



STUDENT HANDBOOK
2011-2012

Vanden High School
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Fairfield, CA 94533
(707) 437-7333

<http://www.travisusd.k12.ca.us/vanden/>

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YOU SET THE PACE!!!

Vanden is a great school; it's a small community of students that is complete with a variety of ways to get involved... sports, clubs and lots of student activities and events!

We hope you like it here!

Vanden is a really great place to be!

Here is some information you should know:

TIPS ON HOW TO BE A VIKING!!!

We have a set of guidelines that all students and faculty members do their best to incorporate into Vanden.

It's "PACE": here's what it stands for...

P - Personal Growth

We want students to grow into strong people who will be able to stand up to the challenges they will face in life. Students are not only encouraged to set goals but to work to achieve them!

A - Academic Proficiency

We try to enable students to use the resources around them including a wide variety of technology. They work to communicate more effectively. Such skills will prove to be quite valuable in the future!

C - Community Responsibility

We are a very diverse school and we also work to promote active involvement in the community; many students really enjoy this!

E - Employability

We work to make the school experiences relevant to prepare students for future jobs.

A group of staff, students, parents and community members developed the phrase back in 1998... and since then PACE has represented our main goals.

Welcome to Vanden, welcome to our community... and remember...You set the PACE!

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MISSION STATEMENT

Vanden High School is a community building personal and academic excellence, civic responsibility, and lifelong learning. Our expected school wide learning results are to develop personal growth, academic proficiency, community responsibility, and employability skills.

NON-DISCRIMINATION POLICY

Regulations require that no person shall on the basis of race, color, national origin, sex or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance. It is District policy not to discriminate on the basis of race, color, national origin, sex or handicap in any of its educational program or career counseling or activities, or in its employment practices. Questions or complaints from students, parents or employees should be directed to the school principal or the following District administrators. (Title VI, Title IX, Section 504). Kate Wren Gavlak, Superintendent, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, telephone (707) 437-4604, or contact Sue Weiss, Student Services Coordinator, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, telephone (707) 437-4604.

ASSOCIATED STUDENT BODY (ASB)

Each student will receive a free Vanden I.D. card. If lost, the replacement fee for an I.D. card will be \$5 for the first replacement. The price will increase each time. ASB stickers are available for purchase for a fee fixed by ASB. An I.D. card with an ASB Sticker entitles the student to free admission to home athletic events (regular season only), and reduced prices for dances, performance events, etc. The Student Council makes decisions regarding these discounts. Make all checks payable to *Vanden High School* for the exact amount.

SCHOOL DANCES

A Vanden I.D. card, or other approved photo identification, is required for admission to school-sponsored dances. The same code of conduct used during school hours is enforced. **Once a student enters a dance, he/she may not leave and return.** Dances are for Vanden and TEC High students. All students must behave appropriately at dances and follow the dance guidelines. Students who do not follow the guidelines may be removed from the dance and a parent will be notified. Any student wishing to bring a guest must complete the Guest Sponsor application available from the Activities Director. Students must be in grades 9-12 or under 21 to qualify as a guest. Completed applications are to be turned in to the Assistant Principal by the deadline established by him/her. A photocopy of a current picture ID card of the guest is required with the application and for admission. The only acceptable forms of identification are a school-issued student ID card, military ID, passport, or driver's license. **Vanden High School reserves the right to deny a guest pass.** Vanden students without appropriate identification will not be allowed in the dance. For safety reasons, students must be picked up no later than 30 minutes after a dance ends. Dances at Vanden are considered fundraisers for the clubs sponsoring the dance, and any money raised from the event will be spent on other student activities. Dance tickets are limited and are sold on a first come, first served basis. Ticket prices will increase as sales progress. Students are encouraged to buy early.

CLUBS AND ORGANIZATIONS

Participation in campus clubs and organizations increases high school interest, enjoyment and success. Each club and organization may plan activities and fundraisers. If you wish to form a new club, see the Director of Student Activities. Some clubs require an advisor's or coaches approval to join and some require students to be enrolled in a particular class.

All organized clubs/groups must meet the following requirements to be recognized by Vanden High School:

1. Must be open to all members of the student body.
2. Must have a Student Council-approved constitution.
3. Finances must be deposited and handled under the general ASB treasury and are subject to audit as required by law.
4. Must have a faculty advisory who meets with and assumes responsibility for the club.
5. Club activities may be held with approval of the Student Council and administration.

Vanden High School currently has the following clubs and organizations:

Academic Decathlon
American Sign Language Club
Art
Asian Pacific Islanders
Athletics
Best Buddies
Black Student Union
Chess
Class of 2012
Class of 2013
Class of 2014
Class of 2015
Diabetics Club
Drama
Exit
French
Gay Straight Alliance
Geography Club
German Club
Guitar

Interact
Indian Student Union
Journalism
JROTC
Latin Club
Latinos Unidos
Multicultural Diversity Club
Music
National Honors Society
Paintball
Peer Tutoring
Robotics
Social Dance
Spanish Club
Student Council
Student 2 Student
Metalhead Guild
Virtual Enterprise
Yearbook

ATTENDANCE INFORMATION

Regular school attendance is a necessary part of the learning process and the means to graduate with a quality education and a diploma. Frequent absence put a student's education and future in jeopardy.

