

STAFF HANDBOOK

2025-2026

8.1.25



***James Madison High School
4833 Doliva Drive
San Diego, California 92117-3299***

***Telephone: 858-536-0336
Main Office Fax: 858-496-8421
www.madison.sandiegounified.org***

JAMES MADISON HIGH SCHOOL
San Diego Unified School District

TABLE OF CONTENTS
Staff Handbook
2025-2026

I. ORGANIZATION

A. SITE	
ORGANIZATION.....	1
B.	
COMMITTEES.....	
.....	1

II. GENERAL INFORMATION

A.	
ABSENCES.....	
.....	3
B. ASSEMBLY	
PROCEDURES.....	3
C. CELL PHONE POLICY FOR	
STUDENTS.....	4
D. CHILD ABUSE/NON ACCIDENTAL INJURY TO	
STUDENTS.....	4
E.	
COMPUTERS/TECHNOLOGY.....	4
F. CONFIDENTIAL	
INFORMATION.....	5
G. CONTROVERSIAL ISSUES AND OUTSIDE	
SPEAKERS.....	5
H. CREDENTIALS	
REGISTERING.....	5
I. CUSTODIAL SERVICE	
REQUESTS.....	5
J. DUPLICATING/COPYING	
SERVICES.....	5
K. FIELD	
TRIPS.....	6-
7	
L. FUNDS: USE OF INSTRUCTIONAL AND STUDENT BODY	
FUNDS.....	8
M. HEALTH	
ISSUES/AIDS/HIV.....	8
N. KEYS AND ROOM	
SECURITY.....	9

O. LEAVING	
CLASSROOMS.....	9
P.	
MAILBOXES/VOICEMAIL/EMAIL.....	9
Q. OFFICE	
HOURS.....	9
R.	
PARKING.....	9
S. PARTIES-CELEBRATIONS,	
FOOD/BEVERAGES.....	9
T. PLEDGE OF	
ALLEGIANCE.....	9
U. POLITICAL	
ACTIVITIES.....	10
V. PREPARATION	
PERIOD.....	10
W. SCHOOL ACTIVITIES (for School Calendar).....	10
X. SCHOOL	
BULLETIN.....	10
Y. SECURITY AND	
SAFETY.....	10
Z. STUDENT	
TEACHERS.....	10
AA. STUDENT ACTIVITIES	
SUPERVISIO.....	11
BB.	
SUPERVISION/PASSES.....	11
CC.	
SUPPLIES.....	11
DD.	
TELEPHONES.....	11
EE. USE OF SCHOOL	
FACILITIES.....	11
FF. VOLUNTEER	
WORKERS.....	11
GG. WORKDAY AND SIGN-IN	
PROCEDURES.....	12

III. ATTENDANCE/DISCIPLINE

A. ATTENDANCE	
PROCEDURES.....	12
B. STUDENT ABSENCE REPORTING	
PROCESS.....	12

C.	
DETENTION.....	
....13	
D. CONTRACT OF INDEPENDENT STUDY	
PROCEDURES.....	13
E. CLASSROOM MANAGEMENT PLAN/BEHAVIOR	
POLICY.....	13-15
DISCIPLINE FLOW	
CHART.....	16
F. BP 5144- LINK TO SDUSD RESTORATIVE DISCIPLINE POLICY.....	17

IV. ACADEMIC PROCEDURES

A. GRADING	
POLICY.....	17-19
B. PROGRAM OR CLASS	
CHANGES.....	19
C. ACADEMIC HONESTY	
POLICY.....	20

V. STUDENT SERVICES

A. SCHOOL	
NURSE.....	21
B. SCHOOL	
PSYCHOLOGIST.....	21
C. STUDENT IDENTIFICATION	
CARDS.....	21

VI. LIBRARY MEDIA CENTER

A. LIBRARY	
PROCEDURES.....	21
B. TEXTBOOK	
PROCEDURES.....	21

VII. EMERGENCY AND SECURITY PROCEDURES

A. EMERGENCY	
PLANS.....	21-24
B.	
SECURITY.....	
24-25	

ATTACHMENTS:

A – 2025-2026 Key Contacts

B – Madison High School Citizenship Rubric

C – Loss of Privilege List (LOP)/Managing LOP List

D – 2025-2026 Dress Code Policy

I. ORGANIZATION

A. SITE ORGANIZATION

1. Madison High School Organizational Chart will be provided separately.
2. Key Contacts – Attachment A

B. COMMITTEES

Administrative Team: This team is composed of administrators, head counselor, outreach coordinator, plant operations supervisor, athletic director, ASB advisor, RJP lead teacher, school nurse and school police officer.

ASB/Student Council: This council, composed of ASB officers, class officers and assembly members elected by the ASB Executive Council meets once a month. The ASB sponsor provides guidance and assistance in the fulfillment of student goals. The administrator in charge of ASB is the liaison with this group.

English Language Advisory Committee (ELAC): This committee includes students, staff and parents and advises the Administrative Team on issues related to English language development.

Family Engagement Committee: This committee, composed of staff and parents, is charged with developing and implementing a plan to increase family engagement.

Foundation: The Foundation of James Madison H.S. was established with membership of parents, staff, and community members to provide support to academic, elective, athletic and extracurricular programs. The Foundation meets on a monthly basis as a commitment to continued involvement and support to our school community. The Parent Involvement Committee is a subcommittee of the Foundation.

Freshman Success Team: This committee is comprised of staff tasked with identifying 9th grade students in need of tiered academic, behavioral, and/or social emotional tiered supports.

Instructional Leadership Team (ILT): ILT is comprised of department chairs and administration who meet monthly. Their role is to build a culture of collective responsibility for the mission and goals of our PLCs with a focus on ensuring high levels of learning for every student.

Professional Learning Community (PLCs): Collaborative content teams meet regularly with a focus on defining what every student needs to learn, measuring effectiveness, and systematically responding when students do and do not learn.

Restorative Justice Practices Team: RJP Team: Led by the RJP Teacher Leader, Mike Stutz, this team of staff members meet regularly to analyze data, identify trends, and refine our “way of doing business” (systems), to improve outcomes for every student.

School Safety Committee: This committee is comprised of an administrator, staff, and our school nurse. The committee is charged with ensuring our school safety plan is updated, our staff is trained in lock-down and evacuation procedures, and that the school is prepared for emergency situations. The committee is also tasked with determining a calendar for emergency drills and for soliciting feedback regarding drills and school safety.

School Site Council (SSC): This elected committee includes students, staff, parents and community members. The group advises the Administrative Team on issues related to school improvement under Title I. The SSC also designs, implements and oversees the School Plan for Student Achievement and Title I budget.

Site Governance Team (SGT): This committee includes elected teachers, support staff, classified staff, parents, students and community members. The purpose of the Governance team is to bring stakeholders together to share the responsibility for needed changes in the instructional program and to determine necessary systems and structures needed to successfully implement change. This committee meets monthly.

Social Committee: This committee of staff members keeps our Madison heartbeat going with creative ideas for staff gatherings and recognition of life events.

Wellness Committee: Madison's Wellness Committee oversees the implementation of San Diego Unified School District's Wellness Policy. The committee conducts an annual assessment of site progress, plans and implements activities for students, staff and families, and disseminates health-related information and resources to families.

II. GENERAL INFORMATION

A. ABSENCES- Certificated and Classified Staff

ALL absences must be reported to SAMS (Substitute Assignment Management System). You can log on to <https://subweb.sandi.net> to report your absence or call SAMS automated system at 619-297-0304 and request a sub as required. Make sure the hours match your work hours. Instructions for SAMS are included in your staff packet and available in the main office. In the event SAMS online is not operating, please call/and or email the site timekeepers to report your absence. Teachers must email their lesson plans to timekeepers. Appropriate timecards will be placed in your mailbox and must be completed and returned to the site timekeeper within five (5) working days. **For classified staff all vacation requests must be approved by Principal Hilgers in advance.**

Absence on District Business: You must complete and submit a blue Absence on District Business form at least two weeks in advance for any off campus professional development/district training and for field trips. Please attach any related information, budget codes, etc. to the form. Teachers must provide lesson plans for their sub via email to site timekeeper prior to the absence. In addition, teachers must check in to make sure your sub has arrived before leaving for PD. Travel authorizations and expense reports may be required for some professional development activities.

Bereavement: Absence without loss of salary for a period of up to five (5) days may be granted to a unit member in the event of death of his/her immediate family (or that of a spouse). Refer to your contract for details.

Sick Leave: Please refer to your contract for sick leave allowances.

Personal Necessity: Please refer to your contract agreement for details.

Certificated staff may **use up to eleven (11) days** of accumulated full-salary sick leave in any school year for personal necessity. **Classified** staff may use a **total of ten (10) days** of accumulated full sick-leave or vacation per year for cases of personal necessity. Refer to your contract for details.

Religious Holiday: Observance of a religious holiday of the unit member's faith will be granted and is taken from available full sick leave, with notification to site supervisor at least five (5) work days in advance. Refer to your contract for details.

2-Hour Personal Business- with prior approval by Principal Hilgers. employees may be excused without loss of pay for up to two (2) hours for emergency medical/dental appointments or occasional emergency personal matters that cannot be handled outside regular work hours. **After you have admin approval please verbally check out with a site timekeeper before you leave. You are required to sign out AND FOB out. If/when you return please sign and FOB in.** Employees who are absent more than two (2) hours must use sick leave or vacation if available or you will be unpaid. For unit members working less than six (6) hours, the two (2) hours will be reduced proportionately. **Any unit member who uses personal business absence without prior authorization shall not be paid for the time absent and may be subject to disciplinary action.**

Missed staff meetings: All staff must be held to the same expectations and we must account for contract time if a staff member misses a required meeting. The employee will need to use hours from their accrued leave balances for any missed time. If no time is available it will be unpaid time. If you have any questions regarding contract time, please contact an administrator.

