

VENTURE ACADEMY
Zeeland Public Schools

Parent/Student Handbook 2017 - 2018



MISSION STATEMENT

Venture Academy, along with parents and community, will provide students with the best in traditional and nontraditional educational services while promoting social, emotional, and intellectual development. Venture Academy is devoted to preparing students with the skills, capacities, and experiences necessary for 21st century success in college and careers.

School hours: Monday - Thursday 6:45am -3:45pm
Friday 6:45am - 2:45pm

Instructional hours: 7:45am – 2:40pm

STAFF

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CLASSROOM PARAPROFESSIONALS:

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ABOUT VENTURE ACADEMY

Venture Academy students work on core academic programming at school every day. Using a rotational blend model of education, these core academics are delivered in an electronic format via Edgenuity software. Students also attend a face-to-face small group instruction for each core subject in which they are enrolled. These small group classes are held a minimum of twice per week with a certified teacher. During class time students work on project based activities, re-teaching of the subject matter, or activities that promote deeper understanding of the material. This time is based on students' needs, academic progress, educational goals and program availability.

Students in the program are assigned a homeroom teacher for the year. The homeroom teacher assists the student in planning, goal setting, and closely monitors student progress. The homeroom teacher will also be in frequent contact with the student's parent/guardian, updating them as to the progress of the student.

At Venture Academy, we believe

1. that together, through a strong and consistent partnership, we can facilitate a positive, comprehensive learning experience for your child.
2. that students will develop 21st century skills to produce quality work and gain employability skills.
3. in natural consequences and accountability which promotes mature, self-sufficient learners.

One of the foundations of Venture Academy beliefs is Choice Theory/Quality School Movement. The Quality School movement was created by Dr. William Glasser. It has branched out to cover more than just schools. It is being taught to businesses, correctional facilities, and individuals. It is a part of everyday life for those who embrace this philosophy. Likewise, it has become the foundation of Venture Academy's philosophy.

There are several aspects that are involved in this philosophy. The following is a brief outline of these practices and beliefs.

- * **Quality is a journey, not a destination.**
- * **Everyone has basic needs that drive their behavior including survival, love and belonging, power, freedom, and fun.**
- * **There are six conditions that must be satisfied for quality to take place.**
- * **Self-evaluation and feedback are essential for quality.**

Although there are many of areas that this theory covers, these are the most basic to the understanding of the theory. At Venture Academy, we will be discussing, teaching, evaluating, and living these principles. We explore these principles with our students and use them to build a quality school that helps students reach their potential.

ACADEMICS

Students are responsible for their own education and taking ownership of the learning process to develop their identity as a learner. Venture Academy combines the curriculum of Edgenuity Online Learning with classroom-based, small group instruction.

Each core class will be paired with classroom-based, small group instruction led by a certified teacher to enhance or remediate online content. These small group sessions will focus on the 21st Century Skills of collaboration, innovation, critical thinking, communication, accountability and literacy. Sessions will be held a minimum of twice per week.

SEMESTER STRUCTURE AND CREDITS

Each semester is divided into three marking periods. Each semester students need to earn a minimum of 3 credits to be on track for graduation.

GRADING

Coursework, quizzes and tests must meet a minimum grade of 60%. Final course grade will be calculated by 75% Edgenuity and 25% small group instruction.

Grading scale is as follows.

94-100%	A
90-93	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-

ACADEMIC CONFERENCES

Every six weeks a student/parent/teacher conference is held for those students deemed necessary by the homeroom teachers. Conferences are student-led. At this time, goals are also established for the next marking period to facilitate the student's academic and social growth.

ZERO PERCENT DAY

Students that produce zero percent of their Edgenuity courses for the day will conference with their homeroom teacher the following day. Zero percent is considered anything below 1% of course completion. A plan of action will be created for the student to regain the lost instructional day.

Three consecutive zero days will result in an out-of-school suspension until a student/parent conference can be held and a plan of academic support is put into place. Repeated zero day violations may result in a student's removal from Venture Academy.

ACADEMIC ACHIEVEMENT

Each day, the top online producers from the day before will be acknowledged at the morning homeroom meeting.

Each semester, students who earn a B- or better in all scheduled courses will be recognized on the Venture Academy Honor Roll.

Seniors who have a cumulative grade point average of 3.5 and above are recognized by wearing honor cords at graduation. This is determined after the 7th semester.