When students are absent, their education suffers and our schools suffer. Each student generates average daily attendance (ADA) funding. Our district creates a budget based on the number of students expected in class each day. When a student is absent, the district/school receives no ADA. **Personal reasons for missing school are generally unexcused. Only those reasons specified in EC 48205 (below) are excused. Call the Attendance Office in advance to discuss any reasons not listed below in EC 48205. Administrative permission, in advance, is required for all absences not listed below, otherwise the absence will not be excused.**

Vanden High School uses an automated attendance notification system that contacts the home number on the day the student has missed one or more periods.

Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (EC 48205)
2. Quarantine under the direction of a county or city health officer (EC 48205)
3. Medical, dental, optometric, or chiropractic appointments (EC 48205)
4. Attendance at funeral services for a member of the immediate family (EC 48205)
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (EC 48205)
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/ daughter-in-law, brother, sister or any relative living in the student's immediate household. (EC 45194, 48205)
5. Jury duty in the manner provided by law (EC 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (EC 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to: (EC 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (EC 48205)
9. Participation in religious instruction or exercises in accordance with district policy: (EC 46014)
 - a. In such instances, the student shall attend at least the minimum school day
 - b. The student shall be excused for this purpose on no more than four days per school month

Method of Verification

When a student returns to school after an absence, he/she MUST present a satisfactory explanation verifying the reason for the absence within 2 days. **After 2 days w/out verification of an excused reason, the absence will be considered unexcused and the student will be considered truant.** The following may be used to verify absences:

1. Written note from parent/guardian, parent representative, or student if 18 or older. (EC 46012)
2. Conversation, in person or by telephone, between the verifying employee 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 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 time of the appointment.
 - b. 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.
5. Any other reasonable method that establishes the fact that the student was actually absent for the reasons stated. A written record shall be made, including information outlined above.
6. Vanden High School does not accept faxes or e-mails for verification of absences.

When a student arrives to school 10 or more minutes late, whether it is excused or not, he/she must report to the Attendance Office before going to class to have his/her arrival time documented. Absences and tardies not cleared within two days will be considered unexcused.

ATTENDANCE OFFICE: 437-8010

MAKE-UP WORK

- | A student with an **excused** absence from school shall be allowed to complete all assignments missed during the absence and, upon satisfactory completion, be given full credit. The minimum number of days allowed for such make-up is equivalent to the number of days the student has been absent. Students must contact teachers to obtain make up work. Teachers can be contacted via email or voice mail. The assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. A student may not have his or her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. (EC 48205, BP 5113)

SHORT TERM INDEPENDENT STUDY (STIS)

Short-term Independent Study may be an option for students who will be absent for five (5) to fifteen (15) consecutive school days. To be eligible for a Short-term Independent Study contract, the student must have a good attendance record (less than 18 periods of unexcused absences or tardies), and be in good academic standing (2.0 with no F's on most recent grade reporting). If a student must be absent for more than 15 days, the student must be withdrawn from the Travis Unified School District, and enrolled in the destination district. **STIS is not available during finals or statewide testing periods.**

The parent/guardian must meet the school's guidelines for requesting Independent Study contracts. There can be no more than two (2) independent study contracts granted per student per school year. If all the contracted work is returned with satisfactory progress, the student will maintain a clear attendance record. If the student's work is unsatisfactory, or incomplete, the school can only grant excused days of absence for the amount of satisfactory work returned. The other days of absence will be considered unexcused, and will count towards truancy limits. If a student had any unexcused absence(s) due to failure to complete work on an initial Independent Study contract, a second Independent Study contract will not be granted for that school year.

TRUANCY

Students absent without a valid excuse for more than **18 periods** in one school year shall be classified as truant and a truancy letter will be sent home. After the first truancy, a student will receive an additional truancy letter for each additional 6 periods of absence. If a student receives 3 truancy letters, he/she is referred to the Student Attendance Review Board (SARB) for appropriate legal action. Inter-district Agreements may be revoked if standard attendance guidelines are not maintained. At this SARB hearing, students will enter into a SARB contract. Saturday School dates will also be assigned as follows:

Consequences for Truancy	First 18 periods: Truancy Letter #1	Additional 6 periods: Truancy Letter #2 Saturday School	Another 6 periods: Truancy Letter #3 Referral to SARB Corrective Action Saturday School (2)
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STUDENT ATTENDANCE REVIEW BOARD (SARB)

A student will be referred to the Student Attendance Review Board (SARB) when he/she has been suspended three times in one calendar year, four times in two years, receives three truancy letters, or has had other discipline problems. Parents 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 student's responsibility to make certain the all absences have been verified (by their parent/guardian) in the Attendance Office to avoid being considered truant. Absences **MUST** be verified within 2 days of return to school.

