This publication includes all of the policies of which parents and students should be aware. It is our belief that these school policies create a safe and educational environment for all Madison Warhawks. We expect all students and families to understand and abide by these policies to ensure a thriving school community that meets the needs of all students and families.
## JAMES MADISON HIGH SCHOOL
### 2019-2020
#### Warhawk Schedule

<table>
<thead>
<tr>
<th>Monday – Friday - 6 Period Day</th>
<th>Modified Days with Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Start</td>
</tr>
<tr>
<td>1</td>
<td>7:25 a.m.</td>
</tr>
<tr>
<td>Nutrition Break</td>
<td>8:23 a.m.</td>
</tr>
<tr>
<td>2</td>
<td>8:30 a.m.</td>
</tr>
<tr>
<td>3</td>
<td>9:33 a.m.</td>
</tr>
<tr>
<td>4</td>
<td>10:36 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:39 a.m.</td>
</tr>
<tr>
<td>5</td>
<td>12:14 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>1:17 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Buses Depart at 2:25 p.m.  
Buses Depart at 1:15 p.m.

Pep Rally Dates: Homecoming-10/4, Fall/Winter-1/17, Spring-4/10, Senior Pep Rally-5/29  
Pep Rally Time: 1:45 - 2:15 p.m.

### 1st and 2nd Semester Finals/Minimum Days

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Per 1</td>
<td>Per 4</td>
<td>Per 1</td>
<td>Per 4</td>
<td>7:25 a.m.</td>
<td>to</td>
<td>11:55 a.m.</td>
<td>12:00 p.m.</td>
</tr>
<tr>
<td>Per 2</td>
<td>Per 5</td>
<td>Per 2</td>
<td>Per 5</td>
<td>8:57 a.m.</td>
<td>to</td>
<td>10:23 a.m.</td>
<td>10:29 a.m.</td>
</tr>
<tr>
<td>Per 3</td>
<td>Per 6</td>
<td>Per 3</td>
<td>Per 6</td>
<td>10:29 a.m.</td>
<td>to</td>
<td>11:55 a.m.</td>
<td>12:00 p.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td></td>
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</table>

Buses Depart at 12:40 p.m.

### 2019-2020 HOLIDAYS & IMPORTANT SCHOOL DATES

<table>
<thead>
<tr>
<th>Period Ends</th>
<th>Grades Due</th>
<th>Distribution</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall:</td>
<td>Oct 14</td>
<td>Oct 18</td>
<td>Oct 21</td>
</tr>
<tr>
<td>Oct 11</td>
<td>Dec 2</td>
<td>Dec 6</td>
<td>Dec 9</td>
</tr>
<tr>
<td>Nov 22</td>
<td>Jan 27</td>
<td>Jan 31</td>
<td>Feb 3</td>
</tr>
<tr>
<td>Jan 24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring:</td>
<td>Mar 9</td>
<td>Mar 13</td>
<td>Mar 16</td>
</tr>
<tr>
<td>Mar 6</td>
<td>Apr 27</td>
<td>May 1</td>
<td>May 4</td>
</tr>
<tr>
<td>Apr 24</td>
<td>June 10</td>
<td>Mailed by</td>
<td>Fall 2020</td>
</tr>
<tr>
<td>June 9</td>
<td></td>
<td>District.</td>
<td></td>
</tr>
</tbody>
</table>

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**Peterson Center**

Peterson Center is a full-service pet store located in JMS. They offer a wide variety of dry and wet pet food, treats, and other supplies. For more information, please visit their website at [PetersonCenter.com](http://PetersonCenter.com).

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**JMS Gymnasium**

The JMS Gymnasium is open for public use on weekdays from 6:00 a.m. to 9:00 p.m. and on weekends from 9:00 a.m. to 5:00 p.m. For more information, please visit their website at [JMSGym.com](http://JMSGym.com).

---

**JMS Library**

The JMS Library is open for public use on weekdays from 8:00 a.m. to 9:00 p.m. and on weekends from 9:00 a.m. to 5:00 p.m. For more information, please visit their website at [JMSLibrary.com](http://JMSLibrary.com).

---

**JMS Cafeteria**

The JMS Cafeteria serves lunch from 11:00 a.m. to 1:00 p.m. daily. For more information, please visit their website at [JMSCafeteria.com](http://JMSCafeteria.com).

---

**JMS Classroom**

The JMS Classroom is open for public use on weekdays from 8:00 a.m. to 3:00 p.m. and on weekends from 9:00 a.m. to 5:00 p.m. For more information, please visit their website at [JMSClassroom.com](http://JMSClassroom.com).
Welcome to James Madison High School. Parents, students and staff play an important part within the Warhawk family. The school year is filled with educational opportunities, access to support and enrichment, and involvement by all the stakeholders. Your student’s academic and personal development is our foremost concern. We believe that James Madison High School graduates should not only be college-bound, but college-and career-ready. As parents, you are the first and most enduring teachers in your student’s life. There are many steps you can take to support your student’s learning. Below are some key actions that will help ensure your student has everything needed to succeed:

- **Track Progress Toward Graduation**: It is never too early to make sure your student is on-track to graduate. You can do this by studying the graduation requirements, talking with your student’s teachers and counselors, visiting PowerSchool, and reviewing your student’s scores on standardized assessments.

- **Ensuring Regular Attendance**: Studies show that attendance influences graduation rates more than any other factor. As parents, you can promote academic success by talking with your student about the importance of regular attendance and making sure your student is in class everyday, ready to learn.

- **Update Emergency Contact Information**: We are responsible for keeping your student safe during the school day and keeping you informed about your student’s education. We need to be able to reach you if there is an emergency, if your student is absent from school, or if there is other important information to share.

We hope you find the information and resources in the Student/Parent Handbook useful. We look forward to continuing to work together to help all students thrive.

Wishing you a wonderful school year!

Heather Seaton
Principal

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**MISSION STATEMENT**

To prepare students to be 21st century global citizens by establishing a positive trajectory for success through a rigorous curriculum and a comprehensive educational experience.

**VISION STATEMENT**

The vision of James Madison High School is to provide opportunities for students to demonstrate excellence, leadership, postsecondary readiness, and a full understanding of their responsibility to impact social justice through formative learning experiences.

**SCHOOLWIDE LEARNER OUTCOMES**

Schoolwide Learner Outcomes (SLOs) clarify for the entire school community what students will know, understand and be able to do as they prepare to graduate from high school.

- **Excellence**: To surpass others or be superior in some respect or area; to do extremely well in academic, extracurricular and co-curricular participation.

- **Social Justice**: The distribution of advantages and disadvantages within a society, consisting of equity, inclusion, cultural awareness and advocacy.

- **Leadership**: The ability to guide or influence others within the school and the community.

- **Readiness**: The state of being ready or prepared, as for use or action in postsecondary, college, career and the 21st century workplace.
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Key James Madison High School Personnel

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Extension</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Heather Seaton</td>
<td>3010</td>
<td><a href="mailto:hseaton@sandi.net">hseaton@sandi.net</a></td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Robin Peters</td>
<td>3002</td>
<td><a href="mailto:rpeters@sandi.net">rpeters@sandi.net</a></td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Stacey Simpson</td>
<td>3003</td>
<td><a href="mailto:ssimpson1@sandi.net">ssimpson1@sandi.net</a></td>
</tr>
<tr>
<td>Head Counselor</td>
<td>Kelly Balzer</td>
<td>3035</td>
<td><a href="mailto:kbalzer@sandi.net">kbalzer@sandi.net</a></td>
</tr>
<tr>
<td>Counselor</td>
<td>Michelle Francescotti</td>
<td>3037</td>
<td><a href="mailto:mfrancescotti@sandi.net">mfrancescotti@sandi.net</a></td>
</tr>
<tr>
<td>Counselor</td>
<td>Elizabeth Guerra</td>
<td>3034</td>
<td><a href="mailto:eguerra@sandi.net">eguerra@sandi.net</a></td>
</tr>
<tr>
<td>Outreach Coordinator</td>
<td>Greg Williams</td>
<td>3032</td>
<td><a href="mailto:gwilliams3@sandi.net">gwilliams3@sandi.net</a></td>
</tr>
<tr>
<td>ASB Advisor</td>
<td>Brittan Siracusa</td>
<td>2707</td>
<td><a href="mailto:bsiracusa@sandi.net">bsiracusa@sandi.net</a></td>
</tr>
<tr>
<td>AVID Coordinator</td>
<td>Lili Fuller</td>
<td>2210</td>
<td><a href="mailto:lreeves@sandi.net">lreeves@sandi.net</a></td>
</tr>
<tr>
<td>DHH Program Chairperson</td>
<td>MaryAnn Gross</td>
<td>2098</td>
<td><a href="mailto:mgross@sandi.net">mgross@sandi.net</a></td>
</tr>
<tr>
<td>Athletics Director</td>
<td>Rick Jackson</td>
<td>3041</td>
<td><a href="mailto:rjackson2@sandi.net">rjackson2@sandi.net</a></td>
</tr>
<tr>
<td>Yearbook Advisor</td>
<td>Lili Fuller</td>
<td>2210</td>
<td><a href="mailto:lreeves@sandi.net">lreeves@sandi.net</a></td>
</tr>
<tr>
<td>Attendance Office Clerk</td>
<td>Ivan Castro (bilingual)</td>
<td>3020</td>
<td><a href="mailto:icastro3@sandi.net">icastro3@sandi.net</a></td>
</tr>
<tr>
<td>Registrar/Student Records</td>
<td>Irene Gil (bilingual)</td>
<td>3022</td>
<td><a href="mailto:igil@sandi.net">igil@sandi.net</a></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Andrea Lopez</td>
<td>3010</td>
<td><a href="mailto:alopez3@sandi.net">alopez3@sandi.net</a></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Yesenia Canazalez-Vega</td>
<td>3038</td>
<td><a href="mailto:ycanazalez@sandi.net">ycanazalez@sandi.net</a></td>
</tr>
<tr>
<td>Main Office School Clerk</td>
<td>Mary Trombley</td>
<td>3033</td>
<td><a href="mailto:mtrombley@sandi.net">mtrombley@sandi.net</a></td>
</tr>
<tr>
<td>Finance Office</td>
<td>Katrin Safa</td>
<td>3049</td>
<td><a href="mailto:ksafer@sandi.net">ksafer@sandi.net</a></td>
</tr>
<tr>
<td>Student Information Site Tech</td>
<td>Greg Sokil</td>
<td>3039</td>
<td><a href="mailto:gsokil@sandi.net">gsokil@sandi.net</a></td>
</tr>
</tbody>
</table>
San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, genetic information, or immigration status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal, state and/or collective bargaining agreements.

