

The logo for Area Technical School (ATS) is centered in the upper half of the page. It features the letters 'ATS' in a large, bold, blue font with a white outline. Below the letters, the words 'AREA TECHNICAL SCHOOL' are written in a smaller, white, sans-serif font on a blue rectangular background. The entire logo is set against a vibrant red background decorated with white and black polka dots, white floral patterns, and blue swirling designs.

ATS

AREA TECHNICAL SCHOOL

The Jefferson College logo is located in the lower right quadrant. It consists of the words 'Jefferson' and 'College' stacked vertically in a white, serif font. To the right of the word 'College' is a small, white, square icon with a black and white checkerboard pattern.

Jefferson 
College

STUDENT HANDBOOK 2011-2012

The website address 'www.jeffco.edu' is positioned in the bottom right corner of the page. It is written in a white, sans-serif font against the red background.

www.jeffco.edu

ATS Handbook 2011-12

The career programs at Jefferson College Area Technical School (ATS) help students begin preparation for a great career while still in high school.



Automotive Technology
Building Repair Technology
Business Management
Computer Integrated Manufacturing
Early Childhood/Elementary Education
Culinary Arts
Digital Media Technology
Electronics

Health Services Assistant
Heating, Refrigeration, and AC
Metal Fabrication
Residential Carpentry
Advanced Residential Carpentry
Residential Wiring
Welding Technology
Fire Science/EMS

THIS HANDBOOK BELONGS TO:

Name _____

Address _____

Phone _____

E-mail _____

Credits

ATS Handbook Editor Katherine Mays
Publication Design Amy Coomes

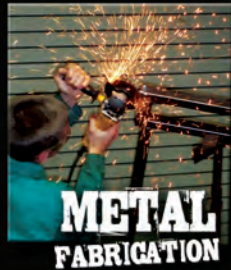
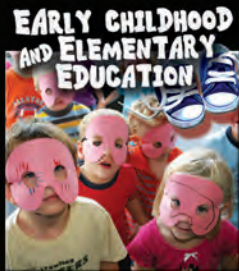
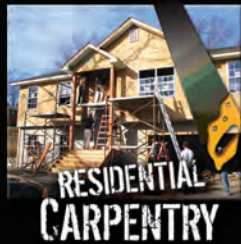


Table of Contents

Vision/Mission Statement	6
Faculty And Staff Directory	7
Sending School Directory.....	8
Area Technical School Hours of Operation.....	9
Yearly Calendar	9
Non-Discrimination Statement	9
General Information	10
Get Involved in Student Organizations	13
Policies and Guidelines.....	14
Grading and Credits Earned.....	16
Student Code of Conduct	20
Attendance Policy.....	24
Transportation to the ATS Campus.....	25
Student Dress	26
Computing Privileges	26
Drug Free Work Place Guidelines.....	28
Available Student Services	30
Statement of Ownership.....	32
Important Dates.....	34
Academic Calendar	36

Vision/Mission Statement

The Area Technical School is a team comprised of dedicated education professionals who believe in the academic, occupational skills, and personal preparation of all students. This team will make a positive difference for all students taking their first steps towards their chosen career, continued education, and a productive life in society. As an integral component of Jefferson College, the mission of the Area Technical School is consistent with the basic tenets established for all students attending the college. Teachers and the supporting staff will provide an outstanding opportunity for a diverse student population to learn and grow personally through the economic, social, and cultural leadership of the college. We are dedicated to Quality Education that is Student Centered, Comprehensive, and Accessible.

The tenets central to accomplishing this mission are:

Excellence – Strive in every endeavor to ensure that each student receives a quality education.

Advocacy – Treat all students equally and with integrity.

Partnership – Sustain an open and productive relationship with all the school districts in order to prepare each student for the challenges of the adult world.

Accountability – Ensure positive results such as placement in employment, further education, and productivity for all students .

Implementation of objectives – The following actions will be taken to ensure that all of the objectives are met for every student:

Highly qualified instructors in every academic and career education program who are properly certified and experienced in all aspects of their profession.

Quality curriculum for every program that is current with industry standards and validated by advisory committee members from local business and industry.

Instructional strategies that are current and effective in teaching to all students, regardless of ability.

State-of-the-Art classrooms and laboratories containing the most advanced equipment and instructional materials.

Services available to all students that include career guidance, workforce preparation, and personal assistance.

Faculty and Staff Directory

<u>NAME</u>	<u>TITLE and/or PROGRAM</u>	<u>OFFICE</u>	<u>PHONE</u>
Brandon Russell	Director	ATS204	481-3423
Karen Kearney	Career Resource Educator	ATS208	481-3454
Katherine Mays	Recruitment/Placement Rep	ATS206	481-3498
Sarah Beck	Secretary	ATS203	481-3450
Lisa Alter	Accountability Clerk	ATS205	481-3451

CAREER PROGRAMS LOCATED IN AREA TECHNICAL SCHOOL BUILDING:

Steve Berkel	Culinary Arts (CHF)	ATS215	481-3452
Greg Simos	Digital Media Technology (DMD)	ATS106	481-3413
Glenn Coats	Residential Carpentry (CAR)	ATS106	481-3463
Tony Cook	Building Repair Technology (BRT)	ATS137	481-3458
Jacalyn Eberhart	Health Services Assistant (HLT)	ATS226	481-3457
Chuck Nitsch	Adv Residential Carpentry (ACAR)	ATS236	481-3491
Rob Rodden	Metal Fabrication (MTF)	ATS125	481-3459

