

PROVE Alternative Educational Environment
High School
8220 24th ST SE, Everett WA 98205
Lake Stevens School District

School Colors: Green and Cream
School Mascot: Rebels

WELCOME TO PROVE HIGH SCHOOL

PROVE is a place where students come to seek an opportunity for a new beginning and to redirect many of their previous life choices. Our staff and student body welcome you to our campus. Your journey may start out rather rocky, but you will meet new friends and find success along the way. You will also learn that

Rebels show.....

Respect for themselves
Respect for others
Respect for our school
Responsibility for their actions

If you take these building blocks with you as you leave PROVE, you will be a much stronger person and more prepared to face your future than when you came.

MISSION

The Staff at PROVE High School pledge energy, enthusiasm and commitment to supporting and ensuring that students:

- *Grow in personal relationships;
- *Pursue interests in the real world through service learning and internships; and
- *Improve skills and complete quality work.

TELEPHONE NUMBERS

Main Office 425-335-1540

Fax Number 425-397-9178

OFFICE HOURS

7:30 AM – 3:00 PM

STAFF

Pam Sturgeon	Principal
Wendy Floyd	Secretary / BECCA
Adrienne Lartz	Counselor
Dawn Boyden	Family & Consumer Sciences & Health / PE / Photography
Jim Martin	Social Studies
Ralph Moore	Language Arts
Sharon O'Brien	Math / Contract Based Learning
Pat Wing	Career and Technology Education
Timmi Jo Forbes	Special Services
Debbie Brampton	Paraprofessional / NovaNet / Classroom
Melanie Hopkins	Paraprofessional / Office / Classroom
Sue Lindquist	Paraprofessional / Childcare / Classroom
Regina Cassidy	Paraprofessional / Childcare
Sue Kasalko	Paraprofessional / CBL / Classroom

Late Start Day		Wednesday			
<u>Schedule</u>		<u>Daily Schedule</u>		<u>ImPROVEment Day</u>	
Period 1	9:55 – 10:28	Period 1	7:55 – 8:43	7:55 – 11:21	
Period 2	10:30 – 11:02	Period 2	8:45 – 9:33	Activities, Field trips	
Period 3	11:04 – 11:36	Break	9:33 – 9:43	Family Access, Labs	
Period 4	11:38 – 12:10	Period 3	9:43 – 10:31	Lunch	11:21 – 11:51
Lunch	12:10 – 12:40	Period 4	10:33 – 11:21	Period 5	11:51 – 12:39
Period 5	12:40 - 1:12	Lunch	11:21 – 11:51	Period 6	12:41 – 1:29
Period 6	1:14 – 1:46	Period 5	11:51 – 12:39	Period 7	1:31 - 2:20
Period 7	1:48 – 2:20	Period 6	12:41 – 1:29		
		Period 7	1:31 - 2:20		

HIGH SCHOOL GRADUATION REQUIREMENTS

Prior to registering in high school, and each year thereafter, each student and his/her parents or guardians will be provided with a copy of the graduation requirements in effect for that student.

HIGH SCHOOL COMPLETION

Each student is to develop, update as necessary, and have on file a high school completion plan approved by the parent. This is now required as part of the graduation requirements. The counselor/administrator will provide assistance to students and their families for developing educational plans. Changes in plans should normally reflect parent consent and should be submitted to the appropriate counselor/administrator. At the conclusion of each year the school will provide the student and his/her parents or guardians a report that reflects progress that has been made toward satisfying the graduation requirements. If progress is not normal, the school will identify alternative courses that can be taken to correct the deficiencies.

