7270 Lisbon Street, San Diego, CA 92114
(619) 263-9266

PRIMARY HANDBOOK
2019-20

"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.

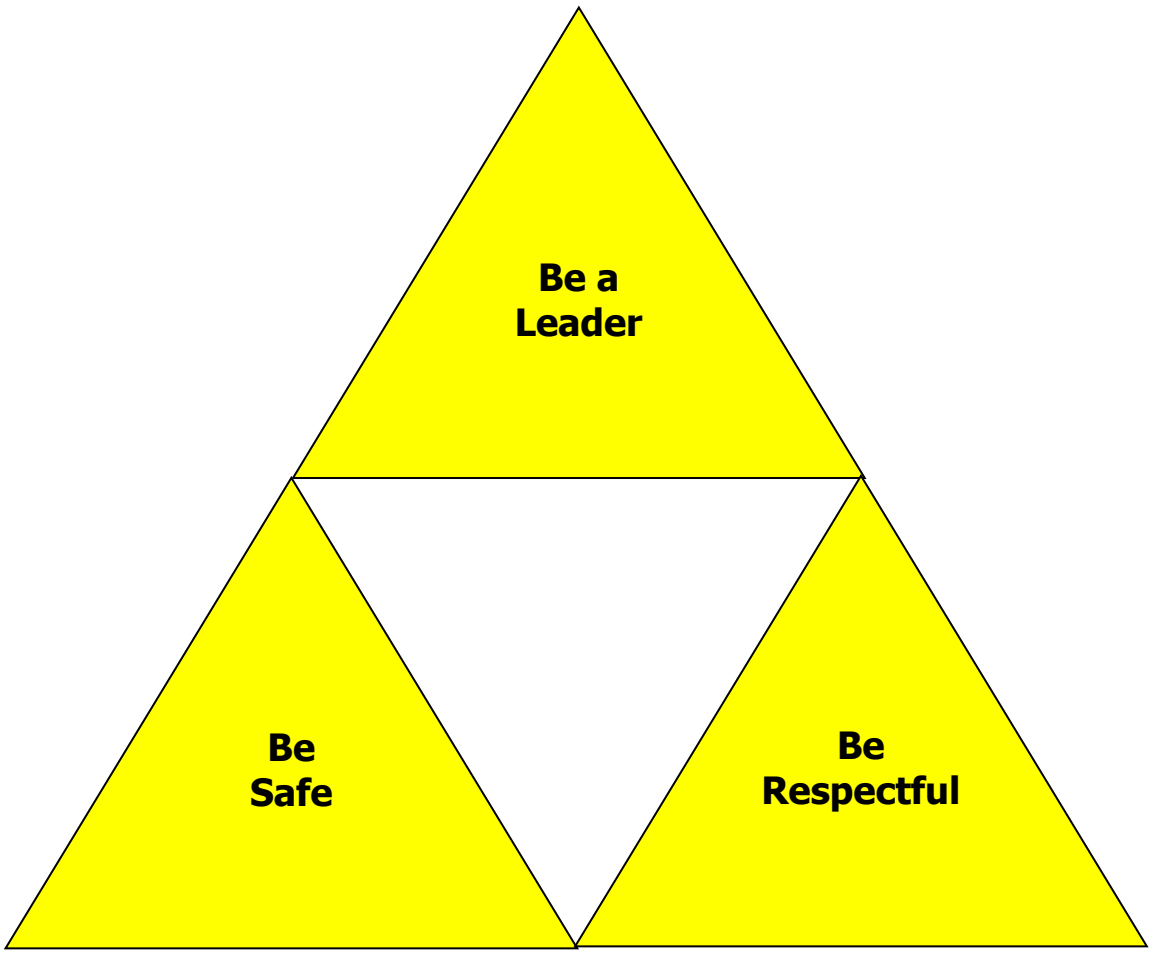
Every morning as you enter the gates, you must be prepared to work hard and learn more than the day before.
YOU can lead the way to a future full of possibilities, including a college education and an exciting career.

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.



KLA Primary Golden Rules



Every KLA student is expected to:

- **know each of the three Golden Rules**
- **demonstrate understanding of each Golden Rule**
- **be held accountable for his or her actions**

"Everything you say and do sends a message."