Student Sexual Harassment Policy

San Diego Unified is committed to making the schools free from sexual harassment and discrimination. Sexual Harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The district prohibits harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. Sexual harassment is defined in Education Code to mean unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. The superintendent or his/her designee shall ensure that district students receive age-appropriate instruction about their rights to be free from sexual harassment, the district procedure for reporting and investigating complaints of sexual harassment including with whom a complaint should be filed.

The district prohibits conduct that has the purpose or effect of having a negative impact on the individual’s work or academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment that conditions a student’s status, progress, benefits, services, honors, program or activities based on submission to such conduct.

Any student who fees that he/she is being, or has been, sexually harassed by a school employee, another student, or a non-school employee at school or at a school-related event, shall immediately contact his or her teacher or any other district employee. An employee who receives such a complaint shall report it in accordance with administrative procedures. Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal and state laws and/or collective bargaining agreements.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

The district believes that it can resolve issues of harassment and discrimination at the school site.

To File a Discrimination or Sexual Harassment Complaint

1. Filing a complaint: A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form (AP 1700) and Administrative Regulation 0410 from the school or the district’s Uniform Complaint Compliance Office. Remedies available outside of the district are listed in this procedure.

2. Investigation: San Diego Unified School District will immediately undertake an effective, thorough and objective investigation of the harassment and/or discrimination allegations and provide a written report within sixty (60) days from the date the complaint is filed. The Superintendent or his/her designee shall ensure that any complaint received is investigated in accordance with district administrative procedures and that school personnel take immediate steps to intervene, when safe to do so, when they witness any act of harassment.

3. Action: When an allegation of sexual harassment is validated by the investigation and disciplinary action is necessary, the superintendent will determine the appropriate course of action, to prevent reoccurrence and follow up with the harassed student, depending upon whether the harasser is a student, staff member or agent of the district. If the complaint of sexual harassment is validated the superintendent and/or designee shall take prompt, appropriate action to end the harassment and to address the effects on the victim.

Complaints will be kept confidential. The person filing the complaint may also pursue action in civil court.

The district prohibits retaliation against any person who complains, testifies, assists or participates in district complaint procedures.

A student who has a complaint of discrimination or sexual harassment should contact a teacher or any other district employee. If the complaint cannot be resolved, or at any time, the student may contact:

Lynn A. Ryan
Title IX Coordinator
Eugene Brucker Education Center
4100 Normal Street, Rm. 2129
San Diego, CA 92103

For questions or additional information please call (619) 725-7225.
SECTION I: ACADEMICS

ACADEMIC HONESTY POLICY
Integrity is highly valued at Madison High. Our Academic Honesty Policy addresses issues of cheating, plagiarism, theft, alteration of materials and test avoidance. All students sign the policy, which can be found in the Warhawk Walk materials, at the beginning of the school year to demonstrate their commitment to honesty and integrity. (Also posted on Madison’s website under Student Life.)

DIPLOMA REQUIREMENT
To earn a San Diego Unified School District diploma, a student must meet the “a-g” subject requirements and earn 44 credits. In addition, students must earn a cumulative scholastic grade point average (GPA) of 2.0 in grades nine through twelve. Students who complete subject requirements, but do not meet the overall 2.0 diploma requirement, will be issued a Letter of Completion. See Madison High’s Course Description and Educational Planning Booklet for more detailed information about diploma requirements (available on Madison’s website).

GRADE POINT AVERAGE (GPA)
Your grade point average (GPA) is based on “a-g” courses taken in the 10th and 11th grades. California residents with GPA’s of 3.0 or above satisfy the minimum scholarship requirement if they achieve a correlating score on college admission exams as indicated in the UC Eligibility Index on the UC website.

GRADUATION CEREMONY PARTICIPATION
To participate in the graduation ceremony and other senior activities, a student must meet all diploma requirements, and earn a citizenship GPA of 2.0 during their senior year. Citizenship and attendance records of senior students are monitored throughout the school year. Eligibility for activities is determined by the grade report issued prior to the date of the activity. Students who have two or more citizenship U’s, are involved in a zero tolerance or a major discipline issue, or who have uncleared/unverified absences are not eligible to participate.

GRADING POLICIES
Scholarship Grades
- A Superior
- B Above Average
- C Satisfactory
- D Below Average
- F Failing, no credit
- I Work Incomplete
  (becomes an F after six weeks)

Regular attendance and participation in classroom activities is expected and recognized as a student’s responsibility. It is considered an essential part of the instructional program. Absences can affect a student’s grades in scholarship and/or citizenship; students with excessive absences may find it difficult to pass a class. The responsibility for making up work rests with the student, but the teacher will make a special effort to provide an opportunity for the work to be made up in a reasonable amount of time and will give the student assistance. Work missed while a student is truant may not be made up. Citizenship grades are issued in all classes, including Advisory period. Meeting homework deadlines is very important. NOTE: Some teachers may not accept late work, which can affect a student’s scholarship grade.

REPORT CARDS
Two semester report cards are issued; the first is mailed home within two weeks after the close of the first semester, and the second report card is mailed home approximately two weeks after the close of school. In addition, every student receives a progress report at six and twelve weeks of each semester. Progress reports do not reflect permanent grades of the students, but are used to help determine the final semester grade and affects extracurricular and co-curricular eligibility.

SCHEDULES
Schedules are issued on the first day of school at the beginning of the school year. In general, classes remain the same for the duration of the school year; minor adjustments may be made at beginning of second semester. Madison offers six periods in the regular school day with a seventh period option for select courses e.g. Marching Band and JROTC. Counselors meet with individual students prior to the beginning of the school year to review a student’s transcript and discuss courses needed at every grade level to meet and exceed the district’s “a-g” course completion for graduation.

STUDENT TRANSFER POLICY (Schedule Changes)
Student initiated class changes are minimal and are seldom made after the second week of the semester. Students initiate a change by seeing their counselor before or after school. The change is not complete until the counselor has met with the student, and if necessary, the parent and the teacher. Therefore, students should select their classes thoughtfully and with parent approval. (See p. 18 for more information.)

TUTORIAL SUPPORT
Students who need individual support can make arrangements with their teacher for after-school tutoring. Students who need to use a computer/printer for assignments or who simply need a quiet place to study, read, and complete homework can go to the library after school. Homework is an important part of Madison’s educational program. Students should have a minimum of 30-minutes of homework for each class.
Graduation Subject Sequence Requirements

Note: These are the MINIMUM requirements for a diploma. They are guided by the state of California and the "a-g" admission requirements for the University of California and California State University systems. Students who are pursuing admission to a four-year college or university will exceed these MINIMUM requirements. Students may take honors, advanced placement, or college levels of these same courses to better prepare for post-secondary education. Two credits are earned in each year-long course. A “B” or better must be earned in each course to remain eligible for UC/CSU. Students who earn a “D” or “F” must repeat the course.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Social Studies</td>
<td>3 years of social studies including:</td>
</tr>
<tr>
<td></td>
<td>World History (10)</td>
</tr>
<tr>
<td></td>
<td>U.S. History (11)</td>
</tr>
<tr>
<td></td>
<td>Government/Economics (12)</td>
</tr>
<tr>
<td>b. English</td>
<td>4 years of English</td>
</tr>
<tr>
<td></td>
<td>Note: ESL 5,6 may be used to fulfill one year</td>
</tr>
<tr>
<td>c. Mathematics</td>
<td>3 years of math including:</td>
</tr>
<tr>
<td>Recommended for 4 years</td>
<td>Integrated I</td>
</tr>
<tr>
<td></td>
<td>Integrated II</td>
</tr>
<tr>
<td></td>
<td>Integrated III</td>
</tr>
<tr>
<td>d. Science</td>
<td>3 years of science including:</td>
</tr>
<tr>
<td>Recommended for 4 years</td>
<td>2 yr. Physical Science (Physics, Chemistry)</td>
</tr>
<tr>
<td></td>
<td>1 yr. Life Science (Biology)</td>
</tr>
<tr>
<td>e. Language Other Than English</td>
<td>2 years in the same UC-approved world language course including: Spanish or American Sign Language</td>
</tr>
<tr>
<td>Recommended for 3 years</td>
<td>f. Visual and Performing Arts</td>
</tr>
<tr>
<td></td>
<td>1 year in the same UC-approved Visual and Performing Arts course including:</td>
</tr>
<tr>
<td></td>
<td>Design and Mixed Media; Video Production; Orchestra; Band; Theatre; Introduction to Design; Technical Theatre; or Ceramics</td>
</tr>
<tr>
<td>g. College Preparatory Electives</td>
<td>No requirement. Students who complete the district's science requirement will have met the UC “d” and “g” requirement.</td>
</tr>
<tr>
<td>Physical Education</td>
<td>4 years – PE, Athletics, OR JROTC, taken in grade 9 (2 semesters) and in grades 10, 11 and 12 including Marching Band (2 semesters). Note: May be waived from the 4-year state requirement by passing five of the six Fitnessgram (CA physical fitness assessment) standards.</td>
</tr>
<tr>
<td>Electives to Meet 44 Credits</td>
<td>6 semester credits to reach a minimum of 44 credits.</td>
</tr>
<tr>
<td>Credits and GPA</td>
<td>44 credits in Grades 9-12 are required with a minimum of a 2.0 GPA in order to earn a diploma.</td>
</tr>
</tbody>
</table>

HOME OF THE WARHAWKS!

Mission
To prepare students to be 21st century global citizens by establishing a positive trajectory for success through a rigorous curriculum and a comprehensive educational experience.

