



**JAMES MADISON
HIGH SCHOOL
2007-2008**

STUDENT HANDBOOK

- I. General School Information
- II. Student Management Plan

Information Every Student Should Know

4833 Doliva Drive
San Diego, CA 92117

(858) 496-8410
FAX: (858) 496-8421

Administration

Principal: Carol Whaley
Vice Principals: Barry Mangan, Richard Nash

School Colors: Blue, Gray, and White

Web Page: www.madison.sandi.net

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper





Principal's Message

Dear Madison Students and Families:

Welcome to the 2007-08 school year. As a Madison graduate, you will be equipped with the educational background to pursue any level of post secondary education. We believe that Madison High School graduates should not only be college-bound, but college-ready. This planner has been constructed to share important information regarding our school expectations, school traditions, school procedures, graduation requirements, key Madison personnel, and information about school extracurricular, and athletic opportunities at Madison. In addition, this planner provides you with a calendar to assist you in managing your time, record your daily assignments, schedule school activities and clubs, and even coordinate your personal appointments or work schedule. High school is a busy time and you don't want to miss out on all the fun an opportunities!

Our faculty is dedicated to contributing to see that all students are successful at Madison. Madison teachers, students, and programs have received citywide, statewide, national, and even worldwide recognition in the fields of Robotics, AJROTC, Performing Arts, and Athletics. I encourage you to get involved in school activities, take advantage of the many opportunities here at Madison, take the most rigorous courses that your counselor/teacher recommends, do your best, and get help when you need it. Pursue your passion and dreams. Madison staff want to make your dreams a reality.

You can be proud to say you are a Madison Warhawk!

Go Warhawks!

Carol D. Whaley

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

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!

Vision Statement

The vision of James Madison High School is to provide a high quality education for all students that will enable them to reach their maximum potential as responsible, productive citizens and life-long learners. Drawing upon our diverse environment encourages each student to grow intellectually and emotionally, to act purposefully and morally, and to lead an active, healthy life.

Mission Statement

It is the mission of James Madison High School to provide all students with the tools necessary for lifelong learning.

Expected Schoolwide Learning Results

Expected Schoolwide Learning Results (ESLRs) clarify for the entire school community what students will know, understand and be able to do when they graduate from high school. Madison's ESLRs were first developed in the spring of 1998 and reaffirmed during our successful WASC visit in 2005.

1. Effective Communicator – Literacy: Madison High School students, with special support for English learners, will be able to demonstrate literacy by improving performance on standardized tests by *effectively communicating* in writing, orally, and through the use of current, appropriate technology.
2. Effective Communicator – Numeracy (Math): Madison High School students, with special support for English learners, will be able to demonstrate numeracy (math skills) by improving performance on standardized tests and by *effectively communicating* their knowledge in writing, orally, and through the use of current, appropriate technology.
3. Complex Thinkers: Madison High School students will become *complex thinkers* who are able to access, analyze, and synthesize information to solve problems and to attain their academic and personal goals.
4. Collaborative Workers: Madison High School students will develop the necessary interpersonal skills to productively and *collaboratively work* while maintaining positive relations within diverse settings.
5. Responsible Citizen: Madison High School students will have the opportunity to develop the skills necessary to be informed consumers, productive workers, and *responsible citizens*.

DAILY SCHEDULE - Please complete your daily schedule.

Monday			Tuesday/Thursday		Wednesday/Friday	
Per.	Class	Rm	Period	Class	Class	Period
1			2			1
2			Adv			Adv
3			4			3
4			Lunch			Lunch
Lunch			6			5
5			Advisory Period is held Tuesday through Thursday. Fridays are reserved for assemblies, pep rallies, and any other student-centered activities. Periods 1-6 are held regularly on Mondays. Please see the Weird Weekly Calendar for more information.			
6						

“AVID”-IZING Madison High

Every student is expected to prepare for admission to a four-year college. To accomplish this, you must take UC A-G required classes and pass them with a grade of C or better.

A – G Classes

- A. History/Social Science: 2 years required
- B. English: 4 years
- C. Mathematics: 3 years required,
4 recommended (Algebra, Geometry, Intermediate Algebra)
- D. Laboratory Science: 2 years required, 3 recommended for UC
- E. Language other than English: 2 years required, 3 recommended for UC
- F. Visual and Performing Arts: 1 year required
- G. College Preparatory Electives: 1 year required

Study Buddy Contacts

In each of your classes we highly recommend finding two students you can contact when you miss class and need to get that day's assignments.

<u>Class Title/Teacher</u>	<u>Name of Study Buddy</u>	<u>Phone #</u>

People To Know

PLEASE NOTE: To contact anyone on this list or any teacher by e-mail, please use the first initial and last name followed by @sandi.net. For example, the e-mail address for someone named John Doe is jdoe@sandi.net.

