

ATS

Jefferson College

AREA TECHNICAL SCHOOL

STUDENT HANDBOOK

2025-26



RIGOROUS, RELEVANT, RESILIENT

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▶ MISSION

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

▶ VISION

Jefferson College strives to inspire our community to explore, develop, and engage in innovative learning experiences in a supportive and inclusive environment.

▶ VALUES

Jefferson College fosters a culture of excellence for its community of students, faculty, and staff by embracing the following values:

SUCCESS

Supporting a focus on achievement, self-discovery, scholarship, creativity, completion, and skill mastery;

ACCESSIBILITY

Fostering an environment of diversity and inclusion where a culture of collaboration responds to the needs of our communities through quality and affordable educational opportunities;

INTEGRITY

Encouraging open, honest, and respectful communication; committing to accountability in all interactions, operations, and procedures;

LEARNING

Establishing a high-quality learning environment that features collaborative and innovative engagement, academic freedom, professional development, and continuous assessment for improvement; and

SERVICE

Infusing a spirit of civic engagement through community volunteer initiatives, cultural enrichment, and service-learning opportunities.

Welcome Letter from President

Dear Students and Parents,

On behalf of our excellent faculty and staff, I want to welcome you to the Jefferson College Area Technical School. The tradition of career excellence at the ATS is unparalleled, as Jefferson College was the first community college in Missouri to be designated as an area technical school site nearly 60 years ago.

In connection with the College's mission to deliver quality learning opportunities that empower individuals to achieve their goals, our highly skilled ATS faculty and staff are committed to delivering the best level of instruction by providing students with hands-on training experiences using state-of-the-art equipment.

The College also works cooperatively with all ATS-participating school districts in Jefferson County to continually evaluate program offerings, while maintaining close relationships with local employers who provide valuable input on the curriculum and hire Jefferson College ATS graduates.

The many benefits of attending the ATS include excellent outcomes (jobs and employment offers, continued study in college-level programs after high school, achievement of industry-recognized credentials, and completion of nationally recognized work ready certification). There are also many unique opportunities to gain experience in settings such as clinical rotations in healthcare programs, regional and national SkillsUSA competitions, and service learning projects.

I encourage you to carefully review this handbook as an important tool containing valuable information necessary for your success. Through the ATS, students receive the individual attention and support to successfully grow, prosper, and thrive. Our commitment is to not only support your academic development, but to also assist you in any way we can.

Through our mission and commitment to workforce development, the faculty and staff at the College take pride in building strong students, strong careers, and strong communities.

Thank you for choosing to attend the Jefferson College Area Technical School!

Sincerely,

Sincerely,

A handwritten signature in black ink that reads "Dena McCaffrey". The signature is fluid and cursive, with the first name "Dena" and last name "McCaffrey" clearly distinguishable.

Dr. Dena McCaffrey, President
Jefferson College

ATS Mission and Vision



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.

In support of the mission, the ATS strives to provide:

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.

A safe, clean learning environment for all students, faculty and staff.

Welcome Letter from Senior Director of the ATS

Students and Parents,

Welcome to the Jefferson College Area Technical School. We are committed to delivering quality education that is student centered, career-focused, and accessible. Our faculty and staff will work with students to help them acquire academic and occupational skills that will be foundational for their chosen career path.

The ATS provides learning opportunities for students that empower them to achieve their future goals. The programs offered through the ATS allow students to build foundational, career-based skills which can not be taught in a traditional classroom.

In partnership with the eleven sending schools, the ATS implements relevant learning experiences that enhance the traditional high school experience. Students will gain valuable knowledge and career-based skills throughout their ATS program. We will work with sending school administrators and counselors to help build a path to success for each ATS student.

Parents, it is important to talk with your child about their occupational-specific skill training at the ATS. I encourage you to introduce yourself to your child's instructor and engage in parent events throughout the school year.

Read this handbook carefully to know and understand the requirements, regulations, policies and procedures for the Area Technical School.

Sincerely,

A handwritten signature in black ink, reading "Suzanne Richardson". The signature is fluid and cursive, with the first name "Suzanne" being more prominent than the last name "Richardson".

Mrs. Suzanne Richardson

Senior Director of the ATS & Early College

Student 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.

ATS Programs

Automotive Technology

Biomedical Sciences I, II & III

Building Repair Technology I, II & III

Culinary Arts I, II & III

Digital Media Technology I, II & III

Early Childhood and Elementary Education I & II

Emergency Medical Technician

Fire Science Technology

Health Services I and II

Heating, Refrigeration, & AC Technology I & II

Metal Fabrication I, II & III

Precision Machining Technology

Residential & Advanced Carpentry

Welding Technology I & II

Sending School Directory

Students are given career education opportunities provided by the Area Technical School from the following sending high schools within Jefferson County.

Crystal City High School

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

DeSoto Senior High School

815 Amvets Drive
De Soto, MO 63020
636-586-1050

Festus Senior High School

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

Fox Senior High School

751 Jeffco Boulevard
Arnold, MO 63010-1432
636-296-5210

Seckman Sr. High School (Fox Dist.)

2800 Seckman Rd
Imperial, MO 63052-1941
636-282-1485

Grandview High School

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

Herculaneum High School

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

Hillsboro Senior High School

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

Jefferson High School

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

Northwest High School

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

Windsor Senior High School

6208 Highway 61-67
Imperial, MO 63052-2311
636-464-4429

Non-Discrimination policy

Non-Discrimination Notice

Jefferson College does not discriminate, and prohibits discrimination, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, pregnancy, race, religion, sex, gender identity or expression, sexual orientation, or covered veteran status in employment or in admission to any educational program or activity of the College, as required by Title IX, Title VI, Title VII, Section 504, The Americans with Disabilities Act Amendments Act (ADAAA), the Age Discrimination in Education Act, the Age Discrimination in Employment Act (ADEA), and the Missouri Human Rights Act.

Note: If accessibility services are needed, contact the Accessibility Resource Office, ASII Room 303, (636) 481-3158 or aro@jeffco.edu. (Seven days advance notice required for sign language interpretation services).

