

KLA Safety Plan 2021 - 2022

Mrs. Kambia Torres, Dean of Students

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Keiller Leadership Academy
School Safety Plan
2021-2022

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Assessing School Crime Data

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- KLA has experienced a significant decrease in the number of calls made to the San Diego Police over the previous years.
- Because the school's reform efforts included changing the culture of one of "chaos" to one of an academy of learning, students are responding and behaving in ways that better support their own learning.
- During the 2014 - 2015 school year, KLA hired a Campus Safety Supervisor.

Child Abuse Reporting Procedures

PAGE 3

- All teachers, instructional aides, teacher's assistants, classified employees, and administrative officers are required to report suspected child abuse.
- A known or suspected instance of child abuse must be reported by telephone, immediately or as soon as practically possible, to one of the child protective agencies.
- Person observing evidence of suspected child abuse will inform the Executive Director/Academic Director or a Counselor.

School Crime Data Reports/CSSA Introduction

PAGE 3

- With our site budget, we provide two full-time counselors and a behavior specialist.
- The counseling program consists of behavior intervention and preventative discipline.
- The grade level counselors and the Dean of Students will keep parents informed of safety issues.

Disaster Procedures, Routine, and Emergency

PAGE 4

- The site disaster plan has been developed to provide for the safety of students, staff, building, equipment, and supplies.
- Procedures have been put in place in an event of a Lockdown, Disaster, and Fire.

Lockdown Procedures

PAGE 4

- A long, uninterrupted bell.
- Staff will lock all doors leading into the classrooms.
- Only if necessary, will staff instruct all students to take the duck-and-cover position under their desks.
- If a staff member/student is outside the classroom, he/she will be directed to the nearest classroom as soon as possible.

Policies Related to Suspension, Expulsion or Mandatory Expulsion and Other School Designated Serious Acts Which Would Lead to Suspension or Expulsion

PAGES 5 - 6

- Suspension is defined as removal of a student from ongoing instruction for adjustment purposes.
- Expulsion is defined as removal of a student from the immediate supervision and control.

Notification to Teachers of Dangerous Pupils Pursuant to Ed. Code 49079

PAGE 6

- The Executive Director will notify teachers, counselors, and administrators of a student who has committed any crimes in the Welfare and Institutions Code Section 827.
- Any information so received by a teacher, counselor, or administrator shall be confidential.

Sexual Harassment Policy Pursuant to Ed. Code 212.6 (b)

PAGE 6 - 7

- KLA prohibits all sexual harassment and any sexual harassment that has the purpose or effect of having a negative impact on the student's academic performance.
- Staff must be in serviced annually on sexual harassment policy.

The Provisions of Any School Wide Dress Code Pursuant to Ed. Code 35 - 183

PAGE 7

- Student Dress Standards for Primary & Secondary students
- The purpose of an “Uniform Dress Code” is to promote student safety and improve the learning environment.

Procedures for Safe Ingress to and Egress from School

PAGE 7 - 8

- KLA staff patrol and monitor students and traffic before and after school outside the gates.
- Administrative and additional staff personnel are located inside and outside the gates to maintain safety once students arrive or prior to departing school grounds.

Safe and Orderly School Environment

PAGE 8

- Teachers shall be responsible for classroom discipline at KLA that will ensure a proper learning environment for all students.

- Each August/September, the Academic Director and the Dean of Students shall explain the required behavior to and from school, on the playground, and during lunch, by holding grade level Conduct assemblies (i.e. College Classes) during school hours.

Procedures for Addressing Mental Health of Students

PAGE 8 - 9

- According to the “KLA’s Suicide Prevention Policy”, if a student shows threats of suicide or self-harm while on campus, the Executive Director/Academic Director will follow a variety of steps.
- If a student commits suicide or self-harm while on campus, the Executive Director/Academic Director will follow a series of procedures.
- KLA does address mental health issues not related to suicide.

