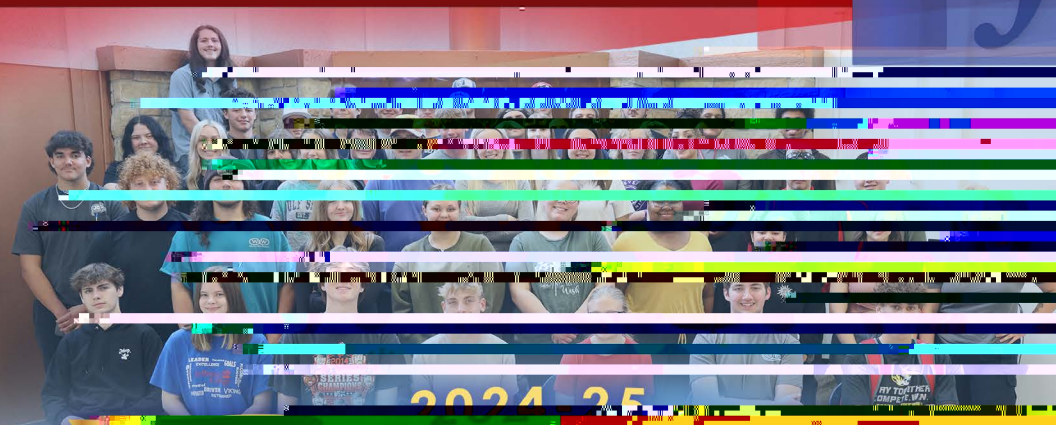


ATC

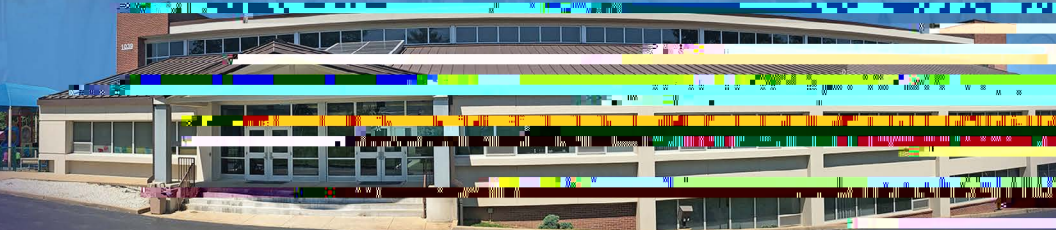
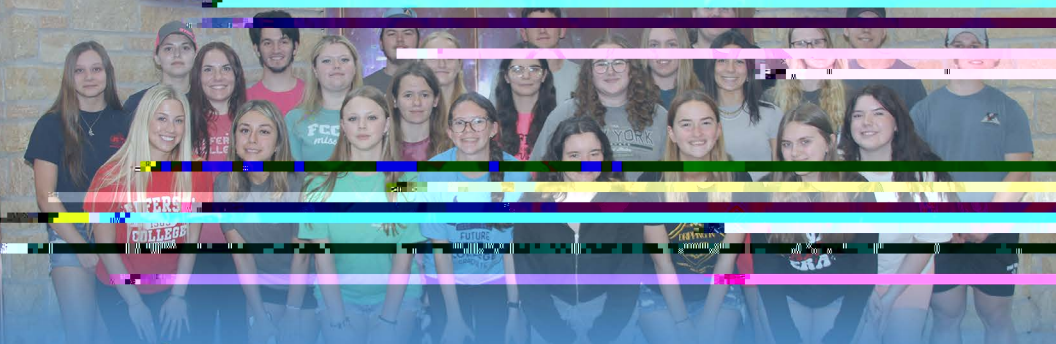
Jefferson

AREA TECHNICAL CENTER



2024-25

STUDENT HANDBOOK



RIGOROUS RELEVANT RESILIENT

TABLE OF CONTENTS

Je ferson College Mission, Vision and Values	4
Welcome Letter from President	5
ATS Mission and Vision	6
Welcome Letter from Senior Director of the ATS	7
Student Statements of Success	8
ATS Programs	9
Sending School Directory	10
Non-Discrimination policy	11
Diversity Statement	12
FERPA	13
Tobacco Free Campus	14
Hours of Operation	15
Application and Admission	16
Grading and Credits Earned	17

Requirements for Levels of Program Certi fication

Certi ficate of Mastery

Certi ficate of Completion

Certi ficate of Participation

Attendance	21
------------	----

Early Dismissal/Late Arrival

Transportation	23
----------------	----

Driver Permit/Parking Pass

Temporary Driver Permit-ATS Hang Tag for 1 Day

Student Records	24
-----------------	----

Student Dress	24
---------------	----

Student Services	25
Industry Recognized Credential (IRC)	
ACT Work Keys	
Workforce Development	
Library	
Health/ Medical Information	29
Medical Information	
Program specific vaccine requirements	
School Security, Campus Police & Visitors	30
Student ID Cards	
Clubs and organizations	30
SkillsUSA	
National Technical Honor Society	
Code of Conduct	31
Area Technical School Disciplinary Guidelines - Student Code of Conduct	
Due Process	
Eye Protection Policy	
Academic Computer Use Policy	37
Faculty and Staff Directory	40
Calendar	41
Jefferson College Locations	42

▶ 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.

ATS Mission and Vision

who believe in the academic, occupational skills, and personal preparation of all students.