In compliance with applicable 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 they have been discriminated against in employment, student programs, or student activities. For matters involving sexual harassment, please refer to the Jefferson College Title IX Sexual Harassment Procedure and Grievance Process for [students](#) and [employees](#).

The Americans with Disabilities Act Amendments Act (ADAAA) Coordinator for students is the Accessibility Resource Office Coordinator, Linda Ladendecker-Corley.

Office: Arts & Science II Building (ASII) Room 303

Email: lladende@jeffco.edu

Phone: (636) 481-3158

Inquiries about Title IX for students or employees may be referred to Jefferson College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Title IX Coordinator is responsible for any alleged discrimination or harassment that relates to sex or gender, including, but not limited to sexual harassment, sexual discrimination, sexual misconduct complaints, and pregnancy discrimination and support needs.

To report information about conduct that may constitute sex discrimination or harassment or make a complaint of sex discrimination or harassment under Title IX, contact the Title IX Coordinator at the contact information below. Reports of information that involve students may also be submitted through the Maxient reporting portal.

Brittany Gates, Interim Title IX Coordinator

Email: bgates1@jeffco.edu

Phone: (636) 481-3271

Students with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADA as specified above may contact Dr. Kimberly Harvey-Manus.

Office: Student Center 205

Email: kharvey@jeffco.edu

Phone: (636) 481-3200

Employees, applicants, or other individuals with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADA as specified above may contact the Associate Vice President of Human Resources, Tasha Welsh.

Office: Administration 133-E

Email: twelsh@jeffco.edu

Phone: (636) 481-3157

Student reports may be made in person, verbally, by phone, in writing through mail or electronic mail, through the College's [Maxient reporting portal](#) (found in MyJeffco or at www.jeffco.edu/non-discrimination-policy), or any other manner that delivers the information to the appropriate Coordinator at any time. Employee reports may be made in person, verbally, by phone, in writing through mail or electronic mail, or any other manner that delivers the information to the appropriate Coordinator at any time.

FERPA

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, or other appropriate official, written requests that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which students' education records and personally identifiable information (PII) contained in such records — including the student's Social Security Number, grades, or other private information — may be accessed without the students consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to the student's records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the

provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to the student’s education records and PII without the student’s consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive the student’s PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without the student’s consent PII from the student’s education records, and they may track the student’s participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Jefferson College may make available to the public the following directory information: name, address, telephone number, date of birth, Jefferson College email address, dates of attendance at Jefferson College, full or part-time enrollment status, major area of study, participation in officially recognized sports, degrees or certificates awarded, awards received, photograph, and the most recent prior school attended. Additionally, students are included in 50 graduation lists, dean’s lists, and enrollment lists to the military. If the student objects to the release of directory information, the student should contact the Office of Enrollment Services before beginning classes. New and returning students are advised that the social security number is voluntarily disclosed and is maintained as confidential information. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-5920. Any other records shall be of a temporary nature and shall be destroyed when their usefulness is no longer apparent or when the student leaves the College. Guidelines for periods of retention and methods of destruction are consistent with state and national standards.

Tobacco Free Campus

In order to promote health and safety, while maintaining the cleanliness of college property, all Jefferson College campuses are smoke-free/tobacco-free environments under a policy adopted by the Board of Trustees (to view the policy [click here](#)).

The use of tobacco and all smoke-related products (**including cigarettes, cigars, pipe tobacco, smokeless/chewing tobacco, electronic cigarettes, herbal smoke products, hookahs, and beedies**) is restricted to inside personal vehicles. The policy pertains to all students, faculty, staff, other employees, contractors, performers, and visitors. Those who violate the policy are subject to a \$25 fine.

Hours of Operation

The main office of the Area Technical School is open from
7:00 AM – 3:30 PM, Monday – Friday during the school year.

The morning session begins at 9:00 AM and ends at 11:00 AM

The afternoon session begins at 11:55 AM and ends at 1:55 PM

Application and Admission

Students are accepted to the Area Technical School based on a number of objective criteria that have been established by each program 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, discipline history, course preparation, and prior ATS program completion. The course and program descriptions outline the basic requirements for each career education program to assist in planning and application.

Applications for new students will be available in December prior to the year of intended enrollment in the Area Technical School. Application forms will be available online at www.jeffco.edu/ats-apply. Sending schools will provide all of the necessary supporting documentation for students to apply to the Area Technical School.

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:

Application Steps:

1. Visit www.jeffco.edu/ats-apply to access the application link.
2. Complete the online ATS application, including all essay questions.

Required Documents:

- Student-submitted online application with essay responses
- High school transcript through the first semester (submitted by the high school counselor)
- School recommendation including attendance percentage and discipline record (submitted by the high school counselor)

Grading and Credits Earned

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 can earn college credit. These students earn high school credit through their sending high school and college credit is granted for each career program designated as college 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.

The following is a list of high school and college credit level programs:

High School	College Credit
Advanced Residential Carpentry	Automotive Technology
Building Repair Technology	Culinary Arts
Health Services I	Digital Media Technology
Metal Fabrication	Early Childhood Education
PLTW: Biomedical Sciences (credit by exam)	Emergency Medical Technician
Residential Carpentry	Fire Science Technology
	Health Services II
	Heating, Refrigeration, & AC
	Precision Machining Technology
	Welding Technology

Years Required to Complete Programs

Program Title	Years to Complete Program
Advanced Residential Carpentry	1
Automotive Technology	1
Building Repair Technology	2
Culinary Arts	2
Digital Media Technology	2
Early Childhood Education	2
Emergency Medical Technician	1
Fire Science Technology	1
Health Services I	1
Health Services II	1
Heating, Refrigeration, and AC Technology	2
Metal Fabrication	2
PLTW: Biomedical Sciences	2
Precision Machining Technology	1
Residential Carpentry	1
Welding	2

Grading Periods

The ATS will provide grade reports to the sending schools four times each school year. College credits earned and final grades will be posted to the student's Jefferson College official transcript at the end of each course. Students can access their grades in Canvas or by speaking with their instructor.

