

**VANDEN HIGH SCHOOL**

2951 Markeley Lane  
Fairfield, CA 94533  
(707) 437-7333

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This handbook is designed to provide students and parents with an overview of school expectations and policies. More information on Vanden policies can be found at the Vanden High School website [VHS Policies and Procedures](#). Additionally, the [TUSD Annual Notification of Rights and Responsibilities](#) contains TUSD information, Education Code and adopted TUSD Board policies that guide the operation of our school and district.

## VANDEN HIGH SCHOOL CONTACT INFORMATION

Main Phone Number: (707) 437-7333 <https://www.travisusd.org/vanden>  
 2951 Markeley Lane  
 Fairfield CA 94533

### ***Vanden High School Administrators***

|   |  |
|---|--|
| <u>Kristin Shields</u> : Principal            | <a href="mailto:KShields@travisusd.org">KShields@travisusd.org</a>   |
| <u>Diane Johnson</u> : Assistant Principal    | <a href="mailto:DJohnson@travisusd.org">DJohnson@travisusd.org</a>   |
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| <u>Keedrick Gardner</u> : Assistant Principal | <a href="mailto:KGardner@travisusd.org">KGardner@travisusd.org</a>   |

## ATTENDANCE OFFICE CONTACT INFORMATION

Phone: (707) 437-7333 x 8011  
 Email: [vandenattendance@travisusd.org](mailto:vandenattendance@travisusd.org)

To contact teacher, or staff, please refer to the Vanden Website "[Directory](#)" Section

# MISSION, VISION, LEARNING OUTCOMES, AND CORE VALUES

## **Mission**

Vanden High School is a dynamic learning community. We strive for academic excellence by fostering integrity, imagination, and collaboration. By developing critical thinking, communication and digital skills, we empower our students as positive citizens of a global society.

## **Vision**

Vanden High School offers multiple pathways to success in an inclusive environment that encourages academic achievement and cultural awareness, supports student wellness, and promotes continual growth.

## **Schoolwide Learning Outcomes**

Vanden High School students:

- Solve problems creatively
- Recognize and appreciate diverse points of view
- Think critically and independently using a wide variety of resources
- Practice strategies that develop personal well-being
- Demonstrate proficiency in the curricular knowledge and essential academic skills for success in college or career

## **Vanden Core Values**

Vanden Vikings:

- Have Self Control
- Own their Actions
- Show Up on Time
- Build Strong Relationships

# ATTENDANCE POLICIES, PROTOCOLS AND SUPPORTS

School attendance is an important measure of student engagement and academic achievement. Vanden uses a structure of systems to support increasing regular attendance and reducing chronic absenteeism and improving academic achievement.

As part of our school and districtwide focus on attendance, our goal is to work collaboratively with students and families to achieve the following for students:

1. Be present and on time for all classes (EdCode 48200)
2. If absent, follow school policies for reporting absences by emailing [vandenattendance@traviusd.org](mailto:vandenattendance@traviusd.org) or calling (707) 437-7333, ext. 8011. Absences that are not reported are considered as Unexcused and will build towards truancy.
3. Communicate with teachers and complete missed work.



**AUTOMATIC ABSENCE/TARDY ALERTS:** Parents and guardians will be alerted via Parent Square when their student has an absence that is not reported or is tardy. These automated alerts are an important part of our communication with families and serve as a reminder to parents to report the absence.

**REPORTING ABSENCES:** Personal reasons for missing school are unexcused. Only those reasons specified in EC 48205 (see appendix) are excused. Call the Attendance Office in advance to discuss any reasons not covered in EC 48205. Administrative permission, in advance, is required for all absences not listed below; otherwise, the absence will not be excused.

As a reminder, a student is too ill to attend school if the student has:

- A contagious disease
- A temperature over 100 degrees
- symptoms such as vomiting, diarrhea chronic illness
- Other conditions with written orders from a doctor or public health department to stay home

**Absences MUST be verified within 2 days of return to school** (see method of verification below).

Attendance Office Contact Information

- Phone: (707) 437-7333 x 8011
- Email: [vandenattendance@travisusd.org](mailto:vandenattendance@travisusd.org)

Reasons for excused absences are listed in the Appendix of this handbook.

**APPOINTMENTS DURING SCHOOL HOURS:** Students who need to be excused from school early must obtain a pass to leave campus. Students may not leave campus without checking out through the attendance office. A parent note or email is required for a student to check in/out. Please email [vandenattendance@travisusd.org](mailto:vandenattendance@travisusd.org) stating:

- the student's name
- date, time and reason for the student leaving campus

If sending a note, students are to bring the note to the attendance office window before school or during lunch to receive a pass to leave.

While we understand that sometimes emergencies arise and calls are made to the office, it is expected that parents send an email or written note for all scheduled appointments.

Upon return to school, students must check in through the attendance office window before going to class. If a student arrives late in the morning due to an appointment, please bring a note from the health care provider to the attendance office to check-in to school before going to class.

**VIRTUAL APPOINTMENTS DURING SCHOOL DAY:** Virtual appointments should be scheduled outside of the school day as we are not able to provide a private, secure and supervised location on campus for students to use during a virtual appointment.

**METHOD OF ABSENCE VERIFICATION:** When a student returns to school after an absence, parent/guardian MUST present an explanation verifying the reason for the absence within 2 days. After 2 days without verification of an excused reason, the absence will be considered unexcused, and the student will be considered truant. (See truancy section below).

The following may be used to verify absences:

1. Written note from parent/guardian, parent representative, or student if 18 or older (EC 46012). Please email [vandenattendance@travisusd.org](mailto:vandenattendance@travisusd.org) from the parent or guardian email account listed in Aeries; please include the name of the student, date and reason for the absence.
2. Conversation, in person or by telephone, between the attendance office and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence and reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.



4. Physician's verification

- a. When a student has had 10 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness must be verified by a physician.
- b. School authorities may excuse any student in grades 7-12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. [EC 46010.1]
- c. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the appointment.

5. Any other reasonable method that establishes the fact that the student was absent for the reasons stated. A written record shall be made, including the information outlined in the appendix.

**RULE OF 85:** Students must be in class and on time 85% of the time, calculated by school periods, to participate in extracurricular activities. For the Rule of 85, extracurricular activities include athletics, band, drama, cheer, JROTC, dances, field trips, etc. The administration will check for eligibility every grading period and prior to extracurricular events (i.e., prom, and field trips).. The Rule of 85 Policy details can be found on Vanden's website [Rule of 85](#)

The Administration will check for eligibility at the end of each grading period and ineligible students will be notified and not permitted to continue participating in extracurricular activities until their period attendance is above 85%.

**SHORT-TERM INDEPENDENT STUDY (STIS):** For students who anticipate being absent from school for three (3) to fifteen (15) consecutive school days, Short-term Independent Study (STIS) can be viable. To qualify for a Short-term Independent Study contract, students must meet the following criteria:

- Have a good attendance record (fewer than 18 periods of unexcused absences or tardies).
- Be in good academic standing (2.0 with no F's on most recent grade reporting)
- Have no scheduled days of absence during final exam/ statewide testing periods

Parents or guardians must adhere to the school's guidelines for requesting Independent Study contracts. Each student can receive a maximum of two (2) independent study contracts per school year. If all the assigned work is completed with satisfactory progress, the student's attendance record will remain clear. However, if the student's work is unsatisfactory or incomplete, the school can only excuse the days of absence that correspond to satisfactory work completion. Any remaining days of absence will be classified as unexcused and may contribute to truancy limits. If a student has any unexcused absences due to failure to complete

work on an initial Independent Study contract, a second Independent Study contract will not be granted for that particular school year. More information about STIS can be found at

[Short Term Independent Study information.](#)

**UNEXCUSED ABSENCE(S) AND CLASS CUT(S):** An unexcused absence is any absence that does not fall under the excuse absences list above.

A “cut” is defined as an absence based upon a deliberate decision by a student, or group of students, not to attend class without prior approval during any part of the school day.

Parents/guardians must contact the attendance office within 2 days of an absence to avoid consequences for unexcused classes/ class cuts:

It is important to follow all guidelines for reporting absences to avoid truancy consequences as listed below:

- **TRUANT: FIRST 18 PERIODS of unexcused absence (3 school days)**
  - Parent and students will receive a Truancy letter that outlines next steps
- **HABITUALLY TRUANT: 24 PERIODS of unexcused absence (4 school days unexcused)**
  - Parents and students will receive a Truancy letter (#2) that outlines next steps that can include referral to a Student Attendance Review Team (SART), referral to Saturday school allowing for additional academic support. Parents and students will receive a Truancy letter (#2) that outlines next steps that can include referral to a Student Attendance Review Team (SART), referral to Saturday school allowing for additional academic support. The student will be put on an Attendance Contract.
- **CHRONICALLY TRUANT: 30+ PERIODS of unexcused absence (5 school days)**
  - Parents and students will receive a Truancy letter (#3) that outlines next steps that can include referral to a Student Attendance Review Board (SARB) for appropriate legal action, referral to Saturday school allowing for additional academic support. The student will be put on a SARB contract. Inter-district Agreements may be revoked if standard attendance guidelines are not maintained.

**STUDENT ATTENDANCE REVIEW TEAM (SART):** School Attendance Review Team (SART) serves as a school site intervention team meeting prior to parent/guardian students being referred to Student Attendance Review Board (SARB).

**STUDENT ATTENDANCE REVIEW BOARD (SARB):** A student will be referred to SARB when:

- The student has received three **truancy letters** or demonstrates **habitual discipline issues**.
- The student has received three suspensions within a single calendar year.
- The student has received four suspensions within a span of two calendar years.

Parents/Guardians will receive written notification of the SARB hearing and are expected to attend with their student. SARB reviews each student's case and may recommend:

- A change of placement
- A student contract, or other means of intervention

It is the parent/guardian and student's responsibility to make certain that all absences have been verified in the Attendance Office to avoid being considered truant. Absences MUST be verified within 2 days of return to school.

**TARDIES:** Any student who arrives after the start of the period will be considered tardy. Any student tardy for more than 30 minutes will be considered absent for that period. As detailed in the Student Expectations and Discipline section, progressive discipline related to increasingly repeated tardiness involves a structured approach.