REQUIRED SUBJECT AREAS AND CREDITS

English (9, 10 and electives in literature and writing)	3.5 credits
Mathematics (Algebra and Geometry currently required)	2.0 credits
**Mathematics (Beginning with class of 2013)	(3.0 credits)
Science (physical science and another lab science)	2.0 credits
Social Studies (Global Studies, US History, CAI, CWI)	3.0 credits
Health and Fitness	2.0 credits
Arts (Performing, Visual)	1.0 credit
Occupational Education (Comp Apps/Dig Design req .5)	1.5 credits
General Electives	7.5 credits
TOTAL	22.5 credits

GRADES / CREDITS

CREDITS

4.5 credits needed to enter 10th grade

10.5 credits needed to enter 11th grade

16.5 credits needed to enter 12th grade

22.5 credits needed to graduate and participate in the ceremony

In addition, students must satisfactorily complete a High School Plus Education Plan (13 year plan), Senior Culminating Project, and meet the state Certificate of Academic Achievement requirements in Reading and Writing and must meet state continuous enrollment guidelines in math (or another legitimate option) if not successfully meeting standard on the Math HSPE.

Students must also meet Algebra and Geometry (advanced Algebra $\frac{3}{4}$ or a career based equivalent for the class of 2013) requirements through successful course completion or performance based assessment, or meet mathematics CCA requirement.

.5 Occupational Education credits must focus on technology literacy or be demonstrated through a performance based assessment.

MATERIALS

STUDENT PLANNERS will be provided to all students at the start of school. Each day, students will be expected to write down their assignments and the due date for each class. Planners also serve as hall passes. Replacement planners can be purchased for \$2.00 each.

Classroom material for every student will be supplied the first day of school: Notebook, dividers, pencil pouch, pen/pencil. Students are expected to have these supplies with them at all times. You may use your own if you wish. Replacement of material received from PROVE can be purchased for \$4.00 per package.

GRADING

Our grading plan at PROVE is the following: Each class assignment must be 100% completed before it is accepted. Students will receive an A, B, C (100-70%) or an F. Therefore, work will need to be completed before students will be given the opportunity to move on. Grade reports from Family Access will be sent home with students each week through Advisory. During Advisory, students will also call home when class grades fall below passing.

Grades are also given at the end of each semester and are entered as part of the permanent record. Two interim progress reports are issued at 6 week intervals during each semester. These progress reports will indicate any need for special attention.

FAILING GRADES

1. It is the responsibility of the student to seek additional assistance if he/she is receiving a failing grade. Teachers are available 30 minutes prior to the beginning of 1st period and 30 minutes after school is dismissed.
2. It is the responsibility of the teacher to notify each student who is failing or is near failing his/her class in a timely manner by means of the six week progress report to allow for remediation.

ACADEMIC NON PERFORMANCE

PROVE emphasizes the importance of learning (see academic expectations). Improving academic performance requires effort, commitment, and cooperation at all levels. Our PROVE staff will pursue many strategies to support students in their efforts to improve achievement and most often, with collaboration among students and staff, these interventions work well. Students can do amazing things when they focus on their classroom tasks, exert effort and motivation, bring needed materials to class, and attend school on a regular basis ?

Students continuing in a non-performing status-failing more than 2 classes out of 7 (minimum passage of 5 out of 7) each grading period, as outlined in our **Academic Expectation Contract** – will be placed in our **Second Chance** program. Progress conferences will be held at the end of two weeks into the next grading period. If a student is not then passing 5 out of 7 classes, a reduced schedule will be implemented to support more concentrated efforts on fewer classes. Failure to bring grades up to the **Academic Expectations Contract** criteria will lead to dismissal from PROVE High School.

New students to PROVE, IF entering with failing grades, will be placed on **Academic Probation** for the first two weeks in order to demonstrate their commitment and efforts towards improvement. If not successful in at least 5 of 7 classes, **Second Chance** will be implemented.

DRUG AND ALCOHOL POLICY AND PROCEDURES

ALCOHOL AND OTHER DRUGS

The goal of PROVE High School is to provide a safe, structured and nurturing atmosphere. Within this learning environment, we want our students to strive to become independent learners with skills to problem solve, communicate and take responsibility for all aspects of their lives. We recognize that students progress academically, socially and emotionally at varying rates. Every student is important and deserves an opportunity to succeed.