Principal	Carol Whaley
Vice Principals	Barry Mangan Richard Nash
Head Counselor	Carol Sobek
Counselors	Michelle Francescotti Jessie Hancock Catie Winters
Administrative Assistant	Andrea Lopez
ASB Advisor	Lori Franks
Athletic Director	Richard Jackson
Attendance	Carlos Katzenstein TBD
Counseling Secretary	TBD
Employer Outreach Specialist	Adriana Gutierrez
Finance/Lost & Found	Lucia Pineda
Governance Chair	Candyce Schauer
Librarian	Jan Arnall
Network/Media Technician	Jim Spradlin
Nurse	Beverly Bembridge
Plant Operations Supervisor	TBD
Registrar	April Avery (Transcripts)
School Clerk	Mary Trombley
School Police Officer	Chris Padilla
SIS Site Technician	Riza Gonzales
Supervising Admin. Assistant	Carla Rodman

DIPLOMA REQUIREMENT

To earn a San Diego Unified School District diploma, a student must meet subject requirements and earn 44 credits in grades nine through twelve; 32 of those credits must be earned in grades ten through twelve.

In addition, students must earn a cumulative scholastic grade point average (GPA) of 2.0 in grades nine through twelve, successfully complete the Senior Exhibition and pass the California High School Exit Exam (CAHSEE). Students who complete subject requirements but do not meet the overall 2.0 diploma requirement or pass the CAHSEE will be issued a Letter of Completion. See Madison High's course catalog for more detailed information about diploma requirements.

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 will be monitored throughout the school year. Eligibility for activities will be 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 and major discipline issue, and 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)

Incomplete Grades are issued for only two reasons:

1. Lack of transfer grades verifying previous course work completed
2. Extensive illness with medical or doctor excuse

Regular attendance and participation in classroom activities are recognized as student responsibilities and considered an essential part of the instructional program. Any absence may 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. The teacher will report the grade change for the made up work to the registrar. After six weeks, an incomplete will change to an "F" if the work has not been made up. Work missed while a student is truant may not be made up. Citizenship grades are issued in all classes, including Advisory period.

REPORT CARDS

Two semester report cards will be issued; the first will be mailed home within two weeks after the close of the first semester, and the second report card will be mailed home approximately two weeks after the close of school. In addition, every student will receive a progress report at six and twelve weeks of each semester. Progress reports do not reflect permanent grades of the students, but will be used to help determine the final semester grade and will affect extracurricular eligibility.

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 at the beginning of the school year to demonstrate their commitment to honesty and integrity.

ATTENDANCE PROCEDURES

Regular daily attendance is vitally important. If you must be absent, have your parent or guardian call the Madison Attendance Office, (858) 496-841, x2241, or x2215 for Spanish, on the first and each successive day of absence. **Remember the responsibility of clearing your absence is up to you!**

Madison High School Tardy Policy:

- If you are late to school, you must check in at the attendance window prior to going to class.
- Teachers will not allow late students into class without a pass.
- If you are late to school or have been caught in a tardy sweep, you will be assigned a one-day after-school detention.
- You will have that day and the next school day to serve your detention.
- Failure to serve detention will result in you being assigned a Saturday School.
- If Saturday School is not served, an Alternative Day Program will be assigned.
- A formal One-Day Suspension will be assigned to those students who do not meet the Tardy Policy Standards.

LEAVING CAMPUS/BLUE SLIPS

If you must leave campus during the school day, your parent or guardian must call the Attendance Office 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.

Daytime loitering laws are now in effect. If you are off campus during school hours without a parent or a blue slip, you may be given a citation and/or a fine (up to \$290 and/or community service) by the police.

INDEPENDENT STUDY CONTRACT

For absences requiring a student to miss five or more school days, parents should 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. Administrative approval is required. Family vacations should be limited to publicized school vacation periods.

LIBRARY/MEDIA CENTER INFORMATION

The library/media center is open before school, during lunch and after school until 3:20 p.m. Students should go to the library during class only if they have an assignment which requires the use of library resources and have been given a pass by their teacher. There is also a computer lab located in the library. (See "Surfing the Net" for more details.)

COSTS AND FINES

Replacement ID Card	\$2
New Bar Code on Book	\$5
Lost Book	Book cost
Both Bar Codes Off Book	Book cost
Overdue Library Book	\$.05 / day

THE INDEBTEDNESS LIST

Students who owe books or money to the library or to other organizations on campus will be placed on the indebtedness list. Students who have overdue books or fines may receive a "U" which could affect eligibility.

ID (IDENTIFICATION) CARDS

ID cards are issued at the beginning of the year and should be carried by students at all times. Permanent ID cards will be given out only after all school forms have been returned. Cards will be needed for business such as checking out books, buying items at the financial office, going to dances and using the computer labs. Students who lose their ID cards are responsible for paying for another one. See the library technician regarding replacements.

TEXTBOOKS

1. Textbooks Issuance: 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 maybe financially responsible.
(District Procedure #2170)
2. Care of Textbooks: All textbooks, except paperbacks, should be covered. Covers are available in the library or students can make their own. Students' names should be written in ink on the inside cover of the book.
3. 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.
4. Textbook Return: Students must return the specific books which were issued to them on or before the last day of the school year. Textbooks should be returned to the library when students no longer need them. All textbooks must be returned on or before the last day of school, Monday, June 16, 2008. There will be a \$5 late fine for each book turned in after June 16, 2008.
5. Students should **NOT** leave their textbooks in the classroom.

