Mustangs Student Handbook

2026-2027

Trout Lake School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Name and Title: Doug Dearden, Superintendent
Address: 2310 Highway 141
Telephone Number: (509) 395-2751
Email: d.dearden@tlschool.net

Section 504/ADA Coordinator
Name and Title: Heather McClure, Counselor
Address: 2310 Highway 141
Telephone Number: (509) 395-2751
Email: h.mcclure@tlschool.net

Harassment, Intimidation, Bullying Compliance Officer
Name and Title: Wendy Beldin, Principal
Address: 2310 Highway 141
Telephone Number: (509) 395-2751
Email: w.beldin@tlschool.net

McKinney Vento Homeless/Foster Care Liaison
Name and Title: Wendy Beldin, Principal
Address: 2310 Highway 141
Telephone Number: (509) 395-2751
Email: w.beldin@tlschool.net

Title I, LAP, and Hi-CAP Program Coordinator
Name and Title: Crystal Lanz, 2nd Grade Teacher
Address: 2310 Highway 141
Telephone Number: (509) 395-2751
Email: c.lanz@tlschool.net

Multilanguage Learner Coordinator
Name and Title: Michele Davis, MS ELA Teacher
Address: 2310 Highway 141
Telephone Number: (509) 395-2751
Email: m.davis@tlschool.net

PLANNING FOR GRADUATION

Your Roadmap to Success at Trout Lake School District

FOR THE CLASS OF 2030 AND BEYOND

Classes of 2027–2029 require 4 math credits and 4 electives.

YOUR PATH TO GRADUATION

1 BUILD
Your High School & Beyond Plan
Explore your interests, set goals, and plan for your future.

2 EARN
26 Credits
Complete the required classes and earn your credits.

3 COMPLETE
a Graduation Pathway
Show that you have the knowledge and skills ready for life after high school.

4 GRADUATE
Ready for Your Next Step
You have choices! College, career, military, apprenticeship, and more.

GRADUATION REQUIREMENTS

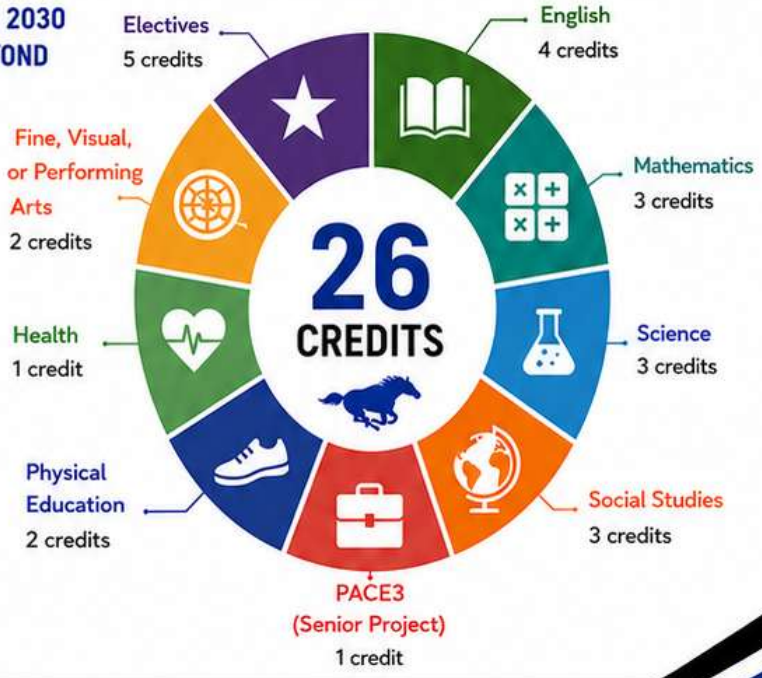
CLASS OF 2030 AND BEYOND

You must earn 26 credits in the subjects below.
One semester class equals 0.5 credit.

Washington State History is a required graduation component recorded on your transcript but does not earn credit.

Planning for college or career?
Many colleges recommend additional math, science, world language, or other coursework beyond minimum graduation requirements.

Classes of 2027–2029 are required to complete 4 years of math and 4 elective credits.



LEARN • GROW • LEAD

MUSTANGS
TROUT LAKE SCHOOL
MUSTANGS

GRADUATION PATHWAYS

You must complete **ONE** of the following state-approved pathways to graduate.

1 STATE ASSESSMENT (SBA)

Meet the Washington State English Language Arts and Mathematics assessment standard.

Cut Scores:

- **ELA:** 2548
- **Math:** 2595

2 DUAL CREDIT

Successfully complete qualifying college-level coursework, including:

- Running Start
- College in the High School
- Other approved dual-credit opportunities

3 COLLEGE ADMISSION / AP EXAMS

Qualifying scores on college admissions tests (ACT or SAT) or Advanced Placement (AP) exams may satisfy the graduation pathway.

4 PERFORMANCE-BASED PATHWAY

Demonstrate college and career readiness through an approved performance-based assessment aligned to your High School & Beyond Plan.

5 AFQT (MILITARY PATHWAY)

Earn a qualifying score on the ASVAB (Armed Services Vocational Aptitude Battery).

Cut Score: 31

ADDITIONAL PATHWAY FOR ELIGIBLE STUDENTS

Students whose IEP identifies the Washington Access to Instruction & Measurement (WA-AIM) assessment may also meet graduation pathway requirements through that assessment.

YOUR 4-YEAR PLAN: STAY ON TRACK!

9TH GRADE — EXPLORE

- Build your High School & Beyond Plan
- Discover your interests
- Get involved in school and activities
- Start strong with good attendance and grades

10TH GRADE — PREPARE

- Monitor your credits and progress
- Explore careers
- Consider CTE, Running Start, and College in the High School
- Plan for your pathway

11TH GRADE — PLAN

- Complete your graduation pathway
- Visit colleges and career programs
- Meet with your counselor
- Refine your post-secondary plans

12TH GRADE — FINISH STRONG

- Complete your credits
- Finish your PACE3 (Senior Project)
- Finalize your plans for after high school
- Apply for programs, scholarships, and jobs
- Celebrate Graduation!

YOUR FUTURE STARTS HERE

- APPRENTICESHIPS
- CAREER & TECHNICAL EDUCATION
- MILITARY SERVICE
- EMPLOYMENT
- SKILLED TRADES
- COMMUNITY COLLEGE & UNIVERSITY

NEED HELP?

Heather McClure, School Counselor, is here for you!

She can help you monitor your graduation progress, update your High School & Beyond Plan, explore resources, and schedule a meeting anytime—we're here to help you succeed.

HIGH SCHOOL & BEYOND PLAN RESOURCES

Review your plan, explore career interests, plan your courses, and prepare for life after high school. Talk with Heather or visit our website for more information.

www.troutlake.k12.wa.us

EVERY STUDENT. EVERY PATHWAY. EVERY FUTURE.

At Trout Lake School District, every student graduates with a plan for life after high school.

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For Trout Lake School District Information,
visit www.troutlake.k12.wa.us.