In order to maintain a successful, safe educational environment, PROVE has a no-tolerance policy towards tobacco, alcohol or chemical use. As part of that policy, we require urinalysis testing upon new student at the start of the school year, entry, and reasonable suspicion. Because PROVE is a school of choice, we require that the student, in partnership with his/her family and the PROVE staff, meet the guidelines for the Healthcare Contract. For guidelines concerning prescription and non prescription medication, please see page 12 under SAFETY/HEALTH.

These policies can be reviewed in full at the district's web site - <http://www.lkstevens.wednet.edu>.

PROBLEMATIC UA'S

1. **Refusal to comply** – If a student is unable to produce a sample immediately, the student will be asked to stay in the office until ready. If the student has not processed a sample by the end of the school day, the assumption is that the student has concerns about possible positive results. The UA's will then be considered positive or "dirty". If this situation occurs, the student will be asked to:
 - Have a drug and alcohol evaluation by a certified drug and alcohol agency of his/her choice; or

- If the student is already involved in drug and alcohol treatment with an agency, the agency will be informed of the student's status and refusal.
2. **Cold Sample** – Each UA cup has a temperature strip reading on it to test for accuracy. If the UA sample isn't within the normal temperature range, the assumption is that the sample has been tampered with and the UA will be considered positive or "dirty". Other evidence that indicates concern regarding origins of the sample or its purity will also identify the sample as non-negative. In this case, the student will be asked to:
- Have a drug and alcohol evaluation by a certified drug and alcohol agency of his/her choice; or
 - If the student is already involved in drug and alcohol treatment with an agency, the agency will be informed of the student's situation or refusal to provide a UA if that is the status.
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IMMEDIATE DISCIPLINE

Any student under the influence of or in possession of drugs, paraphernalia, or alcohol will face immediate long term suspension or expulsion.

- **1st offense:** Suspension for one semester (or 90 days) with a loss of all credit. Suspension may be reduced to ten (10) days if the student completes a drug/alcohol assessment, urine analysis (UA) within 10 days of the suspension, and complies with the recommendation for follow-up. Results of the UA must be given to the parent/guardian of the student.
- **2nd offense:** Expulsion from the Lake Stevens School District

The sale of and or distribution of illegal substance will result in an expulsion from the Lake Stevens School District.

TOBACCO POLICY

Possession or use of any tobacco products is prohibited on or near any school district property.

The use of any tobacco product on school grounds is prohibited by Washington State law. Students and adults are subject to discipline for violations of this policy. School grounds for Cavelero extend to 20th ST SE and beyond all the cleared areas surrounding the campus.

- **1st offense:** 5 day suspension which can be reduced if student participates in a tobacco education class
- **2nd offense:** 5 day suspension
- **3rd offense:** 10 day suspension
- **4th offense:** Long term suspension

STUDENT EXPECTATIONS

The student expectations and consequences section of this book are designed to be used as a guide. Administrators will issue discipline based on the situation at hand and will use this section as a guide to help make the correct decision.

CUMULATIVE VIOLATIONS

PROVE discipline is reasonable, consistent, and progressive. Students who do not respond to counseling or detention, behavior or attendance contracts, in or out of school suspension, or parent conferences, and continue to violate school rules (or students who exhibit acute discipline problems) will lose their privilege to attend PROVE. We are committed to providing a positive and orderly learning environment for everyone. We encourage you to carefully read the information provided in this handbook so you have a good understanding of appropriate student behavior. If you have questions or concerns, please direct them to a teacher, counselor, or administrator for clarification.

Students accumulating 3 referrals that reference Non-compliance with PROVE/class expectations will be required to have a parent/guardian and principal conference prior to returning to their schedule of classes.

