



San Jacinto Unified School District

Monte Vista Middle School  
6059166

## **Comprehensive Safe Schools Safety Plan 2018-2019**

All California public schools kindergarten and grades one through twelve must develop a comprehensive school safety plan, per California Education Code sections 32280-32289 and BP 0450, AR 0450 & BP 0510

All students and staff of public primary, elementary, junior high, and senior high schools have the inalienable right to attend campuses that are safe, secure, and peaceful.

California Constitution

## **School Mission Statement**

*The purpose of Monte Vista Middle School is to educate, equip, and empower our students to be independent thinkers, problem-solvers, and leaders.*

## **Monte Vista Middle School Values**

*Respect: Treat all with dignity.*

*Responsibility: Take ownership for learning and behavior.*

*Commitment: Educate and engage students in a respectful, responsible, and supportive way.*

## **School Site Council School Vision Statement**

*The purpose of Monte Vista Middle School is to educate, equip, and empower our students to be independent thinkers, problem-solvers, and leaders.*

Review of  
2017 – 2018 School Year  
Safety Plan

**School Site Council and PBIS Site Committee Members  
2018-2019**

Member	Position
*Janet Covacevich	Principal
*Margarita Lanier	Assistant Principal
*Open	Dean of Students
*Mrs. Julie Wedel	SSC President
Jennifer Kling-Burbridge	Teacher
*Jacob Mathis	Teacher
*Eva Hernandez	Teacher
*Esther Martinez	School Counselor
Juawana Bowman	School Psychologist
*Annette Coronado	Parent
*Cynthia Arana	Parent
Javier Hernandez	Campus Security
*Stephanie Hannem	Teacher

MVMS Safety Plan was approved on September 12, 2017 by the \*School Site Council members.

\*See appendix for the meeting notes

Note: School Safety Team may be the School Site Council and/or PBIS Site Team. The Team MUST include Parents.

**MEETING DATES**

<b>Month</b>	<b>Date</b>	<b>Comments/Needs</b>
July		
August	8/8/17	School Safety Team Members Identified/Hour Zero with Safety Procedures/Keenan/Reviewed Data
September	9/12/17	SSC #1 (School Site Council) Approved Safety Plan/Reviewed tardy card/Attendance plan/Guidance Lessons/Reviewed data/Suicide Prevention Week
	9/12/17	General Staff Meeting - Reviewed and Discussed Reunification - Safety
	9/20/17	PBIS Site Team Reviewed SSR (Student Success Room), Dress Code, and Electronic Devices
	9/26/17	Identified Tier II Site Team Members
October	10/10/17	SSC Meeting #2 - Data/PBIS - passports, tardy cards, and VIP week/Reunification-Safety
November	11/9/17	PBIS Meeting - Cell Phone Policy, Tier II Interventions for Students
December	12/5/17	General Staff Meeting - Hour Zero Drill Procedures Reviewed
January		
February		
March		
April		
May		
June		

**School Safety Assessment Data  
2018-2019**

<b>Data Source</b>	<b>Comments</b>	<b>Analysis</b>						
School Counselor held individual student meetings.	<p>Check-In/Check-Out Personal/Social concerns</p> <p>34-students participated-created a behavior/academic goal and met with their CICO mentor bi-weekly.</p>	<p>Mark 3: 50.2% of 509 students Mark 4: 64.8% of 509 students</p> <p>At semester, there was a 17% decrease in F grades due to CICO. 40% of the CICO students see CICO as beneficial to keep track of the student behavior within the classroom 40% of CICO students see it beneficial to have someone check in on their grades and behavior.</p>						
Suspensions	<p>2016-2017 and 2017-2018 goal is to reduce suspensions due to fights, drugs, serious injury/assault, dangerous objects, theft, tobacco, profanity, disobedience/defiance, bullying.</p> <p>Low</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>15-16</u> 303</td> <td style="text-align: center;"><u>16-17</u> 88</td> <td style="text-align: center;"><u>17-18 as of 2/6/18</u> 41</td> </tr> </table>	<u>15-16</u> 303	<u>16-17</u> 88	<u>17-18 as of 2/6/18</u> 41			
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Student Success Room (SSR)	<p>Low</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>16-17</u> 119</td> <td style="text-align: center;"><u>17-18 as of 2/6/18</u> 38</td> </tr> </table>	<u>16-17</u> 119	<u>17-18 as of 2/6/18</u> 38				
<u>16-17</u> 119	<u>17-18 as of 2/6/18</u> 38							
Expulsions	<p>Low</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">15-16</td> <td style="text-align: center;">16-17</td> <td style="text-align: center;">17-18</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> </tr> </table>	15-16	16-17	17-18	3	0	1
15-16	16-17	17-18						
3	0	1						
Office Discipline Referrals	<p>Teachers are using PBIS strategies in the classroom to manage low level items.</p>	<p>The school will continue to focus on explicitly teaching school expectations in all settings. All students will be provided with tier 1 interventions, students who continue being disruptive will move towards tier 2 or 3 interventions. Teachers will contact parents and provide in-class interventions before sending students to the office for classroom managed infractions. Students who are at the tier 2</p>						

