



VICTORY TRADE SCHOOL

STUDENT HANDBOOK

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VICTORY TRADE SCHOOL VALUES

Mission Statement

Our mission is to provide students the opportunity to learn in a Christian environment, to gain the job and life skills necessary to impact society and transform their futures.

Vision Statement

Transformed lives impacting the community by education through social enterprise

HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY TRANSCRIPT

Applicants for the Culinary Arts and Family Science departments must provide a High School Transcript or its equivalent prior to the end of Candidacy, or Dean approval. Victory Trade School (VTS) does enroll students seeking the High School Equivalency certificate. Once a student passes the HSE he or she has the opportunity to enroll in the Culinary Arts or Family Science Departments respectively.

WHAT'S IN IT FOR YOU?

As a student at VTS, 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 interacting with people and making new friends; learn how to work as part of a team; receive support in your job search the last module prior to completion; and have a better understanding about your relationship with God.

FAITH BASED INSTITUTION

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 person. As food and exercise build the body, stimulation and challenge build the mind; the spiritual side of men and women desire to have a reason for life and a relationship with their Creator.

We feel the only truly complete life is one that acknowledges the spiritual side of our existence. When we have a relationship with God, everything in our lives becomes clearer and we have purpose. Victory Trade School offers spiritual growth classes and requires students to attend an evangelical, Christian church of their choice each Sunday.

We are a non-denominational organization and we do not pressure any student to adopt our beliefs. However, we do ask you to respect our beliefs and bring spiritual questions to the staff. For other points of view, any staff member of VTS will accept questions of a spiritual nature and answer them to the best of their ability.

DEPARTMENT STRUCTURE

Victory Trade School consists of two departments as well as a track for individuals seeking to obtain the High School Equivalency. The two departments of VTS are Culinary Arts and Family Science. The Culinary Arts Department currently enrolls both male and female applicants whereas the Family Science Department currently enrolls only female applicants. Both male and female applicants can enroll in the VTS HSE track, but will reside at the respective male and female dormitories.

ACADEMIC CALENDAR

All classes are on a continuous rotation of eight-week blocks.

Beginning dates for Modules: 2016-2017 Academic Year

	MODULE 1	MODULE 2	MODULE 3	MODULE 4	MODULE 5	MODULE 6
BEGIN	07-04-16 (T)	08-29-16 (M)	10-31-16 (M)	01-02-17 (T)	02-27-17 (M)	05-01-17 (M)
END	08-26-16 (F)	10-21-16 (F)	12-23-16 (F)	02-24-17 (F)	04-28-17 (F)	06-30-17 (F)

Classes will NOT be held on the following dates in the 2016-2017 Academic Year:

Independence Day: July 4, 2016 (M)
Labor Day: September 5, 2016 (M)
Open Week: October 24 – 28, 2016 (M-F)
Thanksgiving Break: November 24 – 25, 2016 (Th-F)
Christmas Break: December 26 – January 2, 2017 (M-M)
Spring Break: March 27-31, 2017 (M-F)
Good Friday: April 14, 2017 (M-F)
Memorial Day: May 29, 2017 (M)
Summer Break: May 30 – June 2, 2017 (T-F)

INCLEMENT WEATHER

Victory Trade School class cancellations are announced on public and social media outlets. Students will be informed by school personnel.

CANDIDACY

Candidacy is a month-long program designed to offer all prospective students an opportunity to evaluate VTS. Also, it is designed so that VTS may evaluate the prospective students. The candidates will be evaluated on their performance and progress in three areas. Candidates are evaluated in their academics, occupationally in their laboratories, and also socially how they relate to other students. These three areas are designed to reveal a candidates' future potential competency in the classroom, laboratory and how well they get along with other students. Upon completion of candidacy, the candidate will be evaluated by the Candidacy Coordinator and recommended for acceptance into VTS. At this time, the candidate also has the option to decline the recommendation. The Candidate will be notified by the Candidacy Coordinator when he or she has successfully completed the candidacy program and are accepted as a student into VTS. All candidates must pass candidacy with a grade of 75% in each class. All candidates must pass their final ServSafe® exam with a 75%.

Special Regulations for Candidates

Candidates must remain on campus unless accompanied by another full-time student. In addition, candidates must attend all Student Government Association (SGA) and academic department meetings.

VICTORY VINTAGE VOUCHERS

When you arrive at VTS you may receive a student voucher. Once you receive the voucher you may take it to the Victory Vintage store and they will inform you of how to use it.

COMMUNICATION

Information Center Board

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. Victory Trade School reserves the right to change any schedule without direct notification to the Student Body, however, these changes or updates will be posted on the message board.

Culinary Arts and Male HSE Students - The Victory Square Dormitories information center is located on the wall west of the chefs' office door. All pertinent information regarding Culinary Arts, Family Science, and HSE may be found on this message board. Please be aware of its contents.

Family Science and Female HSE Students - The VTS Female Dormitory information center can be found in the kitchen of the Female Dormitory.

Student Government Meetings

Student meetings are scheduled as needed 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.

Chain of Command

All students at VTS have a chain of command (See Figure 1). This helps maintain structure and allows issues to be resolved in a timely and efficient manner. The VTS student's chain of command is:

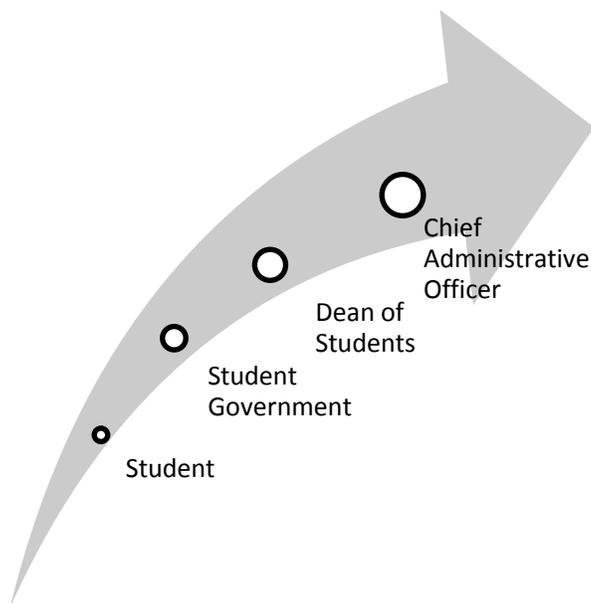


Figure 1. Chain of command for culinary, family science, and HSE students

Student Grievances and Dispute Resolution

While VTS strives to create a welcoming and healthy environment, cases may arise where students disagree with other students and cannot come to a solution by themselves. Conflict disputes and grievances are considered to be part of the learning process and appropriate steps are in place to deal with such issues. Students should first speak with the elected student government representative. Male dormitory residents would contact the student body president, vice-president, or secretary. Female dormitory residents would contact the elected student government ambassador. If the issue is not satisfactorily resolved or advised by student government, immediately see the Dean of Students.