ACADEMIC INTEGRITY

It is understood that all academic work a student submits is the result of the student's own work. When a student submits work claimed to be his or her own, but in any way borrows ideas, organization, wording, or anything else from the source without proper acknowledgment of that fact, the student is guilty of plagiarism.

ACADEMIC WORK GUIDELINES

The quality of student work, either online or in the classroom setting, must meet the academic guidelines of Venture Academy. In order for students to be academically successful, s/he must follow these guidelines.

1. Handwritten notes must be taken for all courses. They must be kept neatly in a spiral bound notebook or binder. No loose leaf papers. Notes can be used on quizzes, tests and exams.
2. Handwritten notes are required for quiz/test/exam retakes as well as academic help from a teacher.
3. All questions must be answered to the best of the student's ability. Blank or nonsensical answers will result in the assignment being reset. Continued lack of academic quality will result in further consequences.
4. Directions must be followed in order to receive credit for the assignment. All essay and short answer questions must have all facets of the question answered.
5. Reading and/or listening to the lectures are the keys to success in Edgenuity. Students found not listening/reading the lectures will be reset.
6. All notebooks will be turned into the homeroom teacher upon course completion.

PLAGAIRISM/CHEATING

Students commit plagiarism/cheating if they submit as their own work:

1. Part of all of an assignment copied or paraphrased from another source, such as a book, a magazine, website, manuscript, etc. without written acknowledgment.
2. Material prepared by another person or organization without written acknowledgment.
3. The sequence of ideas, arrangement of material, or thought-pattern of someone without written acknowledgment.
4. Using the internet to find answers for quizzes and tests on Edgenuity.
5. Use another students notes for quizzes, tests or exams.

You are an accomplice in plagiarism/cheating and equally guilty if you:

1. Willingly allow your paper, in outline or finished form, to be copied and submitted as the work of another.
2. Prepare a written assignment for another student and allow it to be submitted as his/her own work.
3. Give your academic notes to another student.

If a student is found to have committed academic fraud, the following consequences may result in:

- Assignment reset
- Receive a zero for the assignment
- Student/parent conference
- In or out of school suspension
- Loss of course credit
- Removal from Venture Academy
- Loss of option to take online courses
- Or any other consequences at the discretion of ZPS administration

Any course taken via an online platform (Edgenuity) is subject to an audit by a ZPS employee.

ACADEMIC SUPPORT

Additional academic support may be necessary for some students. Therefore, Venture Academy will remain open until 3:45 Monday through Thursday. It is the student's responsibility to find transportation home from Venture Academy. It is expected that the

student will remain in Venture Academy working in the learning lab or with a content teacher unless a pass is obtained to use specialized services. This additional time may be required if a student is supported with an academic performance contract.

ACADEMIC PERFORMANCE CONTRACTS

Performance contracts are used when a student is not completing courses by the deadline. Performance contracts require a minimum number of activities to be completed during the school day, in the evening and on the weekend. Consequences for not meeting the minimum requirement range from a warning to out of school suspension.

APPEARANCE

Clothing needs to be appropriate and not distracting to the learning environment. Tobacco, alcohol, drugs, obscene or any other unhealthy or unsafe dress is not allowed. The student needs to cover it up, change clothes, or turn clothing inside out. A second infraction will result in the student being sent home for the day and a parent conference will be scheduled.

The following styles or manners of dress are prohibited:

Halter tops, tank tops, bathing suits, short shorts, running shorts, muscle shirts, shirts showing the navel or cleavage, see-through attire, discriminatory shirts, and bandanas. In addition, no wallet chains, spiked jewelry or sunglasses will be allowed.

Shirts must cover the midriff area. Pants and shirts must be worn so underclothing is not visible and the student is free to move without having to hold the item of clothing. This is necessary for their safety during initiatives and physical education classes.

Shoes must be worn at all times.

Students involved in career related programming will be required to dress conservatively and appropriately for a professional setting on those days.

ATTENDANCE

Regular attendance is essential to forming not only the group's identity, but also the individual's identity as a learner. Attendance guidelines were formed from a survey of local businesses' attendance expectations.

Parents are expected to call 748-4741 before 7:45am to excuse their child. Absences are excused for the following reasons:

- Illness, injury or medical services
- Serious illness of a family member
- Death in the family
- Required court appearance

- Religious holiday
- Other absence approved by the Director.

Illness is defined as a fever over 101° or vomiting/diarrhea. Unexcused absences will result in a two-day isolation and 100% of the time made up.

