



2011

Campus Security Annual
Security Report

2011 VHD Campus Security Annual Security Report

The information and statistics contained in this publication are being presented in compliance with The Jeanne Clery Disclosure of School Security Policy and School Crime Statistics Act. VHD's Business Office publishes this information to inform members of the school community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures so that they can make informed decisions relative to their safety. The crime statistics reflect incidents that occurred on VHD property, or on public property adjacent to the school. VHD does not provide residential dormitories or facilities for on school student housing. The administrator has primary responsibility for categorizing, disseminating and publishing crime statistics collected on school and includes statistics.

DISCLOSURE OF CRIME STATISTICS

VHD administrator prepares and distributes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This act requires colleges and universities to:

- Publish an annual report containing three years of crime statistics and certain campus security policy statements.
- Disclose crime statistics for campus, public areas immediately adjacent to campus and specific non-campus facilities. These statistics are gathered from VHD administrator who is responsible for maintaining the crime incident log, and law enforcement (when available).
- Provide campus safety alerts pertaining to crimes that have been committed and pose ongoing threats to students and employees.
- Disclose in a public campus crime log any reported crime occurring on campus and the institution's areas adjacent to the campus.

REPORT DISTRIBUTION

This report is distributed to all currently enrolled students (including those attending less than full-time and those not enrolled in Title IV programs or courses) and all employees of VHD by October 1st of each year. This report is made available to any prospective student or prospective employee upon request. Copies of the Annual Security Report are available in the VHD Business Office.

SCHOOL SAFETY AND SECURITY

VHD strives to provide a safe and secure school environment. Occasionally an incident may take place on school or information is received from a local law enforcement agency regarding an incident that occurred in the immediate vicinity of the school. If any member of the school community knows of a crime or other serious incident should report that incident as soon as possible to the police so that a timely warning can be issued. When the school is made aware of such information, we will issue timely warnings to reach the school community through text messaging and phone contacts.

The primary contacts for reporting incidents to and disseminating information is:

Lazonnie Belton, President
Tammy Davis, Administrator
414.445.5545

VHD has no school law enforcement or security personnel. VHD is within the city limits so a disturbance is reported directly to the Milwaukee Police Department. Students are given school security information on class orientation day.

VHD adheres to a minimum-security policy. It provides a locker for each student to secure their own possessions, and it is not responsible for any property or personal items of the student. The general public is not permitted on the clinic floor or in classrooms unless service is being provided to insure the safety of individual students. VHD has no off school housing. All criminal offenses should be reported directly to the

Instructor or the school administrator. The Instructor then reports the offense to the administrator who completes the Annual Security Report.

Crime Reporting

The school encourages prompt, accurate reporting of crimes or suspicious incidents. Any phone on school may be used. This information is provided by VHD as part of our commitment to safety on school and in compliance with the Student Right to Know and School Security Act of 1990.

In the event there is a crime that the school cannot mediate, an employee will call the local authorities to file a crime report. Incidents that the school must report as hate crimes are: simple assault, larceny-theft (except motor vehicle theft), intimidation and vandalism of property. Hate crimes are crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias.

Information for Crime Victims

The school will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings. For any crime that involves students as both parties, perpetrator and victim, the school will review the crime on a case-by-case basis and may choose to permanently expel one or both parties according to the school's discretion.

Members of the VHD faculty, staff, students and visitors are encouraged to be aware of their surroundings and to be responsible for their personal safety. Although we try to insure the safety of the school population by making sure the grounds are well lit, crime does occur.

We publish crime statistics so that students, faculty, staff and our visitors will be aware of the potential for crime. We subscribe to the philosophy that publicizing crime and school safety information will only help make the school safer.

EMERGENCY RESPONSE AND EVACUATION

Timely warnings must be issued in response to specific crimes, and an emergency notification is required in the case of an immediate threat to the health or safety of students or employees.

VHD has implemented a comprehensive Emergency Notification System that can alert and inform campus community members in the event of an imminent threat to health and safety (e.g. tornado, active shooter, hazardous material spill, etc.).

