

Keiller Leadership Academy Parent Handbook 2025-2026



Joel Christman, Executive Director
Tertia Sartain, TK-8 Director and ELO-P Director
Christy Robbins, Director of Compliance and Multilingual Learner Services
and State and Federal Programs Coordinator
Charles Conradi, Special Education Director
Kambia Torres, Assistant Director

[Board of Directors Information](#)

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

Scan here for Student Handbooks



KLA Primary HB



KLA Secondary HB

History of Keiller Leadership Academy

Annie B. Keiller was born in San Diego. She was educated entirely in the public school system in the city of San Diego. Miss Keiller graduated from Russ High School in 1889. She was the first San Diegan to achieve a State Normal School Diploma. She began teaching in 1893, and was the oldest serving teacher in the system in 1935. She taught fifth grade at Logan School for many years.

Miss Keiller is credited with having instituted up-to-date methods for teaching. She was a pioneer in the modern project method, which involved using mathematics to build models to scale. Annie Keiller invented a fraction ruler that her students used to better understand arithmetic.

She was an inspiration to students and teachers in her own time, and in recognition of her service and dedication, the school, Annie B. Keiller Middle School was named to honor her commitment to the achievement of excellence.

“The Gates of Wisdom” Lead to My School

When Keiller Leadership Academy (KLA) opened its gates on September 6, 2005, it wanted to offer a learning community with structures in place that exemplify our core values and beliefs. A positive, welcoming environment is evident from the moment students enter the campus. We refer to the front entrance as the “Gates of Wisdom” where every student is welcomed with a welcoming greeting each morning by a member of the leadership team. A warm and inviting supervised area is provided in the morning for students to congregate before the first classes begin. KLA also offers the most up to date evidenced based best practices throughout the curriculum to increase student achievement. In order to create a climate of safety and academic focus, a dress code has been adopted that is based on school uniforms.

Keiller Leadership Academy (KLA) quietly did the improbable, becoming one of only two California middle schools to pull itself out of No Child Left Behind’s purgatory. More than 300 middle schools statewide had fallen short of the federal law’s escalating test standards and were forced to restructure. Restructuring means just about anything from replacing staff to undergoing state takeover, and it rarely works. The vast majority of schools don’t boost achievement after restructuring. Their test scores keep stagnating.

KLA, however, found a way out that worked. Once one of San Diego Unified’s lowest-scoring public schools, KLA shed the law’s dreaded “Program Improvement” label after remaking itself as a charter school in 2005. Charter status, which allows schools to run independently while being publicly funded, is no silver bullet. It has not translated into success for every struggling public school in San Diego, such as Memorial Academy of Learning and Technology. But for Keiller, autonomy empowered founder Executive Director Patty Ladd to dramatically alter the school’s culture through a smattering of reforms.

KLA is dedicated to providing its students and families with an educational program that will support all students as they gain skills and competencies that meet or exceed grade level standards as set by the state of California. One of KLA’s core values is to educate the whole child. Therefore, KLA offers extended blocks of instructional minutes to allow for problem-based learning projects. KLA also offers after school programs that provide students with a wide variety of enrichment classes, including athletics, tutoring, and clubs.

Attempting to serve as a model for other charter schools that collaborate with colleges and universities is a goal of KLA. Strategies to develop high academic achievement among low income, urban populations are stressed. We strive to foster and sustain parental and family involvement. Our teachers and staff use intensive teaching methods, which reflect best practices in education. KLA is also dedicated to creating enrichment through partnerships with businesses and other community organizations. Because the entire staff at KLA holds the deep belief that adolescents from all income levels and ethnic/racial groups will only perform well in “high expectation environments,” KLA has achieved what many believed to be impossible.

Welcome to KLA where students are respectful, mindful, and achieve with honor. KLA is designed to support students to be successful learners and citizens. You are a member of a special community of learners that include students, staff, parents, family, and community members.

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

Mission Statement

The mission of Keiller Leadership Academy is to create student leaders who value quality education and embrace their role as contributing members of our diverse community.

Vision

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.

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

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

Enthusiastic leaders are excited about learning and are actively involved.

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

Achieving leaders value education by setting and completing goals.

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

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

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

Hard Working leaders demonstrate perseverance in their pursuit of goals

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



Communication

School Contact Information
Main Office (619) 263-9266 Office hours: 7:30 a.m. – 3:30 p.m. M-F <i>Executive Secretary/Office Manager</i> Elsa Holt.....OPTION 0 eholt@mykla.org <i>Attendance Coordinator</i> Christina EspinozaOPTION 2 cespinoza@mykla.org

School Site Leadership Team

TK-8 Director /ELO-P Director

Tertia Sartain
tsartain@mykla.org

Assistant Director

Kambia Torres
ktorres@mykla.org

Director of Compliance and Multilingual Learner Services

Christy Robbins
crobbs@mykla.org

Director of Special Education Services

Charles Conradi
cconradi@mykla.org

Student Support Team

Primary Academic Counselor (Grades TK-5)

Diane Cervantes
dcervantes@mykla.org

Secondary Academic Counselor (Grades 6-8)

Chris Nickeson
cnickeson@mykla.org

Dean of Students

Jason Johnson
jjohnson@mykla.org

Health Technician

Zully Collinsworth
zcollinsworth@mykla.org

Technology Services

Andrew Smith

Librarian

Mitzi Martinez

Charter Governance & Operations Team

KLA Executive Director

Joel Christman
jchristman@mykla.org

KLA Board Members

Elizabeth Henkels
Michael Peck
Isidro Barragan
Sarah Cardenas
klaboard@mykla.org

Parent Involvement Director/ASES

Eva Contreras
econtreras@mykla.org

HR/Finance Clerk

Elizabeth Ochoa
eochoa@mykla.org

State and Federal Program Monitoring Coordinator

Christy Robbins
crobbs@mykla.org

Communication Guidelines

In order to ensure effective communication from parents to teachers, staff and administrators all stakeholders shall abide by these guidelines. Communication refers to both the sending and receiving of information, such as email and notes, and verbal communications such as telephone conversations and face-to-face meetings. In order to ensure a successful exchange of information, it is important that all parties follow a few key principles.

Maintain Respectful and Open Communication

- Always use a respectful and polite tone.
- Request, don't demand.
- Be ready not just to provide information, but to listen to teacher/staff observations and perspectives.
- Enter the exchange with an open mind and assume a shared best interest for your child.
- Be prepared to work collaboratively to solve problems.

Confidentiality

- Recognize that confidentiality may limit information that can be shared from school to parents, including consequences for other students' behaviors

Time to Respond to Communications

- Teachers will make every effort to respond as soon as possible to parent communications, with the understanding that the teaching day sometimes precludes immediate responses.
- Teachers and staff may need some time to collect needed information before responding

Whom to Contact

- Most communications of classroom and playground concerns should be directed first to your child's teacher. At Secondary, the teacher involved should receive concerns about academics or in-class behaviors.
- The Assistant Director, or Dean of Students may receive communications regarding non-academic concerns
- The Primary or Secondary Counselors may receive communications regarding counseling or scheduling.
- If you have an issue with a particular staff member, first try to address those concerns with that staff member directly.
- If you have discussed it with your child's teacher and the issue has not been addressed to your satisfaction, then contact the Director, Mrs. Sartain.

Please recognize that it is both the policy and the value of KLA that we operate with openness, collaboration and the shared best interest for every student.

Keiller Leadership Academy has the primary responsibility for compliance with federal and state laws and regulations. We have established **Uniform Complaint Procedures** to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan. See www.mykla.org website for UCP Annual Notices, UCP document and complaint forms.

Technology Resources for Parents



Our student information system is called PowerSchool.

The parent portal can be used to:

- Access student grades
- Review attendance and absences
- See assignments due or upcoming exams
- View notifications for School/District Announcements



Please check your email for the parent portal registration. Download the PowerSchool Parent Portal app on your phone



KLA has just turned on access to **GoGuardian for GRADES 2-8**, a mobile app to help keep teachers/parents/guardians aware of your child's browsing activity, app usage, and more.

GoGuardian is a companion to the classroom management and internet filtering tools that your child's school uses for devices issued to students.

Through the use of this app, we hope to encourage more open and honest conversations between parents and children that will result in safer practices and responsible browsing habits.



We are excited to announce that we adopted a new form of school-to-home communication at **Keiller Leadership Academy**. ParentSquare is designed to keep parents informed and facilitate participation at school. It provides a safe way for the school principal, teachers, staff, and parents/guardians to:

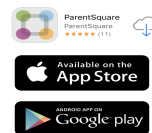
- Send and receive school and class information
- Share pictures and files
- See calendar items
- Sign up to volunteer
- and much more . . . all in one centralized place!

ParentSquare also includes user-friendly features to translate all communication in your own home language.

Download the App!



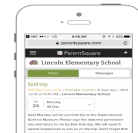
Get Started in 3 Easy Steps!



1. Download the iPhone or Android mobile app



2. Log in with your email or phone registered with the school



3. Start receiving posts relevant to your child

ParentSquare



All KLA students have **Google for Education** accounts. Students can sign into their KLA Google account by using their active mykla.org account and password. Here students can access each teacher's Google Classroom and Google Meets.

Google Account: [year student promotes from 8th grade] [first initial] [lastname]@mykla.org (For example: 23tsartain@mykla.org)



General Information

Health Services

The Health Office is available to students from 7:30 a.m. – 3:30 p.m. daily. During class hours, students **must** have a pass from their 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 students take medication during school hours, they 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.

Visitors Policy

You will need to register by providing your government issued ID in order to access the campus. Certain documents from other countries may be scanned as well. One of our greatest responsibilities as a school is to keep your child safe while he/she/they is at school. With that priority in mind, we would like to remind families of the following school procedures:

- All visitors and volunteers are required to sign in when on campus.
- When the visitor/volunteer arrives, he/she/they will be greeted and asked for photo identification.
- The visitor will scan their identification and a badge will be issued with the visitor's name, date, and destination.
- If the visitor does not have acceptable photo identification available, the office staff will check-in the visitor/volunteer in order to obtain a badge.
- If you are on campus without a badge, you will be asked to check in at the office or leave. For the safety of all individuals on campus, all our staff have the authority to ask individuals on campus to obtain a badge or leave.

Cell Phone Policy (AB 3216)

All students may use cell phones and personal electronic 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.) 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, 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, and devices will not be returned to owners **until the last day of school.**

Parents or guardians who need to contact their child are welcome to call the main office to either send a message or have the child called to the office to speak with them. Students are not allowed to take pictures or record on campus without the permission of the teacher. Any student who violates this policy will receive a school consequence. In addition, unauthorized photography and recording is against the law. (Ed Code 51512)

Secondary students will keep their phones locked in a pouch during the instructional day (8am-3pm). They will lock it in their morning REACH class and unlock it in their afternoon REACH class.

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.



Drop off/Pick ups

Full days: First bell rings at 8:00am; Dismissal at 3:00pm

Minimum days: First bell rings at 8:00am; Dismissal at 12:30pm

***Cougar Academy (ASES/ELO-P):** full day/minimum day dismissal until 4:30 pm or 6pm

Before School Drop offs

- Please do not send your child earlier than 7:30 am. There will be no supervision available.
- Gates close at 8:00am. Students should enter the front office after 8:00 am. Tardies will be issued thereafter.

Primary Drop offs:

- 1) ***Church parking lot Gate*** - Gate opens at 7:30am. There are no drop offs at this gate. You must park in the church lot and walk your child up. Once these gates close at 8:00, drop off at the front office.



- 2) ***Primary Gates of Wisdom (aka the Sibling Gate)*** - Gate opens at 7:30am. Drop off in the front of the school driveway. Pull up as far as possible and as close to the curb as possible. Do not park in the driveway. If you need to park you may pull into a marked parking stall in the lot.



Secondary Drop offs:

- 1) ***Secondary Gates of Wisdom*** - Gates open at 7:35am. All Secondary students enter through this gate only. Drop off in the front of the school driveway. Pull up as far as possible and as close to the curb as possible. Do not park in the driveway. If you need to park you may pull into a marked parking stall in the lot.



After School Pickups

- Notify the office if someone other than you or the regular designee will be picking up your child. It is helpful if the person is listed as an emergency contact
- Boys and Girls walking club will meet at lower playground for Primary and in front of the school for Secondary
- Cougar Academy (KLA afterschool programs) students will scan in immediately after school in designated areas before reporting to their after program, club, practice.
- Students who are walking home should depart campus immediately upon dismissal

**KLA supervision staff may call the San Diego Police Department if a student is not picked up by 3:45 p.m. (4:45 p.m. for students who attend after-school tutoring).

Primary Dismissal:

- 1) ***Church parking lot Gate*** - Teachers will walk all students down to the Church Gate and release them *only* to parents/guardians/regular designees. Parents must park and walk up to the gate for pick up.
- 2) ***Primary Gates of Wisdom (aka the Sibling Gate)*** - Primary students who have a KLA Secondary sibling will be released *only* to their sibling. Parents are not permitted to pick up here. Once gates close at 3:15, students will be walked to the front of the school to be picked up there.
- 3) ***Front of school driveway***- At 3:15 all students who are not picked up at the Church Gate or the Sibling gate will be walked to the front of the school for pick up. Parents should pull up as far as possible and as close to the curb as possible. Do not park in the driveway. If you need to park you may pull into a marked parking stall in the lot.

Secondary Dismissal:

- 1) ***Secondary Gates of Wisdom*** - All secondary students are walked through the Gates. Students then can
 - a) Proceed down the walkway if they are walking home
 - b) Take a seat and wait to be picked up in front of the school
 - c) Pick up their Primary sibling at the sibling gate and either walk home or wait for pick up
- 2) ***Front of school driveway***- When picking up in front of school driveway, parents should pull up as far as possible and as close to the curb as possible. Do not park in the driveway. If you need to park you may pull into a marked parking stall in the lot.

Cougar Academy Dismissal:

Parents may pick up their students who attend any after school program in the auditorium.

During the school day drop offs/pickups

During the school day, all parents must check in or pick up their child in the front office to either sign in or sign out their child.

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 risks. 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.



Attendance

When Students Are Tardy

Students arriving at school after 8:00 a.m. should report straight to the front office Attendance desk. Each time a student is tardy, it is reported in Powerschool and he, she, they may be assigned a reparation.

Reporting Absences

To report an absence or tardy, please contact Ms. Christina Espinoza at (619) 263-9266 *OPTION 2* or cespinoza@mykla.org

If parents know that their student will need to be absent for any reason (health issues, family emergency, etc.) an independent study contract may be obtained from the front office. For specific questions about independent study contracts, you should do the following:

- 1) Contact Mrs. Espinoza and request an **Independent Study Contract**
- 2) Make an appointment with teachers during their office hours if you have any questions or need extra support with your learning.
- 3) Upon return to school, parents should seek support to receive additional support to transition back to their learning.

****Sometimes, our teachers will not know right away of your circumstances- just know that they will reach out to you by the end of the first day of your absence(s).**

Chronic absenteeism

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 violate KLA's attendance policy which could/may result in the disenrollment of their child/children from KLA. The parent/guardian, or educational rights holder has the right to appeal the disenrollment from KLA and request a formal disenrollment hearing. 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. KLA will notify the school district of the disenrollment and student's last known residence that the child no longer attends KLA. KLA may then enroll another student, to the extent the disenrollment creates an enrollment opportunity at KLA.

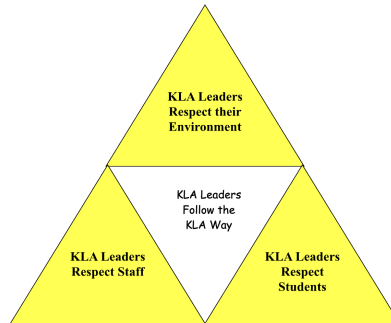
For more detailed information refer to the [KLA Attendance Policy](#)



The KLA Way

School Rules and Expectations

KLA Leaders are Respectful to STAFF, STUDENTS, and the ENVIRONMENT. The KLA rules and expectations aim to create a respectful and conducive learning environment. KLA Leaders take responsibility for their behavior and demonstrate leadership qualities by adhering to the KLA Way. Leaders are expected to maintain positive interactions between students, staff, and the environment while promoting a culture of discipline and mutual respect.



KLA Leaders are respectful towards Staff:

1. No disruptive behavior during instruction time.
2. Raise hand and wait to be called upon by the teacher before asking questions or making comments.
3. Seek permission from the teacher before leaving your seat.
4. Wait until the teacher dismisses the class before leaving the room.

KLA Leaders are respectful towards Students:

5. No touching others inappropriately on campus.
6. Be polite and refrain from using profanity, vulgarity, or engaging in horseplay.
7. No distracting, threatening, bullying (including cyber-bullying), or fighting allowed.

KLA Leaders are respectful towards the Environment:

8. Move quickly and quietly during passing periods; no loitering.
9. Drinking water is permitted in clear bottles, but no eating or drinking in class and locker rooms otherwise.
10. No gum, graffiti, or property damage allowed.

KLA Leaders follow the KLA Way:

We are student leaders

11. Wear uniforms properly at all times
12. Face forward, and walk directly behind the person ahead while walking in line.

We value quality education

13. Upon entering class, gather all necessary materials, take your seat, and begin working.
14. Bring required items such as laptops, classroom supplies, pencils, and paper unless instructed otherwise.
15. Passes will only be given for emergencies, inferring limited use of passes.

We embrace our role as contributing members of our diverse community

- KLA leaders follow the REACH values



Uniforms

Research supports a strong correlation between school uniforms and an increase in student achievement and a safe environment. Therefore, KLA is a strictly enforced uniform policy school.

All students are **required** to wear the school uniform to school everyday. All pieces of clothing (except PE and Dance uniforms) can be purchased at Mario's Clothing Store and some items are available at KLA while supplies last.

Enforcement

All KLA students must abide by the KLA uniform policy while on campus. Uniform checks are conducted every morning by a designated staff member at each gate upon entry. The uniform policy requires all students to wear the proper colored KLA polo, khaki bottoms, solid black or white socks, solid black shoes, black belt (grades 3-8) no jewelry with the exception of studded earrings, and shirts must remain tucked in at all times. See the KLA Uniform Policy for other uniform details. Loaners will be provided if deemed necessary. ***Uniform infractions = appropriate reparations for grades 3-8.*** Further consequences may be assigned for refusal to adhere to the uniform policy.

KLA Spirit Fridays

Students who are a member of a KLA sponsored club or KLA sports academy may wear their club t-shirt or KLA jersey on Fridays. Shirts should be tucked in and an undershirt should be worn if the jersey is sleeveless or revealing.

Free Dress Days and Spirit Weeks

In the event of a Free Dress Day or Spirit Week, students should follow the "Non-uniform dress code guidelines."

- ❖ All clothing must be in good condition, pressed, hemmed, clean, without holes and tears, appropriately sized and not excessively tight.
- ❖ **All students should be modestly covered** (no cleavage, no open back tops/dresses, no cutouts/midribs, 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**

No inappropriate logos

No sagging

No excessive jewelry

No hats indoors

No sunglasses

No slippers

No pajamas



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.

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

****Reparations will be assigned to students with three uniform infractions***

TOPS	ACCESSORIES	OUTERWEAR
<u>POLO SHIRT</u> - 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 <u>UNDERSHIRTS</u> - Long or short-sleeved - Solid white, royal blue or black	<u>BELT</u> - 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 <u>JEWELRY</u> 1/4 inch-studded earrings ONLY - No bracelets, watches, rings, body piercings, nor necklaces allowed <u>BACKPACKS (Gr. TK-3)</u> - Plain, solid colored backpacks - Free of logos, writing or graffiti - Free of excessive keychains, toys, accessories <u>BACKPACKS (Gr. 4, 5)</u> - Plain, solid BLACK or BLUE - Free of logos, writing or graffiti - Free of keychains, toys, accessories	<u>OUTERWEAR</u> - Jackets, sweaters, sweatshirts - Solid, plain navy blue or black * Outerwear is defined as long-sleeve and worn over polo shirt <u>HATS/HOODS</u> - Solid uniform colored beanies/hats or hoods may be worn on the head outside (weather permitted). No hats nor hoods may be worn inside the building. <u>GLOVES/SCARVES</u> - Solid black or navy blue - Worn outdoors only (weather permitting)
BOTTOMS	FOOTWEAR	OTHER
<u>PANTS</u> - Khaki colored - Dickies Classic style - Worn at the waist - Cargo style not permitted - No sagging or blousing at the bottom - Not excessively tight - No legging/knit bottoms - Wetted pockets <u>SHORTS</u> - Khaki colored - Dickies Classic style - Worn at the waist - Cargo style not permitted - Not excessively tight <u>SKIRTS/SKORTS</u> - Khaki colored - Must be no shorter than 2 inches above the knee	<u>SHOES</u> - Solid black athletic shoes - Solid black laces - Solid black trim - No ballet flats or Mary Janes *Solid black boots may only be worn on rainy days <u>SOCKS</u> - Solid white or black athletic (low-cut or crew) - Knee highs not permitted <u>TIGHTS / LEGGINGS</u> - Must be solid; navy blue, black or white without holes, rips or tears - Socks must be worn over - Full-length leggings only	<u>HAIR ACCESSORIES</u> - Must be solid; navy, royal blue, khaki, white or black only <u>TOYS</u> - Are not permitted on campus and will be confiscated <u>* FACE COVERING/MASK</u> - Students may wear a face covering while on campus - Must be clean, solid or patterned in color <i>No logos, writing, graffiti on shirts, pants, shoes, backpacks (KLA logo only)</i> <i>Clothing should be neat and in good repair No stickers, temporary tattoos, nor writing is allowed on body parts or clothing</i>



KLA SECONDARY 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.

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

TOPS	ACCESSORIES	OUTERWEAR
<u>POLO SHIRT</u> • burgundy, navy blue, white, black • Must be long enough so that shirt can be tucked in at all times • Shirt must be loosely fitted • shirts must be tucked in at all times <i>*Exception: KLA Club t-shirts permitted on Fridays</i> <u>UNDERSHIRTS</u> • Long or short-sleeved • Solid white, royal blue or black	<u>BELT</u> • Plain black belt w/ solid buckle • must be silver, brass, or solid black (no designs nor logos) <u>BACKPACKS</u> • Solid color backpack - navy blue or black ONLY • free of logos, writing, or graffiti <u>JEWELRY</u> • Jewelry - ¼" - studded earrings ONLY (no bracelets, watches, rings, body piercings, nor necklaces allowed) <u>HAIR ACCESSORIES</u> • Hair accessories - must be same as uniform colors and solid in color (white, navy, burgundy, khaki, black)	<u>OUTERWEAR</u> • Jackets, sweaters, sweatshirts • Solid, plain navy blue or black * Outerwear is defined as long-sleeve and worn over polo shirt <u>HATS/HOODS</u> • Solid uniform colored beanies/hats or hoods may be worn on the head outside (weather permitted). No hats/beanies nor hoods may be worn inside the building. <u>GLOVES/SCARVES</u> • Solid black or navy blue • Worn outdoors only (weather permitting)
BOTTOMS	FOOTWEAR	PE / OTHER
Khaki pants, shorts, skirts, or skorts <u>PANTS</u> • Khaki colored • Dickies Classic style • Worn at the waist • Cargo style not permitted • No sagging or blousing at the bottom • Not excessively tight • No legging/knit bottoms • Weltd pockets <u>SHORTS</u> • Khaki colored • Dickies Classic style • Worn at the waist • Cargo style not permitted • Not excessively tight <u>SKIRTS/SKORTS</u> • Khaki colored • Must be no shorter than 2 inches above the knee	<u>SHOES</u> • Solid black athletic shoes • Solid black laces • Solid black trim • No ballet flats or Mary Janes *Solid black boots may only be worn on rainy days <u>SOCKS</u> • <i>Solid white or black</i> athletic (low-cut or crew) • Knee highs not permitted <u>TIGHTS / LEGGINGS</u> • Must be solid; navy blue, black or white without holes, rips or tears • Socks must be worn over • Full-length leggings only	<u>PE:</u> KLA print t-shirt, KLA mesh shorts, solid gray or black sweats, athletic shoes <u>DANCE:</u> <i>Girls-</i> Black leotard, black & white tights, black leggings/sweats, hair up, dance shoes <i>Boys-</i> Black shirt, black dance pants/sweats, dance shoes <i>No writing nor graffiti on shirts, pants, shoes, backpacks</i> <i>clothing should be neat and in good repair</i> <i>No stickers, temporary tattoos, nor writing is allowed on body parts or clothing</i> <i>Students may wear a face covering at KLA. Masks must be clean, and solid or patterned</i>
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. All clothing must be in good condition, pressed, hemmed, clean, without holes and tears, appropriately sized and not excessively tight	All students should be modestly covered (no cleavage, no open back tops/dresses, no cutouts/midriiffs, 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	No inappropriate logos No sagging No excessive jewelry No hats No sunglasses No slippers No pajamas

*****Uniform infraction = reparation**



KLA Secondary Cell Phone Pouch Guidelines

All students may use cell phones and personal electronic 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 in backpacks and silenced 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, parents will then be contacted by the Leadership Team.

DAILY PROCESS

As students **arrive at school**, in their REACH class they will:

- 1) Turn their phone on airplane mode.
- 2) Retrieve their assigned pouch from their REACH class.
- 3) Place their phone inside their assigned pouch. If students arrive late, they will use a Loaner labeled pouch to store their phone from the front office upon check-in in the presence of school staff.
- 4) Store their pouch in their backpack for the day.

At the end of the day in REACH class, students will unlock their pouch, remove their phone and leave their pouch with their REACH teacher. Students who were late will return their pouch to the front office.

***Students arriving late or leaving early will pouch/unpouch their phones in the main office.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

If a student damages their pouch or is caught using their phones he/she/they will be responsible for reparations.

Examples of pouch damage include:

- Bent pin
- Ripped fabric
- Deep scratches on the lock exterior + green ring
- Intentional pen marks on the inside of the pouch
- Pin and button not fully recessing due to pin damage

If students are using their phones during school, the device will be immediately confiscated from the student, it will be recorded/logged, 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. 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.



Academics and Citizenship Policy

The policy of KLA is to ensure the academic success and leadership of every student. Students are expected to meet grade-level standards and shall receive the necessary instructional support to enable them to be successful. The decision to promote or retain shall be based on consistently applied criteria for standards-based academic performance. Students also receive a Citizenship grade reflecting their leadership. Progress reports are made available every six weeks. Report cards are mailed home at the end of each semester. There are 18 weeks in each semester.

Academics Grading

Teachers will:

- 1) use multiple means to assess mastery
- 2) includes opportunities for reflection, revision, and reassessment
- 3) separate nonacademic factors from academic grade

Primary Grading: Teachers use a standards based grading system	Secondary Grading: Students earn a letter grade for each course: math, humanities, science, PE, elective, and REACH (homeroom).
4= Exceeds grade level standards 3= Meets grade level standards 2= Approaching grade level standards 1= Beginning progress towards standards Unsatisfactory = Little to no progress towards standards	A (4.0)= Exceeds standards B (3.0)= Meets standards C (2.0)= At or nearly met standards D (1.0)= Nearly met standards F (0.0)= Did not meet standards

Citizenship Grading

Primary and Secondary students report Citizenship Grades based on the REACH values.

- ☐ **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
- ☐ **Hard working** 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



KLA HOMEWORK POLICY

WHY DO WE HAVE HOMEWORK?

At Keiller Leadership Academy, homework helps students:

- Practice and grow academically
- Build strong habits and self-discipline
- Stay connected with family and teachers
- Prepare to be college-bound leaders

WHAT WE BELIEVE

Homework Should Be:

- **Fair** for everyone
- **Connected** to what you learn in class
- **Just the right amount** (not too much!)

HOW MUCH TIME EACH DAY?

Grade Level	Time per Day
TK–2nd Grade	Up to 20 minutes
3rd–5th Grade	30–45 minutes
6th–8th Grade	45–70 minutes

Minimal on weekends & holidays

STUDENTS WILL:

- Stay organized
- Ask for help when needed
- Complete work with effort and honesty

TEACHERS WILL:

- Give clear, meaningful assignments
- Make sure homework fits the student's needs
- Work together to avoid overload
- Give feedback that helps you grow

GRADING & SUPPORT:

- Based on **effort, completion, and reflection**
- Not just “right answers”
- Students can **redo or make up** work
- **Late work accepted** with support

GETTING HELP:

-  Ask your teacher
-  Join tutoring or office hours
-  Families can reach out to teachers when needed



Homework is meant to help you grow as a learner and a LEADER!

“I wish to be happy. I wish to be healthy. I wish to be a KLA Leader.”



Student Support Services

KLA Does Not Tolerate Bullying

What is Bullying?

- Physical or psychological harassment of people who are less able to defend themselves than the person who is doing the bullying
- Bullies intimidate others physically and/or psychologically
- This includes bullying committed personally or by means of an electronic act. Bullying (including cyber-bullying), harassment, or intimidation in any form is prohibited at school or school related activities (including off campus events, school--sponsored activities, school buses, any event related to school business) or outside of school hours with the intention to be carried out during any of the above.

What to do if you witness bullying?

- Report the bullying to an adult (i.e., teacher, counselor, nurse, coach, parents or any adult you feel comfortable with).
- Support someone who is being bullied. Sometimes the best thing you can do is just to be there for him or her and be a friend.

What to do if you are a target of bullying?

- Report the bullying to an adult at home or school. Telling is not tattling or snitching.
- Don't fight back. Don't try to bully those who bully you.
- Try not to show your anger or fear. Students who bully like to see that they can upset you.
- Calmly tell the student to stop or say nothing and walk away.

Counseling

KLA offers a comprehensive counseling program that includes, but is not limited to the following services:

- Individual, group, and academic counseling
- Social Emotional Learning (SEL) classroom lessons
- Guidance lessons and activities including: Health Education, High School and College Options
- College and career exploration workshops and field trips
- School wide initiatives such as Red Ribbon Week, Bullying Prevention, Minute Meetings
- Community referrals and resources (counseling, mentoring and diversion programs, etc)
- Mentor Mentee student led program
- High School Preview night and application workshops
- Parent conferences
- Parent Series workshops

Mental Health Crises and Well-being Resources

At Keiller Leadership Academy (KLA), we are committed to supporting the mental health and well-being of all students, families, and staff. This notice provides information about the resources available on campus and in the community, in accordance with California Education Code § 49428.

I. On-Campus Mental Health Services

School Counselor

- Available for social-emotional support, conflict resolution, and check-ins
- Students may request a meeting through a teacher or by visiting the main office
- Parents may request counseling support by contacting the front office

School Psychologist

- Provides assessments, counseling, and mental health consultations
- Supports students with IEPs and those needing additional services

Wellness Check-Ins

- Staff conduct periodic wellness surveys and offer check-in opportunities
- Crisis response plans are in place for students in distress

II. Referrals and Outside Services

If a student needs ongoing or intensive support, school staff may assist with referrals to:

- **San Diego County Mental Health Services**
24/7 Access & Crisis Line: 1-888-724-7240
<https://up2sd.org/>
- **Rady Children's Behavioral Health Services**
Counseling, psychiatry, and outpatient programs
<https://www.rchsd.org>
- **Family Health Centers of San Diego**
Sliding-scale counseling and family support
<https://www.fhcsd.org>
- **National Suicide & Crisis Lifeline**
Call or Text 988
Available 24/7 for youth and adults in crisis

III. Support for Staff and Families

- **Employee Assistance Program (EAP)** – Available for eligible staff
- **Parent Resource Workshops** – Hosted periodically throughout the year
- **Referrals for family therapy or case management services** upon request

IV. Crisis & Emergency Protocols

If a student is experiencing a mental health crisis at school:

- Staff will follow KLA's safety and emergency protocols
- Parents/guardians will be contacted immediately
- Appropriate steps will be taken to ensure the student's safety and care

If you or someone you know is in immediate danger, **call 911** or go to the nearest emergency room.

V. Confidentiality

All mental health services provided through Keiller Leadership Academy comply with FERPA, HIPAA (where applicable), and other confidentiality requirements. Information is only shared with authorized personnel for the purpose of student safety and support.

Contact Information

- **Main Office:** (619) 619-263-9266
- **School Counselors:**
 - Diane Cervantes dcervantes@mykla.org
 - Christopher Nickeson cnickeson@mykla.org
- **Behavior Intervention Specialist:** Jesse Jimenez jjimenez@mykla.org
- **Director:** Mrs. Tertia Sartain – tsartain@mykla.org
- **School Website:** www.mykla.org

For questions, or to request mental health support, please contact the school counselor or administration.



Behavior Interventions

KLA is committed to providing each student with a high quality education in an environment that is safe, effective, and conducive to learning. KLA's ultimate goal is to keep students in class and in school so that they can benefit from KLA's instructional program.

KLA staff use a variety of Restorative Practices throughout the school day to help support students in making the appropriate choices while on school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to/coming from a school sponsored activity. The use of Restorative Practices help create school-wide positive behavior support, a culture of positive discipline techniques, and the systematic development of carefully identified rules with the necessary structure for their firm, fair, and consistent implementation that hold students accountable for their actions. To support our endeavor, procedures for student behavior management, including suspensions and expulsions must be established.

Restorative practices

Restorative Practices are based on principles that emphasize the importance of positive relationships as central to building community. They promote values and principles that use inclusive, collaborative approaches. When broadly and consistently implemented, they promote and strengthen positive, transformational school culture.

Think Sheets and Teacher Student Mediation Process (TSMP) is a Restorative Practice that involves processes that repair relationships when harm has occurred. Accountability is achieved through understanding impact, repairing harm and restoration. Teachers/staff meet with the student and both parties sign the Think Sheet/TSMP. Think sheets are used for TK-5th grade students. TSMPs are used with 6th-8th grade students.

Peer Mediations occur when a Counselor helps facilitate communication and negotiation between two or more parties involved in a conflict or dispute. The primary goal is to find a mutually acceptable resolution to their conflict in order to move forward. A Mediation is documented with an agreement signed by students.

Behavior intervention Counseling occurs when a Counselor helps students explore their emotions, gain insight into their thoughts and behaviors, and work towards personal growth and well-being. A Counselor provides students with strategies to resolve conflict.

Restorative Circles are a community-based approach to conflict resolution and relationship building. Developed within the realm of Restorative Justice, this practice fosters dialogue and mutual understanding between individuals or groups experiencing discord or misunderstanding.

Restorative Practices & Discipline at KLA

At KLA, we believe in building community through restorative practices while also holding clear, consistent boundaries.

- **Restorative practices** focus on repairing harm, building accountability, and strengthening relationships.
- **Discipline policies** provide structure and clarity: uniform violations may result in a lunch detention, and repeated behaviors may lead to an after-school detention. This balance helps students learn from mistakes while still feeling supported and connected.

Correction Reflections & Detentions

At KLA, we use **restorative practices first** to help students learn from their choices and stay on track. Here's what that looks like for behavior and uniform expectations:

Correction Reflection (Tier 1 – Uniform Violations & Minor Incidents)

- After **3 restorative conversations** with staff, a student may be asked to complete a **Correction Reflection**.
- This takes place in **Room 20 on Tuesdays or Thursdays from 3:00–3:20 PM**.
- Teachers will send students at **2:55 PM**.
- If a parent cannot pick up their secondary student at 3:20, the student may instead complete the reflection at **lunch** or **at home** and return it with a **parent signature**.

After-School Detention (Tier 2–3 Incidents – More Serious Behaviors)

- Students who have a Tier 2 or Tier 3 offense will serve **after-school detention on Mondays from 3:00–3:55 PM in Room 20**.

Lunch Detentions (Primary Grades TK–5)

- **Grades 2–5** may receive a **lunch detention for uniform violations**.
- **TK–5** may receive a **lunch detention for Tier 2–3 behaviors**.

What this means for families:

- Minor issues (like repeated uniform violations) will first be handled with conversations, then may move to a short **Correction Reflection**.
- More serious issues may result in **lunch or after-school detention**.
- These steps are designed to hold students accountable while still focusing on growth and learning.

Behavior Management

Teachers / Staff / Classroom Managed			
Violation 1: ❖ Verbal Warning <i>*Note: Student remains in class</i> ❖ Infractions reported to Homeroom/REACH	Violation 2: ❖ Verbal Warning ❖ Student completes Teacher-Student Mediation Program (TSMP) form <i>*Note: Student remains in class</i>	Violation 3: ❖ Refusal to complete TSMP <i>*Note: student is sent to the Justice Room</i> ❖ 3+ Infractions may result in detention	Note: At the teacher's <u>discretion</u>, a student may be sent to the Dean for any violation of the School Rules and Expectation Policy.

Dean of Students/Assistant Director/Director Managed			
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.	

Disciplinary Action

Student Searches - New Jersey v. T.L.O. (1985) 469 U.S. 325

A warrant or probable cause is not necessary for searches of students by school officials and the level of suspicion to justify the search need not rise to the level of probable cause. Rather, such a search by school officials must be: a) Justified in its inception - it must be reasonable to suspect the items searched contain evidence of prohibited conduct; b) Reasonably related in scope to the circumstances which justified the search in the first place. That is, the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. The rules governing search and seizure are more fully explained in the KLA Annual Notices.

Confiscation of prohibited items will be returned to parents in the front office by Admin. Prohibited items include but are not limited to cell phones, toys, jewelry (with the exception of studded earrings), and anything that may create a disruption or distraction on campus.

Lunch Detentions may be assigned when appropriate.

After school Detentions can be assigned as a consequence when school rules are not followed. After School detention is from 3:00 pm until 3:50 pm in Room 20 on Mondays, Tuesday, Thursdays, and Fridays. Please contact the Dean of Students at jjohnson@mykla.org for questions or concerns if your child is unable to attend on their assigned day.

Alternative to Suspension (ATS) is a restorative consequence that may be assigned in lieu of suspension as a determined by the KLA Administration.

In-school Suspension/ At home suspension is assigned as a consequence by the KLA Administration. Students are expected to complete all missed assignments during their suspension. In-school suspensions are served in the Justice Room.

Suspension and Expulsion

Suspensions and expulsions may be used when all other forms of restorative interventions have been exhausted or the behavior is extreme.

Suspension means the removal of a student from the ongoing instruction for adjustment purposes (Education Code 48911.1).

Expulsion means the removal of a student from the immediate supervision and control or the general supervision of school personnel (Education Code 48925).

KLA Administration can suspend or recommend a student for expulsion for the following. These suspension and recommendations for expulsion will be recorded in their Permanent Record.

Grounds for Suspension/Expulsion (Education Code 48900 through 48927):

- 1) Obscenity, Vulgarity, and Profanity (in person or via electronic device)
- 2) Harassment (in person or via electronic device) [Grades 4-8]
- 3) Sexual Harassment (in person or via electronic device) [Grades 4-8]
- 4) Threats, Intimidation, and/or Bullying (in person or via electronic device)
- 5) Assault, Battery, and Mutual Combat
- 6) Hazing and/or Gang Initiation
- 7) Hate Violence [Grades 4-8]
- 8) Robbery and/or Extortion
- 9) Weapons, Imitation Firearms, Explosives, and other Dangerous Objects
- 10) Controlled or Prohibited Substances, and Substances Identified, Presented, or Claimed to be a Controlled or Prohibited Substances
- 11) Drug Paraphernalia
- 12) Tobacco and/or Nicotine Products
- 13) Damage, and Attempts to Damage Property
- 14) Theft, or Attempts to Steal Property

Note: A student suspended for 10 days in a school year shall be recommended for expulsion.

A teacher may suspend a student from class for the day of the suspension and the following day for disruption, willful defiance, or any of the other "Grounds for Suspension/Expulsion" listed above (Education Code 48910). These suspensions will be recorded in the Student Information System.



Awards and Recognitions

Students are recognized for their accomplishments in several ways at every grading period and throughout the school year.

Primary Achievement awards:

- REACH Super Star Award
- Awards circles every 6 weeks
- Awards assemblies at Semester 1 and end of year Semester 2

Secondary Achievement awards:

- All Star Award (4.0 GPA and 4.0 CPA)
- Executive Director Award (4.0 GPA and 2.5 +CPA)
- Academic Director Award (3.5-3.9 GPA and 2.5+ CPA)
- Honor Roll (3.0-3.49 GPA and 2.5+ CPA)
- Promotion Bound (2.5-2.9 GPA and 2.5+ CPA)

All students must earn **at least a 2.5 in academics** and a **2.5 in citizenship** in order to be eligible to participate in Reward the Doers events, 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.

Other Awards (TK-8):

- Perfect Attendance
- Leader of the month
- Reward the Doers events - activities and field trips
- CA State Seal of Biliteracy Pathway Award

5th and 8th Grade Promotion Ceremony Participation

The 5th and 8th grade promotion ceremony is a celebration and recognition of students who have worked hard to accomplish their academic and citizenship goals in order to show readiness for middle school and high school. In order to participate in the 5th and 8th grade promotion ceremony and promotional activities at the end of the school year, all criteria below must be met before the promotion ceremony date.

5th Grade:

- ❖ Academics - Students must complete all required assignments for each subject.
- ❖ Citizenship - Students' Citizenship grades must not have more than 2 N's across all subjects
- ❖ Ineligibility occurs 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.

8th Grade:

- ❖ 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
- ❖ Ineligibility occurs 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.

No exceptions will be made.



Student Life

Free Breakfast and Lunch

Breakfast and Lunch is provided to all students for **free**. KLA contracts meals from the San Diego Unified School District Food Services.

Breakfast ensures students start the day right by serving nutritious breakfast before school begins. Studies have shown that kids who miss breakfast also miss learning. Breakfast is available from 7:30am to 7:50am. Students attending Morning Academy (0 Period) will have breakfast during this time. Primary students who would like breakfast must line up in the designated breakfast line where a staff member will walk them to and from the cafeteria. Secondary students can go straight to the cafeteria for breakfast.

The Lunch menu offers something for everyone. Whether students enjoy a popular hamburger or try the Asian inspired chicken bowl, students' choices have expanded and part of the fun is to try everything. Themed stations have improved access for all students, and are grouped in convenient locations making it easy to check out all that is offered. Students can enjoy sandwiches and salads, find a collection of Italian favorites such as pizza and pasta bowls or choose from grilled burgers and hot dogs, or even a great bean and cheese burrito. Vegetarian choices are offered daily.

Healthy Snacks Policy

In accordance with [KLA's Health and Wellness Plan](#), we ask that students only pack healthy snacks. 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	● High in sodium chips ● High in sugar cookies ● Soda ● Energy drinks ● Kool-Aid ● Candy ● High fructose & sugar drink powder/liquid packets <i>*These items may not be consumed on-campus and will be sent back home.</i>

Birthday Celebrations

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

Student Materials

All students should bring to school everyday:

- ☐ Backpack
- ☐ Headphones (plug in NO bluetooth)
- ☐ Independent reading material
- ☐ HW/Communication folder (grades TK-2)
- ☐ Student Agenda (grades 3-8)
- ☐ Laptop & charger (grades 4-8)

TK-1 students should also bring:

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

Enrichment and Electives

KLA offers the opportunity for students to discover their interests and talents through our Enrichment (TK-5) and Elective (6-8) program. An enrichment wheel is scheduled for TK-3 students where they have a different enrichment teacher each day of the week. 4th and 5th grade students select **one** enrichment class and follow an A/B day schedule. Grades 6-8 students select one elective course that they attend daily. Students are offered the following:

- ★ Visual arts - painting, drawing, sculpting
- ★ Performing arts - dance, band, strings
- ★ World language - Mandarin, Spanish
- ★ Media arts (grades 6-8 only) - Journalism, Video game design

Expanded Learning Opportunities Program (ELO-P)

Keiller Leadership Academy provides expanded learning opportunities for all KLA leaders in a happy, healthy, and safe environment so that children develop their social, emotional and physical skills. Cougar Academy is a single comprehensive after school hours program consisting of the Expanded Learning Opportunities Program (ELO-P) and the Afterschool Education and Safety program (ASES) at Keiller Leadership Academy.

Cougar Academy is offered Monday through Friday and consists of:

1. Morning Cougar Club (6:30-8:00 am) *Breakfast provided
2. ASES (Extended Day care) - Daily 3:00-6:00 pm; Minimum days begin at 12:30pm **Afternoon snack provided
3. Cougar Clubs - Days vary according to clubs 3:00-4:30 pm
4. Academic enrichment - 3:00-4:30pm
5. Sports Academy - Seasonal sports

ELO-P Intersessions:

ELO-P offers 30+ days outside of the instructional calendar. These days consist of the following Sessions

- 1) Summer Academy - July 1-25, 2025
- 2) February Academy - February 9-12, 2026
- 3) Spring Academy - April 6-10, 2026

*Registration for Cougar Academy and Intersessions must be completed in BOTH 6 Crickets and CitySpan

ELO-P Contacts

Tertia Sartain
ELO-P Director
tsartain@mykla.org

Eva Contreras
ASES Coordinator
econtreras@mykla.org

Adriana Martinez
ELO-P Site Coordinator
amartinez@mykla.org

Constance Wilder
Expanded Learning Program Assistant
cwilder@mykla.org

Chris Nickeson
Sports Academy Coordinator
cnickeson@mykla.org

Primary Bell Schedule

Full days: First bell rings at 7:55am; Dismissal at 3:00pm

Minimum days: First bell rings at 7:55am; Dismissal at 12:30pm

TK-1st Graders Full Days	
First bell	7:55
Work Cycle ELD & Recess	8:00 – 10:45
Lunch & Recess	10:45-11:25
Work Cycle & Recess	11:30 - 1:10
Enrichment/PE	1:10-2:00
Work Cycle & Recess	2:00-3:00
Dismissal	3:00

2nd-3rd Graders Full Days	
First bell	7:55
Work Cycle & Recess	8:00 – 11:10
Lunch & Recess	11:10-11:55
Work Cycle	12:00-2:15
PE/Science	12:15-1:05
Work Cycle	1:05-2:15
Enrichment	2:15-3:00
Dismissal	3:00

4th-5th Graders Full Days	
First bell	7:55
Morning Meeting	8:00-8:15
<u>Core 1</u>	8:15-9:30
<u>Core 2</u>	9:30-10:40
<u>Enrichment</u>	10:40-11:30
PAWS	11:30-12:05
<u>Lunch & Recess</u>	12:05-12:50
<u>G4 Check in</u>	12:50-1:00
<u>Core 3/G5 Recess</u>	1:00-2:15
G4 Recess/REACH	2:15-3:00
Dismissal	3:00

Wednesdays (Minimum days)	
First bell	7:55
Work Cycle & Recess	8:00 - Lunch
TK-1 Lunch	10:00 - 10:30
2nd-3rd Lunch	10:30 - 11:00
4th-5th Lunch	11:05 - 11:35
Dismissal	12:30

Secondary Bell Schedule

Full days: First bell rings at 7:55am; Dismissal at 3:00pm

Minimum days: First bell rings at 7:55am; Dismissal at 12:30pm

***Lunches for 7th graders are determined by their 4th period class*

Group A = 4th period Science and PAWS and Dance

Group B = 4th period Math and Humanities and Electives

ALL 6TH GRADERS & 7th GRADE Group A	
REACH	8:00-8:15
Period 1	8:18-9:20
Period 2	9:23-10:25
Period 3	10:28-11:30
First Lunch	11:30-12:00
Period 4	12:03-1:06
Period 5	1:09-2:12
REACH	2:15-3:00
Dismissal	3:00

ALL 8TH GRADERS & 7th GRADE Group B	
REACH	8:00-8:15
Period 1	8:18-9:20
Period 2	9:23-10:25
Period 3	10:28-11:30
Period 4	11:33 – 12:36
<u>Second Lunch</u>	12:36 – 1:06
Period 5	1:09-2:12
REACH	2:15-3:00
Dismissal	3:00

Wednesdays (Minimum days)	
REACH	8:00-8:10
Period 1	8:13-8:53
Period 2	8:56-9:35
Period 3	9:38-10:17
Period 4	10:20-10:59
Period 5	11:02-11:42
REACH	11:45-12:15
Lunch	12:15-12:30
Dismissal	12:30

MODIFIED FULL DAYS	
REACH	8:00-8:15
Period *	8:18-10:25
Period *	10:28-11:30
Period 4 or lunch	11:33 - 1:06
Period 5	1:09-2:12

**Period dependent on specific testing day schedule*



2025-2026

August/September Setting Intentions <i>National Latino-Hispanic Heritage Month</i>	
8/19	FIRST day of school (full day)
8/29	Fall Picture Day
9/1	Labor Day (NO SCHOOL)
9/4	KLA Open House 5-7 pm
9/12	Make-up Picture Day
9/26	P1 Grading Period ends

October <i>National Bullying Prevention Month</i> <i>National Italian American Heritage Month</i>	
10/9-13	October break
10/14-24	Interim Assessments (FULL DAYS)
10/27-31	Red Ribbon Week

November Expressing Gratitude <i>National American Indian Heritage Month</i>	
11/1-30	#30daysofgratitude Challenge
11/14	P2 Grading Period ends
11/10-11	Veterans' Days (NO SCHOOL)
11/18-21	Minimum Days Parent Conferences (12:30-3:30 by appt)
11/24-28	Fall Break

December Reflecting	
12/18	Winter Concert TBA
12/22-1/2	Winter Break

January Resetting Intentions	
1/5	Return to school
1/16	MLK Day of Service
1/16	End of Semester 1 Semester grades mailed home
1/19	Martin Luther King Day (NO SCHOOL)
1/20-1/30	Interim Assessments (FULL DAYS)
1/26-30	Great Kindness Challenge Week
1/19-30	Semester Awards Assemblies

February Practicing Kindness <i>African American History Month</i>	
2/3-6	Minimum Days Student Led Conferences (12:30-3:30 by appt)
2/9-16	February Break (NO SCHOOL)
2/9-12	February Intersession
2/16	Presidents Day (NO SCHOOL)

March Taking Personal Inventory <i>National Women's History Month</i> <i>Irish-American Heritage Month</i>	
3/6	P4 Grading Period ends
3/2-6	Read Across America Week
3/23-27	College/Career Week
3/30-4/10	Spring Break
TBD	Spring Concert

April Appreciating our Environment <i>National Poetry Month</i>	
3/30-4/10	Spring Break
4/13	Return to school
4/20-24	Campus Beautification Week

May Acknowledging Health and Wellness <i>Asian/Pacific American Heritage Month</i> <i>Jewish American Heritage Month</i>	
5/1	P5 Grading Period ends
5/1	K, 5th, 8th Promotion Picture Day
5/4-8	Teacher Appreciation Week
5/11-5/29	CAASPP Summative Testing (Gr. 3-5)
5/25	Memorial Day

June Celebrating Success	
6/2-6	Talent Show
6/4	Spring Open House 5-7pm
6/8-16	End of Year Awards Ceremony
6/17	K, 5th, 8th Promotion Ceremony
6/17	Last Day of School (Minimum Day) Grades mailed home

Other Important Dates

Date	Event	Notes

Changes to the Handbook

Changes to this handbook may be made periodically and will be reflected in the online version.