**MAKE UP WORK FOR EXCUSED ABSENCE(S):** While the make-up assignments should be reasonably equivalent to the tests and assignments missed during the absence, they may not be identical. It is important to note that a student will not face a reduction in grades or loss of academic credit for any excused absence, as long as missed assignments and tests are satisfactorily completed during the expected timeframe. (EC 48205, BP 5113).

### **COMMUNICATION WITH TEACHERS REGARDING MISSING WORK:**

Parent Square or school email is a convenient home to school collaboration tool that allows parents and students to easily communicate with teachers regarding work that needs completion due to an absence.

**EXCESSIVE EXCUSED ABSENCES:** While there are times when students must miss school, excessive excused absences affect students' progress in school. Crucial learning time is lost if they are not in class. Per California Education Code 60901, a student is regarded as chronically absent when missing 10% of the school year. Further absences for illness must be verified by a physician. Excessive Absence Letters will be sent to students who have missed 10% of the school year due to excused absences.

- **Excessive Absence Letter 1:** Parent/guardian is notified that the student has been absent for 10% of the school year. Doctor's note recommended
- **Excessive Absence Letter 2:** Parent/guardian is notified that the student has been absent for 10% or more of the school year. Doctor's note required. Administrative conference

## CAMPUS SAFETY

**DANGEROUS BEHAVIOR:** Throwing objects or liquids, as well as any other dangerous behavior that could cause injury, disrupt the educational process, or hinder school staff from maintaining a safe environment is prohibited. Individuals who engage in such behavior will face appropriate consequences, which may include Saturday School or suspension.

**CLOSED CAMPUS:** Vanden High School maintains a closed campus policy. If a student needs to leave the campus during school hours, the student must obtain an off campus pass from the Attendance Office. Students who are feeling unwell and need to go home must check out through the health office. Note that leaving campus without a pass will result in disciplinary action as outlined in the Behavior and Discipline policy. Students are not permitted in the parking lots, fields, beyond the Shubin gym entrance, or other out of bound areas during school hours.

**BICYCLES/ SCOOTERS/ SKATEBOARDS:** Bicycles must be locked in the designated bicycle rack located next to the science building. Skateboards and scooters must be locked on the rack outside the gym. Students are not permitted to ride bicycles, skateboards, rollerblades (etc.) on school grounds. VANDEN HIGH SCHOOL IS NOT RESPONSIBLE FOR THEFT OR VANDALISM TO ANY PERSONAL PROPERTY.

**UNAUTHORIZED AREAS of CAMPUS:** There are certain areas on campus where students are NOT allowed except when under the direct supervision of a teacher, monitor, or administrator. These areas include, but are not limited to:

- The center areas of buildings and hallways leading through those areas
- South and west sides of the Shubin Building
- Athletic fields/ dugouts
- Locker rooms
- Parking lots/ student vehicles
- All other unsupervised areas

Students are not permitted to go to any car in a parking lot during school hours (including lunch) without Administrator approval and a staff escort. Approval is at the discretion of the administrator. Students found in these areas will be subject to consequences.

**VISITORS:** During the school day, Vanden High School restricts access to campus for the safety and security of our students and staff. The only individuals permitted to visit are parents or guardians of Vanden students listed in Aeries.

If a Vanden parent or guardian would like to visit a classroom, they must seek permission from the school by completing the "Classroom Observation Procedures for Parents/Guardians"

request form located on the Vanden High School Website "[PARENTS](#)" section. All documentation must be completed and turned in prior to the observation scheduled. Visits will be scheduled to accommodate the classroom schedule, school personnel schedule, and the parent's requests. If there is a need for a follow-up discussion with the teacher, this must be scheduled in addition to the actual observation.

Other visitors can only enter the campus if they have a scheduled appointment and are accompanied by a staff member. All visitors are required to check in at the main office to obtain a visitor's pass, ensuring proper identification and documentation. This policy ensures a controlled environment and helps maintain a safe learning atmosphere for everyone at Vanden High School.

**FOOD DELIVERY SERVICES:** Deliveries of food from outside delivery services (Door Dash, Uber Eats, etc.) are not permitted as they violate federal guidelines to our food service program. Also, only those on a student's emergency contact list can drop off personal items for their student. Students who deliberately leave their classes under false pretenses to receive an order from a food delivery service can expect to face disciplinary consequences as detailed in the Student Expectations and Discipline section of this handbook. During lunch, students may not arrange and/or pick up food deliveries.

**PERSONAL DELIVERIES:** For the safety and well-being of all students, we have a policy in place that requires all personal deliveries for students to be brought to the main office. This policy ensures that we can properly verify and handle any items being delivered to students. Personal deliveries will NOT be accepted and/or delivered to students during class time. Parents or emergency contacts should notify students if the student needs to pick up an item in the office during non-class time.

**INSURANCE:** The Travis Unified School District does not carry accident or injury insurance on students. The responsibility for individual coverage lies with the parents or guardians. Low-cost insurance is available; information is provided and is highly recommended.

**PARKING:** To park on campus, students must:

- Apply for a Parking Permit and always display the permit.
- Only park in designated student parking lots on Viking Lane.
  - Students may not park in the staff lot on DeRonde Drive, Center/Solar panel lot on DeRonde Drive or the front visitor lot on Markeley Lane
  - Parking in the wrong lot or in an undesignated space will result in school consequences and/or towing.
  - Citations will be issued to any motor vehicle parked in a red zone or other restricted area.

Students are not allowed in the parking lot during school hours (including lunch) without express permission and appropriate supervision. Students who violate parking rules will be unable to park their vehicles on campus and may receive disciplinary consequences.

Important safety reminder: The Center/Solar parking lot is used for elementary student drop off and pick up. This lot is not a designated student parking lot. For the safety of all students, Vanden students may not park in this lot.

**PASSES REQUIRED FOR LEAVING CLASS:** Attendance and engagement in classes are vital for academic success. Therefore, it is crucial for any student who needs to be outside of their assigned class to have a valid pass. Students found without a pass will be promptly directed back to their class and may face disciplinary repercussions. This policy ensures that students remain accountable for their attendance and minimizes disruptions to the learning environment.

**PE LOCKERS:** All students enrolled in PE will be provided with a designated PE locker to securely store their belongings. To ensure the safety of personal items, students are required to use a combination lock for their locker. It is strongly advised to leave valuable items at home to minimize the risk of theft, damage, or loss. Please note that Vanden High School cannot be held responsible for any incidents of theft, damage, or loss of personal items.

The lockers are considered school property and may be opened by school staff if necessary. It is essential for students to lock all their belongings in their assigned lockers before the start of the PE period. For security purposes, it is important that students do not share their locker combinations. Additionally, it is crucial to understand that while combination locks act as a deterrent, they may not entirely prevent theft.

**UNAUTHORIZED SALE OF FOOD ITEMS:** Only authorized fundraising/sales are permitted on campus. All fundraisers/sales must follow TUSD fundraising rules and meet federal nutrition guidelines. Students may not sell items (including but not limited to snacks, drinks, candy) unless required ASB fundraising paperwork has been submitted and approved. Individual sales of snacks/drinks/etc./ using electronic payment (Venmo, CashAp, etc.) are also not permitted.

## **STUDENT WELLNESS**

When a student becomes ill or needs medical attention, they must get a pass from their teacher before reporting to the Health Office located in the Administration Building. A Health Care Specialist is available during most school hours. The Health Care Specialist will contact parents or emergency contacts when students are ill.

**MEDICATION:** To ensure the safe administration of medications at school, a written order from a health provider is required. The written order must include:

- the student's name
- medication name
- dosage, specified time of administration
- reason for medication, and dates for administering the medication

This policy applies to both over the counter and prescription medications. Forms for obtaining the necessary written order can be obtained from the Health Office. The forms may also be obtained through the Vanden High School Webpage: [HEALTH FORMS](#)

All medication to be administered must be in its original container and clearly labeled with the student's name, medication name, appropriate dosage, health provider's name, and recent date. Except inhalers and Epi-Pens authorized for self-carry, all medications are stored in the Health Office. It is the student's responsibility to receive their medication at the designated time. Please note that any medication left at the school after the last day will be disposed of. At the beginning of each school year, new medication forms and medication must be provided in compliance with this policy.

**WELLNESS CENTER:** Our Wellness Center focuses on teaching students to disengage from escalating conflict or mounting frustration by moving to a calming space, where they will sit and engage in activities to help them regain their composure. The services provided through the Wellness Center are not meant to replace a mental health professional.

LOCATION: Room R1

***A pass from the teacher is required during class time.***

ADDITIONAL STUDENT WELLNESS RESOURCES THROUGH REFERRAL:

- School Psychologist
- Licensed Clinical Social Worker (LCSW)
- Military Family Counselor
- "A Better Way" Counselor

## **CURRICULUM AND GRADE INFORMATION**

**GRADING POLICY:** Grades are earned on an A, B, C, D, and F scale. Class standards will be given to each student during the first two weeks of class. Daily attendance, class assignments, class participation, homework, examinations, and class conduct are all important for grading.

**CLASS STANDARDS AND COURSE SYLLABI:** At the start of each course, all students will be provided with the class standards and a course syllabus. The syllabus will include information regarding homework assignments, grading policies, course requirements, and classroom expectations. It is important to note that most courses will include regular homework assignments as part of the curriculum.

**GRADE WEIGHTING:** Students earn one extra point for each honors/AP class in the computation of their GPA:

**Regular Class**            A=4, B=3, C=2, D=1, F=0

**Honors/AP Class**        A=5, B=4, C=3, D=2, F=0

### **STUDENT SCHEDULE CHANGES:**

During the first week of school, students at Vanden High School can request schedule changes for specific reasons outlined below:

- To fulfill high school graduation requirements or meet college eligibility criteria.
- If scheduled into the wrong level of a class (excluding AP/Honors courses where the student requested)
- If missing a class/period or if there is a schedule error.

However, there are certain schedule change requests that cannot be accommodated, including:

- Requests for a different teacher.
- Change of class period based on preference.
- Elective change requests (unless there is an error or seat availability issue).