Upon confirmation from a College official regarding a significant emergency or dangerous situation involving an immediate threat to the health and safety of campus community members, emergency notifications will be disseminated without delay to campus community members via text message and email alerts. The school director, working in conjunction with other College officials will determine the content of the emergency notification, select the most appropriate method(s) for disseminating the information as quickly as possible, and initiate the notification system. This will include the use of a phone tree system where college staff disseminate information and alert the student body and full staff.

Emergency evacuation routes for tornado and fire are conspicuously posted in each classroom on campus. College officials will conduct annual tests and exercises of emergency response and evacuation procedures in order to ensure an orderly response to incidents necessitating such measures and to continuously assess the readiness of our emergency response and recovery capabilities. Tests will be announced in advance via email and postings on campus.

Campus Crime Statistics

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution.

VHD maintains a daily log of incidents in the Business Office. These incidents are compiled and reported to the Department of Education annually. In compliance with that law, the following reflects this institution’s crime statistics for the period of calendar year 2011.

Statistics include an 8-block radius of the school building and immediate walking areas of the campus.

	2011	2010	2009	2008
CRIMINAL HOMICIDE	0	0	1	0
A. Murder and Non-negligent Manslaughter	0	0	1	0
B. Negligent Manslaughter	0	0	0	0
SEX OFFENSES	0	0	3	0
(Forcible)	0	0	3	0
(Non-forcible)	0	0	0	0
ROBBERY	7	5	4	4
AGGRAVATED ASSAULT	16	3	19	4
BURGLARY	7	3	5	0
MOTOR VEHICLE THEFT	1	4	3	0
ARSON	0	0	1	4
Arrests for ...				
A. LIQUOR LAW VIOLATIONS	1	0	0	1
B. DRUG LAW VIOLATIONS	1	2	0	3
C. ILLEGAL WEAPONS POSSESSION	0	0	0	0

A copy of the Crime Statistics Report can also be found at www.ope.ed.gov. The annual security report is on file in the business office of VHD.

1. This school does not employ school security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to their instructor or school

official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

2. All students and employees are required to report any crime or emergency to their instructor or school official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the school official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her school official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the School Administrator who contacts the correct police department District for statistics and the school's "Daily Incident Log", and then records those statistics.

3. Only students, employees and other parties having business with this school should be on school property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on school. All rear access doors leading to the school are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school's official will inspect the building to see that it is empty and then set the alarm and then lock down the school. Other individuals present on school property at anytime without the express permission of the appropriate school official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on school property during periods of non-operation without the express permission of the appropriate school official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Though this school does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on school.

- a) Do not leave personal property in classrooms
- b) Report to your instructor or school official, any suspicious persons.
- c) Always try to walk in groups outside the school premises.
- d) If you are waiting for a ride, wait within sight of other people
- e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
- f) The "Crime Awareness and School Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
- g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
- h) Information regarding any crimes committed on the school or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the school must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

5. The school does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the school's policies and regulations are properly disclosed to prospective students.
6. All incidents shall be recorded in the VHD daily Incident Log located on school in the Business Office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
7. This school does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
8. The school does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
9. Information concerning drug and alcohol abuse education program are posted at school and is distributed annually to students and staff. It is also included in the student catalog.

ACCESS TO SCHOOL FACILITIES

For security purposes, school buildings are secured when classes and activities have finished each day. Facilities are kept secured during periods when college sanctioned functions are not being conducted. All persons required to be on school when facilities are closed are requested to contact the administrator at 414.445.5545.

The school is generally open from 8:00am-10:00pm, Monday through Thursday, and from 7am-6:00pm on weekends, unless otherwise specified by the school administrator. Persons requesting access to the school after hours will be required to show appropriate identification and state the reason for being on campus. Students desiring to be on school property after hours are to be in the company of a faculty or staff member, or provide written permission from an appropriate individual.