CHARACTER COUNTS! is TRRFCC!

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 **T**rustworthiness**, R**espect, **R**esponsibility**, F**airness**, C**aring and **C**itizenship.

TRUSTWORTHY leaders:
1. Are honest
2. Do the right thing, even when no one is looking
3. Are loyal

RESPECTFUL leaders are excited about learning and are actively involved.
1. Understand and accept others' differences
2. Solve problems peacefully
3. Treat other how they want to be treated

RESPONSIBLE leaders value education by setting and completing goals.
1. Do what they are supposed to do
2. Use self-control
3. Persevere
4. Meets or exceeds California Common Core State Standards in English and Math
5. Reads and writes effectively in each subject area
6. Communicates effectively in academic language to express thoughts and ideas
7. Uses technology as a tool for learning
8. Hard-working

KLA Leaders demonstrate **FAIRNESS** by:
1. Playing and working by the rules
2. Being open-minded
3. Treating everyone fairly

CARING leaders are:
1. Kind
2. Forgive others
3. Help people in need

KLA Leaders demonstrate **CITIZENSHIP** by fulfilling the duties and responsibilities of a productive community member.
1. Cooperate
2. Be a good neighbor
3. Volunteer

KLA Primary Leadership Team

Academic Director
Nicole Dougherty

Dean of Students
Kambia Torres

Academic Counselor
Diane Aguayo

SPED Coordinator
Charles Conradi

EL Coordinator
Christy Reese Robbins

Executive Secretary
Elizabeth Ochoa

Parent Involvement Director
Eva Contreras

Attendance Clerk
Christina Espinoza

Finance/HR Manager
Adria Jefferson

Technology Coordinator
Nelson Young

Librarian
Mitzi Martinez

KLA Executive Director
Joel Christman

KLA Board Members
Elizabeth Henkels
Lupe Guerrero
Debbie Ryles
Luis Topete
Bernard Young

Information

Health Services at KLA

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

- ❑ 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 Students need up-to-date vaccinations.

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 as needed. **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
- ❑ Keep your books in your possession
- ❑ Avoid subjecting your books to physical misuse, such as dropping them or playing with them
- ❑ Lost or damaged books should be reported to the librarian immediately
- ❑ Make no marks in the textbooks or library books

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 (7:35 a.m.) and after school ends outside, the "Gates of Wisdom" (2:55 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 Illuminate, 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 21).

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

Bicycles/Skateboards/Scooters

Although KLA has designated an area for students to park bicycles, scooters and skateboards, 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.

DRESS FOR SUCCESS!

2019-20 KLA PRIMARY UNIFORM POLICY

Research supports a strong correlation between school uniforms and an increase in student achievement and safe environment. Therefore, KLA is a strictly enforced uniform policy school. All students are **required** to wear the school uniform to school every day. The following list details the uniform for our new and improved school. All articles of clothing can be purchased at Mario's Clothing Store and most items are available at KLA.

******All KLA students must abide by the KLA uniform policy while on campus. Loaners will be provided if deemed necessary. ******

TOPS

- **POLO SHIRT**
  - Royal blue
  - Must be long enough so that shirt can be tucked in at all times
  - Shirt must be loosely fitted

**Exception: KLA Club t-shirts permitted on Fridays*

- **UNDERSHIRTS**
  - Must be short-sleeved
  - Solid white

ACCESSORIES

- **BELT**
  - plain, black belt
  - solid buckle (silver, brass or black free of designs or logos)
  - Required for Grades 3, 4, 5
  - Optional for Grades TK, K, 1, 2
- **JEWELRY**
  - 1/4 inch-studded earrings ONLY
  - No bracelets, watches, rings, body piercings, nor necklaces allowed
- **BACKPACKS** (Gr. TK-3)
  - Plain, solid colored backpacks
  - Free of logos, writing or graffiti
  - Free of keychains, toys, accessories
- **BACKPACKS** (Gr. 4, 5)
  - Plain, solid BLACK or BLUE
  - Free of logos, writing or graffiti
  - Free of keychains, toys, accessories

OUTERWEAR

- **OUTERWEAR**
  - Jackets, sweaters, sweatshirts
  - Solid, plain navy blue or black
  - Must be hoodless or have a detachable hood