APPLIED ACADEMIC PROGRAMS LOCATED IN ATS BUILDING:

Ron Hovis	Applied Communications	ATS110	481-3495
Sheba Nitsch	Applied Communications	ATS109	481-3496
Vince Range	Applied Mathematics	ATS108	481-3453

CAREER PROGRAMS LOCATED IN OTHER BUILDINGS:

Scott Sebaugh	Electronics (ELC)	TC314	481-3405
Ron Boyer	Residential Wiring (RWR)	TC314	481-3405
Joe Candela	Welding Technology (WLD)	CTE 145	481-3480
Christy Cornelius	Child Care/Early Childhood Edu (ECE)	TC204	481-3332
Kathy Johnson	Business Management (MGT)	TC309	481-3456
William Kaune	Heating, Refrigeration & AC Tech (HRA)	CTE172	481-3408
Gerard Uhls	Automotive Technology (AUT)	CTE114	481-3431
Laniece Wagner	Child Care/Early Childhood Edu (ECE)	TC317	481-3462
Mike McKinney	Computer Integrated Manufact (CIM)	CTE106	481-3486
Staff	Fire Science/EMS (FST)	CTE174	

Sending School Directory

Students are given Career Education opportunities provided by the Area Technical School from the following Sending High Schools within Jefferson County and surrounding areas.

Crystal City High School
1100 Mississippi Avenue
Crystal City, MO 63019-1207
636-937-2005

Herculaneum High School
1 Blackcat Drive
Herculaneum, MO 63048-0306
636-479-5200

DeSoto Senior High School
815 Amvets Drive
DeSoto, MO 63020
636-586-1050

Hillsboro Senior High School
123 Leon Hall Parkway
Hillsboro, MO 63050-5080
636-789-0000/789-0010

Festus Senior High School
501 Westwind Drive
Festus, MO 63028-1537
636-937-5410

Jefferson High School
7 Blue Jay Way
Festus, MO 63028
636-933-6900

Fox Senior High School
751 Jeffco Boulevard
Arnold, MO 63010-1432
636-296-5210

Kingston Jr/Sr High School
10047 Diamond Rd
Cadet, MO 63630-9732
573-438-4982

Seckman Sr. High School (Fox Dist.)
2800 Seckman Rd
Imperial, MO 63052-1941
636-282-1485

Northwest High School
6005 Cedar Hill Rd
Cedar Hill, MO 63016
636-274-0555 or 636-285-0555

Grandview High School
11470 Highway C
Hillsboro, MO 63050-4000
636-944-3390

Windsor Senior High School
6208 Highway 61-67
Imperial, MO 63052-2311
636-464-4429

Area Technical School Hours of Operation

The main office of the Area Technical School is open from 8 A.M. until 4 P.M., Monday–Friday during the school year. During the summer the main office is open from 8 A.M. until 5 P.M., Monday-Thursday.

Classes are split into an morning and afternoon sections, each consisting of a two hour block. Morning classes meet daily beginning at 9 A.M. and continue until 11 A.M. Afternoon classes begin at 12 P.M. and continue until 2 P.M. Unless dictated otherwise, classes will meet Monday thru Friday.

Yearly Calendar

See page 34 of this handbook for current calendar.

Non-discrimination Statement

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, religion, or veteran status be subject to discrimination in employment or in admission to any educational program or activity of the College.

In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The designated College official for any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX as specified above is Tasha Welsh, Office - Administration 133-E, telephone number (636) 481-3157/797-3000. The Americans with Disabilities Act (ADA) coordinator for students is Sundaye Harrison, Office - Library 110, 481-3169.

The designated College official for any alleged discriminatory act or occurrence falling within the provisions of Title IX of the 1972 Education Act is the College Coordinator of Title IX, Holly Lincoln, Office - SC201, telephone number (636) 481-3230/797-3000.

Copies of the Jefferson College Board of Trustees “Procedure for Resolving Complaints of Discrimination” may be obtained in the Office of the President, the Office of the Dean of Student Services, or in the Office of the Director of Human Resources.

General Information

Statements of Success

As a Student of Jefferson College and the Area Technical School:

- I will treat faculty and staff with courtesy and respect and expect the same.
- I am responsible for my education. While others may help me, my success will depend primarily upon what I do to become successful. If it is to be, it is up to me.
- I will work hard to succeed. This includes attending all classes and devoting a great deal of time to reading, studying, and doing out-of-class assignments.
- I will value time, come to classes on time, and be attentive and participate.
- I will set positive, specific, and measurable goals and I will visualize myself in possession of them.
- I will be an active learner. I will ask questions and seek guidance as often as needed and within the capacity of the faculty/staff member.
- I will respect differences among members of the campus community and encourage everyone to learn from these differences.
- I will be honest and maintain the highest level of integrity.



Inclement Weather/School Closings

The ATS Director will notify the sending high schools if the Jefferson College Area Technical School has been closed due to inclement weather. Students should contact their high school attendance office for questions regarding ATS school or campus closings. In the event the sending high school has closed due to inclement weather, the student will be excused from attending the ATS.

Medical/Accident/Emergency Treatment

Students must report all injuries or illnesses immediately to their instructor; then, if deemed necessary, to the ATS Director.

Emergency first aid measures will be taken to treat any student injuries occurring on campus. A first-aid kit and AED are available in the ATS Main Office. If the emergency requires a level of treatment beyond that of the capability of staff and is viewed as an injury requiring immediate treatment, for the student's health and well-being an ambulance will be summoned.

