



“The mission of KLA is to create student leaders who value quality education and embrace their role as contributing members of our diverse community.”

Welcome to KLA where students are courteous, respectful, and achieve with honor! You are a member of a special community of learners that include students, staff, parents, family, and community members. KLA is designed to support you as a successful learner and citizen.

Every morning as you enter the “Gates of Wisdom,” you must be prepared to work hard and learn more than the day before. YOU can lead the way to a future full of possibilities, including a college education and an exciting career.

Come to KLA every day. Come to KLA on time. Come to KLA with supplies and completed homework. Come to KLA as a student-leader prepared to work hard for your own benefit and for the good of the entire learning community. YOU can and will succeed.

Remember, “Everything you say and everything you do, sends a message.”

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

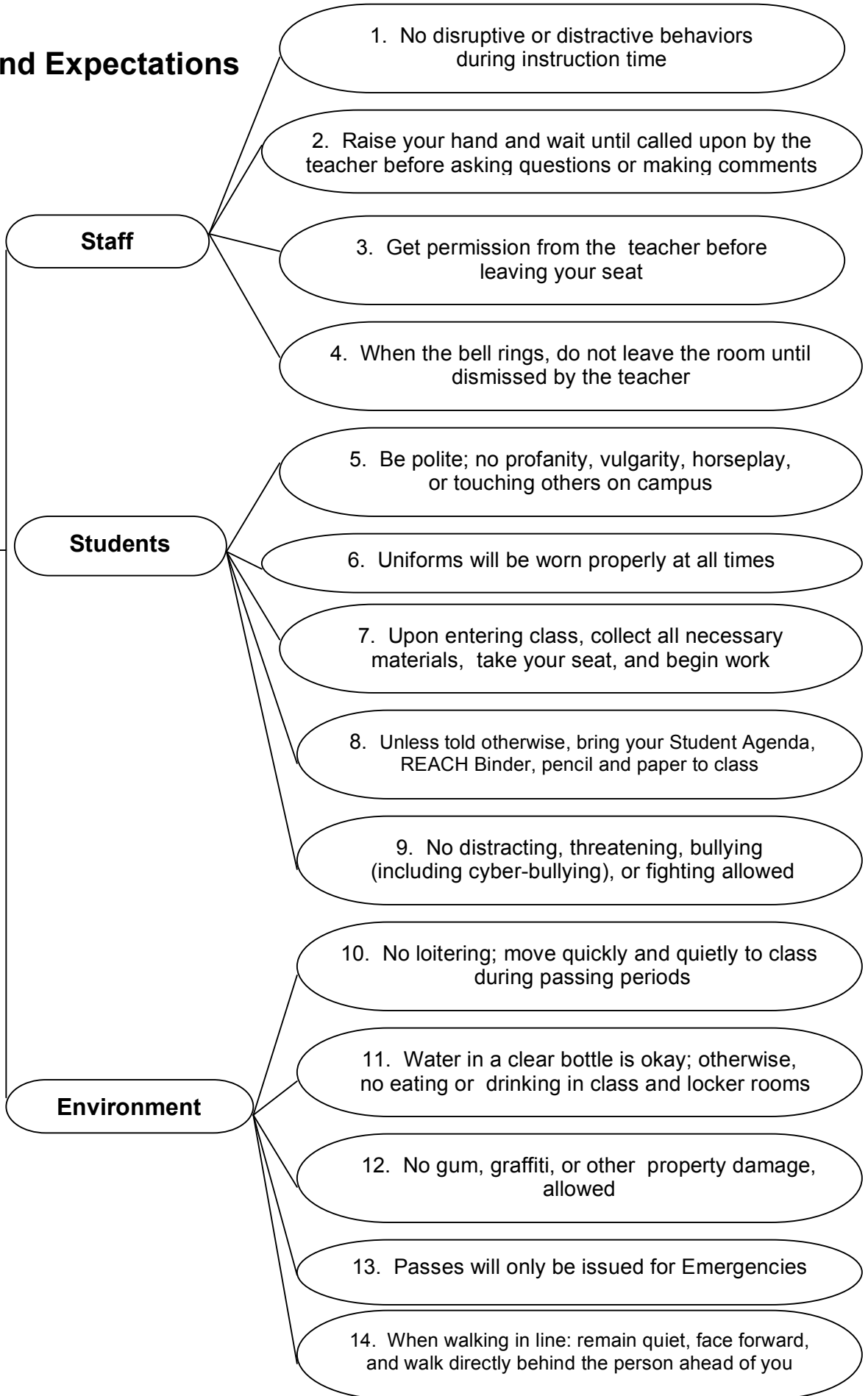
PHONE _____

STUDENT NO. _____

School Rules and Expectations



Respect



KLA Students Always REACH for Success!



"Everything you say and do sends a message."

Expected Student Learning Results (ESLRs) of KLA

KLA STUDENTS ARE:

self-directed, critical thinkers who **identify, conceptualize, analyze, synthesize, and evaluate** using available resources and information.

KLA STUDENTS ARE:

Leaders who model **Respect, Enthusiasm, Achievement, Citizenship, and Hard work.**

Respectful leaders listen, are flexible, consider opinions of others, and create a positive environment that enables people to move forward.

1. Interacts positively with all students and adults reflecting KLA's mission & core beliefs
2. Honors cultural and individual diversity
3. Demonstrates responsibility in the learning community by adhering to KLA's school wide rules

Enthusiastic leaders are excited about learning and are actively involved.

1. Participates in a variety of leadership opportunities
2. Demonstrates with confidence that college is part of their future
3. Discovers an area of interest beyond the core academic classes

