

Victory Trade School

PREP School Handbook

2010



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WHAT IS VICTORY PREP SCHOOL?

The purpose of Victory Prep School is to provide a structure where men will **prepare** for the future. The next step will be a trade school, college, a job or a career.

The essence of Victory Prep School is: Prayer, Reading scripture, Education and Praise.

Each day should begin with a family style breakfast and participation in each of the following:

Prayer to the one true God through his son Jesus Christ

Reading the Bible

Education – discuss and evaluate the lessons from the previous day and plan for today

Praise to the God of all creation

WHAT'S IN IT FOR YOU?

As a student at Victory Prep School, each day can bring rewarding new experiences and opportunities. You will become more aware of the spiritual side of life. You will learn how to function successfully in the work environment and learn to balance your day so that each part of your schedule will benefit you the most.

The experiences you'll have will help you in many other ways as you:

- Have a better understanding about your relationship with God.
- Study scripture and have the opportunity to discuss the relevance to your life.
- Get practical experience in dealing with people and making new friends.
- Learn how to work as part of a team.
- Develop useful job skills.
- Receive support in your job search upon graduation.
- Get a GED if you do not have a High School or GED diploma.

FAITH BASED

Victory Prep School recognizes the importance of faith in a person's daily life. We believe that each person's life is made up of several areas, including the body (physical), mind (mental) and spirit (spiritual). Each of these parts has needs, which when supplied; build a healthy and strong body. So as food and exercise builds the body, stimulation and challenge builds the mind; the spiritual side of man desires to have a reason for life, and a relationship with his creator.

At Victory Prep School we feel that the only truly complete life is one that acknowledges the spiritual side of our existence. When we have no relationship with God, everything in our lives becomes meaningless and useless. Therefore, VTS Prep focuses on spiritual growth classes and

reading of scripture. You are required to attend the church of their choice each Sunday morning (at a minimum) and encouraged to seek involvement in that church.

We are a non-denominational organization and we do not pressure any student to adopt our beliefs. We do ask that you respect our beliefs, and bring questions that you have of a spiritual nature to the on-site counselor or Chaplain. For other points of view, any staff member of Victory Trade School or Springfield Victory Mission will accept questions of a spiritual nature and answer them to the best of our ability.

RELATIONSHIPS

As a Prep School student you will need to focus your time and attention to learning the purpose God has for your life and your responsibilities to do your part to achieve success in your life. As a serious student of God's word, it is necessary that you close out things that the world offers. One of the things that must be set aside while at the school is any relationship with members of the opposite sex. The distraction that comes with a relationship can cause you to miss the spiritual education that you are here to receive. While God has a special plan for you, which could include a special relationship, you must be careful not to rush that plan.

BASIC RESPONSIBILITIES

The most important thing to understand about your responsibilities here at Victory Prep School is the same thing we all must understand about dealing with the authorities in our lives. That is: do as you are told with a good attitude and, "do unto others as you would have them do unto you." (Matthew 7:12) To be more specific about your day-to-day routine here are some of the things you will be required to do:

1. Household duties in your dorm rooms and common areas and complete all work duties as assigned.
2. Follow the direction of those in authority.
3. Sign out, time and destination, when leaving campus and sign in when returning.
4. Attend all scheduled classes, meetings, and other scheduled events.
5. Show proof of High School or GED diploma. If you do not have, then GED must be completed before graduation from Victory Prep School
6. Attend church services each Sunday morning (at a minimum) and be active in a local church of your choosing.
7. Be a productive member of the team.

CHORES & DUTIES

Each student is required to do dorm chores and floor chores on a daily basis; these are listed at the information center. Inspections will be done once per week at a minimum.

COMMUNICATIONS

One of the major problems all of us face in life is, understanding what is expected of us. Sometimes there are misunderstandings that create problems. These problems are usually between the residents or between residents and staff. In most cases, better communication will solve the problem. When a student understands why certain people are responding to him the way they are, it helps him accept their behavior or change his own attitude to settle the problem.

Information Center

The class schedules, daily chore lists, work schedules, volunteer opportunities, reduced-rate or free events, sign-out forms, and other information will be posted at the information center. Any special notices that pertain to students will be posted as well. Students should check the message board **daily**. Please locate the information center immediately upon arrival.

Student meetings

Student meetings are scheduled weekly to discuss policy, dorm rules, and/or special situations. The designated resident assistant will preside over these meetings.

“The Open Door”

We realize that a student may, from time to time, have problems or concerns that he will want to discuss with a staff member other than the Prep School Coordinator or on-site counselor/chaplain. If you feel the need to discuss your problem beyond this, you must schedule a meeting, through the registrar, to discuss these situations with staff. Be mindful of chain-of-command.

