



# **Family Handbook 2011-2012**

2540 Holly Street  
Denver, Colorado 80207  
303-893-0805

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Dear Families:

It is with great pleasure that we welcome you to Venture Prep! We are all excited about the journey we are continuing together and we look forward to a many years of tremendous growth and learning. Our goal is to ensure that each student achieves academically and continues to develop their character while displaying school pride during the 2011-2012 school year.

Please take the time to read this handbook as a family so that you are familiar with the expectations that we have for all Venture Prep scholars. This handbook contains important information for you to have throughout the year.

By working in partnership, we know that this school year will be a positive learning experience for all of us. We look forward to the beginning of what will be a successful year of learning together.

Sincerely,

The Venture Prep Team

## **OUR MISSION**

Venture Prep (VP) is a free, rigorous, public school whose mission is to close the achievement gap and prepare all scholars for college and career success through a project-based learning approach. Venture Prep offers college preparatory curriculum, intensive academic support and on-going college preparation. Venture Prep's Venture Assets focus on teaching 21<sup>st</sup> century skills that will provide scholars with the personal, professional and ethical characteristics needed to become the next generation of leaders. It is our mission to cultivate scholars who show critical thinking skills, effective collaboration skills, project management skills, self-knowledge and ethical behavior.

## **OUR VISION**

To facilitate learning that will prepare scholars to be accepted to and graduate from competitive four-year colleges.

## **ACADEMICS**

### **Academic Program**

#### **Focus on College Preparation**

Throughout all seven years of the program, staff members will help scholars to develop their understanding of and interest in post secondary educational options. Scholars will be introduced to professionals in a variety of fields related to course studies, and they will become familiar with the educational routes to professions of interest. From the inception of their middle school careers, scholars will have practice with the testing formats that the college application process entails, so that they can begin to orient themselves to such hurdles as the ACT; and they will work one-on-one with a college counselor beginning in his/her sophomore year. Beginning in junior year, scholars will be assisted with the college application and financial aid process.

#### **Rigorous Academics & Literacy Emphasis**

VP has a rigorous curriculum and promotes a high level of scholar motivation and engagement through real-world learning focused on issues of concern to young people. Literacy skills of reading, written expression and oral communication are continuously taught by all teachers, with reinforcement and application of skills coordinated among content and English teachers. All scholars will meet college entrance requirements by graduation and will be proficient in the core subject areas of English, math, science, and social studies, as well as world language and the arts. In addition to mastering course requirements, VP deliberately helps scholars to acquire self-knowledge and to articulate their self-reflections and growth plans with poise. These skills are highly desired by college entrance committees.

#### **Small Group Work**

Collaborative group work experiences are an integral component of the Venture Prep academic experience. Group work exists to reinforce learning in the content area; serve as laboratories

for learning how to become more effective as team members; help scholars improve interpersonal communication skills; enhance the transfer of knowledge and information among scholars through collaboration during the preparation of course assignments; facilitate collaboration that results in the development of higher-order thinking skills; serve as support groups to help scholars successfully negotiate the educational process; provide experience in group activities that mirror the workplace of the 21st century.

### **Academic Support and Enrichment**

To ensure the success of every scholar, VP has committed to the following:

- **Individualized Use of Academic Support & Enrichment Periods.** Academic Support periods will be a regularly scheduled part of each scholar's weekly program four days a week. This support provides access to both enrichment and remedial contact, depending upon a scholar's individual needs. The purpose of this class is to provide support to scholars for various purposes including: homework, one on one clarification of learning targets, personal check in, and extracurricular activities. A scholar's crew leader will work with him or her to help prioritize and organize how to maximize the benefits of Academic Support.
- **Special Education.** Scholars who are classified with a disability affecting their educational progress will be provided services as indicated on their Individualized Education Plan (IEP) or Accommodation Plan. The laws and regulations governing the provision of educational services will be followed with precision. As required by law, school representatives and parents will assist in the development of the IEP and Accommodation Plans, and all will work actively to design programs emphasizing scholar participation in the least restrictive environment. Certified special education providers will oversee IEP implementation, while general education teachers work as active team members in the service of each scholar's needs in classrooms to achieve academic success.
- **Intensive Elective Courses:** Intensives are special sessions held between grading periods. The school offers a wide variety of elective courses that meet all day every day during intensives. This structure allows Venture Prep to have elective choices without compromising core academic time, and often provides more useful time for in-depth electives.
- **Learning Expeditions:** Curriculum is organized around contextualized in-depth studies. These studies, or "expeditions," integrate the teaching of content, concepts, and skills. They are the major vehicles for delivering curriculum.

### **Academic Requirements**

#### **Middle School**

Scholars are required to attend middle school (sixth, seventh and eighth grades) a minimum of three years (nine trimesters). Scholars must have a sixth, seventh and eighth grade 2.0

cumulative grade point average (GPA) to achieve promotion to high school. Any scholar who receives a failing grade for a trimester will be required to successfully complete an Intensive or Summer School.

The required courses for middle school are: Language Arts, Social Studies (Humanities courses satisfy both Language Arts and Social Studies requirements), Mathematics, Science, Physical Education, Art, and Crew. Middle School Scholars may enroll in the grade appropriate elective of their choice.

### **High School**

Venture Prep is a college-preparatory school; therefore, our curriculum aligns with the Colorado University System Minimum Academic Preparation Standards (Appendix I). Scholars are required to attend high school for four years (twelve trimesters) and satisfactorily pass the prescribed curriculum to achieve graduation.

In order to receive a Venture Prep high school diploma, scholars must earn a minimum of 250 credits in required and elective coursework during their four years of high school and must have at least a 2.0 cumulative grade point average – although we recommend all scholars strive to maintain at least a 3.25 cumulative grade point average for college admissions. During the first trimester of senior year, all scholars must complete the application process with at least four colleges or universities. In addition, all scholars must attend scholar presentations of learning including exhibitions.

### **Graduation Requirements:**

12 trimesters of Crew

12 trimesters of Language Arts

12 trimesters of Social Sciences (World History and Geography, U.S. History, Civics, and Economics)

12 trimesters of Natural Sciences (Ecology and Biology, Chemistry, Biotechnology, and Physics)

12 trimesters of Mathematics

9 trimesters of Visual and Performing Arts

9 trimesters of Foreign Language

6 trimesters of Physical Education and Health

**Credits:** Earn 250 total credits

### **Courses:**

40 Credits ENGLISH/LANGUAGE ARTS

40 Credits MATHEMATICS

40 Credits NATURAL SCIENCES

40 Credits SOCIAL SCIENCE

30 Credits VISUAL OR PERFORMING ARTS

30 Credits WORLD LANGUAGE

20 Credits PHYSICAL EDUCATION (including 9th grade Health)

## 10 Credits COLLEGE PREPARATORY ELECTIVE COURSES

### **Community Service Hours**

As a graduation requirement, each VP scholar must complete community service hours during the school year. All scholars must orally present about the service learning experience during Scholar Led Conferences each trimester. This service is meant to benefit the scholar's local community, neighborhood, other scholars, senior citizens, the needy and others; therefore, a scholar may not earn community service hours for jobs or tasks for which he/she is paid. All service-learning projects and experiences must be pre-approved by the school's Principal. The required hours are as follows:

MS – 5 hours each school year for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade.