CLOSED CAMPUS

Vanden High School is a closed campus. Any student leaving campus during the school day must have an off campus pass which may be obtained at the Attendance Office. To expedite this process, please call in the morning to arrange for an off campus pass for your student. Students who are ill and wish to go home must check out through the Health Tech's office. **Leaving campus without an off campus pass will result in Saturday School in addition to the penalty for the classes cut.**

STUDENT HEALTH INFORMATION

HEALTH TECHNICIAN

When a student becomes ill or needs medical attention, **the student must obtain a pass from their teacher prior to reporting to the Health Tech Office.** A trained health technician is available during certain school hours. The Health Tech is located in the Attendance Office. Students are **not permitted** to use their cellular phone to call or text-message their parent. The Health Tech will contact parents when students are ill. Any student contacting their parent using a prohibited device will be given consequences.

MEDICATION

No medications may be administered at school without a health provider's written order including the student's name, medication name, dosage, time to be taken, reason for medication and dates to be administered. This policy includes all over-the-counter and all prescription medications. Forms for this purpose can be picked up in the Health Technician's office. All medication to be administered must be in the container with the student's name, medication name, appropriate dosage, health provider's name, and recent date. All medication is to be kept in the health technician's office except inhalers that have received authorization. **It is the student's responsibility that he/she receives his/her medication at the designated time.** All medication left at the school after the last day will be discarded. New medication forms and medication must be provided at the beginning of each school year.

CURRICULUM 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/COURSE SYLLABUS

During the first two weeks of the semester, all students will receive the class standards and course syllabus in each class. Homework, grading policy, course requirements and instructional sequence outline will be spelled out. All courses will have homework.

GRADE REPORTING

Report cards are mailed to parents/guardians quarterly. The grading periods usually fall in the months of October, January, March and June. Progress Reports will be sent home in October, December, February, and May. Grades are also available for view on-line. Please contact the library at 437-8030 for log-in information for parents and students.

Students who owe fines will not receive a semester report card.

REQUEST FOR HOMEWORK

It is recommended that students contact teachers directly to request work during the student's absence. The most effective method for requesting homework is contacting teachers using email.

GRADE WEIGHTING

Students are granted one extra point for each honor class in the computation of the GPA.

<u>Regular Class</u>	<u>Honors/AP Class</u>
A=4	A=5
B=3	B=4
C=2	C=3
D=1	D=1
F=0	F=0

For the purpose of selecting the class valedictorian and salutatorian, the additional point for each honor class will not be used in the computation of the grade point average.

Honors/AP Classes Currently offered include:

English 2 Honors, English 3 and 4 AP, Honors Integrated Science/Physics, Honors World History, US History AP, Spanish 4 AP, Calculus AP

GRADUATION REQUIREMENTS

<u>Total Credits</u>	<u>230</u>
English	40 credits
Physical Ed	20 credits
Health	5 credits
*Mathematics	20 credits
*(Students must pass Algebra 1)	
Science	20 credits
World History, US History, Government	30 credits
Economics	5 credits
Foreign Language or Fine Arts	10 credits
Career Pathway	20 credits

California High School Exit Exam (CAHSEE) – All students must pass the California High School Exit Exam in order to receive a Vanden diploma. Students who do not pass the CAHSEE, but complete all Vanden High School graduation requirements may be awarded a Certificated of Credit Completion. Other criteria may apply. Contact the counseling department for specific criteria.

TUTORING PROGRAM

Vanden's Tutoring Program is available to assist students needing extra help with a class. Tutor coordinators and the classroom teacher provide a tutoring plan, which is given to the peer tutor. Peer tutoring with adult input has proven to be very effective. So, if you need a hand with your studies, get a peer tutor for any subjects giving you trouble. Just ask for a tutoring referral form from Mrs. Lewis in the Science Building.

EXTRA/COCURRICULAR POLICY

In order to participate in activities/athletics a student must demonstrate satisfactory educational progress in meeting the requirements for graduation. In addition, the academic standard for the student is a GPA of 2.0 or above and no F's. Any student who earns an F grade or a GPA 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 grades are mailed.

Students who are involved in extra curricular 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 and no F's), he/she may opt to use **probation** under the following conditions:

1. The student has a 2.0 GPA or better.
2. The student can have a GPA that is *below* 2.0, but can not 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 he/she successfully completes his/her first probationary period.
 - The probationary periods cannot be used in back-to-back grading periods.
 - A student that was unsuccessful completing the criteria of their Academic Eligibility Plan must wait out five (5) quarters to access the second probation.

Incomplete grades must be changed to a letter grade before the student can be declared eligible.

GENERAL INFORMATION

BICYCLES/MOPEDS/MOTORCYCLES

Please lock your bicycle in the designated bicycle racks located behind the library. Students are not to ride bicycles, mopeds or motorcycles during school hours except when coming to or leaving campus. **VANDEN HIGH SCHOOL IS NOT RESPONSIBLE FOR THEFT OR VANDALISM TO ANY VEHICLE.**

BUS TRANSPORTATION

Travis Unified School District provides bus transportation for students. Bus stop areas are established at the beginning of the school year. The Attendance Office will have a list of bus stops, or you may call the District Transportation Department at 437-8232. All students are under the direct supervision of the bus driver, and bus privileges may be suspended for failure to follow bus regulations.