Vision
To provide opportunities for students to demonstrate excellence, leadership, postsecondary readiness and a full understanding of their responsibility to impact social justice through formative learning experiences.

Schoolwide Learner Outcomes
Schoolwide Learner Outcomes (SLOs) clarify for the entire school community what students will demonstrate and be able to do when they graduate from high school.

Excellence: To surpass others or be superior in some respect or area; to do extremely well in academic, extracurricular and co-curricular participation.

Social Justice: To advocate for others, demonstrating equity, inclusion, cultural awareness and advocacy for all groups represented in the Madison community.

Leadership: To guide or influence others within the school and the community.

Readiness: To be ready and prepared for postsecondary options, including college, career and the 21st century workplace.

Grade Level Assignment (beginning of fall semester)
- Students with fewer than 10 credits are considered 9th graders.
- Students with between 10 and 20 credits are 10th graders.
- Students with between 21 and 30 credits are 11th graders.
- Students with 31 or more credits are 12th graders.
### James Madison High School

#### Course Sequence

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English (B)</strong></td>
<td>English 1,2</td>
<td>English 3,4</td>
<td>American Lit 1,2</td>
<td>Expository Reading &amp; Writing</td>
</tr>
<tr>
<td>4 years required</td>
<td>English 1,2 Adv.</td>
<td>English 3,4 Adv.</td>
<td>AP English Language 1,2</td>
<td>AP English Lit &amp; Comp 1,2</td>
</tr>
<tr>
<td><strong>Mathematics (C)</strong></td>
<td>Integrated Math I</td>
<td>Integrated Math II</td>
<td>Integrated Math III</td>
<td>Mesa Math 96/119</td>
</tr>
<tr>
<td>4 years recommended</td>
<td>Integrated Math II Adv.</td>
<td>Integrated Math III</td>
<td>PreCalc 1,2 Honors</td>
<td>PreCalc 1,2 Honors</td>
</tr>
<tr>
<td><strong>Science-Lab (D)</strong></td>
<td>Biology 1,2</td>
<td>Physics 1,2</td>
<td>Chemistry 1,2</td>
<td>AP Science or Science Elective</td>
</tr>
<tr>
<td>3 years required;</td>
<td>Physics 1,2 Adv.</td>
<td>Chemistry 1,2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Social Studies (A)</strong></td>
<td>AP Human Geography</td>
<td>World History 1,2</td>
<td>US History 1,2</td>
<td>Government &amp; Economics 1</td>
</tr>
<tr>
<td>3 years required</td>
<td>(elective credit)</td>
<td>AP World History 1,2</td>
<td>AP U.S. History 1,2</td>
<td>Mesa Political Science</td>
</tr>
<tr>
<td><strong>World Language (E)</strong></td>
<td>Spanish 1-6</td>
<td>Spanish 1-6</td>
<td>Spanish 1-6</td>
<td>Spanish 1-6</td>
</tr>
<tr>
<td>2 years required;</td>
<td>American Sign Language 1-6</td>
<td>American Sign Language 1-6</td>
<td>American Sign Language 1-6</td>
<td>American Sign Language 1-6</td>
</tr>
<tr>
<td>3-4 years recommended</td>
<td>American Sign Language 1-6</td>
<td>American Sign Language 1-6</td>
<td>American Sign Language 1-6</td>
<td>American Sign Language 1-6</td>
</tr>
<tr>
<td><strong>Physical Education</strong></td>
<td>Physical Education</td>
<td>Physical Education</td>
<td>***Students who do not pass the Fitness Gram Test must remain in a PE class or sign a waiver.</td>
<td>***Students who do not pass the Fitness Gram Test must remain in a PE class or sign a waiver.</td>
</tr>
<tr>
<td>2 years required</td>
<td>Marching Band</td>
<td>Marching Band</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Athletics*</td>
<td>Athletics*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>JROTC</td>
<td>JROTC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Courses in Integrated Math and World Language in grades 7 and 8 will count toward meeting the “a-g” diploma requirements.

**Codes:**

- A= UC a-g History/Social Science 2 years (3 years required for graduation)
- B= UC a-g English 4 years
- C= UC a-g Mathematics 3 years required/4 years recommended
- D= UC a-g Lab Science 2 years required/3 years required for graduation
- E= UC a-g World Language 2 years required/3 years recommended
- F= UC a-g VAPA credit 1 year
- G= UC a-g “G” elective credit 1 year
SECTION II: ATTENDANCE AND BEHAVIOR

ATTENDANCE PROCEDURES
Attendance is important. Students must attend class every day. The school loses state ADA funding when students are absent. To report an absence, the parent or guardian must call the Attendance Office at (858) 536-0336 x3020 (bilingual) or x3021. We must have a phone call from a parent or guardian EVERY day the student is absent. Please make sure your student has plenty of time to get to school in the morning, as period 1 or 2 tardies are highly disruptive to learning. Car trouble, oversleeping, and missing the bus are unexcused tardies. If students arrive late, they report directly to the attendance window at the main office to receive a tardy clearance slip to take to the classroom teacher. Students who are tardy are assigned after-school detention and receive a lower citizenship grade, which can affect eligibility for campus activities, sports and graduation events.

If you must be absent, have your parent or guardian call the Madison Attendance Office, (858) 539-0336 at x3020 (bilingual) or x3021, each day you are not present at school. Remember the responsibility of clearing your absence is up to you and your parent/guardian.

Madison High School Tardy Policy:
- Students who are late to school must check in at the attendance window prior to going to class.
- Students who are tardy are responsible for attending detention.
- Failure to clear tardies will result in you being assigned a Saturday School.
- Failure to serve Saturday School within two opportunities will be referred to a vice principal for further disciplinary action.

INDEPENDENT STUDY CONTRACT
For absences requiring a student to miss five or more school days, parents must contact the attendance office at least two-weeks prior to departure to request a contract. This contract may allow the student to receive homework and attendance credit for days missed. The principal's approval is required. Only students in good standing are afforded this privilege. Family vacations should be limited to publicized school vacation periods.

BEHAVIOR
SEE CITIZENSHIP RUBRIC (p. 17)

DRESS CODE AND BEHAVIOR EXPECTATIONS
Madison High School students are preparing for college and career readiness; as such, student attire should be in alignment with the expectation that school is a place-of-work for both adults and students. Our student dress code is designed to accomplish several goals:
- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as science labs, physical education, etc.

- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, religion, cultural observance, household income or body type/size.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or could provoke acts of discrimination or violence.
- Present a positive image to visitors and communicate values to the Madison community.
- Establish a school culture promoting college and career readiness.

Dress Code
- In accordance with State of California regulations, students must wear footwear in school. To ensure the protection of the bottom of the feet, all footwear must have soles. House slippers (bedroom slippers) are not considered safe footwear and are not permitted in school.
- Pajama bottoms, blankets and/or robes are not appropriate school attire and will not be permitted (only exception is during Spirit Week).
- Official Madison High School or solid black hats/headwear may be worn on campus but must be taken off in class if instructed.
- Clothing and accessories (including backpacks, bandanas, binders/ folders, gloves, photos, shoes, etc.) that intend to promote or portray gang identification, provocative or suggestive statements/ sexual references, obscenities, drugs, alcohol, tobacco, or other illegal activities are not permitted.
- Undergarments must not be visible. Pants/shorts must fit at the waist without requiring alteration.
- Revealing, low cut or see through clothing exposing the midriff, buttocks, or undergarments are not permitted.
- Strapless tops are not permitted.
- Objects that distract the learning environment such as sunglasses, headphones/earbuds will not be permitted in class. These items should be put away during class time unless directed by teacher for academic purpose.

Dress Code Enforcement
To ensure the effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement. No student should be affected by the dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religion identity, household income, body size/type, or body maturity. (continued p. 13)
Students will only be removed from spaces, hallways, or classrooms as a result of a violation outlined in the dress code. Students in violation of dress code will be provided three (3) options to be dressed to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed to code for the remainder of the day. The office will confiscate “out of code” garment until the end of the day.
- Students will be provided with temporary school clothing to be dressed to code for the remainder of the day. The office will confiscate “out of code” garment until the borrowed garment is returned.
- If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Consequences for Dress Code Infractions
First Offense: If the infraction cannot be corrected in class, the teacher will refer the student to administration, who will instruct the student to follow one of the three options offered to achieve compliance with the dress code. A notification call will go to main contact number for student’s parent/guardian.

Second Offense: Student will be instructed to follow one of the three options offered to achieve compliance with the dress code. Student will receive one detention. A notification call will go to main contact number for student’s parent/guardian.

Third Offense: Student will be instructed to follow one of the three options offered to achieve compliance with the dress code. Student will receive additional disciplinary consequence beyond one detention and may find a lowered citizenship grade.

Continued Abuse or Violation of the Dress Code: Repeated requests to put away devices or confiscating devices is a disruption to the learning environment. Teacher will write a referral for continued defiance. Student will receive additional consequences and may be placed on LOP (Loss of Privileges) list. Parent/guardian conference required in order to obtain confiscated item.

Consequences for Electronic Device Infractions:
First Offense: Device confiscated and submitted to office. Student may pick up at the end of the school day. Students who are argumentative will receive additional consequences and may find a lowered citizenship grade.

Second Offense: Device confiscated and submitted to office. Confiscated devices will be returned to the parent or guardian only or to the student the following school day after school. Students who are argumentative will receive additional consequences (minimum after school detention) and may find a lowered citizenship grade.

Third Offense: Device confiscated and submitted to office. Confiscated devices will be returned to the parent or guardian only. Students who are argumentative will receive additional consequences beyond one detention and may find a lowered citizenship grade.

Continued Abuse or Violation of the Electronic Device Policy: Repeated requests to put away devices or confiscating devices is a disruption to the learning environment. Teacher will write a referral for continued defiance. Student will receive additional consequences and may be placed on LOP (Loss of Privileges) list. Parent/guardian conference required in order to obtain confiscated item.