Students, upon return from an out of school suspension, will meet with the **Student Court** to discuss the impact of their behavior upon the school environment. Further consequences in the form of mutual restitution may result.

RULES FOR STUDENT BEHAVIOR

The School Board has adopted Rules and Regulations for Students in the Lake Stevens School District. These guidelines apply in the following situations:

- On or near school grounds during school, immediately before, and after school hours.
- On or near the school grounds at any other time when the school is being used by a school group.
- Off the school grounds at a school activity, function, or event, including bus stops.

HARASSMENT, INTIMIDATION, AND BULLYING

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
- Has the effect of substantially disrupting the orderly operation of the school.

The excerpts below represent our philosophy on harassment. If it is reported to administration that one student has harassed another, the following penalties will occur:

- **1st offense:** report is taken and harassing student receives penalty ranging from a warning to suspension. Parents may be contacted.
- **2nd offense:** parents and legal authorities will be contacted; student is suspended from school for up to ten days.
- **3rd offense:** parents and legal authorities will be contacted and student will be long-term suspended for the remainder of the semester with loss of credit.
- **additional offense:** student is expelled from school

SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct, either sexual or non-sexual, that is directed toward a person because of that person's gender and creates an intimidating, offensive, and hostile learning environment. Sexual harassment is considered to be a form of sex discrimination, and it is illegal in schools and in the workplace under existing state and federal laws. The policy of the Board of Directors of Lake Stevens School District is to provide a working and learning environment that is free from all forms of discrimination, including sexual harassment.

Any student, who believes that he or she has been subjected to sexual harassment, either as a victim of or witness to, should bring this to the immediate attention of a teacher, counselor or administrator. All such complaints will be investigated promptly and fairly and, where appropriate, immediate corrective action will be taken. Students involved in a sexual harassment complaint should not be retaliated against because of participation in the complaint procedure

THREATS

Students making verbal and/or written threats of physical harm toward others may be subject to emergency expulsion. Expulsion may be reduced upon receipt of a satisfactory report from a mental health professional.

VIOLENT BEHAVIOR / ASSAULTS / FIGHTING

Physical violence, intimidation or fighting will not be tolerated on the campus of PROVE High School nor at any school-sponsored activity. Each situation will be investigated and treated as unique and, depending on the severity of the incident, may result in up to an emergency expulsion. In general, the following consequences of violating this policy are as follows:

- **1st offense:** Parent/guardian will be notified and student suspended for a minimum of five (5) days out of school with anger management sessions mandated. In addition, a parent/administrative conference must be held before the student is readmitted. In addition, conflict mediation will be required.
- **2nd offense:** Parent/guardian will be notified and student suspended for a minimum of ten (10) days out of school.
- **3rd offense:** Parent/guardian will be notified and student long term suspended for the remainder of the semester with a loss of credit.

POSSESSION OF WEAPON

State law (RCW 28A.600.010) and District Policy (5570) prohibit any student from possessing a weapon, or weapon look-alike, on school district property or any school related event.

Violating this policy by possessing any weapon will result in immediate referral to legal authorities, parent notification and emergency expulsion from school.

PROFANITY, OBSCENE GESTURES AND LEWD BEHAVIOR

Profanity/lewd behavior include generally accepted rules of common courtesy, common decency, and common sense.

Obscenity (display of obscene material or gestures)

Profanity (swearing at self or others)

Failure to follow reasonable directions

- **1st offense:** teacher will address the student and give a warning
- **2nd offense:** teacher will give second warning
- **3rd offense:** teacher will refer student to office for disciplinary action/1 day suspension.
- **4th offense:** Behavior contract developed

Profanity and obscene gestures DIRECTED at school personnel will result in suspension from school for a minimum of three (3) days.

