell, SD, 57301

Inquiries can also be directed to the Regional Office of Civil Rights at the following: U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302; Tel: 816-268-0550.

Notification of this policy and applicable regulations will be posted in all Institute buildings. Notice shall also be placed in all student and employee handbooks.

### **Resolution of Discrimination Complaints**

A complaint may be filed when it is felt that a violation of the Policy on Nondiscrimination has occurred. Such action is defined as a complaint dealing with discrimination on the basis of race, color, creed, religion, age, gender, disability, military status, national origin or ancestry, or any other status or condition protected by applicable federal or state law.

A complaint relating to the Policy on Nondiscrimination may be filed by a student or parent/guardian in the event a student is not of majority age; employee; or other person with legal standing. Steps will be taken to ensure confidentiality at each level of the complaint procedure.

The complainant is encouraged to attempt to resolve the complaint informally by working with the administrator most directly involved in the situation before filing a formal complaint. However, it is understood that for some complaints this may not be appropriate and the formal procedure may be the process to follow.

### **Formal Procedures**

1. A formal complaint of discrimination may be filed with the designated administrator at Mitchell Technical Institute. The formal complaint shall be maintained in a file with the designated administrator as identified.
2. A discrimination report will be completed by the person filing the complaint or the designated administrator. Information included in the report should include, but is not limited to, the following:

- Date report filed
- Complainant's name and address
- Date(s) of the incident(s)
- Description of the incident(s)
- Name(s) of the person(s) involved in the incident(s)
- Name(s) of any witness(es) to the incident(s)
- What action, if any, has been taken
- Requested resolution of the complaint
- Signature of the complainant will be requested, but not required

3. The designated administrator will conduct an investigation to gather data regarding the alleged discrimination, take appropriate action regarding the complaint and render a decision in writing to the complainant within fourteen (14) calendar days of receipt of the formal complaint. The date of receipt of the complaint will be that date as stamped on the complaint when received in the office of the designated administrator.

4. If the complainant is not satisfied with the decision rendered by the designated administrator, s/he may appeal the decision to the President within seven (7) calendar days following receipt

of the decision. The appeal must include the original complaint form, a copy of the decision from the designated administrator, and a written statement as to a reason for the appeal. The date of receipt of the appeal will be that date as stamped on the appeal when received in the office of the President.

5. The President or designee will review the materials submitted, may investigate the circumstances, and will respond in writing within fourteen (14) calendar days from the date of the appeal. The President's review of the appeal may or may not include a conference with the parties involved.

6. If the complainant is not satisfied with the decision rendered by the President, s/he may appeal the decision to the Superintendent within seven (7) calendar days following receipt of the decision. The appeal must include the original complaint form, a copy of the decisions from the designated administrator and the President, and a written statement as to a reason for the appeal. The date of receipt of the appeal will be that date as stamped on the appeal when received in the office of the Superintendent.

7. The Superintendent or designee will review the materials submitted, may investigate the circumstances, and respond in writing within fourteen (14) calendar days from the date of the appeal. At the Superintendent's level, the appeal process may or may not include a conference with the parties involved.

8. If the complainant is not satisfied with the decision rendered by the Superintendent, s/he may request a hearing in executive session with the School Board. The request for hearing must be submitted within seven (7) calendar days through the Superintendent's Office. The hearing will be scheduled within thirty (30) calendar days from the request for the hearing. The date of the request for the hearing will be that date as stamped on the request when received in the office of the Superintendent. The involved parties will be notified in writing of the date and time of the scheduled hearing.

9. The School Board will render a decision in writing within fourteen (14) calendar days of the hearing to both the complainant and the individual(s) against whom the complaint is filed.

10. Either party may have representation present at each step of the process. If either party elects to be represented at any step of the complaint procedure, the names of these representatives must be declared in writing at least five (5) calendar days prior to that step.

Legal References: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1962, as amended by the Equal Employment Opportunity Act of 1972.  
Executive Order 11246, as amended by E.O. 11375  
Equal Pay Act, as amended by the Education Amendments of 1972  
Title IX, Education Amendments of 1972  
Rehabilitation Act of 1973  
Education for All Handicapped Children Act of 1975  
Age Discrimination in Employment Law, P.L. 95-256  
Constitution of the State of South Dakota, Art. VI  
SDCL 13-37; 20-12; 20-13

Adopted: 2/22/10

## **Drug-Free Workplace Policy Policy MTI 113**

The unlawful manufacture, distribution, dispensation, possession, use or being under the influence of a controlled substance on property of the Institute or while an employee of the Institute is engaged in an activity assigned as part of his or her employment with the Institute is prohibited. For the purpose of this Policy, an alcoholic beverage shall be deemed a controlled substance. Employees of the Institute are required to notify the Superintendent of any conviction of violating any criminal statute regulating controlled substances within five (5) days of the conviction if the violation occurred on property of the Institute or while the employee was engaged in an activity assigned to his or her employment with the Institute. Federal law requires the Superintendent to provide notice of such conviction to the United States Department of Education or other appropriate government agency within ten (10) days of receiving notification from the employee.

Compliance with this Policy is a condition of employment with the Institute.

Any disciplinary action taken by the Institute due to a violation of this policy will follow procedures and processes outlined in state or federal statute to employee rights. Within thirty (30) days of receipt of information that an employee has violated this Policy, appropriate disciplinary action will be taken by the Institute which may include termination of employment or a requirement that the employee satisfactorily participate in and complete an approved drug or alcohol abuse assistance or rehabilitation program with such participation being at the employee's expense.

The Institute recognizes that employees who are suffering from a chemical dependency or substance abuse problem should be encouraged to seek professional assistance, and any employee requesting assistance shall be referred to an appropriate agency or treatment facility. Expenses incurred are the responsibility of the employee.

### *Smoke Free Schools*

The negative effects of smoking on persons who smoke and persons occupying smoking areas are well documented. Mitchell Technical Institute is committed to encouraging healthful living styles and healthful working environments.

Mitchell Technical Institute will be tobacco/smoke free in all buildings, vehicles, and work areas. Outside designated smoking areas at each MTI building may be provided. Smoking is prohibited except for the designated smoke area.

A copy of this Policy shall be given to all present and future employees.

Legal Ref.: Public Law 100-690, Drug-Free Workplace Act of 1988, Drug-Free Schools & Communities Act.

Adopted: 2/22/10

## **Crime Awareness Act and Campus Security Act of 1990 Compliance Policies and Procedures Policy MTI 114**

**(1) POLICIES AND PROCEDURES FOR REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES OCCURRING ON CAMPUS OR SATELLITE FACILITIES AND THE INSTITUTION'S RESPONSE TO SUCH REPORTS.**

**POLICY:** It is the responsibility of MTI employees and students to report on-campus crimes, (murder, rape, robbery, aggravated assault, burglary, motor vehicle and other thefts or crimes) to local law enforcement and to the MTI Administration Office.

**PROCEDURES:**

1. **EMPLOYEE:** To report a crime in progress, or other emergencies, go to the nearest telephone and dial **911 or 995-8400 (Mitchell Police Department)**
2. **STUDENT:** To report a crime in progress, or other emergencies, contact an MTI employee or, if an employee is not readily available, go to the nearest telephone and dial **911 or 995-8400 (Mitchell Police Department)**
3. If a crime is discovered after it has occurred, report the crime to the MTI Business Office.
4. All crimes should be reported to the MTI Business Office as soon as possible.
5. Reports on all criminal activity will be kept in the MTI Business Office concerning time, place, and nature of the crime.
6. Summary data pertaining to crime activity will be compiled and made available to prospective students and employees.

**(2) STATEMENT OF CURRENT POLICIES AND PROCEDURES CONCERNING SECURITY AND ACCESS TO CAMPUS FACILITIES, INCLUDING CAMPUS RESIDENCES AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES.**

**POLICY:** It is the policy of the Mitchell Technical Institute that all buildings shall be locked and unlocked by MTI employees. MTI employees must be present when the buildings are unlocked or open. Employees are responsible for the safety of others.

**PROCEDURES:**

1. Unless other arrangements have been made, buildings on the North Campus, located at 821 North Capital, open at approximately 6:30 a.m. during weekdays and close Monday through Thursday at approximately 6:00 p.m. On Fridays, the buildings are locked at approximately 5:00 p.m. Summer hours are approximately 7:00 a.m. to approximately 5:00 p.m. weekdays.

The Child Development Center, located at 815 North Davison, opens at approximately 7:00 a.m. and closes at approximately 6:00 p.m. weekdays, unless other arrangements have been made.

The Technology Center, located at 1800 E. Spruce, opens at approximately 6:30 a.m. during weekdays and closes at approximately 6:00 p.m., unless other

arrangements have been made. Summer hours are approximately 7.00 a.m. to approximately 5:00 p.m. weekdays.

The Energy Training Center, located at 1800 E. Spruce, is opened by MTI instructors at approximately 6:30 a.m. on weekdays and closes at the conclusion of classes at approximately 5:00 p.m., unless other arrangements have been made. The building remains closed during summer.

All buildings remain locked after hours and throughout the weekend unless arrangements have been made. During regular hours or when utilization occurs in the evenings or on weekends, MTI personnel are available.

**LOCATION OF FACILITIES:** Mitchell Technical Institute has five buildings located at two sites. Each building has adjoining parking lots.

- (1) Three buildings (Main Building, North Building, Child Development Center) located at 821 North Capital (North Campus)
- (2) Two buildings (Technology Center and Energy Training Center) located at 1800 E. Spruce Ave (South Campus)

**(3) A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT, INCLUDING (1) THE ENFORCEMENT AUTHORITY OF SECURITY PERSONNEL, INCLUDING THEIR WORKING RELATIONSHIPS WITH STATE AND LOCAL POLICE AGENCIES; AND (2) POLICIES WHICH ENCOURAGE ACCURATE AND PROMPT REPORTING OF ALL CRIMES TO THE CAMPUS POLICE AND THE APPROPRIATE POLICE AGENCIES.**

**POLICY:** Although MTI does not have personnel designated for campus law enforcement, MTI employees are responsible for the safety of others. MTI employees are in the buildings during normal hours of operation.

**PROCEDURES:** Employees and students have access to telephones and are instructed to call local law enforcement in case of criminal actions or other emergencies. (See Policy & Procedures for Reporting Criminal Actions or other Emergencies.)