Administration and Office Staff

Dearden, Doug	Superintendent, Athletic Director	d.dearden@tlschool.net
Beldin, Wendy	Principal, CTE Director	w.beldin@tlschool.net
Keller, Jennifer	School Secretary	je.keller@tlschool.net
McClure, Heather	Counselor	h.mcclure@tlschool.net
Porter, Stephanie	Asst. Business Manager	s.porter@tlschool.net
Schmid, Kristin	Administrative Secretary	kr.schmid@tlschool.net

Teaching Staff

Anderson, Dennis	Technology, Science, Construction, Culinary Arts	d.anderson@tlschool.net
Anderson, Megan	5th Grade	m.anderson@tlschool.net
Davis, Michele	MS English, ML (ELL/ELD) Coordinator	m.davis@tlschool.net
Fink, Julie	High School Math	j.fink@tlschool.net
Fogarty, Kira	Art, Health, CTE PACE	k.fogarty@tlschool.net
Fuentes, Tony	K-12 Music, 9-12 Online, Bus Driver	t.fuentes@tlschool.net
Hollister, Melissa	4th Grade	m.hollister@tlschool.net
Jackson, Kara	1st Grade	k.jackson@tlschool.net
Kuh, Devin	MS Math, PE 7-8	d.kuh@tlschool.net
Lanz, Crystal	2nd Grade	c.lanz@tlschool.net
Silva, Michelle	Special Ed (ESD)	m.silva@tlschool.net
Stewart, Emily	3rd Grade	e.stewart@tlschool.net
Vincent, Joe	MS/HS Science, Robotics, Projects 5/6	j.vincent@tlschool.net
Waller, Timmy	History, Sports Medicine, PE	t.waller@tlschool.net
Wroe, Debbie	Kindergarten	d.wroe@tlschool.net

Support Staff

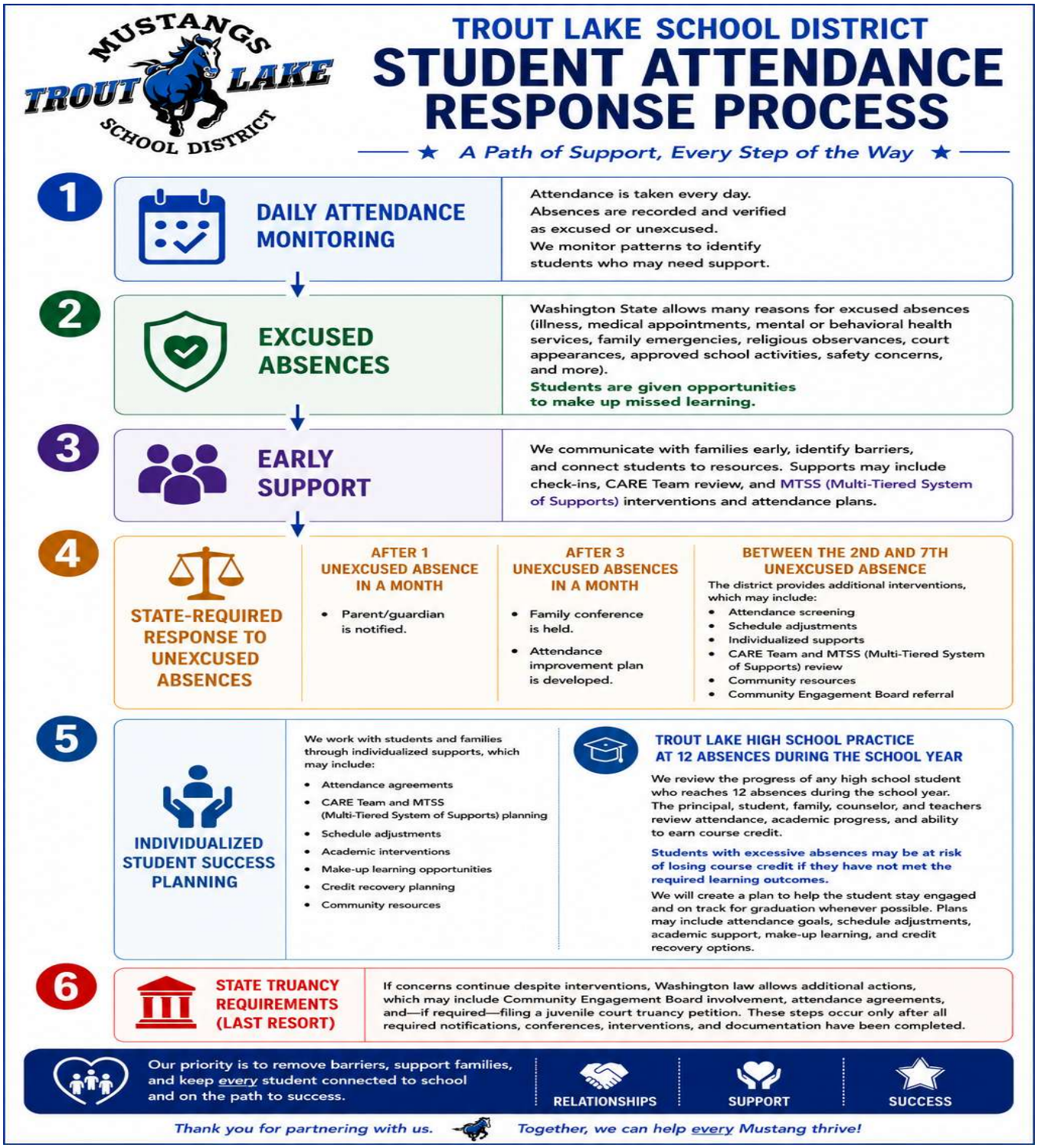
Allaway, Steve	Maintenance Director	st.allaway@tlschool.net
Anderson, Bill	Bus Driver	b.anderson@tlschool.net
Anderson, Suzy	Para Educator	s.anderson@tlschool.net
Buege, Don	Bus Driver	d.buege@tlschool.net
Crow, Heidi	Para Educator, Bus Driver, Transportation Coordinator	h.crow@tlschool.net
Doede, Lacey	Food Services Coordinator	l.doede@tlschool.net
Fuentes, Jennifer	Librarian	j.fuentes@tlschool.net
Horne, Nancy	Custodian	na.horne@tlschool.net
Orchard, Allie	Asst. Cook	a.orchard@tlschool.net
Ross, Olivia	Para Educator	o.ross@tlschool.net
Rubesh, Stephanie	Para Educator	st.rubesh@tlschool.net
Turner, Linda	Bus Driver	l.turner@tlschool.net
Wilkerson, Michelle	Para Educator	m.wilkerson@tlschool.net

- National Honor Society (grades 9-12), Julie Fink, Advisor
- Destination Imagination (elementary and middle school), Kira Fogarty and Jennifer Fuentes, Advisors
- Golf Club (grades 9-12), Dennis Anderson and Megan Anderson, Advisors
- Speech/Debate {aka Forensics} (grades 9-12), Chris Moon, Advisor
- Chess Club, TBD, Advisor
- Yearbook/Trout Laker Publications, Chris Moon, Advisor
- SkillsUSA, Kira Fogarty, Advisor
- ASB Advisor (grades 6-12), Stephanie Porter
  - **President:** Elsa Wickwire
  - **Vice President:** Iris Deiders
  - **Treasurer:** Ellie Rubesh
  - **Secretary:** Anjo Chard
  - **Publications Coordinator:** Vivienne Flitcraft
  - **Activities Coordinators:** Eden Anderson and Cora Sharp
  - **Board Representative:** Richie Morris

  - 6th Grade Class Advisors, TBD
  - 7th Grade Class Advisor, Timmy Waller and Dennis Anderson
  - 8th Grade Class Advisor, Joe Vincent
  - Freshmen Class Advisor, Chris Moon
  - Sophomore Class Advisor, Jennifer Fuentes
  - Junior Class Advisor, Tony Fuentes
  - Senior Class Advisor, Doug Dearden

GENERAL EXPECTATIONS AND INFORMATION

The information presented in this handbook is intended to provide students and their parents with an overview of rules/ expectations and procedures in effect at Trout Lake High School. This handbook is **not** an exhaustive summary of rules and procedures — students are also affected by classroom rules, staff directives, school district policy, and state law. In addition, school administrators may impose alternate or additional interventions than those listed if, in their professional judgment, the particular circumstances of an incident warrant it. Failure to follow these guidelines and classroom expectations will result in progressive corrective actions. Students are expected to familiarize themselves with the contents of this handbook, and school and classroom rules.



