Keiller Leadership Academy Secondary
2021-2022
Student Handbook

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

Every morning as you enter the "Gates of Wisdom," you must be prepared to work hard and learn more than the day before. KLA's priority is to provide you with a college-career readiness education and provide you with the foundational skills and strategies to live a fruitful life. YOU can lead the way to your own future full of possibilities.

Come to KLA everyday and on time. Come to KLA dressed for success. Come to KLA ready to learn with all your supplies and completed work. 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.

"Everything you say and everything you do, sends a message."

School Rules and Expectations



Respect

- **Staff**
  1. No disruptive or distractive behaviors during instruction time
  2. Raise your hand and wait until called upon by the teacher before asking questions or making comments
  3. Get permission from the teacher before leaving your seat
  4. When the bell rings, do not leave the room until dismissed by the teacher
- **Student**
  5. Be polite; no profanity, vulgarity, horseplay, or touching others on campus
  6. Uniforms will be worn properly at all times
  7. Upon entering class, collect all necessary materials, take your seat, and begin work
  8. Unless told otherwise, bring your laptop, classroom supplies, pencil and paper to class
  9. No distracting, threatening, bullying (including cyber-bullying), or fighting allowed
- **Environment**
  10. No loitering; move quickly and quietly to class during passing periods
  11. Water in a clear bottle is okay; otherwise, no eating or drinking in class and locker rooms
  12. No gum, graffiti, or other property damage, allowed
  13. Passes will only be issued for Emergencies
  14. When walking in line: remain quiet, face forward, and walk directly behind the person ahead of you

KLA Students Always REACH for Success!

"Everything you say and do sends a message."

Schoolwide Learner Outcomes 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 Hardwork.

REACH SELF EVALUATION

1 = Never/ Very Poor 2 = Once in a while/Mediocre 3 = Half the time or more/Good 4 = Almost Always/Above Average 5 = Always/Excellent

	Student Evaluation
RESPECTFUL leaders listen, are flexible, consider opinions of others, and create a positive environment that enables people to move forward.	
Interacts positively with all students and adults; honors cultural and individual diversity; demonstrates responsibility in the learning community by adhering to KLA's schoolwide rules:	
1) I treat all students and staff nicely. I show a positive attitude and avoid put downs.	1 2 3 4 5
2) I listen actively when someone else is speaking. I raise my hand when I wish to speak. I speak in a positive tone.	1 2 3 4 5
3) I keep my hands to myself, even when playing or in line.	1 2 3 4 5
4) I show respect for property. I ask to borrow other people's things. I work to keep KLA clean by picking up after myself. I never tag nor destroy property.	1 2 3 4 5
5) I treat my teachers with kindness. I always use a positive tone and body language when talking with teachers. I do not talk back. I never show attitude towards a teacher.	1 2 3 4 5
6) I follow all KLA schoolwide rules.	1 2 3 4 5
ENTHUSIASTIC leaders are excited about learning and are actively involved.	
Participates in a variety of leadership opportunities; demonstrates with confidence that college is part of their future; discovers an area of interest beyond the core academic classes:	
7) I keep an open mind and do things without complaining even when they are new, difficult, or not interesting to me.	1 2 3 4 5
8) I show my school pride by entering the "Gates of Wisdom" ready and eager to begin my learning.	1 2 3 4 5
9) I follow directions correctly the first time and I give every task my best effort.	1 2 3 4 5
10) I honor KLA's dress code by wearing my uniform with pride.	1 2 3 4 5
11) I participate actively in class by immediately doing all my work to my best ability, and I answer and ask questions and share my smart thinking often.	1 2 3 4 5
12) I participate actively in extra-curricular activities.	1 2 3 4 5
ACHIEVING leaders value education by setting and completing goals.	
Meets or exceeds California State Standards in English and Math; reads and writes effectively in each subject area; communicates effectively in academic language to express thoughts and ideas; uses technology as a tool for learning:	