SURFING THE NET

The library and all classrooms on campus are connected to the Internet and other networks via the San Diego City Schools' 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!

The use of the WAN and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Please remember it is to be used for educational purposes only. Users of the Net are also expected to abide by acceptable rules of network etiquette. Any student wishing to have access to the WAN and Internet must have a Student Network Responsibility Contract signed by the user (student) and his/her parent or guardian. This contract is sent home the first week of school and contains more details about acceptable and non-acceptable use, etiquette and security. Also, students must have their Madison ID card with them in order to use school computers. Infractions may result in loss of computer privileges.

Parents can view their own student's attendance records and grades by procuring a user ID and password from the Student Information Systems Technician.

COUNSELING CENTER

The Counseling Center is staffed by people who care about students' needs and assist them 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 and continues with that counselor until graduation. Counselors are available before school, after school, during lunch or by appointment. To see their counselor, students fill out a "Request to See Counselor" form before/after school or during lunch. Counselors will send for the student with a green pass.

Since the counselors respect class time, students should not ask for nor be given "white" passes to the Counseling Office, to prevent wasted time waiting to see a counselor. The Counseling Center has extensive information on colleges, careers, and testing schedules/applications (including SAT, ACT, PSAT, and the CA High School Exit Exam). Counselors will offer special assemblies and parent programs such as Tenth Grade College Planning Night, Eleventh Grade College Night, Senior College Bound Symposium and Financial Aid Night. Student recognition will be awarded at Honor Roll assemblies and other special events reflecting outstanding student achievement. Students are encouraged to visit the center and take advantage of the many resources available.

STUDENT TRANSFER POLICY

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.

LUNCH POLICY

San Diego City Schools operate under a Closed Campus Policy. During lunch, all students are required to remain on campus within the painted yellow lines. Students who leave campus will be considered truant. There are no exceptions.

NURSE'S OFFICE / HEALTH SERVICES

The nurse is available for students who become ill during the school day, for medical emergencies, and for first aid. Except in an emergency, written passes are required for all students reporting to the nurse. Students who are ill and who need to go home during the school day must first be seen in the health office. Students should see the nurse for "non-

urgent" matters before school, during Advisory, at lunch or after school. All medications must be given by the school nurse or 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.

VISITORS

No students from other schools, except those on official business, are allowed on San Diego City School District campuses during school hours. All visitors, including parents, must report to the main office and sign in. Visitors will be issued a nametag to be worn during their entire visit. Upon leaving campus, visitors are again to report to the main office and sign out.

COPIES

Scanners and a copy machine are available for students in the library.

DELIVERIES

While celebration items, such as balloons, flowers, and birthday cakes, sent to school have the best intentions, unfortunately, they cause disruption and distraction. While we agree that special days are reasons for celebrating, we request that parents/guardians, boy/girl friends and others, celebrate outside of school hours. **ITEMS SENT OR BROUGHT TO SCHOOL WILL BE HELD UNTIL THE SCHOOL DAY IS OVER.** Because they interrupt instruction, balloons will not be permitted in classrooms. Please make other arrangements to celebrate these occasions.

VENDING MACHINES

Vending machines are for use only before school, during lunch, and after school. Machines may not be used during class time or passing period.

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 in to the library.

STUDENT PARKING

Students must park in the lot designated for students. Permits are required and can be obtained from the site police officer or designee. There is no charge for a parking permit. Students are not to enter the student parking lot during the school day. Students may not move vehicles between classes. Student parking in the staff parking lot is not allowed, and violators may be cited.

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. All persons participating in performing groups, clubs and athletics are expected to purchase an ASB card. The cost is approximately \$20.

YEARBOOKS

Madison's award-winning yearbook is something you won't want to miss. Look for the early bird discounted prices if you purchase early in the year!

STUDENT GOVERNMENT AND ACTIVITIES

Student government activities are organized on two levels, school-wide 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.

ORGANIZATION OF ASB

Elections are held twice a year in Advisory classes for the following student government positions.

- ASB President
- ASB Vice President
- ASB Secretary
- ASB Treasurer
- Commissioner of Student Activities
- Commissioner of Human/Race Relations
- Commissioner of Athletics
- Commissioner of Spirit
- Commissioner of Publicity
- Commissioner of Elections
- Historian
- Staff/Student Recognition
- Business Manager
- Clubs & Funds
- Senior Class President
- Junior Class President
- Sophomore Class President
- Freshman Class President

ELIGIBILITY RULES FOR INTERSCHOLASTIC EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

- A. ACTIVITIES:** This includes ASB governing class; interscholastic sports; extra- and co-curricular activities such as music festivals, drama contests, cheer, athletics, AJROTC, etc.
- B. ATTENDANCE:** Extracurricular programs and athletics at Madison High School are an integral part of the educational experience. It is a means to provide learning opportunities for the students who participate and to help them develop habits, attitudes, and ideals necessary for ethical decisions in our society. It also provides our students with unique opportunities for self-discipline, self-sacrifice, and loyalty to the community and the school.