B. ASSEMBLY PROCEDURES

The following rules are a compilation of those suggested by members of the James Madison High School staff and endorsed by the Administration. Academic performance is the top priority at James Madison High School. Therefore, every attempt will be made to end all assemblies within 45-50 minutes. All invitational assemblies will be on a sign-up basis or by special invitation. No assemblies will be held during annual testing, in late March, April and May, with exceptions for senior activities or those with principal's approval.

The Administrative Team monitors invitations to classes. If teachers choose not to accept invitations, additional classes may be invited as time and space permit. Teachers must supervise their class throughout the assembly. The Administration ensures that all assemblies have opening announcements and introductions deemed appropriate as well as formally excusing students to their respective classes. The bell signaling the end of the period will never be the signal for ending the assembly. An administrator or designee will always formally end the assemblies. The

administrator or designee retains the right to stop an assembly at any time student behavior is not appropriate. At that time teachers will escort their class back to their respective classrooms and instruct them in proper decorum. Teachers must escort their classes to the auditorium in an orderly manner and will not enter until the administrator or designee is present. Teachers shall remain with their class to monitor behavior throughout the assembly. Students are not allowed to sit with a class other than their own. If a student violates assembly behavior standards they should be sent to the counseling office. Prior to these events, please instruct classes on proper decorum. Students shall move to and from the auditorium in a quiet, orderly manner. No students are permitted to enter the auditorium without their teacher present. Students will stop all noise once they see someone walk onto the stage to begin the assembly. Any student that abuses their auditorium privileges may be excluded from attending future events.

C. CELL PHONES/AIRPODS (STUDENT)

Policy:

- In-Class: Cell phone use is prohibited unless the teacher receives written permission from the site principal.
- Permitted Use: Phones may be used before school, during lunch, during passing periods, and after school.
- Storage: Every classroom must have a designated phone storage system with assigned slots for student phones.

Enforcement & Consequences

1st Infraction- Phone is returned to student at the end of the day.

2nd Infraction- Phone is returned to student at the end of the next school day or parent can pick it up prior.

3rd Infraction- Parent/Guardian required pick up & Lunch Detention

4th Infraction- Required Parent Pick up, Lunch detention & Parent conference

D. CHILD ABUSE/NON-ACCIDENTAL INJURY TO STUDENT

Mandated reporters include teachers, teachers' assistants or aides, classified employees, school police, and employees of childcare centers, as well as other employees and school administrators who have contact with children (Penal Code§11165.7[a]). Mandated reporters are required to report suspected child abuse to San Diego County Health and Human Services Agency (HHSA) Children's Services at 858-560-2191 or the San Diego Police Department Child Abuse Unit at 619-531-2000 (both agencies are open 24 hours), as well as the principal or his/her designee (California Penal Code). Refer to SDUSD Procedure #6370 which is included on the Madison High School Resource Hub.

E. COMPUTERS/TECHNOLOGY

Please report any technology (computers, printers, Boxlight, etc.) repair needs via the online "Technology Service Request" link under the Faculty tab on the home page of Madison's website. Please be as detailed as possible.

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege. Staff members are accountable for all school property under their supervision or in their assigned classrooms or work area. Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the Superintendent or designee or applicable Board policy. Employee laptops issued by the district may be taken to new sites.

To use James Madison High School technology (computers, computer network, and access to the Internet, software, video, and e-mail) on site or away from school, staff agrees to acceptable standards of technology use as established by BP 6163 Student Use of Technology, effective 11/1/18, this includes acceptable use, network etiquette, privileges, passwords, and accounts.

F. CONFIDENTIAL INFORMATION

Information concerning students is **CONFIDENTIAL**. ***TELEPHONE NUMBERS, ADDRESSES, ETC. MUST NOT BE SHARED OR GIVEN TO ANYONE OTHER THAN SCHOOL STAFF OR TO ANY PERSON NOT LISTED ON THE STUDENT ENROLLMENT FORM.*** Counselors will assist parents and students in the interpretation of test scores and other data found in student records. Federal legislation in this area requires extreme caution regarding confidentiality. Outside agency representatives may not access student records without parent/guardian permission and without proper identification.

G. CONTROVERSIAL ISSUES AND OUTSIDE SPEAKERS

Please avoid the discussion of ballot issues unless there is a definite connection with the course you teach. Make every effort to provide for pro and con coverage. In social science classes, we could expect political issues to be a subject of discussion; however, they should not be considered in isolation. If discussion does occur, all (not just one or a few) propositions on a ballot should be studied and arguments for and against reviewed.

Pre-planning for utilization of classroom presenters/speakers requires approval 10 days in advance by the appropriate administrator. The appropriate administrator must screen all scripts, plays, and public programs in advance. In general, speakers or topics will be prohibited that are inimical to the economic, racial, and religious institutions of the American way of life.

NOTE: Except for general school information, such as warning notices, all written documents must have administrative approval before being sent home.

All visitors/outside speakers must be approved at least one week in advance by an administrator. Upon approval prior notice of the upcoming visitors should be given to the front office.

H. CREDENTIALS REGISTERING

It is the personal responsibility of each certificated employee to register his/her credential or credential renewal with the Office of the County Superintendent of Schools and with the San Diego Unified School District (SDUSD) Human Resources office prior to reporting for duty or as new credentials are earned. A copy may also be placed in your site principal's file.

The Every Student Succeeds Act (ESSA) contains specific teacher requirements that must be met by all public school teachers who teach core academic subjects. Each local education agency must develop a plan to ensure that all elementary, middle, and high school teachers assigned to teach core academic subjects meet these requirements as a highly qualified teacher.

I. CUSTODIAL SERVICE REQUESTS

Please complete the "Custodial Non-Emergency Form" link under the Faculty tab on Madison's website for all of your non-emergency work orders, concerns and needs. Please also use this form to provide commendations to acknowledge the crew's hard work. For emergency repairs or needs, please call the office and a custodian will be contacted by radio.

J. COPYING SERVICES

Copiers are available for staff use in the Copy Center-temporarily located in the Library during WSM construction. When construction is completed, the Copy Center will return to Room 302. Staff members are responsible for keeping the copiers in good working order. Each staff member is issued an ID number that must be entered to

operate the copier. Please contact Christian Galaz, EXT 2205 for copier issues. The copier in the main office is reserved for administration, counseling and front office staff only. **Teachers should not ask office staff to make copies for them.**

K. FIELD TRIPS: NEW PROCEDURES JULY 2025

Field trip requests must be submitted in advance: at least **three (3) weeks prior** to single-day and three (3) months prior for multi-day and/or out of county/state/country) trips. Screening of student rosters by our school nurse is **REQUIRED** for all field trips.

Multiple-Day Field Trips: Trips outside of San Diego or Multi-Day trips must have SDUSD BOE approval. Particular attention will be given to the following areas before approval is given for multiple-day field trips.

- Student progress and his/her ability to do extended make-up work is the judgment of the teachers
- Educational value of the trip
- Costs of the trip and provisions for students desiring participation to earn money if they cannot afford the trip
- No field trips will be approved during the first two weeks or the last two weeks of either semester, during testing, or the last four (4) weeks of the school year

Single Day (non-athletic) Field Trips: NEW PROCEDURES Use this [LINK](#) to request approval for a field trip. The link can also be found in the Madison Website on the **FACULTY TAB** and the **Resource Hub**. Please submit **at least 3 weeks** in advance of the field trip date (4weeks if the destination is out of county and/or you anticipate needing a charter bus.) The requirements below and included in the form are in accordance with SDUSD AP 4585 and AP 4586.

QR Code to the Request Form:



**The Google Field Trip Request Form will automatically populate the necessary field trips forms in the packet and once approved, the signed forms will be emailed to the organizing staff member.*

Definitions:

Instructional Field Trips: Learning or performance critical to the course content or project will happen off-campus. Student participation is expected for all students enrolled in that teacher's course; an alternative researched-based learning experience will be available for those who cannot participate. There must be at least one lesson to prepare students for the field trip learning, clear objectives for the learning on the field trip and a plan on how to reflect and incorporate the learning following the field trip.

Enrichment Field Trips: Field trips with learning connections for a select groups of students related to a course, career interest or club. Whenever possible these field trips should be held outside of school hours. Meetings to recruit and prepare students for these types of field trip opportunities should be held outside of instructional time.

PROCEDURE: All field trips require at least one certificated staff member to provide supervision. There should be a student/adult ratio of at least 36:1. (10:1 for multi-day trips) The organizing staff member must be able to provide written approval from supervising administrator for any additional staff/volunteers to participate as chaperones to the request form. Each Staff member must complete [Absence on District Form and Statement of Acknowledgement and consent to Condition of Trip form](#) and submit to the timekeeper at least two weeks in advance of the field trip.

Field Trip BLACKOUT DATES: Field trips will not be permitted during the first two weeks or last two weeks of either semester, during testing, or the last four (4) weeks of school.

BEFORE Completing a request for any field trip:

1. You **MUST** have a budget string or approved funding resource for any bus, sub or admission costs. If you need to request funding, please visit with Lori Williams to explore options.
2. Send the list of students you are inviting to participate with their Student ID numbers to Kat Hahnlein at khahlein1@sandi.net. Kat will create and share the **Official Student Field Trip Roster** and share with school nurse, administration and attendance.