Tardies are disruptive to the school day. A tardy is missing less than the first 10 minutes of a class. Students who are more than 10 minutes late will be marked unexcused for that hour.

There are two times in the day when tardies can be issued: 7:45 and 12:33. Students need to be at their homeroom group meeting site at 7:45 or a tardy will be issued. Students need to be in their seats at 12:33 or a tardy will be issued. A Student returning from an elective class will be tardy if not in Venture by the beginning of the next class period.

90% ATTENDANCE POLICY

Venture Academy students must maintain 90% attendance for each semester. When a student falls below the 90% attendance requirement, he/she must work on Edgenuity outside of the regular school day to make up time. Idle time in courses will not be counted towards make up time. Make up time will be counted based on the student's attendance log on Edgenuity.

Students may also make arrangements to make up time through community service. A form must be completed by the community service supervisor. These forms may be picked up from your homeroom teacher.

If the student does not have the required 90% attendance at the time of Saturday Lab, he/she may be required to attend.

If the student has not met the 90% attendance requirement at semester, he/she will lose all credits for that semester and those courses must be redone.

UNEXCUSED ABSENCES AND TARDIES

Consequences for unexcused absences:

- 1st 3 lunch detentions in Venture
- 2nd 5 lunch detentions in Venture
- 3rd Saturday School (ZEHS/ZWHS)
- 4th In-school suspension in Venture
- 5th In-school suspension in SRC
- 6th ISS in SRC until a parent meeting to create a plan
- 7th – 9th ISS in SRC
- 10th Referral to Truancy Officer

Consequences for unexcused tardies:

- 1st-3rd Warnings
- 4th-6th 2 lunch detentions for each occurrence
- 7th + In-school suspension in Venture

Skipping of lunch detentions results in an in-school suspension in Venture.

TRUANCY

Unexcused absences (truancy) are not acceptable. At 10 days of truancy in any grading period, a student will be considered a habitual truant which can result in a report to local authorities concerning the lack of parental responsibility in providing proper care and supervision of a child. A student considered a habitual truant can lose their placement at Venture Academy.

FAMILY VACATION

Family vacations are discouraged during the school year. If a vacation is scheduled during the school year, parents are encouraged to talk to their child's homeroom teacher as soon as possible to make necessary arrangements of academic and attendance requirements. It is strongly encouraged that time for family vacations be made up prior to the family vacation.

CONFERENCE DAYS

Students may have an extra day off of school in addition to the traditional school schedule for marking period conferences. Students enrolled in electives outside of Venture Academy will need to make arrangements with those elective teachers for these absences or find transportation to school for that hour. Student's absence will be recorded as school-related.

BLOOD-BORNE PATHOGENS

Zeeland Public Schools is subject to federal and state regulations to restrict the spread of hepatitis B (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Part of the mandated procedures includes a requirement that the district request consent from a person who is bleeding to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request consent. Although we expect the incidents of exposure would be rare, the district wishes to notify parents ahead of time in case a situation arises.

CELL PHONES & ELECTRONIC DEVICES

Electronic devices can be used to enhance educational experiences; however, they are also the target of theft and a possible distraction to the educational environment. Cell phones and electronic devices brought to school must be silenced and used only at break and lunch. They are not allowed in small group instruction areas or workshops.

If the cell phone or any electronic device is a distraction to the academic environment, it will be confiscated. Michigan State Law allows for the confiscation of electronic devices.

1st offense – teacher keeps device until end of the day

2nd offense – student must turn device into homeroom teacher every morning;
device returned for breaks, lunch and at end of day

3rd offense – student must turn device into homeroom teacher every morning;
device returned at end of day only

Students may not use cell phones or other electronic devices in restrooms or locker rooms for any reason.

CLASSROOM ENVIRONMENT

A safe and orderly environment is based upon on the premise of RESPECT. Respect for people, property, and self is essential to our learning environment. At Venture Academy, respect is observed among all administrators, teachers, staff, parents, students and community members. Students have the right to feel safe and secure when attending school. Students are responsible for their actions while attending the school. Parent/guardians are partners in the discipline process and their cooperation with the teachers and director is essential to success in school.

CLASSROOM MANAGEMENT

Venture Academy believes that all behavior is a choice. Individuals have control over the choices they make. Known consequences, both positive and negative, enable individuals to make better choices in their behaviors. Therefore, by establishing and notifying students of the consequences for their choices in advance, we believe that they will be able to accept the support given to them for their actions.

