

Victory Trade School

Student Handbook

2010



1715 N. Boonville
Springfield, MO 65803

phone: 417-864-2222
victorytradeschool.org

Updated January 2009

WHAT'S IN IT FOR YOU?

As a student at Victory Trade School, each day can bring rewarding new experiences and opportunities. 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. You will become more aware of the spiritual side of life.

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

- Develop useful job skills.
- Get practical experience in dealing with people and making new friends.
- Learn how to work as part of a team.
- Receive support in your job search upon graduation.
- Have a better understanding about your relationship with God.

FAITH BASED

Victory Trade 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.

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 offers spiritual growth classes and requires students to attend the church of their choice each Sunday morning.

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. For other points of view, any staff member of Victory Trade School will accept questions of a spiritual nature and answer them to the best of our ability.

BASIC RESPONSIBILITIES

The most important thing to understand about your responsibilities here at Victory Trade 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.
2. Work duties at the Cook's Kettle Restaurant and Victory Lodge.
3. Follow the direction of those in authority.
4. Sign out, time and destination, when leaving campus and sign in when returning.
5. Attend all scheduled classes, meetings, and other scheduled events.
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.
8. Attend the weekly Student Life Meeting.

COMMUNICATIONS

One major problem 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 students or between students 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 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 are responsible for checking the message board **daily**. Please locate the information center immediately upon arrival. VTS reserves the right to change any schedules without direct notification to the Student Body. However, these changes or updates will be posted on the message board.

Student Life Meetings

Student meetings are scheduled weekly to discuss policy, dorm rules, and/or special situations. The designated Staff member and/or Student Government officials will preside over these meetings. All students are required to attend.

“The Open Door”

We realize that a student may from time to time have problems or concerns which he will want to discuss with a staff member. If you feel the need to discuss your problem or question, you must schedule a meeting, by filling out a request sheet and placing it in the Registrar’s mailbox located outside the educational resource center.

Please be mindful of chain of command.

PERSONAL APPEARANCE

The purpose of the personal appearance policy at Victory Trade 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 must be done:

- 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
- Hairnets or hats in Cook’s Kettle
- VTS uniform worn while working in Cook’s Kettle or Victory Lodge
- 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. Clog-type shoes, including Crocs, are not allowed while on duty.

PERSONAL HYGIENE ITEMS

Each student will have the opportunity to check out personal hygiene items weekly through the Student Government Officials following the Student Life Meeting.

STUDENTIAL HOUSING POLICY

- **NEW students:** Each student is on a 30-day candidacy phase upon entering VTS. During the orientation-probation phase each student must get a permission slip, signed by the Staff Approval Committee, to leave campus and **no new student is to leave campus alone**. The only exception to this is with special permission to PO, court, or to the doctor.
- **Curfew:** Students must be in the dorm area by:
 - 10:00 p.m. Sunday through Thursday
 - 12 a.m. (midnight) on Friday and Saturday
- Individual dorm room lights must be off by 10:30 PM every night.
- All students must sign out and back in anytime they leave the campus.
- **Overnight Passes:** must be approved by a committee of VTS Staff members.
 - Request Forms are obtained from the Registrar.
 - Place the completed form in the box, located outside the Registrar's office door. These will go to a student recommendation committee and staff approval committee.
 - Requests should be submitted 7 days in advance.
 - Incomplete forms will be returned to the student and not submitted.
 - Recommendations from student committee sent to staff.
 - Staff Approval Committee will make a final decision.
- **Probation:** All passes to leave campus, for students on VTS disciplinary probation, must be approved by the VTS Staff Approval Committee.

DORM ROOMS

- Students may not enter another student's dorm room, except by **invitation only**.
- Rooms will be kept clean at all times and will be routinely inspected.
- **NO FOOD** is allowed in dorm rooms. Snacks are to be in lounge area only. There are no exceptions to this rule.
- No offensive material 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

- Visitors to facility are allowed **ONLY** with permission from Director or Assistant Director.
- 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-13", unless approved by Approval Committee.
- No selling or trading of personal items.
- No borrowing money / no gambling.
- Personal radios, CD and tape players are permitted; however, headsets are required. Exception: Consent given by all roommates.

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 disciplinary fine for the offense.
- Damaging facility or student property will cause automatic deductions from the offender's weekly stipend.

- No betting will be allowed. No bets will be paid. No trading or selling personal possession without the notifying the director.

CANADICY PHASE

Applicant will enter a “candidacy phase” upon arrival to VTS. Applicant will remain a candidate until the next block of core courses begin or 30 days, whichever is the longest time frame. Upon completion of the candidacy phase the candidate will be evaluated by the school enrollment committee and recommended to full student status or remediation. At this time the candidate also has the option to decline the recommendation. You will be notified by VTS staff when you have successfully completed the “candidacy phase”.