The Dean of Students has an open door policy. Students who wish to resolve a grievance will be seen within twenty-four hours after a written grievance is filed and/or a meeting has been requested. To appeal a decision by the Dean of Students, the student may file a written request to the Chief Administrative Officer whose decision on the matter will be final.

STUDENT EXPECTATIONS

Basic Responsibilities

Students will be expected to observe the following basic responsibilities while a student at VTS:

- Household duties in your dorm rooms and common areas.
- Work duties at your laboratory site.
- Follow the direction of those in authority.
- Attend all scheduled classes, meetings, and other scheduled events.
- Attend church services each Sunday (at a minimum).
- Be a productive member of the team.
- Attend all Student Government Meetings.

Proxy Cards

Once you have been enrolled in VTS you will receive a proxy card to enter and exit the main campus building and respective dormitories. Proxy cards should be swiped twice daily after students eat meals at the Cook's Kettle. If you lose the card or do not turn it in to staff when you will be charged \$10.00.

Student Identification Cards (ID)

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

Personal Appearance

The purpose of the personal appearance policy at VTS is to insure continuity with the purpose of preparation for independent living. It is our opinion that a child's mentality on personal appearance is not helpful for adult living. A mature 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 in the food service and child care industries. All Students are expected to shower each morning; wash hair; brush teeth; apply deodorant and antiperspirant; clean clothes; keep fingernails clean and trimmed; and consistently wash hands. Specific hygienic expectations for culinary arts and family science students are as follows:

Culinary Arts

- beards and mustaches trimmed neatly;
- long hair pulled back from face;

- hairnets or hats in Cook's Kettle;
- Victory Trade School uniforms are to be worn in all culinary labs and in all culinary classes;
- all students in the Culinary Arts Department are required to wear non-slip shoes for Laboratories;
- no fingernail polish or fake nails; and
- no dangling jewelry: includes, necklaces, bracelets, and/or earrings.

Family Science

- clean, comfortable, loose-fitting shirts that reliably cover stomach, back, and chest are to be worn during classes and laboratories;
- dangling jewelry should be avoided: including necklaces, bracelets, and/or earrings;
- long hair should be pulled back in a hair tie during foodservice Lab;
- nails should be short and free of nail polish. Fake nails are not permitted. (During foodservice lab.);
- comfortable, closed-toe shoes with backs must be worn during laboratories;
- for Foodservice Lab, proper ServSafe® attire should be utilized/worn at all times; and
- proper undergarments should be worn at all times.

SAFETY & HEALTH

Depending on the seriousness of the situation, call 911. (Refer to emergency policy for your building.) In some situations students may be transported to the hospital. Illness must be reported to your course instructor, if during class, as well as the Dean of Students (male students) or the Director of Family Science (female students). Students who are sick will remain in their rooms except for meals for a minimum of 24 hours after all symptoms have subsided without the help of any medication or after being on an antibiotic. Students who call in sick may be asked to undergo a urinalysis at the discretion of the Dean of Students

ILLNESS

If you (or your child for female students only) are ill or have health complaints, it must be reported to staff as soon as possible. You may be asked to make a doctor's appointment and/or be on 24-hour bed rest if deemed necessary. If you are not well enough to attend class, work assignments, or church you may be required to go to the hospital, clinic, or doctor and bring back paperwork showing that you went for an excused absence. You will also be restricted to your dorm room until given notice by staff. You must personally contact your lab instructor prior to the start of your class.

POLICIES

Tobacco Usage - Policy

Victory Trade School believes that the health and welfare of all faculty, staff, students and visitors are of great importance. Although the decision to use tobacco products rests with the individual, VTS desires that all individuals who are employed by, studies at or visits the school or its social enterprises experience a clean-air environment. Therefore, VTS allows students to smoke only in designated smoking areas. In compliance with the city of Springfield's Smoke Free Air Act of 2012 the school has adopted the following tobacco policy and enforcement. This policy includes and applies all electronic cigarettes and vaping devices. Students seeking information about smoking cessation opportunities need to contact the Dean of Students. The Dean of Students is responsible for ensuring that students are following the tobacco policy. Students who violate the tobacco policy will face disciplinary action.

The following will be observed by students:

- smoking is prohibited inside all buildings associated with VTS and its social enterprises, and vehicles;
- students are prohibited from use of tobacco while representing the school at public and private functions;
- smoking is limited to two areas on the main campus: the courtyard area west of Cook's Kettle and twenty feet away from the Boonville Avenue entrance;
- smoking is only allowed outside of twenty feet away from the back door of the VTS Female Dormitory;
- while at Turning Point Church and/or Messiah Lutheran Church Campus', students are not allowed to smoke;
- no tobacco products should be visible outside of designated areas; this includes cigarettes placed behind an individual's ear; and
- no tobacco use is allowed in student dorm rooms.

Residence Housing – Policy

Dormitories – The following rules are to be observed by all students (and children residing with mothers) while residing in either the male or female dormitories.

- the Dean of Students and Residence Director will routinely inspect dorm rooms of male and female students, respectively, for cleanliness, orderliness, tidiness, profane materials, and/or any contraband;
- students may not enter another student's dorm room, except by **invitation only**;
- students are to keep their rooms in such presentable condition that a tour could be conducted for the public at any time throughout the day;
- **NO FOOD** is allowed in dorm rooms;
- all tobacco products and lighters are to be out of sight;
- absolutely no use of tobacco products in the dorms, this includes but is not limited to cigarettes, cigars, cigarillos, chewing tobacco, snuff, pouches, loose leaf tobacco, etc.;
- no offensive material will be allowed in the school, laboratory sites, or dormitories;
- inappropriate posters and pictures are not allowed;
- students will be notified if a dorm room is not up to fire code;
- students must keep personal possessions to a minimum while living in dormitories;
- students must agree to share storage space with other students; and
- damage to VTS property will be deducted from his stipend account above and beyond any disciplinary fine for the offense.

Candidates - During Candidacy, no prospective student is allowed to leave campus without the company of a full-time VTS student. The only exception is with special permission from the Dean of Students, Director of Family Science or Residence Director. An example of this would be to see your parole officer, court, parent-teacher conference or to the doctor.

Male Culinary and HSE Students - All male culinary students and candidates reside at the Administrative Dorms. Male HSE students will reside at the Victory Square dormitories unless otherwise notified by the Dean of Students. Housing in a dormitory after graduation is assigned/granted at the discretion of VTS Administration.

Female Family Science, Culinary and HSE Students - All female students reside at the VTS Female Dormitories. Children of students may reside at the Female Dorms with their mothers and will be treated as residents of the VTS Female Dormitory. Mothers are

expected to care for their own children and are expected not to ask other students to watch children unless discussed with and approved by staff.