Semester 1

Midterm Grades: October 14, 2025
Final Grades: December 15, 2025

Semester 2

Midterm Grades: March 11, 2026
Final Grades: May 14, 2026

Progress Reports

The ATS will provide the sending schools and parents progress reports for students earning a grade of a "D" or "F" twice each semester. Students should communicate with their instructor with questions or concerns about grades.

Semester 1

September 16, 2025
November 12, 2025

Semester 2

February 3, 2026
April 14, 2026

Academic Prerequisites

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

Grade Appeal Process

Grade appeals as per College policy are as stated in the *Jefferson College Catalog*.

Requirements for Levels of Program Certification

Certificate of Mastery

To receive a Certificate of Mastery, students will successfully demonstrate positive behavior, appropriate work skills and attitudes, knowledge/skills of the technical program, and must meet the following criteria:

1. Student will master 90% or more of the competencies.
2. Student will have at least a 3.5 GPA in the technical program.
3. Student will have attendance of 90% or better at the completion of their program.

Certificate of Completion

To receive a Certificate of Completion, students will successfully demonstrate positive behavior, appropriate work skills and attitudes, knowledge/skills of the technical program, and must meet the following criteria:

1. Student will master 80% or more of the competencies.
2. Student will have at least a 2.5 GPA in the technical program.
3. Student will have attendance of 80% or better at the completion of their program.

Certificate of Participation

To receive a Certificate of Participation, students will successfully demonstrate positive behavior, appropriate work skills and attitudes, knowledge/skills of the technical program, and must meet the following criteria:

1. Student will master 70% or more of the competencies.
2. Student will have at least a 2.0 GPA in the technical program.

Attendance

The ATS follows the Missouri Compulsory Attendance Law (167.031, RSMo.) which establishes compulsory attendance for all children between the ages of seven and seventeen years of age or having completed sixteen (16) credits toward graduation. The ATS also follows the attendance policies and procedures from sending schools. Absences at the ATS are considered absences at a sending school and count against the cumulative attendance percentage of a student.

In order to receive the maximum benefits from the ATS programs, students need to be on time and present. Should a student need to miss ATS for a verified reason, parents should contact the ATS office at 636-481-3450 and email echandl2@jeffco.edu prior to or within 72 hours of the absence. Written documentation should be provided to the ATS office for absences.

There are no “excused” absences at the ATS, only verified, so students need to choose absences wisely. Students should communicate with instructors about absences and make arrangements for any missed work. High schools are sometimes closed when ATS is open and students are expected to attend the ATS on these days.

Verified reasons include:

- Medical appointment
- Court appearances
- Pre-approved sending school functions
- College visits
- Death/funeral
- Hospitalization
- Religious observances

When absent from ATS, students are expected to communicate with instructors to facilitate make-up work. Due to the hands-on nature of the ATS curriculum, students may be required to complete an alternative assignment when absent.

Students attending ATS are subject to the attendance policies and procedures from their sending school.

If a student misses 10 or more days during any one semester, the student may be prohibited from returning to the program the following semester.

Daily attendance is available to high schools through the ATS Dock and will be monitored by the sending school.

Inclement Weather/School Closings

School Closings will be advertised via text message and Jefferson College ATS social media. Please see your program instructor for instructions on how to opt-in to our texting service. In the event that the sending high school has closed due to inclement weather, the student will be excused from attending the ATS.

Early Dismissal/Late Arrival

Students missing more than 15 minutes of class will be considered absent. Students are expected to attend ATS for the duration of their daily program. Morning students are in session starting at 9 am and ending at 11 am. Afternoon students have class beginning at 11:55 am and lasting through 1:55 pm.

A parent and the sending school must provide authorization for an early dismissal. Should a student become ill or have a medical reason for the ATS to send the student home, the ATS office staff will contact the sending school and/or parents to arrange transportation. Students are not allowed to be transported by anyone other than a parent/guardian or emergency contacts provided by the parent or sending school. Should a student miss the ATS bus at their sending school, the sending school should contact a parent/guardian to gain permission for alternative transportation for that school day. A sending school representative should contact the ATS office with any transportation irregularities.

ATS students arriving late or leaving early should document arrival/departure time using the [“Late Arrival or Early Dismissal” form](#) QR code posted in the ATS Office and ATS classrooms.

The ATS office staff monitor the **“Late Arrival or Early Dismissal”** form daily to report accurate attendance to high schools.

Students who leave the Jefferson College campus without permission and/or without signing out of the office will be considered truant. Truancy will be reported to sending school administration.

Transportation

Students are expected to follow the transportation rules and regulations established by the ATS and their high school. Some high schools require students to ride the sending school's transportation to the ATS. Students will follow the conduct guidelines of their sending school and the ATS while in transit to and from the ATS. Students who violate the code of conduct will be subject to disciplinary action.

Driver Permit /Parking Pass

Students should check with their high school counselor regarding rules and regulations on driving to the ATS. A Driver Permit should be filled out, printed and approved before a student drives to the ATS.

New Procedure to apply for a Driver Permit: To complete the digital Driver Permit application, students must upload a valid driver's license and proof of insurance. Once the digital application is submitted, the ATS office will process the application, contact the student for finalization, and then the student will obtain the required signatures and return the completed form to the ATS office to pay the permit fee and receive the driver permit.

There is a \$10 parking permit fee. Students can pay in the ATS office with cash or check made out to Jefferson College.

Students should not drive to the ATS without an approved form and parking pass. Students driving to ATS must display the parking pass sticker.

Driving to the ATS is a privilege that can be revoked.

Students who drive their vehicles without a driver permit and parking pass could be subject to disciplinary action.

Students who park in faculty, visitor or handicapped parking will be ticketed by the Jefferson College Police. Parking ticket fees vary from \$25-\$100. Students will be required to pay any outstanding parking ticket fees before enrolling in the next semester.