** Outerwear is defined as long-sleeve and worn over polo shirt*

- **HATS**
  - Uniform colored beanies may be worn outdoors (weather permitting)
  - No hats or hoods of any kind are allowed on campus.
- **GLOVES/SCARVES**
  - Solid black or navy blue
  - Worn outdoors only (weather permitting)

BOTTOMS

- **PANTS**
  - Khaki colored
  - Dickies Classic style
  - Worn at the waist
  - Cargo style not permitted
  - No sagging or blousing at the bottom
  - Not excessively tight
  - Welted pockets
- **SHORTS**
  - Khaki colored
  - Dickies Classic style
  - Worn at the waist
  - Cargo style not permitted
  - Not excessively tight
- **SKIRTS/SKORTS**
  - Khaki colored
  - Must be no shorter than 2 inches above the knee

FOOTWEAR

- **SOCKS**
  - Solid white athletic (low-cut or crew)
  - Knee highs not permitted
- **SHOES**
  - Solid black athletic shoes
  - Solid black laces
  - Solid black trim
  - No ballet flats or Mary Janes
- **TIGHTS / LEGGINGS**
  - Must be solid; navy blue, black or white without holes, rips or tears
  - Socks must be worn over
  - Full-length leggings only

OTHER

- **HAIR**
  - Must be of natural color
- **HAIR ACCESSORIES**
  - Must be solid; navy, royal blue, khaki, white or black only
- **TOYS**
  - Are not permitted on campus and will be confiscated

No logos, writing, graffiti on shirts, pants, shoes, backpacks (KLA logo only)

Clothing should be neat and in good repair

No stickers, temporary tattoos, nor writing is allowed on body parts or clothing

******Failure to follow the uniform dress code will result in a half hour lunch detention in the Justice Room***

KEILLER LEADERSHIP ACADEMY

STUDENT ATTENDANCE POLICY

1.0 POLICY STATEMENT

This attendance policy is designed to elicit maximum attendance and promote positive student behaviors from Keiller Leadership Academy ("KLA") students. Absences are disruptive to students' ability to learn and create problems with the implementation of KLA's school culture. Accordingly, all absences, whether excused or unexcused, have the logical consequence that the student will have to make up all missed class work. Excessive unexcused absences may result in additional consequences such as parent conferences and disenrollment from the charter school.

2.0 TYPES OF ABSENCES DEFINED.

2.1 **Excused Absences**. Excused absences occur when a parent knows the child is not at school and the reason(s) is/are excused by the school. The following absences are considered excused:

a. **Doctor's Note**: When a written, signed communication from a physician indicates that the child must stay home from school. Parent, guardian, or educational rights holder must provide a doctor's note within three (3) school days of the first day of absence. Only the office manager is authorized to accept a doctor's note;

b. **Illness**: When the child has an infection as indicated by a fever greater than 99.5° F or other illness that may be deemed contagious to the other students. A parent, guardian, or educational rights holder must provide a doctor's note for all illness-related absences lasting more than one consecutive school day. Similarly, parent, guardian, or educational rights holder must provide a doctor's note for all illness-related absences of two (2) days or more occurring in any ten consecutive school-day period. If a doctor's note is not provided, the Executive Director may consider each missed day after the first day an unexcused absence;

c. **Bereavement**: When an immediate family member of a student has died, excused up to five (5) days per school year. Each day over five (5) school days shall constitute an unexcused absence unless otherwise determined by the Executive Director. For this purpose, "immediate family

d. " means parents, siblings, and grandparents, including step relations (e.g., stepfather, stepsister, etc.) Parent, guardian, or educational rights holder is expected to provide some reasonable form of documentation supporting the absence. Bereavement for other close family relations may be considered on a case by case basis by the Executive Director, and determined in his or her sole discretion.

e. **Exceptional Circumstance**: When the Executive Director determines, in his or her sole discretion, that an exceptional circumstance exists which justifies excusing an absence. Where possible, the parent, guardian, or educational rights holder should seek permission for the absence before the student misses school, and provide a reasonable form of documentation supporting the exceptional circumstance. For example, a Military homecoming/sendoff may constitute an exceptional circumstance.