After the first week of school, students wishing to make schedule changes should follow these steps:

- Contact the classroom teacher to address any problems or concerns and discuss strategies for success.
- Parents schedule a parent/teacher meeting
- In rare cases where a change is warranted after one-week, administrative approval will be required.

Please note that during the spring semester, dropping yearlong courses will only be considered for extenuating circumstances, will require administrative approval, and will depend on available seats. We encourage students to carefully consider their schedule choices and make changes during the designated period to ensure a smooth and successful academic year.



## SUMMER SCHOOL

**Purpose:** Summer School is for Credit Recovery only. It cannot be used to earn original credit. Grades from summer courses will be added to your transcript and will not replace previously failed courses.

- Only non-honors/non-AP college preparatory (CP) courses are offered. Students who fail an honors or AP course can only enroll in the non-honors/non-AP CP course to earn credits.
- Students earning an A, B, C, or D in their summer school course will receive credit for that course.
- Students not earning an A, B, C or D grade or who are un-enrolled from summer school for any reason will receive a No Mark (NM) in the course, which will be notated on the students' transcript. A NM will not have an impact on the students' grade point average.

**Course Offerings:** Course offerings are student driven and dependent upon staff availability to teach courses.

**Eligibility and Priority (BP 6177):** Priority for enrollment is given to students who:

1. Need credits to graduate before the next school year.
2. Show academic deficiencies in core subjects.
3. Are part of targeted groups needing extra support as identified by the district's LCAP.
4. If space permits, students earning a D may also be considered.
5. If a class is full, a waitlist will be used. Students who earned a D and want to be considered should contact the counseling office as remaining spots will be filled by lottery among other students.

## STUDENT EXPECTATIONS

At Vanden High School, our goal is to create a safe and inclusive space where every student can thrive academically, socially, and emotionally. To ensure this, it is imperative that all students actively embrace and adhere to the expectations set forth in this handbook. Vanden High School Students are expected to demonstrate our Core Values at all times as described in Vanden's PBIS Behavioral Expectations Grids below:



GIVING EVERY STUDENT EVERY OPPORTUNITY

|  | HAVE SELF CONTROL | OWN THEIR ACTIONS | SHOW UP ON TIME | BUILD STRONG RELATIONSHIPS |
|--|-------------------|-------------------|-----------------|----------------------------|
|--|-------------------|-------------------|-----------------|----------------------------|

|   |   |  |   |  |
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| <b>Common Areas<br/>(hallways, quad, cafeteria)</b> | <ul style="list-style-type: none"> <li>• Keep areas clean</li> <li>• Respect personal space (both physical and noise)</li> <li>• Use appropriate language</li> <li>• Respect school property</li> <li>• Stay in-bounds</li> </ul>   | <ul style="list-style-type: none"> <li>• Apologize when needed</li> <li>• Throw away your trash</li> </ul>   | <ul style="list-style-type: none"> <li>• Move safely through the campus</li> <li>• Walk towards your destination with time to spare (at the first bell)</li> </ul>  | <ul style="list-style-type: none"> <li>• Limit phone use</li> <li>• Positively engage with others</li> <li>• See something, say something</li> </ul>                         |
| <b>Library and Offices</b>                          | <ul style="list-style-type: none"> <li>• Use appropriate voice level and language</li> <li>• Use phones only as directed</li> <li>• Respect the space</li> <li>• Return materials in the same condition</li> </ul>  | <ul style="list-style-type: none"> <li>• Self-correct when needed</li> <li>• Return materials on time</li> <li>• Pay the fines you owe</li> <li>• Apologize when needed</li> </ul> | <ul style="list-style-type: none"> <li>• Plan ahead for printing</li> <li>• Visit offices outside of class time</li> </ul>  | <ul style="list-style-type: none"> <li>• Are considerate of others</li> <li>• Respect and follow staff direction</li> <li>• Help others around you</li> </ul>                |
| <b>Parking Lot</b>                                  | <ul style="list-style-type: none"> <li>• Follow the rules of the road</li> <li>• Obey the speed limit</li> <li>• Drive without distractions</li> <li>• Respect others space</li> <li>• Use appropriate language</li> <li>• Park in the assigned lot</li> <li>• Follow school rules</li> </ul> | <ul style="list-style-type: none"> <li>• Leave a note or contact staff when there is a problem</li> <li>• Apologize when needed</li> </ul>   | <ul style="list-style-type: none"> <li>• Arrive early and drive safely</li> <li>• Use the parking lot only for parking (not for hanging out)</li> </ul>             | <ul style="list-style-type: none"> <li>• Respect and follow staff directions</li> <li>• Exit safely, taking turns</li> <li>• Report problems</li> </ul>                      |
| <b>Restroom and Locker Rooms</b>                    | <ul style="list-style-type: none"> <li>• Honor privacy</li> <li>• Use facilities as intended</li> <li>• Wait their turn</li> <li>• Keep phones stowed</li> </ul>  | <ul style="list-style-type: none"> <li>• Clean up after themselves</li> <li>• Flush and wash hands</li> </ul>  | <ul style="list-style-type: none"> <li>• Use the nearest restroom</li> <li>• Sign in/out of class</li> <li>• Are timely so they don't miss class time</li> </ul>    | <ul style="list-style-type: none"> <li>• Report problems</li> <li>• Help others when needed</li> <li>• Respect others</li> </ul>   |
| <b>School Events</b>                                | <ul style="list-style-type: none"> <li>• Follow school rules</li> <li>• Use appropriate language</li> <li>• Keep hands to themselves</li> <li>• Follow adult directions</li> <li>• Listen/ applaud respectfully</li> </ul>  | <ul style="list-style-type: none"> <li>• Clean up after themselves</li> <li>• Take responsibility for actions</li> </ul>   | <ul style="list-style-type: none"> <li>• Attend school activities on time</li> <li>• Get rides home/leave activities on time</li> </ul>                             | <ul style="list-style-type: none"> <li>• Are kind to others</li> <li>• Respect differences</li> <li>• Reach out and help struggling peers</li> <li>• Are flexible</li> </ul> |
| <b>In the Classroom</b>                             | <ul style="list-style-type: none"> <li>• Raise your hand to talk</li> <li>• Wait patiently to have your needs met</li> <li>• Follow directions</li> <li>• Communicate appropriately</li> </ul>  | <ul style="list-style-type: none"> <li>• Hold themselves accountable</li> <li>• Apologize when appropriate</li> <li>• Are respectful</li> <li>• Are honest</li> </ul>              | <ul style="list-style-type: none"> <li>• Are prepared</li> <li>• Manage time wisely</li> <li>• Plan ahead</li> <li>• Be in the classroom before the bell</li> </ul> | <ul style="list-style-type: none"> <li>• Are kind</li> <li>• Help others</li> <li>• Lead by example</li> <li>• Be willing to listen</li> </ul>                               |

**STUDENT DRESS CODE:** The Board of Education has established guidelines stating that students cannot remain at school if their attire poses a safety risk to themselves or other students, or if it disrupts the order on campus. In cases where the administration determines that a student's clothing violates this policy, the student will be asked to modify their attire to comply with the policy. Failure to comply with the administration's instructions may lead to disciplinary measures. (BP 5132)

Our goals are to promote a safe and positive learning environment. Apparel (clothing, jewelry, and accessories) that disrupts or distracts from the learning environment is not permitted.

**Guidelines:**

Basic Principle: Students must dress in a manner that is not disruptive to the educational environment. Students must wear non-transparent clothing that protects and covers personal body parts. Clothing must completely cover the chest and buttocks at all times.

Students are **NOT PERMITTED** to wear:

1. Clothing displaying hate speech, profanity, pornography, obscenity, vulgarity, weapons, or any other questionable prints.
2. Slogans promoting tobacco, alcohol, drugs, sex, or anything that significantly interferes with schoolwork, creates disorder, or disrupts the educational process.
3. Images that create a hostile or intimidating environment based on a protected class.
4. Distracting jewelry, chains, or spiked jewelry could pose safety or health issues.
5. Helmets, masks (not being used for COVID or other medical preventative purposes) or headgear that obscure the face/identity.
6. Gang-related attire (see specific details below).

Teachers may ask students to remove hats, hoods, or sunglasses while in the classroom.

Certain classes may have additional restrictions solely for safety reasons during specific activities (e.g., tying hair back, rolling up sleeves when using Bunsen burners, wearing PE uniforms, etc.).

**GANG SYMBOLS, CLOTHING, AND ACCESSORIES:** The display, promotion, advertisement, suggestion, support, or encouragement of gang membership or affiliation through clothing, jewelry, accessories, symbols, hairstyles, hair bands, wristbands, lettering, colors, notebooks, drawings, or any other adornments is prohibited. "Flashing" of colors or gestures is not allowed. Clothing, backpacks, shoes, laces, make-up, or any other form of adornment should not demonstrate or imply association with gangs or display gang-related symbols or colors. The administration has the discretion to enforce this policy. As symbols of gang affiliation evolve, school officials will collaborate with the Fairfield Police to keep the definition and enforcement of gang-related items and colors up to date. In the event of a dress code violation, students will be asked to report to the administration and will be given the opportunity to change into an approved garment. Repeated violations will result in progressive disciplinary action in line with other corrective measures for defiance of school policies.

**ACADEMIC INTEGRITY AND HONESTY:** Academic integrity revolves around the principle of honesty and extends to all academic tasks, including homework, class work, and assessments, regardless of their significance. Academic dishonesty undermines the value of education. Academic dishonesty includes cheating, plagiarizing, misusing an AI tool (such as ChatGPT), and receiving unauthorized help on an examination, quiz, or assignment. Academic dishonesty further includes representing someone else's work as your own, changing a grade and directly or negligently allowing someone to copy your work. Consequently, any breaches of academic integrity will result in the work submitted being deemed unacceptable.

**WEARABLE TECHNOLOGY (Smartwatches, etc.):** Wearable Technology (including Google Glasses, Smartwatches, etc.) shall be used only in accordance with school and district policies and should not disrupt others' learning. Inappropriate use will be addressed through the appropriate policy violation.