CLASSROOM EXPECTATIONS AND SCHOOL SUPPLIES
Suggested school supplies include a 3-ring binder, binder dividers, pencils, ball point pens, college-ruled paper, erasers, calculator (math teacher can recommend the level), ruler, highlighters, post-it notes, spiral notebook, facial tissues, and backpack/book bag. Each student will be given a Madison Student Organizer which contains room to record nightly homework assignments and due dates. Please do not bring food or drink to any classes. Taking care of personal grooming during class time is not acceptable. Cooperative, respectful behavior is expected in the classroom.

SOCIA LLY RESPONSIBLE BEHAVIOR
The James Madison High School community believes that socially responsible behavior is crucial to improving and maintaining a climate conducive to learning and respect. The Madison High School experience will enhance educational opportunities, prepare students for the workplace and the university and allow all individuals to feel comfortable and secure. Staff, parents and students have developed guidelines for socially responsible behavior during the school day, after school and at all school-sponsored events. Socially unacceptable behaviors include, but are not limited to, the following:

Bus Conduct: The bus driver is in charge at all times. Follow the bus driver’s instructions. Failure to follow instructions will result in disciplinary action. Infractions may result in loss of bus transportation.

Computer Hacking/Viruses/Inappropriate Use: Students must comply with “Internet Usage Policy” distributed and signed each year by students and parents. Computers may not be used until the policy is signed.
Defiance of Authority: All school staff members are in a position of authority on campus and at any school related activity. Direct challenges or verbal abuse toward a staff member will result in disciplinary action.

NOTE: By law, students are required to do what is reasonably asked of them as long as the request does not cause physical or mental danger to them. If a student feels he/she is being treated unfairly, the student should refrain from arguing with the adult and take the appeal to the counselor and/or vice principal at an appropriate time.

Destruction of Property/Vandalism/Graffiti: Theft and property destruction may result in police action and possible prosecution. Restitution may be required and disciplinary action will be taken. The parent or guardian is legally responsible to pay for any losses due to proven loss or damage to public property caused by the student. Tagging is not allowed on any personal or school property. Permanent markers, paint pens, spray paint, etc. are not to be in a student’s possession.

A clean, healthy, and attractive campus is a shared responsibility. In order to provide a safe and attractive environment, the following are unacceptable:

- Vandalism – defacing of or damage to school or private property, trees, or shrubs
- Tagging
- Graffiti
- Litter – careless or intentional (e.g., paper, cans, gum, etc.)
- Spitting

Restitution to the school/district will be required. These actions may result in suspension/expulsion and/or denial of attendance at school activities/ceremonies (e.g., dances, games, senior activities, commencement, etc.).

YOUR HELP IS NEEDED TO KEEP OUR CAMPUS CLEAN.

Disorderly Conduct/Disturbing the Peace: Aiding or abetting a fight, inciting or instigating a fight, including video recording, or any other disturbance on campus will result in disciplinary action, and one may also be arrested for a violation of penal code section 415.

Drugs/Alcohol/Steroids: Possessing, using, having consumed or being under the influence of alcohol, narcotics, dangerous drugs, steroids or other controlled substances or intoxicants of any kind violates school and district disciplinary guidelines.

Fighting and Mutual Combat: Actual or attempted injury to another person that occurs during a hostile encounter. Disturbing the Peace--School Grounds: fight or challenges to fight in a public place; Noise: maliciously and willfully disturbing another person by loud or unreasonable noise; Offensive Words: use of words likely to provoke an immediate violent reaction in a public place. (415.5 P.C.) Mutual combat is when parties are willing participants verbally or physically. For school purposes, “self-defense” is not “fighting back.” Self-defense is the prevention of harm by blocking, holding or at best, moving away from a fighter. An “eye-for-an-eye” is considered fighting, not self-defense.

Forgery: Falsely and fraudulently making or altering a document is prohibited and subject to disciplinary actions.

Gambling: Playing a game for property, wager or money or to stake something on contingency. Use of cards or dice at school is prohibited.

Harassment: Harassment is unwanted and unwelcome behavior from other students that interferes with another individual’s life. When it is sexual in nature, it is “sexual harassment.” When it is racial in nature, it is a “hate-motivated behavior” or may be a “hate crime.”

Hate Behavior and Bullying: Negative behaviors that target members of a particular gender, race, ethnicity, religion, sexual orientation, or the mentally or physically challenged are not tolerated. Such behaviors may include, but are not limited to:

- Name-calling, racial slurs or bigoted epithets.
- The presence of symbols or words considered offensive to persons of a specific gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged, such as graffiti, slurs or swastikas.
- Activities historically associated with threats to persons of a specific gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged (e.g., burning crosses, wearing swastikas or white sheets, flying confederate flags, hanging effigies, defacing pink triangles, etc.). It is important to recognize that a group or individual may utilize a certain logo, design, moniker, etc., with no intention of it being interpreted as racially degrading and/or insulting. However, there are some instances where certain designs may be interpreted in this fashion. Therefore, the administration reserves the right to exclude any design, logo, etc., which a certain group or race of students/staff/parents may find offensive.
- The posting or circulation of demeaning jokes or caricatures based on negative stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation or mental or physical challenges.
- The defacing, removal, or destruction of posted materials, meeting places, memorials, etc. associated with specific gender, race (i.e., white pride, brown pride, etc.), ethnicity, religion, sexual orientation or mental or physical challenges.
- Victim belief that the incident was motivated by bias against him/her as a member of a specific gender, racial, ethnic, religious, sexual orientation or mentally or physically challenged group.
- Perpetrator explanation/defense of incident involving exalting own gender, race, ethnicity, religion, sexual orientation, mental or physical status and/or includes statements demeaning victim group.
- The presence of literature and/or posters or references to an organized hate group.
**Hazing:** Hazing in any form or that which targets a specific group of students (e.g. Freshmen), including initiation that is degrading, is strictly forbidden by California State Law. No student shall conspire to engage in hazing, participate in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this policy shall be subject to District discipline and misdemeanor penalties.

**Inappropriate Displays on Personal Property:** Graffiti, tagging, and anything that might be considered divisive or degrading toward any segment of the school populace will not be allowed on any personal or school property including clothing, backpacks, notebooks, binders, etc.

**Injurious Objects/Explosives:** Any student proven to be in possession of firecrackers or any other explosive device will be subject to suspension with consideration of expulsion.

Any student found guilty of setting off an explosive device will result in being suspended, pending recommendation of expulsion.

Any weapon or simulated weapon brought on campus will be confiscated. The result could be possible arrest, prosecution and expulsion. Some examples are knives, paint guns, pellet guns, B-B guns, nunchucks, pepper spray, etc.

**Language:** Appropriate language enhances mutual respect and raises the level of comfort necessary for students and staff to perform at their best. The following misuse of written, spoken or gestured communication in any language is unacceptable:

- Obscene or profane.
- Derogatory or intended to be racial, ethnic, religious, gender or sexual slurs.
- Hurtful or harassing in nature.

**Off Limits Area:** During school, students have access to supervised areas on campus. The areas considered “off limits” are:

- Parking lots
- Athletic fields (lunch and breaks)
- Tennis, racquetball, and outdoor basketball courts (lunch and breaks)
- Bungalow area (lunch and breaks)
- Students may not climb fences, school structures (walls, roofs, etc.) or trees at any time.

**Period Truancy:** Any student who is absent from a scheduled class without a valid excuse or absent for more than any 30-minute period during the school day without a valid excuse is considered truant.

**Plagiarism/Alteration:** Any intentional use of another person’s ideas, words, or work as one’s own. This includes published material and technologically generated materials, as well as the work of other students. Plagiarism can result in receiving a zero on the assignment, lowering of a citizenship grade and relinquishing of technology privileges. See Academic Honesty Policy on Madison’s website for more details.

**Possession of Lighter/Matches:** Possession of any lighter, matches or flammables is prohibited at all times.

**Public Display of Affection:** Physical intimacy is to be valued, but should be shared discreetly and not showcased. Acceptable behavior includes that which establishes a friendly atmosphere without causing others to feel embarrassment or discomfort. Behavior that violates this standard:

- Prolonged or heavy kissing.
- Fondling/inappropriate sexual contact.
- Excessive body contact.
- Laying on or sitting on the lap of another.

**Smoking/Possession of Tobacco Products:** To provide a tobacco-free environment for both employees and students, there shall be no smoking or tobacco product use (including vape pens) allowed in district buildings, grounds or vehicles.

State law 58.04 SDMC prohibits the smoking, possession or use of tobacco, or any product containing tobacco (including e-cigarettes), while on campus or while attending school-sponsored activities.

NO SMOKING includes before and after school and is prohibited in the parking lot, in or out of cars, outside school entrances, and areas adjacent to and around school property. Chewing tobacco is not permitted on campus.

Tobacco use cannot take place within 1,000 feet of the school, or to and from school, or at any school activity.

**Truant:** Any student who is absent from school without a valid excuse. California Education Code obligates parents or guardians to compel the attendance of pupils at school. Parents or guardians who fail to meet this obligation may be subject to legal action pursuant to Article 6 of Chapter II of Part 27 of the Education Code. Other examples of truancy may include but are not limited to: oversleeping, inability to find a parking place, leaving campus without a pass, missing class. San Diego Unified School District does NOT endorse “Senior Ditch Day.”

**Visiting Teachers (substitutes):** Students are expected to participate and behave in an appropriate manner when Madison has visiting teachers on campus. Please welcome these professionals into your classroom and to our campus.
RESTORATIVE DISCIPLINE

Madison practices restorative discipline to promote positive peer relationships and a sense of community. Our focus is on individuals taking responsibility for their actions and behavior, and holding offenders accountable to those whom they may have harmed. These practices may include individual and family conferences, discussion circles in the classroom, or mediation with a counselor or vice principal. Parents are encouraged to help by monitoring their students’ social relationships and use of social media to interact with others at school and to contact a counselor or vice principal if issues surface. Staff, parents and students have developed the following guidelines for correcting behavior that during the school day and at all school-sponsored events.

Disciplinary Actions

**Verbal Warning**: A verbal warning can be given by any adult on campus. It consists of a polite reminder of inappropriate behavior and/or language that results in corrected behavior by student.