Madison High School extracurricular activities and athletics are voluntary programs. Thus, participation in these programs is a privilege. Along with the privilege is the responsibility to conform to rules established by the school. This privilege may be revoked at any time when a student fails or refuses to comply with the rules. In addition to standard eligibility requirements concerning extracurricular activities and athletics, all students are also expected to abide by all the following attendance procedures. A competing or participating student must be in attendance a minimum of four (4) class periods (240 minutes) on the day of an activity or competition; or on the school day prior to event if event occurs on a non-school day.

- Students must have all absences/truancies cleared before participation in any school activities. These consist of "A's" (uncleared absences) and "Z's" (truancies).
- Students must attend a minimum of four (4) class periods in the day of any activity or event to be eligible to participate.
- Students who are suspended from school are suspended from all activities.
- Student must keep up at least a 2.0 grade point average (GPA) in citizenship and scholarship.

- Students who are truant on or off campus may have their activity privileges suspended or relinquished.
 - Students who are disrespectful to any personnel (on campus or traveling to and from campus, e.g., bus drivers) may be suspended from all extracurricular activities as well as from school.
 - Athletes in sixth (6th) period athletics are expected to participate and be suited appropriately. Any athlete caught wandering campus during this period may be considered truant and may be suspended from athletic competition and or removed from sixth (6th) period athletics.
- C. ACADEMIC: 2.0 GPA is required.
- D. CITIZENSHIP: 2.0 GPA is required.
- E. SIGNATURE OF THE ETHICS CODE AND DRUG POLICY (CIF) – “Students may not use at any time any androgenic/anabolic steroid except with the written prescription of a fully licensed medical doctor by the American Medical Association to treat a diagnosed medical condition. Only use, at any time, non-muscle building, nutritional supplement(s) and only for the purpose of providing additional calories and electrolytes. For the purpose of this policy, permissible non-muscle building nutritional supplements are identified according to the following classes: carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters, and vitamins and minerals” (CIF Ethics in Sports).

Eligibility may be lost or regained only at the end of the grading period. In addition to the above eligibility rules, students participating in athletics must meet all requirements established by the San Diego City Conference and the California Interscholastic Federation (CIF). In order to stay eligible:

- First, get a copy of your attendance record and check with your teachers and parents to help clear any attendance issues.
- Second, those that uncleared absences, one Saturday School will clear four period attendance marks of "A's" or "Z's."
- Third, if you have a number of attendance issues and show an honest effort to clear them, consideration will be given for activity participation. (Saturday School attendance shows effort to improve.)
- **The best way to keep your extracurricular activity privileges is to be on time, go to class, and be respectful to everyone on or off campus!**

Madison High School intends to field the following athletic teams:

<u>Fall Season</u>	<u>Winter Season</u>	<u>Spring Season</u>
Cross Country	Basketball (Men's)	Badminton
Field Hockey	Basketball (Women's)	Baseball
Football	Soccer (Men's)	Golf (Men's)
Golf (Women's)	Soccer (Women's)	Softball
Tennis (Women's)	Wrestling	Tennis (Men's)
Volleyball (Women's)		Track and Field
		Volleyball (Men's)

Note: All unverified absences and trancies must be cleared prior to participation in interscholastic, extracurricular and co-curricular activities.



CLUBS AND ORGANIZATIONS

All extracurricular activities must be carried on within the framework of district policies. Madison has many clubs (listed below) or you can form your own club by finding a group of friends with the same interest and a certificated faculty member who is sponsoring the group.

Academic League	Leadership
Anime Club	Link Crew
Asian Awareness	MadHackers (Field Hockey)
ASB Club	Madison Theatre Arts Guild
Art Appreciation	Madison Volleyballers
Aspiring Young Artists	MATH Inc.
AVID	MECHA
Band Council	Multicultural
Baseball Club	Multimedia club
Warhawk Basketball club	Music Production
Biology	Pacific Islander
Bon Voyage	Paintball Club
Boys Soccer	Photography Club
Boys Volleyball	Power Masters
Ceramics	Producers
Cheerleaders	Robotics Devil Duckies
Choral Club	Role Playing Games
Class 2007	Science Olympiad
Class 2008	Set it Off
Class 2009	Snow & Surf
Class 2010	Softball Club
Cross Country	Super Slammin Poggers
CSF CA Scholastic Federation	Swing Kids
Design and Technology	Synergy
Football	Talon
German	The Entrepreneur's
Girls Basketball	TLC (Together Loving Christ)
Girls Soccer	Track Club
Girls Volleyball	Video Productions
Golf	Warhawks Basketball
GSA (gay-straight alliance)	Warhawk Football Club
Interact	Warhawk Regiment (Band)
JrNad	Wrestling club
JROTC	Yearbook Club

Student Management Plan

SOCIALLY RESPONSIBLE BEHAVIOR

The James Madison High School Community believes that socially responsible behavior (SRB) 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 and at all school-sponsored events. Socially responsible behavior rules 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 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. If the challenge or verbal abuse is considered a threat to a staff member, disciplinary action could result in arrest and possible expulsion from the San Diego Unified School District.

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 not being treated fairly, the student should refrain from arguing with the adult and take the appeal to the counselor and/or vice principal.