2.2 **Unexcused Absences**. Unexcused absences occur when a parent, guardian, or educational rights holder knows that the child is not at school but the reason(s) is/are not those excused by the school. Unexcused absences also include a student being absent for any reason other than what is explicitly listed above. Examples of unexcused absences include missing class or other mandatory school activities due to family trip or vacation, or otherwise "ditching" class.

a. **Tardies and/or Early Pick-Ups**: Each late arrival to school (15 minutes or more late) or early pick up from school (15 minutes or more) may also be considered an unexcused absence as determined by the Executive Director.

3.0 MAKE UP WORK

Regardless of the type of absence, the student will be required to make up any work he or she missed.

4.0 CONSEQUENCES FOR EXCESSIVE UNEXCUSED ABSENCES.

Upon **ten (10) unexcused absences** in one school year or rolling twelve (12) month period, admission or enrollment consequences may be imposed.

4.1 Upon five (5) unexcused absences, the school will take preventative action and contact the family by telephone to determine the reasons and causes for the unexcused absences or other attendance problems. The school will try to help the family resolve the problems.

4.2 Upon seven (7) unexcused absences, the school will call the family to schedule an in-person meeting with a parent, guardian, or educational rights holder to discuss the unexcused absences and notify the parent, guardian, or educational rights holder that if three more unexcused absences occur, the school will regard the tenth (10^{th}) unexcused absence as the student and the parent, guardian, or educational rights holder's choice to voluntarily disenroll from KLA.

4.3 Upon nine (9) unexcused absences, a second in-person conference will be scheduled and the parent, guardian, or educational rights holder will be notified that one more unexcused absence will be considered an exercise of the parent, guardian, or

4.4 educational rights holder's choice to voluntarily disenroll the child from KLA.

4.5 Upon ten (10) unexcused absences, the KLA Executive Director or administration shall consider and may determine that the parent, guardian, or educational rights holder and student have acted to **voluntarily disenroll** the student from KLA. KLA will notify the school district of the student's last known residence that the child no longer attends the KLA. KLA may then enroll another student, to the extent the disenrollment creates and enrollment opportunity at KLA. Upon acceptance of voluntary disenrollment of any student as a result of this policy, KLA will attempt to provide notice to the student's parent, guardian, or educational rights holder by telephone and first-class mail that the student has been disenrolled pursuant to this policy, and that KLA will await a request for transfer of the student's records to another school.

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 (cyberbulling);
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 KLA)
• 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
2019-20 School Year

Dear Parent/Guardian:
Representatives from the news media from time to time 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
2019-20 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.

KLA PRIMARY BEHAVIOR INTERVENTION PLAN (BIP)

<table>
<tr><th>Teachers / Staff</th><th>Sent out of Classroom to Administration</th><th>ISS Program</th></tr>
<tr><td>Violation 1:
▪ Verbal Warning given in class</td><td>Visitation 1:
▪ Incident documentation
▪ Think Sheet completed.
▪ Student remains out of the classroom for a determined amount of time in the Justice Room.
▪ Completes teacher assigned class work while out of the classroom.</td><td rowspan="2">Student may be assigned In-school Suspension in accordance with CA Ed. Code (Sect.48911.1)

▪ A student may be assigned ISS for up to 5 days
▪ All subject coursework will be completed
▪ Lunch will be taken in the Responsibility Room.
▪ Counseling (PE/Elective) (Additional counseling services may be determined and issued by the KLA Counseling Office.)</td></tr>
<tr><td>Violation 2:
▪ Verbal Warning
▪ Student completes Think Sheet
▪ Student Meets with teacher to discuss
▪ Form may be filled out in class or buddy classroom</td><td>Visitation 2:
▪ Incident documentation
▪ Think Sheet completed.
▪ Parent Call
▪ Student remains out of the classroom for a determined amount of time (Justice Room).
▪ Completes teacher assigned class work while out of the classroom.
▪ Loss of privileges</td></tr>
<tr><td>Violation 3:
▪ Student is asked to leave the classroom. May be sent to:
-Counselor
-Responsibility Room
-Dean of Students
-Buddy Classroom
-Resource Teacher
▪ Student completes Think Sheet
▪ Student meets with teacher to discuss incident</td><td>Visitation 3:
▪ Incident documentation
▪ Think Sheet completed.
▪ Parent Call
▪ Student remains out of the classroom for a determined amount of time.
▪ Completes teacher assigned class work while out of the classroom.
▪ Parent Conference is scheduled to discuss behavior.
▪ Possible Consequences:
-ISS
-Suspension
-Detention
-Loss of other school privileges</td><td>Suspension / Removal Process

▪ KLA Suspension/ Expulsion Policy will be exercised.