**Detention**: Detention is assigned by administration for violating school rules. The administration will contact home prior to detention being served. Teachers can also assign classroom detention after school. The student will spend time after school with the staff person who has assigned the detention and the parent will be contacted. Students must resolve conflicts involving multiple detentions on the same day before detention begins. Extracurricular activities are not an excuse to miss detentions. (Saturday School is assigned for missed detentions.)

**Conference**: A conference is held between the student and one or more school officials. Telephone, e-mail, personal contact, letter or certified letter will notify parent(s) or guardian(s). A conference may also be conducted between the student, his/her parent(s) or guardian(s), appropriate school personnel and any other individuals involved. A school official will talk to the student and try to reach an agreement regarding student behavior.

**Suspension From Class**: Students may be suspended from a class for one or more days for serious discipline infractions. When removed for a day or two, the student is expected to make-up all the work missed.

**Core Academy** (CASSAS—formerly Saturday School): Students may be assigned CASSAS for failing to serve detentions, truancies, un-cleared absences, or discipline reasons as determined by the administrative staff. The student spends four hours in the CASSAS room. He/ she is expected to participate in the academic and physical fitness portions and complete school work. Failure to attend or being told to leave Saturday School will result in further disciplinary action.

**Suspension From School**: For serious disciplinary infractions, students may be suspended from school. Such home suspension means the student will not attend school for the length of the suspension (maximum of five days at any one time). The student is to remain at home during school hours and may not attend any school-sponsored activities such as athletic events, dances, plays, etc., on day of suspension or non-school days between suspension days. All schoolwork missed during this time may be made up. A parent conference with a vice-principal is required before a student can return to school. Parents are notified as to “due process” rights.
## Discipline Plan

### ACTION TO BE TAKEN

<table>
<thead>
<tr>
<th>PROBLEM AREA</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
<th>REFERRED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoking/Possession of Tobacco Products</td>
<td>In-School Suspension</td>
<td>Expulsion</td>
<td>Vice Principal/ Law Enforcement</td>
</tr>
<tr>
<td>Destruction of Property/ Vandalism</td>
<td>Detention</td>
<td>Expulsion/ Restitution/ Arrest</td>
<td>Vice Principal/ Law Enforcement</td>
</tr>
<tr>
<td>Hazing</td>
<td>In-School Suspension</td>
<td>Expulsion</td>
<td>Vice Principal/ Law Enforcement</td>
</tr>
<tr>
<td>Fighting/Battery/ Assault</td>
<td>Suspension</td>
<td>Expulsion</td>
<td>Vice Principal/ Law Enforcement</td>
</tr>
<tr>
<td>Harassment/ Sexual Harassment</td>
<td>Conference</td>
<td>Expulsion</td>
<td>Vice Principal/ Law Enforcement</td>
</tr>
<tr>
<td>Hate Behavior/ Bullying</td>
<td>Conference</td>
<td>Expulsion</td>
<td>Vice Principal/ Law Enforcement</td>
</tr>
<tr>
<td>Drugs/Alcohol/ Steroids/ Possession/Use</td>
<td>In-School Suspension/ Assigned Intervention</td>
<td>Expulsion</td>
<td>Vice Principal/ Law Enforcement</td>
</tr>
<tr>
<td>Electronic Devices/ Cell Phones/ Earbuds/Headphones</td>
<td>Parent Pick-Up</td>
<td>Suspension</td>
<td>Vice Principal</td>
</tr>
<tr>
<td>Weapons/ Injurious Objects</td>
<td>Mandatory Expulsion</td>
<td></td>
<td>Vice Principal/ Law Enforcement</td>
</tr>
<tr>
<td>Extortion/Robbery</td>
<td>Mandatory Expulsion</td>
<td></td>
<td>Vice Principal/ Law Enforcement</td>
</tr>
<tr>
<td>Explosive Devices</td>
<td>Mandatory Expulsion</td>
<td></td>
<td>Vice Principal/ Law Enforcement</td>
</tr>
</tbody>
</table>
**Madison High School Citizenship Rubric**

**Objective:** The objective of this rubric is to help streamline how teachers at Madison High School assign consistent Citizenship grades. The intention is that students will be given their citizenship grades by landing in two of the three categories associated with each letter.

<table>
<thead>
<tr>
<th></th>
<th>Overall Preparedness and Effort</th>
<th>Social Behavior</th>
<th>Collaboration and Participation</th>
</tr>
</thead>
</table>
| **E** | **Helpful without Direction** | I am prepared for class and help others do so without being asked.  
I consistently show sincere effort in class. | I do not receive warnings for my behavior and redirect classmates without being asked. | I help neighbors, the teacher, and collaborate with others without direction. |
| **G** | **Helpful with Direction** | I am prepared for class and help others do so when asked.  
I frequently show sincere effort in class. | I rarely receive warnings, but when I do, I respectfully redirect my behavior. | I help my neighbors, the teacher, and collaborate with others when asked. |
| **S** | **Help Myself** | I am prepared for class.  
I show minimal effort on tasks in class. | When I receive a warning, I respectfully redirect behavior and receive no more than two warnings per week. | I collaborate as little as possible. |
| **N** | **Hinder Myself** | I am often not prepared for class.  
I do not put forth effort in class unless prompted. | I receive more than two warnings a week and sometimes do not redirect behavior. | I do not do my part in collaborating with others. |
| **U** | **Hinder myself AND others** | I am often not prepared for class and distract others.  
I do not put forth any effort in class. | I have received a referral during the grading period and have not taken appropriate steps to correct my behavior or repair damages/relationships. | I do not do my part in collaborating with others and keep others from completing their tasks in class. |
SECTION III: COLLEGE AND CAREER

STANDARDIZED TESTS
SAT II (Subject Area or “Achievement” Tests) are one-hour exams that evaluate a student’s knowledge in a particular subject. Some colleges require or recommend SAT Subject Tests. Students can enhance their application, demonstrate their knowledge gained outside the classroom, and potentially advance out of introductory college courses. Students should take SAT II in subject areas in which they are academically strong. The SAT II test schedule should be planned out well in advance so that the tests are taken when the subject material is fresh in a student’s mind. It is the student’s responsibility to find out when specific subject tests will be administered; this can be done through the guidance office or online at www.collegeboard.com. Some colleges are specific about which SAT II scores they want to see. For example, some pre-med programs want to see the Chemistry SAT II.

ACT (American College Testing) exam is similar to the SAT I but includes an interest inventory that could prove useful in career planning. The ACT exam is also widely accepted by colleges and universities. In general, students are encouraged to take the ACT and the SAT I. Students should consult their guidance counselor to determine if it is appropriate for them to take the ACT (visit act.org).

Advanced Placement Exams are geared to the advanced workload of advanced placement courses. Students who take advanced placement courses are encouraged to take the corresponding AP exam administered each school year in May. Students who excel in a particular subject, but have not taken the subject at Madison, may also take the corresponding AP exam.

HELPFUL ONLINE RESOURCES
Madison’s website offers several tools to help students learn coursework, get extra help and prepare for state and college admissions exams (see www.sandi.net/madison) under Student Life/Academic Resources.

Khan Academy—A free worldwide, not-for-profit, learning environment that is designed to help students master coursework. Students can make use of an extensive video library, interactive challenges, and assessments. This self-paced learning tool provides a dynamic system for getting help and allows students to track their progress. There are more than 3500 videos in English, math, biology, chemistry, physics, history and finance. Students can practice critical skills and pick-up missed knowledge (see Student Life/Khan Academy).

March 2 Success (sponsored by the US Army)—A free tool for parents/guardians and students to prepare for state and college entrance exams. The program was developed with industry leaders in college preparation and required state testing programs to help students succeed in English, math and science, as well as improve their scores on the SAT, ACT, and ASVAB. The website provides customized lesson plans to help students focus on the areas in which they need help, allowing them to skip through what they already know. There is no obligation and the site can be used by anyone with access to a computer and Internet. Armed services recruiters will not contact students.

TIMETABLE FOR COLLEGE PLANNING
FRESHMAN YEAR
- Enroll in college preparatory classes (UC/CSU A-G approved).
- Visit MHS website regularly for important dates and information.
- Use “college search” within collegeboard.com website to find requirements for specific colleges you may pursue.
- Commit to several extracurricular activities and begin to log activities, clubs, sports, tutoring, and community service hours.
- Enroll in Summer School for credit recovery (if needed).

SOPHOMORE YEAR
- Continue in college preparatory classes (UC/CSU A-G approved).
- Enroll in Fall for the PSAT (Preliminary Scholastic Aptitude Test).
- Visit MHS website regularly for important dates and information.
- Use PSAT results to navigate collegeboard.com website, get a skills report and develop personalized study plan.
- Sign up for official SAT Question of the Day for daily practice through collegeboard.com.
- Develop a list of colleges that interest you; research requirements.
- Visit college campuses.
- Continue to log extracurricular activities.
- Attend Summer School for credit recovery and/or plan a summer enrichment opportunity such as job, internship or volunteer.

JUNIOR YEAR
- Continue in college preparatory classes (UC/CSU A-G approved).
- Enroll in Fall PSAT (Preliminary Scholastic Aptitude Test).
- Prepare for SAT by taking free, full length practice test at collegeboard.com.
- Enroll in Spring SAT and/or ACT.
- Enroll in specific SAT subject tests depending on your college and major.