Please be prepared to share the following:

1. **Learning Objectives** of the Field Trip (Title 1 Funded Trips must be aligned to SPSA)
2. **Pre/Post Field Trip Work:** How will you prepare students for the off campus learning experience and what type of follow up, assessment, and apply the learning from the field trip.
3. **Funding** (if needed) - Budget strings for transportation costs and sub costs

NEXT STEPS

Once the Field Trip is approved, you will receive an Approval Email with a reminder of the following steps.

1. Come to finance office to sign the permission slip, Kat will then make copies and distribute.
2. Send the names and student ID numbers to Kat
3. TEACHER orders lunches, using this FORM, use expected numbers of participants (you can always reduce the number later).
4. Submit your Absence on District Business FORM to the timekeeper.
5. Enter your absence in SAMS (even if your are not requesting a substitute; reason: Professional Development)
6. To include any non-employee volunteers, see Ms. Andrea Lopez
7. After the Nurse screens the Official Field Trip Roster, you will be notified of any medical training and/or medication that you will need to take.

8. Once the nurse confirms any necessary training is complete, Kat create a calendar invite with the dates for permission slips to be issued and submitted through the Finance Office.
9. Provide Reminders for the students to submit field trip forms to the Finance Office by the designated Due date.
10. Review field trip learning, behavior and dress code expectations with students.
11. Check with the cafeteria manager the day before to confirm pick up time

DAY OF Field Trip

1. Pick up the FIELD TRIP BACK PACK from the School Nurse. (Includes: emergency numbers, feminine products, first aid kit and necessary student specific medication.)
2. Print multiple copies of the digital Field Trip Roster list, one for each chaperone and to keep with them during the field trip and one to submit DAY OF Attendance along with the Permission Slips to the attendance clerk *BEFORE* leaving campus.
3. When returning to campus, return the Field Trip Back Pack and let the attendance office know of your return, and follow the pre-approved return plan.

L. FUNDS: USE OF INSTRUCTIONAL AND STUDENT BODY FUNDS

Staff members must have administrator and Finance Clerk approval before placing any orders. **Personal reimbursements are no longer allowed for club advisors. You must use the new district ASB Procurement card.** See Advisor Handbook for details.

NOTE: Billing for purchases not made in accordance with approved procedures will not be accepted for payment, AND WILL be considered a personal obligation. Donations of money, unless accompanied by a written statement from the donor specifying intended use, shall be considered part of the general fund.

- All purchases of supplies and merchandise MUST be made through the Financial Office.
- Requests for purchase orders or checks must be made at least five days in advance.
- Whenever possible, all club and ASB activities must be completed by May 1 of the current school year, so that final invoices can be paid before the end of school. All exceptions must be approved by the principal.
- District Procedure #2265 requires that all monies raised by clubs through fund-raising activities or secured from ticket sales for performances or activities must be deposited with the financial clerk. This should be done on a daily basis (unless other arrangements are approved by an administrator).
- If tickets are sold at performances or events, all money collected must be given to the site administrator or designee prior to the end of the performance or event.

M. HEALTH ISSUES

Suicide: Report suicide threats or attempts to principal/site administrator and to school police. Any attempt at suicide or discussion of the intent to commit suicide is a strong indication of the existence of a severe problem that should not be ignored. School personnel shall not attempt to evaluate whether a student is serious or is “bluffing”. Employees who become aware of a suicide threat or attempt on the part of a student shall report such information to the principal or principal’s designee immediately. **The student should never be left unattended, with adult supervision.**

Student Pregnancy: If any member of the school staff receives information that a student is pregnant or seeking counseling or care related to pregnancy or any options related to pregnancy, the staff member should report the

information to the school nurse or counselor and encourage the student to meet with the nurse or counselor regarding the matter. Except in the case of medical emergency, the staff member shall not otherwise disclose to anyone or include in the pupil record any information that a student is pregnant or is seeking counseling or care related to pregnancy or any options related to pregnancy.

Child Abuse: Non-Accidental Injury to Students District Procedure #6370 (Rev. 7/14/16) outlines administrative regulations and procedures to be followed when a student has physical injury or injuries that appear to have been inflicted by other than accidental means. Sexual assault of a child, willful cruelty or unjustifiable punishment of a child, corporal punishment or injury, and the neglect of a child are deemed to be injuries under the law. Mandated reporters include teachers, teachers' assistants or aides, classified employees, school police, and employees of childcare centers, as well as other employees and school administrators who have contact with children (Penal Code§11165.7[a]). As stated in District Procedure #6370, a known or suspected instance of child abuse must be reported by telephone immediately, or as soon as practically possible, to one of the child protective agencies. A written report shall be sent within 36 hours of receiving the information concerning the incident (Penal Code Section # 11166 [a]).

Any employee, who becomes aware of facts that lead them to reasonably suspect another employee has engaged in child abuse with a student, shall immediately notify the principal or appropriate site administrator. In addition, they must comply with mandated reporting requirements. See District Procedure #6370 which is included on the Madison H.S. website's Resource Hub. Failure to report child abuse is a misdemeanor and punishable by imprisonment in county jail not exceeding six months or by a fine not exceeding \$500, or by both (Penal Code Section #11165-74). Civil or criminal liability will not be incurred as a result of making reports authorized under

Section B. of this procedure unless it can be proven that a false report was made and the reporting person knew or should have known that the report was false.

N. KEYS AND ROOM SECURITY

Classroom doors are to remain locked at all times.

Please report lost keys immediately to your supervisor and Josh Lanigan.

Supervising teachers must check out keys for student teachers.

Keys to gym and field gates are only issued with approval by the Associate Principal of Athletics and Athletic Director.

UNDER NO CIRCUMSTANCES SHOULD A STAFF MEMBER GIVE SCHOOL KEYS TO A STUDENT.

O. LEAVING CLASSROOMS

When a teacher takes their class to another location, a note must be posted on the door indicating where the class has gone. **Classes must be supervised at all times by certificated staff or by a PIF.** Administrator approval is required if a class needs to be covered by another teacher in an emergency.

P. MAILBOXES/VOICEMAIL/EMAIL

Staff mailboxes are located in the main office. Mailboxes should be checked daily, upon arrival in the morning and again at the end of the day. Students are **NOT** permitted to pick up mail from staff mailboxes due to confidentiality issues. In order to maximize communication with our students and their families, each staff member is required to have his/her email and telephone voicemail operational. It is expected that voicemail and email be checked several times each day, at minimum, upon arrival and before leaving. Email will be used in the event of an emergency. Parent messages should be returned promptly. Please use professionalism in all correspondence with parents/guardians.

Q. OFFICE HOURS

The main office is open Monday through Friday, from 8:00 a.m. to 4:00 p.m.

R. PARKING

Parking for school staff is available in the north parking lot located near the Performing Arts Center (PAC), the student lot and the lot adjacent to the 500 building. Vehicles should not park beyond the cafeteria during the normal school day. All parking is by permit. Parking permits are available in the main office. Vehicles not displaying permits will be warned once and cited each occurrence thereafter. Painted parking spots are reserved for staff members who choose to participate in the ASB fundraiser.

S. PARTIES-CELEBRATIONS/FOOD/BEVERAGES

Class time is to be used for instructional purposes. Therefore, parties are not permitted during class time. Class parties during lunch should consist of food low in fat and sugar and should contain whole grains.

T. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is conducted during the showing of the Daily Bulletin so that students may join in the recitation. This is necessary to comply with the California Education Code 52720. It may be that some students, for reasons of conscience, prefer not to say the pledge. The district policy asking for participation of each student will be met if non-participating students behave respectfully during the ceremony. Allow students that right of choice in our enforcement of this policy. If the American flag is missing from your classroom, please notify the Plant Operations Supervisor.

U. POLITICAL ACTIVITIES

District Policy I-1255 states: Political activities during assigned hours of duty are prohibited. Proposed legislation affecting the school program shall not be discussed with students with the intent of influencing parents' support for, or opposition to, a particular measure.

V. PREP PERIODS

Each full-time teacher is authorized a preparation/conference period to accomplish work directly related to instructional responsibilities pertaining to James Madison High School. On occasion, however, teachers may be asked by a school administrator to perform other duties during the preparation period, such as supervision or attendance at special meetings and conferences, as the needs of the school require. Teachers are required to be on campus during this period unless prior arrangements have been approved by an administrator and must sign out in the main office before leaving campus.

W. SCHOOL ACTIVITIES (for School Calendar)

All on campus activities require an online **MHS Activity Request** at least two weeks in advance of the event. The link to Activity Requests is on the Madison website under the Faculty tab. Activity Requests submitted less than two weeks prior to the event may not be approved due to time constraints. If the event is approved by the Admin Team the activity will be added to the Google Calendaring document. Please check back for approval.

X. SCHOOL BULLETIN

The Hawkeye News is available to watch on the YouTube link sent by Broadcast teacher each day to be shown during Period 2. An electronic bulletin is also sent daily via email. All teachers are expected to access their email first thing each morning and read appropriate notices to students during the first class of each day. The bulletin should be posted in each classroom, the Attendance Office and Counseling Office. Please submit all bulletin notices in advance via email to School Clerk TBD by 9:00 am the day before for the following day's edition.