PERSONAL APPEARANCE

The purpose of the personal appearance policy at Victory Trade School/ Victory Prep School is to insure continuity with the purpose of preparing you for independent living. It is our opinion that a child’s mentality on personal appearance is not helpful for adult living. We feel that an adult mentality on personal appearance demonstrates a willingness to adjust personal preferences to that of the situation into which a person must function. Personal hygiene is of utmost importance and since we are dealing with food it is increasingly important! The following things are not negotiable:

- Shower each morning
- Wash hair
- Brush teeth
- Antiperspirant or deodorant
- Clean clothes
- Beards and mustaches trimmed neatly
- Long hair pulled back from face
- Fingernails clean
- Uniform, hairnets or hats if job site requires

- Pants and shirts will be worn at all times outside of the dorm room. Shorts and shirt are acceptable in hot weather when off duty.
- Closed-toe shoes must be worn while on duty.
- For those with tattoos, they must be covered while at your work assignment and at the Cook's Kettle. What might be art to one person, might be pornography to another person. Remember, that you are representing the Springfield Victory Mission.

RESIDENTIAL HOUSING POLICY

- **Curfew:** Students must be in the dorm common area by
10:00 PM Sunday through Thursday
11:00 PM Friday and Saturday
- Individual dorm room lights must be off by ½ hour after curfew every night.
- All students must sign out and back in anytime they leave the campus.
- The VTS Director, Prep School Coordinator, or Lodge Manager must approve **all** Overnight Passes
- The VTS Director, Prep School Coordinator, or Lodge Manager must approve all passes to leave campus for those on probation.

DORM ROOMS

- Students may not enter another student's dorm room. Exception: by invitation only.
- Rooms will be kept clean at all times and will be routinely inspected.
- Positively "NO FOOD" allowed in dorm rooms. Snacks are to be in lounge area only.
- NO televisions are allowed in the dorm rooms. Radios and CD's must have earphones.
- Nothing depicting rebellion, drug use, or pornography will be allowed in the school.
- Inappropriate posters and pictures are not allowed. Bulletin boards are allowed; however, staff must install or remove any items that must be hung on the wall.
- Laundry must be done, at a minimum, once each week.
- Dorm rooms and common area must meet fire code standards at all times.

GUEST RESTRICTIONS

- Students must acquire prior approval from staff for all visitors to the dorm area.
- No females allowed in dorm area. (Exception: VTS staff)
- Absolutely, '**NO**' visitors are allowed in dorm rooms.

PERSONAL PROPERTY

- No flammable objects, such as candles, incense, or fireworks.
- No weapon of any kind: knives, guns, or other weapons are allowed at the school. (All knives must be kept by Registrar or Chef)
- No pornographic literature, posters, or photographs.
- Videos or DVD's must be rated "G" or "PG" only.

- No selling or trading of personal items.
- No borrowing money / no gambling.
- Personal radios, CD and tape players are permitted; however, you will be asked to use headsets if roommates are disturbed.
- Threatening behavior or physical altercations are not allowed in any form.

MISCELLANEOUS RULES

- No horse playing, wrestling, or running in building. Students participating in these actions will be disciplined and the cost of any injuries or damage to property will be deducted from his stipend account above and beyond any point fine for the offense.
- Damaging facility or resident property will cause automatic deductions from the offender's weekly stipend.
- A key to every lock used by a student must be in the possession of the staff person responsible for the area where the lock is used.
- No betting will be allowed. No bets will be paid. No trading or selling personal possession without permission by the Prep School Coordinator.

DRUG USE

- Using or possessing inhalants, alcoholic beverages, or illegal drugs is a violation of Victory Trade School/ Victory Prep School rules and grounds for dismissal.
- Drug tests will be administered at the discretion of staff.
- Prescription drugs must be listed with the VTS registrar and Prep School Coordinator. They must be kept in secure, locked, place.

Drug testing:

Should a random drug test produce a positive result, the student has the right to contest the initial finding.

- The student will deposit the fee for specimen mailing and lab testing.
- During this period, the student will be suspended from the school and barred from VTS campus.
- Should the specimen be negative, lab mailing and cost will be refunded and the student will be reinstated to the school.
- Should the specimen be positive, the student will forfeit all deposits and be expelled from the school and barred from the school property for a period of at least 60 days. (Unless noted otherwise by the director of VTS.)

SMOKING

Absolutely, "NO SMOKING" permitted inside of the building or near the doors. Smoking is allowed in designated areas. If a resident is caught smoking in non-smoking areas, he will be fined the \$5.00 from weekly stipend, second offense is a \$10.00 fine and the third time, student could be asked to withdraw from Victory Prep School.