SENIOR YEAR
- Enroll in Fall for the SAT and SAT Subject Tests (if required by college) and/or ACT.
- Visit MHS website for scholarship bulletin; visit counseling office.
- Visit and apply to colleges.
- November: UC and CSU applications are due.
- March: Financial aid application/Dream Act
SECTION IV: COUNSELING AND OTHER RESOURCES

COUNSELING CENTER

The counseling center is staffed by faculty who care about students’ needs and who assist with educational planning; home, school and/or social concerns; career information; administration and interpretation of test scores; college admission and financial aid advisement; or other issues students would like to discuss with a counselor. Referrals to an outside resource are also available. Each student is assigned to a counselor at the beginning of the freshman year according to an alphabetical Since the counselors respect instructional time, students are not given "white" passes to the counseling office during class time. The counseling center has extensive information on colleges, careers, and testing schedules/applications (including SAT, ACT, and PSAT). Counselors offer special assemblies and parent programs such as Spring Into College (9-11 grades), Senior College Bound Symposium and Financial Aid Night. Students are recognized for academic honors at Principal’s Honor Roll assemblies and other special events reflecting outstanding student achievement. Madison students are college and career ready. All Madison students are offered an academic program that meets and exceeds the UC/CSU college admission requirements, known as the “a-g” pattern. Here are the minimum course requirements required for eligibility to apply. With the competitive status of college admissions, students should plan to meet the “recommended” courses in addition to the basic requirements. Admission is based upon an eligibility index that includes weighted grades in “a-g” courses, SAT scores, as well as a personal statement/activities/honors section (for UC only). See Madison High’s Course Description and Educational Planning Booklet for more detailed information about diploma requirements (available on Madison’s website).

COURSE SELECTION

Course selection is an extremely important decision on the part of each student, the school, and the parents or guardians. Considerable time is spent in developing a school schedule that meets the needs of students, conforms to the guidelines of the district and teacher contracts, and provides a strong educational program to all students in the school. Students and parents select classes for students in the spring after hearing a classroom presentation by a member of the counseling staff. Parent approval is encouraged on the programming card and each student benefits from an individual conference with his/her counselor.

Our program is designed and staffed according to student selections and therefore, changes may not be possible until after the school year has begun in September.

COURSE SYLLABUS

Each teacher at MHS publishes a course syllabus, which is distributed to students for parent signature, during the first week of school. The syllabus explains the scope of a course, class organization, and requirements for learning the course content. In many classes, teachers will ask to have parents sign that they have read document. The course syllabus provides a guide for meeting the requirements of each class.

STUDENT TRANSFER POLICY (Schedule Changes)

Student initiated class changes are minimal and are seldom made after the second week of the semester. Students initiate a change by seeing their counselor before or after school. The change is not complete until the counselor has met with the student, and if necessary, the parent and the teacher. Therefore, students should select their classes thoughtfully and with parent approval.

During registration and the first week of school schedule changes are made for errors in scheduling and inappropriate level placement only. No requests for change of instructor will be considered.

Students and parents select classes in the spring, during articulation, with the clear expectation and understanding that the schedule created is final. Changes will be made if there is either 1) an error in scheduling or 2) an inappropriate level placement. Changing one’s mind about preferred classes does not constitute a scheduling error.

Errors in Scheduling

Examples of errors in scheduling:

- The student is placed in Integrated Math II but the student earned a D/F in Integrated Math I and therefore must repeat the Integrated Math I class.
- The student is not placed in a Period 3 class, therefore the student has an open period.

Student-initiated Changes: Completed with the student's counselor during registration (given priority) or the first week of the semester if there is a scheduling error that was not corrected earlier. Students should go to the counseling office during the period that contains the error or if he/she is not on the roster, with a pass from their teacher.

Teacher-Initiated Changes: Class changes due to inappropriate level placement, based on the teacher's or counselor's professional determination that the student is inappropriately placed. Teacher-initiated changes do not come from a student or parent request.

Inappropriate Level Placement

Examples of inappropriate level placement:

- The student is placed in Advanced Biology but did not meet the prerequisites.
- The student is placed in higher-level Spanish without sufficient background in the Spanish language to succeed in the class, as determined by the teacher.

Madison High School's policy concerning the changing of classes (due to inappropriate placement) requires consideration from all the stakeholders in the school community. Beginning the first week of school until the end of the first grading period week (six weeks), teacher-initiated changes may occur, as long as specific guidelines have been met. The change must be in the best interest of the student, taking into account that the leaving and receiving teachers agree to the change, and the size of both classes doesn't violate labor agreements or district policy.
The sequential procedure to facilitate an inappropriate level schedule change is that:

1) The current teacher consults with the student’s counselor and parent(s) about the student’s placement.
2) Teacher or Parent or Student turns in a Schedule Change Form with all stakeholders’ signatures.
3) If space is available in the receiving teacher’s class, the change is made by the counselor.

After the second week of school has started, the following steps must be followed before a parent or student requested schedule change is considered:

Step 1: Student requests and completes a conference with teacher to discuss concerns.
Step 2: If step 1 does not resolve issue; parent requests and completes conference with teacher and creates a plan of action.
Step 3: Teacher, parent, and student agree that plan of action has been implemented and student has made every effort to succeed in class AND should still be considered for a class change.
  - If no agreement is reached, then a request is made for a Vice Principal to mediate.
Step 4: Student obtains course request change form from counselor and obtains signatures/approval of all affected teachers.
Step 5: Counselor may change student’s schedule as long as receiving teacher has seats available at time of the reception of the change form. Administrative approval may also be necessary in some cases.

No changes may be made after the first progress report (six weeks) without approval from administration and only to meet graduation requirements for seniors or consistent SDUSD Admin. Policy 4705. Adopted by IGC 1/30/

GRADE QUESTIONS, CHALLENGES AND CHANGES

Occasionally a concern arises about the grade that a student has been issued by a teacher for work completed in the course. We encourage students and parents to contact the teacher as soon as possible whenever any concerns arise over grades. Issues that are dealt with in a timely manner can often be resolved with the teacher. Simply asking a teacher how a student can improve his or her performance in class will clarify the expectations the teacher has of the student. A meeting with a counselor would be the next step in trying to improve student grades and student performance in school. In some cases, a vice principal may intervene to help resolve any concerns surrounding student grades.

Once semester grades are issued, parents may appeal a grade (SDUS AP 4705).

LIBRARY/MEDIA CENTER INFORMATION

The library/media center is open before school, during lunch and after school until 3:20 p.m. There are computers located in the library. (See “Surfing the Net” for more details.)

COSTS AND FINES

<table>
<thead>
<tr>
<th>Lost Book</th>
<th>Book Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both Bar Codes off Book</td>
<td>Book Cost</td>
</tr>
<tr>
<td>Overdue Library Book</td>
<td>$0.10 / day</td>
</tr>
</tbody>
</table>

TEXTBOOKS

Textbooks are issued through the library directly to students, and students are responsible for the specific bar code numbers issued to them. If books are damaged, students to whom the books are issued may be financially responsible. (District Procedure #2170)

Refunds: In order to be issued replacement books, students may need to pay for the missing books. If the missing books are later found or turned in within one year, the student will receive a full refund.

Textbook Return: Any person who willfully retains any print or non-print library material, or other property belonging to the district, for thirty days after written notice is given upon expiration of the normal loan period, is guilty of a misdemeanor (Ed Code Section 19911). Students MUST RETURN the specific books to the library that were issued to them on or before the last day of school. Students with a debt to the school will be placed on the indebtedness list and may not be allowed to participate in extracurricular activities. (Administrative Procedure 2170 and Ed code 19911) Students are responsible for their textbooks.

SCHOOL NURSE HEALTH SERVICES

Students who are ill and who need to go home during the school day must be seen by the school nurse, or a school administrator, who will notify the parent, as needed. Students must not use their cell phone to request a parent/guardian to pick them up. All medications must be given by the site designee(s). This includes prescriptions, antibiotics, cold medicines, allergy medication, etc. Appropriate paperwork must be completed by a physician and/or student’s parent/guardian.

Students are urged to make all medical and dental appointments after school hours. If a medical or dental appointment must be made during the school day, the parent or guardian should call the attendance office to arrange for a BLUE SLIP. (See ATTENDANCE section of this handbook.) First aid, emergency and general health services are provided by a School Nurse when on duty. There are no “walk-ins” allowed during instructional time—a pass to see the Nurse must be issued by the classroom teacher. For "non urgent" matters, a student may visit with the nurse before/after school or during lunch. Prescription medication may not be given to students by the health office or other school personnel unless accompanied by a statement from a physician. SDUSD policy allows the Health Office to dispense Tylenol© or Ibuprofen if a signed parental consent form is on file. Please be sure to have a completed permission form on file each year.

Student Illness while at school: Students who are ill and who need to go home during the school day must be seen by the school nurse, or a school administrator, who will notify the parent, as needed. Students must not use their cell phone to request a parent/guardian to pick them up. All medications must be given by the site designee(s).
SECTION V: PARENT RESOURCES

FOLLOW US ON FACEBOOK AND INSTAGRAM:
FACEBOOK: MADISON WARHAWKS (MADHOUSE)
INSTAGRAM: MADISONWARHAWKS

DAILY BULLETIN
The Warhawk Daily Bulletin is the main way that students learn about campus events and deadlines. It airs every morning via closed circuit television on the Hawkeye News, is posted in the attendance office and available on Madison’s website. It contains the day’s bell schedule, calendar of daily events, late bus schedule, and key announcements regarding such important events as SAT testing deadlines, fundraisers, club meetings, graduation gown orders, special Link Crew-sponsored events, and athletic competitions. Parents can access the daily bulletin on the front page of Madison’s website at http://www.sandiegounified.org/madison.

COUNSELING NEWSLETTER (Hawktalk Express)
This parent newsletter is published and mailed home with the progress report or report card. It contains information such as interventions available for at-risk students, important deadlines for college and financial aid, an overview of school-wide testing and graduating class news.

MADISON MARQUEE AND AUTO DIALER
Key events and deadlines are posted on the Madison marquee, which is near the Doliwa Drive entrance to the school. When important events like Open House, final exams, and Senior Financial Aid Night occur, it is likely that families will receive an automated phone call with the critical information. If your student has been absent and the absence has not been cleared during the day, you will also receive an automated message requesting that you call the Attendance Office. The auto dialer leaves messages in the early evening hours. Please work out an arrangement with your student so that you play these important messages, as we rely on them to deliver our most timely information.

STUDENT NEWSCASTS
Our Broadcast Journalism program is housed in a state-of-the-art facility on the north east side of campus. The class produces regular news broadcasts geared toward student-centered events, issues and contemporary topics. Broadcasts are aired daily for the morning bulletin and in advisory classes.

VOLUNTEER OPPORTUNITIES FOR PARENTS AND COMMUNITY MEMBERS
Volunteers serve a vital role in campus life. We have a variety of ways parents can help support MHS. To learn more about volunteering, call (858) 536–0336.