*This program is founded based on the principles of Restorative Justice</td></tr>
<tr><td>Note: At teacher discretion, a student may be sent out of the classroom for any violation of the School Rules and Expectation Policy</td><td>Note: For more serious violations, the Executive Director or Academic Director may send a student home pending a parent conference, ISS, suspension, or expulsion. (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)</td><td></td></tr>
</table>

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 Keiller Leadership Academy 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)

Keiller Leadership Academy Wellness Policy

Wellness Policy developed to comply with the requirements of the federal Child Nutrition and WIC Reauthorization Act of 2004. This act is based on the coordinated school health model that promotes health education, healthy eating and physical activity for staff and students.

Involvement of School and Community Stakeholders: School health and wellness related administrative procedures will be developed with involvement and input from all affected stakeholders, including students, parents, physical educators, administration, school nurse, community health professionals, classroom teachers, school counselors, classified staff, cafeteria staff, and board members.

Goals for Nutrition Education, Physical Activity, and other School-Based Activities to Promote Student Wellness: In accordance with the San Diego County Childhood Obesity Initiative, the school will implement and monitor the following goals for health education, nutrition education, and physical education as well as all other school-based activities to promote student wellness and life-long fitness, including:

1- Meeting California Adopted Content Standards for ongoing health and nutrition education in grades TK-8, monitored through assessment of knowledge, behavior/habit change, and skill development.
2- Exceeding California Education Code required minutes for physical education. Meeting California Adopted Content Standards for life-long physical fitness and physical education that implements rigorous, developmentally appropriate, sequential curricula.
3- Promoting and supporting structured and unstructured physical activity opportunities for all students and staff.
4- Sharing the results of physical fitness (Fitness Gram) and content achievement with both students and parents.
5- Increasing and promoting access to free or low-cost adult programs for parents, teachers, and staff that promote increased physical activity and healthy eating habits leading to healthy weight management and lifestyles that create positive role models for students.
6- Increasing parent/guardian involvement efforts that emphasize affordable healthy eating habits and options at home.
7- Promote healthy eating habits in the school cafeteria by posting nutritional information (i.e. calories, grams of fat, grams of sugar) for every item of food provided and eliminating items such as Gatorade, rice crispy treats, brownies, cup of soup, kettle corn, and hot pockets. Instead replace these items with Propel, pretzels, fat-free brownies, fat-free popcorn, and whole-wheat pita pockets.
8- Eliminate the promotion of food as the source of a reward before and after school. Instead, teachers can promote achievement with the use of homework passes, physical activity, or classroom resources (pencils or extra credit).
9- Eliminate or minimize the promotion of high fat, high sugar, high calorie food for school celebrations before and after school. Increase the promotion of a healthy option as well or instead of the unhealthy option.

***Nutrition Guideline for Child Nutrition Reimbursable Meal Programs*:** In 2004, a law (section 204 of public law 108-265) was passed that requires school districts to establish a local school wellness policy by the school year beginning after July 2006. This law recognizes the critical role that schools must play tin helping to raise healthy children. The policy requires school districts to:

- Create nutrition guidelines for all food sold on campus during the day, in efforts to promote health and reduce childhood obesity.
- Create goals for nutrition education and physical activity that promote student wellness.
- Create a plan for ensuring the policy is implemented.
- Include parents, students, school ford service staff, school administrators, school board members, and the public in creating the school wellness policy.