Y. SECURITY AND SAFETY

All unit members shall be provided adequate communication devices to enable immediate communication with all other staff on campus in the event of an emergency. In addition to a phone in every classroom and unit member workspaces, walkie-talkie radios will be provided to certificated staff. We want to ensure we are utilizing this tool in a safe, professional and diligent manner. **Per the collective bargaining agreement, walkie-talkies are for the use in emergency situations only.** Emergencies are serious, unexpected events, and often dangerous, requiring immediate action. They include the following referred to in the school safety plans: Fire, Earthquake, Lockdown, and Shelter in Place. Please understand that failure to follow the guidelines, expectations and general use may lead to discontinued use and/or disciplinary action. Refer to your Walkie-Talkie Radio Guidelines for more details. Access to alarm protected areas is restricted to employees who have a definite need to work in district facilities after hours. Any intrusion into alarmed sites compromises the security of the site. After-hours entries must be kept to a minimum for the personal safety and security of property. Site staff is to abide by the site security plan when working after hours. After-hours access is strongly discouraged for staff safety and for the security of the site. Anyone on campus after hours (after 6 p.m. or weekends) must have approval from an administrator.

Z. STUDENT TEACHERS

Assignments of student teachers are made on the basis of subject and availability of district approved supervising teachers. First-year teachers cannot supervise a student teacher. Student teacher placements and activities are coordinated by an Associate Principal with recommendations from department chairs.

AA. STUDENT ACTIVITIES SUPERVISION

The district provides funds to reimburse staff who assist the school administrative staff in supervising certain school activities. Assigned staff are required to report on time and remain on duty until the end of assignment or released by the administrator in charge. The administrator in charge will provide additional instruction for supervision unique to each event. Supervising staff will also be issued radios to assist in their duties. School rules and employee regulations remain in force during all school events (i.e., no consumption of alcohol, tobacco, etc.).

BB. SUPERVISION/PASSES

Teachers are encouraged to stand at their classroom doorways during passing periods to help maintain appropriate student behavior. When returning from preparation and lunch periods, please make a point of returning on time so that your students will avoid lining up while your door is locked.

TEACHERS SHOULD NOT ALLOW STUDENTS OUT OF CLASS WITHOUT A PASS. Students should NOT be granted a pass during the first or last ten minutes of class. When approving students to leave the class they MUST be approved via E-Hallpass AND be given a physical pass to assist supervision with identifying who is out on a pass. No more than one student at a time should be given a pass. Teachers are not to permit students access to passes. Passes should be put away/inaccessible to students. **Staff should not send students to other classrooms during instructional time.** When walking classes to the library, assembly or other location, please keep your students together and be sure to arrive with your class to ensure students do not remain elsewhere, unsupervised.

CC. SUPPLIES

Please use the "Supply Order Form" via the link under the Faculty tab on our website's home page. Orders will be processed in 24-48 hours pending availability. **Josh Lanigan will communicate via email when you can pick up your supplies from the custodial office. Students are permitted to pick up your supplies** The finance clerk will assist you in ordering stock and non-stock supplies. Before ordering supplies, materials, labor, or services, teachers must obtain a budget number from their department chair and see the financial clerk to complete a requisition. The department chair and appropriate administrator must approve the expenditure. Orders for department and categorical budgets must be submitted by the last Friday in March.

DD. TELEPHONES

Telephones are provided in each classroom and for office staff. Whenever possible, personal calls and use of personal electronic devices, including cell phones should never be used during class time. Personal calls should be made outside of the school day. Telephone voicemail is available and required for each staff member. Once your voicemail is set up, employees should check the system several times a day and return parent calls promptly. Students should not use classroom phones. **If you dial 911 for any reason, please notify the front office immediately.** Dial 6001 to reach front office staff or call direct extensions. Phones must never be moved from the room for any reason. Please refer to your ***Staff Telephone Directory*** when calling staff within the school.

EE. USE OF SCHOOL FACILITIES

Use of the Performing Arts Center, Auto-Torium and other school locations must be approved through the *Activity Request* process and by an administrator. **To reserve a location, staff must complete an *Activity Request* form at least two weeks prior to the event.** Early reservations are advised due to excessive demand on all facilities, including the Performing Arts Center (PAC), Library, Auto-Torium, gymnasium, and athletic fields.

FF. VOLUNTEERS

All volunteers must be processed by the site volunteer coordinator, Andrea Lopez **before** volunteering at our school. All volunteers must complete a volunteer application each year and have TB clearance. Some volunteers require background or fingerprint clearance. All volunteers should check in at the front office when they arrive on campus. Volunteers who are regularly on campus are entitled to protection under the state Worker's Compensation laws, however, in order to obtain this coverage, they must be processed through SDUSD. Volunteers must follow the same wellness guidelines as district employees when mandated by the SDUSD.

GG. WORKDAY AND SIGN-IN PROCEDURES

Employees will check in at the Ident-A-Kid electronic FOB system located in the main office **upon arrival** to campus in the morning. Full-time classified staff are required to check in at their assigned start time. Classified breaks cannot be taken at the start or end of your work hours. Employees who work less than full-time must also check in daily based on their contract duty hours. Full-time certificated staff hours are 8:35 am to 3:40 p.m. and 7:10 am to 3:40 pm on meeting days. Classified staff should observe your work hours as directed by your supervisor.

A sign-out book is maintained in the front office for staff members who have permission from the principal to leave campus during the school day for emergencies. This includes leaving campus on a prep period.

After you receive permission from the principal, please notify the timekeeper and/or Andrea Lopez when leaving and remember to sign out and check out at the FOB.

III. ATTENDANCE/DISCIPLINE

A. ATTENDANCE PROCEDURES

Each teacher must personally take attendance each period within the first 10 minutes of the period. **This responsibility cannot be delegated to a student.**

B. STUDENT ABSENCE REPORTING PROCESS (TEACHERS)

- When a new student enrolls in your class and is absent or tardy and his/her name does not appear on the teacher connection roster, please notify the appropriate counselor as soon as possible.
- If a student is absent, indicate an "A" under the correct day and period on the teacher connection roster. If a student is present, do nothing to the teacher connection roster.
- If a student comes to class after the first thirty minutes without a pass, leave only the "A" marked on the teacher connection roster. This will code the student with an un-cleared absence.

- If a student comes to class at any time with a valid pass, a pink Cancellation form must be sent to the Attendance Office.
- If you detain a student who will then be late to his/her next class, you should give the student a completed pink Cancellation Slip as a pass to his/her next class. The receiving teacher should then delete the code (A or T) on his/her roster and turn in the pink Cancellation form to the Attendance Office.
- If you make an error in recording an absence you must send a pink Cancellation form or a yellow 'Absence Report by Teacher' form to the Attendance Office the next day.
- If you are absent and have a visiting teacher, your visiting teacher will receive a hard copy of your student roster when they arrive in the morning. The visiting teacher will record attendance each period on the hard copy and return it to the Attendance Office no later than the end of the day.

Your personal computerized absence list will need to be signed at the end of each month. If a student has been absent from your class, but does not appear "cleared" on your absence list, inform the student that he/she has only three (3) days to clear the absence or it will be considered a truancy. If a student is late to school they must check in at the Attendance Office prior to going to class to obtain a late pass. Teachers will not allow students into class without a pass. Students will have that day or the next day only to serve detention. Failure to serve detention will result in Saturday School.

C. DETENTION

State law provides that students may be detained a maximum of two hours after school for disciplinary or other reasons. School staff may assign detention, under their supervision for 20-60 minutes after school. Because of safety concerns, students must be given notice at least one day in advance so they can inform their parent/guardian. After parent/guardian is notified, students who fail to serve detention without a valid reason may be given a referral to see the RJP lead teacher.

D. CONTRACT OF INDEPENDENT STUDY PROCEDURES

While not encouraged, a Contract of Independent Study allows students to complete and receive credit for assigned work for a pre-arranged absence of five (5) or more days. Refer students who mention possible trips, vacations, etc. that will cause them to be absent from school for at least five (5) school days to the Attendance Office.

Students must complete and return all work to the Attendance Office on the first day they return from their absence. The homework will be placed in the teachers' boxes. Teachers are then required to evaluate the work, mark complete or incomplete, indicate the number of days for which credit has been earned, and **sign and return to the Attendance Office, a white "Assignment and Evaluation" form with attached sample of work.** Students may be given partial credit for incomplete work (e.g., two out of four days). **District procedures and state accounting requirements mandate that the completed form be returned to the Attendance Office within five days.**

If the Contract of Independent Study is not completed, the absences will be considered unexcused. Students need to be aware that failure to obtain and complete a contract will affect their academic and/or citizenship grades. Students should be discouraged from missing school for reasons except illness or family emergencies.

E. CLASSROOM MANAGEMENT PLAN/BEHAVIOR POLICY

Madison practices restorative discipline to promote positive peer relationships, sense of community, and personal accountability. Our role is to provide clear instruction in behavior expectations, guide our students towards taking responsibility for their actions and behaviors, and holding offenders accountable to those whom they may have harmed.

Classroom Management Plan

All teachers will post the NEST Behavior Expectations and Madison High School Citizenship Rubric in addition to any classroom behavior policy/plan. Teachers are encouraged to utilize affirmative statements in classroom policy (i.e. Students will respect each other. vs. Students will not disrespect each other). Please refer to the James Madison High School Behavior Intervention Matrix for additional information.

Changing Behaviors (Consequences/Discipline)

When considering classroom consequences, evaluate how you are working to change student behaviors and the foundations in place to support and respond to behaviors. At Madison, we believe that the investment in establishing relationships, having clear and shared expectations, and providing positive behavior feedback yields higher results when used as essential components of a classroom management plan.

Classroom Management System

Universal/Tier I - Key foundations to support and respond to behaviors include:

1. Effective design of the physical environment (all students/screens are visible, room is tidy and has adequate storage spaces, assigned seating, etc.).
2. Predictable classroom routines (developed and taught) such as procedures for turning in work, making up missed work, collaborative learning, etc.
3. Greeting students at the door to quickly assess how they are showing up for the day to determine potential needs and supports.
4. Clear positive behavior expectations (limit to 3 to 5) - posted, defined and taught.
5. Active supervision and proximity (scanning, moving, and interacting).
6. Varied opportunities for students to respond.
7. Behavior specific praise.
8. Brief and specific error corrections to respond to behavior.
9. Documentation system to record behaviors.
10. When implemented appropriately, behavior contracts, group contingencies, and token economies result in increases in desired behavior.

