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# Consumer Information

## 2010-2011

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## GENERAL INFORMATION

As the Adult Technical Education Department of the Special School District, Applied Technology Services provides affordable, career-focused technical education to help our students achieve their career goals. Beginning in 1968, the school began by providing cutting-edge technical and career training to adult students throughout St. Louis County.

Today we educate and train roughly 900 students each year in a wide range of career and technical fields. Applied Technology Services offers training in four program clusters from traditional technical fields, such as precision machining and construction, to such burgeoning fields as welding, and health sciences. We can help you to join the thousands of students who began their path to success with Applied Technology Services.

## TELEPHONE NUMBERS

Administrator, Adult Education	(314) 989-7501
Business Development Manager	(314) 989-7486
Coordinator, Practical Nursing Program	(314) 989-7570
Financial Aid Specialist	(314) 989-7583
Student Services Counselor	(314) 746-0874

## MISSION

To work collaboratively with business and industry to equip students with the knowledge, competencies, self-confidence and self-esteem to be successful in today's changing workplace by providing career-focused technical training that results in meaningful employment opportunities.

## VISION

To provide a learning experience that is meaningful and valuable to both the students and the employers of our community.

## GOAL

To be the best source of career and technical training programs and services based on the most current research, practice, and industry standards.

We Believe:

All students are unique and have the ability to learn.

That the most powerful forms of education are meaningful, involve the student, promote critical thinking and appeal to different learning styles.

Life-long learning plays a definitive role in life-long success.

All students can attain high technical standards with practical application of knowledge.

Continuous staff development provides professional opportunities to better serve students.

Respect, honesty and open communication promote a sense of trust, well-being and foster self-esteem.

## NONDISCRIMINATION POLICY

Special School District does not discriminate or tolerate discrimination based on race, color, religion, sex, national origin, sexual orientation, ancestry, disability, veteran status, age, or activity protected by federal or state law in its programs, activities, and employment. Direct inquiries and complaints under this policy to Special School District's Compliance Coordinator, 12110 Clayton Road, St. Louis, MO 63131; telephone (314) 989-8100 or to the Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302; telephone (816) 268-0550. Information about the existence and location of services, activities, and facilities accessible to impaired persons can be obtained from Special School District's Compliance Coordinator at the phone number and address listed above.

## REPRODUCTION OF COPYRIGHTED MATERIALS

It is the intent of the Board to delineate, enforce and abide by the provisions of current copyright laws as they affect the District and its employees. The superintendent or designee will create procedures to train employees on the law and monitor District compliance.

Copyrighted materials, both print and non-print, will not be duplicated, reproduced, distributed or displayed for District – sponsored activities or by using District equipment except in accordance with law.

Details about "fair use" and other relevant information regarding copyright law will be made available to all employees. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The board does not sanction or condone illegal duplication, reproduction or distribution in any form. It is the responsibility of all District staff to notify the superintendent or designee of any potential violation of law or policy. Once notified of a violation, the superintendent or designee will take reasonable steps to remedy the violation. Employees who violate this policy may be disciplined or terminated. Students who violate this policy may be disciplined. All persons who use District resources in violation of law may be prohibited from using District resources in the future and will assume liability for their actions. The District may also seek other legal remedies.

### Copyright Infringement Using District Technology

All persons are prohibited from using District technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with District technology. Further, no person will use the District's technology to post, publicize or duplicate information in violation of copy right law. The Board directs the superintendent and/or designee to take all reasonable measures to prevent the use of District technology in violation of the law. All persons using District technology in violation of law may lose their user privileges in addition to other sanctions.

If a content owner reasonably believes that the District's technology has been used to infringe upon a copyright, the owner may notify the following District designated agent immediately:

Superintendent of Special School District  
12110 Clayton Road  
Town & Country, MO. 63131  
314-989-8100

The District will notify the U.S. Copyright Office of the designated agent's identity.