Every attempt will be made to notify the parent/guardian or emergency contact given on the student application which shall be on file in the office of the ATS Director. The parent/guardian will be legally responsible for the cost of any medical service or care provided.

Dispensing Medication

The Jefferson College ATS cannot dispense any medication (including aspirin) to any student.

Accident Insurance

Jefferson College does not carry accident insurance for students. However, it is important that parents/guardians consider carrying an accidental or medical policy on their students while enrolled in programs at Jefferson College ATS that require shop or medical laboratory experiences. In such programs, the students may be exposed to such things as: hand tools, power equipment, machinery, and contagious disease in a medical setting. **MEDICAL & ACCIDENT INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT AND HIS/HER PARENT/GUARDIAN.** Accidental health insurance coverage is recommended.

Visitors

Students are not authorized to have visitors while at the Area Technical School without the expressed, written permission of the Director or designee. All visitors must sign in and out at the ATS Main Office, and must be escorted either by the student or the instructor while inside the building.

Required Costs

Once accepted, the student's tuition will be paid for by their sending school district. Any uniform or individual tool costs will be the responsibility of the student. All costs differ by program and are dictated by curriculum requirements.

Official Student Records

Official records are maintained on each student enrolled in the Area Technical School. Procedures for development and use of cumulative record files are written to comply with the Family Educational Rights and Privacy Act of 1974 as amended. Information placed in student records is limited to those items necessary to fulfill the purpose of student records as stated above or as may be required by law, by state regulation, or as authorized by the Jefferson College Board of Trustees.



Get Involved in Student Organizations!

BE A LEADER

SUPPLEMENT YOUR CLASSROOM EXPERIENCES
MAKE LIFE-LONG FRIENDS



SkillsUSA

is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel through education and competition. SkillsUSA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations.

Open to most currently enrolled ATS students.

Please see your program instructor or Mr. Berkel for more information.



HOSA (Health Occupations Students of America)

is a national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in HSE programs. HOSA is 100% health care!

Open to currently enrolled Health Occupations students.

Please see Mrs. Eberhart for more information.



The National Technical Honor Society

is the Area Technical School's and the nation's highest award for excellence in career and technical education established to honor student achievement and leadership, promote educational excellence, and enhance career opportunities for the NTHS membership. The NTHS has partnered with BPA, DECA, FCCLA, FBLA/PBL, HOSA and SkillsUSA in promoting excellence in career and technical education.

Students will be notified of eligibility after receiving first semester grades.

Please see Mrs. Nitsch for more information.

Policies and Guidelines

Application and Admission Policies

Students are accepted to the Area Technical School based on a number of objective criteria that have been established by each instructor. These criteria are based on critical academic or course preparation pre-requisites that have proven to be the foundation necessary for a student to experience success in the program. These criteria include grade point average, attendance, course preparation, and prior ATS program completion. This information is used by the Applications Review Team to determine eligibility. The course and program descriptions outline the basic requirements for each career education program to assist in planning and application.

Application Procedure

Sending schools will provide all of the necessary printed materials for students to apply for a career education program offered at Jefferson College. Supplemental materials will be provided by the Area Technical School as needed.

An application must be received for all students, including those students returning to the ATS for their second or third year.

When applying or re-applying students should adhere to the following steps to ensure that their application is received and scored in a timely manner.

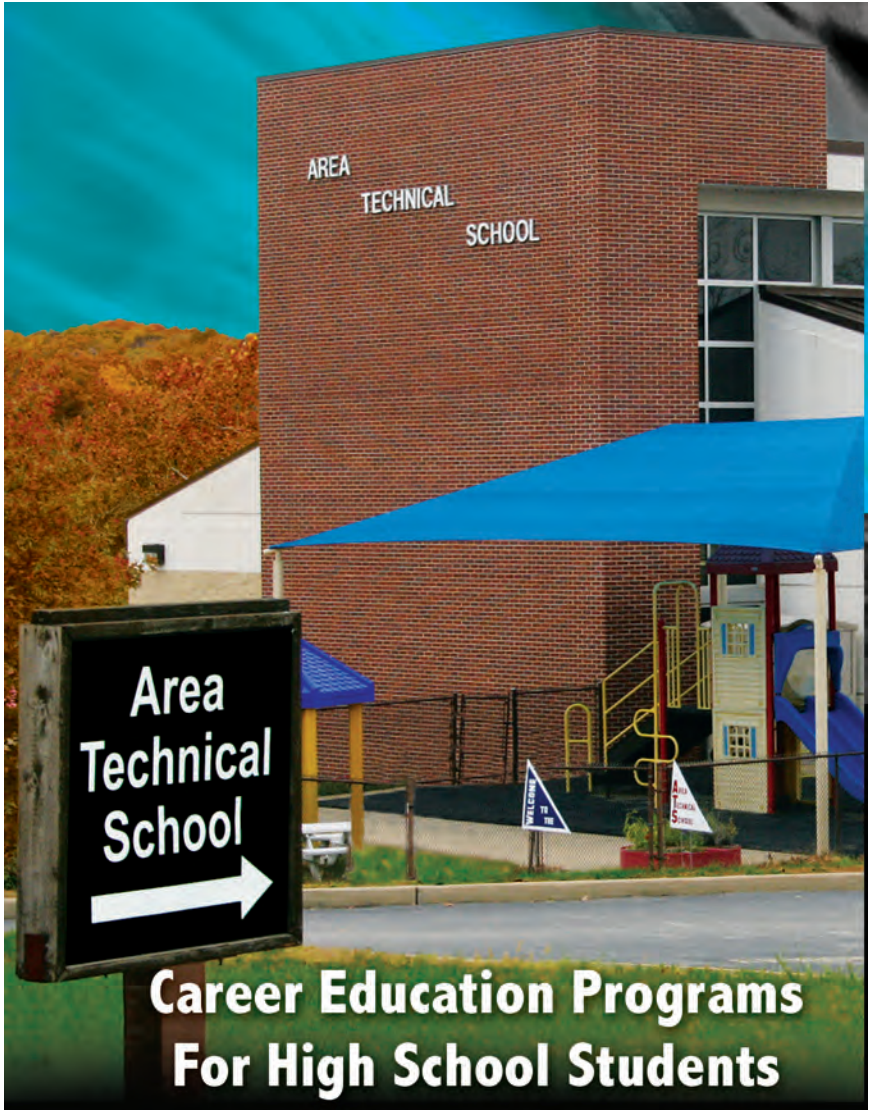
1. Obtain a current ATS application from the high school counselor.
2. Fill out ATS application with input from parents and guidance counselor as needed.
3. Turn in completed application to guidance counselor before set deadline.
4. The high school guidance counselor will check application for completeness and mail it to the Area Technical School to be scored.