Temporary Driver Permit - ATS Hang Tag for 1 Day

Temporary driver permits may be issued when special circumstances exist. Temporary driver permits are available in the ATS office. A Temporary Driver Permit should be requested and approved before a student drives to the ATS. Examples of reasons to temporarily drive a personal vehicle include, but are not limited to:

- Program Field Trips - Instructor to provide a one-day temporary parking hang tag
- Special Program Events - Instructor to provide a one-day temporary parking hang tag
- School closed, no bus provided

Car Rider Permit

New Procedure to apply for a Rider Permit: As with a request to drive to the ATS, a student requesting to ride with a peer should check with their high school counselor regarding rules and regulations on riding with a peer to the ATS. A student requesting to ride with a peer is required to complete the digital Rider Permit application. The student must provide required information for both the student and the ATS Driver. Once the Rider Permit application is submitted, the ATS office will process the application, contact the student for finalization, then the student will obtain the required signatures and return the completed form to the ATS office to receive the rider permit.

If a student drives or rides with a peer to the ATS without approval, the student and driver could be subject to disciplinary action.

Jefferson College ID – Driver/Rider Sticker Requirement

Once the driver or rider application is signed and submitted, drivers and riders are issued a Driver or Rider sticker for their Jefferson College student ID. Students are expected to carry their Jefferson College ID at all times while on campus and must present it when requested.

When on campus, students are expected to display the proper sticker and to show their Jefferson College ID when asked. Failure to comply may result in disciplinary action or loss of driving/riding privileges.

Clinicals/Practicums

There will be additional driving forms for ATS programs that require students to drive to an on-the-job site for clinicals, practicums, or other work based learning experiences. Students will receive permission forms from their instructor for these unique off-site program components.

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.

Jefferson College ATS student records are shared with the sending school and may become a part of their permanent file with the sending school.

Requesting Transcripts

College-Level Transcripts (Jefferson College Credit)

If you earn college credit through your ATS program, you may need to request an official Jefferson College transcript when applying to college, scholarships, or jobs. You are responsible for requesting your Jefferson College transcript.

To order:

- Go to www.jeffco.edu/transcripts-2
- Follow the instructions to order through the National Student Clearinghouse
- You can request an electronic or paper copy

Transcripts are not automatically sent—you must request them each time you need one.

High School-Level Transcripts

Some ATS programs award high school credit only and students requesting those transcripts must contact your high school counselor or registrar.

High School Credit programs are:

Biomedical Sciences
Building Repair Technology
Health Services (Program coursework is high school credit only)
Metal Fabrication
Carpentry & Advanced Carpentry
Precision Machining Technology, Semester 1

Student Dress

Student dress and appearance should be appropriate for his/her chosen career pathway. Students should view each day at the ATS as a job interview. Student grooming should be neat and clean. Student appearance should promote a positive, healthy and safe learning environment. Should a student's appearance or hygiene disrupt the educational process or interfere with the mission of the ATS to provide quality education, the student could be asked to change, be removed from class and/or receive a disciplinary consequences.

Textbooks and Other School Issued Materials

Jefferson College ATS provides textbooks and other school materials for students to utilize. As long as the textbooks and/or materials are returned in good condition, students can use them for free. Damaged and unreturned textbook/material repair or replacement costs will be documented on the student account. Access to official transcripts and future enrollments will be restricted until the cost is paid. Outstanding costs can be paid at the Cashier's Office in the Student Center.

Student Services

Academic Support Services for Students

ATS Programs earning High School credit

In partnership with the sending schools, the career education instructors implement the accommodation plans in an Individual Education Plan (IEP) and/or a 504 Plan. The Student Services Representative at the ATS works closely with the high school counselors and special education staff of the sending school to provide necessary support services to special student populations. The sending school district agrees that all accommodations required by state and federal laws are the primary responsibility of the host school district of the students.

The Individuals with Disabilities Education Act (IDEA), the federal law that provides for IEPs, only applies through high school graduation. Post-secondary schools who offer college credit programs, instead adhere to the Americans with Disabilities Act Amendment Act 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973.

New College credit ATS Students - If you are enrolled in a college credit program and have accommodations on file at your home school and would **LIKE** to have your 504 or IEP accommodations reviewed for acceptance, you **MUST** fill out the [application](#) provided by the Accessibility Resource Office (ARO). You will also need to provide a copy of your IEP or 504 Plan via fax at 636-789-5711 or email to aro@jeffco.edu to the ARO. **YOU** are encouraged but not required to complete the ARO application to receive reasonable accommodations for college that will provide equal access in these ATS programs. You can fill out the ARO application at [ARO Getting Started](#). The sooner you start the application process, the better, because accommodations under the ADAAA are not retroactive.

RETURNING college credit ATS Students - If you already filled this application out during the 24-25 school year and were approved, your accommodations will transfer to the 25-26 school year by **YOU** providing an updated IEP or 504 Plan directly to the ARO via fax at 636-789-5711 or email to aro@jeffco.edu, while medical documentation dated within the last 12 months needs to be sent directly to the ARO office from your doctor's office via mail, email, or fax. If you have further questions for the ARO office, please contact Madi House at mhouse2@jeffco.edu, or you may call 636-481-3158.

Programs in ATS Building:

- Early Childhood Education (college)
- Culinary Arts (college)
- Digital Media Technology (college)
- Building Repair Technology (high school)
- Residential Carpentry (high school)
- Advanced Residential Carpentry (high school)
- Metal Fabrication (high school)

Programs in CTE Building:

- Health Services I (high school)
- Health Services II (college)
- Biomedical Sciences (high school)
- Welding Technology (college)
- Heating, Refrigeration, and AC Technology (college)
- Fire Science Technology (college)
- Automotive Technology (college)
- Precision Machining Technology (also in Technology Center)
(1st semester high school) (2nd semester college)

Programs on the Arnold Campus:

- Emergency Medical Technician (college)

Academic Success Center

The [Academic Success Center](#) at Jefferson College supports the educational development of students and reinforces classroom learning. The Center strives to empower students to achieve their academic goals by providing opportunities to enhance student learning, and achieve course success, and personal growth. The Center outcomes help meet the College's academic success, retention, and graduation goals.