Legislation details are available at: **http://teamnutrition.usda.gov/Healthy/108-265.pdf**

Nutrition Guidelines for Food and Beverages Available Outside of School Meal Programs:

1- Items sold or exchanged for money, coupons, or vouchers, during school hours or after and before school: All foods sold or exchanged shall support the health curriculum and promote healthy choices. Open House, parent meetings, student celebrations and performances, and swap meets fall into this category.
2- All organizations including Parent Volunteer Team (PVT), other parent groups, and ASB shall be encouraged to use healthy food items or non-food items for fundraising or limit the amount of food when applicable.
3- Beverages shall meet or exceed federal regulations and guidelines and any beverages containing high fructose corn syrup are prohibited.
4- Eliminate the promotion of food as the source of a reward before and after school. Instead, teachers can promote achievement with the use of homework passes, physical activity, or classroom resources (pencils or extra credit).
5- Classroom parties or celebrations shall be held after lunch period when possible. A list of party and celebration alternatives will be shared with staff and parents (non-food items will be recommended). Staff shall encourage parents/guardians or volunteers to consider nutritional quality when selecting snacks for parties and limiting foods or beverages that do not meet nutritional standards.
6- Board limits and discourages marketing, advertising, and fundraising of non-nutritious foods and beverages through vending machine fronts for both students and staff.

***Implementation*:** The School physical educators, cafeteria management, and administrators will ensure that all teachers, staff, and students are following the guidelines presented in the wellness plan. Physical educators and cafeteria management shall assess and revise the plan periodically to ensure the effectiveness and implementation is adequate.

School Site Administrators shall ensure that information about the Wellness Policy is made available to all site staff, is implemented at the site level, and that a and that a Site Coordinated School Health or Wellness council, including parents, students, and community members, is established at each site with the responsibility to oversee the site implementation of these guidelines and report back to the board and as needed to the coordinator of county wellness compliance.

School Site Staff shall make every effort to become role models, who promote and practice an active and healthy lifestyle, for students, parents, and community members.

EQUIPMENT/ INSTRUMENT USE AND RESPONSIBILITY CONTRACT

The Board of Directors recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. Instructional materials provided for use by students remain the property of the KLA. Students are responsible for using learning equipment with care and returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.
(cf. 1312.2 – Complaints Concerning Instructional Materials)
(cf. 1312.4 – Williams Uniform Complaint Procedures)
(cf. 3260 – Fees and Charges)
(cf. 6161.1 – Selection and Evaluation of Instructional Materials)

"Equipment" refers and is not limited to: school-issued computers, laptops, tablets, electronic devices, keyboards, headphones, musical instruments, and books.

When materials are lost or so damaged that they are no longer usable, the student shall be immediately issued a replacement material. However, students or parents/guardians shall be responsible for reparation equal to the current replacement cost of the materials. When materials are damaged but still usable, the Executive Director or his/her designee shall determine an appropriate charge.

If it can be demonstrated to the Executive Director or his/her designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her, the Executive Director or his/her designee may excuse the student or parent/guardian from payment or reparation.

If reparation is not excused and not paid by the student or parent/guardian, the school/LEA may withhold the student's grades, diploma and transcripts in accordance with KLA Board policy, and administrative regulation.

(cf. 3515.4 – Recovery for Property Loss or Damage)
(cf. 5125.2 – Withholding Grades, Diploma or Transcripts) (cf. 5131.5 – Vandalism, Theft and Graffiti)
(cf. 5144.1 – Suspension and Expulsion/Due Process)

1. Equipment Use

A. Classroom Use: Equipment should be used solely by the issued student.

B. Bringing the Equipment to School: It is imperative that students bring their equipment and all necessary accessories to school each day for their learning.

2. Standards for Proper Equipment Care

A. Read and follow general maintenance requirements for your equipment.

B. Your responsibilities: Treat this equipment with as much care as if it were your own property, specifically:

i. Bring the equipment with all necessary accessories to Keiller Leadership Academy during every school day.

B. Keep your equipment in a safe place: The equipment case (instruments), with the item and other accessories, must be stored in a safe place.

C. Don't leave the equipment on the floor where it might be stepped on, or within reach of small children or pets.

. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.

i. Equipment left in bags in unattended classrooms or other areas are considered "unattended" and may be confiscated by faculty or staff as a protection against theft.

Only One User. **Do not allow anyone else to use your equipment other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.**

Healthy Snacks Policy 2019-20

Health & Wellness

In accordance with KLA's Health and Wellness Plan, we ask that you only pack healthy snacks for your child. Listed below are guidelines for healthy snacks.