The application should include a minimum of the following documents:

1. A completed Application for Admissions Form.
2. A transcript, which includes all high school courses taken through the first semester of the school year in which the student is making application.
3. Attendance record (if not included on the student's transcript).
4. Completed Student Informational Consent form.

Student Adds and Drops

Sending high schools will get two week from the start date of the fall semester to drop or add a student. Students added to the sending school roster must meet the same minimum qualifications as students accepted in the spring. Students are enrolled for the entire academic year, although students may be dropped from the career education and academic program at any time. Students may be dropped from the Jefferson College program for lack of progress, excessive absenteeism, failing grades or disciplinary reasons. Any changes to the original roster of students will be clearly communicated with the sending school officials.



Grading and Credits Earned

Earned Credits by Program

Students enrolled in career and academic programs at the Area Technical School receive high school credit from their sending high school. Students enrolled in a college-level program earn dual credit. These students earn high school credit through their sending high school and college credit is granted for each career program designated as dual credit. The number of college credits earned varies based on the career and technical education program. Transfer of college credit to a post-secondary educational institution, other than Jefferson College, is determined by each individual institution and is subject to change. It is the responsibility of the student to determine credit transfer from Jefferson College to other Post-secondary educational institutions.

Years Required to Complete Programs

Program Title	Years to Complete Program
Residential Carpentry	2
Computer Integrated Manufacturing	1
Health Services Assistant	1
Early Childhood Education	2
Welding	2
Residential Wiring	1
Electronics	1
Business Management	2
Metal Fabrication	2
Digital Media Technology	2
Culinary Arts	2
Building Repair Technology	2
Automotive Repair Technology	1
Fire Science/ EMT	1
Heating, Refrigeration, and Air-conditioning Technology	1

Requirements for Levels of Certification

Levels of Certification: Criteria to be assessed	Completion Certification with Distinction	Completion Certificate
<i>Percentage of Attendance</i>	At least 95%	At least 90%
<i>Competencies Mastered</i>	At least 90%	At least 80%
<i>ATS GPA</i>	3.0 or higher	2.0 or higher

Certificate of Completion with Distinction

To receive a Certificate of Completion with Distinction, students will successfully demonstrate positive behavior, appropriate work skills and attitudes, and knowledge/skills of the technical program.

1. Student will master at least 90% of the competencies.
2. Student will complete all required semesters of the technical program. Removal from the program or failure of any one semester in the technical program will disqualify students from program completion status.
3. Student will have at least a 3.0 GPA in the technical program at the completion of their program.
4. Student will have attendance of 95% or better at the completion of their program.
5. Student will have a resume.

Certificate of Completion

To receive a **Certificate of Completion**, students will successfully demonstrate positive behavior, appropriate work skills and attitudes, and knowledge/skills of the technical program.

1. Student will master 80% or more of the competencies.
2. Student will complete all required semesters of the technical program. Removal from the program or failure of any one semester in the technical program will disqualify students from program completion status.
3. Student will have at least a 2.0 GPA in the technical program at the completion of their program.
4. Student will have attendance of 90% or better at the completion of their program.
5. Student will have a resume.

Certificate of Participation

Students who do not qualify to be a Program Completer may receive a Certificate of Participation. The Certificate of Participation will state that the student has participated in a technical program and/or has completed “X” number of hours of study in the technical program (hours to be determined based upon student attendance). Students that receive a Certificate of Participation **will not** receive a letter of recommendation from the ATS or a career portfolio.

Grade Reports

Each instructor will assign a letter grade for each student at the end of each nine-week quarter. These grades are subsequently reported to the sending high school as a permanent part of the student’s transcript. Students receiving college credit for career education courses taken at Jefferson College will have their grades recorded by the college.

High School Credit

Students enrolled in career education and academic programs at the Area Technical School receive high school credit from their sending high school. The number of units of credit is based on hours of attendance in either a career education program or applied academics program and is determined solely by the sending school district.

Credit for College Career Programs

Students enrolled in a college-level program may earn dual or articulated credit transferable to Jefferson College. These students earn high school credit through their sending high school, and college credit is granted for each career program and is designated as dual or articulated credit. The number of college credits earned varies based upon the career program.