#### **GUIDELINES AND EXPECTATIONS FOR ACADEMIC INTEGRITY AND HONESTY:**

- Adhere to the guidelines provided by your teachers, or as outlined in the course syllabus.
- Avoid misrepresenting your work by incorporating the work of others without proper credit.
- Accurately cite your sources when referencing external material in your work. If you are unsure how to do so, seek guidance from your teacher.
- Refrain from engaging in fraudulent or unfair practices to gain an advantage academically.
- Do not participate in cheating or allow others to copy your work through negligence or complicity.
- Do not seek unauthorized assistance through electronic means, such as copying, plagiarizing, fabricating, or stealing work, data, lab experiments, using an AI tool such as ChatGPT to complete assignments.
- Independently complete your own work to the best of your abilities.
- Avoid borrowing work or looking at someone else's answers.
- Ensure that there are no materials on or near your desk that could be perceived as aiding in cheating.
- Do not collaborate on assignments or projects without explicit permission from your teacher.
- Respect the limits set by your teacher regarding collaboration with peers.
- Do not purchase or acquire work from others and present it as your own.
- Do not alter exams or class work with the intention of having them re-graded or changing a grade.

A lack of awareness about academic honesty expectations does not excuse a student from being held accountable. Violations of academic integrity will result in disciplinary actions as outlined in the Discipline Consequences section of this handbook.

**ARTIFICIAL INTELLIGENCE (AI):** Artificial intelligence may be used as an academic tool under the direction of a teacher as appropriate for the student's age. **Uses of Artificial intelligence that violate Academic Integrity or other school policies may result in academic or disciplinary consequences.** The appendix provides an example of the AI Classroom Expectations Checklist as determined by teacher, department, and school.

**ELECTRONIC DEVICES:** Student use of personal cell phones, Earpods/headphones, smart watches, or other mobile communication devices is prohibited during school hours except at lunch time and passing period and when authorized by staff. Using these devices may not violate the privacy rights of any individual.

Students must remove earbuds/ headphones and stow their phones/devices **BEFORE** entering a classroom or office area. Students may not use speakers to project music/sound.

A student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances (Ed. Code 48901.5,48901.7)

- In the case of an emergency or in response to a perceived threat of danger
- When a teacher or administrator grants permission to the student to possess or use mobile communication devices, subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being.
- When the possession or use is required by the student's individualized education program.

If a student uses an electronic device without authorization, disciplinary action will be taken as indicated in the Discipline Consequences section of this handbook. Disciplinary measures also apply to a student for the off-campus use of an electronic device if it poses a threat or danger to the safety of students, staff, or Travis Unified property, or significantly disrupts school activities

Travis Unified School District is not responsible for a student's cell phone or other electronic device which is brought on campus or to a school activity and is lost, stolen or damaged.

**ELECTRONIC DEVICE USE IN LOCKER ROOMS AND RESTROOMS:**

Under P.C. 647(j) changing areas and bathrooms are presumed to be private and using any device to record or view a person in these spaces is against the law. To maintain our students' personal privacy when using these spaces cell phone use in locker rooms and restrooms is strictly prohibited. Students are expected to place their phones inside their bags **BEFORE** entering the locker room or restroom and leave them put away for the duration of the time in these areas.

## PROHIBITION OF VIDEO / AUDIO RECORDING AND PHOTOGRAPHY

ON CAMPUS Audio/video recording and photography without the express permission of those being recorded/photographed is prohibited. Students will not contribute to a disruptive or unsafe environment, therefore video/audio recording or photographing of a fight or altercation (with or without public dissemination) may result in disciplinary action.

COMPUTER, TECHNOLOGY, AND INTERNET: Students and parents/guardians must read and electronically sign the Travis USD Agreement for Use of Technology and Internet Access at the start of each school year. The agreement carefully delineates the conditions under which a student may use the internet and/or computer technology. Any student who violates this policy will be fully disciplined, including detention, possibly being cited for violation of the penal code, removal of computer privileges, and prosecution. See the Discipline Consequences section of this handbook for disciplinary actions.

TOBACCO, ALCOHOL, & DRUG POLICY: The board has adopted Tobacco-Free, Drug-Free, and Alcohol-Free campus policies to promote student health and well-being. The district strives for a school environment free of these substances and has prevention and intervention programs. All tobacco products, including e-cigarettes, are prohibited.

Tobacco Education Programs are an alternative to suspension or citation that helps schools and communities address the teen vaping problem in a more supportive way. Instead of solely focusing on punitive measures, the programs are an interactive program that teaches students about nicotine dependence, establishing healthy alternatives and how to kick the unhealthy addiction that got them in trouble in the first place.

Students in violation of Board adopted Alcohol-free and Drug-free policy and Ed code (48900) will be assigned to after-school district designated teacher-led drug and alcohol prevention/intervention programming in addition to suspension.

# BEHAVIORAL EXPECTATIONS AND DISCIPLINARY ACTIONS

At Vanden High School, consequences are implemented in progressively escalating steps when students do not follow school rules and policies.

**STEP ONE:** Teacher–Student Conference: The teacher and student will talk about the behavior in question and the desired behavior from the student.

**STEP TWO:** Parent/Guardian – Student – Teacher Conference / Consequence: The teacher will call parents/guardians about the problem behavior and can assign a consequence.

**STEP THREE:** After non-compliance to classroom interventions, the teacher will make an Administrative Referral. A teacher referral is when a teacher sends a student out of class for an intervention, **with the expectation that the student will be allowed to return to class once the intervention has been completed.**

**STEP FOUR:** Class Suspension, which can only occur for [CA Ed. Code 48900](#), **subject to the requirement of establishing that other means of correction have failed to bring about the proper conduct**, for the remainder of the class day and the next day.

When a teacher suspends a student from class, there are certain steps that must be taken:

1. The teacher **must** immediately report the suspension to the principal (or designee) and send the student to the principal (or designee) for appropriate action.
2. As soon as possible, the teacher **must** ask the parent to attend a parent-teacher conference regarding the suspension.
3. If practicable, a school counselor or school psychologist **may** attend.
4. A school administrator **must** attend the conference if the teacher or parent requests it.
5. The student shall not be returned to the class from which they were suspended, during the period of suspension, without the agreement of the teacher of the class and the principal.
6. A student suspended from class cannot be placed in another regular class during the period of suspension. However, if the student has more than one class, the student will attend her/his other classes.
7. The teacher may refer the student to the principal for consideration of suspension from the school.

METHODS OF CORRECTION: The site administration and teachers reserve the right to utilize various methods for correction, which may include, but are not limited to, the following:

- Conducting a conference involving school personnel, the student's parent or guardian, and the student.

- Detention: A supervised period held after school. Students are required to come to Detention with materials prepared to study. STUDENT PARTICIPATION IN AN EXTRACURRICULAR ACTIVITY IS NOT AN EXCUSE FOR MISSING DETENTION.
- Administrators may address disciplinary issues by implementing behavior contracts, no-contact contracts, or attendance contracts as deemed appropriate.
- After-school detention and Saturday School may also be assigned to students. Saturday School is assigned to students due to unexcused absences, excessive class cuts, or other disciplinary actions. Saturday School is held in the library or another designated area. The Saturday School hours are from 8:30 am to 12:30 pm with a 15-minute break at 10:00 a.m. Students are to bring enough homework to last for four hours. An academic atmosphere is maintained under the close supervision of a certificated teacher. All regular school rules apply. Students who fail to report to Saturday School will receive two Saturday Schools. STUDENT PARTICIPATION IN AN EXTRA-CURRICULAR ACTIVITY IS NOT AN EXCUSE FOR MISSING SATURDAY SCHOOL.
- Referring to the student to support personnel for case management and counseling.
- Utilizing a Student Study Team (SST) or other intervention-related teams to assess behavior, develop individualized plans, and implement strategies in collaboration with the student and their parents/guardians.
- Implement a positive behavior support approach that includes tiered interventions during the school day.
- When a suspension is deemed necessary, the principal or assistant principals may exercise discretion regarding the duration of suspension when it is not explicitly predetermined.

In cases of severe or dangerous behavior, it may be necessary to impose a more severe consequence immediately to ensure the safety and well-being of all individuals involved.

EXPULSION: Students with serious violations and/or repeated violations of the Education Code #48900-48918 may be recommended for expulsion from the schools of the Travis Unified School District. The student will be told they are subject to expulsion of all rights. The Board of Education will have a decision as to the expulsion of the students. California Education Code 48915(a) requires that schools shall recommend to the Governing Board for expulsion, students who commit the following violations:

- Causing serious physical injury to another
- Possession of firearms, knives, or explosives (Do not bring anything to school that resembles a weapon. Students possessing BB guns or replica guns will be recommended to the Governing Board for expulsion.)
- Sale of controlled substances
- Robbery or extortion

LEGISLATIVE INTENT OF ED CODE: The designated consequences for each violation are guidelines followed by all schools. Except in mandatory expulsion cases under 48915(c),



schools may use discretion to provide alternatives to suspension or expulsion. Under 48915(b), unless a student is being recommended for expulsion for a 48915(c) violation, the school must prove that other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or, due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the self or others (48915(b)).

Education Code 48900 outlines various grounds for student suspension. The legislative intent behind this code is to establish guidelines and consequences for student behavior that disrupts the learning environment or endangers the safety and well-being of others. The specific legislative intent of Education Code 48900 in California includes:

- Promoting a Safe and Positive Learning Environment: The primary objective of this code is to ensure that schools provide a safe and conducive learning environment for all students. By addressing serious behavioral infractions, the code aims to maintain order, minimize disruptions, and promote a positive educational experience.
- Discouraging Disruptive and Unsafe Behaviors: The code seeks to deter and address behaviors that interfere with the educational process or compromise the safety of students, staff, or school property. It outlines specific infractions that may result in suspension, such as violence, harassment, bullying, possession of weapons or drugs, and engaging in criminal activities.
- Providing Consequences and Corrective Measures: Education Code 48900 emphasizes the importance of imposing appropriate consequences for student misconduct. It recognizes that suspensions can serve as a disciplinary tool to address serious violations and encourage students to reflect on their actions. The intent is to promote accountability and encourage positive behavioral changes.
- Protecting the Rights of Students: The legislative intent also recognizes the need to balance disciplinary actions with the rights of students. Education Code 48900 emphasizes the importance of due process and the right to a fair and impartial hearing for students facing suspension. It aims to ensure that disciplinary actions are administered fairly and in accordance with established procedures.
- Encouraging Restorative Practices: While suspensions are considered appropriate consequences for certain behaviors, the legislative intent also highlights the importance of implementing restorative practices. These practices focus on repairing harm, promoting empathy, and fostering positive relationships between students and the school community. Restorative approaches aim to address the underlying causes of misconduct and promote reconciliation and growth.