STUDENT RESPONSIBILITY CENTER (SRC) – The SRC is given to the student as an opportunity to think about the changes s/he needs to make to be successful in the classroom environment. Students create a behavioral plan while in SRC. Electronic devices of any kind are not allowed in SRC.

Students who habitually are sent to the SRC will have the following consequences each semester:

6th offense – In-school suspension in Venture Academy

9th offense – In-school suspension in SRC

12th offense – Out of school suspension until parent meeting

IN-SCHOOL/OUT-OF-SCHOOL SUSPENSION - In some instances, additional support must be given to students for a more serious offense. These instances may include skipping, bringing unhealthy items to school, academic integrity, academic performance or being physically aggressive. These are a few examples, but this is not an exhaustive list.

In-school suspension (ISS) will be served in a secluded area of Venture Academy. Student will not attend small group instruction, workshops or elective classes. In some instances, students will serve their ISS in the Student Responsibility Center. Cell phones will be turned into homeroom teacher while the student is in ISS. Phone will be returned at lunch and the end of the day. Students found to be in possession of their cell phone will be sent to SRC.

Out of school suspension (OSS) time must be made up to 100%. Students may not be on school property at any time during their suspension. This includes before and after school activities. A student/parent conference may be required before returning to school from an OSS. During this conference, the situation is discussed and the student creates a behavior plan to address the changes needed in behavior.

CLASS STANDING

Class standing is based on semesters of attendance:

Sophomore	2 Semesters
Junior	4 Semesters
Senior	6 Semesters

Students will be assessed and placed in courses appropriate to their level and credit standing.

CRIMINAL ACTS

The state of Michigan, in compliance with Public Act 102, requires schools to report criminal acts committed by a student to law enforcement officials. Likewise the law enforcement officials must report these acts to the schools. It is not considered double jeopardy when the school rules and the law are violated and two disciplines result.

INTERVIEW OF STUDENTS BY POLICE OR OTHER PUBLIC AGENCIES

The school district endeavors to cooperate with law enforcement agencies. Law enforcement officials may interview students in school. School officials will grant law enforcement interviews with a student after considering the following:

1. Type of incident
2. Seriousness of the incident
3. Age and maturity of the student
4. Relationship of the incident to school and the educational process
5. Whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the Director that an interview has taken place.

CUBICLES

Cubicles are assigned by the staff to maintain a positive, productive work environment. Each cubicle will have only one student assigned to it. Students may consider it their own space until moved by a teacher.

- All cubicle decoration must be school appropriate.

- No food/drink left overnight.
- Backpacks must be left on the floor underneath their own cubicle.
- No writing/stickers on cubicle walls.
- Chairs must be put up at the end of the day.

CURRICULUM

Venture Academy combines its own unique curriculum with that of Zeeland Public Schools and the State of Michigan. Our goal is to prepare students for the transition from high school to adult life. An emphasis is placed on curriculum mastery as well as cooperative, hands-on learning. Teachers try to incorporate the students' interests and abilities into each lesson.

Core content areas (English, math, science, world languages and social studies) as well as elective opportunities are delivered through Edgenuity online software. Edgenuity features standards-based instruction and interactive tools to support student learning. Each unit features a variety of learning activities, quizzes and tests. Each course is concluded by a cumulative exam.

Individualized academic attention is given to each student. Each student is assessed on his/ her abilities and progress rather than a class standard. Students are able to tailor their academic day based on their credits needed toward graduation.

DAILY SCHEDULE

7:45am ~ Start of school

7:45 - 7:55 ~ Homegroup meetings

7:55 - 9:55 ~ Edgenuity and small group instruction

9:59 - 10:15 ~ Break

10:13 - 12:03 ~ Edgenuity and small group instruction

12:03 - 12:33 ~ Lunch

12:36 - 2:30 ~ Edgenuity and small group instruction

2:30 - 2:40 ~ Daily maintenance

2:40 ~ Dismissal

*Monday is a flexible schedule. Formal small group instruction is not scheduled unless necessary to due to schedule changes later in the week.

DRUG/ALCOHOL POLICY

Venture Academy has a "Drug Free" zone that extends one block beyond the school boundaries as well as to any school activity and transportation. Any activity including the sale, possession, distribution, or use of drugs (prescription or non-prescription), alcohol, fake drugs, steroids, tobacco, electronic cigarettes, inhalants, or look-alike drugs are prohibited. This includes non-alcoholic beers and wines, steroids and the like.