Excused and Unexcused Absences, Policy and Procedures 3122

Academic Dishonesty and Inappropriate Use of AI

Academic dishonesty is as unacceptable as any other dishonest act. Cheating on assignments or tests is unacceptable at TLS, and will result in intervention outcomes.

Any time you turn in work that is not your own effort, or use a cheating device on an assignment or test, you are being academically dishonest. Even when you are asked to collaborate or work in a group with other students, you are expected to turn in your own work.

The consequences of academic dishonesty in some cases can be far reaching including impact on standing in National Honor Society, or loss of credit or scholarships at the college level. Beginning August 27, 2025, students who are found by administration to be academically dishonest on a test or major project will not be eligible to be valedictorian or salutatorian, or receive top ten academic honors. Any violations in prior school years do not disqualify students.

Cheating includes, but is not limited to: wandering eyes, crib sheets, copying assignments, collaborating on assignments without teacher directive, sharing notes, plagiarism, and benefitting from test answers, questions, or information not authorized by the teacher. Students who assist others in academic dishonesty may also be held accountable for cheating.

Plagiarism is taking the ideas or written words from another source (including the Internet) and claiming them as your own work. If you use the words or ideas of another person, they deserve credit by using quotation marks and listing the source. If you paraphrase ideas, the source deserves credit in the form of a citation.

This policy also applies to the use of Artificial Intelligence (AI) tools. Inappropriate use of AI includes submitting work generated wholly or substantially by AI (such as essays, problem-solving, or creative writing) without teacher permission or proper acknowledgment. Students must not present AI-generated content as their own original work. If AI is used as a tool for learning or brainstorming, students must follow teacher guidelines and cite the use of AI appropriately. Failure to do so is considered academic dishonesty.

All instances of cheating must be entered into guidance and reported to administration for tracking. Outcomes for cheating shall be cumulative based on all cheating violations recorded while the student is enrolled at Trout Lake High School. College in the High School classes must follow CWU guidelines.

Cheating on assignments *will result in an alternate class task and parent notification; it may result in the student receiving a "zero" for that assignment and/or other outcomes based on the teacher's published policy.*

Cheating on a major test or project *will result in a failing grade on the test or assignment. If the incident represents the first time the student has cheated on a test or project, a formal meeting is held for the purpose of developing a behavior plan to ensure that the behavior will not be repeated. In addition, the student will receive the following consequence:*

In cases where cumulative violations include cheating on both assignments and tests/projects so that the offense may fit into more than one category, the greater consequence will be applied.

Accidents

Please be cautious on campus and try to avoid accidents or injuries. Any accident or injury should be reported to a teacher or the office immediately. If you need minor first aid, go to the office.

Admits to Class / Excused Absences

An admit slip is required to return to school after any absence or late arrival. Please go to the office for assistance. All absences must be excused within 24 hours as stated in the District Policy. Absences may be excused 24/7 by calling (509)395-2571. Please refer to the attendance section of the District Board Policy and Procedures 3121, 3122, and 3124 for more information.

Announcements

The daily bulletin is posted daily in each classroom and on the school website. The bulletin will contain important information about our school and events, please make time within your day to read it.

If you have an announcement for a club or organization, the advisor may send an email to the Jennifer Keller by 2:00 p.m. to be included in the bulletin the next day.

Assemblies

Classes will sit in designated seating areas during assemblies. Usual school rules apply during assemblies — show respect for speakers, peers, and staff by your behaviors.

- Unless asked to stand, please remain seated. No hats are to be worn during special assemblies (for example Veterans Day, MLK).
- During the flag presentation, you may choose to stand and participate or sit and maintain a respectful silence.
- Please act appropriately — no disruption or disrespect.

Assemblies create school spirit, develop leadership and talent, and are a celebration of the student body community. Student conduct is of the greatest importance in our assemblies.

Associated Student Body

The Trout Lake School ASB is **your** student government that organizes student leadership activities, establishes lines of communication between schools in the league, promotes good sportsmanship, conducts student fundraising, sponsors clubs and activities, and encourages students to participate in school activities.

ASB Cards & Sports Activity Fee

You may purchase an ASB card in the office or online for $45. TLS sports activity fee is $45 per sport. You must have an ASB card to participate in school sports and ASB clubs. The ASB card gives you:

- Reduced admission on some away games
- Reduced price on most home dances

Attendance Office

The attendance office is open from 7:45 a.m. until 3:30 p.m. If you have been absent or need to leave school (including Running Start and Work Experience) during the school day, you must report to the attendance office. All absences must be excused within 24 hours.
Absences may be excused 24/7 by calling, (509) 395-2571. Please refer to the attendance section of the District Board Policy and Procedures 3121, 3122, and 3124 for more information.

.Before/After School Activities

Many clubs and organizations meet before or after school. If you are involved in a before/after-school activity, you must have adult supervision or the activity will be cancelled. If you are not involved in an approved before/after-school activity, you should not arrive before 8:00 and be off campus by 3:15 unless you have permission from a teacher or administrator.

Cell Phones & Personal Electronic Devices (Bell-to-Bell)

Our Expectation
To help everyone stay focused, connected, and engaged in learning, Trout Lake School District is a **Bell-to-Bell Personal Device-Free School.**

This means personal electronic devices are **not used during the school day.**

What devices are included?
This expectation applies to:

- Cell phones
- Smartwatches
- Earbuds and headphones (unless directed by staff)
- Tablets
- Gaming devices
- Other personal electronic devices

School-issued technology may be used for learning as directed by staff.

During the School Day
From the first bell until dismissal:

- Keep your personal devices **powered off or in airplane mode** and **stored away**.
- Do not use devices during class, passing periods, lunch, recess, study hall, assemblies, or while riding a school bus.
- Do not take photos, record videos, or use social media during the school day, including on the school bus.

Need to Contact Home?
If you need to contact your parent or guardian, come to the office.

If a parent or guardian needs to reach you, they should call the school office. Office staff will make sure important messages are delivered promptly.

Exceptions
Personal electronic devices may be used only:

- When authorized by a student's IEP, Section 504 Plan, or Health Plan.
- When specifically approved by a school administrator.
- During a verified emergency with staff permission.

If You Choose Not to Follow the Expectation
Students who use personal electronic devices during the school day may:

- Be asked to put the device away immediately.
- Have the device held in the office until the end of the school day.
- Be required to have a parent or guardian pick up the device if violations continue.
- Receive additional school discipline for repeated or serious violations.

Students are responsible for keeping personal electronic devices secure. The district is not responsible for lost, stolen, or damaged devices brought to school. Locks are available for students to use. Check them out in the office.

Class Changes

The master schedule at Trout Lake School is developed from the course selections made by students when they pre-register. It is important that you and your parents choose classes carefully and meet registration timelines.

If you are dissatisfied with the schedule you receive, it ***may*** be possible to make changes *if* you follow this procedure within the first four (4) days of the semester:

1. You ***must*** attend the class until the official class change is complete.
2. You must sign up in the counseling office. You will be called from class when the counselor is ready to see you.
3. Counselor and administrator will make changes ***provided there is space in the class the student wishes to add.***
4. Class changes are made for academic purposes only, not to resolve personality conflicts.
5. Textbooks and classroom materials must be returned to the original teacher prior to attending the new class.
6. Some class changes require permission of the teacher or an administrator. In some cases, lack of permission may prevent your request.
7. Students must be registered for required courses.

Students who have a shortened schedule for various reasons (e.g. Running Start, Work Experience), you must let the office know where you are when remaining on campus. Typically, students should be working in the Library.
This is for your safety in an emergency situation—we would not know to look for you because you are not on a teacher's roster during your non-class times.