HEALTHY SNACKS CHOICES	**DO NOT PACK** food such as:
• Fresh fruit/vegetables • Yogurt • Animal/graham crackers • Plain crackers • Pretzels • 100% juice • Water • Baked chips • Dried fruit	• Hot Cheetos • Takis • Soda • Energy drinks • Gatorade, Powerade, Kool-Aid • Cookies, donuts • Flavored drink powder/liquid packets • Artificially colored/flavored drinks • Cheese balls/puffs • Vitamin Water ***These items may not be consumed on-campus and will be sent back home.***

BIRTHDAY CELEBRATIONS

In accordance with KLA's Health and Wellness Plan, **NO FOOD** will be permitted for birthday celebrations.

Non-food items as pencils, erasers, notepads are appropriate alternatives to food.

Any food items brought to the school will be sent back home with your child at the end of the day.

Your child's teacher must approve all celebrations. Please notify the teacher at least 1 week in advance. All celebrations will take place at the end of the day before dismissal.

2019-20 KLA Primary School Supply List

TK/Kindergarten

Supplies for School:

- Extra set of dry uniform clothes in a sealed Ziploc bag (undergarment, uniform pants, shirt, socks).

Please write your child's name on the clothing

- Headphones (plug in, no Bluetooth) ** (to keep in the classroom)

Please write your child's name on the headphones

***NO MECHANICAL PENCILS**

Classroom Donations for Shared Use:

- Kleenex
- Hand soap (NOT anti-bacterial)
- Crayola washable watercolor paint, 8-count
- Cardstock, white/colored
- Table wipes (NOT anti-bacterial)

Supplies to have at home:

- Crayons/markers
- Glue
- Scissors
- Pencils

First Grade

Individual Student Use:

- (5) poly vinyl plastic pocket folders
- 4 pink erasers
- 2 wide-ruled spiral bound notebooks
- Headphones (plug in, no Bluetooth) ** (to keep in the classroom)

Please write your child's name on the headphones

Shared Classroom Use:

- 1 dozen (12 wooden yellow #2 pencils)- sharpened, preferred

***NO MECHANICAL PENCILS**

Classroom Donations for Shared Use:

- Copy paper
- Kleenex
- Hand Sanitizer
- Wooden pencils
- Wide-ruled lined paper
- Dry-erase markers

Supplies to have at home:

- Colored pencils/crayons
- Lined paper
- Scissors
- Pencils
- Erasers
- Pencil box

Second Grade

Individual Student Use:

- (5) poly vinyl plastic pocket folders
- 4 pink erasers
- 2 wide-ruled spiral bound notebooks
- Headphones (plug in, no Bluetooth) ** (to keep in the classroom)

Please write your child's name on the headphones

Shared Classroom Use:

- 1 dozen (12 wooden yellow #2 pencils)
- 1 dozen colored pencils

***NO MECHANICAL PENCILS**

Classroom donations for Shared Use:

- Copy paper
- Kleenex
- Highlighters
- Hand sanitizer
- Wooden pencils
- Wide-ruled lined paper
- Dry-erase markers

Supplies to have at home:

- Colored pencils/crayons
- Lined paper
- Scissors
- Pencils
- Erasers
- Pencil box

****Headphones are available for purchase at KLA's Student Store**
****Teachers may send home additional supply list during the first week of school.**

2019-20 KLA Primary School Supply List

Third Grade

Individual Student Use:

- (6) Dry-Erase Markers
- 1 dozen (12) wooden yellow #2 pencils
- (2) pink erasers
- (3) Wide-Ruled Notebooks
- **HEADPHONES (plug in, no Bluetooth) * (to keep in the classroom)**

Shared Student Use:

- 1 dozen (12) wooden yellow #2 pencils

***NO MECHANICAL PENCILS**

Classroom donations for shared use:

- (2) Reams of wide-ruled notebook Paper
- 12 Pack of Wooden Pencils
- Box of Tissues
- Reams of copy paper

Supplies to have at home:

- Crayons/Markers
- Glue
- Scissors
- Children's Dictionary

Fourth Grade

Individual Student Use:

- (1) Pencil Pouch or Box
- 1 dozen (12) wooden yellow #2 pencils
- (2) Erasers
- (4) Dry-Erase Markers
- Pencil sharpener (kind that catches the shavings)
- **HEADPHONES (plug in, no Bluetooth) * (to keep in the classroom)**

Shared Student Use:

- **3 dozen (36) wooden #2 pencils**

***NO MECHANICAL PENCILS**

Classroom donations for shared use:

- Tissues
- Hand Sanitizer
- Pencils
- Wide-ruled lined paper
- Clorox wipes

Supplies to have at home:

- Pencils
- Lined paper
- Eraser
- Pencil box

Fifth Grade

Individual Student Use:

- Pencil Pouch or Box
- 1 dozen (12) wooden yellow #2 pencils
- (2) Erasers
- Hand held pencil sharpener (optional)
- (1) 12-inch ruler, transparent
- (1) Wide-ruled loose notebook paper
- (1) **5-subject** spiral notebooks
  **Please buy 1 notebook with 5 subjects inside, NOT 5 separate notebooks*
- **HEADPHONES (plug in, no Bluetooth) ** (to keep in the classroom)**

***NO MECHANICAL PENCILS**

Classroom donations for shared use:

- Dry erase markers (black)
- Copy paper
- Highlighters
- Glue sticks
- Scissors

Classroom Donations:

- Tissues
- Hand Sanitizer
- Clorox Wipes
- Lined paper

****Headphones are available for purchase at KLA's Student Store**
****Teachers may send home additional supply list during the first week of school.**

KLA Primary Hours of Operation/Daily Schedule

Breakfast Hours: Served between 7:05-7:20am. Students line up in the playground area and are walked to the cafeteria.

TK/K	
7:35-10:25	Work Cycle
10:25-10:55	Lunch
10:55-11:10	Recess
11:10-11:55	Enrichment
12:00-12:30	WIN
11:55-1:40	Work Cycle
1:40-2:00	Recess
2:00-2:55	Work Cycle

1st	
7:35-10:15	Work Cycle
10:15-10:30	Recess
10:30-11:45	Work Cycle
11:45-12:15	Lunch
12:15-12:30	Recess
12:30-1:40	Work Cycle
1:05-1:30	WIN
1:40-2:25	Enrichment
2:25-2:55	Work Cycle

2nd	
7:35-10:15	Work Cycle
10:15-10:30	Recess
10:30-11:45	Work Cycle
11:45-12:15	Lunch
12:15-12:30	Recess
12:30-1:40	Work Cycle
12:35-1:00	WIN
1:40-2:25	Enrichment
2:25-2:55	Work Cycle

3rd	
7:35-10:15	Work Cycle
10:15-10:30	Recess
10:45-11:15	WIN
11:15-11:45	Lunch
11:45-12:00	Recess
12:00-12:45	Enrichment
12:45-2:55	Work Cycle

4th	
7:35-10:00	Work Cycle
10:00-10:15	Recess
10:15-11:15	Work Cycle
11:15-11:45	Lunch
11:45-12:00	Recess
12:00-12:50	Work Cycle
12:50-1:35	Enrichment
2:10-2:40	WIN
1:35-2:55	Work Cycle

5th	
7:35-9:45	Work Cycle
9:45-10:00	Recess
10:00-10:40	Work Cycle
10:40-11:10	Lunch
11:10-11:25	Recess
11:25-12:50	Work Cycle
12:50-1:35	Enrichment
1:35-2:05	WIN
1:35-2:55	Work Cycle

Wednesdays:
12:00pm dismissal

November 19-22 (conferences):
12:00pm dismissal

February 18-21 (conferences):
12:00pm dismissal

Agreement of Understanding

Parent/Guardian/Student Agreement

As the legal guardian of _____,
(Student Name)

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 Attendance Policy
- KLA Uniform Policy
- KLA Electronic Device/Cell Phone Policy
- Parent/Student Network Responsibility Contract
- Media and Videotaping Release
- Zero Tolerance Contract
- Discipline Plan
- Healthy Snack Policy/Birthday Celebration
- Equipment/ Instrument Use and Responsibility Contract

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

Parent/Guardian Signature: _____ Date_____

Student Signature:_____ Date_____

Grade:_____

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Grade:_____