Dates Grades are Released

Refer to the current ATS academic calendar. Note that dates are tentative and dependent upon several extraneous factors. However, every attempt shall be made to adhere to the dates proposed upon official ATS calendar.

Honor Roll

Each semester grades are averaged from all courses taken to determine honor roll status. Students that achieve an average of 3.0 to 3.4 will be awarded with B Honor Roll Status. Students that achieve an average of 3.5 to 4.0 will be awarded with A Honor Roll Status. Students, their parents, and sending schools will be notified of the student's accomplishments.

Progress Reports

A progress report will be issued for each student that is earning a letter grade of "D" or "F" in their program of study. This report will be sent to the student's parent or guardian and to the home school.

Academic Probation

Students enrolled in Jefferson College programs must successfully pass the first semester of a Career Education Program before they are allowed to return for the second semester. Each semester is a pre-requisite for the next semester.

Grade Changes

Grade changes are a matter of college policy set by the Board of Trustees. An instructor has the right to go back and change a college grade for a student at any time following the end of the semester. Area Technical School grades will only be changed during the two weeks after submission of the students' grades to the sending school. No grade changes will take place after this two week period. This policy reflects the regulations of the Jefferson College Board of Trustees as well in accordance with the sending schools' grade change needs.

Student Code of Conduct

Upon enrolling in the Area Technical School, each student assumes an obligation to conduct himself/herself in a manner compatible with the ATS's function as an educational institution and to comply with the laws enacted by federal, state, and local governments. If this obligation is neglected or ignored by the student, the ATS must, in the interest of fulfilling its function, institute appropriate disciplinary action. School discipline will be enforced by the Director of the Area Technical School in consultation with the student's instructor and the sending high school principal.

Disciplinary action may include any of the following:

Expulsion: The student may be expelled or permanently removed from enrollment at Jefferson College for offenses delineated in the disciplinary guidelines of Jefferson College or the sending school.

Suspension: The student may be suspended from attendance at Jefferson College for a specified period of time for offenses delineated in the disciplinary guidelines of Jefferson College or the sending school.

Either Jefferson College or the sending high school may take other disciplinary measures based on the nature and severity of the offense. Absences resulting from either expulsion or suspension are generally considered unexcused.

Discipline for Students with Disabilities will follow the guidelines established by Section 167.171 RSMo and the Individuals with Disabilities Education Act (IDEA). Consultations between the Director, Career Resource Educator, student's instructor and the appropriate sending school official may precede any disciplinary action.

Weapons:

A weapon is defined as any firearm, knife (of any kind or size), or any object construed to be a weapon by the instructor or the Area Technical School Director. A weapon may be any item which may be fabricated by the student while attending an Area Technical School program. Fireworks or other explosive devices are considered weapons.

Penalty: Suspension or expulsion from Jefferson College and possible prosecution by local law enforcement authorities.

Sale, Possession or Use of a Controlled Substance:

A student determined to have sold, have in their possession, to be using or under the influence of a controlled substance will be immediately suspended from Jefferson College and the incident will be reported to the sending high school.

Penalty: It will be the determination of the sending high school principal and the Director as to legal action and/or whether expulsion is warranted. The student will immediately be suspended from classes at the Area Technical School.

Fighting:

Any physical action by two or more students that constitutes mutual combat will be considered fighting, regardless if physical harm occurs to either or any of the combatants.

Penalty: Immediate suspension from Jefferson College. The length of suspension will be mutually agreed upon by the sending high school principal and the Director.

Theft, Attempted Theft or Possession of Stolen Property

Penalty: Immediate suspension from Jefferson College. The length of suspension will be mutually agreed upon by the sending high school principal and the Director.

Destruction of School or Private Property:

Willful damage to school or private property, tampering with emergency equipment, setting off false alarms, making false reports of an emergency or threatening any of the above.

Penalty: Immediate suspension from Jefferson College. The length of suspension will be mutually agreed upon by the sending high school principal and the Director. Students and/or parents will be required to make restitution of the damaged property based on the assessed value of repair or replacement of the damaged property.

Threats:

Threats may be verbal, written, symbolic or by gesture. This pertains to threats made toward Jefferson College faculty/staff, other students or any person on the campus.

Penalty: Immediate suspension from Jefferson College. The length of suspension will be mutually agreed upon by the sending high school principal and the Director.

Cheating or Plagiarism:

Academic dishonesty or use of any means other than recollection, original thoughts, or provided resources to complete an assigned task.

Penalty: will be at the discretion of the instructor.

First Offense: Loss of credit for the assigned task and notification of the sending high school.

Second Offense: Loss of one letter grade for the career education or academic program.

Smoking:

The possession or use of tobacco products, including cigars, cigarettes, chewing tobacco, snuff or similar products are prohibited for high school students attending Jefferson College. This includes the building site for the Advanced Carpentry and Residential Wiring classes, plus the clinical sites for the Health Services Assistant and Early Childhood Education classes.

Penalty: The penalty for the possession or use of tobacco products on the campus of Jefferson College will result in referral of the student to the Director. The sending high school principal will be contacted regarding the appropriate penalty.

Gambling:

Students are prohibited from gambling or any game of chance on campus.

Penalty: The penalty for gambling on the campus of Jefferson College will result in the referral of the student to the Director. The sending high school principal will be contacted regarding the appropriate penalty.