CELL PHONES, DIGITAL CAMERAS, MUSIC LISTENING DEVICES, WIRELESS COMPUTERS

Possession and/or display of cell phones, digital cameras, and music listening devices are not permitted during school hours. Students possessing, displaying, or using cell phones/digital cameras/music listening devices (and similar devices) during school hours will have the item(s) confiscated and consequences will be assigned. School Hours are defined by the first bell of the school day ending with the last bell of the school day. Students with a 7th period day are not permitted to possess/display/use these items until after the bell rings to end 7th period. **Staff may authorize students to use electronic devices for specific uses without violating this policy. Students are expected to only use the item for the explicitly specified use, only during the explicitly specified time.** Personal wireless computers are permitted for school-related work. They may be confiscated if used inappropriately, as decided by staff. Confiscated items will be sent to the office for pick up by a parent. Cell phones are not to be used by students when they are ill. Students must see the Health Tech first and the school will notify parents.

DAMAGED BOOKS

If a book becomes damaged due to a locker problem, students may file a *damaged book claim*. The procedure is as follows:

- Student brings the *damaged book to the Asst. Principal*
- Asst. Principal completes a *damaged book slip (yellow)*
- Student takes the yellow slip to teacher in exchange for another text book

FINES

Students who are on the fines list can pay for that fine at the ASB Office.

INSURANCE

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

LIBRARY

The Library is open between the hours of 7:15 a.m. and 3:15 p.m. Students are welcome before school, during the lunch break and after school. During school hours students must have a pass from their teacher to be allowed in the library. . **NO FOOD OR DRINKS ARE ALLOWED. CELL PHONES AND MUSIC LISTENING DEVICES ARE NOT PERMITTED FOR USE AT ANY TIME IN THE LIBRARY.**

Book Circulation-Books are checked out for 3 weeks and may be renewed.

Magazines-Magazines may be read only in the library. No check out.

Damaged and Lost Books-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.

LOCKERS (Seniors only)

The school may provide lockers for the convenience of students, to be used at their own risk. **The school is not responsible for articles or books lost, stolen, or damaged while in a locker.** For security, students should take all items home over the weekend and holidays. Students are required to provide their own locks for their lockers. Combination and key locks are both acceptable. Vanden High School does record locker combinations. Lockers are subject to being searched based upon the discretion of the Administration. **All lockers must be registered in the Attendance Office. Locks on unregistered lockers may be cut off and contents of locker will be removed.**

LOST AND FOUND

Students finding or losing articles are to check with the Student Store. Students are encouraged not to bring valuable possessions, large sums of money or electronic devices to school. **Vanden high school does not assume responsibility for lost/stolen items.**

PARKING

All students must have a permit to park in school lots. There is a fee for a parking permit. All parking spaces are numbered. Students/staff must park in a space corresponding to the number on their permit. Parking in the wrong space or in an undesignated space will result in school consequences. 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 without expressed permission and appropriate supervision. Students who violate parking rules will be unable to park their vehicles on campus.

UNAUTHORIZED AREAS

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, hall-ways, Shubin Building, front of school during school hours and lunch, football field, locker rooms, parking lots and all unsupervised areas. Students found in these areas will be subject to consequences.

ASB Accounts Office

The ASB Accounts Office, located in the cafeteria, is open during limited hours. The store is open during lunch and after school until 3:30. Students should report to the ASB Accounts Office for processing fines, replacing ID cards, paying for AP/PSAT tests, parking permits, class fees, and lost and found. Fines are paid at the ASB Accounts Office during lunch and after school. Grade reports, athletic awards, diplomas and other school awards are not issued to any students owing a fine. The ASB Accounts Office can be reached at (707) 437-8040.

VISITORS

The only visitors allowed at Vanden High School during the school day are parent/guardians of Vanden students. A Vanden parent/guardian wishing to visit a classroom must request permission from the school at least **one day** prior to the visiting day. On the day of the visit, the visitor must check in at the main office to obtain a visitors pass.

STUDENT DISCIPLINE INFORMATION

DISCIPLINE REFERRALS

Students are expected to follow school and classroom guidelines. It is the teacher's responsibility to discuss appropriate classroom behavior standards. Students who fail to follow school rules will receive a discipline referral that will be reviewed by the school administration.

DETENTION

Administrative detention is a supervised period held for one hour after school Monday through Thursday. If a student fails to attend an assigned Administrative Detention, he/she will be assigned a Saturday School; multiple no shows will result in suspension. Students are required to come to Detention with materials prepared to study. **STUDENT PARTICIPATION IN AN EXTRA-CURRICULAR ACTIVITY IS NOT AN EXCUSE FOR MISSING DETENTION. Any student receiving a detention for tardies is responsible for getting their detention cleared by administration if the tardies are later excused. This is the student's responsibility.**

SATURDAY SCHOOL

Saturday School is assigned to students as a result of unexcused absences, excessive class cuts or other disciplinary actions. Saturday School is held in the Library, or other designated area. The Saturday School hours are from 8:00 a.m. to 12:00 noon 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 or school suspension.

ADMINISTRATIVE CONFERENCE

An Administrative Conference is required to consider disciplinary consequences when a student is believed to be involved in the possession, use, sale and/or furnishing of any controlled substance, 5 day suspensions, or any other serious infraction of school rules. The Administrative Conference determines the manner in which a student will be allowed to continue attending Vanden High School. The members in attendance at the Administrative Conference are the Superintendent's designee, the Principal's designee, student, and parent.