Consequences range from suspension to expulsion. Any of the above offenses will also include a referral to the police. Recommendations for drug/alcohol testing, evaluation and treatment may be made for unproductive behavior linked to possible drug or alcohol use.

EDGENUITY PERFORMANCE STATUS

Edgenuity is the online software company used by Venture Academy. In the event of their system failure, students will remain at Venture Academy for a maximum of two hours. If a remedy has not been found, students must get parent permission to go home for the remainder of the day. Students who have incomplete workshop work or electives will not be dismissed. Failure to get parent permission will result in SRC.

To check the performance of Edgenuity, go to <https://status.edgenuity.com/>.

FIRE/TORNADO/EVACUATION DRILLS

Venture Academy complies with all fire safety laws and conducts fire drills in accordance with state law. Instructions on how to proceed in emergencies will be provided to students by their homeroom teacher. Tornado, lock down and evacuation drills will be conducted using procedures provided by the state and will be conducted in conjunction with Zeeland West High School.

FOOD AND DRINK

It is each person's responsibility to keep the learning lab and classroom environment clean and in a working order. Food is only allowed in appropriate areas during break and lunch. Beverages in spill-proof containers are allowed in the learning labs. Any food or drink that is a distraction to the learning environment will be asked to be removed from the classroom.

GANG POLICY

In accordance with the Venture Academy contract, gang activity is prohibited. Gang activity is defined as individual or group behaviors associated with belong to a band of youths that promotes juvenile delinquency and which has an adverse effect on the school and learning environment. Students shall not engage in behaviors at school, while on school property, or at school related functions. Such behaviors include:

- Wearing of gang colors, clothing, or apparel
- Altering one's appearance to indicate gang affiliation
- Wearing of beads, jewelry, or earring that denotes gang colors or symbols
- Hand signals, writing or drawing that communicates gang activity
- Engaging in fighting, shouting confrontations, or the like
- Possessing weapons (as described in state law)
- Displaying gang symbols or affiliations on one's body, clothes, possessions, vehicle, locker or other school property.

School officials reserve the right to determine which behaviors, dress or activities are gang related.

GRADUATION REQUIREMENTS

A Zeeland High School diploma will be issued upon the completion of the Zeeland Public Schools graduation requirements.

Students will be required to successfully complete all course work needed for graduation including earning the minimum number of credits required. If a student fails to meet the requirements, he/she does not participate in the graduation ceremony. To be eligible, a student must have completed all required coursework by the published senior grade deadline.

Students must meet the following credit requirements:

Class of 2016 and beyond: 18 credit minimum – Michigan Merit Diploma

English Language Arts	4 credits	(ELA 9, 10, 11, 12)
Math	4 credits	(Geometry, Algebra 1, Algebra 2 and a math related class the senior year)
Science	3 credits	(Biology, Chemistry and 3 rd year)
Social Sciences	3 credits	(American History, World History, Civics/Economics)
Physical Education 9/Health	.5 credit	
Physical Education elective	.5 credit	
Applied, Performing or Visual Arts	1 credit	
World Languages	2 credits or k-12 equivalent experience	

Class of 2016 and beyond: 22 credit minimum – Full Diploma

All of the above plus 6 Elective credits

A Michigan Merit Diploma issued by Zeeland Public Schools allows a student to complete school without elective credits. This diploma is recognized by community colleges, tech/vocational school, military and the workforce. It is not accepted by most four-year universities.

ELECTIVE OPTIONS

Students on target for graduation and consistently upholding behavior expectations may elect to enroll in elective courses available at Zeeland High School. These electives are determined by staff review and course schedule and availability. Electives are required in order to receive a full Zeeland Public Schools diploma.

Possibilities include: Tech Center, School to Career Program, or other electives offered through Edgenuity or Zeeland High School. Questions regarding electives may be directed to the director.

Tech Center

The Careerline Tech Center offers over 25 different programs for students to consider. Visit their website to find out more about what they offer. Programs are half day programs with the other half of the day being spent at the high school. In general, we mostly send seniors to the tech center, but some juniors may be eligible. Students considering the tech center should consult with their homeroom teacher early on in their high school career.

<http://www.oaisd.org/ctc/>

HARASSMENT/ANTI-BULLYING

It is the policy of the District and Venture Academy to provide a safe and nurturing educational environment for all of its students so they can learn in a relaxed and secure atmosphere.