Personal Property - Policy

Personal property is the responsibility of the student. Students may possess personal property, but what happens to that personal property is not the responsibility of VTS. The following rules are to be observed by all students (and children residing with mothers):

- 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 will be kept by Dean of Students);
- no pornographic literature, posters, or photographs;
- videos (including television shows, movies, documentaries, etc.) or DVD's must be rated "G", "PG" or "PG-13", unless otherwise approved by the Dean of Students or Residence Director;
- no personal radios, CD and tape players are permitted; however, headsets are required. Exception: consent given by all roommates; and
- personal valuables brought onto campus by a student are the student's responsibility. Victory Trade School is not liable for students' damaged or stolen items.

Curfew - Policy

All VTS Students must be in their respective dormitories by 10:00 PM (Sunday through Thursday) and 12:00 AM, midnight, (Friday and Saturday). If a student knowingly anticipates breaking curfew, they are to personally notify the Dean of Students or a student representative.

Overnight Passes - Policy

All overnight pass requests submitted by a candidate or full-time student on probation, whether behavioral or academic, are evaluated on an individual basis. The following procedures are to be observed when requesting an overnight pass: a) obtain forms from the Registrar or outside of the Chef's office, b) requests must be submitted at least 7 days in advance, and c) submit the completed form to the Dean of Students. Incomplete forms will be returned to the student will not be reviewed. The submission of an overnight pass request form does not ensure the approval of the request; it only ensures the review of the request. The Dean of Students will make a final decision based on the evaluation of the student's behavior, attitude, work ethic in laboratories, and academic progress/standing.

Guest Restrictions – Policy

Visitors to any dormitory are allowed **ONLY** with permission from the Dean of Students. Individuals of the opposite gender may not enter dorm area. (Exception: VTS staff). Absolutely **NO** visitors are allowed in dorm rooms unless authorized.

Mail, Gifts, and Telephone – Policy

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

Cell phones are permitted at the School; however, all cell phone use in classrooms is determined at the discretion of the instructor.

Computer Use – Policy

Students are allowed to have personal Laptop computers. A computer lab is available in the library on the 3rd floor of VTS for classes throughout the year. The computer lab is open daily outside of scheduled class time. At no time should the computers be used to access inappropriate websites that could be seen as violating VTS policies as stated in this handbook.

Working While Enrolled – Policy

Students are not allowed to work while at VTS. The school desires for all students to focus entirely and singularly on their education. This protects the student from being overwhelmed by work, study, classes, and other obligations. Additionally, not working keeps students focused on completing their education and gaining the necessary skills to benefit them for a long-term career; not an immediate or temporary source of income. As a result of VTS' desire for students to focus on their education, students are not allowed to participate in unpaid "internships" or "Stages" that are in a professional workplace or setting.

Cash on Hand – Policy

Students are given a weekly cash stipend for incidental needs and supplies, such as hygienic products. This is not a payment from the school to the student, but a gift from the school to the student in recognition that students are not allowed to work while completing their education. VTS does recognize that at times some students will have personal cash from legitimate sources and revenues (such as from a weekly stipend). Victory Trade School is not responsible for any cash a student may have. Students are prohibited from receiving gifts (cash or merchandise) from any VTS staff or faculty member, volunteer, customer, or other student.

Supplemental Income – Policy

Because students qualify for institutional scholarships and are gifted a weekly stipend, they are not allowed to have a source of income or substantive money flow from an external source. If students do have income or a flow of money, they are required to immediately report it to the Dean of Students. This includes, but is not limited to, donating plasma, participating in scientific or medical studies for profit, and or monetary gifting from relatives or personal friends. Victory Trade School does consider any money flow or support from a government agency as income. Therefore, VTS places limitations and restrictions upon a student's receipt and use of these sources.

Victory Trade School Limitations regarding Government Agency Support

Food Stamps (SNAP): Students have no need to receive food stamp assistance. If a student is receiving food stamp assistance before their entrance to VTS, we require the student to discontinue their use of this program 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. Victory Trade School reserves the right to receive any and all pertinent information regarding a student's use of the Food Stamp Program through the Department of Social Services during the time of a student's enrollment at VTS.

Social Security Income: 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, room, and board while studying at VTS.

Temporary Assistance for Needy Families (TANF): If a student receives TANF while enrolled as a student at VTS, the student will not receive a stipend. The student will also

be required to save 20% of the TANF received in their savings. Leftover TANF money will be supervised at the discretion of staff to ensure money is not spent needlessly.

Child Support: If a student receives child support while enrolled at VTS, the student will still be allowed to receive a stipend. Although the student will be allowed to utilize child support money for the needs of the children, there will still be supervision by staff as to how this money may be spent so it is not spent needlessly.

Other: Veteran's Assistance, Disability, Free/reduced lunches (for children only), Childcare Assistance, and WIC (Women, Infants, and Children). This list is not exhaustive; all income or prior income must be reported to the Dean of Students.

Civic Engagement Opportunities – Policy

As a non-profit postsecondary institution, VTS is committed to building community awareness and support through engagement in civic activities and by giving back to its community. Victory Trade School administration wants to instill this same core principle in its student body by teaching them the value of being involved in their community through volunteerism and giving back to those that supports their educational institution. Victory Trade School's greatest resource is its students and their talents, work ethic and testimonies. Therefore, VTS requires students to participate in Civic Engagement opportunities outside of scheduled classroom & laboratory time. All students are required to participate in Civic Engagement events while attending VTS. These include catering, representing VTS at community events, fundraisers, Springfield Victory Mission related events, and other department related activities that VTS deems worthy of Civic engagement.

Confidentiality – Policy

Each student's right of confidentiality is respected at VTS. 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. Victory Trade School abides in the rules and regulations of FERPA and HIPPA, thus all staff take the confidentiality of student's information very seriously.

Employee/Volunteer-Student Non-Fraternization - Policy

Employees and volunteers of VTS are committed to serve the mission of providing a quality education in a Christian environment for its students. Students should be assured that the relationships they develop with employees and volunteers will be cultivated in a manner that is conducive to learning. Employees and volunteers are to act as role models for students through establishing appropriate personal boundaries with students and not engaging in any behavior that could reasonably lead to the appearance of impropriety.

All activities, interactions and communication between VTS employees and volunteers that take place off school property and outside of school hours must first be approved by the Academic Committee of VTS. These activities include, but are not limited to, all speaking engagements, interviews, photos, and promotional venues utilizing students. Media and marketing activities of any kind, both on campus and off campus must be approved by the Academic Committee and be in accordance with the rules and regulations of the US Department of Education, FERPA and HIPPA. Any such activity that does not have prior approval is in direct violation of this policy.

In order to promote the values and standards of VTS, and to avoid misunderstandings, complaints of favoritism, problems of supervision, security, and morale, questions regarding academic achievement, and possible claims of sexual harassment; employees and volunteers

are strictly prohibited from fraternizing with students at all times, whether on or off school property and both during and outside of school hours.

Fraternization includes but is not limited to spending time with students in such a manner as to reasonably create the impression of favoritism or that an unprofessional relationship exists. This includes frequent personal communication with a student (via phone, email, letters, notes, social media etc.) unrelated to course work or official school matters. Employees and/or volunteers who violate this policy will be subject to discipline up to and including termination of employment and/or opportunities for service.