**(4) A DESCRIPTION OF THE TYPE AND FREQUENCY OF PROGRAMS DESIGNATED TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES AND PRACTICES AND TO ENCOURAGE STUDENTS AND EMPLOYEES TO BE RESPONSIBLE FOR THEIR OWN SECURITY AND THE SECURITY OF OTHERS**

This policy is a part of the Student Handbook and Personnel Handbook that each individual receives. An in-service workshop is held annually for staff informing them of campus security and emergency procedures.

All students and employees are issued a personal identification card.

Local law enforcement agencies hold periodic workshops in the community designed to inform local residents about the prevention of crimes. Students and staff are encouraged to attend.

Crime Stoppers is a community wide organization developed for the purpose of reporting any type of criminal activity. The reporting person can remain anonymous and a reward is given if the information results in an arrest or conviction.



**(5) A STATEMENT OF POLICY CONCERNING THE MONITORING AND RECORDING THROUGH LOCAL POLICE AGENCIES OF CRIMINAL ACTIVITY AT OFF-CAMPUS STUDENT ORGANIZATIONS WHOSE PARTICIPANTS ARE STUDENTS OF THE INSTITUTION. THE OFF-CAMPUS STUDENT ORGANIZATIONS ARE THOSE RECOGNIZED BY THE INSTITUTION, INCLUDING STUDENT ORGANIZATIONS WITH OFF-CAMPUS HOUSING FACILITIES.**

MTI has no off-campus student organizations.

Adopted: 2/22/10

**Crime Report:**

MTI reports that it had no reported crime on campus in the 2009-10 academic year.

**Registered Sex Offender Information:**

A list of registered sex offenders within the city of Mitchell can be found on the Internet. Contact the Mitchell Police Department for more information.

**Legal Sanction:**

Students whose attendance at MTI will inhibit the education of other students at MTI may be placed on probation or suspended.

**Support for Crime Victims:**

Victims of crime will be given supportive services in academic scheduling, housing, etc., to assist them in pursuing their education in a non-threatening environment.

**Crime Prevention Programs:**

MTI sponsors programs to make students aware of the procedures to follow in the event they are victims of crime. Counseling is available in the Student Services office by a licensed counselor.

**Alcohol and Drug Abuse Prevention Programs:**

MTI sponsors programs to make students aware of problems associated with drug and alcohol abuse. Students with alcohol or drug abuse concerns will be referred to a licensed counselor.

**Harassment Policy  
Policy MTI 115**

Mitchell Technical Institute is committed to providing a learning and working environment free of harassment based on an individual's race, color, creed, religion, age, gender, disability, national origin or ancestry, mental and physical attributes, or any other status or condition protected by applicable federal or state law.

It shall be a violation of this policy for any student, Institute personnel, or visitor to harass any individual through: (i) conduct or communication of a sexual nature or, (ii) communication, disparaging a person's race, color, creed, religion, age, gender, disability, military status,

ancestry or national origin, mental and physical attributes, or any other status or condition protected by applicable federal or state law. For the purpose of this policy, "Institute personnel" includes school board members, all Institute employees and agents, volunteers, contractors, and persons subject to the supervision and control of the Institute. This policy applies to violations that occur at the following locations: all Institute property; all Institute-sponsored, approved or related activities at any location; and when traveling to and from school and/or the workplace.

The Institute will investigate all complaints of harassment and appropriate action will be taken against the individual(s) who is found to have violated this policy.

Notification of this policy and applicable regulations will be posted in Institute buildings. Notice will also be advertised annually and included in all personnel and student handbooks.

## **I. DEFINITIONS:**

**A. Harassment:** Harassment consists of conduct related to a person's race, color, religion, creed, age, gender, disability, military status, national origin or ancestry, mental and physical attributes, or any other status or condition protected by applicable federal or state law, when the conduct is so severe, pervasive, and objectively offensive that it has the purpose or effect of:

1. Creating an intimidating, hostile, or offensive working or academic environment through verbal, non-verbal or electronic means of communication.
2. Substantially or unreasonably interfering with an individual's work performance, which deprives the staff member access to employment or deprives the student of academic opportunities.
3. Retaliating against any person who reports alleged harassment as set forth in Section III of this regulation.

**B. Sexual Harassment:** Sexual harassment is any unwelcome sexual advance(s), request(s) for sexual favors, or other verbal, physical, and/or visual contact(s) of a sexual nature, or communication of a sexual nature when:

1. Submission to such conduct or communication is made, either explicitly or implicitly, during a term of a person's initial employment; or
2. Submission to or rejection of such conduct or communication by an individual is used as the basis for employment or educational decisions affecting the individual; or
3. Such conduct or communication has the purpose or effect of interfering with an individual's work or education, creating an intimidating, hostile, or offensive working or educational environment; or
4. Such conduct is so severe, pervasive, and objectively offensive that such conduct or communication has the purpose or effect of depriving the employee access to employment opportunities or benefits provided by the school Institute or depriving a student of educational opportunities.

Sexual harassment may include, but is not limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, gender-motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. Unwelcome behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning the individual's employment or educational level; or
5. Unwelcome behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational level.

## **II. Reporting Incidents of Harassment**

Any person who believes s/he has been the victim of harassment, as defined above, by a student, an employee of the Institute or a third party such as a contractor or a visitor, shall report the alleged acts immediately to the designated administrator.

### **Informal Procedures**

The Institute is committed to the prompt and equitable resolution of all reports or complaints. An individual may voluntarily choose informal measures, but will be informed of the options and time lines available in the formal complaint procedures. Early action or reporting assists in stopping the unwelcome or offensive behavior. Additionally, notes or journals including dates, times, places, witnesses, and nature of the incident help in the process. Informal steps may include: (1) advising an individual that his/her behavior is unwelcome, offensive, or inappropriate, and (2) notifying another individual of the behavior.

### **Formal Procedures**

At any time, an individual may choose to initiate a formal procedure by reporting it to the designated administrator.

**A. Harassment Report:** A harassment report will be completed by the person filing the complaint or by the designated administrator. Information included in the report should include, but is not limited to, the following:

- Date report is filed
- Complainant's name and address
- Date(s) of the incident(s)
- Description of the incident(s)
- Name(s) of the person(s) involved in the incident(s)
- Name(s) of any witness(es) to the incident(s)
- What action, if any, has been taken
- Requested resolution of the complaint
- Signature of the complainant will be requested, but not required

**B. Institute-wide:** The school board hereby designates the Vice-President for Academic Affairs as the designated administrator to receive reports or complaints of harassment from any individual, employee, or victim of harassment. If the complaint involves the designated administrator, the complaint shall be filed directly with the President of the Institute. If the

complaint involves the President, the complaint shall be filed directly with the superintendent of the Mitchell School Institute 17-2 as applicable. If the complaint involves the superintendent, the complaint shall be filed with the Vice-President for Academic Affairs of Mitchell Technical Institute as appropriate. The Institute shall post on employee bulletin boards and on the respective web sites the name of the designated administrator including a mailing address and telephone number.

**C. Submission of a Complaint or Report of Harassment:** Submission of a complaint or report of harassment will not affect the individual's employment or work assignments.

**D. Confidentiality:** The Institute will make attempts to respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with the Institute's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

**E. Procedure:** The complaining employee will be asked to put the facts surrounding the conduct in writing on a form provided by the Institute that includes, but is not limited to the following: complainant's name and address; date of the incident; type of harassment; description of the incident; name of any witness; what action, if any, has been taken; and the signature of the complainant.

**F. Required Reporting:** If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, the designated administrator shall comply with all mandatory state reporting requirements including, but not limited to, contact with the State Department of Social Services or police authorities.

### III. Institute Investigation and Action

**A.** The designated administrator will conduct an investigation to gather data regarding the alleged discrimination, take appropriate action regarding the complaint, and render a decision in writing to the complainant, with a copy to the President and Superintendent, within fourteen (14) calendar days of receipt of the formal complaint. The date of receipt of the complaint will be that date as stamped on the complaint when received in the office of the designated administrator.

**B.** In determining whether alleged conduct constitutes harassment, the following will be included in conducting the investigation: the surrounding circumstances, the nature of the advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

**C.** The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

**D.** In addition, immediate steps may be taken at any point in the investigation to protect the complainant, students, and employees pending completion of an investigation of alleged harassment.

**E.** During the investigation all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the designated administrator along with the filing of the complaint, notification of any investigation, or the filing of any appeal.

**F.** If the complainant is not satisfied with the decision rendered by the designated administrator, s/he may appeal the decision to the President within seven (7) calendar days following receipt of the decision. The appeal must include the original complaint form, a copy of the decision from the designated administrator, and a written statement as to a reason for the appeal. The date of receipt of the appeal will be that date as stamped on the appeal when received in the office of the President.

**G.** The President or designee will review the materials submitted, may investigate the circumstances, and respond in writing within fourteen (14) calendar days from the date of the appeal. At the President's level, the appeal process may or may not include a conference with the parties involved.

**H.** If the complainant is not satisfied with the decision rendered by the President, s/he may appeal the decision to the superintendent within seven (7) calendar days following receipt of the decision. The appeal must include the original complaint form, copies of the decisions from the designated administrator and the President, and a written statement as to a reason for the appeal. The date of receipt of the appeal will be that date as stamped on the appeal when received in the office of the superintendent.

**I.** The superintendent or designee will review the materials submitted, may investigate the circumstances, and respond in writing within fourteen (14) calendar days from the date of the appeal. At the superintendent's level, the appeal process may or may not include a conference with the parties involved.

**J.** If the complainant is not satisfied with the decision rendered by the superintendent, s/he may request a hearing in executive session with the school board. The request for hearing must be submitted within seven (7) calendar days through the superintendent's office. The hearing will be scheduled within thirty (30) calendar days from the request for the hearing. The date of the request for the hearing will be that date as stamped on the request when received in the office of the superintendent. The involved parties will be notified in writing of the date and time of the scheduled hearing.

**K.** The school board will render a decision in writing within fourteen (14) calendar days of the hearing to both the complainant and the individual(s) against whom the complaint is filed.