CRIME PREVENTION EDUCATION

Effective crime prevention begins with personal involvement and responsibility. By taking a few moments to think before acting, we can all make ourselves less likely to become a victim or a statistic. The following is a list of DOs and DON'Ts to help you in protecting your personal property and yourself. DO lock your car at all times - when parked and when driving; DO use the lighted walkways going to and from the parking lots; DO report all crimes and/or suspicious activities to school officials promptly; DO mark your valuable possessions (books, supplies, etc.) i.e. with your driver's license number; DO call the Business Office at 414.445.5545 if you desire an escort; DO treat all personal property as you do cash; DO ask a friend to walk with you to the parking lot; DON'T leave valuables in plain sight in your vehicle (iPods, GPS devices, books). DON'T leave books, handbags, book bags, wallets, etc. unattended in any area or room on school; DON'T walk through dark areas without an escort; DON'T leave cash or checks in your unlocked desk. Crime prevention is everyone's job. With some effort and forethought we can maintain a safe school environment.

SEXUAL HARASSMENT AND ASSAULT

Students and staff at VHD have a right to an environment free of sexual harassment, not only by persons in positions of power, but by any VHD employee or student. Sexual harassment constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual harassment is not only a clear violation of College policy; it is a form of discrimination and is illegal. Students are protected under Title VII of the Civil Rights Act and Title IX of the Education amendments.

Sexual harassment is unwanted sexual attention such as staring, leering, ogling, sexual teasing, jokes, gestures, inappropriate touching, pressures for a date or sex, forced sexual relations or suggestions that sex can be exchanged for grades or a promotion. It can happen to both men and women, but women are more often the victims.

Harassment may occur when a person in a position of control or influence over a person's grades, academic career, or job uses authority and power to gain sexual advantages and threatens or punishes for refusal. Another form of sexual harassment is peer harassment (by other students), and includes any of the above unwanted actions (except suggestions that can be exchanged for grade or promotions). Sexual harassment committed by students is a serious offense which could lead to dismissal from the school. If an individual is the victim of sexual harassment they are encouraged to report such incidents promptly to the Business Office at 414.445.5545. If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on school may be lodged with the Business Office in order to ensure a prompt investigation of the occurrence. In the case of a criminal sexual assault, it is extremely important that physical evidence be preserved.

What to Do If You Are Sexually Assaulted:

- Find a safe environment away from your attacker and call 9-1-1 immediately! If possible, ask a trusted friend to stay with you. And, remember, it's not your fault you were attacked.
- Write down everything you can remember about your attacker (physical description, location of the attack, etc.)
- Preserve evidence of the attack. Though you may want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing.
- If the incident occurred on school, immediately report the assault to School Security. Security officials will assist the victim in notifying Elyria Police.
- Seek medical attention. Even if you don't think you're injured, it's important to test for STDs and pregnancy. Ask the hospital to conduct a rape kit exam and, if you think that you have been drugged, collect a urine sample for analysis by a lab.

Sexual Assault Disciplinary Procedure Guarantees:

- The accuser and the accused are entitled to the same opportunities to have others present during a school disciplinary proceeding
- Both the accuser and accused shall be informed of the outcome or any school disciplinary proceeding brought alleging a sexual assault
- The accuser and the accused will be treated with dignity, courtesy and professionalism
- Sexual assaults (criminal offences) on school will be reported immediately to the school's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment.
- This school has zero tolerance of any sexual assault (including rape, acquaintance rape or other forcible or non-forcible sex offenses); the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.

- Any student convicted of rape, acquaintance rape or other forcible or non-forcible sex offenses will be dismissed from the school accordingly upon confirmation of that conviction.

SEX OFFENDER REGISTRY INFORMATION

The Sex Offender Registration and Community Notification Law provides the public with automated access to information about offenders, who are required to register with the Department of Corrections. Registration is a way to monitor and track an offender's whereabouts, thereby providing access to information for law enforcement agencies, victims, public/private organizations and the general public. It is intended to promote public safety and help detect and prevent crime. Access to the registry is provided by the Department of Corrections through the Sex Offender Registry System.