13) I complete all of my homework every night.	1	2	3	4	5
14) I do my absolute best on all assignments.	1	2	3	4	5
15) I keep my binders, agenda, backpack, and all materials clean, neat, and organized. I use my planning agenda daily.	1	2	3	4	5
16) I monitor my academic and citizenship grades thoughtfully.	1	2	3	4	5
17) I maintain a 2.5 or above in academics and citizenship.	1	2	3	4	5
Leaders show CITIZENSHIP by fulfilling the duties and responsibilities of a productive community member.					
Demonstrates character education through the use of a growth mindset and the REACH values; recognizes the impact personal behavior and character has on our local and global diverse community; completes expected community service hours					
18) I show honesty and integrity in my actions. I always tell the truth. I do my own work and only get help from others when it is appropriate.	1	2	3	4	5
19) I take responsibility for my actions. I accept consequences without making excuses, blaming others or worrying about what consequences others may receive.	1	2	3	4	5
20) I care about my fellow students. Without being asked, I help others without expecting anything in return.	1	2	3	4	5
21) I work well with my teammates to complete an assigned task.	1	2	3	4	5
22) I work to keep my classrooms and KLA's campus clean by always throwing away my own trash, and, without being asked, I pick up trash.	1	2	3	4	5
23) I have completed all expected community service hours.	1	2	3	4	5
HARDWORKING leaders demonstrate perseverance in their pursuit of goals.					
Develops and implements individual goals and action plans for academic and citizenship achievement; participates in additional academic supports if needed; demonstrates study skills and organizational strategies that lead to academic success.					
24) I come to school on time, every day.	1	2	3	4	5
25) I come to class prepared with all necessary books, supplies, and completed assignments.	1	2	3	4	5
26) I stay focused on what I need to learn without distracting others or letting others distract me.	1	2	3	4	5
27) When I am given an assignment or asked a question, I try my best and do not give up. I ask my teachers for help, and, if necessary, I give up free time to get help.	1	2	3	4	5
28) I do not settle for so-so on my assignments. I do my absolute best on all classwork, homework, and tests. I check over my work to make sure I am achieving with honor.	1	2	3	4	5

ELECTRONIC COMMUNICATION ETIQUETTE

Leadership should be demonstrated when communicating with your teachers and peers. Your written message must use academic language, be respectful, and be appropriate for an academic or professional setting. Before communicating electronically (email, Infinite Campus, Remind) decide whether or not it is urgent and appropriate (as if anyone could read it). If the topic warrants a longer conversation, simply ask to schedule a meeting with your teacher or staff member. Also, be mindful of sending a message during "after school hours". It is important to respect the "off" hours of your teachers.

KLA Secondary Leadership Team

Academic Director
Tertia Sartain

Dean of Students
Kambia Torres

Academic Counselor
Anthony Morales

SPED Coordinator
Charles Conradi

EL Coordinator
Christy Robbins

Executive Secretary
Elizabeth Ochoa

Parent Involvement Director
Eva Contreras

Attendance Clerk
Christina Espinoza

Finance Clerk
Adria Jefferson

Technology Coordinator
Nelson Young

Librarian
Mitzi Martinez

KLA Executive Director
Joel Christman

KLA Board Members
Deborah Ryles
Elizabeth Henkels
Michael Peck

Information

Health Services at KLA

The Health Office is available to students from 7:30 a.m. – 3:30 p.m. daily. During class hours, you **must** have a pass from your teacher to be excused to visit the health office.

- 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/Laptops



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 laptops and textbooks. **All students must pay for laptops and 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 laptops and 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. Laptops must be kept in laptop bag when not in use
- Keep your laptops and books in your possession at all times
- Avoid subjecting your laptops and books to physical misuse
- Lost laptops and books should be reported to the librarian immediately
- Make no marks on the laptops nor 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 (8:00 a.m.) and after school ends outside, the "Gates of Wisdom" (3:00 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 17).

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, skateboards, and scooters, KLA is not responsible and assumes no liability for theft, damage, nor loss of use, to any equipment nor article left on site. The student assumes all such risk. Students are urged to secure their bicycles, skateboards, and scooters 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 without permission.