The Academic Success Center consists of the following services located in the Technology Center: Science Lab, Math Lab, Writing Lab and Computer Information Systems Lab.

These labs are staffed with professionals who have degrees and instructional experience in their respective fields; many are full-time faculty. Academic Success Centers are a proven initiative nationally to help students meet their educational goals. For more information call (636) 481-3439 or visit www.jeffco.edu/asc.

Math Lab

The Math Lab is located in TC107 in the Academic Success Center at Jefferson College Hillsboro, and in the Academic Support Center at Jefferson College Arnold. Students who need help with courses ranging from Beginning Algebra to Differential Equations may drop in for assistance from various adjunct and full time instructors. Math tutorial software is available on the computers in the Math Labs.

The Math Lab is now available online. Go to MyJeffco and the Online Support Tab. Scroll down to the Online Math Lab and follow the directions provided for accessing these services while off campus and during evenings and weekends. The schedule for online services is posted on the Online Math Lab site.

Writing Lab

Jefferson College offers two writing lab support service options. The on-campus lab is located in TC105 as part of the Academic Success Center at the Hillsboro campus. The Writing Lab has computers with Internet access, and WiFi is also available.

The Online Writing Lab (JC OWL), accessible through the Online Support tab in MyJeffco, offers paper review services, as well as live chat with tutors. In both labs, current English faculty provide assistance with creating, organizing, developing, and revising writing of all kinds. Hours for the Online Writing Lab (JC OWL) vary. Schedules for both writing labs are located online in MyJeffco.

The Foundations Lab is located in the Technology Center, Room 111 (Academic Success Center) at the Hillsboro Campus. Students needing tutoring in math, reading, and writing, as well as help preparing for math and reading placement examinations, can obtain assistance and instructional resources from a team of professional instructors. Additionally, the Foundations Lab holds camps for reading and math that are designed to help students prepare to take the College's math and reading placement tests.

Assessment

Industry Recognized Credential (IRC)

Students in the ATS programs should take an Industry Recognized Credential (IRC) at the end of their program. An IRC serves as validation that an individual has successfully demonstrated skill competencies specific to the program. Program instructors will schedule this assessment within their class time at the ATS.

ACT Work Keys

The Accuplacer is a series of tests that evaluate students' skills in reading, writing, and math to help college administrators place them in courses that match their skills. Online scoring of this assessment provides test takers with immediate feedback. Students may take this assessment at their sending school or at Jefferson College. Students planning to attend college after high school should take this assessment. The ATS Director can assist students sign up to take the Accuplacer Please see the Director of the ATS for more information.

Accuplacer

The Accuplacer is a series of tests that evaluate students' skills in reading, writing, and math to help college administrators place them in courses that match their skills. Online scoring of this assessment provides test takers with immediate feedback. Students may take this assessment at their sending school or at Jefferson College. Students planning to attend college after high school should take this assessment.

Workforce Development

[Workforce Development and Employment Services](#) provides information

on the job search process and employment preparation. Support provided includes job search strategies, resume development, and interview techniques. Job opportunities are posted on our job board as well as advertised in campus emails and social media postings. The office also hosts events including employer tables, career exploration expos, and job fairs providing opportunities for students to learn about careers and interact with potential employers.



Library

[Jefferson College Library](#) offers spaces, materials, and services to help students succeed. In addition to

over 60,000 items on site at the Hillsboro campus, students are able to request over 21 million items through MOBIUS, the statewide system of academic and public libraries. Materials may be checked out to help with assignments, learn more about career paths, or explore hobbies and expand leisure reading options.



The Library has large collections of streaming videos, online article databases, eBooks, online research guides, and U.S. government documents. Librarians and other library staff are available to answer questions, help with reserving study spaces, or assist with finding research materials. For more information visit www.jeffco.edu/library , call 636-481-3166, or email circdesk@jeffco.edu.

Health/Medical Information

Medical Information

ATS students are required to complete an annual Acknowledgement Form which includes medical information. This form allows the ATS to gather general medical information on students.

The ATS does not distribute medicine to students.

Program specific vaccine requirements

There are specific vaccine requirements for some programs. Health Services I, Health Services II, Emergency Medical Technician (EMT) and Culinary programs all have specific vaccine requirements. Please contact the program instructor for more information.

Individual Health Plans/Health Action Plans

Sending schools provide health action plans and inform the ATS regarding any updated health plans. Parents should verify with the ATS and the sending school that the most up to date health action plan or Individual Health Plan has been shared with the ATS.

Health 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 if 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.

School Security, Campus Police & Visitors

Campus Police

Police ensure a safe and secure campus environment for students, faculty, and staff. They assist the campus community with all criminal offenses, emergency response, traffic safety, vehicle-related issues such as lockouts and jump starts, as well as provide safety escorts to vehicles upon request. Campus Police are available at the Hillsboro campus 24/7 and during many open hours at the Arnold Campus.

The [Jefferson College Campus Police Department](#) office is located at 800 Mel Carnahan Drive. Please call 911 in an emergency; in non-emergency situations or if you have a general question, contact the on-duty officer at (636) 481-3500.



Visitors

Because the Area Technical School is located on the Jefferson College campus, it operates as an open campus. However, all visitors should enter through the front doors of the ATS building and report directly to the office upon arrival

Students are not authorized to have visitors or guests while at the Area Technical School.

Student ID Cards

Jefferson College ID cards are required for all ATS students. Students should carry their ID card with them at all times, as it is used daily while on campus. ID cards can be made in the ATS Office.

Students who are approved to **drive** or **ride** with a peer must have a corresponding **Driver** or **Rider** sticker on their Jefferson College ID. These stickers are issued once the appropriate permit has been approved and finalized through the ATS Office.