HS – 8 hours each school year for 9<sup>th</sup> and 10<sup>th</sup> grade.

HS – 12 hours each school year for 11<sup>th</sup> and 12<sup>th</sup> grade.

### **Classroom Practices**

- **Start of Class:** In the absence of school-wide bells, scholars are expected to be alert to class start time. (Note: there is a clock present in each room). At the precise start time, the teacher will expect all scholars to be seated.
- **Classroom Seating:** Seating of scholars in the classroom is at the discretion of the teacher. Seating may be rearranged at the teacher's will. Seating decisions are designed to enhance the learning of all scholars in the classroom.
- **Attentiveness and Participation:** When scholars are in class they are expected to sit up straight, ask and answer questions, nod for understanding and track the speaker with their eyes. At no time will a scholar be allowed to have his or her head down in class. Scholars may not sit on desks, stand on desks, or put their feet up. Scholars must be actively engaged during class time and show respect for the teacher and peers.
- **Hall Passes to Leave Room:** Scholars are not allowed to leave class during class time; however, each class will have passes when scholars need to leave the room in the case of emergency. Students are encouraged to use the restrooms during transitions between classes so as not to interrupt instructional time.
- **White Board:** The focus of the class and the day's lesson will be posted on the board each day. This includes: long-term targets, daily targets, venture habits and homework.
- **Planners:** In every class, the scholar will be responsible for writing targets and/or assignments in his or her school issued planner, and have the assignment page signed by his or her Crew Leader. For our MS scholars, it is expected that parents/guardians review the planners each night with their scholar(s). In HS, scholars are expected to demonstrate responsibility with their planners and their class work, which may include sharing with parents/guardians on a nightly basis. The planners are also a good way for

families and teachers to communicate; parents can ask questions about work or a teacher may leave a note for a parent.

- **End of Class:** Scholars must wait to be released from class by the teacher; the bells and/or set end time is an indicator to the teacher – not permission for the scholars to leave the classroom.
- **Welcoming of Guests:** VP is a school that encourages interaction with the wider community. All scholars and staff are ambassadors for our school. When authorized individuals enter our facility, staff will supply them with visitor nametags. Adult visitors will be greeted and addressed with their appropriate title (e.g., Mr., Ms., Dr.) and last name. Scholars are encouraged to introduce themselves to all visitors.

### **Expeditionary Learning**

Based on our mission and vision for the school, VP has formed a partnership with Expeditionary Learning (EL). EL is a nationally recognized and research-based model of comprehensive school design. EL emphasizes high achievement through rigorous curriculum, teaching practices that require active participation on the part of all scholars, character growth and teamwork.

### **Homework Policy**

VP staff is committed to the creation of a careful and intentional school community that encourages scholar learning through meaningful educational experiences. All assignments are made clear to scholars before they leave school. Homework is given in order to provide *practice* of concepts that have been presented in class, to provide *support for retention* of newly acquired information, and to *prepare* scholars for the next class meeting. If computer time is required for projects or other work, we will make labs and laptops available in the event that computers are not present in the home.

- Families should assume that the amount of time necessary for scholars to complete homework will vary between MS and HS. In MS, homework should average between 60-90 minutes daily. In HS, the time allotted for homework should range from 90-120 minutes daily. Included in this time, there will be an expectation of a minimum of thirty minutes of reading per day. Homework will be assigned regularly in preparation for math and science classes, which appear in a scholar's schedule three days each week. Families should help set aside this time and support scholars in planning ahead to manage their time if some days in the week are busier than others after school.
- Families should expect that teachers will post homework or study expectations in the assigned area on the board during class every day, and that scholars will be supervised as they copy the assignment into their planners. Completed homework will be checked regularly. Scholars are expected to complete **all** assigned work without excuses. Failure to do so can result in contacting a scholar's family to announce that the scholar will have an extension of school time in order to complete the work. If scholars are out of school

for any reason, they are expected to contact classmates or teachers to obtain missed assignments.

### **Venture Assets**

Throughout the year, all scholars and staff carefully examine the Venture Assets, which are:

- *Analytical Readers*
- *Scholarly Communicators*
- *Sharp Mathematicians*
- *Effective Collaborators*
- *Tenacious Problem Solvers*
- *Self Starters*

These qualities form the basis for relationships among the members of the VP community and with the community around us. Scholars and staff will be expected to demonstrate these values both in and outside of school. In the first days of school each year, scholars actively participate in the clarification of these qualities and define the means by which these qualities are demonstrated and recognized.

### **COMPUTER POLICY**

The goal of computer access at school is to build technology skills, information gathering skills and communication skills. Scholars have the privilege to use computer workstations, the school network, e-mail, and the Internet for school assignments only. Each scholar will review the computer use policy at the beginning of the school year.

### **BEHAVIOR POLICY**

Venture Prep believes in rewarding good behavior. We hope to encourage and reward strong choices of character. In such a school atmosphere, we believe, positive relationships and effective learning will thrive.

#### **Positive Behavior Support at Venture Prep**

At Venture Prep we believe it is important to acknowledge scholars who exemplify our Venture Assets. Positive Behavior Support (PBS) will often be informal, such as a teacher positively acknowledging the performance of a scholar on an assignment. You may also expect positive notes and phone calls from Venture Prep staff to notify parents and guardians of positive scholar performance.

In addition to informal acknowledgements, the following systems are in place. These systems reward scholars for both avoiding poor choices, and demonstrating the Venture Assets.

- **Bling Bucks-** Bling Bucks are a school currency to acknowledge scholars who demonstrate Venture Values. Scholars will earn Bling Bucks throughout the school, and

be provided with opportunities throughout the school year to cash them in for rewards and privileges. Bling Bucks will be specific for MS and for HS.

- **Positive Behavior Drawings-** Scholars who demonstrate positive behaviors in their classes will be entered into periodic drawings for rewards and privileges. The number of entries will be based on the number of classes in which the scholar has not received any formal redirects for misbehavior.
- **Scholar Reward System** includes sporting events e.g. Nuggets and Rockies tickets, movie tickets, etc.
- **Student of the month recognition**
- **Cohort of the Week recognition**
- **Community Meetings**
- **Eligibility for student government and other school-sponsored events**
- **Recognition in trimester assemblies**
  - By both staff and student government
- **Recognition on our “Wall of Fame”**

### **In-Class Discipline**

In addressing the poor choices, VP directs efforts at developing a positive mental attitude that affects how scholars see themselves, how they relate to others, and how they relate to their environment. School discipline cannot be effective without the support, assistance and involvement of parents. A progression of corrective measures is outlined for the benefit of scholars, parents and teachers. Disciplinary issues are usually solved in class for all scholars. If scholars do not respond to the teacher or school authority then the following guidelines will be used

At Venture Prep our instructors are the front line interventionists for student behavior. Therefore, it is incumbent upon them to make every effort to follow the Venture Prep classroom management protocol while also maintaining the learning environment. Each teacher is responsible for the communication and daily enforcement of classroom and school standards. Teachers will talk with scholars about disciplinary matters on a personal and private basis when necessary.