CLASS SUSPENSION BY A TEACHER

1. The teacher suspending the student must be the student's teacher
2. A teacher may suspend a student from class for the duration of that period and the day following.
3. The teacher will send the suspended student with a referral immediately to the assistant principal.
4. The student is required to remain on school site under appropriate supervision.
5. The teacher must contact the parent by phone within twenty-four hours and request a parent/teacher conference.

SUSPENSION

- Violation of California Education Code 48900:
 - a. 1) Caused, attempted to cause, or threatened to cause physical injury to another person;
 - 2) Willfully used force/violence upon another person;
 - b possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object;
 - c. unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind;

SUSPENSION--continued

- d. unlawfully offered, arranged, or negotiated to sell any controlled substance, or an intoxicant of any kind, and then either sold, delivered or furnished another liquid, substance or material and represented it as the controlled substance, or intoxicant;
 - e. committed 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;
 - i. committed an obscene act or engaged in habitual profanity or vulgarity;
 - j. had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia;
 - k. disrupted school activities or otherwise willfully defied the valid authority of supervisor, teachers, administrators, school officials, or other school personnel engaged in the performance of duties;
 - l. knowingly received stolen property or private property;
 - m. possessed an imitation firearm;
 - n. committed or attempted to commit a sexual assault or committed sexual battery;
 - o. harassed, threatened, intimidated or retaliated against a pupil witness who is (was) a witness in a school disciplinary proceeding.
 - p. a pupil may not be suspended or expelled unless the offense is related to school activity or attendance. A pupil may be suspended for acts that occur at any time while on campus, going to or coming from school, during lunch, and during or while going to or coming from a school sponsored activity.
 - q. aids or abets the infliction of physical injury to another person may suffer suspension, but not expulsion. 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 which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision a.
- Violations of California Education Code:
 - 48900.2 Sexual Harassment
 - 48900.3 Hate violence
 - 48900.4 Additional grounds for suspension or expulsion: harassment, threats or intimidation
 - 48900.7 Terrorist acts against school officials or school property
- It is each teacher's discretion whether or not work may be made up during the days the student was suspended. (Ed Code 48913)**

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 replicas will be recommended to the Governing Board for expulsion.)
3. Sale of controlled substances.
4. Robbery or extortion.

EMERGENCY PROCEDURES

Students who do not follow the emergency procedure guidelines will be subject to administrative consequences.

Emergency	Signal	Action
Fire/ Evacuation	Fire Alarm	<ul style="list-style-type: none">• Students walk quietly to their designated zone• Line up in single file order• Teacher takes attendance and stays at the head of the line• If between periods, students report to their previous period evacuation zone and line up with that teacher
Bomb Threat/ Evacuation	Two bells followed by fire alarm	<ul style="list-style-type: none">• Students walk quietly to their designated zone• Line up in single file order• Teacher takes attendance• Students then move orderly to the football field• Students and teacher remain there and wait for further information
Intruder on campus/ Lock down	Three bells repeated three times	<ul style="list-style-type: none">• Teacher will immediately lock doors and shut blinds• Teacher will check email for information• Students are to sit on floor• No one is to go near windows/doors• Teacher will take attendance and report any missing or extra students to office via email• DO NOT USE CLASSROOM PHONES• Students will not be allowed to leave the room

PHYSICAL EDUCATION DRESS CODE

Students are required to wear t-shirt, shorts, and tennis shoes for PE classes.

DRESS CODE

Students are encouraged not to bring expensive jackets, clothing, or shoes to campus. Vanden high school is not responsible for such articles.

Any clothing or accessories that are deemed a disruption to the school environment are prohibited. Because it is the belief of Vanden High School that appropriate student attire and personal grooming are important, the following rules will be enforced:

1. All clothing should be appropriate for school.
 2. Any clothing that exposes undergarments are not allowed
 3. Shoes must be worn at all times.
 4. Students must wear shirts at all times.
 5. Articles of clothing which display profanity, obscenity, vulgarity any other questionable printing; slogans which promote tobacco, alcohol, drugs, or sex, or materially interfere with schoolwork, or create disorder, or disruption in the educational process, are not allowed.
 6. Halter tops, strapless, backless shirts, spaghetti straps, single strapped shirts, or shirts which do not cover the midriff or chest area, are not allowed.
 7. No short shorts or skirts. Shorts and skirts cannot be shorter than the length of your fingertips extended at your side.
 8. No "sagging" pants (pants must be secure at the waist).
 9. No "hanging" belts (belts must not be more than one size too large or one size too small).
 10. Jewelry or chains which could distract the educational process or which could be a safety or health issue are not acceptable. Spiked jewelry is not allowed.
 11. Absolutely no nets or nylon headgear*.
 12. No shoes with built in skates.
 13. Dress in gang-style is not permitted. No gang-related attire, including bandanas and other gang identified symbols, is to be worn. (Gang style and gang related attire is defined by the Solano County Gang Task Force and the Fairfield and Vacaville Police Departments).
- **Confiscated headgear will be discarded**

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 as a means 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 eligibility 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 most recent grading period)
- Dropping out of school
- Transferring out of VHS
- Parent or Administrator request
- Employment is determined to be illegal or impairing the health or education of minor

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 not be in compliance with the above conditions. After each grading period (approximately every 9 weeks), student eligibility to maintain a work permit will be evaluated. Any student who has fallen out of 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. Attention to academic progress and good attendance will offer students eligibility for a work permit. Should you have any questions regarding work permits, please call the Assistant Principal.