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. Graffiti and tagging will not be allowed on any personal or school property. Permanent markers, paint pens, spray paint, crayons, etc. are not to be in student possession.

Destruction of School Property: A clean, healthy, and attractive campus is a shared responsibility. In order to provide a safe and attractive environment, the following are unacceptable: litter – careless or intentional (e.g., paper, cans, gum, etc.)

1. Vandalism – defacing of or damage to school or private property, including:
 - Tagging
 - Graffiti
 - Tree, shrub, or property damage
2. 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.).

TRASH IS A SIGNIFICANT PROBLEM ON CAMPUS. YOUR HELP IS NEEDED TO KEEP OUR CAMPUS CLEAN.

Disorderly Conduct/Disturbing the Peace: Aiding or abating a fight, inciting or instigating a fight, 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.

Dress: School clothing should be neat, clean and appropriate for school activities and follow the standards of common decency. Students who violate the dress code will be required to comply prior to attending school. Clothing that violates this standard includes, but is not limited to:

1. Bandanas (carried or worn), "Do" wrap/rag, headbands/sweatbands, visors, sweatshirt hoods or non-Madison hats

2. Clothing and accessories (including backpacks, binders/folders, photos, etc.) that intend to promote or portray:
 - Drugs, alcohol and/or tobacco
 - Sex
 - Gangs (numbered hats, shirts, graffiti type writing, etc.)
3. Clothing that does not cover the midriff, shoulders, back area or skirts/shorts/slacks/jeans that expose the buttocks area.
4. Clothing that reveals or doesn't properly cover undergarments (bra straps, mesh, see-through), sleeveless, strapless, one strap, halter or tank-type undershirts.
5. Gloves worn in back pockets
6. Head covers that are not uniforms approved by the school, (e.g., ROTC OR official Madison hats - bill forward or Madison beanies).
7. Pajamas, slippers, and blankets
8. Wallet chains (of any length), belts, wrist bands, clothing or accessories that have pointed metal spikes, including skin piercings
9. Backpacks: Students are encouraged to bring and use backpacks. Writing, drawing, or marking on backpacks is not permitted.

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.

Electronic Devices/Paging Devices/Cellular Telephones: Student possession of cellular phones is permitted on campus. All devices must be kept **out of sight** and **turned off** during the instructional program. Unauthorized use of such devices disrupts the instructional program and detracts from the learning environment. CD players, iPods, MP3 players and other portable entertainment devices are prohibited at all times. Use of any such device is unauthorized and will result in confiscation and disciplinary action. Confiscated devices will be returned to the parent or guardian. No investigations will be conducted for the loss/theft of any electronic devices including cell phones.

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 disturb 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, the 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.

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

1. Name calling, racial slurs or bigoted epithets.
2. 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.

3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. The presence of literature and/or posters or references to an organized hate group.

Hazing: Hazing in any form, 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, misdemeanor penalties and forfeiture of entitlements.

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.

Inappropriate Student Publications: Students of the public schools shall have the right to exercise freedom of speech and of the press including specific bulletin boards, distribution of printed materials or petitions, wearing of buttons, badges, and other insignia and the right of expression in official publications, except that expression which is obscene, libelous, or slanderous. Also prohibited shall be material that so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations.

Injurious Objects/Explosives:

1. Any student proven to be in possession of firecrackers or any other explosive device will be subject to suspension with consideration of expulsion.
2. Any student found guilty of setting off an explosive device will result in being suspended pending recommendation of expulsion.
3. Any weapon or simulated weapon brought on campus will be confiscated. The result could be possible arrest, prosecution and expulsion. Some examples are paint guns, pellet guns, B-B guns, nunchucks, etc.

A weapon, dangerous instrument, or replica weapon is an object which a reasonable person could perceive to be a weapon. Examples include, but are not limited to: gun, rifle, pistol, revolver, "zip gun," "stun gun," taser, dirk, dagger, ice pick, knife, razor, shank, laser pointer, pipe bomb, time bomb, cap gun, containers of flammable fluids, B-B gun, pellet gun, air soft gun, spot marker gun, billy club, blackjack slingshot, nunchucks,

sandclub, sandbag, metal knuckles, or any metal plate with radiating points with one or more sharp edges, model gun, model rifle, model pistol, model semi-automatic weapon, toy gun, toy rifle, toy semi-automatic weapon, squirt gun and sword.

A student discovering inadvertent possession of a dangerous object should immediately self-report such possession to a staff member in order for optional consequences to be considered.

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:

1. Obscene or profane
2. Derogatory or intended to be racial, ethnic, religious, gender or sexual
3. Hurtful or harassing in nature

Mandatory Vests for Hallway Passes: All students who are not in a classroom during class will be required to wear a distinctive color-coded vest and have a handwritten pass in their possession at all times.