Even if the student participates “willingly” in the activity, inappropriate fraternization of employees and/or volunteers with students is against policy and is in violation of the professional standards of conduct at VTS.

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 disability. To ensure this fair treatment, the following actions will be followed:

1. Victory Trade School 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 in his/her Lab class.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- FERPA gives students certain rights with respect to education records.
- Students have the right to inspect and review their education records maintained by the school. Students can review their record by requesting information from the Registrar. If a student needs an official record be sent to a third party, they must provide a request and an official copy will be sent directly to the recipient within 5 business days. Victory Trade School does not charge for official transcripts.
- Students have the right to request VTS correct records which they believe to be inaccurate or misleading. If VTS decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if VTS still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, VTS must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE STATEMENT

Victory Trade School is committed to providing access and reasonable accommodations to students, faculty and staff with disabilities in compliance with the American with Disabilities Act of 1990 (ADA) and corresponding state and federal law.

Under the ADA, anyone who has a physical or mental impairment substantially limiting one or more major life activities, has a record of such impairment, or is regarded as having such impairment, is considered a person with a disability. In accordance with the provisions of the ADA and Section 504 of the Rehabilitation Act of 1973, disabilities may include, but are not necessarily limited to, visual impairment, mobility and orthopedic impairments, hearing impairments, chronic medical conditions, learning disabilities, and psychological disorders.

Reasonable accommodation is determined on an individual basis depending on a student’s job duties, functional limitations and whether the proposed accommodation will result in undue hardship to the Trade School.

It is the student’s responsibility to provide reasonably recent, adequate, and complete documentation of a disability with the Director of Institutional Effectiveness and Financial Aid and request services. Students are not required to register a disability if they are not requesting accommodations.

WORKMEN’S COMPENSATION

If an injury occurs while working in a learning laboratory course the student must evaluate the injury and immediately report to their Instructor. Together, the Instructor and student will determine the severity of the injury. If additional medical attention is needed the student must visit either the Mercy Clinic at 2120 W. Kearney Street between the hours of 7am to 5pm on Monday, Tuesday, Wednesday, and Friday and 7am to 4 pm Thursday or the Urgent Care (in the same office address as Mercy Clinic) between the hours of 8am to 9pm Monday through Friday, 9am to 7pm Saturday, and 12pm to 6pm Sunday. If it is an emergency or injury occurs after the Clinics’ hours the student should visit the Mercy Emergency Room on National and Sunshine. Upon entering the clinic, hospital or pharmacy the student must inform the staff that the case is a Workmen’s Comp Claim. The staff will need to know the Springfield Victory Mission’s Workmen’s Comp Insurance which is Missouri Employer’s Mutual (MEM). Their phone number is 1-800-442-0593 and fax number is 1-800-442-0597. The Springfield Victory Mission/VTS address will need to be shared as well: P.O. Box 2884 Springfield, MO 65801-2884. Once the student has been treated for the injury an Accident/Incident Report must be completed and sent to Human Resources immediately. At the time of the incident Human Resources should be notified through phone or e-mail to prepare to receive the completed form as well as all medical forms given to patient from medical workers. It is important for supervisors and students to remember that even if additional medical attention is not needed an Accident/Incident Report **MUST** be completed and given to Human Resources. For any questions, contact Human Resources Coordinator at 417-864-2217.

STUDENT CONDUCT

Discipline

All VTS students are held to a high standard of conduct that should be demonstrated both on and off campus. When a student breaks code of conduct, the student receives appropriate discipline. At VTS discipline ranges from conversations, revoking of privileges, or being placed

on Behavioral Probation. Staff and/or faculty administer discipline out of respect for students. Without discipline appropriate and healthy boundaries are broken. Discipline and guidance corrects both behavior and thinking, which ultimately lead to healthy boundaries for our students at VTS.

Poor Conduct

Victory Trade School has zero tolerance for physical misconduct. Any student may be discharged from the school, if he or she 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. The following acts are not allowed in any form: threatening behavior, physical altercations, or any behavior that leads to aggressive behavior, (i.e., “getting in someone’s face”).

Abusive Language and Profanity

The use of abusive, intimidating, threatening and profane language is unacceptable at VTS. Students will refrain from the use of such language when engaging with others, social media, telecommunications, e-mail, or written notes. All who use such language or profanity are subject to discipline or involuntary withdrawal if the behavior is unchanged after disciplinary actions have been put into effect.

Sexual Harassment

Sexual harassment is defined as unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is subtle in nature or severe to unreasonably interfere with a student’s educational progress or create an intimidating, hostile or offensive working environment. Sexual harassment can be physical and/or verbal/non-verbal in nature.

Sexual harassment is contrary to the Christian standards of conduct expected of all members of VTS. The school is committed to providing its faculty, staff and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of any member of the school. No student, faculty or staff should be subjected to unsolicited and unwelcomed sexual overtones or conduct, whether verbal, written or physical. VTS’ sexual harassment definition and policy includes behavior from a member of the same sex.

Sexual harassment does not refer to occasional compliments of a socially accepted nature that is normal, respectful and pleasant. It refers to repeated behavior that is not welcomed; is offensive, harms morale; and creates a hostile, intimidating or offensive educational, living or work environment.

Title IX - Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program. Sexual harassment, which includes sexual violence, is a form of sex discrimination. All victims and reporters of sexual harassment will not face any disciplinary actions for reporting an incident to a staff member.

Victory Trade School’s Title IX Coordinator is the Registrar and will investigate all allegations to determine if sexual harassment has taken place and make a report of what happened and submit to the Dean of Students and Director of Family Science for appropriate discipline. If the Dean of Students and Director of Family Science come to an impasse on discipline, the Title IX Coordinator will be asked to make a final recommendation on the matter.

In compliance with the Jeanne Clery Act and Violence Against Women Reauthorization Act VTS will not tolerate sexual assault, domestic violence or stalking. Such acts are prohibited by VTS as well as state and federal laws. Individuals engaged in these types of behavior are subject to school discipline.