Classroom and School Expectations

Your behavior at school reflects your attitude about learning — let your classroom behavior reflect your Mustang Pride and the value of education! Your success (here and beyond) and the success of others depend on maintaining an environment that supports learning.

These expectations help ensure the success of all TLS students:

- Treat everybody with the respect you would appreciate.
- Be in class on time with the needed materials.
- Display appropriate, workplace-like behaviors that show respect for school and learning.
- Demonstrate respect for teachers and peers by not talking during classroom presentations.
- Avoid the use of profanity that may offend others.
- Do not engage in disruptive behavior nor encourage it by accepting it.
- Avoid making noise in hallways during class time — please stay out of the elementary hallway during first lunch.
- Show respect by following individual classroom rules and directives.
- Pay attention! You are responsible for all material presented.
- Do NOT sit on both sides of the hallways with your friends. It makes it difficult for others to pass.

Clubs/Activities—Academic Requirements

Trout Lake School puts a high value on academics for our students. Students must be passing a minimum of five classes in order to be eligible to participate in fieldtrips related to Clubs/Activities. If a student is failing a class, but still passing the minimum of five classes, (s)he will be required to meet with the respective teacher and establish whether a plan for grade improvement prior to the scheduled event is appropriate, which may include attending After School Program. (This expectation aligns with our Student Athlete rules for participation.)

Confiscated Items

Students are directed by district policy to bring only school- related items onto campus. If students are in possession of items which are prohibited, illegal, disruptive, distracting, or otherwise inappropriate, the items may be confiscated by any teacher or administrator. Confiscated items are normally held by the principal and may be released to the parent. Trout Lake School will not be responsible for school- inappropriate items which have been confiscated.

Common Courtesy /Respect for Others

The students at Trout Lake School represent a variety of ethnicities, backgrounds, lifestyles, and personal challenges. TLS students are expected to treat each other with courtesy and respect in both language and action. Terms which demean others such as *"*gay*"* and *"*retarded*",* even when not directed at a specific individual, are harmful to the learning environment and thus are not appropriate in a public school setting. Students who treat others in a rude, disrespectful or discourteous manner may be disciplined.

Counseling Office

Heather McClure, Counselor is available to help you with choosing classes, applying to colleges and universities, applying for scholarships, and for helping you with personal problems.

Counselor's office hours are 8:19-3:05 and by appointment. Please try to sign up for appointments before school or during lunch—counselor will then call you out of class when she is ready to see you. If your teacher feels that your situation is so urgent that it warrants immediate attention, you must have written permission from that teacher when you arrive. Counselor will notify your teacher if she needs to have you miss class.

Dances and Expectations

School dances are open to students, alumni, and visitors who meet the requirements below and who choose to follow TLS behavior expectations. These expectations will help us maintain a fun, healthy environment for everybody.

1. **NOTICE:** Students may be asked to submit to an alcohol breath test before entering the dance area.
2. Current Trout Lake School students will be admitted if they have school-issued ID or are recognized as a current student by the person in charge. Students on suspension, including in-house suspension, may not attend dances. Students must attend school on the day of or just prior to the dance.

Guests may attend dances if:

- They are in the company of, and enter with a current TLS student;
- They are in high school and/or are under the age of 21;
- **They are *pre-approved* by administration (visitor forms are available in the attendance office). Completed visitor forms must be received by the date specified on the form;**
- They agree to abide by all TLS rules;
- The TLS student is responsible for the actions of the guest.

3. Personal beverage containers are not allowed at any time. Backpacks, bags, purses, must be stored in the designated supervised area.
4. Students must be dressed in ***acceptable school attire*** to enter the dance. ALL REGULAR TROUT LAKE SCHOOL RULES WILL BE IN EFFECT AT DANCES (on or off campus dance locations).
5. Once you leave a dance, you may not re-enter and you need to leave school property.
6. Violation of dance rules may result in students being asked to leave and possible school discipline including suspension.

Dances: High School Prom Guests

Students wishing to invite non-TLS students to the formal high school prom must submit a guest form the same as any other dance. The guest form must be complete, including required signatures, and submitted for approval by the stated deadline. If approved, both the TLS student and guest should be prepared to submit to a breath alcohol test prior to admission to the dance. No person possessing alcohol/marijuana or under the influence of alcohol/ marijuana will be allowed to enter, and standard school sanctions will apply. T L S host students are responsible for the behavior of their guests.

Detention

Detention is used as an intervention for minor infractions such as failure to follow directions, disrespectful behavior, tardies, not having required materials, PDA, horseplay, dress code violations, etc. It is assigned as additional learning time. Detention is held from 3:15-4:00. You must arrive on time, bring homework or school-related reading with you and be prepared to work silently or read for the entire time.

Detentions may be re-scheduled once per incident. To reschedule, the student must have a parent note or phone call to the office prior to 1:00 PM on the day of the scheduled detention. In the event a student is absent on the day of a scheduled detention, the detention will be automatically rescheduled for the next available day. Failure to show up for detention or violation of detention expectations will result in progressive corrective actions.

Discrimination

The Trout Lake School District subscribes to equal educational and employment opportunity for all persons regardless of sex. You are guaranteed equal treatment in school functions whether you are male or female. Students have the right of equal access regardless of gender, including but not limited to: counseling and guidance services, access to courses and activities, athletics, and in textbooks and instructional materials used.

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include: Sex, Race/Color, Creed/Religion, National origin, Disability or the use of a trained dog guide or service animal, Sexual orientation, Gender expression or identity, Honorably discharged veteran or military status.

Discrimination Grievances

If you feel discriminated against because of discrimination, you have the right to file a grievance under the regulations of Title IX which guarantees equal treatment of males and females. Inquiries concerning perceived or alleged violations of this policy should be directed to:

Doug Dearden, Title IX Compliance Officer
Trout Lake School District, PO Box 488, Trout Lake, WA 98650.

Below is a summary of the grievance procedure. Please take time to read the complete document.

1 Discuss the complaint with the teacher, coach, or staff member involved.
2 File a written complaint. Within five school days, the compliance officer will render a decision in writing.
3 If not resolved, the complainant has five school days to appeal to the principal. The principal will render a decision within ten school days.
4 If not resolved, the complainant has ten school days to appeal to the superintendent. The superintendent will render a decision within thirty calendar days.
5 If not resolved the complainant has ten days after receiving the superintendent's decision to file a complaint with the secretary of the school board. The school board will schedule a hearing within twenty days and render a written decision within ten days of the hearing.
6 If not resolved, the complainant may appeal in writing to the Superintendent of Public Instruction within ten days of receiving the board's decision.

Dress Code

At Trout Lake School District, we want students to feel comfortable, respected, and ready to learn. Our dress code is intended to support a safe, positive learning environment while minimizing disruptions and loss of instructional time.
Students and families are responsible for choosing clothing that is appropriate for school and school-sponsored activities.

Students Are Expected To Wear

- A shirt or top.
- Pants, shorts, skirt, dress, leggings, or other appropriate bottoms.
- Shoes appropriate for the school day and school activities.
- Clothing that provides appropriate coverage for private body areas.
  Some classes or activities may require specific clothing or protective equipment, such as athletic shoes for physical education or safety equipment for science labs, career and technical education, or other hands-on learning experiences.

Clothing Is Welcome When It

- Is comfortable and appropriate for learning.
- Reflects personal style or cultural identity.
- Includes religious or faith-based attire.
- Includes hats or head coverings that do not interfere with safety, identification, or instruction (staff may ask students to remove hats during certain activities or assemblies).