Harassment or bullying of students, parents or staff will not be tolerated. Bullying is defined as aggressive behavior, either physically or emotionally, towards another person. It includes, but is not limited to, written, physical, verbal or psychological abuse. It is any behavior that another person would have a reasonable fear for their personal safety. Harassment is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a student's educational, physical or emotional well-being.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures or jokes
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumors, teasing
- Cyber - all areas of the internet, including email, social networks, text messaging or calls, or misuse of computers, cameras and video equipment

Harassment through any means, including electronically transmitted methods, may be subject to District disciplinary procedures. Behavior may be considered harassment whether it takes place on or off school property, at any school-sponsored event, or in a school vehicle.

Any student that believes s/he has been the victim of bullying or harassment OR any student or parent that knows that bullying is happening should immediately report the situation to either a teacher or the Director of Venture Academy. Complaints will be investigated and handled immediately. If the investigation finds the harassment did occur, prompt and appropriate disciplinary action will take place ranging from suspension to expulsion.

LEARNING LAB

Students in the learning lab must show a respect for the learning environment and educational space. The following expectations must be adhered to in the Learning Lab.

1. Laptops are for educational use only. During lab time, students should only be using Edgenuity Software and resources. Other resources must be approved by a homeroom teacher or paraprofessional. Students on non-school related sites (i.e. Craigs List, YouTube, gaming sites, etc.) will be sent to SRC.
2. Sleeping in the lab will result in student being sent to SRC.
3. Students may access only school issued email.
4. Headphone/earbud sound must be kept at a reasonable and safe level.
5. Drinks must be in spill proof containers. All food and drink must be cleaned out of the cubicle each night.
6. Printing is allowed only for small group instruction projects.
7. When giving or receiving help, use a respectful inside voice so not to disturb others. It may be necessary to sit away from cubicles when getting help.
8. Cubicles are to be kept organized. All cubicle displays are to be school appropriate and positive.

LUNCH POLICY

Students may use their lunch accounts or pay cash to purchase their lunch. Checks should be made payable to Zeeland Food Service Department. You may also access their lunch account online at <http://www.sendmoneytoschool.com>.

Free and reduced lunch forms will arrive in the mail prior to the beginning of the school year; however, if your situation changes throughout the year, a form can be obtained from the Food Service Department or online at <http://www.zps.org/food-service>.

Venture Academy lunch is 12:03-12:33. Students are expected to remain in the cafeteria until 12:28. Students participating in an elective course outside of Venture Academy will eat lunch as assigned by that elective teacher.

Open-Campus is for juniors and seniors only. It is a privilege that may be revoked if students do not return to class on time. Lunches must also be eaten before class starts. Freshmen and sophomores who leave campus will be sent to SRC.

MEDICATION

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

IMMUNIZATIONS

Each student must receive the immunizations required by law or submit an authorized waiver. If a student does not have the necessary shots or waivers, the Director may remove the student from school, or require compliance with a set deadline. This is for the physical well-being of all students and is in accordance with the state law. Questions about immunizations or waivers should be directed to the Director.

USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the healthy of the student, or the student would not be able to attend school if the medicine were not made available during school hours.

Only medication specified on the Medication Request and Authorization Form may be given to a student. All medication should be immediately given to the teacher. Students are not allowed to give any medication, prescription or over the counter, to another student. Any student who distributes medication of any kind to another student or is found to possess a medication other than one authorized is in violation of District policy and may be disciplined accordance with the drug-use provision of the School Code.

Before any medication may be administered to any student during school hours, the Board shall require the written request of the parent. The request form will be kept on file with the classroom teacher. These forms are mailed at the beginning of the school year or may be obtained from the classroom teacher at any time.

PARAPROFESSIONALS

Paraprofessionals are essential to the success of Venture Academy. Their main responsibility is to assist the classroom teachers with monitoring online curriculum and student academic support. Paraprofessionals deserve the same respect as a content teacher. Students will accept the support of the paraprofessional just as if it were a content teacher giving the support.

PARENT INVOLVEMENT

Parents play a crucial role in the student's success at Venture Academy.

Teacher-parent communication is frequent. Teachers may contact home for a number of reasons. Progress notes are sent daily from Edgenuity. It is the parent's responsibility to log into the Edgenuity Family Portal to get detailed information about their child's progress.

Parents also attend student-led conferences each marking period as requested by their child's homeroom teacher. During these conferences, the student discusses his/her progress, success, and areas for improvement. The student shares his/her goals and plans for the future.