Students may contact the Title IX Coordinator to report sexual harassment:

Mr. Mike Smith, Ed.D.
3rd Floor VTS Administrative Offices
Office Hours: 8:00 am-4:30 pm (M-F)
Phone: (417)864-2222
Email: msmith@victorytradeschool.edu

Examples of Sexual Harassment – Victory Trade School is a postsecondary educational institution whose student body is made up of non-traditional students who are overcoming life-controlling issues of the past. The school believes in exhibiting continual grace in regards to assisting students in understanding what are not acceptable behaviors, speech and action. The following statements are not an exhaustive list but are given as a means of educating students of what verbal/non-verbal sexual harassment has been determined to be at VTS:

1. Continuous idle chatter of a sexual nature that contain graphic sexual descriptions.
2. Communicating verbally or non-verbally offensive or degrading jokes, comments or gestures to, about, or in the presence of another person.
3. Sexual innuendoes and other comments about a person's appearance, body, clothing and the way clothing fit or sexual activity.
4. Distributing written or graphic materials that are derogatory and are of a sexual nature.
5. Viewing or sharing pornographic material in written or electronic format.
6. Persistent staring, leering, winking and unwelcomed flirting.
7. Deliberate brushing up against a person's body.
8. Inappropriate touching such as patting, pinching, stroking, or attempting to hold one's hand that is inappropriate in a classroom, housing or workplace.
9. Cornering and towering over a person as a means of intimidation.
10. Touching or rubbing oneself sexually around another person.
11. Revealing parts of the body or undergarments that are inappropriate in a classroom or workplace environment.
12. Excessive speech in which one's gender is made to be inferior.
13. Commenting about a person's sexuality or sexual experience.
14. Requests for sexual favors.
15. Terms of endearment.

Sexual violence including dating assault, sexual assault and rape will not be tolerated at VTS. If allegations against a student are proven to be true and are brought to the attention of school officials the student in question will be expelled from the school and the matter will be turned over to local police authority if not done so prior.

Reporting Sexual Harassment - Students are encouraged to take immediate action regarding sexual harassment. At the first instance of verbal/non-verbal harassment a student should verbally state to his/her harasser that his/her comments or actions are unacceptable and report it to a staff member. A student can make the initial report to a VTS staff member if they feel more comfortable doing so. If the person continues to persist after the warning is issued the victim is encouraged to report the sexual harassment to any faculty or staff member.

If a student is sexually assaulted he/she should immediately report it to local police by calling 911 and seek medical care. After speaking to law enforcement and seeking medical attention, the student victim is requested to inform a staff member as soon as possible regarding the assault especially if the perpetrator is a VTS student, staff or faculty.

The procedures listed below will be followed in regards to sexual harassment complaints:

1. A staff member who receives a report of sexual harassment will fill out an Incident Report on behalf of the student making the complaint and submit to the Title IX Coordinator.
2. The student making the complaint should write out in detail the event surrounding the alleged incident including names of possible witnesses if appropriate. This complaint should not be written by anyone else but the victim/reporter. This report should be sent to the Title IX Coordinator via email, regular mail, in person or a staff member.
3. The Title IX Coordinator will conduct all investigations of the matter by reading the incident report, student submission, and determine if the matter should be classified as an Informal or Formal Complaint.
4. If sexual harassment allegations have proven to be true by the Title IX Coordinator he/she will pursue the following appropriate step:
 - a. If between different gendered students, the Title IX Coordinator will communicate findings to the Dean of Students and Director of Family Science who will cooperate together on disciplinary measures.
 - b. If between male students, the Title IX Coordinator will communicate findings to the Dean of Students who will decide on disciplinary measures.
 - c. If between female students, the Title IX Coordinator will communicate findings to the Director of Family Science who will decide on disciplinary measures.
5. Students may appeal the decision to the Chief Administrative Officer whose decision will be final.
6. Both the alleged victim/reporter and alleged harasser is guaranteed privacy throughout the course of investigation. A letter will be sent to the victim/reporter at the conclusion of the investigation and a letter of discipline will be placed in the perpetrator's student's file if allegations are substantiated.

Sexual Violence

Sexual violence which includes domestic violence, dating violence, sexual assault, rape and stalking will not be tolerated at VTS. The school expects that all students, faculty and staff exhibit a high standard of respect and moral Christian propriety irrespective of gender and sexual identity. Students are asked to refer to the following definitions to understand how VTS will interpret sexual violence in its investigation of an alleged event that may occur.

Domestic Violence - Victory Trade School does not enroll students who are married and living with a spouse, however, it does recognize that a student may have been previously married, engaged or dated a person in which a child was conceived through that relationship or is in the process of legally separating and/or divorcing from that person. While a student lives in a protected environment at VTS domestic violence can happen without the person being physically assaulted as verbal and emotional abuse is covered under this definition.

In the State of Missouri there are Three Degrees of Domestic Assault first through third degree:

First Degree (565.072 Domestic assault, first degree): 1. A person commits the crime of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts

to cause serious physical injury to a family or household member, including any child who is a member of the family or household, as defined in section 455.010.

Second Degree (565.073 Domestic assault, second degree): 1. A person commits the crime of domestic assault in the second degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010, and he or she: (1) Attempts to cause or knowingly causes physical injury to such family or household member by any means, including but not limited to, by use of a deadly weapon or dangerous instrument, or by choking or strangulation; or (2) Recklessly causes serious physical injury to such family or household member; or (3) recklessly causes physical injury to such family or household member by means of any deadly weapon.

Third Degree (565.074 Domestic Assault, third degree): 1. A person commits the crime of domestic assault in the third degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010 and: (1) The person attempts to cause or recklessly causes physical injury to such family or household member; or (2) With criminal negligence the person causes physical injury to such family or household member by means of a deadly weapon or dangerous instrument; or (3) The person purposely places such family or household member in apprehension of immediate physical injury by any means; or (4) The person recklessly engages in conduct which creates a grave risk of death or serious physical injury to such family or household member; or (5) The person knowingly causes physical contact with such family or household member knowing the other person will regard the contact as offensive; or (6) The person knowingly attempts to cause or causes the isolation of such family or household member by unreasonably and substantially restricting or limiting such family or household member's access to other persons, telecommunication devices or transportation for the purpose of isolation.

Dating Violence - The state of Missouri does not define dating violence on its own but it does refer to assault. The term "dating violence" means violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship" (SEC.40002. 42 U.S.C. 13925).

Sexual Assault - Sexual Assault means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent" (SEC. 40002. 42 U.S.C. 13 925). In addition, sexual assault is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, or duress (see 455.010(1) RSMo)

Stalking - The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress" (SEC. 40002. 42 U.S.C. 13925). In the State of Missouri the crime of Stalking (565.225) is defined as the following:

1. "Course of conduct", a pattern of conduct composed of two or more acts, which may include communication by any means [harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method, over a period of time], however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct". Such constitutionally protected activity includes picketing or other organized protests;

2. "Credible threat", a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, or the safety of his or her family, or household members or domestic animals or livestock as defined in section 276.606, RSMo, kept at such person's residence or on such person's property. The threat must be against the life of, or a threat to cause physical injury to, or the kidnapping of, the person, the person's family, or the person's household members or domestic animals or livestock as defined in section 276.606, RSMo, kept at such person's residence or on such person's property;
3. "Harasses", to engage in a course of conduct directed at a specific person that serves no legitimate purpose, that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.

A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person. A person commits the crime of aggravated stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person, and: (1) Makes a credible threat; or (2) At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or (3) At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or (4) At any time during the course of conduct, the other person is seventeen years of age or younger and the person harassing the other person is twenty one years of age or older; or (5) He or she has previously pleaded guilty to or been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim.