		or 3 will be referred to SSR and school counseling (Check-in and Check-out) to help with targeted behaviors.
Reports of Bullying	See chart in the Appendix	Anti-bullying lessons were delivered to all students by counselors. During National Bullying Prevention month, parents and students were invited to a seminar on bullying behavior.
California Healthy Kids Survey	See chart in the Appendix	The team looked and analyzed the Healthy Kids Survey data. Interventions to these findings were discussed.
Parent Safety Surveys	89% Agree and strongly agree that their students feel safe in the classroom.	One of our main focus areas for 2016-2017 and 2017-2018 school year will be to increase parent perception of safety. As reported, in 2016-2017 66.3% of parents strongly agree or agree that their child is safe. We are improving in parents safety perception.

**Policies and Procedures  
Reviewed & Revised**

<b>Policy/Procedures</b>	<b>Reviewed w/Team Y/N</b>	<b>Comments</b>	<b>Revisions</b>
Child Abuse	Y	Reviewed mandated reporter process and follow steps, reflect as needed	
Emergency Response (Hour Zero)	Y	Practice drills monthly	
Suspensions and Expulsions	Y	Both the PBIS team and Discipline Committee are working together on weekly/monthly basis to look at interventions to support all students.	
Notification of Dangerous Pupils	Y	Informed throughout year by Assistant Principal with staff.	
Discrimination and Harassment	Y	Keenan trainings	
School Dress Code	Y	Dress code was revisited and changes were made by staff to insure student safety.	School-wide Expectations Matrix
Safe Ingress and Egress	Y	Enforce that all gates are locked to keep a safe campus.	
Safe and Orderly Environment	Y	Continue to refine with safety and leadership teams with input from community	
Rules and Procedures on Discipline	Y	Students are being taught all rules and expectations in all settings through advisory, all classes, daily announcements, and school-wide presentations. Students were also given a student handbook explaining rules and procedures. New students receive the presentation via the school counselor when placed in courses. Parents receive annual notification and receive rules at back to school night.	Videos will be created by PBIS team to teach students behavior expectations and then use reinforced in all settings.  PBIS parent night - March 8, 2018 to provide parents with strategies at home.
Hate Crimes/Bullying Reporting	Y	No hate crimes this year. Students reported bullying	WEB and ASB students will continue



		to counselor and administrator using incident report.	to support all students getting involved and creating a positive climate. Counselors will run Tier II groups to target and correct such behavior.
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**Current Activities & Programs  
2018-2019**

<b>Current Activities/Programs</b>	<b>Priority Targeted</b>	<b>Funding Sources</b>
School-wide PBIS. Staff hold monthly meetings to discuss school-wide climate and behavior. Staff looks at ways to connect with all students by using positive reinforcements and by teaching behavior expectations.	Teachers-Students and all other staff.	Site Funded
Provided intervention instruction within the school day for targeted students below basic in any core area.	Teachers-Students Advisory	Site funded
Provided targeted behavior intervention instruction within the school day for targeted students needing social skills, anger management, and conflict resolution.	Students/counselor	Site funded
SST meetings for at-risk students for academics or behavior	Students/Admin/Teachers	Site funded
Provided after school instruction and activities through the ASES grant.	ASES Staff and Coordinator	ASES Grant
Rules, consequences, and procedures were consistently communicated to staff, students and parents through the Student Handbook, announcements, assemblies, phone calls and other communication.	Administration Teachers	No Cost
Counselors provided all students with lessons in the classroom on what is bullying and how to prevent and stop bullying.	Administration Teachers Counselors	No cost
Counselors met with at risk students to discuss academic achievement, behavior, and attendance. Check-in and Check-out put in place to mentor students with behavior and academic achievement..	Administration Teachers Counselors	No cost
Teachers were trained in classroom management, home/school communication, child abuse reporting and student safety procedures.	Administration Leadership Team Ed. Services Safety Committee	No cost

**Priorities Identified  
for  
2017-2018**

<b>Priority Area</b>	<b>Data Source</b>	<b>Justification</b>
<b>1. Use intervention programs and increase positive culture on campus which in turn can lead to a decrease fights on campus.</b>	<b>AERIES Citations School Counselor Documentation</b>	<b>See student suspension data</b>
<b>2. Increase student connectedness which will decrease out of class suspensions for disruptive/defiant behavior.</b>	<b>AERIES Citations</b>	<b>See student suspension data</b>
<b>3. Increase student daily attendance.</b>	<b>AERIES SARB Referrals</b>	<b>See SARB attendance data</b>
<b>4. Increase student perception of feeling very safe on campus.</b>	<b>CHKS Survey</b>	<b>See CHKS data</b>

**Priorities Identified  
for  
2018-2019**

<b>Priority Area</b>	<b>Data Source</b>	<b>Justification</b>
<b>1. Use intervention programs (Tier 2/PBIS) to sustain positive culture on campus, continue to decrease suspension and incidents involving aggression.</b>	<b>AERIES Citations School Counselor Documentation</b>	<b>See student suspension &amp; discipline data</b>
<b>2. Increase student connectedness and PBIS awareness through social skills lessons, which will decrease out of class suspensions for disruptive/defiant behavior.</b>	<b>AERIES Citations</b>	<b>See student discipline data</b>
<b>3. Positively impact attendance rates.</b>	<b>AERIES/ Schoolzilla SARB Referrals</b>	<b>See SARB, attendance data, chronic absenteeism</b>
<b>4. Continue to Increase student perception of feeling very safe on</b>	<b>CHKS Survey</b>	<b>See CHKS data</b>

campus.		
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**Action Plan  
2017-2018  
Priority One**

**Priority 1:** Use intervention programs and increase positive culture on campus, which in turn can lead to a decrease fights on campus.

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Completed Y/N</b>
Refer students for anger management and conflict mediation to the school counselors for targeted intervention and skill development	On-going	Principal, AP, Counselor	No cost	Discipline data analysis and School Counselor data	Y
Targeted group of students will be explicitly taught how to handle conflict through social skills.	On-going	Principal, AP, Counselor	No cost	Discipline data analysis and School Counselor data Analyze areas of need for each individual student.	Y
Teach conflict resolution skills in Advisory to reinforce trends on campus.	On-going	Principal, AP, Counselor, Teachers	No cost	Advisory Lessons	Y
Student Success Room (SSR)	As needed	AP, Dean of Students	No cost to site	Restorative Practices	Y
Caught you cards	Daily	Principal, AP, Counselor, Teachers, Security	No cost to site	Incentives/Rewards for positive behavior.	Y
VIP week	Quarterly	Principal AP Teachers PBIS team	Site funded	Incentives/Rewards for positive behaviors.	Y
Passports	Quarterly	AP Teachers	Site funded	Incentives/Rewards for positive behaviors.	Y

**Action Plan  
2017-2018  
Priority Two**

**Priority 2:** Increase student awareness (PBIS) and connectedness which will decrease out of class suspensions for disruptive/defiant behavior.

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsibl e</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Comple ted Y/N</b>
Continue to support the implementation of the school wide expectations and "You Got Caught Cards" for positive reinforcement	On- going	All Staff	PBIS Budget, ASB Budget, and Donations	By providing a positive and proactive approach to student behavior as well as re-teaching school wide expectations in every and all areas. As a school site we will be analyzing positive and negative interactions with students. We will also focus on staff using more positive referrals to reward students for their good behavior.	Y
Counselor led lessons with targeted student social skills groups. The focus will be to teach students school expectations and social skills to improve behavior and academics.	On- going	Teachers AP Principal Counselors	No cost	Teacher Surveys and students help us target interventions and lessons for Tier 1-3 students. Teachers will be given the time to collaborate and analyze which students are in need of a targeted intervention plan. We have teachers, counselors, administration and security that are mentors to students in need of checking in with them for academic/behavior strategies. Strategies are provided to students. Mentors are to follow up with their students and encourage them to continue to make positive choices.	Y
Parent Meetings and SST meetings.	As needed	Teachers counselor Admin.	No cost	When staff starts to notice at risk behaviors. The staff member will set up an SST, so that the team can come up with a plan to better support student's behavior before it escalates.	Y
Counselors and AP will	As needed	Teachers counselor	No cost	When staff starts to notice high levels of at risk behaviors, staff	Y

make referrals to outside agencies.		Admin.		members will refer students for external services (YAT, GIFT, CASA).	
During Advisory Provide Teachers with strategies to support positive student connection.	On- going	Teachers counselor Admin.	No cost	PBIS site team provides teachers with ppt of strategies to provide positive student connection.	Y
Increase student connectedness and social development.	On- going	Teachers counselor Admin. Classified	No cost	Club Rush - was held during lunches at the beginning of the school year. Students were able to join a club; Mountain Bike club, Art club, Rubiks Cube club, Makerspace.	Y
Provide students with social skills and strategies to decrease behavior	On- going	Campus Security Admin	No Cost	Admin will meet with the campus security staff and PBIS coach to develop strategies to influence social skills during after school and lunch detention. Second Step, Boys Town, and Why Try curriculum will be used to teach new strategies to decrease student referrals.	Y

**Action Plan  
2017-2018  
Priority Three**

**Priority 3:** Increase student daily attendance by 1%.

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Completed Y/N</b>
Attendance incentive – VIP rewards/incentives.	Jan-Mar	Attendance clerk AP Principal Teachers	General	Weekly incentives bi-weekly chromebooks or beats.	Y
Student passport/Tardy card for punctuality, AR,	On-going	Attendance clerk AP Principal Teachers All adults	No cost	Students will be able to earn special incentives for obtaining signatures weekly throughout the school year. Students with required amount of signatures for all criteria, will be released to lunch early every Wednesdays and get in free to all dances. We have seen a decrease in period tardies	Y
Hold parent meetings (SST) home visits, SRO, when there is a concern with student attendance	As needed	Teachers counselor Admin.	No cost	When staff starts to notice at-risk behaviors. The staff member coordinates the appropriate intervention to support the students needs. CI-CO	Y
YAT Referral	As needed	Counselor Admin.	No cost	Student and parent willing to have volunteer to participate in the Non-probation RCOE program for truancy, Drugs, and other crime	Y
School Counselor Referral and External Referral	As needed	Admin.	No cost	Students will be referred to the school counselor when there is a identified need for additional support services connected to the students' inability to attend school	Y
Saturday	District	Admin.	No cost	Students will be provided	Y

School	Scheduled			a permission slip to attend Saturday school. By attending Saturday school, students are able to decrease their overall tardies and unexcused absences.	
SART & CART Contract Meetings	Site Scheduled	Attendance Clerk Admin.	No cost	The attendance clerk and admin will meet with parents when there are concerns with attendance and discuss strategies to improve attendance.	Y
SARB and DA Meetings	District Scheduled	Attendance Clerk School Counselor Admin	No cost	After referral from SART, site representatives will meet with parents and students at the SARB and IDA meetings. This will assist to understand the barriers to school attendance and provide resources to parents to increase student daily attendance.	Y



**Action Plan  
2017-2018  
Priority Four**

**Priority 4:** Increase student perception of feeling very safe on campus CHKS parent survey.

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Completed Y/N</b>
Create a safe welcoming school environment.	On-going	Attendance clerk AP Principal Teachers All adults	No cost	Focus on building positive relationships with all students throughout the whole campus..	Y
Assess any potential safety concerns by conducting walkthroughs to observe student use of the campus, including but not limited to, class lines, playground supervision, and the cafeteria lunch line.	On-going	Attendance clerk AP Principal Teachers All adults	General	Focus on keeping a safe campus for all students.	Y
Assess and adjust vehicle traffic patterns during drop-off and dismissal as necessary.	On-going	AP Principal Teachers All adults Campus Supervisors	No cost	Focus on keeping a safe campus for all students.	Y
Ensure facilities, including student restrooms, remain clean and well-maintained.	On-going	Custodian	General	Focus on keeping the campus clean and safe for all students.	Y
Log graffiti (gang tags) and report to SJPD regularly.	On-going	AP Principal Teachers All adults	General	Focus on keeping the campus clean and safe for all students.	Y

		Campus Supervisors			
Hold a focus group to find out the safety areas of concern from the student voice	On-going	AP Principal School Counselor	None	Focus on building positive relationships with all students through identifying areas of concern.	Y
Ensure staff members are trained on safe practices	On-going	AP Principal School Counselor Teachers	None	Hour Zero will support as a vehicle for staff members to receive training on safe practices.	Y
Staff will monitor student behavior and refer to the appropriate staff members for support	On-going	AP Principal School Counselor Teachers	None	Staff members will be trained on school counselor referral and discipline office referrals.	Y

### Safety Plan Revisions

The safety plan is a living document. During the year, this document is reviewed for changes and modifications. Specific modifications can include Hour Zero, Keenan, data analysis and plan review.

Date Revised During the Year	Person Responsible	Date of Public Meeting	Summary of Revision(s)
08/8/17	Janet Covacevich		Looked at old Safety plan and Hour Zero.
08/10/17	Janet Covacevich		Presented Safety Plan to MVMS staff for review.
09/12/17	Janet Covacevich		Revised plan adding programs, looked at data.
09/26/17	PBIS Team Janet Covacevich		Revised plan adding programs, looked at data.
10/10/17	Janet Covacevich		Presented Safety Plan to School Site Council to review and approval.
11/09/17	PBIS Team Janet Covacevich		Revised plan adding programs, looked at data.
12/05/17	PBIS Team Janet Covacevich		Revised plan adding programs, looked at data. Hour Zero Safety procedures reviewed/reunification process.

Note: Plans must be adopted by the School Safety Team prior to March 1<sup>st</sup> of every year pursuant to Education Code 32286. Plans must be submitted to the Director of Student, Community & Personnel Support prior to July 1<sup>st</sup> of every year.

**End of Year Evaluation  
School Safety Plan 2017-2018**

<b>Priority Area</b>	<b>Met Y/N</b>	<b>Comments</b>
<p><b><u>Priority One</u></b> By June 8, 2016, all students will improve academically and behaviorally.</p>	Y	We decreased suspension by 215 from previous school year. We decreased fights by 107 less than previous school year. We went from having over 200 8 <sup>th</sup> grade students with at least 1 F to having no F's.
<p><b><u>Priority Two</u></b> Provide educational programs and develop school protocols that address safe and healthy living.</p>	Y	2016-2017 we provided mentoring to Tier 2 and 3 students at the site. Mentoring was funded through Student Services. This year students also practiced all emergency drills on monthly basis. For example, lockdown and active shooter.
<p><b><u>Priority Three</u></b> Students and staff will be prepared to deal with any type of emergency situation.</p>	Y	Staff got intensive training this school year in regards to safety, drills and reunification process and what to do in a variety of situations. Students and staff also practice drill on a monthly basis.

## **Appendix**

1. Sign-In Sheets from SSC and PBIS Meetings
2. Board Policies
3. School Discipline handbook
4. Suspension/Expulsion Data
5. Attendance Rates
6. Student Attendance Review Board (SARB)
7. California Healthy Kids Survey (CHKS)