**IV. Prohibition against Retaliation:** The Institute will discipline any individual who retaliates against any person who testifies, assists, or participates in any investigation, proceeding, or hearing related to a harassment complaint.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead

to separate disciplinary action against an individual. If any school personnel or student who has filed a complaint or has testified, assisted, or participated in the investigation of harassment believes that s/he has been retaliated against because of his or her participation, s/he should follow the procedures set forth above.

This applies to retaliation that occurs through verbal, non-verbal, or electronic means of communications on school grounds when engaged in school activities, or when individuals are traveling to and from school.

**V. False Charges:** False accusations can have a serious detrimental effect on innocent parties. Charges found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants to disciplinary action.

**VI. Uncomfortable Situations:** The Institute recognizes that not every uncomfortable situation constitutes harassment. However, all reported situations will be investigated.

**VII. Discipline:** Any Institute action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements and Institute policies. The Institute will take such disciplinary action or other legal action that it deems necessary and appropriate, including, but not limited to, warning, suspension, or immediate discharge to end harassment and prevent its recurrence.

**VIII. Personnel and Student Records:** No record of a complaint shall be placed in the personnel file of an administrator, faculty member, or staff member or in the personal file of a student if the complaint is found to be unsubstantiated and without merit. If a complaint is substantiated, an official notation will be placed in the personnel file of the administrator, faculty member, or staff member or in the personal file of the student against whom the complaint was filed, and any official punitive action will be noted in the file.

If a complaint is found to be unsubstantiated and without merit at either the informal or formal level, the only record that will be retained will be the name of the complainant, the name of the individual against whom the complaint was made, the date the complaint was first brought to the attention of the Institute, a general statement of the nature of the complaint, a statement that the complaint was found to be unsubstantiated and without merit, and the level at which such determination was made.

If after initial counseling on options or unsuccessful mediation the complainant does not wish to pursue the complaint and the Recipient does not initiate formal procedures, the only record that will be retained will be the name of the complainant, the name of the individual against whom the complaint was made, the date the complaint was first brought to the attention of the Institute, a general statement of and the nature of the complaint, and a statement that the complainant elected not to pursue the matter.

All records generated at any level in the handling of a complaint where it is determined an individual has been guilty of sexual harassment shall be retained by the Institute.

All records maintained pursuant to RECORDS shall be retained permanently in a locked file in the office of the superintendent. A statement shall be affixed to the file indicating that the contents thereof are being privileged as confidential and that access to the records contained in

the file requires the written permission of the superintendent. A record will be maintained of those obtaining access to the file, which record will contain the name of the individual obtaining access, the date, the reason, and the particular record or records reviewed.

Legal Reference: Title VII of the Civil Rights Act of 1964  
Title IX of the Education Amendments of 1972  
South Dakota Executive Order 81-08

Adopted: 2/22/10

### **Equal Opportunity Statement Policy MTI 116**

Mitchell Technical Institute is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, creed, religion, age, gender, disability, military status, national origin or ancestry, or any other status or condition protected by applicable federal or state statutes.

The Institute will:

- 1) recruit, hire, train and promote persons in all job titles without regard to race, color, creed, religion, age, gender, disability, military status, national origin or ancestry, or any other status protected by applicable federal or state law.
- 2) ensure that all personnel actions affecting compensation, benefits, transfers, layoffs, training, education and other programs will be administered without regard to race, color, religion, age, gender, disability, military status, national origin or ancestry, or any other status or condition protected by applicable federal or state law.

Inquiries concerning Title VI and Title IX may be referred to the following designated administrator:

For post-secondary technical education programs and services for the Mitchell Technical Institute, located in Mitchell, South Dakota, contact the Vice-President for Academic Affairs, Mitchell Technical Institute, 821 N. Capital, Mitchell, SD 57301.

Inquiries can also be directed to the Regional Office of Civil Rights at the following:  
U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302; Tel: 816-268-0550.

Notification of this policy and applicable regulations will be posted in all buildings. Notice shall also be placed in all student and employee handbooks.

### **Resolution of Complaints**

A complaint may be filed when it is felt that a violation of the Policy on Equal Opportunity has occurred. Such action is defined as a complaint dealing with discrimination on the basis of race, color, creed, religion, age, gender, disability, military status, national origin or ancestry, or any other status or condition protected by applicable federal or state law.

A complaint relating to the Policy on Equal Opportunity may be filed by a job applicant, an employee, or other citizen. Confidentiality will be maintained at each level of the complaint procedure.

### **Informal Procedure**

The complainant is encouraged to attempt to resolve the complaint informally by working with the administrator most directly involved in the situation before filing a formal complaint. However, it is understood that for some complaints this may not be appropriate.

### **Formal Procedures**

1. A formal complaint of discrimination may be filed with the designated administrator at Mitchell Technical Institute. The formal complaint shall be maintained in a file with the designated administrator as identified.
2. A discrimination report will be completed by the person filing the complaint or by the designated administrator. The report information should include, but is not limited to, the following:
  - Date report filed
  - Complainant's name and address
  - Date(s) of the incident(s)
  - Description of the incident(s)
  - Name(s) of the person(s) involved in the incident(s)
  - Name(s) of any witness(es) to the incident(s)
  - What action, if any, has been taken
  - Requested resolution of the complaint
  - Signature of the complainant will be requested, but not required
3. The designated administrator will conduct an investigation to gather data regarding the alleged discrimination, take appropriate action regarding the complaint and render a decision in writing to the complainant within fourteen (14) calendar days of receipt of the formal complaint.
4. If the complainant is not satisfied with the decision rendered by the designated administrator, s/he may appeal the decision to the President within seven (7) calendar days following receipt of the decision. The appeal must include a written account of the original complaint, a copy of the decision from the designated administrator, and a written statement as to a reason for the appeal. The date of receipt of the appeal will be that date as stamped on the appeal when received in the office of the President.
5. The President or designee will review the materials submitted, may investigate the circumstances, and will respond in writing within fourteen (14) calendar days from the appeal. At the President's level, the appeal process may or may not include a conference with the parties involved.
6. If the complainant is not satisfied with the decision by the President, s/he may appeal the decision to the superintendent within seven (7) calendar days following receipt of the



decision. The appeal must include a written account of the original complaint, copies of the decisions from the designated administrator and the President, and a written statement as to a reason for the appeal. The date of receipt of the appeal will be that date as stamped on the appeal when received in the office of the superintendent.

7. The superintendent or designee will review the materials submitted, may investigate the circumstances, and respond in writing within fourteen (14) calendar days from the appeal. At the superintendent's level, the appeal process may or may not include a conference with the parties involved.
8. If the complainant is not satisfied with the decision rendered by the superintendent, s/he may request a hearing in executive session with the school board. The request for hearing must be submitted within seven (7) calendar days through the superintendent's office. The hearing will be scheduled within thirty (30) calendar days from the requested hearing. The involved parties will be notified in writing of the date and time of the scheduled hearing.
9. The school board will render a decision in writing within fourteen (14) calendar days of the hearing to both the complainant and the individual(s) against whom the complaint is filed.
10. Either party may have representation present at each step once the investigation is completed. If either party elects to be represented at any step of the complaint procedure, the names of these representatives must be declared in writing at least five (5) calendar days prior to that step.

Legal References: Title IX  
Title VI  
Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990

Adopted: 2/22/10

### **Smoke Free School Policy MTI 518**

The negative effects of smoking on persons who smoke and persons occupying smoking areas are well documented. Mitchell Technical Institute is committed to encouraging healthful living styles and healthful working environments. Because of this commitment, the following policy will apply:

Mitchell Technical Institute will be tobacco/smoke free in all buildings and vehicles. Outside designated smoking areas at each MTI building may be provided. Smoking is prohibited except for the designated smoke area.

Adopted: 2/22/10

### **Fair Use Guidelines (Copyright Law) Policy MTI 551**

The current copyright law is encoded in the U.S. Copyright Act of 1976 and its later amendments. Copyright is a statutory privilege extended to creators of works fixed in a tangible

medium of expression. Copyright laws legally protect the potential monetary value of creative endeavors as a way of encouraging the producers of information and entertainment to publish their work, and thus to share it with others. The Copyright Act also sets forth four factors that courts are to consider in determining whether copying of someone else's work is permitted by the doctrine of fair use.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit or educational purposes,
2. the nature of the copyrighted work,
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
4. the effect of the use upon the potential market for or value of the copyrighted work.

### **Guidelines for Off-Air Recording and Videotapes**

Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes is a product of a congressional committee and is not a part of the law. It does serve as the authority for taping off-air for educational purposes.

The copyright owner has exclusive rights to:

1. reproduce the work,
2. prepare a derivative work,
3. distribute the work,
4. perform the work publicly, and
5. display the work publicly.

In order for a school to use a video without paying royalties for a public performance, all four of these criteria must be met:

1. the use must take place in a classroom or similar place of instruction,
2. the use must be part of the regular instructional process and not recreational,
3. the use must be in the course of face-to-face teaching activities, and
4. the video recordings must be a lawfully made or acquired copy.

There are nine basic guidelines that you need to consider when video recording.

1. Recorded shows cannot be kept for more than 45 days after the recording date.
2. Recorded shows can only be shown within the first ten days of that 45 day period.
3. Off-air recordings can only be made through a teacher request, not by someone in anticipation of a need.
4. The recorded shows can only be shown two times within any single class, with the second time being only for reinforcement.
5. After the ten days, the recordings can only be reviewed by the teacher for the possible purchase and inclusion into the curriculum.
6. If several teachers ask for the same program, duplicate copies can be made to fill the requests. These copies are subject to the same restrictions listed above.

7. The recordings are not to be altered in any way, though you don't have to show a recording in its entirety.
8. All copies must include the copyright notice as recorded on the broadcast program.
9. These guidelines apply only to non-profit education institutions, which are expected to establish control procedures to make sure these guidelines are met.

### General Rules of the Law for Educational Photocopying

Teachers can do the following copying for his/her own scholarly research or use in teaching or preparing to teach a class. Multiple copies (one copy per student in a course) can be made if it meets the criteria of brevity, spontaneity, and cumulative effect and if each copy contains a notice of copyright.