INAPPROPRIATE DISPLAY OF PUBLIC AFFECTION

(Public displays of affection deemed inappropriate by public standards)

Lewd or inappropriate affection – kissing, touching, fondling, etc. – are not allowed and may result in the following:

- **1st offense:** warning/reprimand
- **2nd offense:** meeting w/principal
- **3rd offense:** short term suspension

SPITTING

Spitting is prohibited in all areas of the campus. Spitting is against city ordinance and can result in a fine. Students observed spitting can be subjected to disciplinary action.

APPEARANCE/APPROPRIATE ATTIRE

Student dress and grooming affects the general learning environment of the school and must meet minimal health and safety standards which include cleanliness, neatness, the wearing of shoes, and clothing appropriate to the school.

*All secondary schools in the LSSD comply with the following dress code:

Clothing, personal items, or other medium that promotes the use of tobacco products, alcohol or other drugs, inappropriate language, sexual innuendo, slang or gang slang, or is indecent, too revealing, or too suggestive is not allowed. Shirts and pants must be the type that covers the body and undergarments in an appropriate and decent manner for school. Pants cannot be sagging below the hips and undergarments must be covered. Beachwear, short shorts, and gang style dress are not acceptable. These clothing and dress standards extend to all student athletics and activities. All shorts/skirts must pass the fingertip length rule. Straps of shirts must be an inch or more in width (approximately 2 fingers wide) in both the front and back of the shirt and cover all undergarment straps. The straps also need to be attached. Sunglasses are not allowed to be worn in buildings during school or school activities. Bandannas, hairnets, dew rags, or anything else that PROVE High School administrations or security views as inappropriate are banned at school and school events. Any article of clothing that becomes identified as gang related or has reasonable suspicion will likewise not be allowed on campus. PROVE administration and security have the right to identify other factors that they deem to be a threat to student safety and school climate.

Consequences of inappropriate attire:

- **1st offense:** warning/sent to the office and appropriate clothing will be supplied.
- **2nd offense:** sent home – one day suspension
- **3rd offense:** short term suspension

CHEATING/PLAGIARISM

Willful copying of another paper or professional source with intent to present it as one's own work for use on classroom assignments or projects without prior approval from the instructor or without proper recognition of the original source (footnoting, quotation marks, etc.) constitutes a form of cheating and a misconduct. Disciplinary action may range from failure of the particular project or test to loss of credit and removal from class.

Consequences of cheating:

- **1st offense:** 0 on that project or test
- **2nd offense:** F in the class if a failing grade at that time; if passing at that time, grade becomes an NC (No credit)

THEFT

Theft is considered an Exceptional (very serious) Misconduct. Students may be suspended or expelled on the first offense.

COMPUTER/INTERNET ACCESS

Appropriate use of computers/internet protocols must be followed (see internet access form). Violation of these protocols will result in suspension of all computer/internet privileges.

NOT ALLOWED:

Students may not store music in their personal computer files. Accessing personal email, social networking, any games not part of the classroom activity and chat rooms is NOT allowed.

All classes extensively incorporate use of the computer into their activities and assignments. Losing access to this technology will severely harm a student's ability to do his/her classwork !

ImPROVEment WEDNESDAYS

Students at PROVE High School participate in a half day program on Wednesdays in which graduation tracking, academic progress is reviewed, make up time is provided for missing work, and a variety of school activities related to Service Learning and opportunities beyond high school are explored. During this timeframe, students will call home to notify parents/guardians if they are missing classwork; this is yet another chance in addition to Family Access that provides communication to families regarding student achievement and places the accountability for success with the student.

ATTENDANCE

WASHINGTON STATE ATTENDANCE REQUIREMENTS

The BECCA Bill amended Washington State's Compulsory Attendance Law, RCW 28A.225.020. The law requires schools to file a truancy petition with the juvenile court when a student accrues 5 unexcused absences in a month or 10 unexcused absences during the school year.