KLA Secondary Daily Bell Schedule

6th Graders

ZERO	7:15- 8:00
Period 1	8:00 – 9:10
Period 2	9:13 -10:18
Period 3	10:21 – 11:26
Lunch	11:26 – 11:56
REACH	11:59 – 12:44
Period 5	12:47 – 1:52
Period 6	1:55 – 3:00
SEVEN	3:00 – 3:45

7th Graders

ZERO	7:15- 8:00
Period 1	8:00 – 9:10
Period 2	9:13 -10:18
Period 3	10:21 – 11:26
Lunch	11:26 – 11:56
REACH	11:59 – 12:44
Period 5	12:47 – 1:52
Period 6	1:55 – 3:00
SEVEN	3:00 – 3:45

8th Graders

ZERO	7:15- 8:00
Period 1	8:00 – 9:10
Period 2	9:13 -10:18
Period 3	10:21 – 11:26
REACH	11:29 – 12:14
Lunch	12:14 – 12:44
Period 5	12:47 – 1:52
Period 6	1:55 – 3:00
SEVEN	3:00 – 3:45

Minimum Days

ZERO	7:15-8:00
Period 1	8:00 -8:35
Period 2	8:38 – 9:13
Period 3	9:16 – 9:51
REACH	9:54 – 10:29
Period 5	10:32 – 11:07
Period 6	11:10-11:45
Lunch	11:45 – 12:00

Modified Min Days

ZERO	7:15-8:00
Per 1/2/5/6	8:00 – 10:00
Per 2/3/6/2	10:03 – 10:53
Per 3/4/1/3	10:56 – 11:46
Lunch	11:46 – 12:00

2021-2022 Important Dates

August/September
Setting Intentions
8/23 - 1st day of school
9/6- Labor Day NO SCHOOL
TBD – Fall Picture Day
9/9 - KLA Open House

October
Practicing Mindfulness
1- 6 week grading period ends
TBD – Make-up Picture Day
27-31 - Red Ribbon Week

November
Expressing Gratitude
1-30 30 Days of Gratitude Challenge
11 - Veterans' Day no school
12 - 12 week grading period ends
16-19– Interim Testing (Mod Min Days)
22-26 Thanksgiving Holiday

December
Reflecting
20-31 Winter Break

January
Resetting Intentions
3 - Return to school
17 - Martin Luther King Day no school
10-14 - Final Exams week
14 - End of first semester
Semester grades mailed home
1/24-28– Great Kindness Challenge Week
26- Semester Awards Assembly

February
Showing Kindness
8-11– Interim Testing Days/Student Led Conferences (Mod Min Days)
14-18 February Break
21 Presidents Day no school

March
Taking Personal Inventory
2/28-3/4 – Read Across America Week
4 - 6 week grading period ends
TBD – Spring Picture Day
21-25 – College Week
28- April 9 Spring Break

April
Appreciating our Environment
National Poetry Month
11 - Return to school
18-22 Campus Beautification Week
22 – Earth Day
29 - 12 week grading period ends

May
Acknowledging Health and Wellness
TBD- Spring Carnival
2-6 - Teacher Appreciation Week
16-27 CAASPP Summative Testing
30 - Memorial Day
TBD – KLA Talent Show

June
Celebrating Success
TBD Spring Assembly
5/31-6/4 – Final Exams Week
6-15- Leadership Presentations
TBD - 8th Grade Trip
14 – 6th/7th grade Awards Ceremony
15 – 8th grade Awards Ceremony
16 - 8th grade Promotion Ceremony
16 – Last Day of School (Minimum Day)
Grades mailed home

2021-2022 KLA Secondary School Supply List

All 6th - 8th Grade KLA Students must carry with them at all times:

- SOLID COLOR (black or navy blue) backpack
- Chromebook compatible laptop (students will be issued one from KLA)
- Headphones/earbuds
- Independent Reading book or E-reader
- #2 standard pencils or mechanical pencils (with replacement lead)
- 2 black or blue ball point pens
- colored pencils
- scissors
- 2 glue sticks
- hand-held enclosed pencil sharpener
- erasers
- ruler
- small post-it notes
- college ruled lined paper
- graph paper

In addition to the supplies above, you need the following for each class:

Humanities
- 2 highlighters

Math
- Calculator
- 3 subject notebook

Science
- 2 composition notebooks *graph paper optional

Physical Education
- PE uniform (top and bottom, sold at KLA)
- combination lock (must be bought at KLA)
- lace up athletic shoes
- 1 composition notebook

DONATION REQUEST for beginning of the year supplies (given to your REACH teacher):
Kleenex
Clorox wipes
Pack of markers (thin or thick felt tips)
Dry erase markers
Hand-sanitizer
#2 pencils

Note: Some classes may require additional supplies once students receive their syllabus from each teacher

Dress for Success!



Students are <u>required</u> to wear the school uniform to school everyday. If it is not mentioned in the dress code, it is not part of the KLA dress code.

***ALL Uniform infractions = lunch detention**

KLA Dress Code



- **Shirts**
  KLA Polo shirts – burgundy, navy blue, white, black
  *Exception: "Club t-shirt Friday"
  - shirts must be tucked in at all times
  - undershirts must be short sleeve and solid white
  - polo shirts should be loosely fit



- **Bottoms**
  Neatly tailored khaki pants, shorts, skirts, or skorts
  *Exception: "Jeans Day" for students that qualify
  - Classic style ONLY (welted pockets)
  - Khaki color only and worn at the waist
  - No sagging nor blousing at the bottom
  - Should not be excessively tight
  - Pants/shorts must have belt loops
  - Shorts/skirts/skorts should be no higher than 2" above the knee



- **Outerwear –** white, navy, burgundy, khaki, black
  - Jackets, cardigans, sweaters, or blazers
  - Hoodless or have a detachable hood

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



- **Shoes**
  Solid Black shoes with solid black laces
  - No logos on shoes and laces
  - Must be properly (traditionally) tied

*Boots may be worn ONLY on rainy days



- **Solid white or black socks –** crew cut or low cut
  - no visible logos

* Solid black, white, navy blue tights with socks worn over tights are permitted



- **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)

- **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 hats nor hoods of any kind are allowed on campus. Bandanas, and hair rags may not be worn at school.**
  ***exception- uniform colored beanies may be worn outdoors**

- **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

PE: KLA print t-shirt, KLA mesh shorts
Dance: Black leotard, black tights, hair up

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

Non-Uniform Dress Code Guidelines

KLA Students are required to wear their KLA Uniform to school everyday, with the exception of Special Events that are determined by the KLA Administration.

*** Students must wear a face covering at KLA. Masks must be clean, and solid or patterned**

All students should be modestly covered
(no cleavage, no open back tops/dresses, no cutouts/midriffs, no bare shoulders– this includes but is not limited to spaghetti straps and strapless)

Skirt/Dresses/Shorts must be
no more than 4" above the knee
(this includes slits and skirts worn under sheers)
Heels should be no more than 4" high

All clothing must be in good condition, pressed, hemmed, clean, without holes and tears, appropriately sized and not excessively tight.
No inappropriate logos
No sagging
No excessive jewelry
No hats
No sunglasses
No slippers
No pajamas

Academic and Citizenship Grades Policy

Work Hard. Be Nice.

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

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

Schoolwide Citizenship Rubric (Humanities, Math, Science, Physical Education, Electives)

- ❑ **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	• Student exhibits ***all*** (5) of the characteristics. • Student has NO assigned detentions.
G- Good	• Student exhibits ***most*** (4-5) of the characteristics. • Student has NO assigned detentions.
S- Satisfactory	• Student exhibits (3-4) of the characteristics.
N- Needs Improvement **U**- Unsatisfactory	• Student exhibits ***few or none*** of the characteristics. • Any suspension from class(es) lowers your citizenship automatically to an **N/U**

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.