Scholars are expected to engage with their schoolwork at all times. Venture Prep expects that all scholars will graduate and attend college. This means that any behavior that is not indicative of a college bound scholar will be redirected and met with appropriate disciplinary action.

Within the classroom teachers will use a variety of strategies to maintain a positive learning environment. For scholars not meeting the teacher's behavior expectations, the following disciplinary actions may be taken:

- **Redirects:** If a scholar is not demonstrating one of our Venture Assets within the classroom, the teacher may redirect the scholar's behavior through a variety of strategies. This may include a discussion, seat change, or verbal reference to the specific behavior that is violating the Asset in question. The instructor is charged with presenting the scholar with a "better choice" option. This is an opportunity for the student to self-correct his action based on options presented by Venture Prep faculty.
- **Not Meeting expectations:** If a scholar does not respond to in-class redirects the teacher will let them know that they are "not meeting expectations." This means that the scholar will be receiving a phone call home to discuss the inappropriate behavior. After the scholar is informed that he/she is "not meeting expectations", the teacher will provide an opportunity for the scholar to use the "Power Station" to reflect upon his/her actions and to make a better choice for the remainder of the class period. This will last no more than 5 minutes, and is the last opportunity for scholars to regain learning focus before receiving a referral to the Dean's Office.
- **Behavior Referral:** If a scholar continues to not meet expectations, or if a scholar's behavior demonstrates a higher level of disobedience or defiance, the scholar will be sent to the office of the Dean of Culture and Character where he will assess corrective action at his discretion and in accordance with the Venture Prep discipline policy. Please be aware that any scholar receiving two behavior referrals in a day will be suspended.
- **Non-Negotiables:** There are rules at Venture Prep that if broken will result in an immediate referral to the Dean of Culture and Character and a minimum penalty of In-School Suspension. These rules include but are not limited to the following:
  - Drugs, Alcohol, Tobacco, Weapons, Fireworks
  - Assault: Verbal, Physical, or Sexual (including slurs)
  - Theft
  - Skipping class/school
  - Destruction of Property
  - Bullying
  - Fighting

### **Disciplinary Penalties**

Professional staff will make decisions regarding consequences for negative behavior responsibly, with support from administration. Families will be promptly notified of the occurrence of significant misbehavior, resulting in the imposition of consequences that include suspension from school, or that fall outside the typical school hours. In the case of repeated minor offenses, families will be contacted when staff determines that contact would be useful in improving the behavior. School staff is encouraged to maintain effective communication with families, and contact from families is welcomed at any time.

The sequence of disciplinary consequences follows the "progressive discipline" model. This listing does not imply that a "step-by-step" progression of increasing severity needs to be used by the school staff in dealing with a violation. Disciplinary consequences are based on circumstances unique to each individual incident of inappropriate behavior and will be dependent on such factors as:

- The severity of the incident
- The scholar's attitude, which includes the scholar's sense of ownership of the behavior (accepts responsibility or shifts blame) and willingness to change
- The scholar's discipline record

## **RULES OF CONDUCT**

Our scholars' behavior and attitudes should reflect those of positive leaders. The administration, faculty and staff will work in concert with the home as we strive toward teaching our scholars appropriate behavior. Our conduct will be a major factor in making Venture Prep a flagship in our community.

### **Scholar Behavior Expectations**

#### **Scholars are expected to:**

- Understand and follow the guidelines set forth in the *Family Handbook*
- Respect and appropriately respond to authority when confronted
- Assume responsibility for their behavior, attitudes and speech
- Respect the rights of others, in and out of the classroom
- Demonstrate proper respect for school facilities and property
- Use appropriate language in and out of the classroom
- Be honest in all situations

### **Academic Honesty**

Cheating includes looking at another scholar's paper during a test, copying another scholar's homework and all forms of plagiarism. The Venture Prep policy regarding academic dishonesty or cheating will be as follows: Students are responsible for completing and submitting their own work/assignment. If a student is caught cheating/plagiarizing, the following policy will be adhered to: Venture Prep will implement a clear consequence for the action, minimum ISS and a parent conference, and the student must redo the assignment in an altered setting. This will further emphasize that the learning is important.

\*Plagiarism is the practice of claiming, or implying, original authorship or incorporating material from someone else's written or creative work, in whole or in part, into one's own without adequate acknowledgement.

### **Alcohol, Drugs and Tobacco**

The use, possession and/or distribution of alcohol, drugs or tobacco on campus, including the parking lot, and at school-sponsored events is strictly forbidden. Law enforcement may be involved with any alcohol, drug or tobacco incident. VP staff and administration will investigate any suspicion of such activity. Any such activity that is verified by staff will result in immediate expulsion.

### **Bullying**

Bullying is prohibited at Venture Prep and any reports of such behavior will be investigated as serious matters. Bullying can be defined as repeated and systematic harassment and attacks on others. Individuals can perpetrate bullying or groups and can include many different behaviors, such as

- Physical violence and attacks
- Verbal taunts, name-calling and put-downs
- Threats and intimidation
- Extortion or stealing of money or possessions
- Exclusion from the peer group
- Racial or ethnic-based verbal abuse
- Gender-based putdowns
- Cyber-bullying that directly or indirectly affects the school and its scholars

The school has a legal obligation to ensure that the school environment is free from all forms of discrimination and harassment. Any such activity that is verified by staff will result in immediate suspension and possible expulsion. Accordingly, such behaviors will be treated within the confines of the law. Complaints should be directed to an adult in authority such as a teacher, coach, administrator, etc.

### **Prohibited Items**

Prohibited Items are items that affect the safety of scholars and staff. These items include all substances either legally prohibited or legally prohibited from use by minors, or paraphernalia for such substance use, for example lighters or matches. Also prohibited are knives of any size or kind as well as other weapons of any kind. Dangerous materials such as firearms, fireworks, chemicals, explosives, or potentially lethal weapons including martial arts materials are not permitted anywhere on campus. This includes items stored in vehicles brought to campus. Scholars found with such items on campus will be held accountable.

### **Common Areas**

#### ***Halls***

Unless scholars have special permission to be in the halls, they should be in the halls only at the beginning and end of the school day and during passing period. Scholars in the halls during class time must have official passes. Scholars are asked to be quiet and courteous at all times while in the hallways and/or stairways.

### ***Cafeteria***

Lunch is served at Venture Prep for all scholars who wish to participate. Scholars must consume food and beverages only in the cafeteria or in other specifically designated areas. All trash must be deposited in the trash receptacles, and the tables must be cleared off. Without staff permission, scholars may not leave the cafeteria or the adjoining designated eating areas before the end of lunch.

### **Field Work**

From time to time the scholars at Venture Prep are given the opportunity to go on school-related field trips. A scholar must obtain a Field Trip Permission Slip from his or her teacher with the proper parental signature before he or she will be allowed to leave school grounds. A scholar, while on a field trip, will be governed by the rules of conduct presented in this Scholar Handbook. Failure to follow school rules and field trip policies while on field trips may result in loss of privilege to attend such programs as well as other consequences.