Step I	1 st unexcused absence	Parent notification
Step II	5 th unexcused absence per month	Petition filed with Juvenile Court
Step III	10 th unexcused absence	Petition filed with Juvenile Court

PROVE HIGH SCHOOL ATTENDANCE

Regular attendance is the key to successfully completing course work in a timely manner. Students, in concert with their parents/guardians, have the responsibility for establishing and maintaining prompt and regular attendance.

If a student is absent, we will attempt to contact the parent/guardian.

*Students will be dropped from enrollment at PROVE after **20** consecutive days of unexcused absences.

Absence Excused: Any absence that meets the definition of excused per LSSD Policy 5040: Participation in school-approved activity; absence due to religious reasons; absence due to illness, health condition, or family emergency; extended illness or health condition; excused absence for chronic health condition; absence for parental pre-approved activities; or absence resulting from disciplinary actions or short-term suspension. The written note from the parent/guardian must include the date(s) of the absence, the reason for the absence and the parent/guardian signature. Although we appreciate phone messages indicating student absence, we will require a written note for an excused absence.

Absence Unexcused: Any absence that does not meet the definition of excused per LSSD Policy 5040, and /or has not been verified by written note within three school days after returning to school.

Admit Slips:

All students are required to present a written note excusing their absence, from the parent/guardian to the office within three (3) school days of the student's absence, or the absence will be considered unexcused.

<i>Tardies:</i>	Students are required to sign in at the office when late for school. Any tardy exceeding ten (10) minutes will be counted as an absence. Three tardies per period may be counted as an absence.
<i>Truancy:</i>	Any absence from school without parental knowledge and/or school approval. (3 periods or more).
<i>Skipping:</i>	Any absence from class without parental/teacher knowledge and/or school approval.
<i>Prior Permission:</i>	All pre-arranged absences of 3 or more days must include a prior permission form, signed by the parent, which is available in the school office. The student is responsible for completing the form and returning it to the office before the absence.

Attendance Forgery automatically becomes an unexcused absence – refer to misconduct and exceptional misconduct section.

Letters Home for Excessive Absences:

Letters will be sent home after students miss more than 5 or 10 days of school in any one period. This is in compliance with both State and District information policies. After the 10th day of absence students may be in danger of losing credit in their classes.

Opportunities for retrieving absences and thus potential credit may be available upon conference with the principal and teacher.

Leaving School Early

A. If a student has reason to leave school during the school day, he/she must have parental permission.

1. This permission can be obtained with a note from the parent brought to the office prior to the time of dismissal.

2. If a student does not have a note, he/she must come to the office and call a parent for permission to leave the campus, verified by a school official. Upon returning to school, student must bring a parent-signed note. If a student is leaving campus for a doctor appointment, he/she must bring back a note from that doctor the next day.

B. Failure to follow above procedures will result in an unexcused absence.

EIGHTEEN YEAR OLD STUDENTS

Eighteen year old students wishing to write their own notes for absences must first secure written verification from their parents approving and acknowledging the students' responsibilities in signing for themselves. Forms for obtaining parent permission are available in the office. Parental acknowledgment and approval to sign notes does not alleviate the student's responsibility to adhere to all of the rules and attendance policies of the school in order to maintain enrollment and credit.

HALL PASSES

Students will be expected to remain in their classrooms for the duration of the class period.

- On an emergency basis, students will be allowed out of class, but must have a pass to be out of the classroom.
- Passes will again be logged on the last page of each **STUDENT'S PLANNER**. Students must have their planner accessible in order to leave the room. The teacher must date, put the time, the destination, and his/her name in the box. It will then be crossed off when completed.
- It is best to use the restroom during pass time and breaks.

CLOSED CAMPUS

It shall be the policy of the Lake Stevens School District that all school campuses shall be closed during the regular school day. Upon arrival students will remain on the school campus until the end of the regular day, unless given permission to leave in accordance with School District Policy 5150. Students are to remain in our Cavelero wing for the entire day. Students may not return to the parking lot, or their cars during the school day.