Off Limits Area: During school, students have access to almost any area on campus. The areas considered "off limits" are:

1. Parking lots
2. Athletic fields (lunch and breaks)
3. Tennis, racquetball, and outdoor basketball courts (lunch and breaks)
4. Bungalow area (lunch and breaks)
5. Public phones are off limits during class time, even with a pass from the teacher. In case of emergency, check with your teacher or the attendance office.
6. Vending machines are not to be used **during passing time or during class.** They may be used before and after school and during lunch only.
7. Students may not climb fences at any time.
8. Areas outside yellow warning line on perimeter of central campus during lunch

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 may be 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 2007-08 Academic Honesty Policy 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:

1. Prolonged or heavy kissing
2. Fondling/inappropriate sexual contact
3. Excessive body contact

Skateboards/Scooters/Bicycles: Skateboards, scooters, and bicycles are not to be ridden on campus. (84.12 (e) S.D.M.C.) They should be stored at the west end of the 100 building.

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 allowed in District buildings, grounds or vehicles.

1. State law 58.04 SDMC prohibits the smoking, possession or use of tobacco, or any product containing tobacco, while on campus or while attending school-sponsored activities.
2. 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.
3. Chewing tobacco is not permitted on campus.
4. Tobacco use cannot take place within 1,000 feet of school, or to and from school or at any school activity.

Tardies for First Period of the Day: If you are late to school, you must check in at the attendance window prior to going to class. Teachers will not allow late students into class without a pass. If you are late to school **OR** have been caught in a tardy sweep, you will be assigned a one-day after-school detention. You will have that day and the next school day only to serve your detention. Failure to serve detention will result in Saturday School. If Saturday School is not served, a one day suspension will be assigned to those students who do not meet the Tardy Policy Standards.

Theft: Taking or being in possession of property that does not belong to you.

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. The law applies to all students until they attain the age of 18.

- **Other examples of truancy may include but are not limited to: oversleeping, inability to find 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.

DISCIPLINARY ACTIONS DEFINITIONS

1. **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.
2. **DETENTION:** The student will spend time after school with the staff person who has assigned the detention. Student will receive written notification of detention. The student must resolve conflicts involving multiple detentions before detention commences. Extracurricular activities are not an excuse to miss detentions. (Saturday School is assigned for missed detentions.)
3. **CONFERENCE:** A conference is held between the student and one or more school officials. Telephone, 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.
4. **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.
5. **SATURDAY SCHOOL:** Students may be assigned Saturday School for failing to serve detentions, truants, uncleared absences, and discipline reasons as determined by the administrative staff. The student spends four hours in the Saturday School room. He/she is to bring schoolwork and is expected to study during this time. Failure to attend or being told to leave Saturday School will result in further disciplinary action.
6. **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.

7. **REMOVAL FROM CLASS:** A student will be permanently removed from class for serious and continued discipline policy infractions including habitual tardies/truancies. If the student is removed for the semester, a grade of “F” may be recorded on the student’s permanent record.
8. **TRANSFER:** Transfer to another school or alternative program.
9. **EXPULSION:** Removal of a student from the immediate supervision and control of school personnel.

CLASSROOM MANAGEMENT PLAN

- I. Teacher Discipline Plan
 - A. All teachers will post a discipline plan approved by the administration.
 - B. Discipline plan must be sent home with student and signed by parent.
 - C. Discipline plan must address the following:
 1. Behavior expectations
 2. School rules
 3. Tardies/Truancies
- II. Detention
 - A. To be issued by individual teacher
 - B. To be served with individual teacher at teacher’s discretion
 - C. Failure to serve an assigned detention will result in further action to be taken by the teacher. If student fails to serve detention after two attempts by teacher in collaboration with parent, a referral to counselor will be written.
- III. Referrals
 - A. Teacher’s Documentation on Referral – Dates and types of interventions.
 1. A detailed description of incident
 2. Date(s) of teacher/student conferences about behavior and comments
 3. Dates of parent contact(s) with intervention strategy noted
 - B. Counselor and/or vice principal response
 1. Response will occur within 48 hours
 2. Response will include action taken and plan of action if misbehavior continues
 3. Parent conference held by counselor with teacher in attendance on next offense
- IV. Serious Disruption in the Classroom
 - A. Teacher’s Actions
 1. If student is defiant and/or continually misbehaves throughout class period, teacher must attempt to resolve the problem in a professional manner.
 2. If learning environment continues to be disrupted despite attempts to resolve issues, security may be called to escort student to main office accompanied by a referral to counselor.
 3. Teacher will call parent within 24 hours.
 4. Referral steps to be followed as in III A, B.
 - B. Counselor’s Actions—see Quick Reference for Disciplinary Actions per referral process.

RESOLVING CLASSROOM DISCIPLINE

Teachers have administration-approved discipline policy posted and sent home for parent signature.