Clothing Is Not Permitted If It

- Promotes or depicts alcohol, tobacco, vaping, marijuana, illegal drugs, or illegal activities.
- Displays profanity, hate speech, pornography, or sexually explicit content.
- Promotes violence, intimidation, gangs, or weapons.
- Targets or demeans others based on race, religion, sex, disability, sexual orientation, gender identity, or any other protected status.
- Creates a safety concern or substantially disrupts the learning environment.
- Includes accessories that could reasonably be used as weapons, such as chains or spikes.
- Sunglasses should not be worn inside the building unless approved for medical reasons.

If a Dress Code Concern Arises

Whenever possible, staff will address concerns privately and respectfully. Students will be given the opportunity to correct the concern with minimal interruption to their learning. If needed, families may be contacted to assist in resolving the situation.
Our goal is to keep students in class, preserve instructional time, and maintain a respectful learning environment for everyone.

Early Dismissal and Late Arrival

If you have early dismissal or late arrival, you may only be on campus 10 minutes before or 10 minutes after your classes. Exceptions must be cleared in writing by an administrator, and will permit you to be in the library only — not in the hallways or commons. Please sign in through the attendance office. Failure to meet any of these exceptions
will result in early dismissal or late arrival privilege being revoked.

Earthquake Drills-SHELTER

In an earthquake, ***Drop, Cover, and Hold!***

We live in a seismic area with a history of large earthquakes. Most people are injured during earthquakes from falling objects. To protect yourself, move away from windows, position yourself by inside walls, in a doorway, and away from tall furniture. Do not go outside. Protect your head
with your arms and stay down until instructed by staff member to move.

If the building needs to be evacuated, you will go with a staff member to the designated area and attendance will be taken.

Emancipated Students

You may be considered emancipated if you are 16 years or older and a petition for emancipation has been granted by the superior court (RCW 13.64). A photocopy of the certified copy of the decree must be provided to the principal.

Emergency School Closure

School may be closed or schedules changed on an emergency basis due to inclement weather, adverse road conditions, or other unforeseen situations. School closure and late-start information will be broadcast on radio/tv stations, as well as online through K-12 Alerts.
An autocall, including email, will be sent to our families. Please ensure that your contact information is available and accurate. If a closure is not announced, students and parents should assume normal school hours.

Expectation to Identify Oneself

If requested to do so by any employee or community volunteer of the Trout Lake School District, students will readily provide their true name, school affiliation, and/or school ID. Refusal to identify oneself will result in suspension.

Field Trips

You must have a permission slip signed by your parent or guardian to participate in any off-campus field trip. Permission slips are due 48 hours before the field trip. If you return from a field trip early, you are expected to go directly to class. Your participation in activities may be restricted if you are failing a class or if you are on an attendance agreement.

Fights and Assault Incidents

Fighting is defined as any physical act in anger. Threats, when accompanied by physical intimidation may be treated as fighting.

Fighting, sparring, and other assaultive behaviors are unacceptable, major violations that will result in an immediate consequence of suspension for all participants, regardless who started the incident. Police will be called in most situations for possible judicial action. Students who watch, promote, incite, or participate in inciting a fight through words, gestures, or messages, who refuse to leave the area, or who make no attempt to summon help may also receive discipline.

Posting or distributing images, video or audio for public view of any fight at school is prohibited and will be considered the same as promoting a fight.

Fire Drills--EVACUATE

Fire Drills are held on a regular basis. To acquaint you with the routine of evacuation, each of your teachers will develop and display primary and secondary evacuation routes. Do NOT exit the building until directed to do so by your teacher and an announcement. Stay clear of the building and parking lots where emergency vehicles may be entering/exiting. Students will report with their current teacher for attendance in the event of a fire drill or an event requiring the building be evacuated.

Food, Drink, and Gum

Each person at Trout Lake School is expected to do their best to preserve the cleanliness of our school. Teachers, at their discretion and based on their own individual policies, may choose to offer students **the privilege** of allowing food and beverages in their classrooms. Teachers choosing to allow this are expected to ensure that all spills are thoroughly cleaned and food packaging and debris are removed from their room so that the privilege does not result in additional work for custodial staff.

Food and drink should not be consumed near computers or other electronic equipment. Lunch trays, salad bowls, cups, and silverware from the cafeteria may **not** be taken out of the building. Students are responsible for ensuring that all cafeteria dishes and silverware are returned to the MPR before the end of their lunch period. If you plan to eat outside, please inform the cafeteria staff in advance—they will provide your lunch in a container other than the lunch trays.

Chewing gum is a normal, everyday, good hygiene activity; however, the mess on the sidewalks, steps, and under desks/ tables does not represent you and TLS well. Please help us show our pride by disposing of your gum properly in the trashcans. We need your help with this!

Grading Scale

All teachers and classes at T L S follow this grading scale for you:

A	100-94	B-	82.99-80	D+	69.99-65
A-	93.99-90	C+	79.99-77	D	64.99-60
B+	89.99-87	C	76.99-73	F	59.99-0
B	86.99-83	C-	72.99-70		

Graphic Content and Hate Symbols

As part of a safe and orderly school climate, it is prohibited to wear or display on the person or vehicle any item or symbol which has been identified to promote gang activity or affiliation with any hate group. Such items include, but are not limited to swastikas, confederate flags, tag-style lettering or graffiti, etc. Because such symbolism is constantly changing, it should be understood that the list of prohibited items and symbols may be expanded or changed by school officials as needed to maintain a safe and orderly environment. The violation, if severe, may result in immediate suspension or expulsion on the first offense.

Harassment, Intimidation, and Bullying

In order to create and maintain a safe, civil, respectful, and inclusive learning community, harassment, intimidation, and bullying are prohibited at Trout Lake High School.

Prohibited harassment, intimidation, or bullying:

- Is an intentional written, verbal, or physical act;
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. These behaviors will not be tolerated at TLS! Many behaviors that do not rise to the level of harassment or intimidation are prohibited by other district policies, and school, classroom, or program rules.

When harassment is reported, statements will be taken from the victim and any witnesses using the district-approved HIB investigation forms. Students found to have violated the HIB policy for the first time will be warned and will be issued an HIB behavior expectation contract. Further instances of harassment will result in suspension or expulsion.

Harassment, Threats to the Health or Safety of Others, and Social Media

A safe and orderly learning environment is a priority of the Trout Lake School District. For that reason, any intentional verbal, written, or physical act which could reasonably pose a threat to the health or safety of self or others is strictly prohibited.

RCW 9.1.260 states that a person is guilty of the crime of Cyberstalking if he or she, with intent to harass, intimidate, torment, or embarrass any other person makes an electronic communication to such other person or a third party:

(a) Using any lewd, lascivious, indecent, or obscene words, images, or language, or suggesting the commission of any lewd or lascivious act;
(b) Anonymously or repeatedly whether or not conversation occurs; or
(c) Threatening to inflict injury on the person or property of the person called or any member of his or her family or household.

Students who violate school policy, harass others, or make threats of violence or harm toward other students or staff of the Trout Lake School District via electronic messaging or social networking, <u>even if posted and read outside the school setting,</u> may be considered in violation of this school policy if:

- The act causes, or can be reasonably predicted to cause, a substantial disruption to the educational process at school or at a school-related activity; or
- The act has the effect of substantially interfering with a student's education or an employee's job performance; or
- The act is directly related to and/or is in response to a situation that occurred while on school grounds or at a school-related activity; or
- There is reason to believe that the threat may be carried out on school grounds or a school-related activity.

Harassment and threats to the health or safety of others will result in discipline according to building-level progressive discipline policy.

Health and Safety of Others, Fragrance and Aerosol Sprays

Due to health conditions of other students, we require that all students **<u>do not</u> use** aerosol cans or sprays in any of our buildings, including hallways and locker rooms.