PROFANITY

Profanity is not acceptable. Appropriate corrective action will be taken.

CONTRABAND

Weapons, pornography, inhalants, alcoholic beverages, drugs not prescribed by a doctor, or other drug paraphernalia and tobacco products will not be allowed. Staff will check rooms and baggage if they feel the need. A personal search and random drug screening may be conducted at any time.

BAD CONDUCT – VTS is zero tolerance of physical abuse.

Any student may be discharged from the program, if he is unmanageable by the staff, makes no attempt to conform to the rules, is a bad influence on other residents, is abusive to other students, is disrespectful, or belligerent. Physical fighting will result in dismissal from the school.

CASH POLICY

Students are not allowed to have outside income, as to allow the students to focus on studies, and to create a level ‘playing field’ for all students. Special arrangements will be considered for unusual circumstances with final approval coming from VTS Director, only. We discourage students from receiving outside money and VTS / Victory Prep will not be responsible for any cash a resident may have; it is his responsibility to safeguard. It should be understood that money can be lost or stolen anywhere and any money stolen from a student will not be the subject of search by staff unless it is apparent that this action would be in the best interest of all students.

Food stamp policy

Each student will have no need to receive government meal assistance. If a student is receiving meal assistance before their entrance to VTS, we require the student to discontinue their use of these programs during their enrollment at VTS.

Should a student enroll or continue their use of such assistance during their enrollment, the student will face certain discipline and possible expulsion from the school.

SSI

We recognize each student has specific and special circumstances. Each case will be evaluated independently according to specific needs. However, in the event of a student receiving SSI income during their enrollment, the student will be held responsible for all or a percentage of their tuition and room and board while studying at Victory Trade School.

SEXUAL HARASSMENT

Victory Prep School prohibits sexual harassment of any resident or staff. Sexual harassment is intimidating, an abuse of power, and is inconsistent with policies and management. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment will not be tolerated in students or staff.

GROUNDINGS FOR DISMISSAL

- Use of drugs or alcohol.
- Engaging in acts of violence or threatening violence.
- Disorderly conduct including anything immoral, indecent, acts of homosexual conduct, racial slurs, violent behavior, profane, obscene or threatening language.
- Engaging in acts of theft, sabotage, vandalism and unauthorized use of Victory Trade School/Victory Prep School documents, equipment or property.
- Insubordination to any member of staff.
- Spreading rumors, making remarks or displaying a negative attitude toward staff, students, or policies of Victory Trade School / Victory Prep School.
- Attempting to create discord.
- Cheating on exams or homework assignments.
- Falsification of information on admission application.

MAIL, GIFTS, AND TELEPHONE

Each student may send and receive mail, uncensored; however, staff has the right to inspect all mail in the presence of resident. Staff must inspect all packages. Gifts sent to, or purchased for, a resident must be the type that does not violate existing policy on dress, contraband, or prohibited articles.

Telephone communication is uncensored. A resident may use the phone in the common area. In fairness to the other students, the length of each call should be limited to ten minutes. Be courteous to other students. No long distance calls will be allowed.

Cell phones are not allowed in classrooms or work areas. VTS staff reserves the right to confiscate or ban cell phones due to misuse. MP3 players and all other electronic devices are under the same restrictions.

SAFETY & HEALTH

Depending on the seriousness of the situation call 911. (refer to emergency policy) In some situations residents may be transported to Cox North Hospital.

Illness must be reported to the supervisor. Students who are sick will remain in their rooms except for meals. Sick trays will be provided at mealtime, in the common dorm area.

GRIEVANCE POLICY AND PROCESS

It is the philosophy and policy of VTS / Victory Prep School that all people are treated fairly, whether by staff or other students. If anyone feels that he has been treated otherwise or has any other legitimate complaint, he may fill out a grievance form and turn it in at the office. Each grievance will be placed in the student's or staff member's file along with a description of the actions taken.

POLICY OF RIGHTS

Victory Trade School subscribes to the Civil Rights Act of 1964. It is the policy at VTS / Victory Prep that all people - whether staff or student -- be treated fairly regardless of race, sex, religion, nationality, age, or handicap. To ensure this fair treatment, the following policies will be followed:

1. VTS will have written policies and procedure to ensure the rights and responsibilities of the staff and of the students who are accepted.
2. Each student will have facilities and supplies for personal care, hygiene, and grooming.
3. Each student shall possess personal clothing and have a safe place in which to keep it.

POLICY OF CONFIDENTIALITY

Each student's right of confidentiality is respected at Victory Trade School / Victory Prep School. All information pertinent to each resident is treated in a confidential manner. All written material is kept in a locked area and is accessible only to authorized staff. All discussions regarding a student are treated as confidential and limited to personnel with authorization.