

**Mountain View High School  
Mountain Heights Academy**

**2016-2017**



**Comprehensive School Safety Plan  
Pursuant to Education Code 32280 - 32289**

## Contents

|                                   |    |
|-----------------------------------|----|
| Mission Statement.....            | 3  |
| Safety Team Vision Statement..... | 3  |
| Safety Plan Revisions.....        | 4  |
| School Safety Team .....          | 6  |
| Meeting Dates .....               | 7  |
| Assessment.....                   | 8  |
| Capacity Assessment.....          | 9  |
| Data Analysis .....               | 10 |
| Action Plan.....                  | 11 |
| Action Plan.....                  | 13 |
| Action Plan.....                  | 14 |
| Policies and Procedures .....     | 16 |
| Evaluation .....                  | 17 |

## Mission Statement

**The mission of Mountain View High School is to provide to our students the opportunity to acquire academic skills, character traits, and the confidence and communication skills to pursue gainful employment, community involvement, and personal goals.**

**The mission of Mountain Heights Academy is to provide a flexible and student-centered educational experience that facilitates learning and nurtures students to become productive members of our community.**

## Safety Team Vision Statement

**Mountain View High School / Mountain Heights Academy Safety Committee will work together to create a safe school plan which can be adapted to the needs of the campus fostering positive interactions and a comfortable atmosphere which will increase student achievement.**

## Safety Plan Revisions

| <b>Date Revised</b> | <b>Person Responsible</b> | <b>Date of Public Meeting</b> | <b>Board Adopted Y/N</b> | <b>Comments</b>                                      |
|---------------------|---------------------------|-------------------------------|--------------------------|--|
| 8/4/16              | Ken Swanson               |                               |                          | Looking at old plan and Hour Zero                    |
| 8/8/16              | Ken Swanson               |                               |                          | Looking at current programs for the new school year. |
| 9/14/16             | Ken Swanson               |                               |                          | Looking at data                                      |
| 10/12/16            | Ken Swanson,<br>Principal |                               |                          | Revising plan adding programs.                       |
| 10/18/16            | Ken Swanson<br>Principal  | 10/18/16                      |                          | Back to School night                                 |
|                     |                           |                               |                          | Open House Public Meeting                            |
|                     |                           |                               |                          |  |
|                     |                           |                               |                          |  |
|                     |                           |                               |                          |  |
|                     |                           |                               |                          |  |
|                     |                           |                               |                          |  |
|                     |                           |                               |                          |  |
|                     |                           |                               |                          |  |

**Note: Plans must be adopted by March 1<sup>st</sup> of every year pursuant to Education Code 32286**

## School Safety Planning Checklist

| Item   | Compliance<br>Y/N | Comments  |
|--|-------------------|---|
| <b>School Site Council or School Safety Team Developed</b>                                     | Y                 | <b>Safety Team. Shea Skaug, Karin Lee, Monica Alcantara, Shea Skaug, Robert Lopez, Ken Swanson, Tricia Ochoa, Denise Leonard</b>  |
| <b>Assessment of School Crime Conducted</b>  | Y                 | <b>Reviewed discipline records 2015-2016</b>  |
| <b>Other Assessments Conducted*</b>  | Y                 | <b>Suspension data, CHKS</b>  |
| <b>Analysis of Data Conducted</b>  | Y                 | <b>8/8/16</b>   |
| <b>School Site Council or Team Identified Priorities Listed Based on Assessment</b>            | Y                 | <b>Grade rate needs to increase—Possible causes from assessment = Truancy, Drugs, Pregnancy</b>   |
| <b>Appropriate Protocols Have Been Identified for Compliance With EC 32282 (2) A-J</b>         | Y                 | <b>Keenan trainings, Hour Zero, Teachers notified of dangerous students 8/9/16, Annual Notification, Dress code, drop off / pick up procedures.<br/>(All students enter and exit from the front of the school. No know ingress/ egress issues. Met with Deputy Leal 10/28/16)</b> |
| <b>An Action Plan Has Been Developed</b>   | Y                 |   |
| <b>Law Enforcement Approval of Plan</b>  |                   | <b>Deputy Payan</b>   |
| <b>Notification of Meeting on Plan Sent to Appropriate Individuals EC 32288 (b) (2) (A-F)*</b> | Y                 |   |
| <b>Public Meeting Held on the Safety Plan</b>  | Y                 | <b>Date Conducted: Open House</b>   |
| <b>Annual Evaluation of Safety Plan Conducted</b>  | Y                 | <b>Date Conducted:</b>  |
| <b>Key Findings of Evaluation Presented to Council or Safety Team</b>                          |                   |   |
| <b>Annual Plan Review and Revisions by March 1<sup>st</sup> of each year</b>                   |                   |   |