The Foundation of James Madison High School provides a great opportunity to stay connected with what is happening at the school, the district as a whole, and each of the clubs. The principal, Heather Seaton, provides a detailed Administration report, Madison Community of Schools report, and upcoming changes from the District. We invite you to join us on the 3rd Thursday of each month (excluding November, December, June - August) in room 101 at 6:00 p.m. or email foundationmadisonhs@gmail.com for additional information on how you can be a part of our great organization. Follow us on Facebook @JMHSFOUNDATION.

VOICEMAIL AND EMAIL
All Madison faculty and staff have access to a 24-hour email and voicemail system, and we encourage parents to communicate freely with us. Email addresses are posted on the website and are displayed on the course syllabus each teacher distributes to all students the first week of school. Generally the San Diego Unified School District email address includes the first initial and last name of the teacher, followed by sandi.net. (Please see Madison’s website under Faculty and click on the teacher’s name to verify their email address.) To contact a teacher by phone or voice mail, please call (858) 536-0336 and follow the directions. Teachers check email and voicemail at least once daily, depending on their prep period and after school responsibilities.

WARHAWK WHISPER
The Warhawk Whisper is an email bulletin with important news, that is available to all parents who include an email address on the online registration form. Be sure you update your registration printout prior to the “Warhawk Walk” on August 15 and 16.

MADISON WEBSITE
Time sensitive information, as well as the Staff Directory and calendar items that are relevant our Warhawk students and families are posted on Madison’s website and updated regularly. We also showcase school news and participation in cluster and community events.

HELPFUL WEBSITE TOOLS
Madison’s website offers several tools to help students learn coursework, get extra help and prepare for state and college admissions exams (see www.sandi.net/madison) under Student Life/Academic Resources.

Khan Academy—A free worldwide, not-for-profit, learning environment that is designed to help students master coursework. Students can make use of an extensive video library, interactive challenges, and assessments. This self-paced learning tool provides a dynamic system for getting help and allows students to track their progress. There are more than 3500 videos in English, math, biology, chemistry, physics, history and finance. Students can practice critical skills and pick-up missed knowledge (see Student Life/Khan Academy).

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SECTION VI: STUDENT LIFE

ASSOCIATED STUDENT BODY (ASB)

ASB Cards
ASB cards are a great way to support Madison’s activity program. In addition, ASB cards give you reduced admission to all football and basketball games and provide discounts for yearbook, dances, drama and music productions, as well as other special promotions. ASB supports clubs and organizations throughout the campus. Please consider purchasing an ASB card to support your student body. The cost is $25.

ASB Student Government and Activities
Student government activities are organized on two levels — schoolwide and by grade level. The school-wide organization, the Associated Student Body (ASB) is made up of all students enrolled at Madison. The purpose of the ASB is to encourage a high standard of scholarship, to promote order and discipline, to foster cooperation between the administration, staff and student body, to initiate and supervise all student activities, and to inspire loyalty to Madison High School.

ASB Organization
Elections are held each year for these student government positions:

<table>
<thead>
<tr>
<th>ASB Executive President</th>
<th>Commissioner of Spirit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASB Executive Vice President</td>
<td>Commissioner of School Events</td>
</tr>
<tr>
<td>ASB Executive Secretary</td>
<td>Commissioner of Clubs</td>
</tr>
<tr>
<td>ASB Executive Treasurer</td>
<td>Commissioner of Fundraising</td>
</tr>
<tr>
<td>Class President</td>
<td>Commissioner of Hospitality</td>
</tr>
<tr>
<td>Class Vice President</td>
<td>Historian</td>
</tr>
<tr>
<td>Class Secretary</td>
<td>Rally Coordinator &amp; Nest Leader</td>
</tr>
<tr>
<td>Class Treasurer</td>
<td>Community Service Coordinator</td>
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<tr>
<td>Commissioner of Publicity/Media</td>
<td>MTSS Student Ambassador</td>
</tr>
<tr>
<td>Commissioner of Elections/Recognition</td>
<td>Student DJ/MC</td>
</tr>
</tbody>
</table>

ATHLETICS

Roles of Athletic Staff
Vice Principal: Ms. Robin Peters, Vice Principal, is responsible for overseeing the athletics program at Madison. The vice principal’s role is to act as the principal’s designee in matters that involve the athletic department’s direction and daily operation. The vice principal works in conjunction with the athletic director to resolve issues involving athletes, coaches, parents, officials and rule interpretations.

Athletic Director: Mr. Rick Jackson, Athletic Director (AD), is responsible for the day to day operation of the athletic department and its programs. In conjunction with the administration and coaches, the AD sets and interprets the policies of the high school for students and parents. The AD is the person to contact if there is an issue that has been unsuccessfully resolved at the coach level.

Coach: The coach has the responsibility and obligation for the following:
- The try-out and selection process of the sport.
- The selection of the students that will make up the team.
- Team coaching, team spirit, and the scheduling of events, games and tournaments.
- Communicating with parents about concerns that may arise throughout the season.
- Developing and monitoring all team fundraising events.
- Reporting scores of games to AD, to CIF home, max preps and any other necessary outlets.

Contact individual team coaches for any student or team concerns.

Who to Contact if you have Athletic Questions
Call Mr. Rick Jackson, Athletic Director, (858)536-0336 ext. 3041.
Email: rjackson2@sandi.net
Contact for questions concerning the Athletic program, eligibility, officiating, or coach concerns (after trying to remedy concerns with the coach) and for any CIF issues.

<table>
<thead>
<tr>
<th>Fall Season</th>
<th>Winter Season</th>
<th>Spring Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>Basketball (Men’s)</td>
<td>Baseball</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Basketball (Women’s)</td>
<td>Badminton</td>
</tr>
<tr>
<td>Football</td>
<td>Soccer (Men’s)</td>
<td>Golf (Men’s)</td>
</tr>
<tr>
<td>Tennis (Women’s)</td>
<td>Soccer (Women’s)</td>
<td>Softball</td>
</tr>
<tr>
<td>Volleyball (Women’s)</td>
<td>Wrestling Tennis (Men’s)</td>
<td>Track and Field</td>
</tr>
</tbody>
</table>

CLUBS AND ORGANIZATIONS

All extracurricular activities must be carried on within the framework of district policies. Madison has many clubs and student organizations (listed below) or students can form their own club by finding a group of friends with the same interest and a certificated faculty member to sponsor the group. More information about these clubs can be found on Madison’s website under Student Life/Clubs and Organizations.

<table>
<thead>
<tr>
<th>Academic League</th>
<th>Broadcast Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASB Club</td>
<td>Boys Soccer</td>
</tr>
<tr>
<td>American Sign Language (ASL)</td>
<td>Boys Volleyball</td>
</tr>
<tr>
<td>AVID</td>
<td>California Scholarship Federation</td>
</tr>
<tr>
<td>Auto Shop</td>
<td>Ceramics</td>
</tr>
<tr>
<td>Badminton Club</td>
<td>Cheer</td>
</tr>
<tr>
<td>Band</td>
<td>Chess</td>
</tr>
<tr>
<td>Baseball Club</td>
<td>Circle of Friends</td>
</tr>
<tr>
<td>Boys Basketball</td>
<td>Class 2020</td>
</tr>
<tr>
<td>Black Student Union</td>
<td>Class 2021</td>
</tr>
</tbody>
</table>
SCHOOL DANCE STANDARDS
With the purchase of a dance ticket, students attending Madison High School dances, whether on or off campus, agree to follow the rules and policies set forth below. These rules and policies are a contract between the school and the student. Non-student guests of Madison High School students must also follow these rules and sign a contract prior to being allowed to purchase a ticket for a Madison High School dance. The primary purpose of the rules is to promote a safe, clean, and fun environment at a dance. The secondary purpose is to assure parents/guardians that their students are at the dance location during the prescribed hours. Additionally, all Madison High School rules apply to expected behavior at all dances.

- Students must not be on the LOP (Loss of Privileges) list.
- Students must show a CURRENT MADISON HIGH SCHOOL photo ID when purchasing dance tickets.
- Students are required to have a completed and signed dance contract when purchasing tickets, which includes the signature of the AS Advisor indicating that the student meets the guidelines for attendance.
- Students may not be indebted to the school (i.e. overdue library books, loaned equipment, club debts, sports debts, detention/suspensions, etc.)
- Students must show a CURRENT MADISON HIGH SCHOOL photo ID when entering the dance
- All guests MUST have a PHOTO ID to be admitted to the dance. All guests must read, sign, and return at the time of ticket purchase a Dance Contract containing these rules and policies. The Madison High School student is responsible for informing his/her guest of the requirements for Photo ID. NO ID = NO ENTRANCE.
- Guests must be under 21 years of age.
- Administration has the discretion to deny guest contracts in order to provide a safe and memorable dance experience.
- Tickets are non-refundable, non-transferable, and may not be resold. These actions VOID the ticket.
- Students and guests are not allowed to leave a dance early, without prior approval from a Vice Principal.
- Students and guests must be checked in and in attendance at the dance by the time specified on the dance contract. If they are not present by that time, their parents/guardians will be called to determine students’ location. In this case, student and guest’s admittance into the dance will be at the discretion of the school administration.
- Appropriate dance attire is required. Students violating Madison High School standard dress code may be refused admittance to the dance. The dance dress code is outlined in detail on the required dance contract.
- Students and guests who attend a dance may be subject to search or frisk prior to entering the dance to help insure that no improper items are brought into the dance.
- Students who appear to be under the influence of alcohol or other controlled substances may be subject to verification through Breathalyzer or other law enforcement investigative practices.

FINANCE OFFICE PROCEDURES
Students are required to present their current School ID for ALL financial transactions.

1. General Information:
- The Financial Office is open for sales during student lunch and after school.
- P.E. Clothes, ASB Cards/Stickers, Yearbooks, and Yearbook Ads are sold through the Financial Office.
- Payment methods accepted are cash or checks made payable to Madison High School.
- If purchasing multiple items for a student, only one check needs to be written for all items purchased (i.e. ASB Card, Yearbook, and P.E. clothes together)
- Yearbooks and yearbook personalization can also be purchased online with credit cards by accessing the Jostens publishing company page through the Madison High School website.
- Yearbook personalization and icons are available for purchase online only through the Jostens website.