Parents take part in student-led conferences to address discipline issues as well. It is important the parent actively participate in these conferences to help the student reach their full potential.

PASSING TIME (ZWHS)

Venture Academy students are not permitted in the hallway during passing times for ZWHS. This policy will help maintain the school cohesiveness and minimize distractions. Venture

students needing to use the hallway should do so during regular ZWHS class times and be respectful of classes taking place.

REFERRAL PROCESS

Any student who feels a non-traditional, self-paced, blended learning environment is the right delivery method for them may set up an informational meeting for Venture Academy. Enrollment is limited to 80 students so a wait list may be necessary.

Referrals to Venture Academy are also made through teachers, counselors, and principals. These referrals are based on student performance, behaviors, and willingness to make changes. Parents can receive information about Venture Academy from any of these sources. It is then the responsibility of the student or parent to set up an informational meeting.

RESTROOM POLICY

A bathroom pass must be obtained from the lab paraprofessional before leaving the room. These passes will be granted during student work time and when the traditional school is not passing between classes. Students must use the restrooms directly across the hall from Venture Academy.

SATURDAY LAB

Saturday Lab is another support for students. A student is required to attend if s/he is not on target for course completion in all currently enrolled subject areas or is below the 95% attendance requirement as of the Friday before Saturday Lab. The dates are published at the beginning of each school year; therefore, only a doctor's note will excuse the student from attending. Students who skip Saturday Lab will serve a one day in-school suspension. Further skipping of Saturday Lab will result in greater consequences.

The following are the standards of Saturday Lab:

1. Begins at 8:00am. No one will be admitted after 8:00 for any reason. Computers must be logged in by 8:00.
2. No talking. Students may ask a staff member for help on assignments. A staff member may also permit someone else to help you.
3. Learning Lab expectations apply.
4. No sleeping.
5. Student needs to be constructive for the three hours.
6. Student needs to be picked up at 11:00am. Anyone not picked up by 11:10 will be expected to wait outside for a ride.
7. All arrangements for rides need to be made ahead of time. Phone use will not be permitted.
8. Anyone who is a distraction or not upholding the standards will be sent home. If a student is sent home during Saturday Lab, three hours need to be made up, and he/she will be in in-school suspension on Monday. A student/parent conference will be held.

SCHOOL OF CHOICE

Out-of-district students may interview for a position at Venture Academy if positions are available. Should the student be accepted at Venture Academy, the parent/guardian must contact the Superintendent's office to complete the School of Choice Application.

SCHOOL ISSUED MATERIALS

Each homeroom teacher keeps a *Student Materials Form* for each student who received school issued materials. These materials may include, but are not limited to, books, calculators, or organizational materials. Students are responsible for lost items. Teachers will collect replacement cost before semester grades will be issued.

SCHOOL SPONSORED CLUBS & ACTIVITIES

Venture Academy students are encouraged to participate in any extracurricular activity or club offered by Zeeland Public Schools. The rules and expectations of each activity must be followed. The rules of eligibility are outlined in the Zeeland High School handbook.

Student athletes must be passing and on track with at least 66% of their currently enrolled coursework in order to be eligible to participate. Eligibility will be monitored by the Athletic Department and Venture Academy Director.

SEARCH AND SEIZURE

In order to maintain a safe and healthy school environment, Venture Academy teachers have the right to search a student's possessions. If the situation is not of an emergent nature, the Director should be present during the search. Student vehicles may be searched at any time without notice to the student.

A student may be asked to voluntarily submit to a personal search including pockets, purse, book bag, athletic bag, etc., whenever there is a reasonable suspicion that the student is in possession of illegal materials. If a properly conducted search yields illegal or contraband materials, these items will be confiscated and may be turned over to the proper legal authorities.

SOFT SEATING AREA

The soft seating areas are a reward for those students who are on track in all of their classes. Students may sit in soft seating for 45 minutes once per day with permission from the lab paraprofessional.

The work area tables are for students receiving help from a teacher or by permission from the lab paraprofessional.

STUDENT EMPLOYMENT

A student may choose to obtain employment outside of school, but academic performance must be the student's first priority. All students under the age of 18 when accepting a job must fill out a work permit. These will be filled out by the director.

TECHNOLOGY

At Venture Academy, student access to Computer Information Technology is provided to: 1) assist in each student's educational growth and 2) aid student, teacher, and parent communication.

Chromebook Policy

Chromebooks are the 1:1 device issued by ZPS. An additional document, *Venture Academy Parent and Student Handbook*, as well as the *Venture Academy Chromebook Contract*, can be found online at <http://www.zps.org/venture-academy/>.

