



Jefferson College serves our community by delivering quality learning opportunities that empower individuals to achieve their goals.

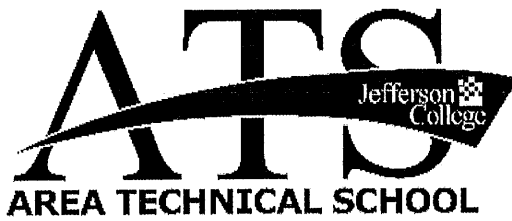
1000 Viking Drive • Hillsboro, MO 63050 • www.jeffco.edu
(636) 481-3000 • TDD (636) 789-5772

Dear students and parents,

The decision to begin the 2020-2021 school year at Jefferson College Area Technical School is centered on our never-ending commitments to quality education and the safety of our students and employees. As we prepare to fully reopen and welcome students for this upcoming year, we have developed the following guidelines in consideration of local, state, and national recommendations. We appreciate your assistance in promoting a safe, positive and healthy learning environment.

- **Masks**
 - Masks must be worn by all students, employees, and campus visitors at all times.
- **Entrances and Exits**
 - Students will get off of school buses one bus at a time.
 - Students will be released by program.
 - Students that attend programs on the bottom floor of the ATS building will exit the bottom side doors.
- **Sick Students**
 - Students must stay home if they are sick.
 - School districts and parents/guardians are responsible for keeping sick students at home.
 - An Isolation area will be set up to contain any student or staff who are showing signs of illness.
- **Attendance**
 - Absences will not be counted against students who develop COVID-19 symptoms and have to miss school.
- **Preparation for Online Learning**
 - All ATS instructors are prepared to transition to online instruction, if necessary.
 - We will notify students immediately should the format of classes need to be changed due to a resurgence of coronavirus.
- **Physical Distancing**
 - Students are encouraged to stay 6' apart.
 - Physical distancing may not be possible in some activities and spaces.
 - Large group gatherings will not be allowed.
- **Classrooms**
 - Students will be required to go to their classroom immediately upon arrival.
 - Seating charts will be required in the classroom.
 - Students will be seated as far apart from each other as possible.
 - Classrooms will be cleaned daily and deep cleaned weekly.
- **Hygiene**
 - Any sneezing or coughing should be done in the inside of your elbow and then use hand sanitizer.
 - Students and Staff will be encouraged to wash their hands or use hand sanitizer upon entering a building, before eating, after eating, after restroom usage, and before boarding school buses.
 - Hand washing/sanitizing will be recommended any time the face/mouth are touched.
 - Students will sanitize their personal work spaces at the end of each class.

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- **Driving**
 - Students may request a Jefferson College parking pass at the ATS office.
 - Students will park in the Jefferson College Red parking lot.
- **Signage**
 - Signs will be posted in highly visible areas (e.g., school entrances, restrooms) that promote necessary health safety measures.
 - We will make regular announcements on the importance of handwashing, not touching your face, and physical distancing.
- **Hall Passes**
 - We are implementing an electronic hall pass system to monitor how many students are in the hall at any given time.
 - Students will be limited to one hall pass per week, unless it is an emergency situation.
 - Water fountains will be closed for student use. Students are asked to bring a water bottle to school each day. The water bottles should be sanitized each day and ready for refilling.
 - Only one person will be allowed in each restroom at any time.

Consequences if students refuse to wear mask or follow safety guidelines:

- 1st offense: The student's parents and sending school will be called, the student will also receive a written discipline referral.
- 2nd offense: The student will receive a 5 day suspension from the ATS.
- 3rd offense: The student will be removed from their ATS program and sent back to their sending school for the remainder of the year.

The ATS has also implemented a variety of health safety precautions including additional deep cleaning of all facilities and high-touch surfaces, the use of hospital-grade cleaning and disinfecting supplies, the installation of hand sanitizer/mask/tissue stations at building entrances, designation of one-way building entrance/exit points, installation of plexiglass barriers and shields, and appropriate physical distancing practices. We will continue to watch the local, state, and national pandemic information and guidelines. The ATS remains proactive in our response surrounding COVID-19 and will continue to do everything possible to minimize the impact on our community.

We look forward to seeing everyone back at the ATS soon. Thanks for your patience and understanding as we make decisions intended to protect the well-being of all.

Sincerely,

A handwritten signature in black ink that reads 'Darrell Kyle'.

Darrell Kyle, B.S.
Jefferson College Area Technical School Director
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