Achieving leaders value education by setting and completing goals.

1. Meets or exceeds California State Standards in English and Math
2. Reads and writes effectively in each subject area
3. Communicates effectively in academic language to express thoughts and ideas
4. Uses technology as a tool for learning

Leaders show **Citizenship** by fulfilling the duties and responsibilities of a productive community member.

1. Demonstrates character education through the use of "Character Counts" and "7 Habits of Highly Effective Teens"
2. Recognizes the impact personal behavior and character has on our local and global diverse community
3. Completes expected community service hours

Hardworking leaders demonstrate perseverance in their pursuit of goals

1. Develops and implements individual goals and action plans for academic and citizenship achievement
2. Participates in additional academic supports, if needed
3. Demonstrates study skills and organizational strategies that lead to academic success

KLA Leadership Team



Information

Board Members

Angela Bass
Charles Conradi
Marvin Maldonado
Mitzi Martinez
Danielle O'Connor
Robert Ryles
Anne Saenz

Executive Director

Joel Christman

Academic Director of

KLA Primary

Nicole Dougherty

Academic Director of

KLA Secondary

Tertia Miyashiro Sartain

Executive Secretary

Elizabeth Ochoa

Parent Involvement

Director

Eva Contreras

Attendance Clerk

Christina Espinoza

Technology Coordinator

Nelson Young

Librarian

Mitzi Martinez

Health Services at KLA

The Health Office is available to students from 8:00 a.m. - 3:00 p.m. daily. During class hours, you **must** have a pass from your teacher to be excused to visit the school nurse.

- All students must have a current Health Information card and an emergency card on file in the Health Office.
- If you take medication during school hours, you must have a Physician's Recommendation for Medication form on file. All medications must be kept in the Health Office.
- A physician's excuse as well as a parent's excuse from P.E. should be taken to the Health Office.
- All 7th graders need hepatitis B shots.
- All Students need Tdap Vaccination.