Tier 1 Classroom Interventions

Prior to referring a student with a referral to RJP lead teacher, counselors, or administration you are expected to first provide your own classroom interventions as an aspect of progressive discipline. Possible classroom interventions (in progressive order) are as follows (this system works best when clearly communicated and consistently implemented):

- Seat change
- Call home (be mindful of utilizing email or school messenger for this type of parent contact).
- Removal from the situation (brief time out outside the classroom).
- Individual teacher/student conference outside, after class, or next day.
- Call for a "House Call" and if available, RJP lead teacher or Campus Supervision will monitor your class so that you can take a walk with the student or just step outside away from the classroom to de-escalate and have a restorative conversation.
- Teacher Buddy System - Dedicated teacher partner who will accept your student for a cooling off period. If you are utilizing a teacher buddy system, you should have no more than two teachers designated for this purpose. This should not be for the entire period and it is the expectation that the sending teacher will communicate with the receiving teacher and send the student with a pass. There should be a clear reflective task for the student to

complete in the receiving teacher's classroom before returning to the home teacher. The need to utilize this intervention requires communication with the parent and a student/teacher conference. If you need assistance facilitating a restorative conversation, please contact the RJP Team.

- Detention - Detention is assigned by and served with the individual teachers at teacher's discretion. Failure to serve an assigned detention will result in further action to be taken by the teacher. If a student fails to serve detention after two attempts by the teacher in collaboration with a parent, **a referral to RJP lead should be written.**
- Parent/teacher conference. If you are not comfortable having a conference alone with a parent, reach out to a counselor or RJP lead to help facilitate.

Tier 2 Classroom Interventions

- Interventions from Tier 1
- RJP intervention referral

Tier 3 Classroom Interventions

Discipline Referrals (NCR)

Teacher's documentation on referral must include:

- Dates and types of interventions.
- Detailed description of the incident.
- Date(s) and time of parent contact(s) with intervention strategy noted.
- A copy of the referral will be returned to the teacher with a noted outcome.
- Response will include action taken.
- Parent conference with teacher recommended upon next offense.

Classroom Suspension

Refer to the classroom suspension referral document to suspend a student from your class. This process requires intervention documentation, as well as communication with the student's parent(s)/guardian(s).

Serious Disruption in Classroom

If a student is defiant and/or continually misbehaves throughout the class period, the teacher must attempt to resolve the problem in a professional manner. If the learning environment continues to be disrupted despite attempts to resolve issues (including but not limited to using a buddy teacher, a private conference outside, etc.), security may be called to escort the student to the RJP Team or main office accompanied by a referral. When a teacher removes a student from class by security, it is the expectation that the teacher calls the parent within 24 hours.

Staff Accountability

In the best interest of a positive and successful learning environment, staff will dedicate themselves to follow the rules and standards set by James Madison High School. Assistance with implementation of the Student Management Plan includes the following support strategies:

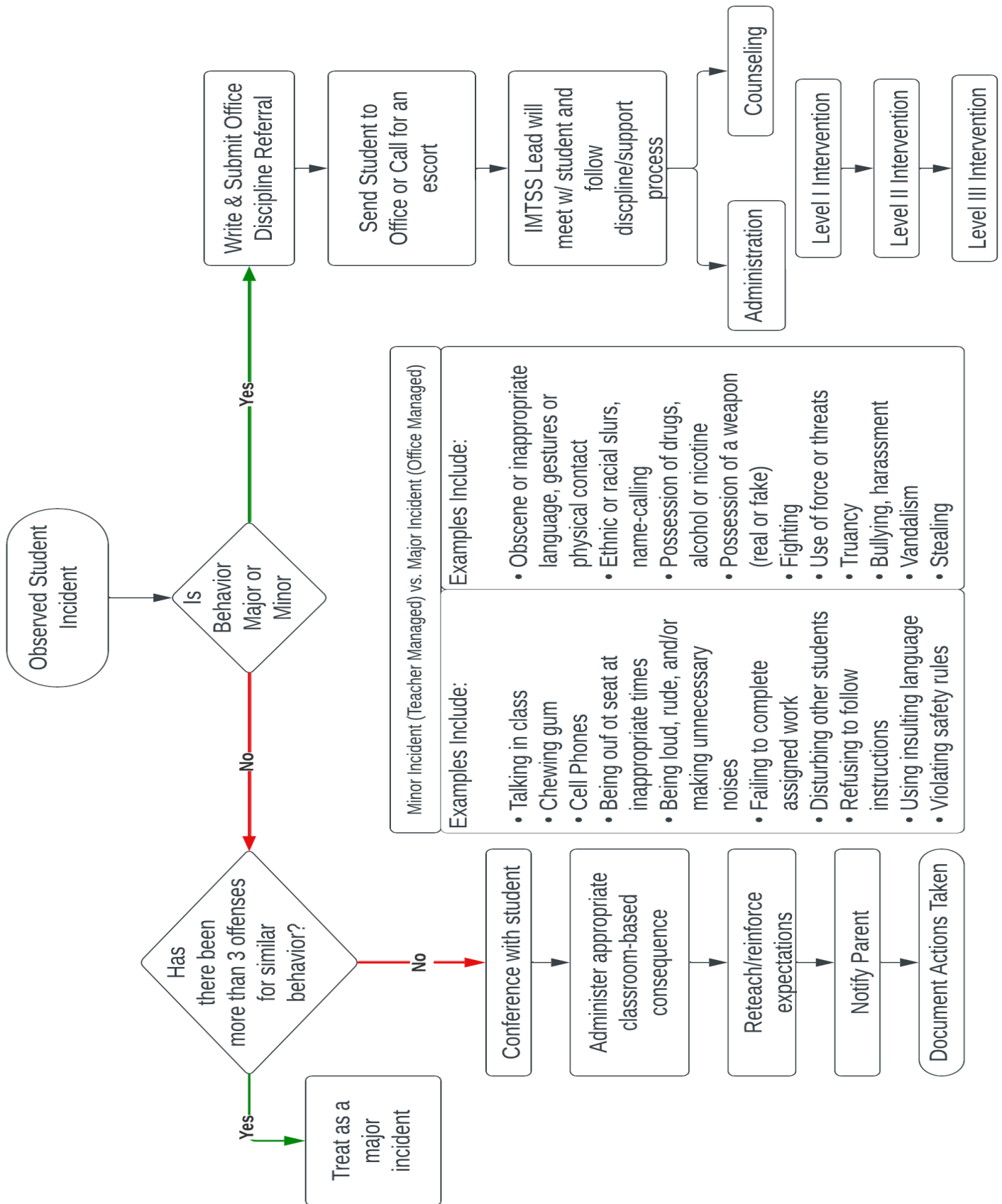
Teacher:

- Conference with administrator.
- Attend staff development for improving classroom management techniques
- Invite RJP Team or Associate Principal to observe the classroom
- Classroom management improvement plan with an Associate Principal

Counselor:

- Conference with head counselor
- Conference with administrator

- Attend staff development for improving counseling strategies
- Invite an Associate Principal for observation
- Counseling improvement plan with an Associate Principal



F. BOARD POLICY 5144: [SDUSD Restorative Discipline Policy](#) - Updated June, 2025

Please review the new policy.

IV. ACADEMIC PROCEDURES

A. GRADING POLICY

The implementation of this will be a gradual process in order to give our schools time to align site policies and procedures to the updated AR 5121. For this school year, schools are being asked to focus on the following key elements:

1. Removing nonacademic factors from the academic grade
2. Providing opportunities for revision and reassessment

All Grade Levels (TK-12): 2025-2026 School Year

For the 2025-2026 school year, all grade levels, TK-12, will use the following academic and citizenship marks per the updated AR 5121.

Academic		Citizenship	
A / 4	Exceeds standards	E	Exceeds
B / 3	Meets standards	M	Meets
C / 2	Approaching standards	I	Inconsistent
D / 1	Beginning progress towards standards	U	Unsatisfactory
F / Unsatisfactory	Little to no progress towards standards		
NC – No Credit	See registrar for procedure: These grades (NC, NG, IN) require prior approval by an administrator.		
NG – No Grade			
IN - Incomplete			

Grading comments and features will also be updated in PowerSchool to enable teachers to provide comments that describe progress towards mastery of standards for all content areas. Schools will communicate classroom expectations directly to students and parents.

SDUSD 2025-2026 SBG Priorities

- Understanding: Increase understanding of Critical Concepts & Proficiency Scales
- Assessments: Implement standards-aligned (Critical Concepts aligned) assessments
- Feedback: Deliver standards-aligned (Critical Concepts aligned) feedback to students

Citizenship Grades used are:

E - EXCELLENT (Helpful without direction)
M - Meets (Helpful with direction)
I - Inconsistent (Hinder myself)
U - UNSATISFACTORY (Hinder others)

Refer to the James Madison High School Citizenship Rubric for assigning citizenship grades. Students should be afforded the opportunity to improve their citizenship grade through the duration of the semester. See Attachment B.

District Eligibility Rules for Athletics, Extracurricular Activities, and School Sponsored Events: The district requires a minimum of a 2.0 academic and 2.0 citizenship grade point average to be eligible for athletics and extracurricular activities. Students must have a passing grade in a minimum of four classes and the student must be in good standing to be eligible for athletics. Refer to the James Madison High School Loss of Privilege (LOP) List procedures for student placement on LOP. See Attachment C.