## OVERVIEW OF NON-SUSPENDABLE DISCIPLINARY CONSEQUENCES

The following consequences are established with the principle of progressive discipline in mind, ensuring a systemic approach that begins with milder repercussions and escalates accordingly to address and correct student behavior.

### Consequences for Tardies (Per Semester)

|   | Consequences   |
|---|--|
| <b>3 Total Unexcused Tardies</b>          | 1 Detention  |
| <b>6 Total Unexcused Tardies</b>          | 2 Detention  |
| <b>9 Total Unexcused Tardies</b>          | 1 Saturday School  |
| <b>10 or More Total Unexcused Tardies</b> | 1 Saturday School & Student Enters into a Tardy Contract |

|  | 1 <sup>ST</sup> OFFENSE    | 2 <sup>ND</sup> OFFENSE    | 3 <sup>RD</sup> OFFENSE & BEYOND            |
|--|----------------------------|----------------------------|---|
| <b>Leaving Class Under False Pretenses</b> | After School Detention (1) | After School Detention (2) | Saturday School (1)<br><br>Admin Conference |
| <b>Class cuts<br/>(1 period)</b>           | 1 day detention            | 2 days detention           | Admin conference/ 1 day Saturday School     |

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| <b>Class cut after 3 tardies to the same class</b> | 1 day Saturday School   | 1 day Saturday School   | Admin conference/ 1 day Saturday School   |
| <b>Class cuts (Multiple periods)</b>               | 1 day Saturday School   | 2 days Saturday School  | Admin conference/ 2 days Saturday School  |
| <b>Dress Code Violation</b>                        | Verbal Warning/Reminded of Dress Code Policy<br><br>Change of clothes & Teacher/administrator records violation in Aeries<br><br>Parent/Guardian Notification | Verbal Warning/Reminded of Dress Code Policy<br><br>Change of clothes & Teacher/administrator records violation in Aeries<br><br>Parent/Guardian Notification | Verbal Warning/Reminded of Dress Code Policy<br><br>Change of clothes & Teacher/administrator records violation in Aeries<br><br>Parent/Guardian Notification |

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|   | After School Detention (1)                         | Saturday School (1)<br><br>Admin Conference  | Saturday School (2)<br><br>Admin Conference  |
| <b>Cell Phone / Electronic Devices</b><br><br>* The administration reserves the right to confiscate electronic devices from students who disrupt the learning environment or fail to comply with staff instructions and/or the electronic devices policy. | Verbal Warning<br><br>Student must put device away | Verbal Warning<br><br>Student must put device away<br><br>After School Detention (1) | Verbal Warning<br><br>Student must put device away<br><br>Saturday School (1)<br>Parent conference<br><br>Administrative Discretion. |

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| Use of Cell phone/ camera/ other device in locker room or restroom   | Referral to the administrative office (no warning necessary)<br>Possible School Resource Officer involvement Saturday School assigned |   |   |
| <b>COMPUTER USAGE LEVEL 1</b><br><b>Examples</b> (but not limited to): Gaming<br>Software piracy.<br>Unauthorized downloading of files/software<br>Use of AI Tools to get unauthorized help on class work or homework<br>Unauthorized use of personal communication/email  | Computer use privileges will be revoked for 5 to 15 school days   | Computer use privileges will be revoked for 5 to 15 school days<br>Saturday School (1)  | Computer use privileges will be revoked for 5 to 15 school days<br>Saturday School (2)  |
| <b>COMPUTER USAGE: LEVEL 2</b><br><b>Examples</b> (but not limited to):<br>Hacking (single computer systems)<br>Tampering with a computer's security system<br>Distribution of another's password<br>Use of profanity, vulgarity, or disrespectful language (includes messages to request the opening of blocked Internet sites) 2<br>or more Level 1 violations | Saturday School (1)<br><br>Teacher classroom consequences   | Saturday School (2)<br><br>Teacher classroom consequences<br><br>Loss of all possible credit  | Saturday School (3)<br><br>Teacher classroom consequences<br><br>Loss of all possible credit  |
| <b>COMPUTER USAGE: LEVEL 3</b>   | Computer privileges will be   | Computer privileges are   | Computer privileges are   |
| <b>Examples</b> (but not limited to):<br>Pornography<br>Threats<br>Harassment<br>Hacking (Internet/Network)<br>Distribution and/or use of system password<br>Modifying/Deleting Another Person's Data or Files   | withdrawn for the semester or for 9 weeks (approximately 2 months), whichever is longer.  | revoked for the rest of the semester or 9 weeks (about 2 months) (whichever is greater)<br><br>School Resource Officer involvement<br><br>Saturday School (1) | revoked for the rest of the semester or 9 weeks (about 2 months) (whichever is greater)<br><br>School Resource Officer involvement<br><br>Saturday School (2) |

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| <b>Academic Dishonesty:</b><br><br><b>Level 1</b> | Teacher/<br>Classroom<br>Consequences<br><br>Possible After<br>School<br>Detention                   | Saturday School<br>(1)  | Saturday School<br>(1)<br>*Additional Level 1<br>infractions will<br>result in <u>two</u><br><u>additional</u><br><u>Saturday Schools</u><br><u>per offense</u> *<br><br>Administrative<br>Discretion for<br>Further<br>Consequences |
| <b>Academic Dishonesty:</b><br><br><b>Level 2</b> | Saturday School<br>(1)   | Saturday School<br>(2)<br><br>Loss of <u>ALL</u><br>Possible Credit | Saturday School<br>(2)<br><br>Loss of <u>ALL</u><br>Possible Credit<br><br>Administrative<br>Discretion for<br>Further<br>Consequences   |
| <b>Academic Dishonesty:</b><br><br><b>Level 3</b> | Loss of credit for<br>test copied,<br>stolen, or<br>received<br><br>Possible Loss of<br>TUSD (Travis | Loss of credit for<br>test copied,<br>stolen, or<br>received        | Loss of credit for<br>test copied, stolen,<br>or received<br><br>Loss of TUSD<br>Technology and<br>Internet Access   |

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|  | Unified School District)<br>Technology and Internet Access<br><br>School Resource Officer Notified | Loss of TUSD Technology and Internet Access<br>Teacher Consequence<br>School Resource Officer Notified<br><br>Possible Suspension | Teacher Consequence<br><br>School Resource Officer Notified<br>Possible suspension<br><br>Administrative discretion for further consequences |
| <b>Leaving School Ground without a Pass</b>  | Saturday School (1)  | Saturday School (2)   | Admin Discretion<br><br>SARB Referral  |
| <b>Saturday School: <u>No Show</u></b>   | Saturday School (2)<br><br>Possible loss of privilege to attend Extracurricular Activities         | Admin Discretion<br><br>Possible loss of privilege to attend Extracurricular Activities   | Admin Discretion<br><br>Possible loss of privilege to attend Extracurricular Activities  |
| <b>After School Detention: <u>No Show</u></b>  | Detention (2)  | Saturday School (1)<br><br>Possible loss of privilege to attend Extracurricular Activities  | Saturday School (2)<br><br>Admin Discretion<br><br>Possible loss of privilege to attend Extracurricular Activities                           |
| <b>On Another School's Campus During School Hours and/ or Causing a Disruption at Another Campus</b> | Administrative Discretion  |   |  |
| <b>Confrontation Between 2 or more Students (Non-Physical)</b>                                       | Administrative Discretion; No Contact Contract; Conflict Resolution                                |   |  |

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| Excessive and/or Inappropriate display of Affection (PDA)  | Warning  | Detention (1)  | Detention (2)   |
| Failure to Give Name to School Official  | Detention (1)  | Administrative Discretion  |   |
| Failure to Report to the Office When sent by a Staff Member  | Detention (1)  | Administrative Discretion  |   |
| Forgery  | Saturday School (1)  | Service Resource Officer/Administrative discretion                       |   |
| *Gambling (See note below)   | Saturday School (1)<br><br>School Resource Officer Involvement   | School Resource Officer Involvement<br><br>Administrative Conference     | School Resource Officer Involvement<br><br>Administrative Conference referral to SARB |
| Horseplay* with physical contact (may also be considered a violation of ED 48900 (a) and result in suspension) | Verbal Redirection/ Correction   | Detention (1)  | Detention (2)<br><br>Administrative Discretion  |
| Contraband/ Possession of Items Disruptive to the campus   | Item Confiscated<br><br>Detention (1)  | Item Confiscated<br><br>Saturday School (1)                              | Item Confiscated<br><br>Administrative Discretion                                     |
| Profanity Directed at (or about) a Staff Member  | Detention, Saturday School, Community Service, Restorative Process at the Discretion of Admin          |  |   |
| Profanity / Vulgarity  | Detention (1)  | Detention, Saturday School, Community Service, Administrative discretion |   |
| Pulling Fire Alarm   | School Resource Officer Involvement/ Restitution/ Administrative Discretion/ Possible Referral to SARB |  |   |
| Refusal to Disperse  | School Resource Officer Involvement/ Administrative Conference/ Restitution                            |  |   |

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| <b>Refusal to Give Up Prohibited Item</b>                                 | School Resource Officer Involvement/ Administrative Conference/ Restitution   |                     |                           |
| <b>Safety Violation in Class</b>  | Detention (1)   | Saturday School (1) | Administrative Discretion |
| <b>Unauthorized Selling of Food/Snacks/Drinks</b>                         | Items will be confiscated and held in the office for pickup by the parent. Disciplinary consequences are given at the Administrators' discretion. |                     |                           |
| <b>Carrying bags containing an excessive amount of Food/Snacks/Drinks</b> | Items will be confiscated and held in the office for pickup by the parent. Disciplinary consequences are given at the Administrators' discretion. |                     |                           |
| <b>Use of Laser Pen</b>   | Confiscation/ School Resource Officer Involvement/ Administrative Discretion  |                     |                           |
| <b>Vandalism/ Destruction of Property</b>                                 | Restitution /community Service/ Administrative discretion/ Possible School Resource Officer Involvement   |                     |                           |

**\*Gambling Note:** If a student is seen participating in a dice game, consequences apply, (see above). These consequences will be applied whether or not money is exchanged. An exchange of money includes electronic transfer of funds, etc.