Honor Roll

TLS encourages academic achievement and recognizes students who achieve at a high level by compiling an Honor Roll at the end of each semester. To be placed on the Honor Roll, students must have a grade point of 3.0 or better.

Internet and Computer Use

The Trout Lake School District Network includes local area services and access to public networks such as the Internet through the district's service provider. As a condition to use the Mustang network, you must have a signed **Trout Lake School District Device & Digital Citizenship Agreement Form** on file and use a school-issued device. Please remember that your use of the Mustang network is monitored; but more importantly, we ask you to be personally responsible.

- School-related uses only
- No teacher, no internet
- No sexually explicit content
- No drugs or alcohol-related information (except for class assignments approved by the teacher)
- Don't share your personal information
- No downloads (includes streaming video or audio) without permission.

The complete District Policy and Procedure 2022 may be read online.

Horseplay and Aggressive Horseplay

To ensure the safety of all students, horseplay and aggressive horseplay are prohibited on school grounds and at school activities except when specifically permitted under controlled conditions for competitions, sports, or physical education. Horseplay includes, but is not limited to, intimidating action to cause *"flinching", pushing*, tripping, water fights, keep-away (grabbing a possession of another student and not giving it back), throwing things at others, chasing or running in the halls, tag or any action which could potentially cause injury. Horseplay may result in detention.

Repeated violations result in progressive corrective actions.

Aggressive horseplay includes such aggressive actions as hitting, kicking, choking, wrestling, arm or head locks, etc. Because of the high potential for injury, the consequence for a first offense of aggressive horseplay may be suspension. Repeated instances of aggressive horseplay will result in greater consequences**.**

Library Expectations

The Library is open school days from 8:19 AM- 3:05 PM. Most materials are available for check out up to two weeks.

- All school rules will be observed and enforced.
- Students will respect the rights of others and observe common courtesy.
- Students will ask permission and acquire a hall pass before leaving the learning resource center.
- Disruptive behavior will not be tolerated.
- Students should come to the Library prepared to work when they have assignments to do or when they are looking for material for leisure reading.
- Always check out material before they are taken from the library or return them to the desk.
- Please be considerate of school property. Don't write on tables or in books, don't tear pages in books or magazines, put waste paper in the recycle bin—common courtesy things like that will be appreciated.
- Do not be in the workroom or office without permission.
- Ask for any assistance you need.
- Be patient if the librarian, volunteers, and student assistants are busy.
- Library books and materials are very expensive. Students and may have their records withheld or registration delayed.
- Trout Lake School fiction and nonfiction library books can be checked out for a limit of 14 days. After the 14 day period, please renew or return your checked out materials.

Students who have textbook fines and/or library fines will not be allowed to check out library books until their fines are paid off in full. Please pay your fines with Ms. Porter in the financial office then bring your receipt to the library.

Litter

Trout Lake School students are expected to set an appropriate example by placing litter, ***including your chewing gum,*** in containers provided around the school. Students who litter, as outcome may be assigned hours of campus service.

Please show your Mustang Pride by helping us keep your campus and community clean!

Lockdown—Modified=SECURE and Full = LOCKDOWN

If an intruder or other situation creates an immediate concern for student safety during a class period, A message announcing **modified or full lockdown** will be announced. Before school, after school, and during lunch or passing times, a long continuous bell will be sounded. It may be repeated.

During a full lockdown:

- Students not in a classroom or safe area should go to the nearest classroom that has a teacher or staff. If you are in the hall, go to the nearest classroom.
- Stay quiet, and calm. The teacher will close the blinds and cover other windows.
- Wait for instructions from the teacher.

Do not leave the room until directed by teacher, admin, or officer.

Lockers

Every student is given a locker assignment through the office. Lockers are provided for storage of books, materials, and personal items. By law, lockers are school property and may be searched at the discretion of the principal. Locks are available for student use during the school year. Check them out through the office.

- Keep your locker clean, closed, and locked to prevent theft.
- Do not tamper with the lockers of others.
- Do not leave money or valuables in lockers.
- Remember there is no expectation of privacy for your locker — it may be searched at any time and inappropriate items may be confiscated.

You must check out of your locker at the end of the school year. Leave your locker clean and free of writing, stickers, etc.

Lost and Found

Unclaimed items found by students around the school may be turned in to the lost and found. Items will be held for no less than one month, after which unclaimed items may be donated to charity. If a student believes he or she has lost something at school, it is the student's responsibility to come to the office to report the loss and check Lost & Found. TLS and staff are not responsible for lost or stolen items; please keep track of your belongings that you choose to bring to school.

Lunches—Dishware in the Commons

Lunches and milk are served daily from 11:48-12:10 and from 12:29 to 1:00. You may not leave the school building with food trays, salad bowls, or silverware; please help us with this. We are trying to reduce waste products for our environment. ***You may say to the kitchen staff that you plan to leave the building and they will give you a paper plate or tray.***

$4.00	K-5 Lunch
$4.50	6-12 Lunch
$6.00	Adult Lunch
$2.75	Small Salad (plate)
$4.00	Large Salad (bowl)
$3.00	Ala Carte (no salad bar)
$2.50	Pizza by the Slice
$1.50	Some Ala Carte Items (e.g. corn dogs, tacos)

Medications

You may not have medications in your possession at school, including both prescription and over-the-counter (OTC) medications. If you need to take medication during school hours, it must be held and given by office staff. Parents/Guardians may administer medication directly by bringing it into the office and the student takes it in the adults' presence.

All prescription medications require a doctor's authorization to administer the medication. Your parent must come to the office and complete a form to authorize prescription medication at school. The student's doctor must also complete the paperwork and a healthcare plan is created by our nurse. Students who use asthma inhalers or epi- pens for severe allergies should see the nurse and arrange to have a spare inhaler or epi-pen kept at the school.

Messages for Students

Class time is learning time, and we strive to minimize disruptions. The office will take messages for student and deliver those messages to teachers near the end of each hour. The classroom teacher will give the message to the student. Only emergency messages will be delivered to students immediately.

Parking Lot

If you drive to school and park in our student parking lot, please respect other drivers and follow these expectations:

- Park only in designated ***student parking*** areas.
  - No loitering in the parking lot at any time.
  - Students are not allowed to be in the parking lot during class time without permission through the attendance office.
  - Speed limit on campus is 5 mph.
- No other student may ride in a vehicle without the permission of the parent or guardian of both the driver and passenger. This is parent responsibility.
- All school rules apply to vehicles on campus
- Vehicles may be subject to search as provided by RCW 28A.600.230.

Any failure to meet these expectations may result in the loss of the privilege to drive on campus. Further refusal to comply will follow our progressive corrective action.

Pledge of Allegiance / National Anthem

Washington law requires that the flag of the United States be displayed in classrooms. The Pledge of Allegiance or national anthem will begin each school day, school assembly, and athletic event. When the Pledge of Allegiance is recited, you may choose to stand and participate or sit and maintain a respectful silence. Everyone is expected to remove their hats during its recitation.

Progress Reports

Student grades are available online through Skyward Family Access. If you did not receive login information during registration, it may be obtained by contacting the office, (509) 395-2571. Grade reports are mailed home each quarter.

Prohibited Substances

Possession, transfer, sale, or solicitation of alcohol, drugs, drug paraphernalia, or other prohibited substances, and their look- alikes, are strictly forbidden on school grounds and at all school- related functions. Violations will result in referral for substance abuse assistance and may result in police notification; corrective interventions and actions will be taken as presented on the TLS Progressive Corrective Actions Matrix.

Public Display of Affection

The behavior standard for TLS is ***"workplace behavior."*** While on campus, public displays of affection (PDA) and overt affection is not an acceptable behavior. Inappropriate behaviors include grabbing, fondling, kissing, sitting on laps,and continuous holding or hugging. Students will be privately counselled for the first infraction of this rule. If you engage in repeated PDA or overt affection, you will be referred to the office for appropriate action, including parent contact.