### **Preparation**

- Scholars are expected to be in uniform when they come to school; clothes must be neat, clean and of good repair.
- Scholars are expected to come to school prepared to work each day. All scholars are responsible for bringing planners, binders, books, pencils, pens, paper, rulers, and any other materials outlined as necessary by classroom teachers.

### **Public Displays of Affection**

- Scholars are to refrain from inappropriate public displays of affection (PDA) during the course of the school day, on school grounds, and at all VP-sponsored events and activities. Scholars who exhibit PDA will be subject to disciplinary action.

### **Respect for Property**

- Scholars are expected to respect school facilities and property at all times.
- Scholars are expected to respect the belongings of others.
- Scholars are not allowed to have food or beverages outside of the cafeteria and designated areas
- Gum chewing is not allowed in the school building at any time
- Graffiti is strictly forbidden on school grounds. Any scholar who is destructive of school property will be disciplined up to and including suspension or expulsion. Parents are financially liable for the damage caused by their child.

### **Corrective Disciplinary Consequences:**

**Reflective Practice with the Dean** - This is intended for students to be able to acknowledge their choices, accept responsibility, and to understand the potential long term consequences if these types of behavior were to continue.

**Parent Conference** - Parent informed by phone or in person with conference documented, incident explained, and future consequences reviewed.

**Behavior Contracts** – If a scholar’s behavior does not improve after the first offense, the Dean will explore the use of a Behavior Contact between the scholar, the parent, and the school.

### **Detention**

For the 2011-2012 school year, we will be implementing a revised detention policy. Detention will be held after school Tuesday through Friday, and is reserved for violations that do not warrant In-School Suspension.

Detention will be held in 20, 40, or 60 minute blocks at the discretion of the Dean of Culture and Character. The duration will be directly related to the violation of school policy. While in detention students will be required to complete a reflective assignment that explains their side of why they received a detention, what their behavior means for them at Venture Prep, and what it will mean for their college and professional careers. Students will also reflect on the better choice(s) that they can make to avoid further problems. This is intended for students to be able to acknowledge their choices, accept responsibility, and to understand the potential long term consequences if these types of behavior are to continue. The student will not be released from detention until this assignment is completed at a proficient level. As per protocol, parents will be notified when students have detention.

**In School Suspension** - ISS is a critical component of the disciplinary culture of Venture Prep. Our primary intention is to keep all students in their learning environments; however we have the responsibility to ensure that all students have a safe environment that is conducive to learning. The In-School Suspension process is intended to ensure that students in the classroom do not have their learning process disrupted by another student. It is also intended to create an environment where a student who is not meeting Venture Prep expectations can go to receive corrective action, reflect upon his/her actions, and still be in a learning environment. Parents will be notified of the violation and consequence by the Dean’s Office. Parent conferences will be mandatory for students receiving ISS.

When sent to the ISS room with a referral, students will immediately sign in. They will then be asked to complete a statement that gives them an opportunity to reflect on their actions and tell their side of the story. Instructors will be responsible for getting the student’s class work to the Dean’s Office, where the students will be held responsible to complete all assignments.

When in ISS, students will eat their lunch at the scheduled time. Scholars will be escorted in an orderly manner to the lunch room, pick up their lunches, and return to ISS to eat.

There are a specific set of rules that will always be enforced in ISS. A violation of the ISS rules will result in additional ISS. If the student’s actions continue to disrupt the ISS and violate Venture Prep policy, an Out-of-School suspension will be assigned. The ISS rules include but are not limited to:

- No Talking

- Scholar must raise his/her hand when needing to speak to the Dean
- No walking or getting up from seats
- No electronic Devices/Music
- No gum, candy or food outside of lunch
- No physical contact or interaction with other students
- Scholars are expected to complete all assignments
- Scholars are expected to act with respect towards staff, self, and others

**Suspension (At-Home)** – Out-of-school suspension is reserved for violations so egregious that the Venture Prep faculty and staff determine that a student’s presence on the premises is endangering the student body. While our goal is to keep all scholars in school and in their respective academic environments, there are situations that warrant out-of-school suspension. If an out-of-school suspension is assessed it will be for a minimum of three days. A scholar who is issued an OSS must remain in ISS until they are picked up by a parent or approved adult or until the school day ends. In order for a scholar to be reinstated back into the student body, a parent must attend a parent conference.

Scholars serving an OSS are not permitted on school grounds at any time. They are also not permitted to attend any school events including but not limited to extracurricular activities, assemblies, sporting events, dances, and any other social or academic Venture Prep event. Any student caught on school grounds or otherwise violating the terms of their OSS will be subject to additional consequence including but not limited to:

- Additional OSS
- ISS once reinstated from OSS
- Detention
- Additional community service (does not count towards their required hours).

\*Please note that a student may be considered habitually disruptive and brought for an expulsion hearing after the 3<sup>rd</sup> suspension, ISS or OSS.

**Parent Attendance** – In cases of extreme classroom disruption or repeated poor behavior, a parent will be required to accompany his or her scholar for the duration of a regular school day (8:00 a.m. – 3:45 p.m.) for one or more days. At the end of the parent’s attendance, there will be a meeting with the scholar, his or her parent and the Dean of Culture and Character; this meeting must take place in order for that scholar to return to school.

**Referral to Law Enforcement** - Inappropriate behavior may not only violate school and district policies, but state and local criminal law. If it is determined that any of our scholars have violated criminal laws, school officials will notify appropriate law enforcement authorities as well as take appropriate action to satisfy Education and Penal Code mandates.

**Recommendation for Expulsion** - When the Principal determines that a scholar has committed an offense(s) which by the Colorado Safe Schools Act is considered grounds for expulsion (this includes high level behaviors as well as habitually disruptive behavior), the Principal has the

authority to recommend that the scholar be expelled. Expulsion causes the scholar to be terminated from enrollment at Venture Prep.

## **EMERGENCY PROCEDURES**

### **School Closure**

Venture Prep is a part of the Denver Public School (DPS) System. When an announcement is made that Denver Public Schools will be closed due to inclement weather, this means all schools in the District will be closed for that day, including Venture Prep. In the event that the Venture Prep Administration or CMO must announce emergency closures specific to our school(s), a school official will announce the school closing and early dismissal information through media outlets.

DPS Safety and Security Office and the Public Information Office are available as resources for information on current weather emergencies; but the school is ultimately responsible for onsite verification of weather conditions and comparison to the weather information available, in order to put the Severe Weather-Tornado procedures for the school into action.

DPS Safety and Security      303-764-3911  
Public Information Office      303-764-3414

### **Fire Drills, Lock Downs, and Shelter in Place**

State law mandates that schools conduct regular safety drills, including fire drills, lock downs, tornado drills, and shelter in place exercises.