For the 2025-2026 school year student athletes are allowed **one** probationary grading period. If a student is ineligible during a grading period, they can utilize their probationary period which will allow them to participate in athletics. During the probationary time the student will meet with and turn in a probationary form to the athletic director, Coach Jackson. The form will be signed by the parent or guardian, the student athlete and the VP of athletics. During their probationary time the student is expected to work to become eligible. Coaches and school officials will monitor students' progress towards academic success. If the student is ineligible or does not maintain a 2.0 GPA or citizenship after their probation period they **cannot have a second probationary period** in the school year, in this instance they would then become ineligible to participate in athletics. For more information please see Coach Jackson in the main office.

Student Request for Early Leave: Students who, for reasons beyond their control, are required to leave school before the close of the semester may arrange with their teachers to make up (in advance) the work which will be missed if their date of departure is within two weeks of the end of the semester.

Short Term Contract of Independent Study: Students who find it necessary to be absent from school from 5 to 15 days per year as (1) a protective measure, (2) an alternative to home teaching, or (3) an extended family vacation (educational merit must be demonstrated) may apply in advance for short term contract of independent study. This contract involves assignments from each teacher that must be graded upon student return to school. The completed educational plan (assignment) will constitute a basis for the student's grade. Forms are available in the Attendance Office and should be approved by the head counselor and returned to attendance.

Make-up Work: Students who miss class work or tests due to illness or suspension must have the opportunity to make up the work. The amount of time missed should match the time allotted to make up work.

Grading Policy Related to Student Absence: If a student is in danger of losing a credit because of excessive absences, teachers must, at an early date, alert parents or guardians. Parents/guardians must know of the student's inability to meet course requirements. *Absence in and of itself cannot result in a failure of a course.* In case of absence due to illness, provisions must be made for make-up work.

"Incompletes" (INC) are given only in cases of absence due to illness and must have prior administrative approval. Six weeks are allowed for making up work, if not made up, a grade of "F" is recorded. A grade of "Incomplete" may not be given in June. A grade of "NC" (no credit) counts as an "F" for athletic eligibility and may only be given with administrative approval.

Reports to Parents: The 6-week and 12-week grade reports are used for communication to the home concerning academic and citizenship issues. Teachers are encouraged to use these reports to acknowledge positive student achievement and attitude as well as concerns and/or lack of achievement. If a student received a passing grade on the 12-week grade report but is in danger of failing the semester, the teacher **must** issue a "Special Progress Report to Parents" prior to the semester grade and in sufficient time to permit improvement. Phone calls are also encouraged.

Notice of Failure: The 12-week grade report or the "Special Progress Report to Parents" form must inform the parent/guardian that the student is in danger of failing the course or receiving a "U" in citizenship. It should be issued sufficiently in advance of the semester grade report to permit improvement.

STUDENTS AND PARENTS SHOULD NEVER BE SURPRISED BY A REPORT CARD GRADE. STUDENTS SHOULD KNOW WHAT THEY HAVE EARNED AND SHOULD KNOW AT ALL TIMES THEIR APPROXIMATE GRADE.

A teacher must have taken the following steps preceding the issuance of a failing grade on any grade report (6, 12, or 18 week):

- Attempted to adapt the work assigned to the ability of the student.
- Held a teacher-student conference.
- Used remedial measures for correcting the difficulties, when possible.
- Established communication with the parent(s)/guardian(s).
- If a student is in an honors level course and doing poorly, teachers must contact the parent and counselor to determine strategies for improvement. If the decision is made to move the student to a "non-honors" level course in the same subject, the teacher may not give the student an "F" on their permanent record.

B. PROGRAM OR CLASS CHANGES

Withdrawal from Class: Schedule changes should not occur after the first two weeks of each semester.

A student who is dropped from a course during the first six weeks of a semester will not have that course noted on their permanent record or on their report card.

Petition to drop a class: A petition is required to drop or change a class for an academically sound reason, and must be requested to the counselor by the student. This petition requires signatures of the student, parent, and teachers involved. The petition must also have the counselor's signature of approval (dropping and/or adding).

JAMES MADISON HIGH SCHOOL ACADEMIC AND PERSONAL HONESTY POLICY

RATIONALE

Student integrity is an extremely important factor in maintaining an academic environment which is fair, and that preserves the dignity of all students. Each student is responsible for helping to keep this environment intact.

This policy, developed by James Madison High School staff, students, and parents, is based on the belief that with trust comes the ability to establish productive staff-student-parent relationships. All MHS stakeholders are encouraged to base relationships on this fundamental notion of trust. To violate this trust and respect is a very serious matter.

Cheating, in any form, is not tolerated. Cheating undermines the academic process, shatters a student's integrity, and destroys the trust necessary for a productive relationship and our goal of excellence.

The acts of academic dishonesty outlined in this policy include cheating on tests, fabrication, unauthorized collaboration, plagiarism, theft or alteration of materials, text, assignment avoidance, inappropriate use of online resources, pressure for unsubstantiated grade changes, and knowledge of academic dishonesty.

These acts will be dealt with as stated in this policy, parents will be notified, and a referral may be recorded. Academic and citizenship penalties will occur; and depending on the offense, suspension from school and school activities (e.g., dances, sporting events, prom, senior activities, Commencement) may also occur. All students will have due process.

ACADEMIC AND PERSONAL HONESTY POLICY

- 1. CHEATING:** Any intentional giving or using of outside assistance related to an examination, test or quiz, without permission from the teacher, including misuse of any form of technology.
Consequences:
 1. Receive a "zero" on assignment
 2. Citizenship grade lowered
 3. Parents notified
 4. Additional violations: Discipline referral to administration, parent/student conference with teacher and school official, counselor notified; could receive an F/U in the course for the grading period at the teacher's discretion.
- 2. THEFT:** Any intentional and unauthorized theft, concealment, alteration, or distribution of student, staff or library material.
Consequences:
 1. Same as cheating
 2. Possible criminal charges
 3. Other school-initiated actions
- 3. UNAUTHORIZED COLLABORATION:** Any collaboration between a student and another person at times or in ways that are not permitted. Consequences:
 1. Same as cheating
- 4. FABRICATION:** Any intentional falsification or invention of data, source or other authority in an academic exercise.
Consequences:
 1. Receive a "Zero" on assignment
 2. Citizenship grade lowered
- 5. PLAGIARISM/ALTERATION:** Any intentional use of another person's ideas, words or work as one's own. Plagiarism includes the misuse of published material, material generated by technology, or the work of another student.
Consequences:
 1. Same as Fabrication
- 6. TEST/ASSIGNMENT AVOIDANCE:** Any pattern of absences on test days for the apparent advantage of better grades.
Consequences:
 1. Parents will be notified
 2. Continued occurrence may result in forfeiture of make-up opportunities
- 7. PRESSURE FOR UNSUBSTANTIATED GRADE CHANGES:** Any student or parent/guardian request for a grade change other than a change to correct an averaging, recording, or other clerical error.
- 8. MISUSE OF COMPUTERS:** Students are required to sign a school "Network Use Guidelines" form detailing specific offenses deemed objectionable or dishonest.
- 9. KNOWLEDGE OF ACADEMIC DISHONESTY:** Any student who has personal knowledge of a violation of the district policy of academic honesty is to report it to the school authorities. Failure to do so makes a student a party to the cheating and subject to disciplinary action.

V. STUDENT SERVICES

A. SCHOOL NURSE

The nurse provides first aid and emergency services for injuries while at school. Students should see the nurse regarding "non-urgent" matters before school, at lunch or after school. Passes are required for all students reporting to the nurse (except emergencies). Students are to report first to their regularly scheduled class and secure a pass from the teacher to the Nurse's Office if necessary. NEVER LEAVE AN INJURED OR CRITICALLY ILL STUDENT IN NURSE'S OFFICE WITHOUT FIRST NOTIFYING THE NURSE OR ASSOCIATE PRINCIPAL.

If a student is not feeling well the student should report to the nurse's office to be assessed by our school nurse. The school nurse will contact the parent if the student needs to go home. The nurse will issue blue slips for students who are leaving due to illness.

The nurse will give medications to students ONLY with a statement from a physician. This includes aspirin and any other over-the-counter products. Students may NOT carry any medication on them besides a physician prescribed inhaler.

Blue slips for medical or dental appointments must be requested by the parent/guardian and obtained from the Attendance Office to leave school early.

B. SCHOOL PSYCHOLOGIST

The school psychologist is responsible for administering all group and individual tests that the school has recommended. Parent permission is required. The school psychologist is also responsible for distributing the test information to the proper personnel, encouraging parent involvement, providing support services and supporting the success of students.

C. STUDENT IDENTIFICATION CARDS

School ID pictures are taken at Warhawk Walk and on photo make-up dates . Make-up photos will be taken only for those students who were not present on picture day. All students are issued an identification card at no cost. ID pictures for newly enrolled students are taken at time of enrollment. ID cards must not be altered or defaced in any way. Student identification cards must be carried during school hours and during school-sponsored events, and to make purchases at the Finance Office.

VI. LIBRARY MEDIA CENTER

A. Use of the Library/Media Center will be by advance reservation only. Please submit an Activity Request on Madison's website at least two weeks prior to the dates you are requesting to use the Library.

B. TEXTBOOK PROCEDURES: Textbooks will be checked out by class. A schedule will be developed and shared with teachers at the start of the school year.

VII. EMERGENCY AND SECURITY PROCEDURES

A. EMERGENCY PLANS

Fire: Short Bell Tones: repeated one-second bell tone signals fire emergency requiring building evacuation.