Racial Harassment

Racial harassment will not be tolerated at Trout Lake School, on school-provided transportation, or at any official school bus stop, activity, program, event, internship, or trip sponsored by the school. This gives notice to all employees, students, and patrons that all racial harassment allegations shall be investigated and dealt with quickly and effectively.

"Racial Harassment" means unwanted behavior of a nonverbal, verbal, written, graphic, sexual or physical nature related to actual or perceived race, color, national origin, ethnicity, cultural background, physical characteristics, or linguistic characteristics of a national origin group.

The following examples of racial harassment include, but are not limited to conduct that:

- interferes with an individual's work or school performance;
- creates an intimidating, hostile, or offensive school or work environment; or,
- includes racial slurs regardless of intent, gestures, insignias, acronyms (e.g. KKK), name-calling or symbols (e.g. swastikas, Confederate flags) that make an individual feel threatened or uncomfortable

Students are expected to follow the standards for student behavior outlined in the Trout Lake School Student Handbook. Students who violate this racial harassment policy shall be disciplined. In addition, violators of this policy will receive appropriate education regarding harassment. Students are expected to bring violations to the attention of a teacher, counselor, building administrator, or other staff member.

Report Cards

Report cards are available through your Student/Family Skyward account under the Portfolio section. Additionally, progress grade reports are emailed weekly to the address you have provided during registration. Please monitor your progress and grades through the Skyward access that has been provided to each student and family. If you need help with this access, please contact our office, kr.schmid@tlschool.net. Please make sure to include parent name, student name, and grade level in the email. If you would like to request a printed copy of your report card, please call our office, (509) 395-2571.

Responsibility for School Materials

Books and other school materials are very expensive. Textbooks will be checked out to you, and you are responsible to return them in similar condition or pay for damages. If you don't return textbooks or materials, your official transcript may be withheld, and/or you may be prohibited from participation in any TLS-sponsored athletic activities until the fine is paid.

School Constitution and Officers

Students may choose to run for offices in the ASB, representing their class, or representing clubs. If you are interested in running for election as an ASB officer, you should refer to the requirements in the school constitution. The constitution is available in the Office.

* You may hold only one major and one minor office or three minor offices.
* Major offices are the ASB officers, and presidents of clubs and classes.
* You may not represent more than one organization in the Student Council at one time.
* A club or class president can choose a member to fill a vacant office during the year
* Clubs and classes must have a constitution filed with the ASB Secretary to participate in Student Council meetings.

ASB meetings are once a month during class and club meeting day or at a designated time planned by the individual club (before/after school or lunch).

Search of Students and Possessions

In our efforts to maintain a safe school environment, students may be subject to search for violations of school policy. RCW 28A.600.230 provides that a school administrator may search a student, the student's possessions, and the student's locker, if he/she has reasonable grounds to suspect that the search may yield evidence of the student's violation of the law or school rules. This includes, but is not limited to purses, backpacks, cell phones, and vehicles parked on school property. Students may also be asked to submit to a breath alcohol or rapid eye test; this may include prior to admittance to TLS dances or at other school functions. All students should be aware that drug dogs may be invited onto school property at any time.

Security

Security is a priority at Trout Lake High School. Hallways and other areas are monitored by a series of security cameras located throughout the building. The building is open from 8:00 a.m. to 3:15 p.m. Monday through Friday during the school year. You should be off campus at 3:15 unless you are participating in an after-school activity with staff supervision.

Sexual Harassment

Sexual harassment is a form of prohibited sex discrimination. Under WAC 392-190-056, sexual harassment is unwelcome conduct or communication that is sexual in nature and:

1. Submission to that conduct or communication is made a term or condition (explicitly or implicitly) of obtaining an education or employment or is used as a factor in decisions affecting that person's education or employment (quid pro quo); or
2. That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment (hostile environment).

Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees, students, and non-employee third parties, such as a visiting speaker. Both males and females can be targets of sexual harassment, and the harasser and the target can be of the same sex.

Sexual harassment can occur in any school program or activity and can take place in school facilities, on a school bus, or at off-campus locations, such as a school-sponsored field trip or training program at another location. The conduct can be verbal, nonverbal, or physical and can include, but is not limited to:

- Making sexual propositions or pressuring a person for sexual favors.
- Touching of a sexual nature.
- Writing graffiti of a sexual nature.
- Displaying or distributing sexually explicit drawings, pictures, or written materials.
- Circulating or showing e-mails or web sites of a sexual nature.
- Making sexual jokes, suggestive remarks, sexual rumors, or derogatory comments.
- Physical interference with movements, such as blocking or following someone
- Acts of physical violence, including rape, sexual assault, sexual battery, and sexual coercion.

If you are being sexually harassed, you may file a complaint with Jerry Lewis, Title IX Compliance Officer, j.lewis@tlschool.net. All complaints and allegations will be investigated and a finding made within five school days.

Spitting

The act of spitting saliva upon school property (floors, walls, seats, etc) creates both an offensive environment and a health and safety concern. Students are expected to properly dispose of all body fluids. Violators may receive detention and/or campus service for any mess created. Repeated incidences will result in more severe outcomes.

Sportsmanship

Mustangs are proud of our athletes and teams, and we show respect for them and visiting athletes by promoting good sportsmanship. We have a tradition of modeling good sportsmanship that we ask you to uphold. Please follow these guidelines for positive sportsmanship:

Consider the visiting team, fans, and officials as **guests** of TLS and treat them as such.

- Respect the rights of all spectators.
- Show respect for officials by accepting their calls and decisions as final
- Support your team and cheerleaders with enthusiasm!
- Consider it a privilege and duty to encourage everyone to embody the spirit of fair play and sportsmanship.
- Be modest in victory and gracious in defeat. Display appropriate respect to the flag, during the national anthem, and at associated ceremonies.

- Please refrain from these ***unsportsmanlike*** behaviors that don't reflect Mustang spirit and pride:
- Booing or jeering officials or players at any time.
- Applauding errors by opponents or penalties inflicted on them.
- Participating in derogatory chants or cheers.
- Yelling for the withdrawal of any player.
- Using profane language at any time during the game.
- Throwing objects on the field or court.
- Criticizing players or coaches

Student Identification

All students attending Trout Lake School and after-school or athletic events are required to have a school-issued picture identification.

Student Lounge and Activities

The Student Lounge is a shared space designed to support student connection, relaxation, and academic focus. When used respectfully, it provides a positive environment for students to recharge, socialize, or quietly study.
To ensure this space benefits everyone:

- **Designated Lounge Activity Times**: The lounge is open for socializing and student-led activities **before school, after school, and during first lunch**. During these times, students may gather, talk, and enjoy the space together while keeping noise levels respectful of nearby classrooms and offices.
- **Quiet Study Expectations**: At all other times, the lounge serves as a **quiet study area** to support student focus and productivity. **Cell phones are not allowed** during the school day.
- **Respect for Others**: Students are expected to be **mindful of noise volume** and considerate of others using the space and those working nearby throughout the day.

By following these expectations, students help maintain a supportive and welcoming environment for all.

Tardiness (Late to Class)

Developing the habit of being on time is an important workplace skill that should be practiced at school. Tardiness is considered misbehavior and will be addressed by teachers and administrators. Repeated tardiness will result in detention. If you are tardy to any class, you must sign in through the office.

Telephone Use

If the situation warrants and with teacher permission, students may use the **land-line phone** in the main office or the classroom to contact parents. Calls should be made during class breaks, lunch periods, and before or after school. Parents may also leave messages for their students with the main office to be delivered at the end of the class period. Emergency messages will be delivered immediately.