Library and Textbooks



The library/media center offers a combination of print and electronic resources. Your teachers bring in classes to the library with particular goals in mind. The library is open during limited school hours. The school will lend you textbooks. **All students must pay for books that are lost or damaged or that indicate careless use or excessive wear.** The following steps will help you to maintain the high quality textbooks that you will be given:

- Your name must be clearly written in ink on the inside cover of each textbook
- Textbooks must be covered
- Keep your books in your possession
- Avoid subjecting your books to physical misuse, such as dropping them or playing with them
- Lost books should be reported to the librarian
- Make no marks in the textbooks

KLA Cell Phone and Electronic Device Use Policy

All students may use cell phones and electric devices, outside the "Gates of Wisdom" before school begins (7:30 a.m.) and after school ends outside, the "Gates of Wisdom" (2:50 p.m.)

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Should devices be used during the instructional program, the device will be immediately confiscated from the student, it will be recorded/logged in Zangle, parents will then be contacted by the Leadership Team. Devices will be returned to parents **ONLY**. Devices will not be returned to minors, siblings or KLA students.

Repeated unauthorized use of such devices will be confiscated and locked, devices will not be returned to owners until the last day of school (June 27).

Note: It is highly recommended students not bring items of value to school as they may be misplaced. KLA is not liable for lost property.

Bicycles/Skateboards/Scooters

Although KLA has designated an area for students to park bicycles, neither KLA nor San Diego City Schools is responsible and assumes no liability for theft, damage, or loss of use, to any bicycle, equipment, nor article left on site. The student assumes all such risk. Students are urged to secure their bicycles appropriately by using a quality lock and chain or other device.

By law, helmets are required to be worn when riding a bicycle. Skateboards, roller blades, and scooters are forbidden on school grounds.

KLA
Daily Bell Schedule

First Lunch

Block 1

7:30 - 8:40

Block 2

8:43 - 9:53

Block 3

9:56 - 11:06

Lunch

11:06 - 11:36

REACH

11:39 - 12:24

Block 5

12:27 - 1:37

Block 6

1:40 - 2:50

Second Lunch

Block 1

7:30 - 8:40

Block 2

8:43 - 9:53

Block 3

9:56 - 11:06

REACH

11:09 - 11:54

Lunch

11:54 - 12:24

Block 5

12:27 - 1:37

Block 6

1:40 - 2:50

September

3 - 1st day of school

6 - Fall Picture Day

27 - Welcome Back Dance

30 - Make-up Picture Day

October

10 - KLA Open House 5:30pm

11 - 6 week grading period ends

28-Nov 1 - Red Ribbon Week

November

American Indian Heritage Month

1 - Halloween Dance

5-8 - Teacher PD Days (Minimum Days)

11 - Veterans' Day no school

12-15 - 6th Grade Camp

22 - 6 week grading period ends

25-29 Thanksgiving Holiday

December

11 - Awards Distribution

18-20 - Winter Benchmark Testing
(minimum days)

23-Jan 10 Winter Break

January

13 - Return to school

20 - Martin Luther King Day no school

Jan 27-31 - Final Exams week

Semester grades mailed home

31 - End of first semester

February

Black History Month

3-7 - Multicultural Week

12 - Awards Ceremony

13 - Valentine's Day Dance

14 - Lincoln's Birthday no school

17 - President's Day no school

Mark your calendar!
2013-2014

March

Women's History Month

4-5 - 7th Grade STAR Writing

14 - 6 week grading period ends

26 - Awards Distribution

26-28 - Spring Benchmark Testing
(minimum days)

31 - Cesar Chavez Day

31-April 11 Spring Break

April

National Poetry Month

14 - Return to school

22-25 - Teacher PD Days (minimum days)

May

Pacific Asian Heritage Month

2 - Spring Dance

5 - Cinco de Mayo

5-9 - Teacher Appreciation Week

9 - 6 week grading period ends

15 - Spring Assembly 5:30pm

21 - Awards Distribution

20-29 - Begin STAR/CST Testing

20-22 - STAR Testing (minimum days)

26 - Memorial Day

27-29 - STAR Testing (minimum days)

June

6 - CST Celebration

9-13 - Multicultural Week

13 - 8th Grade Dance

16-20 - Final Exams Week

23 - 8th Grade Trip

25/26 - Awards Ceremony

27 - End of semester

Grades mailed home

27 - 8th grade promotion

DRESS FOR SUCCESS!