## **ENROLLMENT POLICIES AND PROCEDURES**

Venture Prep is a public charter school invested in creating exceptional learning experiences for all scholars. Venture Prep does not discriminate on the basis of race, color, nationality or ethnic origin in admission and school-administered programs and seeks to maintain a diverse population. We believe that a diverse community furthers the educational goals of the scholars and the school community. Our school is open to all residents and nonresidents in accordance with state law and DPS policy; however, priority is given to scholars who live within the boundaries of the Denver Public School District.

### **Lottery**

If we receive more applications than available spaces, enrollment is determined by a lottery system. In order to be included in the lottery, scholars must submit an application for admission prior to the application deadline. Any applications received after the lottery will be added to the bottom of the waitlists in the order they were received. All complete applications\* turned in by the deadline will be eligible for the lottery. The lottery is completed using a random computer sort. Each applicant receives a random number and the order is therefore determined. This process starts over each school year. Wait lists are not carried over from year

to year. Applying scholars must re-apply each year. Scholars who are already enrolled at Venture Prep will continue to be registered provided they meet the related school registration requirements.

***\*Applications are considered complete only if all areas, including the scholar portion, family information are complete and the school has received all requested documentation.***

In the event that there is no waitlist and there are available spaces in the school, scholars may enroll during the first five weeks of each trimester. To register you will need:

- Verification of the scholar's date of birth (birth certificate or other documentation);
- Immunization records;
- Proof of your home address (something mailed to your address, such as a utility bill or copy of a lease); and
- Name and address of the scholar's previous school (if you are transferring from another school district) so that academic records may be obtained.

### **Special Education**

Like all public schools, Venture Prep provides special education services to scholars who qualify. Families of scholars with special needs must provide the school with the most current IEP (Individualized Education Plan) in order for the application to be considered complete.

### **Sibling/Household and Alumni Policy**

It is the intent of the Venture Prep to support whole families and create school community. Siblings of enrolled scholars will receive priority for admission if their applications are received by the designated deadline. Families may also apply for household priority. Household priority is given when a child who is not a sibling, lives with a current family. In this situation, custody papers or other legal documentation must be provided to claim priority. Alumni scholars/families receive priority with guardianship or residency changes.

### **Staff Policy**

Children of full-time staff members will receive priority for admission if their applications are received by the designated deadline. These children will be allowed to remain in the school regardless of whether or not the parent/guardian remains employed by the school. The total number of scholars enrolled under the Staff Policy will not exceed 10% of the school's population.

### **Additional Admissions Information**

A scholar who has been expelled from any school district the preceding twelve months may be denied admission to the school based on DPS mandates.

### **Registration**

All scholars offered admission into Venture Prep will be expected to complete the entire admission process, which includes:

- 1.) Scholars will need to participate in an orientation session with at least one parent/guardian and submission of any supplemental materials requested at this time.
- 2.) Families must secure the position on the school roster by completing and returning the intent to enroll letter prior to the stated due date.
- 3.) Scholars will need to complete incoming scholar assessments and submit any supplemental materials prior to stated due date.

Failure to complete all admission requirements may result in removal of scholar from the enrollment roster.

## **FAMILY INFORMATION**

### **Conflict Resolution**

We believe that conflicts can be resolved through clear, loving communication. Parents must first bring a concern to the adult involved, then to the principal, and finally to the CMO if no earlier resolution can be affected. Likewise, a teacher should deal with a scholar, parent, or colleague before consulting the principal and finally the CMO.

### **Contacting School**

Families may contact the school during regular school hours. By dialing the main number to the school (303.893.0805) callers will be directed to the person whom they wish to reach. Faculty members may also be reached via email, staff addresses are: first initial and last name @ventureprep.org. Venture Prep Administrative Staff are always available to you at the following addresses:

sdallabetta@ventureprep.org  
Stephen Dalla Betta  
Head of School

kburdette@ventureprep.org  
Ken Burdette  
Vice Principal

vhill@ventureprep.org  
Vermell E. Hill  
Dean of Culture and Character – High School

jhamilton@ventureprep.org  
John M. Hamilton  
Dean of Culture and Character – Middle School

### **Emergency Information Forms**

Emergency Information Forms are kept on file so that school staff is aware of Scholars' medical information and have the ability to reach a parent or guardian at any time. Please let us know as soon as possible whenever there is a change in address, telephone number, place of employment or emergency contact person, or when there is a change in a scholar's medical information.

### **Free and Reduced Meals**

The Free and Reduced Lunch Program offers scholars a free lunch at a reduced price, based on family income. The program is completely confidential and you may apply for free and reduced price meals at any time during the school year. Venture Prep offers free breakfast to all scholars between 7:30 a.m. and 8:00 a.m. each day.

### **Lost and Found**

Lost and found is located in the Dean's Office. We keep articles and items for two weeks and then donate to charity at our discretion.

### **Newsletter**

School newsletters are distributed bi-weekly. Parents can elect to receive the newsletter via email. The newsletters have critical information about upcoming school events, and parents are expected to read the newsletter carefully.

### **Open Meetings Law Policy**

Per the Charter Schools Act, the Venture Prep Board of Directors follows the Open Meetings Law that allows members of the public to attend any Venture Prep board meetings at which business of the school is conducted. The meeting dates of upcoming meeting and meeting minutes of past sessions are listed on the web site.

### **Parent-Teacher Organization (PTO)**

The Venture Prep PTO is organized to support the school through fostering a sense of community. Please contact the School Office for meetings dates and times.

### **Phone Messages for Scholars**

In order to keep classroom disruptions to a minimum, when a parent/guardian calls with a message for a scholar, the message will be given to the scholar during lunch or at the end of the school day, whichever is sooner. If the message is of an urgent nature, the scholar will be called to the office.

### **Visiting the School**

All visitors must report to the office. Parents are always welcome to visit the school and are encouraged to do so. However, we require that all visitors, including parents, report to the office to obtain a visitor's pass.

### **Volunteer Opportunities**

Family and Community Volunteers enrich the life of VP and provide invaluable support for scholar success. At VP we value adults as responsible models for scholars, and so we value the modeling of community service. We recognize that scholars need to increase their familiarity with their community and with the range of roles that adults play professionally and as citizens. Any time that is spent by adults in supporting VP is greatly appreciated.

### **FEEDBACK AND COMPLAINT PROCEDURE**

Venture Prep welcomes feedback from students and families. Much of the feedback will be between the teachers and the students and families on a regular basis, including calls home and in-person meetings as needed. Additionally, the school front office manages and coordinates appointments with school leadership, including the Principal and Vice Principals. Occasionally, however, more formal complaints or feedback may be desired. The following explains the complaint procedure:

1. Persons entitled to avail themselves of this process are students, parents, and other persons directly affected by the operation and administration of Venture Prep.
2. Complaints relating to the administration and operation of the School must be submitted in writing within a reasonable time to the Principal for resolution.
3. The Principal shall consider all the facts and arrive at a resolution of the complaint.
4. If the complainant is dissatisfied with the principal's decision, then the complainant may escalate the matter in writing to the CEO.
5. If the complainant is dissatisfied with the principal's decision, s/he may petition the Chair of the Board of Directors in writing. The Board Chair will evaluate the facts and circumstances of which the complaint is based and make a determination about how best to resolve the matter. The Chair's decision is final.