Profanity or Obscene Gestures:

The use of profanity or obscene gestures; whether verbal, written, graphic or symbolic, as defined by the faculty and staff of Jefferson College.

Penalty: The penalty for the use of profanity or obscene gestures on the campus of Jefferson College will result in the referral of the student to the Director. The sending high school principal will be contacted regarding the appropriate penalty.

Disruption of Class:

The willful disruption of class, whether in the classroom, shop areas, building sites, clinical sites or field trips as determined by the instructor with the concurrence of the Director.

Penalty:

First Offense: Referral to the Jefferson College Area Technical School Director.

Second Offense: Suspension from Jefferson College for a number of days determined by the Director and the sending high school principal.

Public Display of Affection:

Display of any physical contact or touching which is determined by Jefferson College faculty or staff to be inappropriate for the school setting.

Penalty:

First Offense: Referral to the Director.

Second Offense: Report of the incident to the sending high school principal and parents.

Sexual Misconduct/Harassment/Assault:

Any hostile or offensive behavior of a sexual nature be it welcome or unwelcome, intimidating or assaulting in nature shall be considered sexual misconduct/harassment/assault. This includes any behavior that is physical, verbal, written, or symbolic gestures.

Penalty: Immediate suspension from Jefferson College. The length of suspension will be mutually agreed upon by the sending high school principal and the Director.

Extortion:

The act of threatening faculty, staff or other students for the purpose of extorting money, property or any item of value.

Penalty: Immediate suspension from Jefferson College. The length of suspension will be mutually agreed upon by the sending high school principal and the Director.

Truancy:

Students from sending high schools are expected to report immediately to their respective classrooms after arrival on the Jefferson College campus. Students given permission to drive to the college must report to the Main Office of the Area Technical School to sign in and out. Students found to be anywhere on campus other than assigned classrooms or laboratories will be considered truant.

Penalty: Students found to be truant will be referred to the Director. Second and further incidences will be referred to the sending high school principal and may result in suspension from both Jefferson College and sending high school.

In-School/Out- of- School Suspension

A student placed in in-school suspension (ISS) from their home school, will be eligible to attend the ATS during the time of suspension. Any student in out-of school-suspension (OSS) from their home school is automatically suspended from the ATS.

Electronic Devices

Possession of electronic devices by students is permitted, but must be used in a responsible manner that does not disrupt the education of the individual student and/or classmates, nor transmits profane material. This includes CD Players, radios, pagers, cellular phones, MP3 or iPod type devices, electronic games, or other entertainment devices. These devices are considered a disruption of class if used during inappropriate times and punishable under the disciplinary rules. If students are found using device(s) during class time or in an irresponsible manner, the devices will be confiscated and a disciplinary report must be submitted to the Director of the Area Technical School. All questions and discipline referrals should be directed to the ATS Director.

Attendance Policy

Attendance is critical to success. Students must be present each day to receive the maximum benefits from their Career Program and to also develop habits of punctuality, self-discipline, and responsibility which are required for future career success. Each student is expected to be present each day classes are held, and to be on time to each class and/or clinical assignment. If a student must miss class, documentation must be provided to the ATS main office to verify this absence. Failure to provide proper documentation may result in the absence being classified as unexcused. No matter the circumstance, each student is expected to complete all missing class-work due to absences.

1. Each absence will result in the loss of daily grades as determined by each instructor. Students may complete missed class-work if their absence is verified along with the discretion of the program instructor.
2. All non-school related absences, even if verified, will count against earning a perfect attendance certificate.
3. Parents must notify the ATS within 72 hours of a student's absence to be considered verified.
Please call the main ATS office with verification at (636)797-3000 ext. 450.
4. Examples of verified absences:
 - Pre-approved sending school functions
 - College visits
 - Death/funeral in immediate family
 - Illness or injury requiring hospitalization or Doctor prescribed bed rest
 - Religious observances
 - Other absences are at the discretion of the Director
5. If a student misses 10 or more days during any one semester, program credit may be denied and the student may be prohibited from returning to the program.
6. Absences will affect the level of certification a student may attain within their program. Attendance percentages will be calculated based upon the total number of days required by the sending high school. Please consult your high school for its attendance requirements concerning ATS students.
7. Out of School Suspensions are not considered a verified absence, pending Director discretion.
8. Unexcused absences are those which are not considered verified or have not been appealed to the Director.
9. Students have the right to appeal in writing to the Director of the ATS to have one or more absences verified.
10. Students are not allowed to leave school property without parent and/or school permission. Failure to gain permission will result in an unexcused absence.

Students leaving ATS classes early must:

1. Be signed out by their parent or legal guardian or have a written and signed statement from a parent or legal guardian authorizing the student to leave early. This statement must indicate the reason for leaving early, the date, and the time the student is leaving.
2. Have written or oral approval from the parent if the parent is not signing the student out.
3. Have written approval of the sending school district officials if the reason for leaving early is a school related activity such as an athletic event, school field trip, etc.
4. If a student becomes ill while in attendance, the instructor will arrange for the student to go to the ATS Main Office as soon as possible. Administrative staff will contact the sending school district and/or the parents of the student to arrange transportation either back to the sending school or for appropriate medical attention. Students will not be allowed to ride with anyone other than an authorized parent, guardian or school official without prior approval.

Transportation to the ATS Campus

All high school students must ride the bus to and from the Jefferson College campus.