KLA Dress Code

Students are required to wear the school uniform to school everyday:



- ❑ **Polo shirt** - burgundy, navy blue, white, black
 - shirts must be tucked in at all times
 - undershirts must be short sleeve and solid white
 - No tight shirts
- ❑ **Khaki pants, shorts, skirts, or skorts**
 - *Exception: "Jeans Day" for students that qualify
 - Dickies or Dickies style
 - Khaki color only and worn at the waist
 - No sagging nor blousing at the bottom
 - No rubber bands on pant-legs
 - No tight pants nor tight shorts
- ❑ **Solid Black shoes** with solid black laces
 - No logos on shoes and laces
 - must be properly (traditionally) tied
- ❑ **Solid white socks** - low cut
- ❑ **KLA jacket, sweater, sweatshirt must be same as uniform colors and solid in color** (white, navy, burgundy, khaki, black)
 - Hoodless or have a detachable hood
- ❑ **Plain black belt w/ solid buckle**
 - must be silver, brass, or solid black (no designs nor logos)
- ❑ **Solid color backpack - blue or black ONLY** (free of logos, writing, or graffiti)
- ❑ **No hats nor hoods of any kind are allowed on campus. Bandanas, and hair rags may not be worn at school.**
- ❑ **Jewelry** - 1/4 inch-studded earrings ONLY (no bracelets, watches, rings, body piercings, nor necklaces allowed)
- ❑ **Hair accessories** - must be same as uniform colors and solid in color (white, navy, burgundy, khaki, black)
- ❑ **No logos, writing, nor graffiti on shirts, pants, shoes, backpacks** (with the exception of KLA logo)
 - clothing should be neat and in good repair
- ❑ **No stickers, temporary tattoos, nor writing is allowed on body parts or clothing**

Physical Education Uniforms

- ❑ **KLA Printed Gym shirt**
 - sold at Mario's Clothing
- ❑ **KLA Mesh Shorts / Sweatshort**
 - sold at Mario's Clothing

School and PE uniforms may be purchased at **Mario's Clothing** located at:

7761 Broadway
Lemon Grove
(619) 469-8391

Every student at KLA is expected to suit up everyday for physical education!

Academic and Citizenship Grades

Academic

- A (4.0)= Superior
- B (3.0)= Better than average
- C (2.0)= Average
- D (1.0)= Below average
- F (0.0)= Failure

Citizenship

- E (4.0)= Excellent
- G (3.0)= Good
- S (2.0)= Satisfactory
- N (1.0)= Need to improve
- U (0.0)= Unsatisfactory

All students must earn at least a 2.5 in academics and a 2.5 in citizenship in order to be eligible to attend dances, extracurricular sporting activities, and special events except if any of the following occur during the last six (6) week grading period:

- a fight or act of violence
- sexual harassment
- a drug, alcohol, or tobacco related offense
- any defiance towards any adult on campus.

In order to participate in the 8th grade promotion ceremony and promotional activities at the end of the school year, a student:

- Must have a **minimum cumulative 2.5 GPA in academics** which reflects the entire school year
- Must have a **minimum cumulative 2.5 in citizenship** which reflects the entire school year
- Must complete 5 community service hours
- May not have any outstanding library indebtedness

No exceptions will be made.