For information about the Wisconsin Sex Offender Registry, go to the [Wisconsin Department of Corrections website](http://offender.doc.state.wi.us/public/) at <http://offender.doc.state.wi.us/public/>. To contact the Wisconsin Sex Offender Registry, call 800-398-2403

DRUG AND ALCOHOL ABUSE POLICY

VHD provides an environment supportive of the holistic development of each member of the VHD community. VHD takes a firm position against the use, possession, or distribution of illegal drugs as well as the abuse or distribution of alcohol and other legal drugs because of their potential to adversely affect an individual. All members of the VHD community are expected to demonstrate consistent, effective work and learning habits and to follow this policy. VHD will not permit the violation of one's rights or the creation of an environment not appropriate to an educational institution or to a residential community because of the abuse of alcohol and/or drugs. Therefore, the school has developed the following means of preventing, identifying and responding to student and employee problems with alcohol and other drugs.

Penalties for violations of these regulations can include the dismissal of a student from VHD campus. Students are prohibited from attending and participating in classes if they are under the influence of alcohol or impaired by the use of alcohol and another drug.

RESPONSIBILITIES

VHD supports a wellness philosophy and promotes individual responsibilities, rights and privileges. Individuals must recognize that when exercising their rights, they assume certain responsibilities, including

- Respecting themselves and the rights of others
- Respecting the privilege of choice of those of legal age and the rights of individuals to abstain from alcohol use
- Making informed decisions and conducting themselves in a mature and responsible fashion
- Confronting those whose behavior may be damaging to the community or to themselves
- Guiding individuals who may be a problem to speak to a counselor or to seek health care intervention
- Understanding and following state laws and policies regarding alcohol use

HEALTH RISKS IN ALCOHOL AND DRUG ABUSE

Alcohol

For most people who drink, alcohol is a pleasant accompaniment to social activities. Moderate alcohol use-up to two drinks per day for men and one drink per day for women and older people-is not harmful for most adults. (A standard drink is one 12-ounce bottle or can of either beer or wine cooler, one 5-ounce glass of wine, or 1.5 ounces of 80-proof distilled spirits.) Nonetheless, a large number of people get into serious trouble because of their drinking. Currently, nearly 14 million Americans-1 in every 13 adults abuse alcohol or are alcoholic. Several million more adults engage in risky drinking that could lead to alcohol problems. These patterns include binge drinking and heavy drinking on a regular basis. In addition,

53 percent of men and women in the United States report that one or more of their close relatives have a drinking problem.

Marijuana

After alcohol, cannabis or marijuana is the mind-altering drug most often abused by students.

- Physical effects: increases heart rate, lowers blood pressure, limits control of movement
- Mental effects: distorts perception of reality
- Form: looks like dried parsley mixed with stems that may include seeds
- Also called: pot, grass, weed, reefer, dope, mary jane, acapulco gold
- It is eaten or smoked.
- Additional types of cannabis are hash, hash oil

Cocaine

Cocaine is one of the most addictive illegal drugs.

- Physical effects: slows, then increases heart rate and blood pressure, constricts blood vessels, increases breathing rate, dries mouth, dilates pupils, exaggerates movements
- Mental effects: stimulates rapid, intense general euphoria; produces a rush, makes a person feel energetic and alert with no need for food or sleep; user becomes talkative or peaceful, self-confident, in command, quick, agitated, anxious, unhappy
- Form: A white crystalline powder, often diluted with other ingredients.
- Also called: coke, snow, flake, white, nose candy, Big C, snow bird, lady
- It is inhaled, injected or smoked.
- A concentrated form of cocaine is crack. It is extremely potent, and its effects are felt within seconds. The unregulated, higher concentration may pose an increased risk of overdose.

TREATMENT & COUNSELING SERVICES

VHD views alcohol and drug abuse and dependence as treatable. Although the school provides reasonable assistance in these matters, we look to individuals to make a significant commitment in addressing their issues. Interventions are confidential. The school provides to its employees and students references for Alcohol/Drug education programs and assistance through its Counseling Services.

Identification -- Individuals, whose behavior indicates that they may be abusing alcohol and/or drugs, will be challenged and the school will take appropriate action.