Action:

- 1) Physical education classes on the field cease activity and proceed to the emergency assembly area.

- 2) All other classrooms proceed as indicated on the emergency drill card posted in each classroom.
- 3) During the lunch period, students and staff proceed to the field and wait quietly for further instruction.
- 4) Before and after school, or during passing time, students and staff evacuate building(s) via the nearest exit and proceed to the Emergency Assembly Area.
- 5) Notification of all-clear (regular bell tones) for the staff and the students to return to class is given by the site administrator, or designee.

**Earthquake: EMERGENCY INFORMACAST ANNOUNCEMENT NOTIFICATION OR
Repeated ten-second bell tone signals earthquake or other natural disaster.**

Inside Buildings:

- 1) All staff and students drop to the floor and under tables or other support objects. Move away from windows and heavy suspended light fixtures. Take a protective position: drop to knees, clasp both hands behind the neck, and bury face between knees with eyes closed.
- 2) After a serious earthquake (or drill) is over, the school emergency evacuation procedure will be implemented. Do not run. In the event of a power failure precluding the sounding of the evacuation alarm, each teacher, after an earthquake, tremor, or aftershock, should decide when it appears safe to direct the class to evacuate the building.

On School Grounds:

- 1) Move away from buildings, trees, and exposed wires. Assume the protective position as described above.
- 2) When building evacuation bell tone sounds or when faculty/staff personnel direct evacuation, move to the Emergency Assembly Area and wait for further instructions. Do not return to the buildings.

Walking To and From School:

- 1) Move away from buildings, trees, and exposed wires. The safest place is in an open area. Do not run.
- 2) After the earthquake, if on the way to school, continue to school; if on the way home, continue home.

**Lock Down: EMERGENCY INFORMACAST ANNOUNCEMENT NOTIFICATION OR
One continuous 60-second bell tone signals a campus-wide lockdown.**

A lockdown is initiated because of danger on or near campus that poses a threat to staff and students.

PLEASE MONITOR YOUR EMAIL FOR INFORMATION & UPDATES

The "All Clear" is delivered via e-mail communication or personally by school personnel. "All Clear" means the lockdown is lifted and normal school activities may resume.

Teacher Action (if in a classroom)

- 1) Direct students to drop to the floor.
- 2) Immediately lock the door and windows, close the blinds, and shut off the lights. Stay quiet.
- 3) If staff and students are outside and looking for a safe haven, quickly open the door allowing them in, and then resume the lockdown procedure. Keep in mind, however, that opening a door is a judgment call that can only be made by the teacher or adult staff member. Before opening the door, staff members must weigh the risk to the students already inside the room, to the chance of successfully getting others inside.
- 4) During the lockdown, teachers should take attendance in their classrooms, include all staff as well and be prepared to forward this information, as requested.
- 5) Instruct students to remain quiet, away from windows and doors. Evacuation, if required, will occur only after the area is determined to be safe. Evacuation will occur room-by-room led by clearly

identified police officers or Admin. There will be no general evacuation where all classes move at the same time.

- 6) Teachers should activate their computers and keep their email screen open (so long as electricity remains available). As much as possible, the administrator in charge will direct office staff to send updates to teachers via email.
- 7) When an evacuation does occur, all personal belongings should be left behind except for the red classroom emergency backpack and classroom walkie talkie. Staff should instruct students to evacuate to a designated site with their hands laced behind their heads.
- 8) Keep students calm by remaining calm yourself.
- 9) Upon reaching the designated evacuation site, attendance should again be immediately taken to identify any missing students or staff.
- 10) If there is an injured person(s) in a classroom, the teacher or other adult staff member should remove the red 8 1/2" x 11" piece of paper from the room's emergency backpack, and tape it in the window as close to the door as possible. This will signal police/EMS personnel to attend to these rooms as soon as possible.

Physical Education Teachers' Action:

- 1) If students are on the field, coaches should determine a safe rallying point for all students on the main field, basketball courts, or handball courts.
- 2) If students are in the activity room, doors should be locked and secured.
- 3) If students are on the blacktop near the Girls' or Boys' PE locker room, they should proceed into the locker room and staff should lock the doors.
- 4) At least one or more coaches should carry a portable school radio to the field to facilitate communication with the front office.

Teacher Actions (if on prep or out on campus)

- 1) Move quickly to any building or classroom that appears safe.
- 2) Take any students who might be in the area with you into the nearest classroom or office.

Visitor/Volunteer Action

- 1) All visitors/volunteers will follow procedures according to their location.

Student Action (if in the classroom)

- 1) Upon teacher instruction, all students should drop to the floor and stay there until given further instructions. Students need to be quiet in order to hear information from their teacher.

Student Action (if out on the campus)

- 1) If the students are out on the campus and a lockdown occurs, all students should try to get into the nearest classroom or building.
- 2) Students on campus should move quickly away from danger and seek a safe classroom or building.

Pre-School Lockdown

- 1) Students should be directed into the auditorium, cafeteria, any open classrooms, and/or the library.

Passing Period Lockdown

- 1) Students should be directed into any open classroom or building.

Lunchtime Lockdown

- 1) Staff members will make every effort to direct students into classrooms, gym, cafeteria, the library, etc.

After-School Lockdown

- 1) Students should seek any open classroom or building.

Evacuation of Classrooms/Bungalows

- 1) Evacuation of rooms will be done room-by-room by police officers or EMS personnel.
- 2) Attendance sheets should be brought with staff members during an evacuation and then given to the on-scene police incident commander or the Administrator in Charge (AIC).

Disaster Drills:

Please review site procedure. Emergency Evacuation Maps and Assembly Locations are included IN CLASSROOM RED BACKPACKS.

Civil Defense Disaster:

Surprise Attack: The first available signal may be the intense flash of light and blast. All persons must be warned not to look at the flash from a nuclear explosion. A nuclear blast, heat wave, and radiation could occur. The force of the blast could shatter glass windows, driving splintered glass through the rooms.

a. Action:

When in the classroom or other areas within buildings follow "duck and cover" procedure: drop to a protective position, kneel down, clasp both hands firmly behind the head, and cover the neck. Bury face between the knees, eyes closed; press elbows tightly to the knees, covering the ears and sides of face with arms.

If a surprise attack occurs when you are outside, drop to the ground and take a protective position as described above or lie flat on your stomach. Cover your head with a book or coat. The factor of time in the event of this type of attack cannot be over emphasized, since the first two or three seconds after an explosion are the most dangerous. The overall danger period involved is less than ten seconds.

Radioactive Fallout: Whether in a classroom or outside, await further instructions after explosions cease. Radioactive fallout, in any attack, should be expected in some, if not all, parts of San Diego County. The time of fallout arrival cannot be predicted exactly due to variables in wind and weather conditions and the probable effects of nuclear blast. Therefore, all time and effort with almost complete disregard for the risk involved should be spent going to a shelter or going to homes and makeshift shelters.

b. Staff Responsibilities

Teachers will remain with classes and follow instructions in the emergency plan.

Counselors and all staff not with a group of students will follow instructions in the emergency plan.

Custodial staff will follow instructions in the emergency plan.

Water Failure: All restrooms will be locked. After it has been determined how long it will be before we again have service, a notice will be sent to all classrooms, indicating what action will be taken.

B. SECURITY

Security of Rooms and Buildings

Teachers must lock all doors upon leaving an empty room. When leaving at the end of the day, windows must be closed, locked with blinds down. The administration building is secured at 4:00 p.m. daily.

- **Keys issued to teachers are not to be given to students for any reason.**
- **Keep your keys in a safe place.**

- **Do not leave Madison High School keys in your car overnight in case your car is vandalized.**
- **Report lost keys immediately to Josh Lanigan.**

Lounge and restroom facilities should remain locked. Staff members are issued keys for facilities they normally use. Keys are not issued to student teachers and must be issued to their lead teacher. Keys to the gym and fields are only issued with approval by Robin Peters, Associate Principal of Athletics and Rick Jackson, Athletic Director.

You must have prior approval from the principal to be on campus after hours. In the event it is necessary to use school facilities after hours, you must request approval at least five (5) days in advance. If pre-approved, School Police must be notified by checking in with dispatch upon entry and exit to the site.

All district employees not assigned to MHS, are to enter the school through the Administration Building and should have their district ID visible. All visitors will sign in at the front office and will be issued a visitor's badge. Anyone seen on campus without a visitor's badge should be escorted to the main office. Please alert security or the front office immediately if any unidentified person is seen near your building.

All visitors must be approved by an administrator in advance. Former students are not permitted to visit teachers on campus during the school day.

Personal Safety

- Teachers should form a buddy system within their departments or buildings.
- Assist substitutes in areas near you. Although they have access to the staff handbook and emergency procedures, introduce yourself and be of help in answering their questions.
- Teachers working during non-school hours should become familiar with the location of the nearest phone and of the work schedule of the custodians.
- In the event of a serious emergency after the administration building is closed, teachers should dial the police emergency number: 911 or the school police emergency number: 619-291-9911. Teachers who are on site after hours and note a facilities concern should contact custodial staff via walkie-talkie radio or Ext 3065. If custodial staff is not available please contact SDUSD School Police non-emergency number: 619-291-7678.

Student Security Rules

- Students are not to be in buildings before 8:00 a.m., Monday through Friday unless circumstances warrant, and they must be supervised by certificated staff.
- Refer any non-students on the campus to the main office. Immediately report their presence to the front office or campus security. Dial 6001 to reach the front office or notify the office using your assigned walkie-talkie radio.