Citizenship Expectations

- **Respectful** leaders listen, are flexible, consider opinions of others, and create a positive environment that enables people to move forward
- **Enthusiastic** leaders are excited about learning and are actively involved
- **Achieving** leaders value education by setting and completing goals
- Leaders show **Citizenship** by fulfilling the duties and responsibilities of a productive community member
- **Hardworking** leaders demonstrate perseverance in their pursuit of goals

E- Excellent	<ul style="list-style-type: none"> • Student exhibits all (5) of the characteristics. • Student has NO referrals.
G- Good	<ul style="list-style-type: none"> • Student exhibits most (4-5) of the characteristics.
S- Satisfactory	<ul style="list-style-type: none"> • Student exhibits (3-4) of the characteristics. • Student has NO referrals.
N- Needs Improvement U- Unsatisfactory	<ul style="list-style-type: none"> • Student exhibits few or none of the characteristics. • Any suspension lowers your citizenship automatically to an N/U

R.E.A.C.H Community Service/Volunteer Tracking Form

KLA leaders show citizenship by fulfilling the duties and responsibilities of a productive community member. Student Leadership duties and responsibilities are fulfilled by completing **5** hours of community service each school year. A Community Service Reflection must also be completed for every task completed. Students can perform any of the following services:

- teacher assistance (limited to 2 hours)
- school club participation (limited to 2 hours)
- school leadership duties (limited to 3 hours)
- off campus community service (limited to 3 hours)

To find out about more community service opportunities, go to volunteermatch.org

STUDENT INFORMATION:

Student Name:	Student ID:	Grade:
REACH teacher:	Parent/Guardian:	

HOURS AND DUTIES:

	Date	Time In	Time Out	Job Duties	Agency	# of Hrs
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

AGENCY INFORMATION:

Name of Agency:	Date completed:
	Supervisor Name:
Address/Phone of Agency:	Supervisor Title:
	Supervisor Signature:

Name of Agency:	Date completed:
	Supervisor Name:
Address/Phone of Agency:	Supervisor Title:
	Supervisor Signature:

Name of Agency:	Date completed:
	Supervisor Name:
Address/Phone of Agency:	Supervisor Title:
	Supervisor Signature:

Name of Agency:	Date completed:
	Supervisor Name:
Address/Phone of Agency:	Supervisor Title:
	Supervisor Signature:

Name of Agency:	Date completed:
	Supervisor Name:
Address/Phone of Agency:	Supervisor Title:



KLA Fitness Log

“Physical fitness is not only one of the most important keys to a healthy body, it is the basis of dynamic and creative intellectual activity.”
- John F. Kennedy

KLA leaders demonstrate personal responsibility by valuing and embracing physical activity and a healthy eating plan. A well-rounded fitness plan includes all 5 components of health-related physical fitness. Along with the fitness aspect, students’ body composition is affected by nutrition.

5 Components of Health-Related Physical Fitness:

1. **Cardiorespiratory Endurance:** relates to the ability of the circulatory and respiratory systems to supply fuel during sustained physical activity and to eliminate fatigue products after supplying fuel. Cardiorespiratory endurance is often used interchangeably with aerobic or cardiorespiratory fitness.
2. **Muscular Endurance:** The ability of a muscle to contract the muscles many times without tiring or the ability to hold one contraction for an extended period of time.
3. **Muscular Strength:** The ability of a muscle to exert forces. Strength is measured as the amount of force a muscle can produce.
4. **Flexibility:** The ability to move joints of the body through a normal range of motion.
5. **Body Composition:** The proportion of fat-free mass (e.g., muscle, bone, vital organs, and tissues) to fat mass in the body.
 Please note that there is not a column for body composition because all exercise and nutrition effects your body composition.

Date	Cardiorespiratory Endurance	Muscular Endurance	Muscular Strength	Flexibility
5/31	Jogged-20 mins.	2x10 push-ups 2x1 min planks		Cool down stretching



Student Network Acceptable Use Policy

District Procedure 4580, (available on www.mykla.org) provides information about the privileges and responsibilities of using the Internet and district networks as part of your student's educational experience. The network is an electronic network with access to the internet.