## GRADING

Our grading system was designed to exemplify the following beliefs about grading:

- The grading system must be fair.
- The grading system must communicate about both a scholars' academic achievement and their progress with Venture Assets.
- The grading system must only give credit to scholars when they demonstrate progress toward both the academic and Venture Assets learning targets.
- The grading system must be equally rigorous when compared to our neighbors. Our school should not feel harder or easier to excel in than schools around us.
- The grading system must directly reflect a scholars' level of performance

### **Grade Definitions and Criteria**

Letter Grade	Final # Grade
A+	Students meet all learning targets and exceed 40% or more of the learning targets for the course
A	Students meet all learning targets and exceed between 20 and 40% of the learning targets for the course
A-	Students meet all learning targets and exceed between 5% and 19% of the learning targets for the course
B+	Students are approaching all learning targets and meet between 95% and 100% of the learning target for the course.
B	Students are approaching all learning targets and meet 70%-94% of the learning targets for the course.
B-	Students are approaching all learning targets and meet between 50% and 69% of the learning targets for the course.
C+	Students are approaching all learning targets and meet between 30% and 49% of the learning targets for the course.
C	Students are approaching all learning targets and meet between 5% and 29% of the learning targets for the course.
C-	Students are approaching between 80% and 100% of the learning targets for the course.
F	Quality and quantity of work is unacceptable. Academic credit is not earned for an "F." "F" work does not qualify the scholar to progress to a more advanced level of course work.
I	Incomplete. Most work for the course has been submitted. Through prior arrangement with the faculty member, the scholar has agreed to submit the remaining work within a specified period.
W	Withdrawal. Indicates a passing grade at the time of the withdrawal. The scholar must repeat the entire course.

### **Grading Policy**

All courses will be designed around *Learning Targets*. A Learning Target is derived from Colorado State standards; it represents, in more general terms, the essential things all scholars must know or be able to do in a course. Assignments, projects, tests and quizzes are designed to specifically and concretely measure a scholar's progress in meeting the established Learning

Targets. Thus, each scholar will have a grade for individual targets that is derived from evaluating the assessments that coincide with that target. A scholar's final trimester course average is then derived from averaging his or her grades on individual Learning Targets, as well as a Pass/Fail grade for Individual Venture Asset Targets. All grades will be A, B, C, or F. There are no "Ds" at VP. A scholar either meets the standard in a format of an A, B, and C or does not meet the standard, and will receive an "F".

### **Computation of Grades**

Trimester grades are based on grades from the scholar's work within each sixteen-week period of each year. Trimester grades are based on work for the entire trimester. Trimester grades are the result of cumulative grades received within the trimester and become a part of the permanent academic record.

The middle school cumulative grade point average (GPA) includes courses taken in grades 6, 7 and 8. The high school GPA includes courses taken in grades 9 through 12. Honor roll, class rank, co-curricular eligibility, athletic and academic probation are all based on the GPA and become a resource for college information.

### **Academic Achievement**

The honor roll is determined each trimester. To receive honors, scholars must earn a cumulative grade point average (GPA) between 3.00 and 3.49 for the trimester; for high honors a scholar must earn a GPA between 3.50 and 3.74; for Principal List honors a scholar must earn a GPA of 3.75 or above.

Seniors who have maintained a cumulative GPA of 3.00 or above during the four years of high school will graduate with honors; those whose GPA is 3.50 or above will graduate with high honors; and those whose GPA is 3.75 or above will graduate with highest honors. Graduation recognition for the honors' status is derived from the cumulative GPA at the end of eleventh trimester.

High school valedictorians and salutatorians are announced after the second trimester of the senior year. These honors are given on the basis of the cumulative GPA at the end of the second trimester of the senior year. To be eligible, scholars must be enrolled at VP for both their junior and senior years. The senior(s) with the highest GPA(s) will be valedictorians. The senior(s) with the next highest GPA(s) will be salutatorians.

### **Advanced Coursework**

#### **Honors, Advanced Placement (AP), and College Classes**

In instances where honors and AP classes are offered, grade point values for the letter grades "A" through "C-" are calculated on a 5.0 to 3.0 scale in recognition of the additional work required (i.e. A+/A = 5.0, A- = 4.7, B+ = 4.3, etc.). Grades lower than a "C-" in honors or AP classes will not receive an extra grade point and may result in the scholar's placement in a non-honors class. College classes will be weighted according to the weight given to the equivalent VP class. Scholars who wish to receive honors credit in a course must sign a contractual

agreement that outlines scholar responsibility and course requirements; failure to meet requirements will result in that scholar not receiving honors credit.

### **Retention**

Scholars who show only partial knowledge of simpler ideas and process to meet learning targets; scholars who show major omissions regarding more complex ideas and processes to meet learning targets; scholars who fail to meet credit requirements; scholars who received the grade of “F” in more than three core classes, will fail to be promoted to the next grade until the credit is recovered. These scholars will be notified of retention, or danger of retention, after the second trimester of each year.

### **Reports to Parents**

Official trimester grades will be mailed home at the end of each trimester. Trimester grades are a part of the scholar’s official transcript. Progress report grades will be posted for each scholar on the schools online grading portal at designated times halfway through the trimester, they will also be sent home for parent signature and must be returned. Failure to return signed progress reports will affect the scholar’s Crew grade. Even though these progress grades do not appear on the transcript, they are very important in specific situations.

These progress report grades are used to determine: athletic eligibility, academic probation status, work permit eligibility and, in the third quarter, fulfillment of prerequisites needed for class registration for the following school year.

Parents and scholars may access their grades on the online grading portal. Teachers are required to post updated grades every Monday at 8 a.m. Parents are encouraged to contact teachers using their school e-mail address with any questions or concerns. Crew leaders and Learning Interventionist will be available to help with scholars struggling academically, but it will always be expected that parents have first made direct contact with the teachers.

Teachers must inform parents of poor academic performance as soon as deficiency is realized. In general, teachers will contact the parents at the end of the fifth week of each trimester, via telephone, email or personal contact with updates about the scholar’s academic performance whether that scholar is performing well or has deficits.

### **Transcripts**

A scholar’s transcript is the official report of academic work that will be sent to colleges and potential employers upon request. Please report to the Office Manager to obtain official transcripts.

## MEDICAL POLICIES

### **Records and Physical Exams**

In order to enroll at Venture Prep every scholar must have an up-to-date physical, health records, including immunizations. Scholars will be excluded from school until that record is provided or until parent or guardian provides record of an upcoming medical appointment.

### **Medications**

If a scholar requires medication during school hours, the distribution of the medications will be supervised by the Office Manager or Nurse under the guidelines required by state law.

Scholars are responsible for coming to the main office to receive their medications at the appropriate time. Scholars are not allowed to have medications in their possession or in their lockers. This includes any over the counter medications.

### **Support Services**

A school nurse, psychologist, and speech pathologist are assigned to our school by DPS and are available to all scholars on a revolving work schedule. Venture Prep employs a full time social worker. Please see the Office Manager for a staffing schedule of support service providers.