COMPUTER USE

A computer lab is available on the 2nd floor for classes throughout the year. In no way are students permitted to use the computer lab without permission. They must be escorted by a student government official.

ILLNESS

If you are ill or have physical complaints, it must be reported to staff as soon as possible. You may be asked to make a doctors appointment and/or be on 24-hour bed rest if it is deemed necessary. If you are not well enough to attend class, work assignments, or church you must go to the hospital, clinic, or doctor and bring back paperwork showing that you went. You will also be restricted to your area until given notice by staff. You may also be asked to provide a urine sample for testing.

TOBACCO USE

NO TOBACCO USE is permitted inside the building or near the doors. Tobacco use is allowed in designated areas. Any student caught using tobacco in non designated areas will be fined \$5.00 from the weekly stipend, second offense is a \$10.00 fine and the third time, student may be asked to withdraw from Victory Trade School.

PROFANITY

Profanity is not acceptable. If you choose to curse, you will be fined \$5.00 for every word used and may asked to write a report. If you choose to use profanity further, you may be choosing to exit the school.

DRUG USE – VTS has zero tolerance of drugs, alcohol, narcotic medication and controlled substances.

Staff will check rooms and baggage if they feel the need. A personal search and random drug screening may be conducted at any time.

- Using or possessing inhalants, alcoholic beverages, or illegal drugs is a violation of Victory Trade School rules and grounds for dismissal.
- Drug tests will be administered at the discretion of staff.

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.)

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 students, is abusive to other students, is disrespectful, or belligerent. Physical fighting will result in dismissal from the school.

Threatening behavior, physical altercations, or any behavior that leads to aggressive behavior, i.e., “getting in someone’s face” are not allowed in any form.

PROXY CARDS

Once you have been enrolled in the VTS you will receive a proxy card to enter and exit the building. If you lose the card or do not turn it in to staff when you leave you are choosing for \$10.00 to be taken out of your stipend.

NAME TAGS

All students will receive a nametag upon arrival. Nametags should be worn at all times during class/worksite labs. Please do not be caught without your nametag.

VICTORY VINTAGE VOUCHERS

When you arrive at the VTS you will receive a student voucher. This voucher is valid during the year. Once you receive the voucher you may take it to the Thrift Store and they will inform you of how to use it.

DISCIPLINE

Discipline is a hard concept to grasp. If you are a student in the VTS, then expect to be disciplined. This is not a bad thing. Let’s first understand what discipline means:

As stated in the *Webster’s New Compact Dictionary* the definition is as follows:

1. Training that develops self-control.
2. Branch of learning.

Discipline is even spoke about in the Bible:

“Blessed is the man whom God corrects, so do not despise the discipline of the Almighty. For He wounds, but He also binds up; He injures, but His hands also heal”

– Job 5:17-18

We as a staff will walk with you as you grow spiritually. In turn, we will also correct you when you need to hear truth. Without truth, Satan makes us hear lies. We will teach you truth as much as you need it.

CASH POLICY

Students are not allowed to have outside income. We discourage students from receiving outside money. VTS will not be responsible for any cash a student may have. 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.

SSI POLICY

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.

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.

SEXUAL HARASSMENT

Victory Trade School prohibits sexual harassment of any student 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. Students or staff will not tolerate sexual harassment.

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, racist or prejudiced behavior including racial slurs, violent behavior, profanity, and obscene or threatening language.
- Engaging in acts of theft, sabotage, vandalism and unauthorized use of Victory Trade School documents, equipment or property.
- Insubordination to any Staff member or Supervisor, including SITs and MITs.
- Spreading rumors, making remarks or displaying a negative attitude toward staff, students, or policies of the Victory Trade School.
- Attempting to create discord.
- Cheating on exams or homework assignments.
- Falsification of information on admission application.
- Misappropriation of Springfield Victory Mission property or donations.

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 student. Gifts sent to, or purchased for, a student must be the type that does not violate existing policy on dress, contraband, or prohibited articles.

Telephone communication is uncensored. A student may use the phone in the lounge 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.

SAFETY & HEALTH

Depending on the seriousness of the situation call 911. (Refer to emergency policy) In some situations students 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 lounge.

GRIEVANCE POLICY AND PROCESS

It is the philosophy and policy of VTS 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 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.
4. Each student will be issued uniforms to wear while on work duty.

POLICY OF CONFIDENTIALITY

Each student's right of confidentiality is respected at Victory Trade School. All information pertinent to each student 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.