1. Responsibilities

KLA has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. "Harmful matter" refers to material that, taken as a whole by the average person applying contemporary statewide standards, describes in an offensive way material that lacks serious literary, artistic, political or scientific value for minors. (Penal Code, section 313) The teacher and staff will choose resources on the Internet that are appropriate for classroom instruction and/ or research for the needs, maturity, and ability of their students. KLA takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

2. Acceptable Use

The purpose for schools having access to the Internet is to enhance teaching and learning by providing access to 21st century tools and resources as well as online instruction. Use of another organization's data networks (e.g. Cell Phone Carriers) or computing resources must comply with rules of that network as well as KLA User policies.

3. Prohibited Uses

Transmission of any material in violation of any federal or state law, and district policy is prohibited. This includes, but is not limited to, the distribution of:

- a. Bullying by using information and communication technologies (cyberbullying);
- b. Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material;
- c. Advertisements, solicitations, commercial ventures or political lobbying;
- d. Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime;
- e. Material that violates copyright laws. (District Procedure 7038)
- f. Vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502).

Warning: Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, district procedures, and school site discipline/ network use policy.

4. Privileges

The use of KLA computers and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration, teachers and/or staff may request the site system administrator or district security administrator to deny, revoke or suspend specific user access.

5. Network Rules and Etiquette

The use of KLA Network and the Internet requires that students abide by district rules of network use and etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not send abusive messages to anyone.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. Note: E- mail and web-based programs are not private and are subject to review by district staff. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities must be reported to appropriate authorities.
- c. Maintain privacy. Do not reveal the personal address, phone numbers, personal web sites or images of yourself or other persons. Before publishing a student's picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication.
- d. Cyber-bullying is considered harassment. Refer to The Policy Against Harassment & Discrimination.
- e. Respect copyrights. All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.
- f. Do not disrupt the network.

6. Cyber-Bullying

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Staff and students will refrain from using personal communication devices or district property to cyber-bully one another. Cyber-bullying may include but is not limited to:

- a. Spreading information or pictures to embarrass;
- b. Heated unequal argument online that includes making rude, insulting or vulgar remarks;
- c. Isolating an individual from his or her peer group;
- d. Using someone else's screen name and pretending to be that person;
- e. Forwarding information or pictures meant to be private.

7. Security

Security on any computer system is a high priority. If you feel you can identify a security problem on our network notify the Information Technology Department either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the KLA network and the Internet.

8. Vandalism/Damage to Technology

Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses. In addition, any damage/negligence due to misuse will result in all associated fees being charged to the parent/guardian of the student.

Keiller Leadership Academy Parent/Student Network Acceptable Use and Responsibility Contract

This contract must be signed before the student will be given access to KLA's wide area network (mykla.org) and technology equipment. District Procedure 4580, (available on www.mykla.org) provides information about the privileges and responsibilities of using the Internet and district networks as part of your student's educational experience. The network is an electronic network with access to the internet.

Students will have access to items such as:

- Electronic mail (e-mail) communication ability. (Student email addresses ARE provided by Keiller)
- Information, online databases and news from a variety of sources and research institutions.
- School provided software and public domain/shareware software of all types.
- Discussion groups on a wide-variety of topics.
- Variety of web-based and software programs to publish content to the web.
- Collaborative web-based programs for the purpose of project based learning.
- Online courses and curriculum, academic software and electronic learning resources.
- Laptop "netbook" PC's in selected classes.

**Any damage/negligence due to misuse of this equipment will result in all associated fees being charged to the parent/guardian of the student.

The student accounts created for this access are intended for official school purposes only.

I understand and will abide by the terms and conditions for access the Internet as defined by the "Network Use Guidelines". I understand that the signatures at the end of this document are binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. I further understand that any violation of these regulations is unethical and some actions could constitute a criminal offense. Willful disregard for these regulations and/or misuse of school property (including laptop PC's) that includes (but is not limited to) intentional damage, storing or transferring of .mp3 files, .exe / .com / .bat / .dll files, virus and security programs, copyrighted files and information, adult, violent, vulgar, or ANY other material not appropriate in a school environment. If any use is found to violate these policies the files may be deleted without warning and access privileges may be revoked. I understand that if I commit any violation, school disciplinary action will be taken against me, and appropriate legal action will be considered, as well as possible arrest by police.