Rape - Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ or another person without the consent of the victim. This definition is in line with the Federal Bureau of Investigation of rape that went into effect on January 1, 2013.

If a person consents to sexual intercourse then he/she gives an affirmative, unambiguous, and voluntary agreement to engage in sexual activity. Consent requires a mutual understanding communicated that endorses an agreement to be sexually active at that given time. Without consent any sexual activity will be considered unwanted and without consent. Sexual activity will be considered non-consensual if the victim was unable to communicate consent due to coercion, incapacitation, physical abuse, or any other item causing impaired judgment.

Consent RsMO 556.061(5). Consent or lack of consent may be expressed or implied. Assent does not constitute consent if: a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or b) It is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or c) It is induced by force, duress or deception.

Reporting Sexual Violence - Students should contact the Title IX Coordinator to report sexual violence; however any faculty or staff member may be used as a reporter and the reporter can assist the student in contacting the Title IX Coordinator and local law enforcement if needed. The Title IX Coordinator will investigate the alleged sexual violence and make a determination if such act meets the definition listed prior in this section. Sexual violence is prohibited on/off the campus of VTS by students. Sexual violence committed towards a student from an individual(s) that is not a student, associated or employed by the school the matter will be reported to local

law enforcement. If evidence of sexual violence has been determined to be committed by a student, volunteer, or employee of VTS that person will be terminated and the matter will be reported to local law enforcement.

If a student is the victim of sexual violence he/she should immediately report it to local police by calling 911 and seek medical care. After speaking to law enforcement and seeking medical attention, the student victim is requested to inform any faculty or staff member, especially if the alleged perpetrator is a VTS student, staff or faculty.

The procedures listed below will be followed in regards to sexual violence allegations. Please note the term “proceedings/procedures” means the steps that the school will be taking in order to come to the conclusion on whether or not an act of sexual violence has taken place. The term “results” means the final outcome reached by the school through the investigative procedure.

1. A staff member who receives a report of sexual violence will fill out an Incident Report on behalf of the student making the complaint and submit it to the Title IX Coordinator.
2. The student making the complaint should write out in detail the event surrounding the alleged incident including names of possible witnesses if appropriate. This complaint should not be written by anyone else but the victim/reporter. This report should be sent to the Title IX Coordinator via email, regular mail, in person or by a staff member.
3. Due to the severity of the offence the Title IX Coordinator will immediately conduct an investigation by interviewing the accuser, the accused, and all witnesses. The accuser and the accused will be allowed to have others present at their interview that will act as an eyewitness to the proceedings. These eyewitnesses must be employed by the school or its parent company, Springfield Victory Mission, Inc. and will serve as an observer of the proceeding.
4. If sexual violence has been proven to be true by the Title IX Coordinator he/she will pursue the following appropriate step:
 - a. If between different gendered students, the Title IX Coordinator will communicate findings to the Dean of Students and Director of Family Science who will cooperate together on communicating in writing the results with the accuser and accused. The accused will be dismissed from the school by the authority of the appropriate administrator.
 - b. If between male students, the Title IX Coordinator will communicate findings to the Dean of Students who will communicate in writing the results with the accuser and accused. The accused will be dismissed from the school by the authority of the Dean of Students.
 - c. If between female students, the Title IX Coordinator will communicate results to the Director of Family Science who will communicate in writing with the accuser and accused. The accused will be dismissed from the school by the Director of Family Science.
 - d. If between a student and a staff or faculty member, the Title IX Coordinator will communicate results to the Chief Administrative Officer. The accused will be terminated from employment by the Chief Administrative Officer.
5. The accused student may appeal the decision in writing to the Chief Administrative Officer whose decision will be final. The CAO will send a written notification of the appeal to the accuser and the accused.
6. The accused faculty/staff member will have to follow the grievance procedures outlined in the Springfield Victory Mission Inc. Employee Handbook.

7. The sexual violence proceedings and results will be held with student privacy in mind and will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA).

Rights of Victims of Sexual Violence - If a student is a victim of sexual violence he/she will be encouraged to seek immediate medical attention and notify local law enforcement. The Dean of Students and Director of Family Science will assist the victim by identifying medical and counseling professionals and legal advice in the local area that can provide further assistance if the student chooses to do so. A student who is the victim of sexual violence can be assured that the school will keep the matter confidential as outlined in the Family Educational Rights and Privacy Act of 1974.

Retaliation against a person who files a complaint, or persons who participate in related proceedings and investigative efforts, is prohibited. Any retaliation against a person filing a complaint will be subject to discipline in accordance with the institution's policies and procedures.

Bystander Intervention - Victory Trade School encourages all students, faculty and staff to assist others by intervening as a bystander in the event that domestic violence, dating violence, sexual assault, or stalking is taking place. While there are many methods of intervention to help a fellow student, a bystander must assess their personal safety before intervening. If intervention is reasonable, a few bystander interaction methods, but certainly not an exhaustive list, could include:

1. Engaging in conversation that would divert the concern
2. Using a distraction to deter the situation
3. Asking another bystander(s) to assist you in disrupting the issue
4. Reporting it to a staff or faculty member.
5. Calling 911

Ongoing Awareness - Victory Trade School believes that all students should have an opportunity to be informed of and ask staff questions regarding the school's sexual harassment and violence policies, as well as all policies covered in the Student Handbook. During Candidacy all prospective students will go through the sexual harassment and violence policies, and other policies covered in the Handbook, with a staff member. The prospective student will sign signifying that this training took place and they have read, understood, and received a copy of this handbook. This confirmation will be placed in the student's file once the student completes Candidacy.

Substance Abuse

In accordance to the Drug Free Schools and Communities Act, VTS is required by the Drug Free Schools and Communities Act to adopt and implement a program to prevent the abuse and use of alcohol and drugs by students and employees. Every student shall be briefed on the subject of substance abuse during Candidacy as presented in the VTS Student Handbook. Additional copies of the handbook may be obtained by the Registrar. Questions concerning the Drug Free Schools and Communities Act may be addressed to Chief Administrative Officer who is designated by the school to coordinate the institution's efforts to comply with the Act.

Alcohol Use – Victory Trade School has a zero tolerance for the possession, manufacture, use, or distribution of alcohol while a student is enrolled at the school. This policy covers all alcohol possessed, used or distributed on or off campus. It is unacceptable for any person to be under the influence of alcohol while attending VTS. To ensure compliance all students are subject to random urinalysis and breathalyzer checks. A student who violates the school's alcohol policy will be immediately dismissed.

Local Alcohol Sanctions - The city of Springfield has the following ordinances regarding the use, possession and distribution of alcohol. It is illegal:

1. For any person under the age of 21 years, who purchases or attempts to purchase, or has in his or her possession, any intoxicating liquor.
2. For any person under the age of 21 to be visibly intoxicated or to have a blood alcohol level of .02 % or higher.
3. To allow a person under the age of 21 to consume or possess alcohol on property which you own, occupy, or have the exclusive use or enjoyment of; or failing to stop them from doing so, unless you are the parent of the minor.
4. To procure for, sell, give away or otherwise supply intoxicating liquor to any person under the age of 21 or to any intoxicated person or any person appearing to be in a state of intoxication.
5. For any person under the age of 21 to operate a motor vehicle with a blood alcohol level of .02% or higher (Legal limit for those over the age of 21 is .08%).