BELL SCHEDULES

REGULAR BELL SCHEDULE

First Period	7:50	8:43
Second Period	8:48	9:41
Third Period	9:46	10:39
Fourth Period	10:40	11:40
LUNCH	11:40	12:17
Fifth Period	12:22	1:15
Sixth Period	1:20	2:13
Detention	2:18	3:11
Seventh Period	2:18	3:11
Detention	3:16	4:09

COMMON PLANNING DAY SCHEDULE ***1st and 3rd Wednesday of each month**

First Period	9:47	10:24
Second Period	10:29	11:06
Third Period	11:11	11:48
Fourth Period	11:53	12:33
LUNCH	12:33	1:05
Fifth Period	1:10	1:47
Sixth Period	1:52	2:29
Detention	2:34	3:11
Seventh Period	2:34	3:11
Detention	3:16	4:11

ACTIVITY LUNCH SCHEDULE

First Period	7:50	8:42
Second Period	8:47	9:39
Third Period	9:44	10:36
Fourth Period	10:41	11:36
LUNCH	11:36	12:21
Fifth Period	12:26	1:18
Sixth Period	1:23	2:15
Detention	2:20	3:07
Seventh Period	2:20	3:07
Detention	3:13	4:04

MINIMUM DAY SCHEDULE

First Period	7:50	8:26
Second Period	8:31	9:07
Third Period	9:12	9:48
Fourth Period	9:53	10:29
BREAK	10:29	10:44
Fifth Period	10:49	11:25
Sixth Period	11:30	12:06
Seventh Period	12:11	12:47

FINALS SCHEDULE

WEDNESDAY

First Period	7:50	-	9:50
BREAK	9:50	-	10:05
Second Period	10:10	-	12:10
Break	12:10	-	12:20
Seventh Period	12:25	-	2:25

THURSDAY

Third Period	7:50	-	9:50
BREAK	9:50	-	10:05
Fourth Period	10:10	-	12:10

FRIDAY

Fifth Period	7:50	-	9:50
BREAK	9:50	-	10:05
Sixth Period	10:10	-	12:10

DISCIPLINE PROCEDURES AND CONSEQUENCES: (ATTENDANCE)

TARDIES

(Tardies are counted by semester)

First Tardy	Teacher may assign classroom consequences
Second Tardy (Same Class)	1 day administration detention assigned by teacher Teacher makes contact with parent
Third Tardy (Same Class)	Referral to Administration 1 day Saturday School
Fourth Tardy or Higher (Same Class)	Referral to Administration 2 days Saturday School

DISCIPLINE PROCEDURES AND CONSEQUENCES: (BEHAVIOR)

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Class Cut (1 period cut)	2 days detention	1 day Saturday School	
Class cuts (multiple periods)	1 day Saturday School		
Class Walkout	1 day Saturday School	2 days suspension	Admin Discretion
Leaving School Grounds without a Pass	1 day Saturday School Police involvement	2 days suspension Police involvement	5 days suspension Admin conference Police involvement

No Show for Sat. School	2 days Saturday School	2 days suspension	2 days suspension
No Show for Admin. Det.	1 day Saturday School	2 days Saturday School	2 days suspension
No Show for Teacher's Detention	2 days administrative detention	1 day Saturday School	2 days Saturday School
Out of Class without Pass	1 day detention	2 days detention	1 day Saturday School
Whole Day Cuts	1 day Saturday School	2 days Saturday School	Truancy letter

Academic Dishonesty	Automatic zero or "F" on assignment Referral 1 day Saturday School	2nd offense in same class: Automatic "F" for quarter 2 days suspension 2nd offense in different class: Automatic "F" on assignment 2 days suspension
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VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Assault or battery upon a school employee	Police involvement. 5 day suspension. Administrative Hearing. Recommendation for expulsion		
<ul style="list-style-type: none"> • Assaulting another student • 2 or more students ganging up on another student 	Minimum 5 days suspension Police involvement Administrative Hearing Possible recommendation for expulsion		
Being in Unauthorized areas/loitering	1 day Saturday School	1 day suspension	2 days suspension
Being on another school's campus during school hours or disrupting school at another campus	2 days suspension Police involvement	3 days suspension Police involvement	5 days suspension Police involvement
Contraband	1 day Saturday School	2 days Saturday School	1 day suspension

Confrontation between students	Administrative discretion Conflict resolution recommended		
Defiance of school authority	Administrative discretion up to and including suspension Possible Police involvement		
Disruptive behavior	Administrative discretion up to and including suspension AND Possible Police involvement		
Dress Code Violation	Teacher/staff consequence	1 day detention	Administrative Discretion
Excessive, inappropriate display of affection (PDA)	Warning	2 days detention Parent notified	1 day Saturday School
Extortion	5 days suspension Police involvement Administrative Hearing Probable expulsion unless the Principal finds that expulsion is inappropriate		
VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Failure to give name to school official	2 days suspension	3 days suspension	5 days suspension
Failure to report to office when sent by staff person	2 days suspension	3 days suspension	5 days suspension
Fighting	Minimum 2 days suspension Police involvement	Min. 3 days suspension Possible administration conference Police involvement	5 days suspension Administrative conference Recommendation for expulsion Police involvement
Fireworks	2 days suspension Police/Fire Marshal involved	3 days suspension Police/Fire Marshal involved	5 day suspension Police/Fire Marshal involved Administrative conference
Forgery	1 day Saturday School	2 days suspension	3 days suspension