## ACCREDITATION AND LICENSURE OF PROGRAMS

As the Adult Technical Education Department of the Special School District, Applied Technology Services provides affordable, career-focused technical education to help our students achieve their career goals. Beginning in 1968, the school began by providing cutting-edge technical and career training to adult students throughout St. Louis County.

In 2008, we gained accreditation through the North Central Association Commission on Accreditation and School Improvement (NCA CASI). The NCA CASI is responsible for the accountability of schools with postsecondary designation in accordance with federal regulations. NCA CASI strives to work closely with postsecondary institutions to ensure the quality of the education provided to students. The process of institutional accreditation provides an avenue to utilize a variety of criteria to assess the effectiveness of postsecondary programs.

The objectives of the postsecondary accreditation process are to:

- Provide a process for institutional evaluation.
- Assure accountability in the use of federal funds allocated to the institutions.
- Promote, strengthen, and assure the operation of quality educational programs for all students.

NCA CASI accredits postsecondary schools in Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, New Mexico, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, and the Navajo Nation.

NCA CASI builds its comprehensive evaluations for accreditation on school self-study and peer evaluation. Initially, a non-degree granting postsecondary school plans and undertakes a self-study process to:

- Determine how well it meets NCA CASI's criteria.
- Clarify its plans for improving and enhancing its programs and operations.
- Meet NCA CASI's endorsement requirements.

The school summarizes its findings in a self-study report that both constitutes its formal application for initial or continued accreditation and forms the basis for an evaluation visit conducted by a team of peers from other accredited schools.

In addition to NCA CASI accreditation, our practical nursing program is fully accredited by the Missouri State Board of Nursing at both the South Tech and MET Center locations.

## FINANCIAL ASSISTANCE

### WHAT IS FINANCIAL AID?

Financial Aid is money to help you and your family cover educational expenses. It is intended to supplement (not replace) the amount you and your family can afford. Keep in mind that it is ultimately the responsibility of you and your family to finance your education. Financial assistance comes from a variety of sources, including federal, state, and local funds. Grants, scholarships, and work-study programs are the main types of assistance available to you.

The Federal Direct Loan program offers many benefits to student and parent borrowers, including:

- Consistent access to loan funds directly from the U.S. Department of Education
- Competitive rates and repayment options available to all borrowers
- Simple application process
- Quick receipt of funds
- Excellent customer service

### APPLICATION PROCEDURES FOR COMPLETING FEDERAL DIRECT LOAN PROCESS

All students must complete the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.gov>. our school code is 030686.

You will need your Federal PIN (sent by the U.S. Department of Education) when you complete the FAFSA online. You will use this PIN as your electronic signature and it represents the same legal obligation as your written signature. Students who do not have a PIN should go to <http://www.pin.ed.gov> and choose either "Apply for a PIN" or "Request for a Duplicate PIN".

Every Federal Direct Loan first time borrower must complete loan entrance counseling at <https://studentloans.gov>. This tutorial outlines your rights and responsibilities as a federal loan borrower and is followed by a brief quiz. The counseling takes approximately 20-30 minutes to complete.

New Federal Direct Loan borrowers must sign a Federal Direct Stafford Loan electronic master promissory note (MPN). Students may sign their MPN electronically at <https://studentloans.gov>.

Please read the following important information before beginning an electronic MPN session:

- You will use your Federal FAFSA PIN to sign the MPN.
- You need two references. Please provide the complete name, address, and telephone number for two people who have known you for at least one year and who live at different addresses.
- You must use your full legal name as it appears on your social security card.
- Please note that you must complete the entire process in a single session. If you leave the site before signing the MPN, you must start over from the beginning.

You do not have to complete a new MPN if you have already signed a Federal Direct MPN for Applied Technology Services or another Federal Direct Loan institution. For information about your current Federal Direct Loans, please visit the Federal Direct Loan servicing site if you already have a loan: <https://studentloans.gov>.