\* See Page Seven for Full List

## School Safety Team

| Name                     | Contact  | Role |
|--------------------------|--|------|
| Principal or Designee    | <a href="mailto:kswanson@sanjacinto.k12.ca.us">kswanson@sanjacinto.k12.ca.us</a>   |      |
| Classified Employee(s)   | <a href="mailto:MAlcantara@SanJacinto.k12.ca.us">MAlcantara@SanJacinto.k12.ca.us</a><br><a href="mailto:rlopez@SanJacinto.k12.ca.us">rlopez@SanJacinto.k12.ca.us</a><br><a href="mailto:salston@sanjacinto.k12.ca.us">salston@sanjacinto.k12.ca.us</a><br><a href="mailto:SSkaug@sanjacinto.k12.ca.us">SSkaug@sanjacinto.k12.ca.us</a> |      |
| Certificated Employee(s) | <a href="mailto:dleonard@SanJacinto.k12.ca.us">dleonard@SanJacinto.k12.ca.us</a><br><a href="mailto:klee@sanjacinto.k12.ca.us">klee@sanjacinto.k12.ca.us</a><br><a href="mailto:tochoa@sanjacinto.k12.ca.us">tochoa@sanjacinto.k12.ca.us</a>   |      |
| Parent (s)               |  |      |
| Other Members            | <a href="mailto:jpavan@sanjacinto.k12.ca.us">jpavan@sanjacinto.k12.ca.us</a>   |      |
| Law Enforcement Contact  | <b>Deputy Dunlap</b>   |      |

**Note: Develop this team only if the school site council will not be developing the safety plan.**

## Meeting Dates

| <b>Month</b> | <b>Day</b>      | <b>Time</b>  | <b>Location</b> | <b>Comments/Needs</b>                                 |
|--------------|-----------------|--------------|-----------------|---|
| July         |                 |              |                 |   |
| August       | <b>8/9/16</b>   | <b>7:30</b>  | <b>Room 204</b> | Hour Zero, Keenan, data, dangerous students, comments |
| September    | <b>9/13/16</b>  | <b>12:30</b> | <b>Office</b>   | Meet with team for ideas on plan and trouble areas    |
| October      | <b>10/14/16</b> | <b>1:40</b>  | <b>Room 204</b> | Talk about safety                                     |
| November     | <b>11/4/16</b>  | <b>1:40</b>  | <b>204</b>      | Safe practices for school employees                   |
| December     |                 |              |                 |   |
| January      | <b>1/13/17</b>  | <b>1:40</b>  | <b>204</b>      | Approve plan  |
| February     |                 |              |                 |   |
| March        |                 |              |                 |   |
| April        |                 |              |                 |   |
| May          |                 |              |                 |   |
| June         |                 |              |                 |   |