Gambling	1 day Saturday School Police involvement	2 days suspension Police involvement	5 days suspension Administrative conference Police involvement
Hazing/Initiation	Administrative discretion up to and including suspension		
Horseplay	1 day detention	2 days detention	1 day Saturday School
Knowingly received stolen/private property -or- Misappropriation of lost property	Restitution 2 days suspension Police involved	Restitution 3 days suspension Police involved	Restitution 5 days suspension Police Involved
Motor Vehicle Violation	Administrative discretion Parent contacted Police involved	Administrative discretion Police Involved Driving privilege on campus may be revoked	
VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
*Possession and/or display of any of the following during *school hours 7:45-2:13: roller skates, skateboards, shoes with built-in skates, camcorders, cellular phones, digital cameras, portable music devices, laser pen, etc. *for students w/ 7th period, the day ends at 3:11	Confiscated Parent must claim	Confiscated Parent must claim 1 day Saturday School	Confiscated. 1 day suspension Parent must claim **Confiscated items will be discarded after 12 months.** Each additional incident will result in multiple day suspension.
Possession of any items that are disruptive to the school environment (mischief makers).	Confiscated Will not be returned 1 day detention	Confiscated Will not be returned 1 day Saturday School	Confiscated Will not be returned 2 days suspension
Possession or selling of dangerous objects or weapons	Police involvement 5 days suspension Recommendation for expulsion		
Possession of a lighter	Confiscated Administrative Discretion		

Profanity directed toward (or in relation to) a staff member	2 days suspension	5 days suspension Administrative conference	
Profanity/Vulgarity	2 days detention	1 day Saturday School	2 days suspension
Pulling fire alarm	2 days suspension Police involvement Restitution		
Refusal to disperse	2 days suspension Police involvement	5 days suspension Administrative conference Police involvement	
Refusal to give up prohibited item	2 days suspension	3 days suspension	5 days suspension Administrative conference
Safety violation in class	1 day detention Class suspension	1 day Saturday School	2 days suspension

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Tampering with student records	2-5 days suspension Possible administrative hearing and referral to SARB for alternate placement or recommendation for expulsion		
Theft	Restitution 2 days suspension Police involvement	Restitution 5 days suspension Police involvement	Restitution 5 days suspension Police involvement
Threats	Administration discretion up to and including expulsion Possible Police Involvement		
Use of laser pen	Confiscated Possible Police involvement Administrative discretion	Confiscated Police involvement 5 days suspension	
Vandalism/Destruction of property	Restitution. Administrative discretion up to and including suspension Possible police involvement		

VIOLATION	1 ST OFFENSE		2 ND OFFENSE
Under influence or in possession of alcohol, marijuana or controlled drug, narcotics or substance other than alcohol or marijuana	5 days Suspension Admin conference Police involvement Chemical evaluation	If student is dangerous/ disruptive to others Recommendation for expulsion	5 days suspension Police involvement Recommendation for expulsion
Possession of or furnishing marijuana less than 1 ounce	5 days suspension Police involvement Administrative conference Intervention program / chemical evaluation	If dangerous and disruptive to others Recommendation for expulsion	5 days suspension Police involvement Recommendation for expulsion
Possession of or furnishing marijuana more than 1 ounce	Police involvement Recommendation for expulsion		
Possession of or furnishing of drug, narcotics, or controlled substance other than marijuana or alcohol	5 days suspension/ Admin conference Police involvement Recommendation for expulsion		
Selling, possession, or representing a substance or any controlled drug, narcotics, or paraphernalia for sale	5 days suspension/Admin conference Police involvement Recommendation for expulsion		
Arranging or offering to sell controlled substances	5 days suspension/Admin conference Police involvement Recommendation for expulsion		
Tobacco (possession, use)	2 days suspension Police involvement	5 days suspension Admin conference Police involvement	

UNLAWFUL HARASSMENT OF STUDENTS

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. Irrespective of law, 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, or 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 in order to receive a good grade or other benefit or avoid some loss, and offers of good grades or other benefit in return for sexual favors; and/or
- 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 educational setting, under any of the following conditions:

- 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 upon 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 for 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 undertake an effective, thorough and objective investigation of 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 a variety of 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 on the basis of 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 you have been unlawfully harassed at Vanden High School you should immediately contact your counselor, the school psychologist or an administrator.

LOCAL REFERRAL AGENCIES

Solano County Alcohol and Drug Abuse Services	421-6615
Solano County Mental Health Department.....	429-6521
Crisis Line	428-1131
Public Health	429-6309

Vanden High School Academic Code Violations and Consequences

Academic dishonesty means cheating, plagiarizing, or getting unauthorized help on an examination, quiz or assignment. It means representing someone else’s work as your own, or changing a grade; it means directly or negligently allowing someone to copy your work. Academic dishonesty undermines the value of education.