State Alcohol Sanctions - Missouri statutes prohibit the following acts:

1. Purchase or possession by a minor. Any person under 21 years of age, who purchases, attempts to purchase any intoxicating liquor is guilty of a misdemeanor. [Section 311.325, R.S.Mo. 1986]
2. This offense is punishable by a fine of not less than \$50.00 or more than \$1,000.00, or by imprisonment in the county jail for up to 1 year, or by both jail sentence and fine. [Section 311.880, R.S.Mo. 1986]
3. Supplying intoxicating liquor to any person less than 21 years of age. Any person who shall procure for, sell, give away or otherwise supply intoxicating liquor to any person under the age of twenty-one years, or to any intoxicated person or any person appearing to be in a state of intoxication, or to a habitual drunkard, shall be deemed guilty of a misdemeanor. [Section 311.310, R.S.MO. 1986]
4. Any person under 21 years of age who is convicted of any local or state offense involving the possession of alcohol will be required to complete an approved alcohol-related education program. [Section 577.525, R.S.Mo. 1990 Supp.]
5. Any person under 21 years of age who is convicted of any offense involving the possession or use of alcohol, committed while operating a motor vehicle, or any alcohol-related traffic offense, or upon a second conviction of any offense involving the possession or use of alcohol, will lose his or her driver's license for 1 year. [Section 577.500, R.S.Mo. 1990 Supp.]
6. It is a misdemeanor to enter in a drunken or intoxicated condition or to drink or offer to drink intoxicating liquors in a schoolhouse. [Section 547.075, R.S.Mo. 1986]

Drug Use

Victory Trade School has a zero tolerance for the possession, manufacture, use, or distribution of drugs while a student is enrolled at the school. This policy covers all drugs possessed, used or distributed on or off campus. It is unacceptable for any person to be under the influence of drugs while attending VTS. This policy also includes the use of all narcotic medications, the illegal use and/or abuse of prescription medications, controlled substances, Benzodiazepine and K2. A student who violates the school's drug policy will be involuntarily withdrawn from the school.

Students are allowed to use non-narcotic prescription medication as prescribed by a doctor for personal use. A student is required to notify the Registrar) of the list of medications that he or she, respectively, is using while enrolled at VTS. If a student fails to notify the appropriate staff member the student will have violated the school's drug policy and will be immediately

dismissed. A student must take his or her medications as prescribed by physician. A student must provide a doctor's note if he or she is to no longer take a medication with a long-term prescription. To ensure compliance, staff administers random urine analysis. Over-the-counter-medicines should not be abused and should be utilized in accordance with the directions on the label at all times. Any sharing of any kind of medication is prohibited without staff approval.

Victory Trade School reserves the right to randomly drug test students at no cost to the student. As the student population is constituted of individuals still recovering from documented substance abuse prior to their enrollment at VTS, the school reserves the right to require a student to undergo a drug screening analysis.

All students are subject to random 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 Chief Administrative Officer of VTS.)

Local Illegal Drug Sanctions - The city of Springfield has the following ordinances regarding the use, possession and distribution of drugs. It is illegal:

1. It is unlawful for any person to use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance or an imitation controlled substance.
2. "Drug paraphernalia", all equipment, products and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance or an imitation controlled substance. [Section 78.260]
3. Except as may be specifically authorized by Missouri or federal statutes, it shall be unlawful for any person to possess marijuana in any species or form thereof as defined in Section 195.010 R.S.Mo. This ordinance shall not apply to the possession by a person of over thirty-five (35) grams of marijuana. [Section 78-261]
4. No person shall intentionally smell, inhale, or otherwise induce into the respiratory or circulatory system the fumes or vapors of any substance which contains one or more solvents, particularly those listed in subsection (b) and their iso-analogues, for the purposes of causing a condition of, or inducing symptoms of, intoxication, elation, euphoria, dizziness, paralysis, or irrational behavior; in any manner changing or distorting their eyesight, thinking process, judgment, balance, or coordination; or dulling the brain or nervous system; provided that nothing in this subsection shall be interpreted as applying to the inhalation of any anesthesia for medical or dental purposes. Subsection (b) list includes: acetone, amylacetate, benol, butyl acetate, butyl alcohol, carbon tetrachloride, chloroform, cyclohexanone, difluoroethane, ethanol, ethyl acetate, hexane, isopropanol, isopropyl

- acetate, methyl "cellosolve" acetate, methyl ethyl ketone, methyl isobutyle ketone, toluol, trichloroethylene, tricresyl phosphate, xylol.
5. No person shall sell, offer for sale, deliver, give away or use the above inhalants. [Section 78-255]
 6. It shall be unlawful for any person to knowingly and intentionally sell or otherwise transfer possession of any type of model glue to any minor under the age of 18 years for any purpose unless the minor is accompanied by a parent or guardian at the time of sale. It is also unlawful to openly sell model glue and to possess model glue. [Section 78-261 (B) (1)]

State Illegal Drug Sanctions - Missouri statutes prohibit the following acts:

1. Possession of a controlled substance. It is unlawful for any person to possess or have control of a controlled substance. [Section 195.202, R.S.Mo. 1990 Supp.]
2. Any person who violates this section with respect to any controlled substance except 35 grams or less of marijuana is guilty of a class C felony, punishable by imprisonment for up to 7 years, a fine of up to \$5,000.00 or double the amount of the offender's gain from the crime up to \$20,000.00, or both imprisonment and fine. [Section 560.011, 448.011, R.S.Mo. 1986]
3. Any person who violates this section with respect to not more than 35 grams of marijuana is guilty of a Class A misdemeanor, punishable by imprisonment for up to 1 year, or a fine of up to \$1,000.00 or both imprisonment and fine. [Sections 560.016, 558.011, R.S.Mo. 1986]
4. Any person under 21 years of age who is convicted of any offense involving the possession of a controlled substance will have his driver's license revoked for 1 year. [Section 577.500, R.S.Mo. 1990 Supp.]
5. Distribution, delivery, manufacture, or production of a controlled substance. It is illegal for any person to distribute, deliver, manufacture, or produce or attempt to distribute, deliver, manufacture or produce a controlled substance. [Section 195.211, R.S.Mo. 1990 Supp.]
6. Violation of this section with respect to any controlled substance except with respect to 5 grams or less of marijuana is a Class B felony, punishable by imprisonment for not less than 5 years and not more than 15 years. [Section 560.011, R.S.Mo. 1986]
7. Unlawful distribution to a minor. It is illegal to distribute or deliver any controlled substance to a person less than 17 years of age, who is also two years younger than the person so delivering. [Section 195.212, R.S.Mo. 1990 Supp.]
8. Violation of this section is a Class B felony, punishable by imprisonment for not less than 5 years or more than 15 years. [Section 558, R.S.Mo. 1986]
9. Distribution of a controlled substance near schools. It is illegal to distribute or deliver any controlled substance to a person in or on, or within 1,000 feet of, property comprising a public or private elementary or secondary school, public vocational school, or a public or private junior college or University. [Section 195.214, R.S.Mo. 1990 Supp]
10. Distribution of controlled substances near schools is a Class A felony, punishable by imprisonment for a term of not less than 10 years and not exceeding 30 years, or life imprisonment. [Section 558.011, R.S.Mo. 1986]
11. A person commits the crime of trafficking drugs in the first degree if he distributes, delivers, manufactures, produces or attempts to distribute, deliver, manufacture or produce:
 - a. More than 30 grams of substance containing heroin;
 - b. More than 150 grams of a substance containing coca leaves;
 - c. More than 150 grams of a substance that contains a cocaine base;
 - d. More than 500 milligrams of a substance containing LSD;
 - e. More than 30 grams of a substance containing PCP;
 - f. More than 30 kilograms of a substance containing marijuana; or