## STUDENT ACTIVITIES AND OTHER RESOURCES

**ASSOCIATED STUDENT BODY (ASB):** Every student will be provided with a Vanden I.D. card at no cost. In the event of a lost I.D. card, there will be a replacement fee of \$5. ASB stickers are available for purchase at a price determined by ASB. A card with an ASB Sticker grants students free admission to home athletic events during the **regular season**, as well as discounted prices for dances, performance events, yearbooks, and more. The Student Council is responsible for determining these discounts. Please make all payments via check payable to Vanden High School for the exact amount. It is mandatory for students to possess a current ID card to attend athletic games and sit in the designated home side or student section.

**CLUBS AND ORGANIZATIONS:** Participating in campus clubs and organizations enhances students' interest, enjoyment, and overall success in high school. Each club and organization can plan activities and fundraisers. If you are interested in starting a new club, please consult the Director of Student Activities. Some clubs may require approval from an advisor or coach to join, while others may require students to be enrolled in a specific class.

To be officially recognized by Vanden High School, all organized clubs and groups must fulfill the following requirements:



- Be inclusive and open to all members of the student body.
- Have a constitution approved by the Student Council.
- Manage finances by depositing funds into the general ASB treasury, ensuring compliance with auditing requirements.
- Have a dedicated staff advisor who oversees and assumes responsibility for the club.
- Seek approval from the Student Council and site administration for all club activities.

By meeting these criteria, clubs, and organizations can thrive within the school community, offering valuable opportunities for students to engage, learn, and contribute.

#### ELIGIBILITY FOR PARTICIPATION IN EXTRA/ CO-CURRICULAR ACTIVITIES:

The Rule of 85 requires that students be in class and on time 85% of the time, calculated by school periods, to participate in many of the extra activities at VHS including athletics, band, drama, cheer, JROTC, dances, field trips, etc. The administration will check for eligibility every grading period and prior to extracurricular events (i.e., prom, and field trips). Ineligible students will be notified. The Rule of 85 Policy details can be found on Vanden's website.

Per CIF regulations and board policy, to participate in athletics, a student must demonstrate satisfactory educational progress in meeting the graduation requirement and the academic standard for the student is a GPA of 2.0. Any student with a GPA (unweighted) that falls below a 2.0 at the quarter/semester will be ineligible. Any ineligibility from extra or co-curricular activities shall be effective on Monday of the week after official grades are released. Parents/guardians can find their students official grades in the parent's Aeries account under grades.

Students who are involved in extracurricular functions that require physical activity (Athletics, Marching Band, Color Guard, Cheer, etc.) must dress out and participate in their Physical Education class to be eligible to participate in that day's after school activity. Students who are injured, not dressed out for PE, or are too ill for Physical Education class, may not participate in any after school physical activity on that day.

If a student falls below the established academic standard (2.0), they may opt to use probation under the following conditions:

- The student can have a GPA that is below 2.0 but cannot have more than one 'D' or one 'F' grade. Any student that falls below this academic standard will not be allowed to access probation.
- A student can access a maximum of two probation periods during their high school years (9th, 10th, 11th, or 12th grades). A student can access his/her second probationary period if they successfully complete their first probationary period.
- After 5 weeks on probation, the student's grades will be reviewed. If the student does not meet eligibility requirements at this time (grades are not C or better) the student will be ineligible.
- The probationary periods cannot be used in back-to-back grading periods.

- A student unsuccessful in completing the criteria of their Academic Eligibility Plan must wait out five quarters to access the second probation.
- Incomplete grades must be changed to a letter grade before the student can be declared eligible.

### RALLY/ ASSEMBLY ETIQUETTE/ SCHOOL EVENTS:

Positive expression of individual class spirit should be encouraged with enthusiastic support extended to all performances at rallies, athletics, and school events. It is expected that individuals, groups, or classes refrain from booing, jeering, or engaging in any form of denigration towards other classes, groups, or individuals. It is important to uphold all student discipline rules during these events. Students are required to respect and follow the instructions and corrections given by school staff. Failure to adhere to these expectations may lead to student discipline measures, such as suspension, removal from the event, being banned from future events, and the potential cancellation of future events for all students.

### BUS TRANSPORTATION:

Travis Unified School District provides bus transportation for students. Bus stop areas are established at the beginning of the school year, posted in the front office, and listed on the TUSD website. Each student will be issued a pass from TUSD transportation. It is required to ride the bus. Students may only ride the bus for their assigned route. Questions about bussing should be directed to the District Transportation Department on 437-4604 x1232. All students are under the direct supervision of the bus driver, and bus privileges may be suspended for failure to follow bus regulations.

LIBRARY AND INSTRUCTIONAL MATERIALS: Students are welcome to use the library before school, during the lunch break, and after school. During school hours students must have a pass to be allowed in the library. No food or drinks are allowed in the library.

CHECKING OUT LIBRARY MATERIALS: A current Vanden High School ID card is required to check out library materials, textbooks, and other instructional materials.

- Library books may be checked out for a three-week period. Books may be renewed for an additional three-week period if another student has not requested the book. To renew a book, come to the library with the book and your ID card.
- Anything 60 days (about 2 months) or more overdue is considered "lost," and assessed a fine equal to the replacement cost. Fines for damaged materials will be assessed based on the cost of repair up to and including replacement.
- Borrowers must pay for lost and damaged books at the library. If a student pays for a lost book but returns the book within 30 days, the price of the book will be refunded.

Fines should be paid at the library circulation desk, in cash or check.

**TEXTBOOKS:** Textbooks are managed through the library and may be issued by teachers or the library staff. Students should care for and maintain possession of their textbooks. They must return the same textbooks issued to them. Fines may be assessed for excessive wear or damage to textbooks, including missing or damaged barcodes. Students will have (7) days after receipt of textbooks to report damages. If a student loses or irreparable damages a textbook or any other instructional resource checked out to them, the cost of the replacement of that book will be added to their fines and fees.

**WORK PERMITS:** Many students are interested in having a job after school and/or on weekends. Vanden High School encourages students who have acceptable grades and attendance to seek employment to learn new skills and make money.

It is important that students and parents understand the school's expectations for students applying for work permits. During the school year, students are expected to meet specific guidelines for work permit eligibility. The following conditions will prevent a student from being eligible for a work permit during the school year:

- Truant /unexcused absences (24 or more periods)
- Poor academic performance (less than a 2.0 and/or an F on the most recent grading period)
- Dropping out of school
- Transferring out of VHS
- Parent or Administrator request for termination of work permit
- Employment is determined to be illegal or impair the health or education of the student

The ability to work as a minor is a privilege and not a right. Vanden High School reserves the right to revoke work permits should students be out of compliance with the conditions above. After each grading period (every 9 weeks), student eligibility to maintain a work permit will be evaluated. Any student who is not in compliance with the expectations listed above will be notified, in writing, that his/her work permit has been revoked. In addition, the employer will be notified. Should you have any questions regarding work permits, please contact your Assistant Principal.

**LOST AND FOUND:** Students finding or losing articles are to check with the attendance office. Students should not bring valuable possessions, large sums of money or electronic devices to school. Vanden High School does not assume responsibility for lost/ stolen items.

## **APPENDICES**

### **CRISIS RESOURCES AND LOCAL REFERRAL AGENCIES**

### NATIONAL AGENCIES:

- National Suicide Prevention Lifeline - (800) 273-8255
- Crisis 24-Hour TEXT Line - Text "go" to 741-741
- CA 24-Hour Youth Crisis Line (ages 12-24) - (800) 843-5200 or online through their chat portal via [www.calyouth.org/chat/](http://www.calyouth.org/chat/)
- Trevor Lifeline 24 Hour Suicide Prevention for LGBTQ (ages 13-24) - (866) 488-7386  
Trevor Text (Mon-Fri 12 PM-7 PM PST) - Text "Trevor" to 1-202-304-1200

### LOCAL AGENCIES:

- Solano County Access Line (MediCal & Healthy Partnership Insurance) - (800) 547-0495
- Solano County Children's Mental Health (Fairfield Office) - (707) 984-4900
- Solano County Children's Mental Health (Vacaville Office) - (707) 469-4540
- Solano Pride LGBTQ Counseling - (707) 389-4520
- Solano County Crisis Stabilization Unit (CSU) - (707) 428-1131
- [Aldea Substance Use Disorder Services](#) - (707) 224-8226

### SOLANO COUNTY HEALTH AND SOCIAL SERVICES:

The Health & Social Services Department helpline is 211 which is a free, information and referral service for everyone in the community regardless of income. It is a confidential service that is available to the public 24 hours a day, seven days per week, in English, Spanish, and 140 other languages. For everyday needs and in times of crisis, 2-1-1 provides streamlined access to critical health and human services such as food, shelter, counseling, drug and alcohol intervention, employment assistance, and so much more. It also serves as a link for individuals seeking to volunteer, provide resources, or assist during a crisis in Solano County.