Students must present their ID when requested by Jefferson College faculty or staff. Failure to carry your ID or display the appropriate sticker may result in disciplinary action or loss of driving/riding privileges.

Replacement IDs cost \$7, payable in the ATS office with cash or check only, made out to Jefferson College.

Cell Phone Procedures

Board of Trustees Procedure# IV-011 TITLE Classroom Cell Phone Use

Use in the Classroom Jefferson College prohibits the use by students of cell phones or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class.

Emergency Procedures Given the fact that these same communication devices are an integral part of the College's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a College emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away.

Instructor Discretion for Use and Sanction Other exceptions to this policy may be granted at the discretion of the instructor. Sanctions for violation of this policy are determined by the instructor and may include dismissal from the class.

Clubs and Organizations

Get Involved in Student Organizations! Be a leader! Supplement your classroom experiences! Make life-long friends!

ATS Student Ambassadors

ATS Student Ambassadors represent the Area Technical School at events such as tours, presentations, open houses, and student nights. Ambassadors develop leadership and communication skills while serving as role models for prospective and current students. This is a great opportunity to build your resume, connect with faculty and staff, and make a positive impact on your school community. Students must apply and be selected to serve. Applications open each fall. Please see Ms. Perry in the ATS Office for more information.

Ambassador Sponsor: Ms. Perry, *ATS Office*

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry leaders 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, high school students, and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations. Open to most enrolled ATS students. Please see your program instructor for more information.



SkillsUSA Sponsors: Ms. Donahue, *HRA* & Chef Miller, *Culinary*

HOSA

HOSA (Future Health Professionals) is a national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. HOSA's twofold mission is to promote career opportunities in the healthcare 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 students currently enrolled in Health Occupations, PLTW-Biomedical Sciences, Fire Science and EMT. Please see your program instructor for more information.



HOSA Sponsors: Mrs. Macke, *PLTW Biomedical Sciences*
Ms. Thurman, *Applied Communications*

National Technical Honor Society

The National Technical Honor Society (NTHS) 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 Ms. Hartley for more information



National **Technical**
Honor Society

NTHS Sponsor: Ms. Hartley, *Applied Mathematics*

Code of Conduct

Jefferson College ATS students are expected to conduct their affairs in accordance with the standards set forth in the Jefferson College Student Code of Conduct and the sending school discipline code. Upon enrolling in the Jefferson College ATS, each student assumes an obligation to conduct himself/ herself in a manner compatible with the College'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 College must, in the interest of fulfilling its function, institute appropriate disciplinary action.

The purpose of the Student Code of Conduct is to create and promote a safe learning environment for all students.

Should a student violate the code of conduct from the Area Technical School or their sending school while in attendance, or in transport to/from the ATS, the Director of the ATS will work in partnership with the administrators of the sending school to assign consequences in accordance with the ATS Disciplinary Guidelines and the discipline code of the sending school.

Consequences

Consequences of violating the ATS Code of Conduct include but are not limited to:

- Student Conference with teacher
- Conference with Director
- Parent Contact/Conference
- Loss of Credit on Assignment/Assessment
- Restitution
- Confiscation of Property
- Community Service Hours
- Restriction of Privileges
- Suspension from ATS Program
- Removal/Expulsion from Jefferson College ATS resulting in loss of credit for the semester
- Referral to law enforcement agency

Expulsion: The student may be expelled or permanently removed from enrollment at Jefferson College and the Area Technical School for offenses delineated in the Disciplinary guidelines of Jefferson College, the ATS and/or the sending school.

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

Discipline for students with disabilities will follow guidelines established by IDEA. Consultation between the Director of the ATS, student's instructor and the appropriate sending school official may precede any disciplinary action.

Area Technical School Disciplinary Guidelines - Student Code of Conduct

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

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 of the ATS.

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 of the ATS.

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 of the ATS. 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 ATS 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: TBD

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 and notification of the sending high schools.

Smoking

Jefferson is a smoke-free institution. The possession or use of tobacco products, including cigars, cigarettes, chewing tobacco, snuff, electronic devices, or similar products are prohibited for high school students attending Jefferson College. This includes field trips, the building site for the Advanced Carpentry 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 ATS Director. The sending high school principal will be contacted regarding the appropriate penalty. Campus Police will be issuing tickets with a fine to those individuals not abiding by the smoke-free initiative.

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 of the ATS. The sending high school principal will be contacted regarding the appropriate penalty.

Profanity or Obscene Gestures

Students are prohibited from using 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 of the ATS. 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: TBD

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

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

Subsequent Offenses: Additional suspension as determined by the Director and Principal, possible removal from the program.

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: TBD

First Offense: Referral to the Director.

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

Subsequent Offenses: Suspension from Jefferson College for a number of days determined by the Director and the sending high school Principal.

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 of the ATS.

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 incidents 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 ISS. Any student in out-of-school suspension (OSS) from their home school is also 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 radios, cellular phones, MP3 or iPod type devices, electronic games, tablets, laptops, 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.

Code of Conduct in Partnership with Sending Schools

Each sending school has a conduct/discipline code. Please refer to the student handbook from the sending school for more detailed information.

Due Process

All students are entitled to due process. Students have the right to an explanation of the charges against him/her, an opportunity to present his/her version of the case and an opportunity to appeal as provided by school policy and state law. Appeals should be made in writing to the Director of the ATS.

Eye Protection Policy

In accordance with Sections 170.007 and 170.009 RSMo, the state law says: Every student, teacher, and visitor is required to wear an industrial quality eye protection device when participating in or observing any vocational, technical, industrial, chemical, physical shop, or laboratory course in schools, colleges, universities, or educational institutions.

Academic Computer Use Policy

As part of its educational mission, 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 Jefferson College is a privilege, not a right. Each individual is responsible for selecting, viewing, and utilizing appropriate resources and avoiding excessive use of the system that could interfere with other College purposes. It is the objective of Jefferson College to maintain an atmosphere of constructive learning, academic freedom, and proper asset management and control. The following policies and practices are intended to be helpful in the appropriate use of Jefferson College's technology resources.