Upon receipt of the Student Aid Report (a form sent to you from the financial aid processing center), you should submit the Student Aid Report to the Financial Aid Office at the South Tech Campus. Once the form is received, you may be required to provide other information to verify what you have reported on the forms. You may be asked to bring in your tax returns, non-taxable income documentation, financial aid transcript from previously attended institutions and possibly other information.

## CONDUCT A FEDERAL STAFFORD LOAN INTERVIEW

If you are awarded a Federal Stafford loan or a Federal Perkins loan, you must complete a Loan Entrance interview.

<https://www.dl.ed.gov>

## CONDUCT A FEDERAL STAFFORD LOAN EXIT INTERVIEW

Students who have received a Federal Direct, Federal Stafford or Federal Perkins loan during their attendance at Applied Technology Services are required to attend a Federal loan exit counseling interview or complete an on-line exit counseling session using the link below at the time of graduation or dropping below half-time.

<http://mappingyourfuture.org/OSLC/>

<https://www.dl.ed.gov>

## DRUG POLICY FOR FEDERAL AID

A student who has been convicted of any offense under any Federal or State law involving possession or sale of a controlled substance for conduct that occurred during a period of enrollment in which federal student aid was received shall not be eligible to receive federal student aid (including any grant, loan, or work assistance) during the period beginning on the date of such conviction and ending after the interval specified in the following:

### The possession of a controlled substance:

Ineligibility period is 1 year for the first offense, 2 years for the second offense, and indefinite for the third offense.

### The sale of a controlled substance:

Ineligibility period is 1 year for the first offense and indefinite for the second offense.

### Rehabilitation:

A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if the student satisfactorily completes a drug rehabilitation program that is approved by the U.S. Secretary of Education.

## ESTIMATED PN PROGRAM COST

### 1<sup>st</sup> Trimester

Tuition	\$ 4,967.00
Textbooks (Approximately)	\$ 615.00
CPR Certification (Included with Tuition)	\$ -
Name Pin	\$ 5.00
Gait Belt	\$ 7.00
Pen Light	\$ 3.00
Bandage Scissors	\$ 4.50
Watch (With Second Hand)	\$ 25.00
Stethoscope	\$ 15.00
White Scrub Jacket with Logo	\$ 23.00
Shoes (White Leather)	\$ 39.99
Royal Scrub Top with Logo (2 each)	\$ 28.00
Royal Scrub Pant with Logo (2 each)	\$ 22.00
Nursing Cap (For Women)	\$ 7.00
Nursing Pin (For Men)	\$ 5.00
	<b>\$ 5,766.49</b>

**NOTE:** The uniforms and accessory prices are estimated costs at the time this is published. If the student has the non-uniform items, stethoscope, watch, gait belt, pen light and bandage scissors, these items will not need to be purchased. The student must purchase the uniforms and name pin from the uniform provider designated by the school. Additional items may be purchased independently.

### 2<sup>nd</sup> Trimester

Tuition	\$ 4,967.00
Textbooks (Approximately)	\$ 345.00
	<b>\$ 5,312.00</b>

### Student Responsibility

Fingerprinting	53.00 (approximate cost)
MSBN Application Fee	41.00 (initial nursing license)

### 3<sup>rd</sup> Trimester

Tuition	\$ 4,966.00
School Nursing Pin (Optional)	\$ 25.00
	<b>\$ 4,991.00</b>

Following graduation, the student will be responsible for paying \$200.00 to the Pearson Testing Agency who will administer the NCLEX-PN examination.

## REFUND POLICY

### PN Program

Students must provide an Official Notice of Withdrawal to the PN Program Coordinator. Refund calculations are based on the date of the student's Official Notice of Withdrawal.

Students who withdraw from the course during the first week of class will receive a refund of all tuition paid in excess of 20% of the full tuition charge for the course.

Students who withdraw from the course during the second week of class will receive a refund of all tuition paid in excess of 50% of the full tuition charge for the course.

Students who withdraw from a course after the last class meeting of the second week will receive no refund of tuition.