## BELL SCHEDULES\*

| Period | Regular     | Common Planning | Advisory    | Minimum Day | Activity Lunch |
|--------|-------------|-----------------|-------------|-------------|----------------|
| 0      | 7:35–8:35   | 8:30–9:10       | 7:35–8:35   | 7:50–8:35   | 7:40–8:35      |
| 1      | 8:40–9:38   | 9:15–9:56       | 8:40–9:33   | 8:40–9:22   | 8:40–9:35      |
| 2      | 9:44–10:42  | 10:02–10:43     | 9:39–10:32  | 9:28–10:10  | 9:41–10:36     |
| 3      | 10:48–11:48 | 10:49–11:29     | 10:38–12:03 | 10:16–11:01 | 10:42–11:37    |
| LUNCH  | 11:48–12:18 | 11:29–11:59     | 12:03–12:33 | 11:01–11:16 | 11:37–12:27    |
| 4      | 12:24–1:22  | 12:05–12:46     | 12:39–1:32  | 11:22–12:04 | 12:33–1:28     |
| 5      | 1:28–2:26   | 12:52–1:33      | 1:38–2:31   | 12:10–12:52 | 1:34–2:29      |
| 6      | 2:32–3:30   | 1:39–2:20       | 2:37–3:30   | 12:58–1:40  | 2:35–3:30      |

## AI CLASSROOM EXPECTATIONS

| AI CLASSROOM EXPECTATIONS |   | COURSE: <input type="text"/>   |
|---------------------------|---|--|
| ALLOWED?                  | YES <input type="checkbox"/><br>NO <input type="checkbox"/> | Student copies assignment directions and pastes them into the AI tool as a prompt. Student copies and pastes AI output and submits it to the teacher.  |
| ALLOWED?                  | YES <input type="checkbox"/><br>NO <input type="checkbox"/> | Student copies assignment directions and pastes them into the AI tool as a prompt. Student reads, edits, adjusts the output, and then submits to the teacher.  |
| ALLOWED?                  | YES <input type="checkbox"/><br>NO <input type="checkbox"/> | Student uses AI to generate multiple responses using a variety of prompts. Student uses best parts of multiple responses, combining them into one response, editing, adjusting the output, and submits to teacher. |
| ALLOWED?                  | YES <input type="checkbox"/><br>NO <input type="checkbox"/> | Student independently writes a thesis statement or claim and then uses AI to generate an outline or brainstorm examples based on the provided thesis. All text in the assignment is written by the student.        |
| ALLOWED?                  | YES <input type="checkbox"/><br>NO <input type="checkbox"/> | Student writes a draft independently without the use of AI. Student submits the draft to AI, asking for suggestions to improve the assignment. Student uses AI suggestions to edit the assignment.                 |
| ALLOWED?                  | YES <input type="checkbox"/>                                | Student completes assignment without consulting AI at any point in the process.  |
|                           |   | TEACHER: <input type="text"/>  |

## CA Education Code 48205 (EXCUSED ABSENCES)

### 48205.

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometrically, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  - (5) For the purpose of jury duty in the manner provided for by law.
  - (6) Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
  - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (9) For the purpose of spending time with a member of the pupil's immediate family who is an active-duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  - (11) For the purpose of participating in a cultural ceremony or event.
  - (12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.  
(B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.  
(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
  - (13) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
  - (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
  - (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
  - (e) For purposes of this section, the following definitions apply:
    - (1) A “civic or political event” includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
    - (2) “Cultural” means relating to the habits, practices, beliefs, and traditions of a certain group of people.
    - (3) “Immediate family” means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.
- (Amended by Stats. 2022, Ch. 921, Sec. 1. (SB 955) Effective January 1, 2023.)*



# VANDEN HIGH SCHOOL STUDENT CALENDAR

## TRAVIS UNIFIED SCHOOL DISTRICT STUDENT CALENDAR 2025-2026

Legal and District Holidays  
Class Days

First and Last Day of School  
Break

| July 2025 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 | 31 |    |    |

| August 2025 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | S  |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          |    |    | 13 |    |    |    |

| September 2025 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | M  | Tu | W  | Th | F  | S  |
|                | 1  | 2  | 3  | 4  | 5  | 6  |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 28             | 29 | 30 |    |    |    |    |
|                |    |    | 21 |    |    |    |

| October 2025 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | Mo | Tu | We | Th | Fr | Sa |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |
|              |    |    | 22 |    |    |    |

| November 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            |    |    | 13 |    |    |    |

| December 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |
|               |    |    | 15 |    |    |    |

| January 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | Mo | Tu | We | Th | Fr | Sa |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |
|              |    |    | 19 |    |    |    |

| February 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
|               |    |    |    |    |    |    |
|               |    |    | 15 |    |    |    |

| March 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | Mo | Tu | We | Th | Fr | Sa |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |
|            |    |    | 22 |    |    |    |

| April 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | Mo | Tu | We | Th | Fr | Sa |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 |    |    |
|            |    |    | 16 |    |    |    |

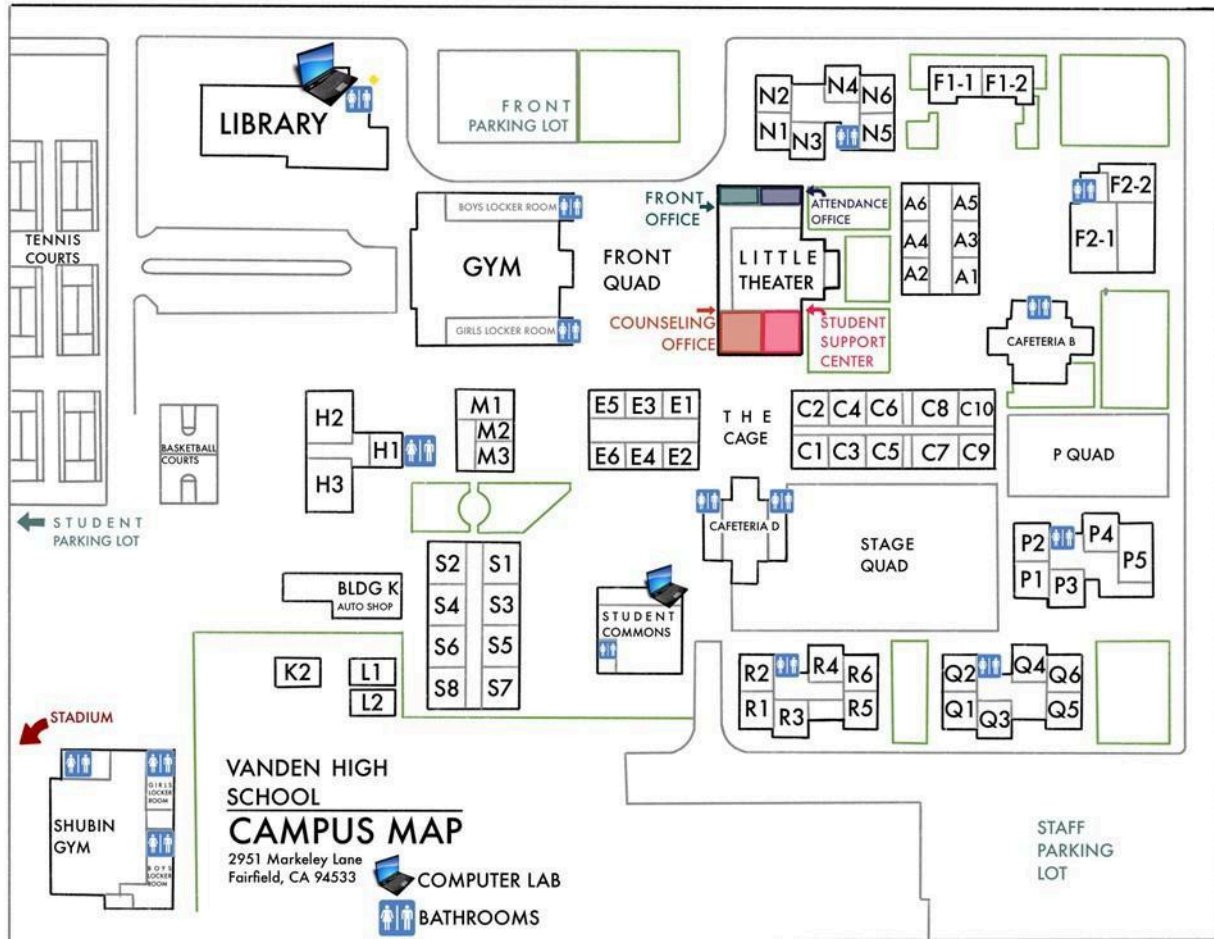
| May 2026 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    | 20 |    |    |    |

| June 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |
|           |    |    | 4  |    |    |    |

Total Instruction Days 180

Board Approved June 10, 2025

# VANDEN HIGH SCHOOL CAMPUS MAP



## TITLE IX NOTIFICATION: UNLAWFUL HARASSMENT

The district is committed to providing an educational environment free of unlawful harassment. The district maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, physical or mental disability, blindness or severely impaired vision, or any other basis protected by federal, state, or local law, ordinance, or regulation. All such harassment is unlawful. The district believes that all such harassment is offensive. The district's anti-harassment policy applies to all persons involved in the district's educational environment and prohibits unlawful harassment by any District student or any employee of the district, including verbal, physical, and visual conduct, threats, demands, and retaliation, is prohibited. Violation of this policy by an employee may result in discipline, which may include suspension or expulsion, depending on the nature and seriousness of the violation. (See Education Code Sections 48900 and 48900.2)

Unlawful harassment because of sex, race, ancestry, physical or mental disability, age, or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, unwanted sexual advances, invitations, or comments
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfacing with academic performance or progress directed at a student of sex or race or any other protected basis
- Threats and demands to submit to sexual requests to receive a good grade or other benefit or avoid some loss, and offers of good grades or other benefits in return for sexual favors
- Retaliation for having reported or threatened to report harassment.
- Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or the educational setting, under any of the following condition
- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, or progress
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual
- The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment
- Submission to, or rejection of, the conduct by the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution

Students may have a claim of harassment even if they have not lost an economic benefit. The law prohibits any form of protected-basis harassment, which impairs the educational environment or their emotional well-being at school.

If a student thinks they are being harassed because of their sex, race, ancestry or other protected basis, they should use the procedure outlined in this policy to file a complaint and have it investigated. Students have a right to redress unlawful harassment. In order to secure this right, provide a complaint, preferably but not necessarily in writing, to the Director of Personnel, or the Superintendent, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, as soon as possible but at least within six months of the date the alleged harassment occurred or within six months of the date the student first obtained knowledge regarding the alleged harassment. Student complaints should include the details of the incident or incidents, the names of the individuals involved, and the names of any witnesses. The district will immediately investigate the harassment allegations. The investigation will be conducted in a manner that protects the confidentiality of the parties and the facts. This investigation will be completed and a determination regarding the alleged harassment will be made and communicated to the student within sixty days after the district receives the complaint.