Only under special circumstances will a student be allowed to drive to and from the campus. To receive permission to drive to campus the student must obtain and complete a request from the Main ATS Office. The request must be signed by the student, instructor, parent, sending school principal, and Director of the ATS. This permit may be temporary or permanent and is accompanied by a parking hang tag. The Director issues all permanent-driving permits.

If a student misses the bus at their home school permission must be received prior to driving to Jefferson College. Students who miss the bus should do the following:

1. Report to the sending high school to get permission from the designated principal.
2. Before leaving the home high school, a representative of the sending high school will call the Area Technical School Office, (636)481-3450.

Students must sign in and out at the Main ATS Office, regardless of the type of driving permission they receive.

If a student drives and or rides to the Jefferson College Area Technical School without prior approval, the student may be suspended from attendance. Students driving without permission will be immediately referred to the Director.

Student Dress

Students should be appropriately dressed and maintain acceptable levels of hygiene at all times. The instructor for each career education program will determine appropriate or required dress codes for their program and laboratory. Students will be informed of these dress requirements at the beginning of the school year.

The Director will make the final determination on inappropriate dress or unacceptable grooming habits.

The following is a list of clothing or accessory items, which are not allowed:

1. Clothing that is revealing, suggestive, inciting, or disruptive to the class
2. Clothing with vulgar slogans or symbols, racial slurs, and drug related language, including tobacco or alcohol. Bandanas, shorts higher than 2” above the knee, muscle shirts, spaghetti straps, camisoles, halter tops, midriff tops, or jeans sagging below the hip line.
3. Accessories such as wallet chains, linked devices or face paint.

The above list is not exhaustive and any dress or accessory may be determined to be inappropriate at the discretion of the faculty or the Director.

Computing Privileges

As part of its educational mission, the Area Technical School of Jefferson College strives to provide quality computing facilities. Each computer user is responsible for use of the computing resources in an effective, efficient, ethical, and lawful manner. Please note that computing at the ATS is a privilege, not a right.

It is the objective of the Area Technical School to maintain an atmosphere of constructive learning, academic freedom and proper asset management and control.

User Eligibility

All users must adhere to the Jefferson College computer Labs policy. Scheduled classes have priority use of the Computer Labs. Non-class users may be asked to leave during class sessions.

General Guidelines

Access to computing resources is contingent upon prudent and responsible use. Inappropriate use of computing services and facilities will not be tolerated and may result in loss of computing privileges. In addition, disciplinary and/or legal action will be pursued for violation of these codes and statutes through appropriate procedures. All computer users are expected to observe ethical behavior in the use of ATS equipment and services.

*Examples of **inappropriate behavior** include the following:*

- Wasting limited resources, such as excessive printing or printing multiple copies
- Disproportionately using computing resources
- Altering, changing or deleting hardware and software configurations
- Loading unauthorized applications/program software onto lab computers
- Simultaneously using multiple computers
- Importing software of unknown or suspicious function or quality
- Using ATS computing facilities for commercial purpose
- Interfering in any way with another's use of ATS equipment or services
- Causing a disturbance or nuisance in the Computer Lab

*Examples of **unacceptable, zero tolerance behavior** include the following:*

- Knowingly introducing a computer virus or other destructive program
- Creating, disseminating, or possessing pornography
- Possessing or using program, files, or instructions for violating system security
- Intimidating or creating an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation
- Creating an "offensive educational environment"

ATS staff members have the authority to revoke computer lab privileges for any person engaged in inappropriate or unacceptable behavior in the computer lab. Disregard of any warnings issued or sanctions made will result in referral to the Director for disciplinary action.

No person may use ATS computing resources to violate any state or federal laws. Such actions will result in notification of the appropriate authorities.

*Examples of **illegal behavior** include the following:*

- Creating, disseminating, or possessing child pornography
- Violation of copyright law (i.e. making illegal copies of copyrighted material. Such materials may include software, movies, music. For example, peer-to-peer file sharing is often used illegally)
- Fraudulent, threatening or obscene e-mail, graphics, or other electronic communications
- Unauthorized entry into secure web sites or servers.



Jefferson College

Drug Free Work Place Guidelines

Jefferson College and the Area Technical School makes every effort to provide a positive learning and working environment. In keeping with this philosophy, the College promotes a drug free work place and condemns the improper use of narcotics, dangerous or illegal drugs, or intoxicants which substantially impair the individual's performance. The use of drugs or alcohol by students on College/ATS property, or at a College/ATS — sponsored activity is expressly forbidden by the Student Conduct Code and may result in disciplinary action including suspension or expulsion and/or criminal prosecution.

If you experience a drug or alcohol-related problem, or become aware of a member of the College community with such a problem, we encourage you to attempt to facilitate a referral of this person for assistance to College or appropriate community treatment agencies or resources. The College intends to provide information on services that are available without endorsing any institutional or treatment procedure. Several appropriate sources of assistance are available and may be contacted directly for assistance.

- **Alcoholics Anonymous (includes Al-Anon and Al-A-Teen)**

2683 South Big Bend, Room 4
Maplewood, Missouri 63143
(314)647-3677

- **St. Anthony's Medical Center - Hyland Center**

10018 Kennerly Road
St. Louis, Missouri 63128
(314)525-4400

- **COMTREA (Community Treatment, Inc.)**

Community Mental Health Center for Jefferson County
227 Main Street
Festus, Missouri 63028
(636)931-2700, 296-6206

The Athena Center of COMTREA provides alcohol and other drug abuse treatment. Family services are provided concurrently.