Consequences for not having a charged Chromebook:

- 1st-3rd In-school suspension until charged to 50%
- 4th-5th SRC until plan is filled out, ISS until charged to 50%
- 6th + Parent contact; loss of privilege to take Chromebook home

Students should bring both their Chromebook and charger to school every day. Students may plug in during break and lunch without consequence.

iPad Policy

Venture Academy students are only issued an iPad if required by an elective teacher.

Internet Policy

Internet and e-mail correspondence is intended for official school use. Student use of Internet is closely monitored and is for academic purposes only. Students and parent/guardian must read and sign the *Acceptable Use for Electronic Information, Services, and Networks*.

At no time should a student access their personal e-mail accounts. School e-mail accounts are provided and are for educational use only.

Students not upholding the Acceptable Use contract will have consequences to be determined by the Director.

Online Safety

Venture Academy is committed to keeping all people safe physically, socially and emotionally. This applies to online activities as well. It is expected that students at Venture Academy will keep others safe.

If safety is not maintained online, students should use the following approach:

1. Take a screenshot of the offensive or inappropriate action(s).
2. Report situation to Venture Academy staff immediately.

Students not keeping people safe online are subject to consequences in school as deemed appropriate by staff.

TELEPHONE USAGE

School telephones are not to be used for personal calls or for arranging after school activities. In the event of an emergency, students must receive permission before using the phone.

TRANSPORTATION

Zeeland Public Schools provides transportation to Venture Academy. Riding the school bus is a privilege. Venture Academy standards begin when the student leaves their home in the morning and continue until he/she is off school property at the end of the day. If a student does not uphold the standards or accept support, he/she is choosing to lose the bus privilege.

Behavioral expectations are as follows:

Previous to loading (on road and at school):

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the road to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

During the trip:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- refrain from eating, drinking, playing cards, or other games;
- not tamper with the bus or any equipment;
- same rules of conduct in the classroom.

Leaving the bus:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least 10 feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

Videotaping of student behavior will be done on a random-selection basis. If a student misbehaves and the actions are recorded, the videotape will be submitted to the Director and will be used as evidence.

STUDENT DRIVING

Any student who plans on driving to school must obtain a parking permit from the high school main office. These may be purchased at a cost of \$20 for the year.

VENTURE ACADEMY ENTRANCE

Venture Academy is located in the main rotunda of Zeeland West High School.

Visitors during school hours must enter and exit the building by signing in and out in Zeeland West main office. During school hours, consideration should be taken that the Learning Labs and classroom will be in use.

WEAPONS

A weapon is considered any object that is intended or used to threaten, harm, or harass. It includes, but is not limited to, firearms, guns of any type including air and gas-powered guns, knives, razors, clubs, electronic weapons, martial arts weapons and explosive. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

Intentional injury to another person can be a felony and/or a cause for civil action. Consequences for such actions range from suspension to permanent expulsion.

Any person who has knowledge of dangerous weapons or threats must report the information immediately to the Director. Failure to report such knowledge will result in disciplinary action.

WEATHER

If Zeeland Public Schools must close for the day due to inclement weather, Venture Academy will also be closed.

During a tornado **warning**, staff will direct the students to the inner classroom where everyone will remain until the Weather Bureau signals an all clear bulletin. Students will not be dismissed during a tornado warning.

Students will not be dismissed early due to a tornado watch. However, school may be cancelled or delayed if a tornado watch is issued before the start of the school day.

ADDITIONAL POLICIES

In addition to the policies outlined in this handbook, students must also uphold the policies of both Zeeland East and Zeeland West High Schools.

All expectations and guidelines in this handbook are subject to change at the discretion of District or Venture Academy Administration.

For more information regarding our Administrative Guidelines and Policies, please see the following website: <http://neola.com/zeeland-mi/>

CONCLUSION

***Venture Academy is about meeting needs.** Everyone here must be willing to help others get their needs met. Sometimes asking for help can be the hardest part of getting needs met. Everyone must be willing to accept help in getting their needs met. Only by getting these needs met can someone be ready to change. Sometimes we have to give up something in order to get something in return.*

***Venture Academy is about support.** Support comes in various ways and from various people. Everyone at Venture must be willing to give as well as receive support.*

***Venture Academy is about success.** By allowing the above to happen, everyone becomes socially, emotionally, and academically successful.*