Note: Beginning April 15th through June 30th, our district requires CASH only for all payments.
2. ASB Dances and Senior Prom:
   - Student must not be on the LOP (Loss of Privileges) list.
   - A signed Dance Contract is required to purchase tickets.
   - Students must be cleared and signed off by the ASB Advisor for meeting the following guidelines before purchasing dance tickets:
     - All debts are required to be cleared to purchase tickets.
     - ASB Dance tickets may be purchased by cash or check.
     - Prom tickets & senior breakfast may be purchased by cash only.

FOOD AND BEVERAGE RESTRICTIONS
No food (including gum and candy) or beverages are to be consumed in classrooms, Library/Media Center, or office areas to provide for sanitation, insect control, and floor protection. No glass bottles or containers are allowed on campus. Please help us keep the classrooms and our campus clean. Throw any trash items into a trash can or recycling bin.

IDENTIFICATION CARDS
Students will need their I.D. cards to check out library books and textbooks, get a locker, for admission to school dances, to ride the school bus (bus route sticker attached), etc. We consider it like a driver's license; students should carry their I.D. at all times while on campus or at events. All students will be issued their first I.D. card at no cost. Lost or stolen cards may be replaced during lunch in the counseling office.

INDEBTEDNESS
Students with indebtedness will lose extracurricular activity privileges including athletics, cheer, dances, etc. Seniors will not be allowed to participate in graduation activities until indebtedness is cleared.

INTERNET ACCESS
The library and all classrooms on campus are connected to the Internet and other networks via the San Diego Unified School District Wide Area Network (WAN). Students may have access to:
   - Information and news from a variety of sources and research institutions;
   - Discussion groups on variety of topics;
   - University libraries, the Library of Congress and more!

LOCKER INFORMATION
Locker access on the MHS campus is a privilege and is limited to the locker rooms. In order to keep this privilege available to all students, locker users are expected to take responsibility for the care and protection of school lockers. To that end, the following rules govern locker use at Madison High School. If a locker is issued to a student, the student acknowledges the following rules and agrees to abide by them:
1. Locks are, and remain, the property of MHS.
2. Lockers and the contents therein are subject to search at the discretion of the school administration and school police.
3. Students understand that MHS is not responsible for personal or school property that is stored in the locker room.

LOST AND FOUND
Lost and found articles are turned into the finance office and may be claimed during lunch or after school. Found textbooks are returned to the library.

LUNCH POLICY
All students at Madison receive free breakfast and lunch under the USDA’s Community Eligibility Provision, which allows students to eat daily nutritious meals at no charge without families having to fill out any Free and Reduced Meal Applications or paperwork.

NOTE: To qualify for an Advanced Placement, SAT, or ACT fee waiver you must still must a lunch application on file and qualify for the free/reduced meal program. If you have any questions, please see Ms. Trombley in the front office.

STUDENT PARKING
Students must park in the lot designated for students (behind the Performing Arts Center). Permits are required and can be obtained from the office. There is no charge for a parking permit. Students are not to enter the student parking lot during the school day, including lunchtime. Students may not move vehicles between classes. Student parking in the staff parking lot in front of the school is not allowed; violators may be cited.
SECTION VII: School Safety

Madison High School maintains a comprehensive school safety plan that meets state requirements as described in California Education Code Section 32280 et seq. The safety plan includes disaster procedures, procedures for safe entry and exit of students, procedures for serious disciplinary problems, a sexual harassment policy, child abuse reporting procedures, school dress codes, and school discipline policies.

CLOSED CAMPUS AND TRANSPORTATION TO SCHOOL
San Diego Unified School District operates under a closed campus policy. Students who leave campus at any time, including breaks and lunch, without proper authorization (a blue slip requested by a parent/guardian) are considered truant. If students are off-campus without a blue slip, they may be cited by the San Diego Police or San Diego Unified School District Police. Parents cannot clear a truant student after the fact. Student bicycles and skateboard racks are located at the end of the 100 building. For everyone’s safety, skateboards are not to be ridden or carried on campus and should be secured in the 100 Building skateboard/bicycle storage area. Skateboards cannot be stored in classrooms or counselor offices. Students who drive to school enter the student lot off of Warhawk Way. They will be informed of a parking permit process when school begins in the fall. Parking lots are monitored by campus supervision.

Parents who drive their student to school should be aware that the staff parking lot is not a drop off point for students between the hours of 7-7:25 a.m. We advise parents to drop off students on Warhawk Way or along the Doliva Drive border of campus. Breakfast is served on campus beginning at 7 a.m. daily. VEEP students will receive a letter of transportation confirmation from the district in August. If parents do not receive this letter, please contact San Diego Unified School District’s Transportation Department at (858) 496-8460 (option 1) to verify your student’s transportation arrangement for August 26. VEEP buses deliver students in the bus parking lot on the east side of campus. Once the students have arrived on campus, they are not to leave to go to the mini-mart on Clairemont Mesa Blvd., or any other destination. Students who leave campus are truant.

DELIVERIES TO SCHOOL
All deliveries and visitors must report to the main office. Deliveries from food vendors or food delivery services are not accepted at any time. In order to maintain the safety and security of our campus and students, and limit distractions to the educational environment, we do not accept lunch deliveries. All students are able to receive free breakfast and lunch. Deliveries of other items such as balloons/flowers will be held in the office until the end of the school day.

EMERGENCY PROCEDURES
Madison maintains a school-wide safety plan and holds regular drills for earthquakes, disaster preparedness and lockdowns. Our first priority in any emergency situation is the safety of all students and staff. In the event of an emergency, parents are notified by e-mail and telephone through SchoolMessenger. Parents are encouraged to tune into local media to learn about the details of an event. Parents can also download a San Diego Unified app for their smartphone on San Diego Unified’s website (www.sandiegounified.org) to receive information and updates. SD-Emergency is also a smartphone app that is available on Apple iTunes at https://itunes.apple.com/us/app/sd-emergency/id561733287?mt=8.

We ask that parents refrain from coming to the school in an emergency situation until such time that the school requests that parents do so. During an emergency, all attention is paid to the safety of the students and school personnel. Our primary concern is to secure the campus and ensure the safety of everyone within the school. All school personnel are involved in emergency situations which impacts school communication. We are unable to take incoming phone calls or answer e-mails in an emergency. Regular office services will resume at the conclusion of an emergency. Students are advised to return to school in the event of a catastrophic emergency, such as an earthquake, when on their way to or from school.

LEAVING CAMPUS (Before School, During Lunch, After School)
Students are not to leave campus once they arrive in the morning (whether on foot or by bus). They are not allowed to leave campus or go to their car during lunch. They must check in to an after school activity or tutoring once the school day has ended. There are no in-and-out privileges for students at any time. Parents will be notified by phone if a student violates this procedure and an immediate pick-up will be expected.

BLUE SLIPS
Procedure for leaving campus during the school day: If you must leave campus during the school day, your parent or guardian must call the attendance office 24-hours in advance to give permission for your release. A blue slip will be issued by the attendance office. Failure to get a blue slip before leaving campus will result in a truancy (even if your parent/guardian calls the following day to excuse you), as these cannot be cleared after the fact. Please make an effort to schedule your medical, dental and personal appointments after school hours. If you are off campus during school hours without a parent or a blue slip, you may be issued a citation and/or a fine (up to $290 and/or community service) by the police.

STUDENT RESOURCES
- Crisis Hotline for Mental Health: (888) 724-7240 (up2sd.org)
- Crisis Text Line-Support for Teens: Text UCTL* to 741741, a helpful resource for bullying, drug problems, pregnancy, depression, STDs, LGBT, concern for others, etc.
- National Suicide Prevention Hotline: 1-800-273-8255
- Depression/Suicide Hotline: The Trevor Project call 866-488-7386 (24/7), Live Chat with the Trevor Project, Fridays, 4pm-5pm
STUDENT RESOURCES (continued)

- Rape, Abuse and Incest National Network (RAINN): Call 1-800-656-4673 (24/7) Live Chat with RAINN (24/7)
- Childhelp National Child Abuse Hotline: Call 1-800-422-4453 (24/7)
- National Safe Place: Text SAFE and your current location to the number 69866 (24/7)
- Eating Disorders: http://wvm.nationaleatingdisorders.org/ Confidential Helpline 1-800-931-2237
- Gang Rescue and Support: http://www.graspyouth.org/
- Self-Harm Resources:
  - Sharp.com/mesavista
  - Selfinjury.com

STUDENTS SPEAKING OUT
Students Speaking Out provides students with a way to anonymously report crime and dangerous activities at school via phone, text or website. The information is passed directly to authorities. A number is given to the tipster at the time the tip is given, allowing the tipster to receive a cash reward that they pick up at a local bank. The call taker, nor bank teller, will ever ask for a name. Learn more at www.studentsspeakingout.org.

VISITORS
All visitors, including parents, must report to the main office and sign in. Visitors are issued a visitor’s badge to be worn during their entire visit. Upon leaving campus, visitors must report to the main office and sign out. Former students and students from other schools, except those on official business, are not allowed on San Diego Unified School District campuses during school hours. Parents must have prior approval from a teacher or vice principal to visit a classroom.

Before you speak:

THINK

T = Is it True?
H = Is it Helpful?
I = Is it Inspiring?
N = Is it Necessary?
K = Is it Kind?
**ALMA MATER**

O' Madison we pledge to thee
Our honor and fidelity.
Now and in the years to be—
Our never failing loyalty.
Colors raised on high,
we'll say
Never fail the blue and gray
To depart the game is won,
Hail to thee, O' Madison.

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**FIGHT SONG**

Onward Warhawks, fight on to fame!
Onward Warhawks, forward to win the game!
Warhawks, Warhawks, we sing your praise!
Vikings, Pointers, Buccaneers, Komets, Chieftains, Always Fear!
Warhawks from MHS!