Levels	Examples (but not limited to)	Consequences
<p>Level I</p> <p>Homework and Class work</p>	<ul style="list-style-type: none"> • Copying • Copying class work or homework • Providing work to another student without teacher authorization. • Plagiarism (of class work) 	<p>1st offense: Teacher/classroom consequence * (may include administrative detention)</p> <p>2nd offense: Saturday School assigned.</p> <p>3rd offense: 2 Saturday School dates assigned</p> <p>*additional Level 1 infractions will result in two additional Saturday School dates per offense*</p>
<p>Level II</p> <p>Assessments/ Projects/ Essays/ Labs</p>	<ul style="list-style-type: none"> • Using or communicating about unauthorized resources during an assessment. • Plagiarizing, fabricating, or altering for the purpose of re-grading. • Copying lab • Copying work from a class activity that student did not attend and representing it as his own. 	<p>1st offense: Saturday School date assigned and teacher/classroom consequence*</p> <p>2nd offense: 2 Saturday School dates assigned or suspension (administrator’s discretion)</p> <p>3rd offense: 2 days suspension</p> <p>4th violation: 5 days suspension</p>
<p>Level III</p>	<ul style="list-style-type: none"> • Stealing a test • Selling a test • Receiving a stolen test • Electronically or digitally copying a test • Changing a grade in the grade database (Also violates Level 3 Computer Use Contract) 	<p>1st offense: 2 days of suspension and teacher consequence*</p> <p>2nd violation: 5 days of suspension and referral to SARB for consideration of alternative placement.</p>

Additional Consequences

1. Teachers have discretion to assign a student a zero on any assignment/ assessment involved in the incident.
2. Teachers have discretion regarding assigning additional assignments to make up dishonest work or requiring a student to re-take an assessment if the student is suspected of, or proven to be cheating. Teachers may also elect other reasonable interventions/consequences not listed on this form for each offense*.
3. Teachers have discretion to assign an F grade for the grading period based on their department's practice. See the teacher's syllabus for the department practice.
4. Students who attempt to be dishonest, even if unsuccessful will be disciplined according to the standards above.
5. All students who are suspected of cheating will have the incident documented, regardless of the level of evidence. This will be done for tracking purposes, even if no discipline is assigned.

Vanden High School Academic Code

Students, parents, faculty, and administrators collaborated to create Vanden High School's Academic Code of Conduct, its guidelines, definitions, and consequences.

Academic Integrity

Academic Integrity at Vanden means holding high standards for the completion of work and respecting the honest intellectual efforts of oneself and others. Academic integrity is expected in the classroom setting, in formal coursework, and informal coursework.

Academic Dishonesty

Academic dishonesty means cheating, plagiarizing, or getting unauthorized help on an examination, quiz or assignment. It means representing someone else's work as your own, or changing a grade; it means directly or negligently allowing someone to copy your work. Academic dishonesty undermines the value of education.

Student Guidelines

Do not misrepresent your work by including the work of others.

Do not fraudulently or unfairly advance your position.

Do not be a party to cheating by allowing your work to be copied or by negligent complicity.

Do not obtain unauthorized assistance by electronic means, copying, plagiarizing, fabricating, or stealing work, data, lab work or schoolwork.

Do not forge or misrepresent work. Do not forge or change grades.

Student Expectations

1. Do your own work to the best of your ability. Do not borrow work or look at someone else's answers. If you need assistance, ask the teacher.
2. Make sure there is nothing on your desk or near your desk that can be construed as a cheating aide.
3. Cite sources accurately for work. If you don't know how, ask your teacher.
4. Do not collaborate on work without explicit permission from your teacher.
5. Do not collaborate past the extent allowed by the teacher.
6. Follow your teachers' guidelines for work as presented in the course syllabus.
7. Do not position your work in a way it is easily copied.
8. Do not purchase or acquire work and represent it as your own.
9. Do not alter exams or class work for the purpose of re-grading, or change a grade.
10. Know the rules. Ignorance is not a defense. Violation of academic codes will be punished by disciplinary action.

COMPUTER SYSTEM AND NETWORK USE VIOLATIONS

CONSEQUENCES

Infraction	Examples	Consequences
Level 1	Gaming Software Piracy Modification of computer setting without consent Installing software without teacher consent Downloading files without teacher consent Personal communication including but not limited to: <ul style="list-style-type: none">• Unauthorized use of email• Posting to weblogs, personal webspace or other communication forums	Computer use privileges revoked for 5 to 15 school days 2 Administrative detentions
Level 2	Chat room use Hacking (single computer systems) Tampering with a computer's security system Distribution of another's password Use of profanity, vulgarity or disrespectful language (includes messages to request the opening of blocked Internet sites)* 2 or more Level 1 violations	Computer use privileges revoked for at least 30 days Saturday School *profane/vulgar messages may include a 2 day suspension.
Level 3	Pornography Threats Harassment Hacking (Internet/Network) Distribution and/or use of system password	Computer privileges revoked for rest of semester or 9 weeks (whichever is greater) 2 or more days Suspension