1. Brevity: Following are the guidelines for the amount that can be copied.
  - A complete poem printed on no more than two pages or an excerpt from a longer poem not to exceed 250 words copied in either case.
  - A complete article, story, or essay of less than 2,500 words can be copied in its entirety. For other kinds of prose, such as a play, a novel, or a letter, a copy must not be more than 100 words or ten percent of the whole, whichever is less. No matter how short the work, one may legitimately copy an excerpt of 500 words.
  - One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.
2. Spontaneity: Copying is done by the teacher when there is not a reasonable length of time to request and receive permission to copy.
3. Cumulative Effect: The copying is only for one course and only nine instances of multiple copying per course during one class term is allowed. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

Note: Short works, such as children's books (picture books) are often less than 2,500 words cannot be copied as a whole; but an excerpt of **not more than two published pages** or ten percent of the book, whichever is the less.

You do not have permission to copy if:

1. copying is done to create or replace or substitute for anthologies, compilations, or collective works,
2. the item is consumable (examples: workbooks, exercises, standardized tests, etc.),
3. you are in any way substituting for purchasing books, periodicals, etc.,
4. you intend to charge the student more than what the item actually cost to copy, and/or
5. you intend to use it term after term.

### Library Photocopying

### Unsupervised Copying Equipment

1. A library and its employees are relieved of liability for copyrighted infringement resulting from unsupervised use of copying equipment located on its premises, provided that:
  - a. The library must display on the equipment a notice that making of the copy may be subject to the copyright law.
  - b. Wording for notice recommended by the American Library Association: NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17 U.S. CODE) GOVERNS THE MAKING OF COPIES OF COPYRIGHT MATERIALS. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

### General Guidelines for CD-ROMS's and Computer Software

#### Software Copyright Protections

1. Make sure you are only loading software onto as many machines as you have licenses. If you buy a "stand-alone" copy, you may only have that software on one machine. If you buy a lab pack of ten, you can load ten machines. Make sure you know the number of machines that are served with a site or network license.
2. You should not multiple load "drivers" from a stand-alone CD-ROM since those are also copyrighted.
3. If you buy an "upgrade" of a program, that then becomes your only legal copy of that program. The old copy must be archived or discarded but cannot be loaded on other machines in the Institute.
4. It is against copyright for a teacher to take home an original disk of a software program he/she is using at school and load it onto a computer at home. The reverse would also be true.
5. Make sure you are following the rules set up by the publisher if you load "shareware" or "freeware" programs.
6. Old copies of computer programs can be given away but should not be used in the building once they are designated "withdrawn" or no longer usable.
7. If you buy a hybrid or hybrid CD-ROM and pay for only a stand-alone version, you can load the drivers on the platform you choose. Once you've chosen the platform that is the only legal place the CD can be.
8. You can legally use one program with one student or group of students as long as you're only on one machine.
9. Anything a student would create and put on disk belongs to the student and not the school.
10. Make sure you know the copyright that applies when you go to download material off of the Internet. If the site asks you not to download, then don't.
11. Be aware that even if you load a program with the intent of immediately removing it and it is already loaded on another machine, that is a copyright violation. All programs that have been on a machine, even deleted ones, leave a footprint that is detectable for a considerable period of time.
12. If you are given donated software, please respect the intent of the program, i.e., stand-alone, etc. Keep all paperwork on the donation. Please realize that technical support that came with the disk when purchased will probably not transfer to you.
13. Taking parts of a program to use in separate creation can be a violation of copyright. Always give the correct credit and make sure you follow the new multi-media fair use guidelines.

14. Make sure you always have back-up and bootable disks that are updated in case of a computer crash. Make sure networks are backed-up on a regular basis. Make sure your back-up disks, tapes, etc., are kept in a fireproof area.
15. If a school consolidates or moves to a new building, the software normally can transfer with you. You might have to reregister the software to keep your technical support going if a new name is used.
16. It is best for your students in programming classes to stay away from commercial games to help them develop their own. All of the graphics, sounds, motions, coding, etc., is copyrighted and these publishers are very aggressive in prosecuting these kinds of cases.

### **The Internet and Copyright**

A new Internet Copyright Law called the Digital Millennium Copyright Act was passed in December of 1998. The Internet is a fixed medium. This includes pictures, sounds, motion media, e-mail, etc.

When in doubt, ask for permission or make sure you stay within the multi-media guidelines.

At this time, it is permissible to link to another site without permission, however, it is nice to let their web master know that you have linked.

You normally can download one copy of an article, etc., to make multiple copies you would need permission.

Intellectual property rights are a hot topic at this time. Most sites that know they could have copyright problems list very clearly what they give you as rights. If a site lists their copyright policy, please follow it. Remember, sites know who you are and when you download.

Be very careful if a web site gives you free copyright with pictures, sound, or video. They may not have the right to do so. If you do download off one of these sites, make sure you copy their permission to you to copy and use anything you would like off of their site.

### **Fair Use Guidelines for Multi-Media**

1. You may use ten percent or three minutes, whichever is less, of a motion media work.
2. You may use ten percent or 100 words, whichever is less, to incorporate into a multi-media project. An entire poem of less than 250 words can be used, but not more than three poems by the same poet or five poems by different poets from any one anthology. For poems of greater length, 250 words can still be used, however, no more than three excerpts by one poet or five excerpts by different poets from a single anthology.
3. Up to ten percent, but never, more than 30 seconds of music and lyrics of a copyrighted piece of work. You may not alter a piece of music so that it changes the basic melody or fundamental character of the work. This pertains to music and music videos.
4. Photos and illustrations: No more than five images by the same artist or photographer. No more than ten percent of 15 images, whichever is less, from a collective work.
5. Databases: Up to ten percent or 2500 fields or cells, whichever is less. Field entry is defined as a specific item of information, such as a name or Social Security Number. A

cell entry is defined as the intersection where a row and a column meet on a spreadsheet.

6. You may not have more than two usable copies made of these kinds of projects. One can be placed on reserve status. Multiple creators can each have a copy.
7. Once you do anything outside of these guidelines that apply to a classroom setting or classroom based project, you must get all permissions that are necessary. These projects cannot be placed on the Internet, particularly, without all the permissions granted.
8. Generally, a student multi-media project can be used by the student and kept in his/her portfolio for job seeking purposes.
9. Be very cautious in using any kind of media off of the Internet. Most of the material is copyrighted and enjoys the same protection as any other copyrighted work.
10. There should be a notice on the first screen of every multi-media work that certain material in the presentation was utilized under the multi-media fair use exemption.
11. If you go beyond the classroom project framework, you must seek the proper copyright permission.
12. You may make alterations in portions of a copyrighted work only if the alterations support specific instructional objectives. You need to note in your presentation that these alterations have been made.
13. Reproducing or decompilation of copyrighted computer games or code or control mechanisms of same, even for educational use, are outside the scope of these guidelines. There are actual laws covering this issue.

### **Copyright Guidelines for Music**

#### Permissible Uses:

1. Emergency copying allows copies to be made to replace purchased copies which may not be available by performance time. However, you still must purchase these copies when they arrive.
2. Copying for the Academic Use Other Than Performance
  - Only one copy per student is allowed. No more than ten percent of a work can ever be copied. Single or multiple copying of a section cannot comprise a performable unit like a section, movement, or aria.
  - Exception to the above rule can be made if:
    - a. one has confirmation from the copyright holder that the units is out of print or
    - b. the unit is unavailable except in a larger work.
  - This copy can be made by or for a teacher for the purpose of scholarly research or preparation for a class.
3. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted, or the lyrics, if any, are not distorted, and no lyrics are added.
4. A single copy of a student's performance can be made for purposes of evaluation and rehearsal. This copy can be retained by the educational entity of the student.
5. A single copy of a sound recording, i.e., a tape, disc, record, or cassette, may be made from the originals which are owned by the educational organization or the teacher for the purpose of constructing aural exercises or examinations and may be retained by the institution or the individual teacher.

Please note that a sound recording may involve three copyrights: one for the music itself, a second for the recording, and a third on the arrangement. If the sound recording is to be used in a public performance or a derivative work will be made, permission must be granted by all copyright owners. Even if the music is in the public domain, the arrangement of the music may not be.

### **Copyright Guidelines for Distance Learning Courses**

Guidelines for distance learning classes are being developed by the Department of Education (DE) of South Dakota. The district will follow these as they become available.

### **REPRODUCTION OF COPYRIGHT MATERIALS**

#### **Works Protected by Copyright**

Copyright protection extends to literacy works, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works including television, and sound recording.

Unpublished works by U.S. and foreign authors are protected by the new copyright statute, as are published work by U.S. authors. The published works of foreign authors are subject to copyright under certain conditions, including coverage under national treaties such as the Universal Copyright Convention.

U.S. government works are excluded. Works produced for the U.S. government by its officers and employees are not subject to copyright.

#### **District Procedure**

Copyright materials, be they print or nonprint and including computer software, will NOT be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the Districts' copyright position are in violation of Board policy and the law and assume all liability and responsibility related thereto.

Guidelines shall be developed and made available to all employees of the district to insure the fair use of copyright work.

The Vice-President for Academic Affairs is responsible for establishing practices, which will enforce this policy.

### **REGULATIONS**

#### **1. Purpose**

The Board recognizes that the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission. The Board further realizes that severe penalties are

provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the "fair use" doctrine. P.L. 94-553 Sec. 107

## 2. Definition

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes.

**a. THE PURPOSE OF CHARACTER OF THE USE.** The use must be for such purposes as teaching or scholarship and must be nonprofit.

**b. THE NATURE OF THE COPYRIGHTED WORK.** Staff may make single copies of; book chapters for use in research, instruction or preparation for teaching; articles for periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers in accordance with these guidelines.

**c. THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.** Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.

**d. THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

## 3. Authority

Staff may make copies of copyrighted school district materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the Vice-President for Academic Affairs. Staff members who fail to follow this policy may be held personally liable for copyright infringement.