Payment for books, tools, uniforms, and supplies are non-refundable. These items become the property of the student at the time of purchase.

### Short-Term Evening Programs

A full refund is given when:

1. A student withdraws from a course prior to the first night of class. The school retains a \$50 registration fee.
2. A student drops within the first week of a course. The school retains a \$50 registration fee and 20% of the course tuition fee.
3. No refunds will be given after the first week of a course. Refunds for courses approved for financial aid:
  - a. 1st week – 80%
  - b. 2nd week – 50%

Allow 30 days for all refunds to be processed.

# HEALTH & SAFETY INFORMATION

## PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

### General Rule

The Special School District Board of Education is committed to maintaining a workplace and educational environment free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

- 1) Retaliatory actions based on making complaints of prohibited discrimination or harassment or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment;
- 2) Aiding, abetting, inciting, compelling or coercing discrimination or harassment; and
- 3) Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one or more of the above-stated characteristics.

### Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

### Consequences

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and District policy, any person suspected of abusing or neglecting a child will be reported to the Children's division of the Department of Social Services.

### Definitions

*Discrimination* – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Harassment* – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of

written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

*Sexual Harassment* – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when (a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or (b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the District's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The District presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

*Grievance* – A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

Compliance Officer

The Board designates the following individual to act as the District's Compliance Officer:

Assistant Superintendent of Human Resources  
Special School District of St. Louis County  
12110 Clayton Road  
Town and Country, Missouri 63131  
Phone: (314) 9898100  
Fax: (314) 9898449

The compliance officer will:

1. Coordinate District compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the District.
3. Serve as the District's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding implementing this policy.

8. Coordinate and institute training programs for District staff and supervisors as necessary to meet this policy's goals, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Director of Human Resources  
Special School District of St. Louis County  
12110 Clayton Road  
Town and Country, Missouri 63131  
Phone: (314) 9898100  
Fax: (314) 9898449

#### G. Public Notice

The superintendent or designee will continuously publicize the District's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. A copy of this policy will be posted in a public area of each building used for instruction or employment or open to the public. A copy of this policy will also be distributed annually to employees, parents or guardians, and students; as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the District's website will include a statement that the District does not discriminate in its programs, activities, facilities or with regard to employment. The District will provide information in alternative formats when necessary to accommodate persons with disabilities.

#### Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All District employees will direct all persons seeking to make a grievance to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, District employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by the policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the District to take action upon finding a violation of law, District policy or expectations. Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

#### Student on Student Harassment

Building level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the District's discipline policy. The administrator will report all incidents of harassment and discrimination to the Compliance Officer and will direct the parent/guardian and student to the Compliance Officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

## Investigation

The District will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The District Compliance Officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation. In determining whether alleged conduct constitutes discrimination or harassment, the District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the District will take immediate corrective action.

## Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory for the District when more time is necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint (complainant) will be notified. If more than twice the allotted time has expired without a response, the complainant may appeal to the next level.
3. The complainant's failure to file an appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The District will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The District will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, District administrators or supervisors, after consultation with the Compliance Officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

## Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the District will keep confidential the identity of the complainant and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The District will disclose information to the District's attorney, law enforcement, the CD and others when necessary to enforce this policy when required by law. In implementing this policy, the District will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

## POLICY AGAINST UNLAWFUL HARASSMENT AND RETALIATION

It is the policy of the Special School District (the "District") that all persons should behave in a manner that encourages respect for the dignity of each individual. In keeping with this goal, the District is committed to promoting a work environment in which everyone is free from unlawful discrimination and harassment. The District strongly disapproves of, and will not tolerate, any and all forms of work-related conduct which constitutes unlawful discrimination or harassment, including sexual harassment, harassment related to race, color, age, ethnicity, religion, disability, perceived disability, sexual orientation, and any other legally protected characteristic. Everyone is obligated to refrain from engaging in conduct which may be construed as unlawful discrimination or harassment. Likewise, everyone is expected to take the necessary steps to prevent and eliminate its occurrence.