**Note: Agendas, Minutes or Meeting Notes should be placed in Appendix for documentation**

## Assessment

| Data Source                          | Comments  | Analysis  |     |     |     |     |          |
|--------------------------------------|---|---|-----|-----|-----|-----|----------|
| School Crime                         | Low   | Only significant crime was in the area of truancy cites, paraphernalia cites, intoxicant cites  |     |     |     |     |          |
| Suspensions                          | Disobedience suspensions way down   | Offense   | '12 | '13 | '14 | '15 | Increase |
|                                      |   | Fighting  | 4   | 12  | 14  | 14  | 0        |
|                                      |   | Intoxicants   | 5   | 9   | 9   | 10  | 10%      |
|                                      |   | Disobedience  | 38  | 55  | 58  | 8   | -725%    |
| Expulsions                           | Low   | Expulsions  | '11 | '12 | '13 | '15 | Increase |
|                                      |   |   | 2   | 3   | 3   | 0   | -300%    |
|                                      |   | Expulsions have not changed significantly. Expulsions were due to Weapon/Harassment   |     |     |     |     |          |
| Referrals                            | Low   | Student were referred to the office for defiance, disruption, dress code, profanity, sleeping in class  |     |     |     |     |          |
| Surveys (Health Kids or other) List: | Students use marijuana  | The majority of students indicate that 80% or more of their friends use marijuana. Students indicate acceptance of this, yet do not approve of smoking cigarettes. Students indicate they feel safe at school and do not use intoxicants at school yet use intoxicants away from school. School connectedness was high, yet in that area students felt that they were lacking meaningful participation. |     |     |     |     |          |
| Focus Groups                         | Need more   | Teachers at Friday staff meetings- Concerns shared<br>Office staff afternoon meetings –Concerns shared<br>SSC/ELAC—Concerns shared  |     |     |     |     |          |
| Teacher Observations                 | Daily successes   | 15-16 Students have been producing more credits this year than last year at a rapid rate. Students have been frustrated with teachers who are trying to grade work and tests, and assist students. They are completing so much work that teachers have been backed up. 16-17 not so much  |     |     |     |     |          |
| Other                                | Students are not bringing items to school as much as in the past or hiding it better. | In 2012, lighters, cigarettes, pipes, etc. were found around the outside of the campus in the shrubs, hidden by students before they came on school grounds. (Enough to fill a gallon sized Ziploc bag). In 2013 the same items were found, but only filled a quart sized Ziploc bag. 2016- only 5 found  |     |     |     |     |          |



## Capacity Assessment

| <b>Current Efforts</b>   | <b>Target Group</b>                    | <b>Funding Source</b> |
|--|--|-----------------------|
| <b>ASB Activities</b>  | <b>All School connectedness</b>        | <b>ASB \$</b>         |
| <b>Family Days</b>   | <b>Family connection to school</b>     | <b>General</b>        |
| <b>Cyber Citizen Lessons<br/>Bully, footprint, phishing, privacy, I<br/>D theft.</b> | <b>All students and teachers</b>       | <b>0</b>              |
| <b>Community Service<br/>De Anza –assistance, campus service</b>                     | <b>All students</b>                    | <b>0</b>              |
| <b>Career Counseling</b>   | <b>All students / Counselor</b>        | <b>0</b>              |
| <b>Business Summit</b>   | <b>20 students chosen by counselor</b> | <b>0</b>              |
| <b>SRO citation for offenses</b>   | <b>Offenders</b>                       | <b>0</b>              |
| <b>Kaiser Presentations STD</b>  | <b>All student body invited</b>        | <b>0</b>              |
| <b>Into the Future—MSJC</b>  | <b>All student body invited</b>        | <b>0</b>              |
|  |  |                       |

## Data Analysis

| Priority Area   | Data Source                        | Justification  |
|---|------------------------------------|--|
| Priority One<br>Increase grad rate/attendance/<br>credit production | CALPADS<br>AERIES<br>FileMaker     | Grad rate took sharp spike. 3 <sup>rd</sup> highest grad rate in Riverside Co.   |
| Priority Two<br>Decrease dropout                                    | CALPADS<br>AERIES<br>FileMaker     | We are here to educate and graduate students. Connecting students to school can keep them coming. Provide more meaningful activities.              |
| Priority Three<br>Marijuana   | CHKS                               | Too many students feel that marijuana is acceptable/use/friends use/don't believe it causes harm. Causes apathy, lack of drive to complete school. |
| Priority Four<br>Truancy  | AERIES<br>FileMaker                | Students who don't come to school do not make progress toward graduation.  |
| Priority Five<br>Pregnant teens                                     | AERIES<br>Observation<br>Counselor | It is harder to complete school when a teen is raising a child at the same time. Students miss school during and after pregnancy.                  |