James Madison High School
Key Contacts 2025-2026

ATTACHMENT A

Role	Name	Phone Extension	Email Address
Principal	Fred Hilgers	3010	fhilgers@sandi.net
Associate Principals	Robin Peters M - Z	3002	rpeters@sandi.net
	Mike Salamanca A - L	3003	msalamanca@sandi.net
Head Counselor – Students: A - K	Angelica Colón	3035	acolon@sandi.net
Counselor – Students: L - Z	Michelle Thompson	3037	mfrancescotti@sandi.net
Administrative Assistant - Principal's Office	Andrea Lopez	3010	alopez3@sandi.net
Attendance Clerk – SC1	Lesdy Hurtado	3020	lhurtado@sandi.net
Attendance Assistant	Cristina Delgado-Saucedo	3039	cdelgado-saucedo@sandi.net
Cafeteria	Café Manager	3060	rbhadauria@sandi.net
College/Career Readiness Coordinator	Lori Williams	3036	lwilliams7@sandi.net
Community School Coordinator	Marjorie White	3034	mwhite7@sandi.net
Counseling/Assoc Principal Support			
Transportation	Lea Achivida	3021	lachivida@sandi.net
Custodial Office – Plant Operations Supv	Josh Lanigan	3065	jlanigan@sandi.net
DHH Interpreter Supv. - DHH Office	Joel Firks - B18B	2097	dhhhands@sandi.net
Finance Clerk – Lost & Found	Kat Hahnlein	3044	khahnlein1@sandi.net
Main Office – School Clerk/SAMS	Aminah Walker	3033	awalker3@sandi.net
Network Tech-Media Support	Christian Galaz	2205	cgalaz@sandi.net
Nurse	Jennifer Haley	3050	jhaley@sandi.net
Registrar/Records (Tues, Wed am & Fri)	Nicole Glawson	3022	nglawson@sandi.net
School Police	Officer Halo	3042	shalol@sandi.net
School Psychologist	Lauren Lehman	3043	llehman@sandi.net
Security – Campus Supervision	David Valladolid	Dial 6001	dvalladolid@sandi.net
	Xavier Gray		xgray@sandi.net
Department Contacts:			
ASB Advisor	Katie St. Pierre	2707	kstpierre@sandi.net
Athletic Director	Rick Jackson	3041	rjackson2@sandi.net
CCTE/VAPA Dept Chair	TBD		TBD
DHH Dept Chair	John Brooks	use email	jbrooks1@sandi.ent
English Dept Chair	Cindy Jenson-Elliott	2209	cjenson-elliott@sandi.net
Governance Chair	Lili Fuller	2210	lreeves@sandi.net
Math Dept. Chair	Michael Cowan	2803	mcowan@sandi.net
PE Dept. Chair	Amberly Reyes	3057	areyes5@sandi.net
RJP Team Lead – NEST Room 709	Mike Stutz	2709	mstutz@sandi.net
Science Dept. Chair	Marnie Rogers	2504	mrogers@sandi.net
Social Studies Dept. Chair	Linnette Hedley	2807	lhedley@sandi.net
Special Education - SAI Dept. Chair	MJ Lese	2316	mlese@sandi.net
World Language Dept. Chair	Whitney Chase	2108	wchase@sandi.net
Yearbook Advisor	Cindy Zoltan	2206	czoltan@sandi.net

Madison High School Citizenship Rubric

2025-2026

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.

	Overall Preparedness and Effort	Social Behavior	Collaboration / Class Participation
E Excellent <i>Helpful without Direction</i>	I am prepared for class and help others do so without being asked. I consistently show sincere effort in class.	I do not receive reminders for my behavior and redirect classmates without being asked.	I help neighbors, the teacher, and collaborate with others without direction.
M Meets <i>Helpful with Direction</i>	I am prepared for class and help others do so when asked. I frequently show sincere effort in class.	I rarely receive reminders, but when I do, I respectfully redirect my behavior.	I help my neighbors, the teacher, and collaborate with others when asked.
I Inconsistent <i>Hinder Myself</i>	I am often not prepared for class. I do not put forth effort in class unless prompted.	I receive more than two reminders a week and sometimes do not redirect behavior.	I do not do my part in collaborating with others.
U Unsatisfactory <i>Hinder myself AND others</i>	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 this grading period and have not taken appropriate steps to correct my behavior or repair relationships.	I do not do my part in collaborating with others and keep others from completing their tasks in class.

Madison High School Loss of Privilege List (LOP) 2025-2026

The “Loss of Privilege” list (or LOP) is an ongoing document that students are placed on for one or more of the following reasons:

- ☐ Grades
 - ☐ Student earned below a 2.0 GPA in scholarship while failing to complete over 50% of assignments from the **6 week progress reports or 18 week semester grading period**
- ☐ Behavior
 - ☐ Student earned a formal suspension or administration recommendation
 - ☐ Student earned below a 2.0 in Citizenship on **6 Week Progress Reports**
- ☐ Attendance (On Each 6 Week Progress Report)
 - ☐ Student has 3 full day (18 period absences) **unexcused/unverified** absences, OR
 - ☐ 18 **unexcused/unverified period** tardies
 - ☐ 1 or more period truancy

Time Duration

A student’s duration on the LOP depends on the reason he/she is originally placed on the list:

- ☐ Grades - for the **ENTIRE 6 WEEK** grading period or until their grades are above a 2.0 or better. Grades must be verified with the grade verification form and signed off by RJP Lead.
- ☐ Behavior - Minimum of 5 school days
 - ☐ **For a minimum of 5 school days and a maximum of 15 school days on LOP from date of incident and**
 - ☐ **Fulfillment of terms of associated behavior contract.**
- ☐ Attendance/Tardies - until the record reflects **LESS THAN on weekly LOP Report**
 - ☐ Student has 3 full day (18 period absences) **unexcused/unverified** absences, OR
 - ☐ 18 total tardies after the first **6 Week Grading Period has been completed**
 - ☐ **Student is responsible to clear Attendance LOP with the RJP team leader.**

Consequences

Any student on the LOP may not participate in extra-curricular activities including, but not limited to:

Athletics*	ASB*	JROTC*	Cheerleading*
Band*	Drama*	Field Trips	Dances
Colorguard*	Model UN	Academic League*	Special Events/Activities

Teachers/coaches are responsible to make sure students are not on the LOP list to be permitted to participate in activities, including field trips.

*Still able to participate - ineligible to compete/perform.

How to be removed from the LOP List:

Clearing Grades

In order to be cleared from the LOP List for grades, students must meet the following criteria. Note that per CIF regulations, all athletes will continue to be ineligible for competition for the remainder of the grading period, but MAY attend school functions, fields etc.

- All classes must have a C or above
- Student must complete the grade verification form

Clearing Attendance

To clear **UNEXCUSED Absences / UNVERIFIED TARDIES**, students may do one of the following:

- ☐ Saturday Core Academy (Once a month) (Absences or Tardies)
- ☐ Teacher Supervised Tutoring (2 Tardies)
- ☐ Teacher Supervise Lunch Detention (2 Tardies)
- ☐ LOP Action Plan

Interventions:

Tier 1 & 2 interventions will take place prior to being placed on the LOP List.

Attendance Interventions:

Tier 1:

- Students and families will be notified when their tardies or absences are 6 or above
 - Reports run weekly and sent via School Messenger

Tier 2:

- Students and families will be notified when their tardies or absences are 12 or above
 - Reports run weekly and sent via School Messenger
- Students will meet with RJP team about concerns/considerations regarding tardies or absences
 - Family notified of RJP meeting

Tier 3:

- Students and families will be notified when their tardies or absences are 18 or above
- Students and parent will meet with RJP team about concerns/considerations regarding tardies or absences
- Students and parents will work with our RJP team to develop a LOP Action Plan.

Academic Interventions:

Tier 1:

- Students and families will be notified when their students' grades drop below a 2.0 after the second week of the grading period.
 - Reports run weekly and sent via School Messenger

Tier 2:

- Students and families will be notified when their students' grades drop below a 2.0 after the fourth week of the grading period.
 - Reports run weekly and sent via School Messenger
- Students will meet with RJP Team about concerns/considerations regarding grades and potential interventions.
 - Family notified of RJP meeting

Tier 3:

- Students and families will be notified when their students' grades drop below a 2.0 after the grading period ends.
- Students and parents will meet with RJP Team about concerns/considerations regarding tardies or absences
- Students and parents will work with our RJP Team to develop a LOP Action Plan.

Behavior Interventions:

Tier 1:

- Student Conference with RJP Team upon return to school

Tier 2:

- Student/Parent Conference with RJP Team upon return to school

Tier 3:

- Student/Parent Conference with Administrator upon return to school



Dress Code Policy 2025-26

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.

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.
- Blankets and/or robes are not appropriate school attire and will not be permitted (only exception is during Spirit Week).
- 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.
- 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 a teacher for academic purposes.

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.

- Students will only be removed from spaces, hallways, or classrooms as a result of a violation outlined in our 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” garments 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” garments 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 the main contact number for parent/guardian.

Second Offense: Students 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 the main contact number for parent/guardian.

Third Offense: Students will be instructed to follow one of the three options offered to achieve compliance with the dress code. Students will receive additional disciplinary consequences beyond one detention. A notification call will go to the main contact number for parent/guardian.

Continued Abuse or Violation of the Dress Code: Repeated requests to change, remove hats, etc., is a disruption to the learning environment. Teachers will write a referral for continued defiance. Students will be instructed to follow one of the three options offered to achieve compliance with the dress code. Students will receive additional disciplinary consequences and may be placed on LOP (Loss of Privilege) list. Parent/guardian conference required.