As used in this policy, work related-conduct is conduct occurring in the workplace and/or in other work-related settings such as business related conferences, parties and social events.

The District also expects everyone to be free to report concerns regarding discrimination and harassment without fear of reprimand or retaliation. The District offers a procedure for anyone to communicate their concerns so that appropriate action, if necessary, may be initiated.

### PROHIBITED HARASSMENT

Sexual harassment and other prohibited harassment because of color, race, age, ethnicity, religion, disability, perceived disability, sexual orientation or any other protected basis, may include, but is not limited to, the following behavior:

- Verbal conduct such as racial or ethnic epithets, derogatory jokes or comments, slurs, sexual innuendo, sexually suggestive "kidding or teasing," jokes about gender-specific traits, unwanted sexual overtures or comments, inquiries or discussions concerning one's sexual experiences, comments on an individual's body;

- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures or e-mail;
- Physical conduct such as unwanted touching, intentional brushing against the body;
- Threats or demands to submit to sexual requests as a condition of continued employment or to avoid a loss of benefits, or offers of benefits in return for sexual favors;
- Telling jokes involving race, color, national origin, age, ethnicity, religion, disability, perceived disability, or sexual orientation;
- Verbal or physical conduct that belittles, could cause emotional or physical harm, or shows hostility toward an individual because of the individual's race, color, age, ethnicity, religion, disability, perceived disability, sexual orientation or any other protected basis; and
- Retaliation against someone for having reported or threatening to report harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual acts or favors, or other verbal or physical conduct of a sexual nature when:
  - submission or rejection of such conduct is made, either explicitly or implicitly, a term or condition of employment;
  - submission or rejection of such conduct is used as a basis for employment decisions; or

- o the conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

Both men and women can be victims of sexual harassment, and both can be guilty of sexual harassment. Likewise, persons of all races, ages, ethnicities, religions, sexual orientation or who are disabled may also be victims of harassment and may be guilty of harassment.

#### PROHIBITED RETALIATION

The District will not tolerate acts of retaliation against an individual for making a complaint or cooperation in an investigation of alleged harassment or discrimination.

#### REPORTING PROCEDURE

Any person who believes that he or she has been unlawfully harassed by a co-worker, supervisor or any representative or agent of the District, or who has witnessed such harassment, is strongly encouraged to report the facts of the incident or incidents in accordance with the procedure set forth below. The District can only resolve matters brought to our attention; accordingly, the District encourages everyone to come forward with information about allegations of unlawful harassment.

Any supervisor, and anyone on a supervisory capacity, who receives information or has knowledge of harassing or discriminatory behavior covered by this policy, must promptly report the matter to one of the individuals mentioned below.

Reports of harassment should be directed to the Assistant Superintendent of Human Resources. Alternatively, reports should be made to the Superintendent of Schools.

The report should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors shall refer all harassment complaints to any of the individuals listed above. Reports of harassment will be promptly investigated in an impartial manner. Information will be treated as confidential and will be disclosed on a need-to-know basis in order to investigate and resolve the matter.

The person making the report and the person alleged to have committed the harassment will be advised at the conclusion of the investigation. If the investigation establishes that this harassment policy was violated, appropriate action will be taken to correct and remedy the problems. Such actions may include counseling, training, written or verbal warnings, transfer, and termination of employment.

Anyone who feels he or she has been retaliated against as a result of reporting unlawful or improper harassment or who feels that his or her concern of harassment was not adequately handled, should contact the Assistant Superintendent of Human Resources.

Questions about this policy also should be directed to the Assistant Superintendent of Human Resources.

## CAMPUS SECURITY DATA

The following statistics are in accordance with definitions used in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act. The data includes all crimes reported to the police or a Special School District authority. If a crime has occurred but has not been reported, it cannot be reflected in the following statistics. For this reason, Special School District encourages everyone to report all crimes to their designated Campus authority or local law enforcement agency.