- g. More than 150 grams of any illegal stimulates. [Section 558.011, R.S.Mo. 1986]
Violation of this law is a Class A felony, punishable by a term of imprisonment for up to life without possibility of probation or parole. [Section 195.222, R.S.Mo. 1990 Supp.; Section 558.011, R.S.Mo. 1986]
- 12. A person commits the crime of trafficking drugs in the second degree if he possesses or has under his control, purchases or attempts to purchase, or brings into this state:
 - a. More than 30 grams of a substance containing heroin;
 - b. More than 150 grams of a substance containing coca leaves;
 - c. More than 2 grams of a substance that contains a cocaine base;
 - d. More than 500 milligrams of a substance containing LSD;
 - e. More than 30 grams of a substance containing PCP;
 - f. More than 30 kilograms of substance containing marijuana; or more than 150 grams of any illegal stimulates. [Section 195.223, R.S.Mo. 1990 Supp.]
- 13. Violation of this law is a Class B felony, punishable by a term of imprisonment of not less than 5 years or more than 15 years.
- 14. Violation with larger amounts may be a Class A felony, punishable by imprisonment for a term of 10 to 30 years, or life. [Section 195.223, R.S.Mo. 1990 Supp.; section 558.011, R.S.Mo. 1986]
- 15. Any money found in close proximity to any controlled substance, or anything of value exchanged for a controlled substance, may be forfeited to the state. [Section 195.140, R.S.Mo. 1986]
- 16. Any vehicle, vessel or aircraft which is used in the possession or transportation of a controlled substance may be forfeited to the state and sold at public auction. [Section 195.145, R.S.Mo. 1990 Supp.]

Federal Illegal Drug Sanctions - The United States code prohibits the following acts:

- 1. Simple possession. It is illegal for any person to knowingly or intentionally possess a controlled substance. [21 U.S.C. Section 844]
- 2. Violations of this section are punishable by imprisonment for up to 1 year, a minimum fine of \$1,000.00 or both. After a prior conviction for any drug offense, the violator shall be imprisoned for a term of at least 15 days and not more than 2 years, and fined a minimum of \$2,500.00. A third conviction carries a penalty of imprisonment for at least 90 days but not more than 3 years, and a minimum fine of \$5,000.00.
- 3. Civil penalties up to \$10,000.00 per violation may be assessed against any individual who knowingly possesses a controlled substance as listed in Section 401 (B) (1) (A) of the Controlled Substance Act, where the amount in possession is determined to be a personal use amount. [21 U.S.C. Section 844]
- 4. Where a person at least 18 years of age distributes a controlled substance to any person under 21 years of age, or where a person possesses with intent to distribute, distributes or manufactures a controlled substance in or on, or within 100 feet of a public or private elementary, secondary, vocational or public or private college, junior college or University, or within 1,000 feet of a playground, youth center, public swimming pools or video arcade facility, the punishment shall be a term of imprisonment of twice the amount of time and a fine of twice the amount above-provided. [21 U.S.C. Sections 845,845a]
- 5. Any person convicted of a drug offense under these federal laws shall forfeit to the government any property derived from or obtained directly or indirectly as a result of the violation, or any property used to commit or facilitate the violation. [21 U.S.C. Section 852]

6. Any person who is convicted of any federal or state offense consisting of the distribution of controlled substances may be ineligible for any and all federal benefits for a minimum of one year. [21 U.S.C. Section 853a]
7. Any person who is convicted of any federal or state offense involving possession of a controlled substance may be ineligible for any and all federal benefits for a minimum of one year. [21 U.S.C. Section 853a]
8. "Federal Benefit" includes any grant or loan provided by an agency of the United States or through appropriated United States funds. [21 U.S.C. Section 853a]

DISMISSAL & WITHDRAWAL PROCESS

Grounds for Dismissal

- Use of drugs or alcohol.
- Engaging in acts of violence or threatening violence.
- Disorderly conduct including anything immoral, indecent, acts of sexual misconduct, 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 VTS documents, equipment or property, including vehicles.
- Insubordination to any Staff member, Faculty or Supervisor.
- Spreading rumors, making remarks or displaying a negative attitude toward staff, faculty, students, or policies of the VTS.
- Attempting to create discord.
- Cheating on exams or homework assignments.
- Falsification of information on admission application.
- Misappropriation of Springfield Victory Mission property (including vehicles) or donations.
- Sexual harassment.
- Breaking the Chain of Command

Dismissal and Withdrawal Procedures

A student is dismissed when he or she participates in the aforementioned disruptive behavior. Students also have the choice to withdraw from VTS on his or her own discretion without breaking VTS behavioral or academic standards.

The following exit policies are executed at the Male Residence Halls for Culinary Arts students and male HSE students.

Involuntary Withdrawal Procedure

1. Student will be notified by the Dean of Students of his/her involuntary withdrawal and the amount of time they may remain on campus. In certain cases, an immediate eviction may be required.
2. The student will complete the Withdrawal Form with the Dean of Students if possible. If the student is not present the Dean of Students will complete the Withdrawal Form. Upon the completion of the form, the student will receive a copy and the original will be placed in the student's permanent file.
3. Prior to leaving the school, the student will turn in his/her room key, proxy swipe card, textbooks, school property, and uniforms.
4. Student must leave their dormitory area in a clean and organized manner.

Voluntary Withdrawal Procedure

1. The student will notify the Dean of Students of his/her withdrawal and determine time and date of move out.
2. The student will complete Dismissal/Withdrawal Form with Dean of Students. If possible, a copy will be given to the student the form's completion.
3. Student will turn in all VTS property; such as keys, course books, library books, student ID, and proxy card.
4. Student must leave their dormitory area in a clean and organized manner.