Community Assistance and Resources

Alcoholics Anonymous (24 hours)	414-771-9119
A-Anon Family Groups	414-257-2415
Aurora Sinai Medical Center (24 hours) Sexual Assault Treatment Center	414-219-5555
IMPACT Alcohol and Other Drug Abuse Services (24 hours)	414-256-4808
Milwaukee Council on Alcoholism and Drug Dependence	414-771-4808
Milwaukee County Mental Health Complex (24 hours) Crisis/Suicide Prevention Hotline	414-257-7222
Milwaukee Women's Center (24 hours) Crisis Line Appointment/Information	414-671-6140 414-449-4777

www.madd.org
www.al-anon-alateen.org
www.alcoholics-anonymous.org
www.niaaa.nih.gov

800-240-0276

VHD PENALTIES FOR VIOLATION OF DRUG AND ALCOHOL ABUSE POLICY

Referrals for counseling are available for all students and employees who have violated school policy and applicable laws regarding the use of alcohol or other drugs or for those who are identified as being at risk.

Students: The focus of student conduct is educational, and, in uncomplicated cases, disciplinary action tends to be progressive. Disciplinary actions range from warnings up to and including expulsion, regardless of the outcome of any civil or criminal charges.

Employees: Generally, the school employs progressive disciplinary action, beginning with a verbal warning, progressing to a written warning, final written warning, suspension, then termination of employment. The school may act regardless of the outcome of any civil or criminal charges. In certain circumstances, the school may forego lesser disciplinary action and immediately impose more serious discipline up to and including termination of employment.

PENALTIES UNDER STATE, LOCAL AND FEDERAL LAW

VHD will report all suspected violations of local, state or federal law to the appropriate civil authorities.

Illicit drugs:

Wisconsin laws, including the Uniform Controlled Substances Act (Wisconsin Statute §961 et seq.) prohibit the possession, use and/or delivery of drugs. Violations of the law carry severe penalties, up to 45 years in prison, and fines of up to \$1 million. For example, a sentence of up to six months in prison and up to \$1,000 in fines can be levied for a first-time conviction for the possession of marijuana. Penalties vary according to the amount of drugs confiscated, the type of drugs found, previous offenses, and evidence of intent to manufacture, sell or use the drug. Sentences can be doubled if aggravating circumstances are proven, such as selling a controlled substance to a minor. Certain drug-related offenses also carry federal penalties. Mandatory sentences are specified in federal law for anyone convicted of drug possession, use and trafficking. The courts can sentence a person to federal prison for up to six years for unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams, which is about 8.8 ounces) of marijuana. Conviction for possession of a controlled substance in an instance involving death or bodily injury can carry a sentence of life imprisonment.

Alcohol:

It is against the law to sell, dispense or give away alcohol to anyone younger than 21, the legal drinking age in Wisconsin, who is not accompanied by his or her parent, legal guardian or spouse. Those who are at least 21 years old are responsible by law for preventing the illegal consumption of alcohol on their premises. A first-time violation of this statute can result in a \$500 fine. It is against the law for a person younger than 21 to attempt to buy an alcoholic beverage, falsely represent his or her age, or enter a bar or tavern unless accompanied by his or her parent, legal guardian or spouse. Sanctions for first-time violations can include any or all of the following: a \$500 fine, mandatory participation in a supervised work program, suspension or revocation of the offender's driver's license. Penalties for serving or providing alcohol to minors include fines of up to \$10,000, imprisonment for up to nine months or both. A retailer's license to sell alcohol may be suspended or revoked. (For reference, see Chapter 125 of the Wisconsin Statutes.)

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Any student receiving Federal Aid whom is convicted for any offense, during a period of enrollment for which the student was receiving Title IV, under any federal or state law involving the sale of illegal drugs will result in the loss of eligibility for any Title IV, loan or work-study assistance.

Conviction for possession or sale of illegal drugs that disqualifies them:

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; ABC is not required to confirm this unless there is evidence of conflicting information.
- A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.
- The Chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs).

Possession of illegal drugs Sale of illegal drug

- 1st offense 1 year from date of conviction 2 years from date of conviction
- 2nd offense 2 years from date of conviction Indefinite period
- 3+offenses Indefinite period
- If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.
- When a student regains eligibility during the award year the college may award Pell for the period of enrollment.

Standards for a qualified drug rehabilitation program:

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Incarcerated students:

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a half-way house or home detention or is sentenced to serve only weekends. All classes and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.