User Eligibility

All users must adhere to the [Jefferson College Academic Computer Use Policy](#).

Please note that, using a computer to review what may be considered pornographic or obscene material violates Student Conduct Code, III, Behavioral Misconduct, as outlined on page 16 in this handbook. Misuse of computers including but not limited to creating an "offensive educational environment" and "causing a disturbance or nuisance in the computer lab" violates Student Conduct Code, II, Interference with the Educational Mission of the College, as outlined on page 15 in the [Jefferson College Student Handbook](#).

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.

To obtain additional information regarding the procedures and additional sanctions, students should refer to the Student Conduct Code found on page 15 in the [Jefferson College Student Handbook](#). All computer users are expected to observe ethical behavior in the use of College 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 unlicensed applications/program software onto lab computers
- Simultaneously using multiple computers
- Using College computing facilities for commercial purpose
- Interfering in any way with another's use of College 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 programs, 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"

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

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

Examples of illegal use 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 websites or servers

Computer users conducting research on a topic that may be considered harassing should contact the Director of Library Services to make other arrangements.

Responsibility

Jefferson College and its staff are not liable for any damages and/or losses associated with the use of any of its computer resources or services or incurred by loss of service. Users are encouraged to save often to removable media, not the computer. NOTE: The terms lab, computer lab(s), and campus computer lab also refer to the computers in the Library at all Jefferson College locations. The term community member(s) also refers to Community Borrowers or any library user.

2025-26 AREA TECHNICAL SCHOOL FACULTY/STAFF DIRECTORY

Dial (636) 481 + Ext.

NAME	TITLE	EMAIL	PHONE
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ATS OFFICE STAFF

Chandler, Erica	Senior Administrative Specialist	echandl2@jeffco.edu	Ext. 3450
Critchlow, Velina	Special Services Representative	vcritchl@jeffco.edu	Ext. 3452
Gregory, Rebekah	Administrative Assistant Apprentice	rgregor2@jeffco.edu	Ext. 3478
Moll, Ashley	Accountability & Accounting Assistant	amoll@jeffco.edu	Ext. 3451
Perry, Sarah	ATS Coordinator	sperry1@jeffco.edu	Ext. 3498
Richardson, Suzanne	Director, ATS & Early College	sricha17@jeffco.edu	Ext. 3340

CAREER PROGRAMS

Bunch, Matt	Assoc. Professor – Biomedical Science	mbunch@jeffco.edu	Ext. 3489
Cook, Tony	Professor – Building Repair Technology	acook2@jeffco.edu	Ext. 3458
Duncan, Leslie	Asst. Professor – Health Services	lduncan4@jeffco.edu	Ext. 3482
Griggs, Mike	Professor – Residential Carpentry	mgriggs@jeffco.edu	Ext. 3463
Hand, Ginger	Asst. Professor – Health Services	ghand@jeffco.edu	Ext. 3405
Hartley, Casey	Instructor – Mathematics	chartle3@jeffco.edu	Ext. 3473
Johnson, Steven	Instructor – Advanced Residential Carpentry	sjohns62@jeffco.edu	Ext. 3564
Macke, Amanda	Assoc. Professor – Biomedical Science	amacke@jeffco.edu	Ext. 3453
Rodden, Rob	Professor – Metal Fabrication	rrodde@jeffco.edu	Ext. 3459
Steffen, Elizabeth	Instructor – Health Services	esteffen@jeffco.edu	Ext. 3413
Thurman, Angie	Asst. Professor – Applied Communications	athurma2@jeffco.edu	Ext. 3496