Includes:

- Tardies
- Referrals
- Following school rules
- Counsels student
- Contacts parent
- After sixth tardy referral to counselor
- Referral Writing*:
 - Detailed description of disruptive incident(s)
 - Date of parent contacts and plan of action
 - Date of student counselings and plan of action

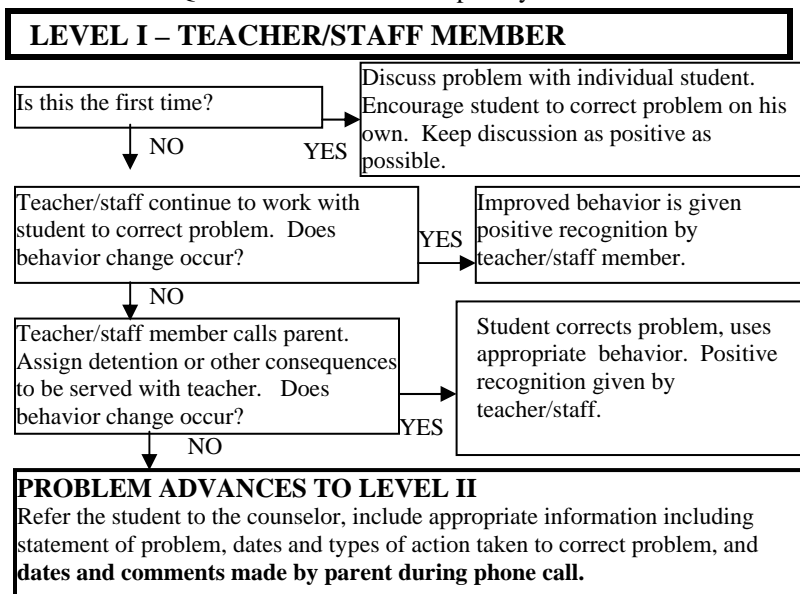
*48 hour turnaround for referral. Returned referral includes action taken and plan for subsequent action if misbehavior continues. Minimum: Student conference/detention with teacher

TARDY SWEEP

- Random tardy sweeps of students for tardies as determined by administration
- Teachers informed of sweep schedule
- Teachers on prep requested to spend first ten minutes helping with sweep
- Parents called, students escorted to class, and documentation written.
- Teachers greet students at door every period every day.
- One detention per tardy
- If detention is not served, Saturday School will be assigned.
- If detentions or Saturday Schools are missed, the student may receive a "U". The U will be removed when Saturday School is made up. In addition, student may be assigned a one day suspension.
- Vice principal and counselor will determine best course of action for habitual attendance problems.

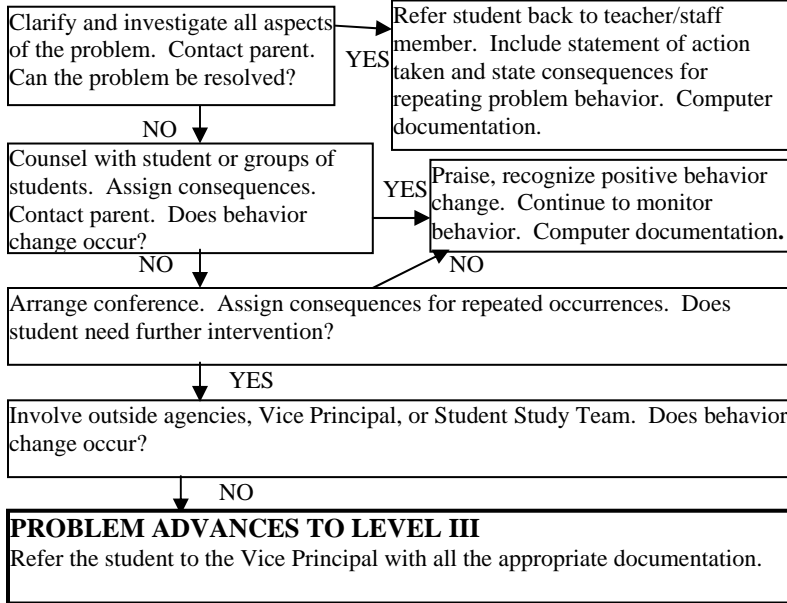
MADISON HIGH CLASSROOM MANAGEMENT GUIDELINES

Quick Reference for Disciplinary Actions

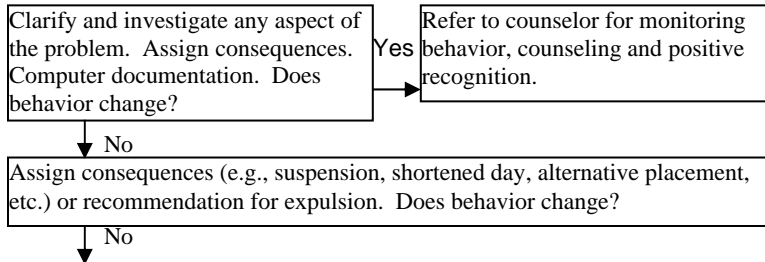


LEVEL II – COUNSELOR

Level 1 unresolved problems referred from teacher/staff member



LEVEL III – VICE PRINCIPAL



LEVEL IV – PRINCIPAL

Certain infractions and/or repeated infractions may result in involvement of the principal. Long term suspension and expulsion may occur.

SECURITY LEVEL

Certain infractions may result in involvement of security and/or campus police. Behavior such as zero tolerance offenses will go directly to vice principals and/or school police for immediate suspension/expulsion/arrest.