Parent/Guardian Network Responsibility Contract

As the parent/guardian of this student, I have read the terms and conditions outlined in the "Network Use Guidelines." I understand that this access is designed for educational purposes and KLA has taken precautions to eliminate controversial materials. However, I also recognize it is impossible for KLA to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. If this student has access to the Internet in a setting other than school, I acknowledge that the school district is not responsible for any material the student may access. I hereby give my permission for the above-named student to have access to the internet.



Media and Videotaping Release

Media Release Form 2013-2014 School Year

Dear Parent/Guardian:

Representatives from the news media often visit our campus to take photographs or videotape of students. Please indicate whether your student has your permission to be videotaped or interviewed while at school. Please return this form to the school promptly.

Keiller Leadership Academy Videotaping Release Form 2013-2014 School Year

Dear Parent/Guardian:

A representative from the district's Video Services may be on our campus during the school year to videotape and/or audiotape your child's classroom. The purpose of the audio/videotaping will be for KLA News and/or to document a lesson to be shown to teachers and educational colleagues at an upcoming professional development conference, conference for principals or as part of an instructional tape for teachers. It is not a tool to evaluate your child, rather a tool to evaluate and model instructional strategies for teachers. It is possible excerpts of the tape may be used to introduce the Board of Education meetings, which are televised live on Channel 16, and also be made available to teachers outside of a conference or training session. We value your child's participation in this videotaping, and ask for your permission to include him/her in the project.



Keiller Leadership Academy Zero Tolerance Policy

The Board of Education has approved the following Zero Tolerance Policy:

Use, possession or brandishing of a weapon will result in a recommendation for expulsion. A weapon is defined as, but not limited to, a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon.

Repeated incidents of fighting, violent acts, or causing serious injury to another person will result in a recommendation for expulsion.

Attempting to commit or committing a sexual assault and committing a sexual battery.

Our district has a NO ALCOHOL, TOBACCO, or other DRUG USE POLICY. If you are found to be **selling or furnishing** controlled/prohibited substances you will be recommended for expulsion on your **first offense**. For **possession or use**, expulsion will be recommended on your **third offense**, except for tobacco offenses; if you are found in **possession of tobacco** you will be recommended for expulsion on your **fourth offense**.

In addition to discipline, if you are found to have violated the law you may be arrested and taken to a juvenile detention facility.

Expulsion from the San Diego Unified School District will result in the loss of your privileges to attend school or extracurricular activities. You may be placed in an alternative school or program.

The Zero Tolerance Policy requires a recommendation for expulsion if the offense occurs on school campus or at a school activity, whether on or off campus.

Expulsion may be **recommended** for an offense that occurs during lunch period - off campus, and during, or while going to or from a school-sponsored activity.

The Zero Tolerance Policy is designed to make your school a safe environment and to provide an appropriate learning environment for you and other students. There can be no acceptable reason for violating these rules.

We acknowledge that the student has read and understood the Zero Tolerance Policy. This notice has been explained to the student and we realize the consequences of the student's actions should he/she violate the policy.