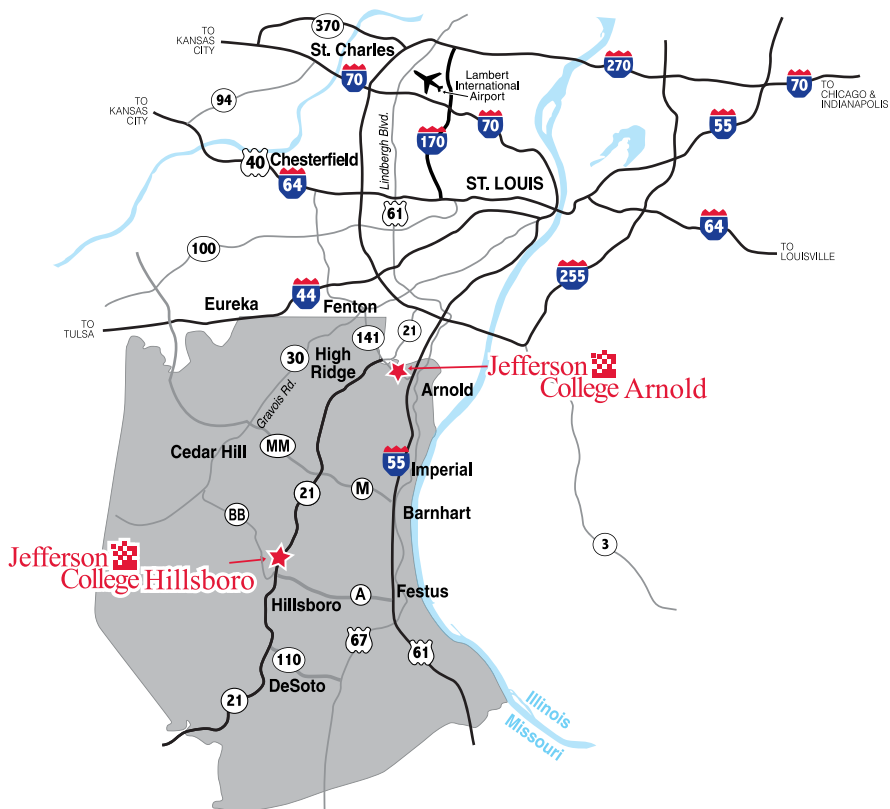
COLLEGE LEVEL

Aden, Nicole	Asst. Professor – Early Childhood Education	naden@jeffco.edu	Ext. 3562
Candela, Joe	Professor – Welding Technology	jcandela@jeffco.edu	Ext. 3480
Donahue, Katherine	Asst. Professor – Heating, Refrigeration, & AC	ktheurer@jeffco.edu	Ext. 3479
Kaune, Bill	Professor – Heating, Refrigeration & AC	wkaune@jeffco.edu	Ext. 3408
King, Brittany	Instructor – Emergency Medical Tech.	bking15@jeffco.edu	Ext. 3549
Meyer, Paul	Instructor – Automotive Technology	pmeyer8@jeffco.edu	Ext. 3531
Miller, Garrett	Asst. Professor – Culinary Arts	gmler8@jeffco.edu	Ext. 3470
Peters, Shannon	Adjunct Instructor – Fire Science Technology	speters3@jeffco.edu	N/A
Simos, Greg	Professor – Digital Media Technology	gsimos@jeffco.edu	Ext. 3472
West, Matt	Asst. Professor – Precision Machining Tech.	mwest2@jeffco.edu	Ext. 3486

2025-2026 ATS Academic & Event Calendar

Aug-25					FALL 2025 SEMESTER IMPORTANT DATES					Jan-26				
M	T	W	R	F						M	T	W	R	F
				1	Aug 11-15	Faculty & Staff Orientation								
4	5	6	7	8	8/14/2025	ATS Welcome Night (4:30-6:30 p.m.)							1	2
11	12	13	14	15	8/18/2025	Classes Begin				5	6	7	8	9
18	19	20	21	22	8/29/2025	Fall Add/Drop Deadline				12	13	14	15	16
25	26	27	28	29	9/1/2025	Labor Day Holiday (ATS Closed)				19	20	21	22	23
					9/16/2025	Progress Reports Due 2:30 p.m.				26	27	28	29	30
					10/03/2025	Manufacturing Day								
					10/14/2025	Midterm Grades Due 2:30 p.m.								
					10/15/2025	Faculty Work Day (No ATS Classes)								
					11/11/2025	Veteran's Day Holiday (ATS Closed)								
					11/12/2025	Progress Reports Due 2:30 p.m.								
					Nov 26-28	Thanksgiving Break (ATS Closed)								
					12/1/2025	ATS Application window opens								
					12/15/2025	Final Fall grades due @ 2:30 p.m.								
					12/17/2025	ATS Last Day Fall Semester								
					Dec 18 - Jan 2	Winter Break (ATS Closed)								
Sep-25					SPRING 2026 SEMESTER IMPORTANT DATES					Feb-26				
M	T	W	R	F						M	T	W	R	F
1	2	3	4	5	1/5/2026	ATS Staff/Office Return & ATS Classes Begin								
8	9	10	11	12	1/16/2026	Spring Add/Drop Deadline				2	3	4	5	6
15	16	17	18	19	1/19/2026	Martin Luther King Day (ATS Closed)				9	10	11	12	13
22	23	24	25	26	1/20/2026	Faculty In-Service (No ATS Classes)				16	17	18	19	20
29	30				1/29/2026	Show Me ATS (4:30-6:30 pm)				23	24	25	26	27
					2/3/2026	Progress Reports Due 2:30 p.m.				30	31			
					2/6/2026	ATS Application Priority Deadline								
					2/13/2026	ATS Application Work Day No Classes								
					2/16/2026	President's Day Holiday (ATS Closed)								
					2/24/26	Jefferson College Career Expo								
					3/11/26	Midterm Grades Due 2:30 p.m.								
					Mar 16-20	Spring Break (No ATS Classes)								
					4/3/2026	Spring Holiday (ATS Closed)								
					4/6/2026	ATS PD Day (No ATS Classes)								
					4/14/2026	Progress Reports Due 2:30 p.m.								
					4/23/2026	ATS Accepted Student Night 5:30-7:00 pm								
					5/7/2026	ATS Senior Grades Due 2:30 PM								
					5/14/2026	Final Spring Grades Due @ 2:30 p.m.								
					5/15/2026	ATS last day spring semester								
					5/16/2026	Jefferson College Commencement								
Oct-25					March-26					Apr-26				
M	T	W	R	F						M	T	W	R	F
		1	2	3										
6	7	8	9	10										
13	14	15	16	17										
20	21	22	23	24										
27	28	29	30	31										
Nov-25					May-26									
M	T	W	R	F						M	T	W	R	F
3	4	5	6	7										
10	11	12	13	14										
17	18	19	20	21										
24	25	26	27	28										
Dec-25														
M	T	W	R	F										
1	2	3	4	5										
8	9	10	11	12										
15	16	17	18	19										
22	23	24	25	26										
29	30	31												

JEFFERSON COLLEGE LOCATIONS

**HILLSBORO** (1000 Viking Drive)

Directions from I-270:

Take Tesson Ferry (Highway 21) (Exit 2) south approximately 23 miles (toward Hillsboro) to campus on right. Turn right on Hayden Road & then left on Jefferson College Drive. The College will be on the right within one quarter mile.

OR from I-55:

Take Exit 175 at Festus & go west on Highway A for approximately 11 miles. Travel through the intersection at Highway 21 to Jefferson College Drive and turn right. The College will be on the left within one quarter mile.

ARNOLD (1687 Missouri State Road)

Directions from I-270:

Take I-55 south to Highway 141 (exit 191). Go right on Highway 141 to second stoplight (Astra Way). Turn left at Astra Way to stop sign and follow the roundabout onto the campus of the Jefferson County Library and the Arnold Recreation Center. Follow the winding road past the Library and Recreation Center, continuing to the right past the stop sign, around to the College at the top of the hill.



1000 Viking Dr.
Hillsboro, MO 63050
(636) 481-3498
www.jeffco.edu/ATS



It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. Note: If accessibility services are needed, contact the Accessibility Resource Office, ASII 303, (636) 481-3158 or aro@jeffco.edu (7 days advance notice required for sign language interpretation services).