### **Attendance**

The regular school day for all scholars begins at 8:00 a.m. and ends at 3:45p.m. Scholars should not be on campus earlier than 7:30 a.m. for breakfast or after 3:45 p.m. (Monday through Thursday) and 1:15 p.m. (Friday) unless enrolled in an after school elective, engaged in a school-sponsored activity, or granted special permission by a school official.

Scholars are expected to be present at all classes including electives. The school monitors the attendance record of all scholars and reserves the right to withhold academic credits if a scholar's attendance record is insufficient. Absences are divided in the following categories:

### **Excused Absences**

- Personal illness
- Medical appointments
- Family emergencies
- Approved pre-arranged absences

In the event that a student is absent, he/she will have a fair and equitable opportunity to make-up the missed assignment(s). Excused or verified absences are allotted 2 days per day absent to make up the missing assignments. Homework assigned prior to the absence is due on the day the scholar returns. Tests assigned before the absence or that occur during the absence should be taken the day the scholar returns to school.

Make-up work should be completed in a time period directly proportional to the number of days absent. Scholars can only have two (2) excused absences each trimester outside of extreme circumstances.

### **Planned Absences**

Prior to the planned absence, scholars must obtain approval from the principal. Scholars must then obtain signatures from their teachers. The signatures and assignment arrangements must be turned in to the office 24 hours prior to the requested absence to ensure that arrangements have been made to make up work.

The administration has the right to accept or deny the absence excuse based on previous attendance records and/or academic performance. When extensive travel is involved for scholar spectators to sporting activities the principal will determine if scholars may be excused early. Scholars will be given an unexcused absence for periods missed without prior approval.

### **Unexcused Absences**

This includes absences for all reasons not listed as excused including lack of transportation. Unexcused or unverified absences still require that assignments are completed and turned in to the teacher(s). High school scholars with five or more absences per trimester may not get course credit. Additional discipline will be assigned for truancy, single period absences, and leaving campus without permission.

### **Truancy**

Scholars absent without parental knowledge are considered to be truant. An In-school-suspension is given to any scholar who is truant off campus. An In-school-suspension may be given to any scholar who skips a class but remains on campus. Scholars who are truant will follow the same plan as unexcused absences.

### **Maximum Absence Policy**

Because of the importance of regular class attendance, scholars are not permitted to miss a class with an unexcused absence more than five times in a trimester. On the sixth absence, the scholar's record will be reviewed by the administration to determine a possible course of action. The scholar may be dropped from class with a failing grade or allowed to continue class under a strict contract. Only school athletic contests, field trips, school performances and documented cases of emergency will be exempt from this policy. If a scholar is dropped from a class with no credit, the grade at the time of the drop will determine eligibility. The following notification procedure will be followed:

- Three unexcused absences in a trimester: parents of the scholar will receive a letter.
- Five unexcused absences in a trimester: parents of the scholar will receive a letter warning of scholar's possible failure of classes.
- Six unexcused absences in a trimester: scholar and parents will be notified of action taken by the principal.

*\*Scholars are considered absent, excused or unexcused, if they miss more than 15 minutes of class.*

*\*Any scholar who misses school twenty-five (25) days or more will not be promoted to the next grade.*

### **Reporting an Absence**

To report an absence, parents must call the School Office (303.893.0805) before 9 a.m. on the day of the absence. Upon returning to school after an all-day absence, Scholars are to bring a note explaining the absence to the office before reporting to class. Any absence not cleared by a parent will be considered truancy, and parents will be notified.

### **Late Arrival**

Scholars must report to the School Office upon arrival to obtain an admit slip. Either a note presented at that time or a telephone call from a parent stating the reason for the late arrival is required. The School Office will determine if the tardiness is excused or unexcused. There are many reasons for being late to school but few excuses.

### **Tardy Policy**

The following tardy plan applies to each sixteen-week trimester:

- First through Third tardy – No discipline assigned
- Fourth Tardy – Parent Meeting
- Fifth Tardy – Detention
- \* Sixth+ Tardy – Administration reserves the right to assign In-school suspension

### **Things to remember . . .**

- Subsequent tardies will result in new levels of discipline and/or suspensions.
- Tardies are accumulated throughout the day for each sixteen-week trimester.
- Scholars will be considered tardy if they arrive to class within 15 minutes after class starts.
- After 15 minutes a scholar is considered absent.
- Scholars are given a clean slate at the beginning of each trimester.

### **Closed Campus: 6<sup>th</sup>-10<sup>th</sup> grade**

VP is a closed campus for all 6<sup>th</sup>-10<sup>th</sup> grade scholars. Scholars are not permitted to leave the campus FOR ANY REASON unless they make previous arrangements with the office. Violators are considered to be truant and will receive a suspension. Scholars may only leave the school when the parent or representative adult signs the scholar out of the front office. There are no exceptions to this rule.

### **Open Campus: 11<sup>th</sup> and 12<sup>th</sup> grade**

As a privilege for scholars in 11th and 12th grade, scholars with a G.P.A. of 3.5 or higher may leave campus for lunch. This will begin after the 1<sup>st</sup> Trimester is complete. This privilege can be

revoked at any time by the Principal. Students and parents will need to complete a contract prior to a scholar leaving campus for lunch.

## **Driving**

Scholars who drive to and from school must park on the surrounding streets. It is imperative that scholars read all street signs to avoid ticketing. Students are no longer permitted to park in the back parking lot of the school. Scholars who drive are subject to all Colorado laws.

## **Electronic Devices**

All electronic devices are prohibited from being used while on school grounds during the school day. This includes during lunch, in the hallways, and when participating in extracurricular and after school activities. Electronic devices include but are not limited to: Cell phones, iPods and other MP3 players, personal digital assistants (PDA), CD players, etc. These devices are not to be used, seen, or heard during the school day.

If a Venture Prep staff member observes a scholar using an electronic device:

**First Violation:** The electronic device will be confiscated by VP staff and secured by the Dean until the scholar signs it out at the end of the day. A scholar is expected to sign a document noting that they understand that they have violated the electronic device policy and their device is in the same condition as it was when they brought it to school.

**Second Violation:** The electronic device will be confiscated by VP staff and secured by the Dean until a parent signs it out. The parent is expected to sign a document noting that they understand that their child has violated the electronic device policy and their device is in the same condition as it was when they brought it to school.

**Additional violations:** The electronic device will be confiscated by VP staff and secured by the Dean pending a parent conference. The parent is expected to sign a document noting that they understand that their child has violated the electronic device policy and their device is in the same condition as it was when they brought it to school.

All electronic device violations are subject to additional penalties at the discretion of the Dean.

\*Please note that this same policy applies to all forbidden items including but not limited to hats, bandanas, and doo rags.

## **Uniform and Dress Code**

Scholars are expected to be in uniform and to follow dress code whenever on campus or at school sponsored events. Parents are expected to support the school in our efforts to maintain a professional environment. Clothing must be practical, clean and in good repair.