### Permitted copies

1. Multiple copies, not exceeding more than one per student, may be made for classroom use or discussion if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

#### a. Brevity

\* A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;

\* Complete articles, stories or essays of less than 2500 words or excerpts from prose works not more than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;



- \* Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;
  - \* One chart, graph, diagram, drawing, cartoon or picture book, book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose.
- b. Spontaneity
- \* Should be at the "instance and inspiration" of the individual teacher.
- c. Cumulative Effect
- \* Teachers are limited to using copied material for only one course in the school in which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current new periodicals, newspapers and current news sections of other periodicals.
2. A library or archive may reproduce one copy or recording of a copyrighted work and distribute it if: the reproduction or distribution is made without any purpose of direct or indirect commercial advantage; the collection of the library or archives is open to the public, or available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field; and if the reproduction or distribution of a work includes a notice of copyright. Libraries and their employees are not liable for unsupervised use.
  3. Copies of materials for "face-to-face" teaching activities involving performances or displays made by students or instructors, religious services, live performances without commercial advantage, and the use of instructional broadcasts are permitted.

### **Prohibited Copies**

1. The act prohibits using copies to replace or substitute for anthologies, consumable works or compilations or collective works. "Consumable" works include: workbooks, exercises, standardized tests, test booklets and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints nor periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a "higher authority" and students cannot be charged more than actual cost of photocopying.
2. Schools must be licensed to play copyrighted music where the performer is paid or admission is charged, even if the admission is used to cover refreshment costs.
3. Jukeboxes must be licensed and a certificate of license must be displayed on each machine.

4. Recording copyrighted audiovisual works (such as broadcasts) and using them in the classroom is not fully resolved in the new law. When such use is contemplated, a request for an approved method of such use shall be made to the superintendent's office.
5. Employees and students should be aware that copying materials through the use of camera equipment, including those in cell phones, falls under the same laws and guidelines as other forms of copying.

Adopted: 2/22/10

## **Student Publications**

### **Policy MTI 927**

Students will enjoy the constitutional rights of freedom of expression. They will have the right to express their views in speech, writing, or through any other medium or form of expression within limitations comparable to those imposed on all citizens but specifically designed for an educational setting.

All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

Review of content prior to publication is not censorship, but part of the educational process as this concerns student publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case, the Institute) enjoys freedom to determine what it will and will not publish.

### Distribution of Literature

Students have a right to the distribution of literature on MTI grounds and in MTI buildings, except that the Vice-President for Academic Affairs may prohibit the distribution in school buildings of a specific issue or publication if it does not comply with rules for responsible journalism. The Vice-President may require that no literature be distributed unless a copy is submitted in advance.

The time, place, and manner of distribution of literature will be reasonably regulated by the Vice-President for Academic Affairs.

Adopted: 2/22/10

## **Equal Educational Opportunities**

### **Policy MTI 1002**

All students attending Mitchell Technical Institute will have equal educational opportunities. The Institute will not discriminate on the basis of race, color, creed, religion, sex, handicap, economic status, national origin, or ancestry in its policies or programs.

To accomplish this policy on nondiscrimination, the Institute will make every effort to provide all students equal access with respect to admission or membership in school-sponsored organizations, clubs, or activities; access to facilities; distribution of funds; academic evaluations; or any other aspect of school-sponsored programs or activities.

The Institute recognizes, however, that in implementing this policy students vary widely in capabilities, interests, and social and economic background, and that no two students can be treated exactly alike if the fullest development of each is to be achieved.

LEGAL REFS.: Civil Rights Act of 1964, as amended in 1972, Title VI,  
Title VII Executive Order 11246, 1965, amended by Executive  
Order 11375 Education Amendments of 1972, Title IX (P.L. 92-318)  
45 CFR, Parts 81, 86 (Federal Register, June 4, 1975,  
August 11, 1975)  
The American Disabilities Act, July 26, 1990  
Education for All Handicapped Children Act (P.L. 94-142)  
Section 504 of the Vocational Rehabilitation Act of 1973  
SDCL 13-28-5; 13-28-6; 13-28-14

Adopted: 2/22/10  
Reviewed: 6/28/10

### **Student Handbook/Catalog Policy MTI 1003**

Many practices and procedures affecting students are found within the Mitchell Technical Institute Student Handbook and the Mitchell Technical Institute General Catalog. These documents shall be updated annually and shall be maintained and made available to students and staff on the MTI website. Students attending MTI shall be informed that they are responsible for the content of the Student Handbook and that it is their responsibility to comply with the provisions therein.

Adopted: 2/22/10  
Reviewed: 6/28/10

### **Weapons Possession Policy MTI 1033**

Students and nonstudents (including adults, visitors and staff) are not permitted to carry, possess, use, store, distribute, transfer or transport a weapon in or on any school property, vehicle, or premises, or in any other building or property being used for school purposes or functions. A "weapon" includes any controlled, dangerous or deadly item, destructive device or explosive, ballistic knife, stun gun, firearm or air gun, including those intended primarily for imitative or noise-making purposes. This policy shall not apply to any weapon, device or other item which is being used by authorized individuals as a part of or in conjunction with school-related activities or functions.

For the purposes of this policy, the following definitions shall apply:

(a) "Controlled weapons" shall include a firearm silencer, machine gun or short

shotgun. A firearm silencer is any instrument, attachment, weapon or appliance for causing the firing of any gun, revolver, pistol or other firearm to be silent or intended to lessen or muffle the noise of the firing of any such weapon. A machine gun is any firearm of whatever size and design that automatically discharges two or more cartridges by a single function of the firing device. A short shotgun is a shotgun with a barrel less than 18 inches long or with an overall length of less than 26 inches.

- (b) "Dangerous or deadly weapon" is any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm or which can be used or misused in a manner to cause death or serious bodily harm.
- (c) "Destructive device" is any bomb, grenade, explosive missile or similar device or any launching device therefore, or any breakable container which contains a flammable liquid with a flashpoint of 150 degrees Fahrenheit or less and has a wick or similar device capable of being ignited.
- (d) "Explosive" is any substance or combination of substances that is used for the purpose of detonation and which, upon exposure to any external or internal force or condition, is capable of a relatively instantaneous release of gas and heat.
- (e) "Ballistic knife" is a knife encased in a tubular metal sheath which when removed, uncovers a detachable blade that can be propelled by a spring mechanism operated at the push of a button.
- (f) "Stun gun" is any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system can cause temporary loss of voluntary muscle control of a person.
- (g) "Firearm" includes any weapon which is designed to expel a projectile by action of an explosive, or any other means, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas. This shall include BB guns, paint ball guns, and air guns.

If a student violates this policy, the Institute may apply sanctions in accordance to MTI's *Non-academic Probation, Suspension, and Expulsion* policy (Policy MTI 1036).

Staff who violate this policy shall be subject to personal discipline procedures and South Dakota Codified Law governing employment dismissal.

Adopted: 2/22/10  
Revised: 6/28/10

## **Threats of Terrorism (South Dakota Codified Law 22-14A-24 through 22-14A-27)**

**22-14A-24. USE OF SUBSTANCE OR DEVICE TO COMMUNICATE TERRORISTIC THREAT AS FELONY.**

Any person who intentionally communicates a threat by leaving a substance or device, thereby causing either serious public inconvenience, or the evacuation or serious disruption of a building, place of assembly, facility of public school transport, or a school related event, is guilty of communicating a terroristic threat. For the purposes of this section, a substance or device includes, but is not limited to, an actual or apparent dangerous weapon, destructive device, dangerous chemical, biological agent, poison, or harmful radioactive substance. A violation of this section is a Class 4 felony.

**22-14A-25. USE OF HOAX SUBSTANCE OR DEVICE TO CAUSE FEAR AS FELONY.**

Any person who intentionally possesses, transports, uses, or places any hoax substance or hoax destructive device with the intent of causing anxiety, unrest, fear, or personal discomfort is guilty of a Class 5 felony. A hoax substance is any substance that would cause a person to reasonably believe that it is a dangerous chemical or biological agent, a poison, a harmful radioactive substance, or a similar substance. A hoax destructive device is any device that would cause a person to reasonably believe that it is a dangerous explosive or incendiary device or a similar destructive device.

**22-14A-26. PERSONS CONVICTED OF CERTAIN CRIMES MAY BE ORDERED TO MAKE RESTITUTION.**

The court may, after conviction or adjudication of any violation of 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive, conduct a hearing to ascertain the extent of costs incurred, damages, and financial loss suffered by local, county, or state public safety agencies, and the amount of property damage caused as a result of the crime. A person found guilty of violating 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive, may upon conviction, be ordered to make restitution to the local, county, or state public service agency for any cost incurred, damages and financial loss or property damage sustained as a result of the commission of the crime.

**22-14A-27. NO CAUSE OF ACTION AGAINST GOOD FAITH RESPONSE TO TERRORIST ACT.**

The provisions of 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive, may not be construed to create any cause of action against any person based upon or arising out of any act or omission relating to any good faith response to a terrorist act or an attempted terrorist act.

**22-14A-22. FALSELY REPORTING A THREAT AS FELONY—RESTITUTION—MINOR TO PERFORM PUBLIC SERVICE.**

Any person who makes a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, explosive, destructive device, dangerous chemical, biological agent, poison or harmful radioactive substance, is guilty of falsely reporting a threat. Falsely reporting a threat is a Class 6 felony. Any person found guilty of falsely reporting a threat shall pay restitution for any expense incurred as a result of the crime. The person is also civilly liable for any injury to person or property from the false report and any costs related to responding to the false report. If the person making the false report prohibited by this section is a minor, the court, in addition to such other disposition as the court may impose, shall require the minor to perform at least fifty hours of public service unless tried as an adult.

**Drug-Free Campus  
Policy MTI 1035  
PHILOSOPHY**

Student and employee safety is a paramount concern to the Mitchell Technical Institute, the Mitchell School District No. 17-2, and the Board of Education. Alcohol and drug dependency is an illness and a hazard that interferes with the ability to learn and function responsibly in the school setting and community. Persons under the influence of controlled substances, mood-altering or psycho-active chemicals are a serious risk to themselves and to others. MTI recognizes that chemical abuse (drug and alcohol) has become a serious problem in our country. Substance abuse problems are the responsibility of the individual, home, and community, with the schools sharing in that responsibility. We accept our obligation to establish a positive environment in which these problems can be addressed locally in a helpful and supportive rather than a punitive way. The intent of this policy is to promote healthy living through awareness, prevention, dependency education, and intervention.

**LEGAL COMPLIANCE**

It is the policy of Mitchell School District No. 17-2 that the unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance on property of the District or while a student of the District is engaged in an activity assigned as part of his/her involvement with the District is prohibited.

Students convicted of the possession of illegal drugs while receiving Title IV financial aid may have their financial aid suspended for up to one year. If a student is convicted of selling drugs, they may have their financial aid eligibility suspended for two years. Additional convictions will add at least a year to the above suspensions.

**INTERVENTION PROCEDURES**

The student who violates this policy will be referred to the administration of Mitchell Technical Institute. Students of MTI must report any conviction of violating any statute regulating

controlled substances within five (5) days of the conviction to the MTI administration. The student will be referred to legal officials, agents, or agencies when appropriate. Depending on the severity, the Institute may require chemical dependency evaluation and/or treatment by a trained chemical dependency counselor. Expenses incurred are the responsibility of the student.

The student may be expelled from a program in compliance with SDCL 13-32-4.

## PREVENTION

The objective of prevention is to promote the personal and social growth of individuals in order to avoid drug and alcohol related problems. Serious health risks are associated with abusers of drugs and alcohol. Heavy alcohol consumption can produce major, irreversible damage to the brain, heart, central nervous system, liver, other body systems, and may cause retardation, birth defects, and reduced weight to off-spring of pregnant women. Some of the effects of commonly abused drugs include: skin disorders, malnutrition, ulcers, brain damage, life threatening infectious and diseases, hallucinations, visual disturbances, convulsions, delirium, coma, speech and muscle impairment, violent behavior, loss of concentration and memory, nausea, constipation, increase in pulse rate, damage to liver and kidneys, blood and bone marrow, and death.

Students are encouraged to seek assistance for substance abuse problems. Students can be assured that voluntarily seeking assistance for these problems will not jeopardize the student's status in school and will be handled in a professional manner and confidentiality will be protected to the full extent permitted by law.

## STAFF DEVELOPMENT

Mitchell Technical Institute will provide and coordinate on-going training in the area of chemical health. In-service training will focus on skill development in implementation of chemical health curriculum, intervention, and facilitation of a team approach.

Legal Reference:       Public Law 100-690  
                                  SDCL 13-32-4  
                                  SDCL 34-20B-11 to 34-20B-26

Adopted:                2/22/10  
Reviewed:              6/28/10

## **Non-academic Probation, Suspension and Expulsion Policy MTI 1036**

The Board authorizes the President or Vice-President for Academic Affairs or their designee to place on probation, suspend or expel any student involved in any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board
- B. Conduct that substantially disrupts, impedes or interferes with the operation of any class or activity

- C. Conduct that substantially impinges upon or invades the rights of others
- D. Conduct that has resulted in conviction of the student of any criminal statute of the State of South Dakota or of the United States
- E. Disobedience of an order from a teacher, peace officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any Institute class or activity or substantial and material impingement upon or invasion of the rights of others
- F. Possession of or consumption of alcoholic beverages (3.2 beer included), illegal or unauthorized drugs on Institute property
- G. Theft of any property belonging to MTI, faculty or staff, visitor or student
- H. Willful damage to or destruction of property belonging to the Institute, faculty or staff, visitor or student

Students will be afforded appropriate due process protections, including timely written notifications of all actions, and access to an appeal process in accordance with policies MTI 1044 and 1045.

Adopted: 2/22/10  
Revised: 6/28/10

## **Student Interrogations, Searches and Arrests**

### **Policy MTI 1042**

Mitchell Technical Institute administrators are authorized to make searches of persons, personal effects, lockers and automobiles under the conditions outlined below.

#### **Personal Searches**

A student's person and/or personal effects (e.g. purse, back pack, book bag, etc.) may be searched when an administrator has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or contraband items. If a pat down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school administrator or designee of the same gender with another adult of the same gender present as witness.

A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees or visitors on the school premises are threatened. Such a search may only be conducted in private by a school administrator or designee of the same gender, with an adult of the same gender present, unless the health or safety of students will be endangered by the delay caused by following these procedures.

If a personal search of a minor has been conducted, the administration will inform the parent/guardian by the end of the day. If circumstances do not allow that, a certified letter will be sent.

#### **Locker Searches**



Although school lockers are temporarily assigned to individual students, they remain the property of MTI at all times. However, students are expected to assume full responsibility for the security of their lockers. Students are not to share lockers unless thus assigned by the administration, nor should they share their locker combinations with other students.

#### Maintenance Searches

MTI has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, periodic inspection of lockers is permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by the institute's staff if so instructed by an administrator at any time without notice, without the student's consent and without a search warrant.

Any contraband discovered during such searches will be confiscated by the administration. The administration may refer a student to outside agencies for assistance depending upon the severity of the situation.

#### Non-maintenance Searches

A student's locker and its contents may be searched when an administrator has a reasonable suspicion that the locker contains illegal, unauthorized, or contraband items. Such searches should be conducted in the presence of another adult witness. Emergency situations may necessitate a search with or without the student's knowledge or consent. Two adults should be present in all cases. Whenever possible the student should be aware of and be involved in a search of such property.

#### **Vehicle Searches**

Students are permitted to park on MTI premises as a matter of privilege, not a right. The Institute retains authority to conduct routine patrols of the student parking lots and inspections of the exterior of vehicles. The interior of a student's vehicle on the school premises may be searched by an administrator if the administration has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. Such searches must always involve two adults. Whenever possible the student should be aware of and be involved in a search of the vehicle.

#### **Law Enforcement Involvement**

Any search and/or seizure by law enforcement officials will occur only when law enforcement officials properly advise school personnel that they have lawful authority to conduct the search and/or seizure.

#### **Informing Students and Parents**

Mitchell Technical Institute shall inform students and parents/guardians of minors of this policy regarding searches and provide written copies on request.

Adopted: 2/22/10  
Reviewed: 6/28/10

### **Student Due Process Rights Policy MTI 1044**

All students are entitled to due process when they are subjected to disciplinary actions such as suspension or expulsion. The Board and MTI officials have the legal authority to deal with disruptive students and student misconduct. Due process, for most situations, shall be met when:

- (1) The student is given oral or written notice of the charges against him;
- (2) The student is given an oral or written explanation of the facts that form the basis of the proposed suspension; and
- (3) The student is given an opportunity to present his version of the incident.

The student may appeal the imposed disciplinary action as specified in policy MTI 1045.

Adopted: 2/22/10  
Reviewed: 6/28/10

## **Student Complaints and Appeals Policy MTI 1045**

Mitchell Technical Institute recognizes that there may be conditions that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships between the Institute and the students and community.

The Institute desires student complaints and appeals, including appeals of disciplinary consequences, to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the President in instances when this becomes necessary. Therefore:

1. Any student, or his/her parent or guardian if the student is of minority age, will be provided the opportunity to discuss with the instructor a decision or situation which he/she considers unjust or unfair.
2. If the incident remains unresolved, the student, or his/her parent or guardian if the student is of minority age, or the instructor may bring the matter to the attention of the Vice-President for Academic Affairs for his/her consideration and action.
3. If the matter is still unresolved after the procedure outlined above, it may be brought to the President for his/her consideration and action.

The President's decision will be final.

Adopted: 2/22/10  
Reviewed: 6/28/10

## **Student Grievance Policy & Procedures Policy MTI 1046**

## I. POLICY

It is the policy of Mitchell Technical Institute to provide a learning and working environment free from discrimination. To that end, Mitchell Technical Institute requests students and staff to assist the Institute in identifying barriers to a discrimination-free learning and working environment. The following grievance procedure is provided as an avenue for the processing of complaints toward the prompt, equitable, and appropriate elimination of unlawful discrimination from the learning and working environment.

## II. DEFINITIONS

- A. Grievance: a complaint alleging a violation of any policy, procedure, or practice which would be prohibited by Title IX, Section 504, and other federal and state civil rights laws, rules, and regulations. Complaints of other natures should be pursued under Policy MTI 1045: Student Complaints and Appeals.
- B. Title IX: of the Education Amendments of 1972, the 1975, and 1980 implementing regulations, and any memoranda, directives, guidelines, and subsequent legislation or regulation that may be issued
- C. Section 504: of the Rehabilitation Act of 1973.
- D. Federal and State Civil Rights Laws, Rules, and Regulations: 1964 Civil Rights Act, Title VI, Title VII as amended, Title IX, Age Discrimination Act of 1967 and 1975 as amended, Equal Pay Act of 1963, Section 504, the Constitution of South Dakota, and implementing federal and state rules and regulations.
- E. Grievant(s): a student, parent, or guardian who submits a grievance
- F. Mitchell Technical Institute, 821 N. Capital, Mitchell, South Dakota 57301
- G. Title IX or Title IX/Section 504 Coordinator: the employee designated to coordinate the Institute's efforts to comply with equity regulations and facilitate processing of complaints (hereafter Coordinator). NOTE: The Institute may authorize others to conduct investigations of complaints.
- H. Day: a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, and school holidays

## III. **BASIC PROCEDURAL RIGHTS:** applicable to all levels of the grievance process

- A. The Title IX (or Title IX/Section 504) Coordinator (or authorized individual) shall receive complaints, actively and independently investigate the merit of complaints and assist the parties in prompt and equitable resolution of complaints. The Coordinator may be utilized as a resource by any party at any level of this procedure.
- B. This procedure does not deny the right of the grievant to file formal complaints with other state and federal agencies (South Dakota Human Rights Commission or the

United States Department of Education Office of Civil Rights) or to seek private counsel for complaints alleging discrimination.

- C. In investigation of sexual harassment or sexual intimidation, it is recommended that the grievant be accompanied by a friend, parent, or advisor of their own choosing for support during any part of the process.
- D. Retaliation against any person filing a grievance or any person participating in the investigation or resolution of a grievance is a violation of law and constitutes the basis for filing a separate grievance.
- E. If a grievance is taken to the Board of Education for a formal contested case hearing, parties shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.
- F. It is the policy of this Institute to process all grievances in a confidential manner, to the extent possible.
- G. The President, Vice-President for Academic Affairs, or School Board member of the district may request that the Title IX Coordinator or any other authorized individual conduct an investigation of suspected violations of Title IX. The investigator will prepare a report as outlined in Level 2 of the grievance process.

#### **IV. PROCESS**

##### **Level 1: Vice-President for Academic Affairs or Immediate Supervisor (informal and optional—may be bypassed by grievant)**

Many problems can be solved by an informal meeting with the parties and the Vice-President for Academic Affairs or Coordinator. An exception is that complaints of sexual harassment should be discussed with the first line supervisor or administrator that is not involved in the alleged harassment. Persons filing complaints of sexual harassment should never be forced to confront the alleged harasser. Further, handling of complaints through informal measures should not be used to impede the prompt resolution of the complaint, and the grievant may bypass informal measures at any time to file a formal complaint.

##### **Level 2: Title IX (Title IX/Section 504) or Other Authorized Grievance Coordinator**

If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance; 2) the remedy requested; and 3) be signed and dated by the grievant. The Level 2 written grievance must be filed with the Coordinator (or designated person) within sixty (60) days of the event or incident, or from the date the grievant could reasonably have become aware of such occurrences.

The Coordinator (or designated person) has authority to investigate all written grievances. The Coordinator will submit a written report of the investigation with the President and the Superintendent within fifteen (15) days after receipt of the written grievance. The Coordinator's report will include the following:

1. A clear statement of the allegations of the grievance and remedy sought by the grievant.
2. A statement of the facts as contended by each of the parties.
3. A statement of the facts as found by the Coordinator and identification of evidence to support each fact.
4. A list of all witnesses interviewed and documents reviewed during the investigation.
5. A narrative describing attempts to resolve the grievance.
6. The Coordinator's conclusion as to whether the allegations in the grievance are meritorious.
7. If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action to the President.

The President will publish a decision within ten (10) days of receipt of the report. Copies of the President's decision will be sent by certified mail to both parties to document receipt of the written decision. A copy will also be sent to the district superintendent.

Any recommended actions that are not under appeal will be implemented by the Institute within sixty (60) days, unless with reasonable justification communicated to all parties.

### **Level 3: Superintendent of Schools**

If either party is not satisfied with the decision at Level 2, either party may make a written appeal to the Superintendent of Schools within ten (10) days of receiving the President's decision. The Superintendent will publish a decision within ten (10) days of receipt of the appeal. Copies of the Superintendent's decision will be sent by certified mail to both parties to document receipt of the written decision.

### **Level 4: Board of Education**

If either party is not satisfied with the decision at Level 3, either party may make a written appeal seeking consideration by the Board of Education. The written appeal for board consideration must be made to the Superintendent within ten (10) days of receiving the Superintendent's decision. On receipt of the written appeal, the matter shall be placed on the agenda of the Board of Education as an executive session item for consideration at the next regular scheduled meeting, but not later than thirty (30) days from the date of the appeal. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting.

After a hearing, a decision shall be made. The decision of the Board of Education will be final.

## **V. OTHER OPTIONS**

At any time during this process, a grievant may file a complaint with the South Dakota Human Rights Commission (222 East Capital, Suite 11, c/o 500 Capital Avenue, Pierre, South Dakota 57501; [605] 773-4493) OR with the United States Department of Education, Office for Civil Rights, Denver Regional Office, Federal Building, 1244 Speer Boulevard, Denver, Colorado 80204-36582 OR take private legal action.

With questions or complaints CONTACT:

Title IX Coordinator:	Mitchell School District No. 17-2 Equity Coordinator	995-3023
Building Contact:	Vice-President for Academic Affairs	995-3023

TECHNICAL ASSISTANCE AVAILABLE:

Equal Education Opportunity Office  
700 Governors Drive  
Pierre, SD 57501-2291  
Phone: (605) 773-5407

South Dakota Division of Human Rights  
222 East Capital, Suite 11  
c/o 500 Capital Avenue  
Pierre, SD 57501  
Phone: (605) 773-4493

Adopted: 2/22/10  
Reviewed: 6/28/10

## **Participation in Student Activities**

### **Policy MTI 1086**

#### **DEFINITIONS**

1. **School Activities:** School activities include, but are not limited to, organizations and any other student activities or field trips sponsored by Mitchell Technical Institute.
2. **School Activity Event:** A public presentation, performance, competition, or trip associated with participation in a school activity.

#### **ACTIVITY RULES DISCIPLINE PLAN**

Student participation in school activities is a privilege, not a right. Students who choose to participate in school activities are expected to positively represent MTI by demonstrating appropriate behavior.

Rules and regulations governing student conduct will be communicated to all students through the Mitchell Technical Institute Student Handbook. All students will follow these policies and regulations at any school activities or school events.

Any violations of the rules and regulations governing student conduct will be subject to student disciplinary procedures as outlined in Policy MTI 1036.

Adopted: 2/22/10  
Reviewed: 6/28/10

## **Student Travel Policy MTI 1087**

Mitchell Technical Institute's philosophy is that student travel is an integral part of the students' learning experiences. Travel, when coordinated through MTI, accomplishes the following outcomes:

- Provides students with opportunities to observe professionals in their work settings
- Creates potential opportunities for student employment through interaction with employers
- Exposes students to new technologies and processes
- Provides an opportunity for personal and professional development
- Provides students the opportunity to apply acquired skills by competing in state and national competitions
- Broadens students' perspectives and promotes civic awareness and responsibility

In order to fulfill these purposes, it is important that MTI provides the opportunity for all students to participate at reasonable costs in various student tours, trips, conferences, competitions, etc. The School Board authorizes MTI's administration to carry out regulations regarding student travel.

### **Basic Travel Guidelines**

All student travel will follow these basic guidelines:

- Student participation in travel activities is optional.
- Travel will not adversely affect or be detrimental to the student or academic program.
- All student travel will be under the direction of a Mitchell Technical Institute supervisor. An MTI employee will serve as the key supervisor and will be responsible for the overall trip. Other MTI employees, employee spouses, advisory committee members, industry representatives, MTI alumni, and/or MTI students will serve as additional supervisors as needed.
- The proposed travel itinerary will be feasible within the time allotted.
- Overall travel costs and student individual costs will be reasonable.
- Recreational travel will be confined to weekends, holidays or vacation periods.

- Mitchell Technical Institute employees may not receive compensation for school sponsored trips from sources other than MTI except for reimbursement of expenses.
- The opportunity for student participation will be in compliance with MTI's non-discrimination policies.
- The application of rules of student conduct as outlined in the MTI Student Handbook will apply to student travel.

Travel is divided into two categories:

### 1. Day Trips

Day trips are student trips of one day or less. Plans for day trips will be presented to the Vice-President for Academic Affairs or designee for review and approval two weeks in advance of the trip to provide opportunity to review transportation, supervision arrangements, costs and budget limitations and to arrange qualified substitutes where necessary. If the travel is part of an approved course syllabi, a one-week notice is required.

### 2. Overnight Trips

Overnight trips of any duration require the Vice-President for Academic Affairs' approval and must be submitted two weeks in advance of the trip date.

The following guidelines apply to overnight trips:

- Waiver/release forms from each student participating in the trip must be on file as a prerequisite for participation. If a student is under 18, this waiver must also be signed by a parent or guardian.
- Instructors must have a written plan in place that provides educational alternatives with adequate supervision for non-participating students.
- Trips may require a student participation fee to defray travel costs.
- Fundraising opportunities may be provided for those students wishing to help defray the costs of the trip.
- Expenses for meals or other items may be borne by the participant.
- When commercial vehicles are used, a supervisor must ride in each vehicle.
- When appropriate, a supervisor will make arrangements for meals before the trip begins.
- When private vehicles are used, the supervisor will verify that drivers have a valid driver's license and are insured motorists.
- When transportation, lodging and meal expenses are paid by the school, reimbursement to vendors will be made in accordance with District policy.



**Privately Sponsored Trips**

Except by permission of the President or designee, no promotion or enrollment of students for privately sponsored trips is permitted on school property, nor should employees of MTI promote or enroll students for non-school sponsored travel on school property.

Adopted: 2/22/10  
Reviewed: 6/28/10

**Statement on Students with Disabilities**

Students with disabilities who are in need of assistance to complete their program should contact the Special Needs Coordinator for advice and assistance. Services provided will vary with need. Students who wish to grieve any actions or policies of the Institute should read the Student Grievance Procedures found in this section of the handbook and contact the Vice-President of Academic Affairs for further information.

**Student Right to Know and Completion Rates**

Federal law requires MTI to disclose information on its graduation, or completion rates for students who enroll at MTI. Due to the complex nature of the statistical data, an explanation is available with the information from the Vice-President of Academic Affairs for those students who request it.

## Faculty

(Year of Appointment in parentheses)

### **ALBERTZ, KELVIN (2000)**

Computer Systems Technology  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **BENJAMIN, MICHAEL (2007)**

Telecommunications  
B.S., University of Management and Technology

### **BUHLER, CAREY C., M.D. (2000)**

Medical Director, Radiologic Technology  
B.S., University of South Dakota  
M.D., University of South Dakota  
Residency, Pediatric Radiology, Boston Children's Hospital  
Residency, Radiologic Pathology, Armed Forces Institute of Pathology

### **CARLSON, ROGER (1990)**

Agriculture Technology  
B.S., South Dakota State University  
Graduate Studies: South Dakota State University

### **CASE, LINDA (2001)**

General Education (Communications)  
M.A., Northern State University  
B.S., Iowa State University

### **CHRISTENSEN, LORI (2010)**

Farm Business Management  
M.Ed., South Dakota State University  
B.S., South Dakota State University

### **CLARK, KAREN (2004)**

General Education (Communications)  
M.A., Northern State University  
M.Ed., South Dakota State University  
B.A., Dakota Wesleyan University

### **CRAIN, JEFFREY (2009)**

Wind Turbine Technology  
B.S., Embry-Riddle Aeronautical University  
A.A.S., Community College of the Air Force

### **DEFRIES, DANNY (2010)**

Wind Turbine Technology  
M.Ed., Naval Postgraduate College  
B.S., University of South Dakota-Springfield

### **DEROUCHÉY, ROGER (1979)**

Farm Business Management  
B.S., South Dakota State University  
Diploma, Lake Area Technical Institute  
Graduate Studies: South Dakota State University, University of Minnesota, Dakota State University

### **DONAHUE, KERRY (1999)**

Electrical Construction and Maintenance  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **EDDY, STACEY (2009)**

Wind Turbine Technology  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **FELTMAN, DENNIS (1998)**

Electrical Construction and Maintenance  
Diploma, Mitchell Technical School  
Undergraduate Studies: South Dakota State University

### **FERGEN, DAN (2000)**

Electronics/Automation Controls/SCADA  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **FREEMAN, PAULA, RT (R), (T) (2005)**

Certificate, University of Minnesota School of Radiation Therapy  
Certificate, Sioux Valley School of Radiologic Technology  
Undergraduate Studies: South Dakota State University

### **FLYNN, DEBORAH A, MA, CCC-SLP (2010)**

Speech Language Pathology Assisting  
M.A., University of South Dakota  
B.S., South Dakota State University

### **FREY, SHAWN (2010)**

Culinary Academy of South Dakota  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **FUERST, DOUGLAS (1998)**

Electrical Construction and Maintenance  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **GARTON, DAVID JR. (1978)**

Accounting/Computers  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **GIBLIN, DEBRA (2002)**

Office Technology Specialist  
M.A., University of South Dakota  
B.S., University of South Dakota

### **GRACE, JIM (1991)**

Satellite Communications  
A.A.S, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **HENDRIX, PATTY (2002)**

Culinary Academy of South Dakota  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

### **HERRMANN, LISA, M. Ed., RT (R), (T) (2006)**

Radiologic Technology  
M.Ed., South Dakota State University  
B.H.S., Washburn University  
Certificate, Sioux Valley School of Radiologic Technology

### **HOEFFNER, DAN (2003)**

Propane and Natural Gas Technologies  
Undergraduate Studies: South Dakota State University

### **HOFFMAN, CORINNE, RN, BSN, CMA (1995)**

Medical Assistant  
B.S.N., South Dakota State University

### **JACOBSON, KURT (2010)**

Outdoor Power and Recreational Vehicle Technology

A.A., Alexandria Technical College  
Undergraduate Studies: South Dakota State University

**JARDING, KAREN (2009)**  
General Education (Mathematics)  
M.Ed., Dakota Wesleyan University  
B.A., Dakota Wesleyan University

**JUHNKE, JASON (2010)**  
Heating & Cooling Technology  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**KOUPAL, DAVID (2010)**  
Agricultural Technology  
B.S., South Dakota State University  
A.A.S., Mitchell Technical Institute

**LORENZEN, KIM, M.D./PATHOLOGIST (1988)**  
Medical Advisor, Medical Laboratory Technology  
B.S., University of South Dakota  
M.D., University of South Dakota School of Medicine  
Residency, Pathology, University of Nebraska  
Fellowship, Forensic Pathology, Southwestern Institute of  
Forensic Sciences, Dallas, TX

**MAHONEY, JIM (2004)**  
Architectural Design & Building Construction  
B.S., Dakota State University

**MALTSBERGER, DARIN (2008)**  
Outdoor Power & Recreational Vehicle Technology  
A.A.S., Danville Community College  
Undergraduate Studies: South Dakota State University

**MARGALLO II, LUCIO, M.D., F.A.C.I.P. (1999)**  
Medical Director, Medical Assistant  
Pre-Med, University of St. Thomas, Manila, Philippines  
M.D., University of St. Thomas, Manila, Philippines  
Residency, General and Surgical Medicine, Iriga City,  
Philippines  
Clinical Assistant Professor, University of South Dakota  
Assistant Professor, University of St. Anthony, Iriga City,  
Philippines

**MATHERS, TONY (2000)**  
Commercial Driving  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**MESSER, LEANNE, BSRT(R); CDT (2000)**  
Radiologic Technology  
B.S., South Dakota State University  
A.A.S., Mitchell Technical Institute  
Diploma, Methodist Hospital School of Radiology  
Technology  
Undergraduate Studies: South Dakota State University

**MILLER, LAURA (2004)**  
Accounting/Business Management  
M.A., University of Phoenix  
B.S., Dakota State University

**MUNSEN, MARK (1997)**  
Architectural Design and Building Construction  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**MUNSEN, TAMARA (2002)**  
Office Technology Specialist  
M.S., Dakota State University  
B.A., Dakota Wesleyan University

**NELSON, TOM (1997)**  
Electrical Construction & Maintenance  
B.S.E.E., South Dakota School of Mines & Technology  
Graduate Studies: South Dakota State University

**NEPPL, GREG (2008)**  
Architectural Design & Building Construction  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**NICOLAUS, JANET (1986)**  
Office Technology Specialist  
M.A., Northern State University  
B.A., University of South Dakota  
A.A., South Dakota State University

**NICOLAUS, JIM (1996)**  
Outreach Trainer  
A.A.S., National College of Business  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**ODENS, KELLY, MS, MLT(ASCP) (2005)**  
Medical Laboratory Technology  
M.S., Southwest State University  
B.S., National American University  
A.A.S., Mitchell Technical Institute

**OSBORNE, TOM (2009)**  
Power Line Construction & Maintenance  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**PETERSON, MICHAEL, M.D./ONCOLOGIST**  
Medical Director, Radiation Therapy  
B.S., Cornell University  
M.D., Cornell University Medical College  
Residency, Northwestern Memorial Hospital, Chicago  
Radiation Oncology, University of Pennsylvania Health  
System

**PFAFF, KELLY (2009)**  
Electrical Construction & Maintenance  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**PIETZ, CALVIN (1979)**  
Farm Business Management  
B.S., South Dakota State University  
Graduate Studies: South Dakota State University, University  
of Minnesota

**PUETZ, MICHAEL (1998)**  
Power Line Construction & Maintenance  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**RAKE, PAT (2010)**  
Power Line Construction & Maintenance  
A.A.S., Dawson Community College

**RUSSELL, ANNIKA (2008)**  
Accounting/Business Management

M.A., University of Nebraska-Lincoln  
B.A., Dakota Wesleyan University

**RUSSELL, TONY (1994)**  
Automation Controls/SCADA  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**SCHAFFER, ERIC, BSRT(R), (CT) (2000)**  
Radiologic Technology  
B.S., University of South Dakota  
Diploma, Queen of Peace School of Diagnostic Imaging

**SCHUMACHER, JENNIFER (2000)**  
Computer Systems Technology  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**SMITH, LYNNE, M.Ed., MT(ASCP) (2002)**  
Medical Laboratory Technology  
M.Ed., South Dakota State University  
B.S., South Dakota State University

**SOUKUP, PATRICK (2009)**  
Electrical Construction & Maintenance  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**STARR, H. JEAN (1992)**  
General Education (Mathematics)  
M.Ed., Northern State University  
B.A., Northern State University

**STAHL, DUANE (2006)**  
Power Line Construction & Maintenance

Undergraduate Studies: South Dakota State University

**SUTERA, DON (2010)**  
Agricultural Technology  
B.S., South Dakota State University

**SWARTOUT, RUTHIE WILSON (2004)**  
General Education (Psychology/Sociology)  
M.S., South Dakota State University  
B.S., State University of New York - Buffalo

**THURY, RON (2002)**  
Heating and Cooling Technology  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**VERSTEEG, DAVID (1985)**  
Satellite Communications/Telecommunications  
B.A., University of Sioux Falls  
A.A.S., Mitchell Technical Institute

**WAGNER, JIM (1998)**  
Culinary Academy of South Dakota  
B.F.A., University of South Dakota  
Diploma, Mitchell Technical Institute

**WEISSER, SHIRLYCE, MLT(ASCP) (2009)**  
Health Division  
A.A.S., Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

**WESTBERG, RANDY (2008)**  
Power Line Construction & Maintenance  
Diploma, Mitchell Technical Institute  
Undergraduate Studies: South Dakota State University

## ADMINISTRATORS

**GREG VON WALD**

President

**MICHAEL HOFFMAN**

Vice-President of Administrative Services

**DAN MUCK**

Vice-President of Technology & Information Systems

**VICKI WIESE**

Vice-President of Academic Affairs

## STAFF

**DONNA APPLETOFT**

Medical Lab Assistant

**DEBBIE ASMUS**

ISC Coordinator

**BRENT BOLLINGER**

Communications Network Technician

**DAVID BOOS**

Network Administrator

**BLAIR BORTNEM**

Information Systems Technician

**JULIE BROOKBANK**

Director of Marketing & Public Information

**JEFF BRUNTZ**

Administrative Property Control & Maintenance

**TERRY BUSH**

Information Systems Technician

**RICHARD CALLAHAN**

Network Systems Technician

**CLAYTON DEUTER**

Director of Admissions

**KATHY DIGERNESS**

Custodian

**SCOTT FOSSUM**

Dean of Enrollment

**DOUG GREENWAY**

Director of Corporate Education

**JANET GREENWAY**

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**CAROL GRODE-HANKS**

Coordinator of Instructional Design & Campus Management Systems

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**JOHN HEEMSTRA**

Outreach Coordinator

**ERICA KENWORTHY**

Coordinator of Student Accounts

**LAURIE KENWORTHY**

Bookstore Manager

**HEATHER LENTZ**

Executive Director, MTI Foundation

**JILL MURPHY**

Retention Coordinator

**AMANDA NEPPL**

Career Services Coordinator

**CARMEN NEUGEBAUER**

Financial Aid Assistant

**ROBERT NICHOLSON**

Power Sports Lab Assistant

**JIMMIE NICOLAUS**

Outreach Trainer

**DONNA PETERSON**

Food Service

**SHERYL PLAGMANN**

Alumni & Donor Relations

**BOB POLLARD**

Custodian

**MEL RANGE**

Custodian

**JOHN SIEVERDING**

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**MARLA SMITH**

Institutional Research Coordinator

**KATHY STERN**

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**TERRI TAYLOR**

Business Office Assistant

**LYNNE TRIEBWASSER**

Custodian

**GRANT UECKER**

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**DAVE UTZ**

Admissions Representative

**HILLARY VINING**

Enrollment Services Specialist

**JIM WESTBERG**  
Power Line Lab Assistant

**KRISTEN WINDLE**  
Admissions Coordinator

## **CHILD DEVELOPMENT CENTER STAFF**

**SANDY WALKER**  
CDC Director

**AMBER BARTSCHER**  
Teacher

**KEARA HOHN**  
Teacher

**AMY HOTZ**  
Teacher

**MICHELLE MOLLER**  
Teacher

**DIANE ORTMEIER**  
Food Service

**MARY PRANGER**  
Teacher

**STACY SCOTT**  
Teacher