

## Class Attendance

Attendance is important both to the mastery of course skills and to the development of proper work habits. Students are expected to attend all classes; no absence is excused in the sense that students are responsible for work missed during any absence. Attendance is recorded on a daily basis, and that information is recorded on students' academic records. All instructors will inform the students of the importance of class attendance and make them aware of the policies concerning attendance. **EACH PROGRAM HAS AN ATTENDANCE POLICY THAT ALL STUDENTS ARE EXPECTED TO FOLLOW. STUDENTS WITH EXCESSIVE ABSENCES WILL BE REPORTED TO THE ADMINISTRATION AND MAY BE SUBJECT TO DISMISSAL.**

## Inclement Weather

When inclement weather is apparent, students are encouraged to listen to the local radio stations (KWAT 950, KIXX 96, KSDR, KS93, KXLG) or to KELO TV to be informed of campus closings. Note: LATC is not included with the Watertown School District closings.

Students with children should be informed that when the Watertown School District closes due to weather conditions, the Watertown Boys and Girls Club also closes.

## Wireless Emergency Notification Systems (WENS)

LATC offers students and staff the opportunity to receive notifications of school closings and other emergency notifications via text messages to their cell phones and e-mails. Students are responsible for signing up for this free service through the LATC website. Students are also responsible for ensuring their contact information is correct.

## Public Address System

LATC also has a public address system for immediate notification of faculty, staff, students, and visitors in most buildings. The PA system is used only for emergencies, including severe weather, when instruction of appropriate actions will be given.

## Class Etiquette

All LATC students are expected to consider the rights and learning environment of other students while in the classroom. **Students are not permitted to bring children to class or the library, nor should the children be left unattended anywhere on campus.** Students are to shut off cellular phones and pagers while in class and in the library. Appropriate standards of public behavior are expected to be followed.

## IT Policies

LATC computer equipment and software licenses are property of the State of South Dakota. Marking, stamping, engraving and any other form of defacing government property is a criminal offense. Unauthorized use or duplication of software is a violation of US copyright law.

LATC computer equipment and software are for academic use only. Computer equipment and software may not be used for personal gain, illegal activity or viewing pornography. Unauthorized or non-academic use of LATC computer equipment and software will result in loss of computing privileges and possible expulsion. Peer to peer file sharing of intellectual property is not allowed.

LATC's policies against sexual or other harassment apply fully to all technology systems, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.