## Action Plan

Universal Prevention/Primary Prevention

Goal: Increase the grad rate

Objective One: Get kids to graduate in 4 years

| <b>Activities</b>   | <b>Target Date</b>  | <b>Person Responsible</b> | <b>Budget Source</b> | <b>Comments</b>  | <b>Completed Y/N</b> |
|---|---|---------------------------|----------------------|--|----------------------|
| Meet with all students and go over graduation requirements and steps to get there.            | On enrolling  | Principal, Counselor      | General              | Transcript analysis, credits per week needed to graduate                                     | Y                    |
| Provide academic activities in the classroom to gain knowledge necessary to complete courses. | On entering classroom   | All teachers              | General              | Quality instruction in the classroom   | Y                    |
| Provide academic activities in the classroom to pass the classes                              | On entering classroom   | teachers                  | General              | Student needing to pass classes  | Y                    |
| Career counseling   | On Enrolling then each time the student is back in the office | Principal, Counselor      | General              | Setting goals and having kids see a future after high school. Opening eyes to possibilities. | Y                    |
| Royal Blue events   | Monthly   | Office staff              | General              | 2.0 credits a week, zero hours owed. We celebrate what is important.                         | Y                    |
| Progress reports sent home.   | Quarterly   | Teachers and office staff | General              | Added tardy and attendance report to this item, not just credits.                            | Y                    |
| Thumbs up   | Friday  | Office staff              | Donations            | Pass a class get a ticket in the weekly drawing  | Y                    |
| Sports  | All year  | PE Teachers               | General              | 4 sports a year  | Y                    |



## Action Plan

Early Intervention/Secondary Prevention

Goal: Increase the grad rate

Objective One: provide intervention to get on target

| <b>Activities</b>  | <b>Target Date</b> | <b>Person Responsible</b>        | <b>Budget Source</b> | <b>Comments</b>  | <b>Completed Y/N</b> |
|--|--------------------|----------------------------------|----------------------|--|----------------------|
| Monitor student progress on a weekly basis. Call in students not progressing toward a diploma and provide interventions.                   | Daily              | Principal, Counselor, Teachers   | General              | Credits per week earned versus credits per week needed to graduate.  | Y                    |
| Interventions include: Home visits, letters home, calls home, SST, additional hours of school, program change, adopt a student, pep talks, | As needed          | Principal, Counselor, Teachers   | General              |  | Y                    |
| Saturday School  | Bi monthly         | Admin, teacher, attendance clerk | General              | Target students for attend make up   | Y                    |
| Referral to outside agencies for counseling services, medical, and other social services.  | As needed          | Counselor                        | 0                    | Victor outreach, medical   | Y                    |
| Senior targeted meeting  | As needed          | Counselor                        | 0                    | 50-60 Seniors close to graduation. Go over financial aid, resume building, scholarship application, and encourage to complete courses. (First one held 10/29/13) | Y                    |
|  |                    |                                  |                      |  |                      |

## Action Plan

Intensive Intervention/Tertiary Prevention

Goal: Increase the grad rate

Objective One: Help students find a program to bring success

| <b>Activities</b>                     | <b>Target Date</b> | <b>Person Responsible</b> | <b>Budget Source</b> | <b>Comments</b>   | <b>Completed Y/N</b> |
|---------------------------------------|--------------------|---------------------------|----------------------|---|----------------------|
| Program Change to Mid Morning cluster | As needed          | Admin                     | General              | Student not making progress need a more restrictive setting. One teacher 3 hours  | Y                    |
| Program Change to Adult Ed            | As needed          | Admin                     | General              | Student not making progress need a different setting at night with less credits needed to graduate  | Y                    |
| Come Back Kids Referral               | As needed          | Admin                     | 0                    | Student not making progress need a different setting at night with less credits needed to graduate  | Y                    |
| Cal Safe Referral                     | As needed          | Admin                     | 0                    | Pregnant Teen needing a different environment   | Y                    |
| Program change to HiSET               | As Needed          | Admin                     | 0                    | MSJC, Hemet adult, and SJ adult offer HiSET prep classes for students with good skills close to 18 and need a huge number of credits to graduate. |                      |
| Foster Youth Grad Track               | As needed          | Admin                     | 0                    | Foster youth who moved around during HS and don't have chance to graduate by the end of grade 12.   | Y                    |
| Grief Group                           | As needed          | Counselor                 | 0                    | Target students dealing with loss   | Y                    |