If the District determines that unlawful harassment has occurred, it will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The district will take appropriate action to remedy any loss to the victim resulting from harassment. The district will not retaliate against the student for filing a complaint and will not knowingly permit retaliation by any District employee or another student. The district encourages all students to report any incidents of harassment forbidden by this policy immediately so that complaints can be resolved quickly and fairly. A complaint may be filed directly with the State Superintendent of Public Instruction in various circumstances. More information on this complaint process may be obtained from the Superintendent or the Director of Personnel, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, (707) 437-8200.

Students should be aware that the U.S. Office of Civil Rights also investigates complaints of harassment based on sex, race, color, national origin, blindness, or severely impaired vision or other protected basis in educational programs that receive federal financial assistance. If any student thinks they have been harassed or retaliated against for resisting or complaining about harassment, the student may file a complaint with the Office. Information on beginning this complaint process may be obtained from the Director of Personnel, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, (707) 437-8206, or by calling the U.S. Office of Civil Rights directly.

If you feel unlawfully harassed at Vanden High School, contact your counselor, the school psychologist, or an administrator.

Students may have a claim of harassment even if they have not lost an economic benefit. The law prohibits any form of protected-basis harassment, which impairs the educational environment or their emotional well-being at school.

**COMPLAINT PROCESS** The district prohibits the following, and shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, or bullying against any protected individual or group identified under Board Policy, Education Code, California

Code of Regulations, Penal Code, or Government Code including actual or perceived race, color, ancestry, historically associated racial traits, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

The District is committed to equal opportunity for all individuals in education and in employment. The District shall promote programs that ensure non-discriminatory practices in all District activities. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy harassment, intimidation, bullying; and cyber-bullying including social-media bullying are available on the District's website at [www.travisusd.org](http://www.travisusd.org). You may contact the Vanden High school office or the District office to obtain a free copy of the district's complaint procedures. If you want further details in this regard, or if you believe your or your child(ren) have been subjected to the above and wish to file a complaint, please contact the District official responsible for compliance with Title V, Title VI, Title IX, § 504, and Uniform Complaints. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

- Vincent Ruiz, Assistant Superintendent, Human Resources
  - (707) 437-4604 ext. 1102
- Allyson Rude Azevedo, Director, Student Services
  - (707) 437-4604 ext. 1215
  - Travis Unified School District Office
  - 2751 De Ronde Drive Fairfield, CA 94533-9710

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: adult education, career/technical education, technical training, ROP programs and centers, Agricultural Vocational Education, child development, State Preschool, Early Childhood Education Program Assessments,

Consolidated Categorical Aid, Economic Impact Aid, LCAP, State Compensatory Education, State Program for Students of Limited English Proficiency, school improvement, tenth-grade counseling, tobacco-use prevention education, Peer Assistance and Review, Migrant and Indian Education, American Indian Education Centers, Bilingual Education, nutrition services, special education, after school education and safety, homeless or foster youth education options,

course content, physical education (including instructional minutes grades 1-6), discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, ESEA (Titles I-VII), Williams Settlement issues, school safety plan, safe place to learn, School Safety and Violence Prevention Act, and other areas designated by the District. [EC 200, 201, 220, 221.6, 221.61, 221.8, 230, 231.5, 233, 234 et seq., 234.6, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI; Title VII; Title IX; § 504; IDEA; 34 CFR 106.9]

District's Uniform Complaint Process: You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations.

Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student or pupil fees may be filed within 12 months of the occurrence. Complaints regarding LCAP may be filed anonymously. Complaints regarding Pupil Fees may be filed anonymously and with the principal. If a complaint regarding LCAP or pupil fees is valid, then the parents are due full reimbursement. Staff has been trained to deal with these types of complaints.

Those complaining (Complainants) are protected from retaliation and their identities are confidential when related to discrimination. Staff dealing with complaints are knowledgeable about the laws and programs they are investigating. The complaint may be dismissed if the complainant obstructs or does not provide all information. If the District acts in the same manner, the finding may be affected.

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The Uniform Complaint Officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results the complainant has 15 days after receiving the LEA decision, to appeal to the California Department of Education (CDE). The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include

mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

- American Civil Liberties Act 504 – Office of Civil Rights
- Child Abuse – Department of Social Services, Protective Services Division, or law enforcement
- Discrimination/Nutritional Services – U.S. Secretary of Agriculture
- Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.
- General Education – Travis Unified School District
- Health and Safety/Child Development – Department of Social Services
- Student Records – Family Policy Compliance Office (FPCO), Student Privacy Policy Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202

[20 USC 11138; 34 CFR 300.510-511, 300.513; EC 235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600, 4620-4632]

### COMPLAINTS: WILLIAMS SETTLEMENT

Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities: Parents should use the District Uniform Complaint Procedure with modifications as included, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or mis assignments. [EC 35186]

Williams Settlement complaint process: A complaint form may be obtained, free of charge, at the school office, the district office, or downloaded from the district's Web site at [www.travisusd.org](http://www.travisusd.org), but the form need not be used to make a complaint. You may also download a copy of the California Department of Education complaint form from this Web site, [www.cde.ca.gov/re/cp/uc](http://www.cde.ca.gov/re/cp/uc). The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the district within 10 days.
3. Complaints may be filed anonymously. A response may be requested if the complainant is identified and will be sent to the mailing address on complaint.
4. If the district is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.



7. Within 45 days of resolution, notice should be sent to the complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same time frame.
8. If unsatisfied with resolution a complainant may describe the complaint to the Governing Board at a regularly scheduled meeting.
9. The district will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the County Superintendent and the local Governing Board in public session making it part of the public records. [EC 35186, 48985; ne]

## CALIFORNIA EDUCATION CODE FOR STUDENT DISCIPLINE

Students are accountable for their behavior, and any acts listed in **Education Code 48900 and 48915** that occur during school activities or school day may result in suspension or expulsion. It is essential to note that such acts can occur:

1. On school grounds,
2. while traveling to or from school,
3. Or during school-sponsored activities.

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

**48913.5. (a)** Upon the request of a parent, a legal guardian or other person holding the right to make educational decisions for the pupil, or the affected pupil, a teacher shall provide to a pupil in any of grades 1 to 12, inclusive, who has been suspended from school for two or more schooldays the homework that the pupil would otherwise have been assigned.

**(b)** If a homework assignment that is requested pursuant to subdivision (a) and turned into the teacher by the pupil either upon the pupil's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the pupil's overall grade in the class.

**Serious Violations and/or Repeated Violations of Education Code 48900-48915:** Students with serious violations and/or repeated violations of Education Code 48900-48918 may be recommended for expulsion from schools of the Travis Unified School District. The student will



be told they are subject to expulsion and of all rights. Ed. Code 48918. The Board of Education will determine the student's expulsion.

California **Education Code 48915(a)** requires that schools shall recommend to the Governing Board for expulsion, students who commit the following violations:

1. Causing serious physical injury to another.
2. Possession of firearms, knives, or explosives (Do not bring anything to school that resembles a weapon. Students possessing BB guns or replica guns will be recommended to the Governing Board for expulsion.)
3. Sale of controlled substances.
4. Robbery or extortion.

**EDUCATION CODE, SECTION 48900:** A student who has committed the following acts is subject to discipline by suspension or expulsion:

- A. (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
  
(a)(2) Willfully used force or violence upon the person of another, except in self defense.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. As used in this section, it means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- R. Engaged in an act of bullying, including, but not limited to, bullying Committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward pupil or school personnel.
- S. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following.
  - d. While on school grounds.
  - e. While going to or coming from school.
  - f. During the lunch period whether on or off the campus.
  - g. During, or while going to or coming from, a school sponsored activity.
- T. A pupil who aids or abets, as defined in Sec. 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

**EDUCATION CODE 48900.2: SEXUAL HARASSMENT:** In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive

education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Add. Stats. 1992, Ch. 909).

**EDUCATION CODE 48900.3: HATE VIOLENCE:** In addition to the reasons specified in Sections 48900 and 48900.2 a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

**EDUCATION CODE 48900.4: HARASSMENT, THREATS, OR INTIMIDATION:** In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class-work, creating an intimidating or hostile educational environment.

A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During lunch period whether on or off the campus.
4. During, or while going to or coming from, a school sponsored activity.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

**EDUCATION CODE 48900.5: REQUIRED OTHER MEANS OF CORRECTION \**

**EXCEPTIONS:** "At the very minimum...students who are threatened with removal from school, depriving them of the fundamental right to a publicly financed education, are entitled to notice of the grounds for the removal and an opportunity to be heard." (Goss v. Lopez) Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

**EDUCATION CODE 48900.6: DISCIPLINARY ACTION/COMMUNITY SERVICE:** Instead of

disciplinary action prescribed by this article, the principal of a school, the principal's designee, or the superintendent of schools, or the governing board, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section "community service" may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instances where suspension or expulsion is required by this article. (Add. Stats. 1995, Ch. 972).

**EDUCATION CODE 48900.7: SUSPENSION OR EXPULSION FOR TERRORISTIC**

**THREATS:** (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Add. Stats. 1997, Ch. 405)

**EDUCATION CODE SECTION 48915: (a) Mandatory Recommendations, Permissive**

**Expulsions:** Except as provided in subdivisions (c) and (e) the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 1053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (For the second offense, any amount, expulsion recommendation is mandatory. (AR 5131.6)
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

**(b)** Dual finding required for 48915(a) and 48900(a), (b), (c), (d) and (e): Upon recommendation by the principal, superintendent of schools, or by a hearing officer or

administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of section 48900. A decision to expel shall be based on a finding of one or both of the following:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

**(c) Mandatory Expulsions (one year from date of expulsion):** Principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person. As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade (any size) that locks into place, or a razor with an unguarded blade.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (any amount)
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

## EMERGENCY PROTOCOLS

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

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

### **ADULTS**

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



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

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



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

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! (A location may be specified)**

### **STUDENTS**

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

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

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

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults