



**San Diego Unified**  
SCHOOL DISTRICT

## **ALBA Community Day School**

### **Student and Parent Handbook 2022-2023**

ALBA Community Day School at North Park  
4041 Oregon Street  
San Diego, CA 92104  
(619) 344-3900  
(619) 344-3940 FAX

*Mrs. Meghan Jon Voeltner, Principal*

This handbook is designed for students and parents to make a smooth transition to ALBA Community Day School. This handbook will be reviewed during the intake process to create a shared understanding of behavioral expectations, and policies between staff, parents and students.



Welcome to ALBA Community Day School!

**ALBA Motto**

“Empowering Students, Changing Lives”

**ALBA Vision**

Our vision is to create and maintain an educational environment that provides rich and diverse learning experiences using evidence based practices, trauma informed care, and restorative justice. These purposeful and personalized learning experiences are supported by dedicated teachers and staff that are committed to helping students develop the healthy social skills, resiliency and self-esteem needed to achieve their personal and academic goals.

**Our School**

ALBA is a community day school for San Diego Unified School District. To read the definition please visit:

<http://www.cde.ca.gov/sp/eo/cd/>

- Mental Health Counseling
- UPAC Teen Recovery Program
- Special Education Services
- Decision Making Counseling
- Anger Management Counseling
- Healthy Relationship Counseling
- Other Community Organizations (ex. Outdoor Outreach, Star Pals, Movement BE, Youth Empowerment)

## **Bell Schedule**

7:30-8:00 Gates Open, Breakfast Available

### ***REGULAR DAY***

Advisory	8:00-8:38	
Period 1	8:41-9:33	
Period 2	9:36-10:28	
Period 3	10:31-11:23	
Period 4/Lunch	11:28-11:58 HS Lunch	11:28-12:20 MS Period 4
	12:03-12:55 HS Period 4	12:25-12:55 MS Lunch
Period 5	12:58-1:50	
Period 6	1:53-2:45	

### ***MINIMUM DAY***

Advisory	8:00-8:26	
Period 1	8:29-9:13	
Period 2	9:16-10:00	
Period 3	10:03-10:47	
Period 4/Lunch	10:52-11:22 HS Lunch	10:52-11:36 MS Period 4
	11:27-12:11 HS Period 4	11:41-12:11 MS Lunch
Period 5	12:14-12:58	
Period 6	1:01-1:45	

*Students may eat breakfast before school starts at 8:00am. Any student who arrives late must wait until the end of Advisory to get any leftover breakfast items that are available while supplies last. The Main Office will also have breakfast snacks available for students who arrive after Advisory.*

*ALBA Main Office is open from 7:00am-3:30pm*

## **Principal Message**

It is my distinct honor to introduce myself as the Principal of Alba Community Day School. It has been a dream of mine to have the opportunity to lead a school, which is grounded in my core beliefs. I believe in high expectations for ALL students, second chances, restorative practices, and authentic collaboration.

Every day, Alba strives to meet the diverse needs of its students. My goals are as follows:

- Having our students and families feel welcome, connected, healthy, and safe
- Our staff feeling supported and valued
- Ensuring that an alternative education option is just as amazing as a traditional one

I look forward to working with the Alba staff, partners, students, families, and stakeholders to ensure that ALL students succeed. I cannot wait to work with each of you as we collaborate to ensure that all truly means all. I am committed to working together to continually explore new ways to meet the diverse needs of all students.

I am so thankful to have the opportunity to bring all that I have experienced and learned with me to the wonderful Alba community. Please know that my door is always open to you. I welcome our conversations and your input and feedback, as I consider us partners in this work. I look forward to celebrating our collective successes together.

## **Attendance Procedures**

Parents please call the school by 10:00 a.m. to report an absence. The ALBA High School office is open every morning at 7:30 a.m. Please feel free to leave a voicemail outside of school hours. Voicemail is checked daily. **The phone number is 619-344-3900.** Failure to call the school on the day of the absence may result in an unexcused absence.

Truant students, if found off-campus during the school day, may be referred to School Police for a daytime loitering citation and will be sent home

Excessive absences, tardiness or trancies may result in a referral to the School Attendance Review Board (SARB) as well as risk not being reinstated or may have a possible referral to another alternative program (i.e. Juvenile Court and Community Schools)

A Tardy after 30 Minutes is considered an absence

School Gates Open at 7:30 am for students to access free breakfast. No outside food or drinks are allowed. (Please refer to VIP Level System)

***Once students arrive to campus, they must enter campus and stay there  
Students are expected to transition to and from bus stops without incident. There is no loitering allowed at the neighboring park.***

## **Student Check-In/Out**

- All students must check in each morning in the main office prior to stepping on school grounds. The purpose of this check in is to ensure that prohibited items are not on campus and to collect cell phones, backpacks/purses, headphones, and other student materials
- Students on Level VIP may check in outside food/drinks to use in the VIP Lounge at lunch only under supervision
- Students may check in skateboards/bicycles for transportation purposes
- Campus Security and Dean of Students will be in charge of checking students in and out each day
- ALBA Staff will be responsible for taking and collecting outside food/drinks and cell phones to and from the VIP Lounge during lunch
- At the end of each day, upon student release, students will return their binders and completed point sheets into their Advisory teacher's basket located in the quad
- Students will then line up at the front gate to check out at the window in the main office one at a time to collect their belongings
- Students will leave campus immediately. Loitering in the park and/or neighborhood is prohibited. Students may only wait in the front of campus if a parent is picking them up
- Campus Security Assistants will patrol the neighborhood area as students leave to their appropriate bus stops

***\*\*Please be advised that all backpacks, purses, laptop cases, etc. are subject to an administrative search in accordance with SDUSD Policy.***

The following items are prohibited on campus:

- Any item associated with gangs
- Drugs(illegal, prescription, over –the-counter) or drug paraphernalia including lighters
- Vaping paraphernalia
- Any tobacco products
- Weapons-real, replicas, toys, or any item that can be used as a weapon

School personnel will confiscate items deemed inappropriate for school. Consequences will be aligned with the ALBA Discipline Policy and may require further intervention.

## **Student Laptops**

- SDUSD is now a 1:1 district. This means that every student has their own SDUSD laptop and are responsible for bringing it and the charger to and from school everyday
- Because we are a small campus, students may choose to leave their laptops charging in their Advisory teachers' room only
- All student laptops are labeled and registered
- Students keep their laptops throughout middle and high school. However, sometimes home schools many times require the student to turn their laptop in before they attend ALBA
- The Dean of Students is responsible for checking laptops and chargers in and out to students
- All teachers have 2-3 extra laptops checked out to them available in their classrooms for student use

## **Student Restrooms**

- The two single stall restrooms in the main quad are for student use only
- Students must be sent to the restroom with a pass from their teacher (orange vests are available for this purpose)
- Students will sign in and out with Campus Security Assistants (CSA) at the desk in front of the restrooms
- Students who do not have time during the passing period to get to the restroom MUST check in with their next period teacher to get a bathroom pass and stand in line
- Please do not allow multiple students out of your classroom at the same time. Students should only be out of class using the restroom on a one-to one basis
- Students may not receive bathroom passes the LAST 10 minutes of class (please use discretion in emergency cases)

## **Dress Code Policy**

Our Values are:

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance
- Reasons for conflict and inconsistent discipline should be minimized whenever possible
- Students may not wear
  - Clothing that promotes alcohol, drugs, tobacco, or violent graphics, language or messages that create a hostile or intimidating environment based on any protected class
  - Hate speech or pornography
  - Visible Undergarments or Revealing Items: For Example; bare midriff, underwear showing due to sagging (visible straps or waistbands worn under other clothing is NOT a violation)

Students wearing inappropriate items will be expected to change clothes immediately. If an appropriate clothing change cannot be made, the student's parents may be asked to provide clothing.

## **Student Meeting Requests**

- Student completes "Meeting Request" form in counseling office lobby and puts in preferred Therapist/Counselor box/bin
- Student will go back to class
- When Therapist/Counselor is available they will pull student from class to meet
- In emergency situations Therapist/Counselor will meet with student right away

## **Medications**

Students required to take medically approved prescription drugs at school **MUST** submit those medications and a note from their doctor immediately to the school nurse or approved office personnel. Students may not administer any medication to themselves or other students.

## **Field Trips**

- School attendance is required even if a student is not attending an activity or field trip
- Field trips are required as they are part of our instructional program
- Guardians must communicate with the principal if the family or child has extenuating circumstances and cannot attend an activity or trip
- If an activity or trip needs to be canceled, school will resume its regular schedule

## **Bullying Harassment Policy**

In accordance with [District Board Policy A-3500](#), bullying (including cyberbullying), harassment or intimidation in any form are prohibited at school and school-related events (including off-campus events, school-sponsored activities, any event related to school business) or outside school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably considered as being motivated by either an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing character.

**ALBA is a Drug Free School.** In an effort to strengthen messaging around a drug free campus, the San Diego Unified School Police **Canine Unit** may participate in random (Sniff's) with a drug dog for narcotics. District policy states that an administrator may conduct a search on any student with probable cause.

## ALBA's VIP Process - Behavior Expectations

ALBA runs on a school-wide, point-based, leveled system. Students earn points daily in three categories:

- Appropriate Participation: On Task, On Time
- Respectful to Peers and Adults: Appropriate Language, Choice Words
- Remain in Assigned Area: Leaves class only with permission, returns on time, limited restroom use

Students receive daily point sheets every morning in Advisory. They are responsible for turning their point sheets in to each teacher every period and returning the point sheet to their Advisory teacher at the end of the day. Students may not visit teachers throughout the day to get point sheets signed. They must be signed during the period. Students who fail to get their sheets signed at the appropriate or forget to turn their sheet in to their Advisory teacher will lose their points for that period/day.

All students entering ALBA will enter at Level TRUST. Students may level up or down based on their behavior. In this model, students take ownership of their behavior and earn privileges based on their behavior and level. Our level system is updated daily so students always have the opportunity to improve. Once students reaches a specific level, they must maintain a specific number of points each week to stay at that level. If a student receives a referral or is suspended, they automatically move back to a Level ORIENTATION.

### **Moving UP the Level System**

To move from **ORIENTATION** to **TRUST** – Students must earn 300 points on their daily monitoring sheet

To move from **TRUST** to **RESPECT** – Students must earn 600 points on their daily monitoring sheet

To move from **RESPECT** to **VIP** – Students must earn 1200 points on their daily monitoring sheet

### **Moving DOWN the Level System**

To stay at Level **VIP** – Students must maintain 420 points per week or student move down to Level **RESPECT**

To stay at Level **RESPECT** – Students must maintain 385 points per week or student moves down to Level **TRUST**

To stay at Level **TRUST** – Students must maintain 315 points per week or student moves down to Level **ORIENTATION**

*\* Students do not receive points on days they are absent \**

*\* A suspension AUTOMATICALLY moves you down to LEVEL ORIENTATION*

*\* Administration reserves the right to change a student's level at any time deemed appropriate*

*\* All students receive a special surprise on the day they Level Up*

### **What Does Each Level Mean?**

Level	Description
<b>VIP</b>	<ul style="list-style-type: none"><li>• RESPECT Privileges</li><li>• Lunch time cell phone privilege in VIP Lounge</li><li>• Lunch time SEALED outside food and drink privilege in VIP Lounge</li><li>• Maintain 420 points per week</li><li>• *Students may not share their items with students on other levels. Students will not be reminded to return their cell phones and/or food to the office before the end of lunch. Any student who does not return their phone will receive an automatic referral and moved to LEVEL ORIENTATION.</li></ul>
<b>RESPECT</b>	<ul style="list-style-type: none"><li>• TRUST privileges</li><li>• All school field trip privileges – space provided</li><li>• Fun Friday Activities.</li><li>• Maintain 385 points per week</li><li>• 1200 points to move up to VIP</li></ul>
<b>TRUST</b>	<ul style="list-style-type: none"><li>• Where all students start</li><li>• Pass Privileges - must be visible at all times</li><li>• Specified field trip privileges with staff approval</li><li>• Maintain 315 points per week</li><li>• 600 points to move up to Level RESPECT</li></ul>
<b>ORIENTATION</b>	<ul style="list-style-type: none"><li>• Students must be escorted by an adult anytime they need to leave class</li><li>• Students have not yet earned field trip privileges</li><li>• Students may have earned a suspension</li><li>• 300 points to move up to Level TRUST</li></ul>

Other interventions may include (but not limited to):

- Lunch Detention
- After School Detention
- Campus Beautification
- Reflection Forms
- Parent Meeting/Shadowing
- Referral to Counseling
- Contact and Meeting with Probation Officer – if applicable
- In-School-Suspension/Suspension
- Police Involvement
- Recommendation Not to Reinstate
- School Placement Review – Placement at JCCS

## **Reinstatement Procedures**

Each student will have a personalized *Reinstatement Plan* that outlines their plan for individual or group therapy, individual counseling, substance abuse treatment (if required), and their participation in personal growth programming. Reinstatement to a comprehensive or other setting in San Diego Unified is conditional upon meeting the following reinstatement guidelines:

- Positive School Attendance and No Excessive Tardies
- Demonstration of Progress and/or completion of Counseling Individual/Groups
- Completion of UPAC program if applicable-Students will receive an automatic referral if caught in possession of drugs and/or using on campus
- No recurrence of behaviors that led to the expulsion
- Maintaining positive behavior and compliance with all school wide policies
- Improvement in the student's grade point average (GPA)
- Final recommendation to Placement and Appeals from Principal

## **Please Note That:**

**While serving their expulsion, students are NOT allowed to return to any SDUSD school for any reason.** Students **may not** attend football games, dances or other extra-curricular events at their previous schools. Students may be arrested for trespassing, suspended from school, and/or referred to another program for violating this protocol.

In accordance with district policies for disruptive behavior, fighting, use and selling of drugs or alcohol, or any behavior that is deemed dangerous may result in total expulsion in which the student would be enrolled in JCCS.



**Please sign that you have read and understand**  
***The ALBA Community Day School Student and Parent Handbook***

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*Guardian Signature*

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*Student Signature*

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*Counselor Signature*

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*Date*

*\*Copy for Cum Folder*