### **The Venture Prep School uniform consists of:**

- Middle School: Plain black pants, skirts, or shorts with a purple Venture Prep polo. *All MS scholars will be provided one polo at the start of the school year.*
- 9<sup>th</sup>-11<sup>th</sup> Grades: Plain black pants, skirts, or shorts with a button-up white dress shirt or blouse. Men must wear ties, either Venture Prep ties or ties of

their choice. Ties are optional for ladies. *All HS male Scholars at Venture Prep will be given one school tie at the beginning of the year.*

- 12<sup>th</sup> Grade: Professional dress. Scholars must still meet all expectations outlined below. Professional dress includes: dress pants, a collared shirt (button-down or Polo), belts, appropriate-length shorts, skirts, and dresses, and appropriate shoes. Scholars will discuss and refine “professional dress” during the first week of school. Once a VP Senior has been admitted to a college/university, he/she may wear the appropriate college clothing.

#### **Other important dress code guidelines:**

- Shorts, skirts, and dresses must at least meet the top of the knee. Mesh/Athletic shorts are not allowed.
- Button-down shirts (boys only) must be tucked in. Polo shirts (boys or girls) do not need to be tucked in
- Shirts (Polo or Button-down) must never hang below the bottom of the pants pocket
- Pants must be worn at the top of the hip with a belt. Belts may not contain a belt buckle that is deemed inappropriate by the school administration
- All pants, shorts, and skirts must be plain, without writing or design
- Gentlemen must wear socks. Ladies may wear stockings, tights, or socks with their uniforms. Socks, stockings, or tights that are visible must be a solid color in black, white, or Panther Purple
- Leather or leather-like shoes with rubber soles are suggested but not required. Sandals, high-heels, flip-flops, slippers, and/or heelys, are not permitted for safety purposes
- Sneakers must be worn for Physical Education and other physical activity; PE clothes may be worn only in PE class. Students will be required to change into appropriate PE clothing before class, and must change back into uniform attire following PE class.
- Hair and facial hair must be clean and neatly kept
- Scholars may not wear anything underneath their school shirts except one white, gray, black or purple shirt or thermal shirt. No undergarments may be inappropriately exposed (underwear, straps, etc.).
- When wearing coats or sweaters, scholars must still meet all uniform and dress code requirements
- Jackets and sweatshirts should be a solid color in black, white, gray or Panther Purple. No patterns, decoration or logos. Outerwear must be removed when inside the building.
- Teachers reserve the right to restrict jackets and sweatshirts being worn while in class
- Hats, hoods and head scarves are not permitted, with the exception of scarves for religious observance
- The only allowable jewelry is earrings for females.

#### **The following items may never be worn, including on Fridays and free-dress days:**

Sweat pants or shorts made of fleece/flannel; pajama bottoms or tops; slippers, sandals, shoes with wheels; Spandex pants, shorts or tops; oversized, baggy or sagging pants or shorts; no mesh/athletic tops or bottoms; apparel displaying suggestive pictures, inappropriate slogans, or graphics related to sex, alcohol, drugs or tobacco; gang-related type clothing (including bandanas and shoestrings); excessively tight fitting clothing or tank tops.

#### **Friday Uniform Policy:**

On Fridays, Venture Prep scholars may elect to wear a college shirt or a Venture Prep shirt in place of their uniform shirt. However, collegiate athletic jerseys will not be allowed as a substitute to the uniform shirt. In addition, scholars must still wear the appropriate plain black pants/skirts/shorts as expressed in the school’s uniform policy. All guidelines listed in the uniform policy must be followed.

#### **Free Dress Days:**

In the event that a free-dress day is granted, scholars will be notified in advance by their teachers. All clothing worn on free-dress days must meet the guidelines expressed in the uniform policy.

### **Violation of Dress Code**

- **First Violation:** Scholar will be asked to change and a phone call will be made to the scholar's parents.
- **Second Violation:** Same as above plus scholar will be assigned a detention.
- **Third Violation:** Same as above plus scholar will serve an in-school suspension for that day. Fourth violation: Scholar will be sent home on suspension and a parent conference will be mandated prior to the scholar's return.
- **Subsequent Violations:** Subject to administrative action including suspension and/or expulsion.

Scholars and parents are expected to support the dress code whether or not they agree with each detail. The school staff reserves the right to determine what is acceptable and appropriate dress.

## **SCHOOL ACTIVITIES**

### **Clubs, Dances and Recreational Events**

Clubs will be developed as interest is expressed, driven by scholar and family initiatives. With scholar organization and staff guidance, dances and other recreational events will be held for VP scholars. A scholar must be in school on the day of an activity (minimum of three academic classes) in order to participate in any activity. School attendance the day after the activity is expected. Exceptions for unusual circumstances may be made by the administration. Scholars who are on suspension or who have outstanding disciplinary action in process are not permitted to attend dances or other events.

### **Signs and Posters**

The principal or designee must approve any and all signs, fliers and posters. It is imperative that the club or individual remove such signs once their purpose has been served or the event has passed.

### **Sports Programs & Extracurricular Experiences**

Sports, adventure and fitness programs will be available at VP, including competitive game opportunities and training in developmental skills.

## APPENDIX I

### **College Entrance Requirements**

#### **Colorado University System Minimum Academic Preparation Standards**

3 years HISTORY/SOCIAL SCIENCE:

- 1 year U.S. History
- 1 year of World History and Geography
- 1 year of Geography

4 years of ENGLISH (Including two composition courses)

4 years of MATH:

- Algebra I
- Geometry
- Algebra II
- College Preparatory Math: Trigonometry, Analytic Geometry or Elementary Functions

3 years of NATURAL SCIENCE (Two years of laboratory science that must be chemistry or physics):

- Biology
- Chemistry
- Physics

3 years of WORLD LANGUAGE (must be the same language)

1 year of COLLEGE PREPARATORY ELECTIVES:

- Social Studies
- English
- Advanced Math
- Laboratory Sciences
- Foreign Language
- Visual & Performing Art

#### **Colorado State University Entrance Requirements**

Priority consideration is given to freshman applicants who have earned a minimum 3.25 GPA in the following 18 recommended high school units (grades of C- or better preferred).

3 years HISTORY/SOCIAL SCIENCE:

- 1 year U.S. History
- 1 year of World History and Geography
- 1 year of Geography

4 years of ENGLISH (Including two composition courses)

4 years of MATH:

- Algebra I
- Geometry
- Algebra II
- College Preparatory Math: Trigonometry, Analytic Geometry or Elementary Functions

3 years of NATURAL SCIENCE (Two years of laboratory science; must be chemistry or physics):

- Biology
- Chemistry
- Physics

2 years of WORLD LANGUAGE (must be the same language)

2 years of COLLEGE PREPARATORY ELECTIVES:

- Social Studies
- English
- Advanced Math
- Laboratory Sciences
- Foreign Language
- Visual & Performing Art

### **Private College Entrance Requirements**

Private colleges do not publish a firm list of required courses. However, the list of courses required by the University of Colorado gives you a guideline for the high school courses that should be taken to qualify for admission to private colleges. You should also take advantage of Advanced Placement (AP) courses at Venture, for these AP courses are well respected by private colleges.