Academic Expectations

The academic grading for REACH class is based on 5 categories	
Respect	Mindfulness Challenges of the Month
Enthusiasm	SEL lessons
Achievement	Action Plans
Citizenship	Genius Hour Projects; Community service
Hard work	Topic/Content specific lessons

Citizenship Expectations

The citizenship grading for REACH class is based on 3 expectations	
I am a KLA Leader	I represent KLA and wear my KLA uniform with pride -**Uniform infractions** count
I value quality education	I come to school every day and on time -**Attendance** matters
I am a contributing member of my diverse community	I practice the REACH values -**TSMPs** make a difference

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/Supervisor	# of Hrs
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Healthy Snacks Policy 2021-22



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
• Fresh fruit/vegetables • Yogurt • Animal/graham crackers • Plain crackers • Pretzels • 100% juice • Water • Baked chips • Dried fruit	. Hot Cheetos . Takis . Soda . Energy drinks . Kool-Aid . Cookies, donuts . Flavored drink powder/liquid packets . Artificially colored/flavored drinks *These items 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. Please notify the teacher 1 week in advance to coordinate a time.

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.

KLA Health and Wellness Practice

"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.

KLA does not permit the following unhealthy options as stated in the KLA Wellness Policy: Any item containing high-fructose corn syrup; any item exceeding 5 grams of fat per serving.

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.

KLA Fitness Log

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

Physical Education Uniforms

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

- ❑ **KLA Printed Gym shirt** - sold at KLA ($5)
- ❑ **KLA Mesh Shorts / Sweatshort** - sold at KLA ($10)
- ❑ **Combination Lock** - sold at KLA ($5)

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 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)

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**
    1. **Classroom Use:** Equipment should be used solely by the issued student.
    2. **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.
    - **C.** **Equipment cases:** Each student will be given an equipment case that they are required to use to store their equipment in during the school day and outside of school.
    - **D.** **Keep your equipment in a safe place:** The equipment case, with the item and other accessories, must be stored in a safe place.
    - **E.** Don't leave the equipment on the floor where it might be stepped on, or within reach of small children or pets.
        2. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
        3. 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.
        4. **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.

Student Network Acceptable Use Policy

KLA Network Use Policy (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.
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. KLA Network Policy (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
2021-2022 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
2021-2022 School Year

Dear Parent/Guardian:

A representative from KLA'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, 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			
Violation 1: ▪Verbal Warning ***Note:** Student remains in class*	**Violation 2:** ▪Verbal Warning ▪ Student completes Teacher-Student Mediation Program (TSMP) form ***Note:** Student remains in class*	**Violation 3:** ▪Refusal to complete TSMP, student is sent to the Justice Room	**Note:** At the teacher's ***discretion***, a student may be sent to the Dean for any violation of the School Rules and Expectation Policy.

Dean of Students/Director			
Visitation 1: ▪Incident documentation ▪TSMP form completed. (Student remains in the Justice Room for remainder of block. If student refuses to complete form, a parent conference is scheduled. Student is sent home or remains in the Justice Room for remainder of the school day.)	**Visitation 2:** ▪Incident documentation ▪TSMP form completed. ▪One (1) hour (after school) Detention ▪Parent Call (Student remains in the Justice Room 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 Justice Room for remainder of the school day.)	**Visitation 3:** ▪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 Justice Room for remainder of the school day.)	**Note:** For more serious violations, the Director may send a student home pending a parent conference, ISS, Saturday school, 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)**

KLA Plus (ISS Program)
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 ▪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.
Suspension / Removal Process
▪KLA Suspension/ Expulsion Policy will be exercised in accordance with CA Ed. Code.

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 & Expectations
- KLA Uniform Policy
- KLA Community Service (5 Hours)
- KLA Health and Wellness 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 & Expectations
- KLA Uniform Policy
- KLA Community Service (5 Hours)
- KLA Health and Wellness 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:_____