KLA Suspensions and Appeals Process

KLA has adopted its own Suspensions and Expulsions Appeals Process

KLA's Suspension Appeals Process consists of three (3) levels:

- Level 1 – Conference with Principal or Designee
- Level 2 – KLA Administrative Panel Appeals Hearing
- Level 3 – Final Review and Assessment by the KLA Board of Education (BOE)

KLA's Expulsion Appeal Process consists of three (3) levels:

- Level 1 – Conference with Principal or Designee
- Level 2 – Administrative Review Panel
- Level 3 – Final Review and Assessment by the KLA Board of Education (BOE)



Behavior Intervention Plan (BIP)

Responsibility and Interventions:

Teachers / Staff	Dean of Students/ Executive Director/Academic Director	KLA Plus (ISS Program)
<p>Violation 1:</p> <ul style="list-style-type: none"> ▪ Verbal Warning <p><i>*Note: Student remains in class</i></p>	<p>Visitation 1:</p> <ul style="list-style-type: none"> ▪ Incident documentation ▪ TSMP form completed. (Student remains in the Dean’s classroom for remainder of block. If student refuses to complete form, a parent conference is scheduled. Student is sent home or remains in the Dean’s classroom for remainder of the school day.) 	<p>Student may be assigned In-school Suspension in accordance with CA Ed. Code (Sect.48911.1)</p> <ul style="list-style-type: none"> ▪ A student may be assigned ISS for up to 5 days
<p>Violation 2:</p> <ul style="list-style-type: none"> ▪ Verbal Warning ▪ Student completes Teacher-Student Mediation Program (TSMP) form <p><i>*Note: Student remains in class</i></p>	<p>Visitation 2:</p> <ul style="list-style-type: none"> ▪ Incident documentation ▪ TSMP form completed. ▪ One (1) hour (after school) Detention ▪ Parent Call (Student remains in the Dean’s classroom for remainder of block. If student refuses to complete form, a parent conference must be scheduled. The student will be sent home, or remains in the Dean’s classroom for remainder of the school day.) 	<ul style="list-style-type: none"> ▪ Core Course Program (MSHE)- all subject coursework will be completed ▪ Counseling (PE/Elective) (Additional counseling services may be determined and issued by the KLA Counseling Office.) ▪ Lunch will be taken in ISS classroom ▪ ISS concludes with a 1 hour after school instruction hour. Students are dismissed at 3:50 PM.
<p>Violation 3:</p> <ul style="list-style-type: none"> ▪ Refusal to complete TSMP, student is sent to the Dean’s Classroom 	<p>Visitation 3:</p> <ul style="list-style-type: none"> ▪ Incident documentation ▪ TSMP form completed. ▪ One (1) hour Detention, In-school Suspension, Suspension ▪ Parent Call and Conference (Student may be assigned to ISS. Student is sent home or remains in the Dean’s classroom for remainder of the school day.) 	<p style="text-align: center;">Suspension / Removal Process</p> <ul style="list-style-type: none"> ▪ KLA Suspension/ Expulsion Policy will be exercised.
<p>Note: At the teacher <u>discretion</u>, a student may be sent to the Dean for any violation of the School Rules and Expectation Policy.</p>	<p>Note: For more serious violations, the Director may send a student home pending a parent conference, ISS, Saturday school, suspension, or expulsion.</p> <p style="text-align: center;">(This includes if student is involved in a fight off school grounds in accordance with CA Ed. Code (Sect.48900 (a1) or 48915 if expulsion is included)</p>	



Agreement of Understanding

Parent/Guardian Agreement

As the legal guardian of _____,
I agree to support my child in his/her academic endeavors at KLA. I have read and understand the KLA Student Handbook.

By signing below, I agree to the following:

- KLA School Wide Rules
- KLA Uniform Policy
- Parent/Student Network Responsibility Contract
- Media and Videotaping Release
- Zero Tolerance Contract
- Behavior Intervention Plan (BIP)

I will do everything in my power to support my child's academic success.

Signature of Parent/Guardian: _____ Date: _____.

Student Agreement

I, _____,
have read and understand the KLA Student Handbook.

By signing below, I agree to the following:

- KLA School Wide Rules
- KLA Uniform Policy
- Student Network Policy Contract
- Media and Videotaping Release
- Zero Tolerance Contract
- Behavior Intervention Plan (BIP)

I will commit to the academic endeavors of KLA. I will REACH everyday!

Signature of Student: _____ Date: _____.