ACTION TO BE TAKEN				
PROBLEM AREA	RANGE	1 ST OCCURRENCE	REPEATED OCCURRENCE	REFERRED TO
Socially Responsible Behavior (SRB) – Dress: Inappropriate Clothing	Minimum	Warning	Detention	Counselor
	Maximum	Detention	Suspension	Vice Principal
SRB – Inappropriate Language/ Obscene Acts	Minimum	Warning	Detention	Counselor
	Maximum	Suspension	Suspension	Vice Principal
SRB-Public Display of Affection	Minimum	Warning	Detention	Counselor
	Maximum	Detention	Suspension	Vice Principal
Off Limits	Minimum	Warning	Suspension	Counselor or Vice Principal
	Maximum	Suspension	Suspension	
Failure to Attend Detention	Minimum	Detention	Saturday School	Counselor or Vice Principal
	Maximum	Saturday School/ADP	Suspension	
Period Truancy	Minimum	Detention	Parent Contact/ Detention	Attendance with Vice Principal
	Maximum	Saturday School	Suspension / SARB	
Truancy	Minimum	Saturday School	Saturday School/ S.A.R.B.	Attendance with Vice Principal
	Maximum	Saturday School/ADP	Alternative Placement	
Defiance of Authority	Minimum	Conference	Suspension	Counselor or Vice Principal
	Maximum	Suspension	Expulsion	
Disorderly Conduct	Minimum	Conference	Removal from Class/ Suspension	Counselor or Vice Principal
	Maximum	Suspension	Expulsion	
Bus Conduct	Minimum	Conference	Loss of bus privileges	Security with Counselor or Vice Principal
	Maximum	Loss of bus Privileges/ Suspension	Permanent loss of bus privileges	
Forgery	Minimum	Conference	Suspension	Counselor or Vice Principal
	Maximum	Suspension	Expulsion	
Plagiarism/ Cheating	Minimum	Warning	Suspension	Counselor
	Maximum	Suspension	Possible Class Failure	Vice Principal
Gambling	Minimum	Detention	Suspension	Vice Principal
	Maximum	Suspension	Suspension	
Theft/ Possession of Stolen Property	Minimum	Suspension/ Restitution	Suspension/ Restitution	Vice Principal with Law Enforcement
	Maximum	Notification of Law Enforcement/ Expulsion/Restitution/Arrest		
Possession of Lighter/ Matches/ Flammables	Minimum	Warning/ Confiscation	Suspension	Vice Principal
	Maximum	Suspension	Suspension	

PROBLEM AREA	RANGE	1ST OCCURRENCE	REPEATED OCCURRENCE	REFERRED TO
Smoking/ Possession of Tobacco Products	Minimum	Assign Intervention/ Notification of Law Enforcement	Suspension/ Notification of Law Enforcement	Vice Principal
	Maximum	Suspension	Notification of Law Enforcement	
Destruction of Property/ Vandalism	Minimum	Detention	Suspension/ Restitution	Vice Principal with Law Enforcement
	Maximum	Expulsion/ Restitution/ Arrest	Expulsion/ Restitution/ Arrest	
Hazing	Minimum	Conference/ Documentation	Suspension/ Documentation	Vice Principal With Law Enforcement
	Maximum	Suspension/Notification of Law Enforcement/Arrest		
Fighting/ Battery/ Assault	Minimum	Suspension	Suspension/Alternative Placement	Vice Principal with Law Enforcement
	Maximum	Notification of Law Enforcement/Expulsion/Arrest		
Harassment/ Sexual Harassment	Minimum	Parent Contact/ Conference/ Documentation	Suspension/ Documentation/ Notification of Law Enforcement	Vice Principal with Law Enforcement
	Maximum	Suspension/ Notification of Law Enforcement/Arrest	Expulsion/ Notification of Law Enforcement/Arrest	
Computer Hacking/ Viruses/ Inappropriate Use	Minimum	Loss of privileges/Restitution/Drop from computer class/use		Counselor or Vice Principal
	Maximum	Suspension/Restitution/Restriction from campus computers		
Hate Behavior	Minimum	Parent contact/ Conference/ Suspension/ Documentation	Suspension/ Documentation/ Notification of Law Enforcement	Vice Principal with Law Enforcement
	Maximum	Notification of Law Enforcement/ Expulsion/Arrest		
Transfer/ Possession/ Sale of Paraphernalia	Minimum	Suspension	Suspension/ Transfer	Vice Principal with Law Enforcement
	Maximum	Suspension/Expulsion/Arrest		
Drugs/Alcohol/St eroids/ Possession/ Use	Minimum	Suspension/ Notification of Law Enforcement/ Assigned Intervention	Suspension/ Notification of Law Enforcement/ Transfer/Arrest	Vice Principal with Law Enforcement
	Maximum			
Electronic Paging Devices, Cell Phones	Minimum	Warning with confiscation		Vice Principal
	Maximum	Parent Pick Up		
Weapons/Injurious Objects	Mandatory	Suspension and/or Expulsion/Notification of Law Enforcement/Arrest		Vice Principal with Law Enforcement
Extortion/ Robbery	Mandatory	Suspension and/or Expulsion/Notification of Law Enforcement/Arrest		Vice Principal with Law Enforcement
Explosive Devices	Mandatory	Suspension and/or Expulsion/Notification of Law Enforcement/Arrest		Vice Principal with Law Enforcement