Theft and Vandalism

Approximately 97% of our population falls victim to theft and vandalism by the other 3%. The best way to avoid being a victim is to set a mood that theft and vandalism will not be tolerated. Be a vocal majority — if you are aware of a theft, report it! Protect yourself by not leaving important items or valuables unattended and just a reminder.

For the purposes of this handbook, *"theft"* includes, but is not limited to, the taking of any item from a student or staff member without their consent, knowingly possessing stolen property, or knowingly benefiting from something stolen by another person. Vandalism may include damage to school property that results from horseplay or other negligence.

Verbal Abuse

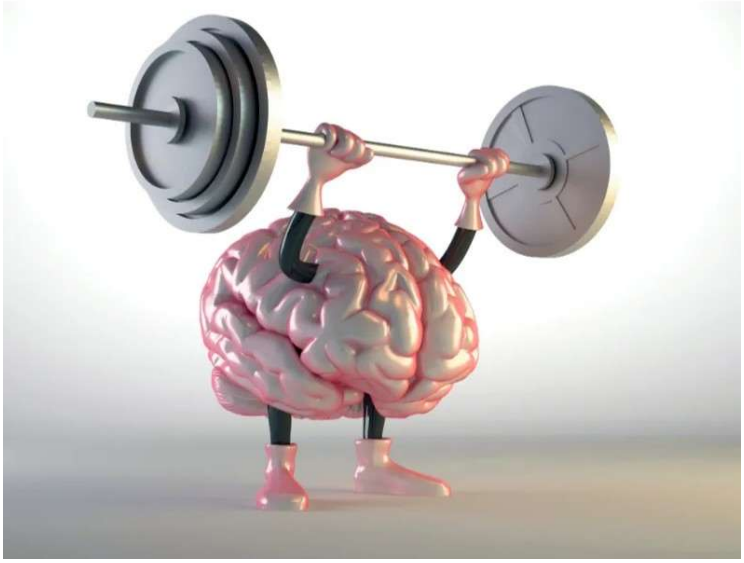
Verbal abuse is profanity or very rude words or gestures **directed at another person**. Verbal abuse, even in jest, is inappropriate at TLS and may result in corrective actions.

Visitors

No student visitors will be allowed during the school day. Adult visitors wishing to observe classes or consult with teachers must seek approval from the principal, who will make arrangements with the teacher for an appropriate time for the visitation.

Weapons—Zero Tolerance

Weapons, objects that could potentially be used as weapons, and dangerous weapons as defined by RCW 9.41.250 and 9.41.280 are strictly prohibited on school grounds and at all school-related functions. Possession of a weapon will result in school-based threat assessment, parent conference, and suspension or expulsion. Police may be involved.



"Strong minds, strong futures — let's lift each other up this year!"

Trout Lake School District #400

School Bus Riding Rules/Regulations

School Bus Expectations

Riding the school bus is a privilege. Our goal is to provide safe transportation for every student. Students play an important role in helping keep the bus safe by following directions, treating others with respect, and avoiding distractions so the driver can focus on the road.

The school bus is an extension of the classroom. The bus driver is responsible for student safety and have the same authority on the bus as teachers have in the classroom. Students are expected to follow directions promptly and respectfully. Failure to follow bus expectations may result in school discipline, loss of bus riding privileges, or other consequences in accordance with district policy.

Safety First

- Be at your assigned bus stop at least **5 minutes before** the scheduled pickup time.
- Stay a safe distance from the roadway while waiting for the bus.
- Cross the road **only when instructed by the driver**, always **10 feet in front of the bus**, where the driver can see you. **Never cross behind the bus.** Look both ways before crossing.
- Remain seated, facing forward, while the bus is moving unless the driver gives permission to move.
- Keep hands, feet, belongings, and all parts of your body inside the bus and out of the aisle.
- Never put anything out of the bus windows. Open or close windows only with the driver's permission.
- Stay completely quiet while the bus is stopped at railroad crossings until the bus has safely crossed the tracks.
- Never tamper with emergency exits or safety equipment. Report any damage to the driver immediately.

Respect the Driver and Others

- Follow the directions of the bus driver or bus monitor promptly and respectfully.
- Use inside voices and help maintain a calm, orderly environment so the driver can concentrate on driving safely.
- Treat others with kindness and respect. Fighting, bullying, harassment, threats, spitting, throwing objects, vulgar or profane language or gestures, and excessive noise are not permitted.

Bus Routes and Seating

- Sit in your seat unless the driver gives permission to move.
- Ride only your assigned bus and get off only at your assigned stop unless the school has approved a change and the driver has received a bus pass.

Food, Drinks, and Personal Items

- Food, gum, and drinks are not allowed on the bus.
- Water may be allowed only in a **clear, capped plastic bottle**, at the driver's discretion, while the bus is parked on school grounds.
- Bring only items that can be safely carried and held on your lap. Items that could distract the driver or create a safety hazard are not allowed, including inflated balloons, large musical instruments, skateboards, scooters, bats, sticks, breakable containers, plants, or clothing with long straps or sharp attachments.
- Trout Lake School District is not responsible for lost, damaged, or stolen personal belongings brought on the bus.

Electronic Devices

- Electronic devices may be used **only with the driver's permission** and must be used quietly with headphones.
- One ear must remain uncovered so students can hear the driver's instructions.
- Devices must remain with their owner and may not be shared.
- Cell phones must remain on **silent mode**. Phone calls and taking photos or videos on the bus are not permitted.
- If an electronic device becomes a distraction or safety concern, the driver may temporarily confiscate it until the end of the route or as directed by school procedures.

Prohibited Items

The following are not allowed on the school bus:

- Weapons or look-alike weapons.
- Tobacco, nicotine products, alcohol, illegal drugs, or related paraphernalia.
- Animals, except certified service animals.
- Strong perfumes, colognes, aerosols, or other scented products that may affect the health of others.

Student Responsibility

Students are expected to help create a safe and respectful bus ride for everyone. By following these expectations, students help ensure the driver can focus on driving safely and that everyone arrives at school and home safely.

Class Times

Grades K-5	8:19 AM - 3:05 PM
Lunch & Recess	12:29 PM - 1:19 PM
Grades 6-12	
1st Period	8:19 - 9:09
2nd Period	9:12 - 10:02
3rd Period	10:05 - 10:55
4th Period	10:58 - 11:48
Lunch	11:48 - 12:29
5th Period	12:29 - 1:19
6th Period	1:22 - 2:12
7th Period	2:15 - 3:05

2 Hour Delay Schedule

Middle and High School

Period	Time
1	**10:19 - 10:47**
2	**10:50 - 11:17**
3	**11:20 - 11:48**
Lunch	**11:48 - 12:29**
5	**12:29 - 1:08**
4	**1:11 - 1:47**
6	**1:50 - 2:26**
7	**2:29 - 3:05**

Elementary

Period	Time
1	**10:19 - 10:47**
2	**10:50 - 11:17**
3	**11:20 - 11:48**
5	**11:48 - 12:29**
Lunch & Recess	**12:29 - 1:11**
4	**1:11 - 1:47**
6	**1:50 - 2:26**
7	**2:29 - 3:05**

The yellow highlight on the Two-Hour Delay Schedule is meant to draw attention to the switch between 4th and 5th periods. This adjustment has been made to support K-5 lunch and use of the gym for recess, as needed.

Class Meeting or Assembly Bell Schedule

Periods 1-4	Follow regular schedule
Period 5	12:29 - 1:09
Period 6	1:12 - 1:50
Period 7	1:53 - 2:32
Assembly	2:35 - 3:05

PROTOCOL STEPS

STUDENTS & STAFF LEARN:

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside; Lock Outside Doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role. For more information, visit http://iloveuguys.org

#MUSTANG STRONG

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