### South Tech Criminal Offenses – On Campus

<b>Criminal Offense</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Murder/Non-negligent manslaughter		0	0
Negligent manslaughter		0	0
Sex offenses - Forcible		0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)		0	0
Robbery		0	0
Aggravated assault		2	1
Burglary		5	3
Motor vehicle theft		1	0
Arson		0	0

### South Tech Criminal Offenses – Public Property

<b>Criminal Offense</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Murder/Non-negligent manslaughter		0	0
Negligent manslaughter		0	0
Sex offenses - Forcible		0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)		0	0
Robbery		0	0
Aggravated assault		0	0
Burglary		0	0
Motor vehicle theft		0	0
Arson		0	0

North Tech  
Criminal Offenses – On Campus

<b>Criminal Offense</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Murder/Non-negligent manslaughter		0	0
Negligent manslaughter		0	0
Sex offenses - Forcible		0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)		0	0
Robbery		0	0
Aggravated assault		2	3
Burglary		0	1
Motor vehicle theft		0	0
Arson		0	0

North Tech  
Criminal Offenses – Public Property

<b>Criminal Offense</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Murder/Non-negligent manslaughter		0	0
Negligent manslaughter		0	0
Sex offenses - Forcible		0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)		0	0
Robbery		0	0
Aggravated assault		0	0
Burglary		0	0
Motor vehicle theft		0	0
Arson		0	0

MET Center  
Criminal Offenses – On Campus

<b>Criminal Offense</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Murder/Non-negligent manslaughter		0	0
Negligent manslaughter		0	0
Sex offenses - Forcible		0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)		0	0
Robbery		0	0
Aggravated assault		0	0
Burglary		0	2
Motor vehicle theft		0	0
Arson		0	0

MET Center  
Criminal Offenses – Public property

<b>Criminal Offense</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Murder/Non-negligent manslaughter		0	0
Negligent manslaughter		0	0
Sex offenses - Forcible		0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)		0	0
Robbery		0	0
Aggravated assault		0	0
Burglary		0	0
Motor vehicle theft		0	0
Arson		0	0

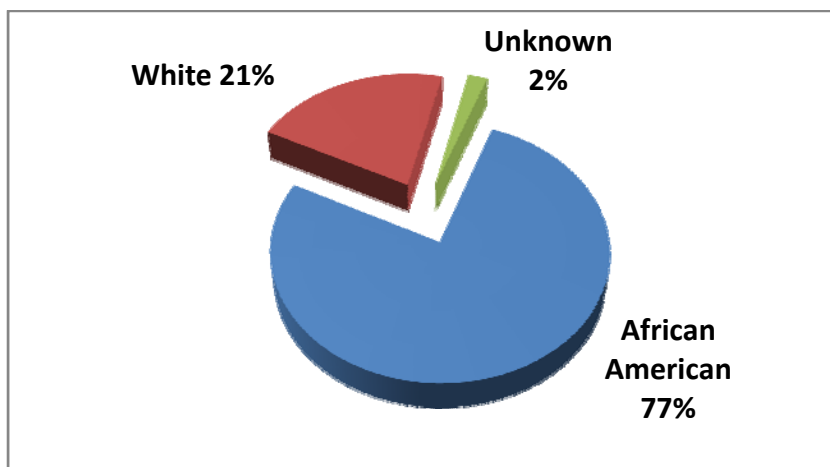
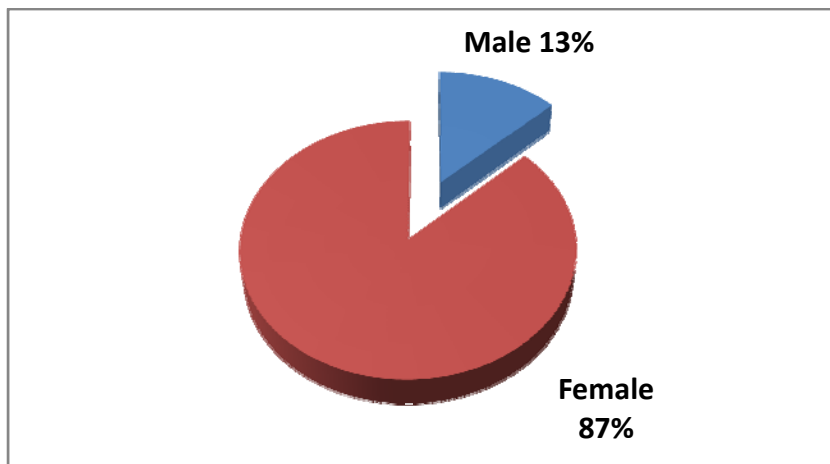
## OUR STUDENTS