Safe School Planning Committee Formation

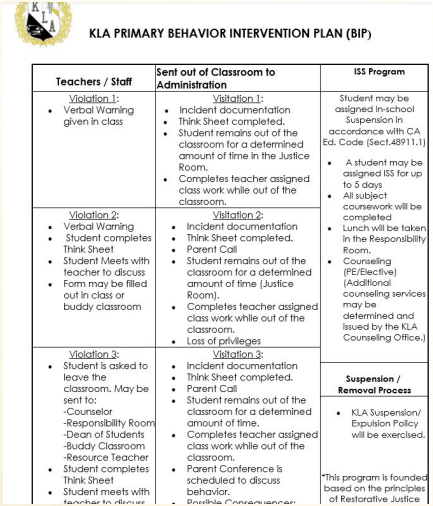
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School Safety Planning Committee Members

1. Joel Christman, Executive Director	Administrator
2. Nicole Dougherty, Primary Academic Director	Administrator
3. Tertia Sartain, Secondary Academic Director	Administrator
4. Kambia Torres, Dean of Students	Certificated Employee
5. Diane Cervantes, Primary Counselor	Certificated Employee
6. Anthony Morales, Secondary Counselor	Certificated Employee
7. Ronnika Burks, Campus Safety Supervisor	Classified Employee
8. Elizabeth Ochoa, Executive Secretary	Classified Employee
9. Eva Contreras, Enrollment Director/Parent Involvement	Classified Employee

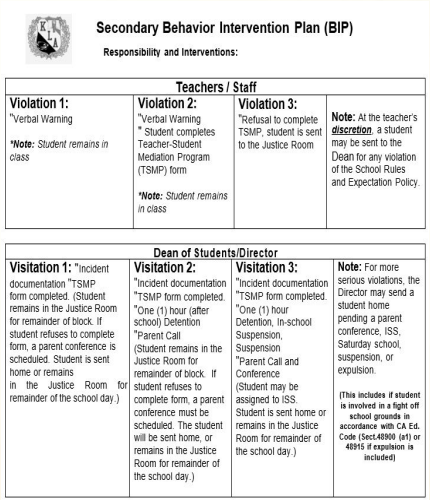
Primary & Secondary Behavior Plan

PAGES 11 - 13



KLA PRIMARY BEHAVIOR INTERVENTION PLAN (BIP)

Teachers / Staff	Sent out of Classroom to Administration	ISS Program
Violation 1: • Verbal Warning given in class	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.	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.)
Violation 2: • Verbal Warning • Student completes Think Sheet • Student Meets with teacher to discuss • Form may be filled out in class or buddy classroom	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	
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 discus	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:	**Suspension / Removal Process** • KLA Suspension/ Expulsion Policy will be exercised. *This program is founded based on the principles of Restorative Justice



Secondary Behavior Intervention Plan (BIP)

Responsibility and Interventions:

Teachers / Staff

Violation 1:	Violation 2:	Violation 3:	
"Verbal Warning ***Note:** Student remains in class*	"Verbal Warning " Student completes Teacher-Student Mediation Program (TSMP) form ***Note:** Student remains in class*	"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:	Visitation 2:	Visitation 3:	
"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.)	"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.)	"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 (at) or 48915 if expulsion is included)**

Emergency Preparedness
Disaster/Emergency Policies & Procedures

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- KLA has a list of procedures that it follows during a Disaster, Lockdown, and Fire Drill.
- The different types of drills are practiced throughout the school year with all staff and students.

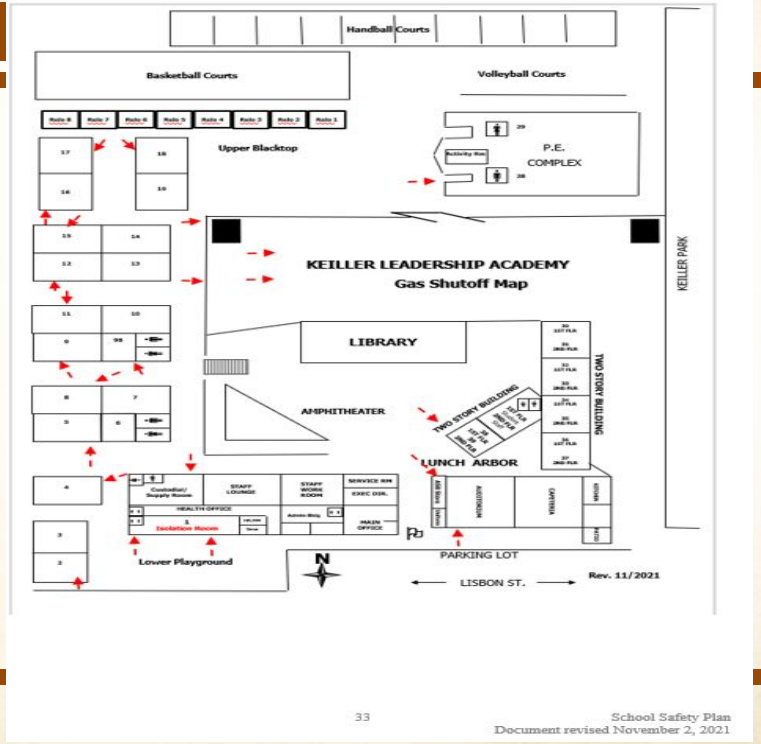
All Disaster Teams Instructions, Information, and Forms

PAGES 15 - 32

- KLA has a variety of teams with different responsibilities during a Disaster Drill (i.e. Search & Rescue Team, Medical Team, etc.).
- The Search & Rescue Team has different SWEEP Assignments when they “sweep” the campus.
- Teachers/staff members complete a Teacher Emergency Report each time there is a drill to make sure all staff and students are being accounted for.

Instructions on Operation of Equipment and Location of Utilities (Gas Shut-Off Map)

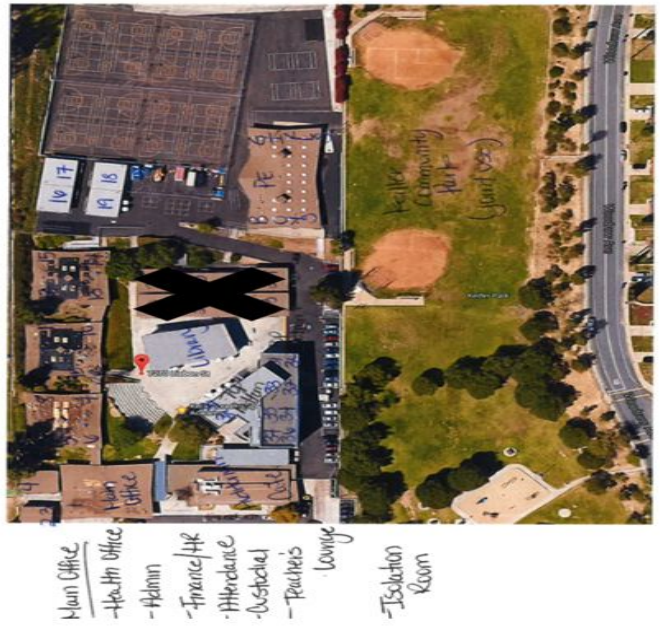
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Aerial Photo of School

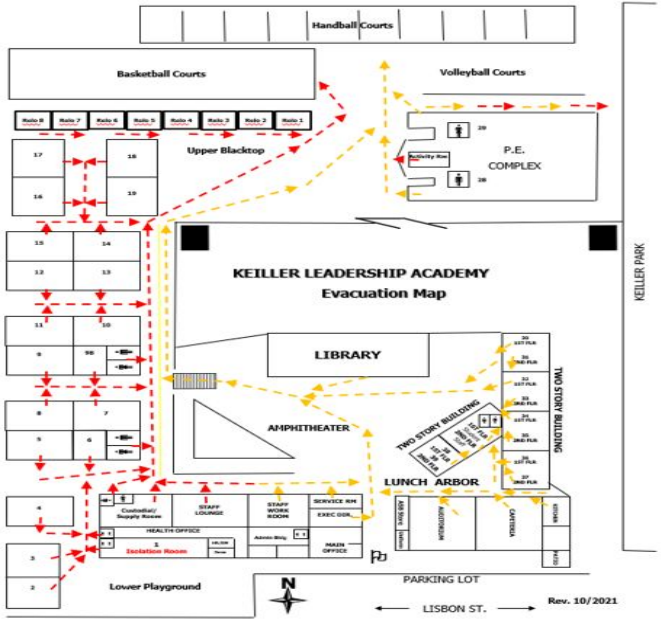
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Aerial Photo of Keiller Leadership Academy



School Evacuation Map

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Thank you!!