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
- ✓ 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

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

Fo
501

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 Title IX Missouri Human Rights Act

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 Senior Director 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 <https://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.

Diversity Statement

Jefferson College is a community leader dedicated to supporting and promoting diversity through opportunities and experiences that foster a culture of respect, inclusiveness, and understanding for everyone in the campus community, to engage in a diverse world.

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.

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

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 FERIL 1 5 Rlosed a ð F - C .

int v

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](#)).

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

Grading and Credits Earned

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 Care Administration	
Information Systems	
Manufacturing Technology	
Marketing	
Public Safety	
Retail Management	
Welding	
Workforce Development	

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 15, 2024
Final Grades: December 18, 2024

Semester 2

Midterm Grades: March 13, 2025
Final Grades: May 15, 2025

Progress Reports

The ATS will provide the sending schools, students and parents progress reports for students earning a grade of a "D" or "F" once each semester. Students should communicate with their

Semester 1

September 18, 2024
November 13, 2024

Semester 2

February 13, 2025
April 16, 2025

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

Grade Appeal Process

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

Requirements for Levels of Program Certification

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

Early Dismissal/Late Arrival

Students should sign in and out of the main office.

expected to attend ATS for the duration of their daily program. Morning students are in session

There may be special circumstances where a student needs to provide their own, individual transportation to the ATS. A Driver Permit must be requested and approved prior to a student driving to the ATS. Driver Permits are issued by the ATS office. Students must provide a valid driver's license, proof of insurance, and obtain the required signatures prior to receiving a

There is a \$10 parking permit fee.

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 \$25.00 to \$100.00. Students will be required to pay any outstanding parking ticket fees prior to enrolling the

th

In special circumstances, students may ride with classmates to and from the ATS. A "Car Rider" permit is available in the ATS office. The completed form must be returned to the office prior to the student riding with a peer to and from the ATS.

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

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 N schoolNe

Student Services

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.

High School Programs

If you have 504 or IEP accommodations, your ATS instructor(s) will have your data before your first day of class. Please advocate for yourself as needed to receive your accommodations throughout the school year. If you have further questions regarding any high school program you may contact Velina Critchlow @ vcritchl@jeffco.edu or call 636-481-3452.

College Credit Programs

If you are enrolled in a college credit program and have accommodations on file at your home school, your 504 or IEP plan will be shared with the Accessibility Resource Office (ARO) by the end of May. Students who have an active 504 or IEP plan and would **LIKE**

MUST fill out the provided by the Accessibility Resource Office (ARO). Students with individual learning plans

information you may contact the Accessibility Resource Office (ARO) by calling 636-481-
aro@jeffco.edu www.jeffco.edu
[ARO/Getting-Started](#)

NEW college credit ATS Students

IEP's and 504 Plans) while medical documentation dated within the last 12 months needs to be sent directly to the ARO office. If you have further questions for the ARO office, please contact Lucia Brodribb @ lbrodribb@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)

at Jefferson College supports the

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. The Center is open Monday-Thursday, 8 a.m. – 8 p.m. and Friday, 8 a.m.– 4 p.m. The Writing and Math Lab staff are available Monday-Friday, 8 a.m. – 3 p.m. For more information call (636) 481-3439.

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

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. Handicapped

riting La

and writing, as well as help preparing for math and reading placement examinations, can

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

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

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.

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 and Employment



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,

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

www.jefco.edu/library, call 636-481-3166,

circdesk@jefco.edu

Health/ Medical Information

ATS students are required to complete an annual Acknowledgement form. This form

There are specific vaccine requirements for some programs. Health Services I, Health Services II, Emergency Medical Technician (EMT) and Culinary programs all have specific

School Security, Campus Police & Visitors

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

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 and Fire Science/EMT. Please see your program instructor for more information.

The National Technical Honor Society is the Area Technical School's and

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

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

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.

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

Conference with Director

Confiscation of Property
Community Service Hours

Removal/Expulsion from Jefferson College ATS resulting in loss of credit

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

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

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

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

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

Willful damage to school or private property, tampering with emergency equipment, setting of 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 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.

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

Second Offense:
and notification of the sending high schools.

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.

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.

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.

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.

Display of any physical contact or touching which is a specified offense with the

Penalty: TBD

First Offense: Referral to the

Second Offense: Referral to the

Subsequent Offense: Suspension for a specified number of days

Any hostile or offensive behavior of a sexual nature be it welcome or unwelcome, intimidating, 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.

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.

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

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.

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

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

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

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

To obtain additional information regarding the procedures and additional sanctions, students
[Je ferson College Student Handbook](#)

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

- Simultaneously using multiple computers
- Using College computing facilities for commercial purpose
- Interfering in any way with another's use of College equipment or services

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
-

- Fraudulent, threatening, or obscene e-mail, graphics, or other electronic
- Unauthorized entry into secure web sites 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.

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.

2024-25 AREA TECHNICAL SCHOOL FACULTY/STAFF DIRECTORY

Dial (636) 481 + Ext. #

NAME	TITLE	EMAIL	PHONE
------	-------	-------	-------

ATS OFFICE STAFF

Chandler, Erica		echandl2@jefco.edu	
Critchlow, Velina		vcritchl@jefco.edu	
Moll, Ashley		amoll@jefco.edu	
Perry, Sarah		sperry1@jefco.edu	
Pick, Tracy		tpick@jefco.edu	
Richardson	& Pick, T Σ	1 L 0	co.edu