Applied Technology Services values the many benefits of diversity and is committed to creating a culture that recognizes the value and dignity of all people. We are committed to ensuring equal opportunity and sustaining a climate of civility for all who work or study at Applied Technology Services.

Federal Student-Right-to-Know regulations call for post-secondary institutions to report the graduation and transfer rates of "full-time, first-time degree or certificate-seeking students entering the institution on or after September 1, 1996." These rates are based on degree completion or transfer-out within "150% of normal time," which for a one-year institution would be 1 1/2 years.

In the 2009 cohort of certificate-seeking Practical Nursing students at Applied Technology Services, 100 students enrolled and 58 students graduated equating to a 58% graduation rate in 150% of normal time.

Our student demographics:



# DRUG/ALCOHOL ABUSE PREVENTION INFORMATION

## STUDENT ALCOHOL AND DRUG ABUSE

Special School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcoholic beverages, narcotic substances, unauthorized inhalants, illegal drugs, counterfeit substances, and controlled substances or imitation controlled substances on any district property, in any district owned vehicle or in any other district approved vehicle used to transport students to and from school or school activities is prohibited. This prohibition applies to any district-sponsored or district-approved activity, event or function, such as a field trip, athletic event, or other activity in the community where students are under the jurisdiction of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy, a controlled substance includes any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812 (c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion, or other discipline as provided in the District's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the Superintendent. All controlled substances shall be turned over to the local law enforcement agency as required.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

# CONFIDENTIALITY OF STUDENT RECORDS

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974, Applied Technology Services releases no personally identifiable information about students without the expressed written consent of the student. Exceptions to this practice are those types of information defined by law as "directory information." "Directory information" includes the student's name; dates of attendance; enrollment status and curriculum; and degrees, diplomas or certificates awarded. Student addresses and phone numbers are released per request to the U.S. Military.

The above directory information may be published or made available without the consent of the student. A student not wanting this disclosure of information, must request this in writing to the attention of the Administrator of Adult Education during the first two weeks of initial enrollment.

Applied Technology Services discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative, supervisory, academic or research, or support staff position (including security); a person or company with whom the District has contracted as its agent to provide a service instead of using District employees or officials (such as an attorney or clinical/co-op site); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for the school.

Students may have access to all of their educational records by requesting in writing to the Administrator of Adult Education requesting a conference for this purpose. A person competent in interpreting student records shall be present to explain the meaning and implications of the records. Should they desire, students have the right to challenge the accuracy of their records through the student grievance procedure and to insert written objections and explanations on any information contained in the record.

No transcript will be released without the expressed written consent of the student. Forms for making this request are available from the Main Office. Official transcripts will be sent to the person or agency designated by the student on this form. Unofficial transcripts (without the official school seal or appropriate signatures) will be released to the student for personal use. Whether official or unofficial copies, no fee is charged for transcripts.

## RELEASE OF INFORMATION FROM OTHER INSTITUTIONS TRANSCRIPTS

Applied Technology Services will not release or make copies of transcripts received from other educational institutions. Students should request original copies directly from the school attended.