CELL PHONES / MUSIC DEVICES

Cell phones are to be turned **OFF** during class time, not on vibrate. Cell phones will be confiscated by teachers and turned into the office for the remainder of the day if a student's phone becomes problematic in class. Cell phones may be used during lunch. Parents may call the office phone for emergencies. 425-335-1540.

- **1st offense:** warning
- **2nd offense:** cell phone confiscated until the end of the day
- **3rd offense:** **Parents contacted and required to pick up phone**

Students are encouraged **NOT** to bring any electronic devices such as cell phones, IPODS, MP3 players, CD players etc.to school. WE will not be responsible for lost or stolen items. Electronic devices are to be off at all times during class times.

GENERAL INFORMATION

STUDENT DRIVING AND PARKING

All students driving cars to school are required to register their vehicles. Students must have a valid driver's license and auto insurance. Students must display their parking sticker on the front window of the vehicle.

If it is necessary for a student to drive his/her car during the school day, prior parental permission (if student under 18) must be secured and final permission must be obtained from the office prior to leaving. Student should follow state law limitations on licenses when driving to school.

Student parking is located on the south side of our PROVE wing.
A bicycle rack will be available for students by the main entrance of Cavelero.

CAFETERIA

Breakfast and hot lunches are available in the Cavelero cafeteria. After eating, it is mandatory that each student properly dispose of all garbage before leaving this area. PROVE students eat in PROVE commons as long as cleanliness is maintained.

TELEPHONES

Telephones in the office and classrooms are for school business only. Students will be called from class to take a call in emergency situations only. Students may use the phone in the office during lunch or break with staff permission for emergency purposes.

VISITOR POLICY

Adult visitors are required to check-in with the office upon arrival. PROVE is a closed campus. Visitation hours are after school is out of session, not any earlier. Non adult visitors are not allowed on campus during school hours.

STUDENT DIRECTORIES

The No Child Left Behind act requires school districts that receive federal funds to disclose names, addresses, and telephone number of secondary students to military recruiters and institutions of higher education.

Student names will appear in the following directories at the high school: attendance cards, daily attendance forms, data processing scheduling cards, the annual, teacher's grade books, counseling office files, class lists by grade, business office records, honor roll lists, commencement program, emergency locator cards, permanent records/files/folders, banquet programs, health cards, school insurance lists, and transportation lists for bus routes.

Parents/guardians may, however, request that information regarding their student/s not be released. To request that your student's information not be released, please put your request in writing and mail it to: PROVE High School, 8220 24th ST SE, Everett, WA 98205.

STUDENT COUNCIL/ASB

Each class Advisory will elect two students to serve on our Student Council. This group works closely with the ASB officers to plan and coordinate activities, represent student views, and serve as members of the Student Court.

SAFETY / HEALTH

FIRE / EARTHQUAKE DRILLS / LOCKDOWN

Fire, earthquake and lockdown drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Staff in each classroom will give the students instructions. Failure to comply with these directions will lead to disciplinary action.

HEALTH CENTER SERVICE

A school nurse is available in the main office at Cavelero for discussing individual health problems with students. Students wishing to speak with the nurse should contact the PROVE office.

MEDICATION

Students at PROVE High may have access to their medication in the office for administration by designated personnel. If medication needs to be administered by a school official, a written, current and unexpired request from a licensed physician or dentist must accompany the medication. (**Authorization form available in the office). Medication must be in its original container, issued to that specific student by the Pharmacist. Such request shall state that it is necessary for the school to administer medication to the student to permit the student to attend school.

Staff may not administer any medication, whether prescription or over the counter, unless considered designated personnel (school nurse, counselor, office secretary or principal).

Students may carry **one** day's worth of prescribed or over the counter medication on their person in the original container with proper labeling. **Under no circumstances should students share their medication with other students.** This can lead to severe health issues and is a violation of school policy.