- **Jefferson Regional Hospital**

Highway 61
Crystal City, Missouri 63019
(636)933-1000

- **Life Crisis Service**

1423 South Big Bend Blvd.
St. Louis, MO 63117
(314)647-3100 or 647-HELP

Jefferson College along with the Area Technical School prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on its property or as any part of its institutional activities. Health risks associated with the use of illicit drugs and the abuse of alcohol range from temporary disorientation to permanent organ damage or death. The College/ATS will impose sanctions on students and employees, up to, and including expulsion from College/ATS or termination of employment, and referral for prosecution for violations of the College/ATS standards of conduct. Weapons or guns of any type are prohibited on the Jefferson College and Area Technical School Campus.



Available Student Services

The Area Technical School provides a number of support services to students from sending high schools to assist them in successfully completing their career preparation.

These services include:

Career Resource Educator (VRE):

This member of the professional staff provides individualized support for students with disabilities and disadvantaged students to assist them in being successful while attending the Area Technical School. Working closely with the career education instructors, the CRE ensures that all accommodations called for in the Individual Education Plan (IEP) or Individual Accommodation Plan (IAP) for each student is successfully implemented. The CRE works closely with the guidance and special education staff of the sending high schools to provide all necessary support services to special student populations.

The sending school district agrees that all accommodations required by state and federal law are the primary responsibility of the host school district of the student. These accommodations are required under the provisions of the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

Career Placement:

The Area Technical School provides a variety of services to high school students completing career education programs. Career placement involves the preparation of students for either entering the job market or continuing their education upon graduation. For students wishing to continue their education beyond high school, the advisory staff of the college is available to assist the student in preparing an education plan to guide them through to their career objectives.

Individualized job placement efforts by the career and technical instructors and administrative support staff assist the student in locating and securing employment after high school.

For more information on the Career Development Center, call (636)481-3215/797-3000.

Employment Services

The staff of Employment Services provides information on the job search process and employment preparation. Effective job search strategies including advice on resume development and interviewing techniques are presented, connections to job openings in the community are formed, and job placement data of career and technical program graduates are monitored. Staff strive to enhance diversity and prepare students to succeed in a global market place. Employer tables, field trips, and job fairs provide opportunities for student to interact with potential employers.

Library Services

Jefferson College Library offers many services and resources to help students succeed in their classes. Friendly, qualified staff members are available to answer students' questions. The Library on the Hillsboro campus has a collection of over 70,000 books and statewide access to over 21 million books through MOBIUS. Students may also check out a variety of magazines, scholarly journals, DVDs, videotapes, and music CDs. The Library houses the Jefferson County History Center and serves as the U.S. Federal depository Library for the Third Congressional District. The Library's online magazine, journal, and reference databases allow students to search for information by topic in thousands of publication titles. All databases can be accessed remotely through the Library's web site.

Student ID:

Area Technical Students must obtain a Jefferson College student ID before, or within the first two weeks of attending the ATS. Jefferson College student ID does allow the student to take advantage of College amenities including Library Services and Field House Facilities. The student ID can also be used to take advantage of student discounts at participating retailers.

Statement of Ownership

(To be signed by student and parent to verify that the handbook has been read and that all policies and terms are understood by both parties. Please return this sheet to the program instructor, it will be included within the student's permanent file.)

We have received a copy of the Area Technical School Handbook for the 2011-2012 school year. We have read and understand the rules and policies of the Area Technical School. We also understand that this handbook is not all inclusive, and that sending schools may be consulted at any time.

Also understand that representatives of the ATS (including teachers, support staff and administration) may contact parents to discuss academic progress of the student.

ATS Career Program: _____

Student Name (Please Print): _____

Student Signature: _____

Parent/Guardian name (Please Print): _____

Parent/Guardian signature: _____

Date: _____

Please sign and return to your ATS program instructor. Due to safety and liability issues, failure to return a signed sheet could result in denial of program participation while attending the Area Technical School.

Important Dates

August 22, 2011	First Day of Classes
September 5, 2011	Labor Day - No Classes
October 14, 2011	End of First Quarter (8 week classes)
October 14, 2011	Mid-Term grades Due by 12 p.m.
October 18, 2011	Faculty In-Service - No Classes
November 11, 2011	Veterans Day - No Classes
November 23-25, 2011	Thanksgiving Break - No Classes
December 16, 2011	End of First Semester
December 16, 2011	Semester Grades Due - 12 p.m.
December 19 - January 2	Christmas Break - No Classes
January 2, 2012	New Year's Day Holiday - No Classes
January 3, 2012	Faculty In-Service - No Classes
January 4, 2012	Classes Resume
January 16, 2012	Martin Luther King - Holiday - No Classes
February 20, 2012	Presidents' Day - No Classes
March 2, 2012	Applications for 2012-13 Due
March 9, 2012	End of Third Quarter (8 week classes)
March 9, 2012	Mid-Term grades Due by 12 p.m.
March 12 - 16, 2012	Spring Break - No Classes
April 6, 2012	Spring Holiday - No Classes
April 9, 2012	Application Review Day - No Classes
April 12, 2012	Faculty Work Day - No Classes
May 18, 2012	Last Day of ATS Classes
May 18, 2012	Semester Grades Due - 12 p.m.

Calendar is subject to change.

2011-2012

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
						1 2 3 4 5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



**Holiday/Break
No Classes**



**PD/Work day
No Classes**



Days of Importance

2012

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

 **Holiday/Break**
No Classes

 **PD/Work day**
No Classes

 **Days of Importance**



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