|  |           |                           |   |  |               |
|--|-----------|---------------------------|---|--|---------------|
| Refer to SPED for assessment, COP                      | As needed | Admin, teacher, counselor | 0 | Review student placement for appropriateness   | Y             |
| YAT  | As needed | Admin, YAT team           | 0 | Student and parent willing to have voluntary probation. Truancy, Drugs, other crime  | Y             |
| Police Citation  | As needed | Admin, police             | 0 | Students cited for truancy, drugs, loitering, other crimes   | Y             |
| DPSS Report  | Monthly   | Admin, attendance clerk   | 0 | Report is generated and emailed to DPSS/ CAL Works if student has poor attendance  | Y             |
| CAL Works, and other social services attendance report | Daily     | Prin                      | 0 | Students with history of poor attendance must prove good attendance or family has funds reduced. Requests to fill out documents to the AP daily. | Y             |
| Mandatory 5 <sup>th</sup> period                       | Daily     | Admin                     | 0 | Makes up attendance and gives more time for teacher contact to increase credit production  | Y             |
| Suspension/Expulsion                                   | As needed | Admin                     | 0 | Students in violation of ed code.  | Y             |
| Native Challenge                                       | On going  | Counselor                 | 0 | 20 students targeted to teach about healthy life choices to avoid drugs, truancy, teen pregnancy   | Working on it |
| CPS  | As needed | All mandatory reporters   | 0 | Any student showing signs of abuse/neglect etc.  | Y             |

## Policies and Procedures

| <b>Policy/Procedure</b>                  | <b>Compliance<br/>Y/N</b> | <b>Comments</b>   | <b>Next Steps</b>  |
|--|---------------------------|---|--|
| Child Abuse                              | Y                         | 8/9/16- Staff meeting   | Keenan   |
| Disaster/Crisis/<br>Earthquake           | Y                         | Hour Zero 8/9/16<br>Great shake 10/20/16  | Continue to review<br>procedures and<br>expectations monthly<br>and as needed. |
| Suspensions and<br>Expulsions            | Y                         | 8/9/16- Staff meeting   |  |
| Notification of<br>Dangerous Pupils      | Y                         | 8/9/16- staff meeting   | Continue to monitor  |
| Discrimination and<br>Harassment         | Y                         | In registration packet.   | Continue to monitor  |
| Dress Code                               | Y                         | 8/15/16- Whole campus<br>assembly, reviewed<br>monthly at SOM<br>assembly and on<br>announcements | Continue to review<br>rules and expectations<br>monthly and as needed.         |
| Safe Ingress and<br>Egress               | Y                         | Student enter and exit at<br>the front of the school.<br>No known hazards at<br>this time         | Continue to be in<br>contact with SJPD   |
| Safe and Orderly<br>Environment          | Y                         | Supervision team on<br>duty 6:30am to 3:30pm.<br>All teacher on duty at all<br>breaks.            | Continue to monitor  |
| Rules and<br>Procedures on<br>Discipline | Y                         | 8/15/16- Whole campus<br>assembly, reviewed<br>monthly at SOM<br>assembly                         | Continue to review<br>rules and expectations<br>monthly and as needed.         |
| Hate Crimes<br>Reporting                 | Y                         | None to report at this<br>time.   | Continue to monitor  |



## Evaluation

### Effort and Process:

- Number of staff, students, families and others involved
- Number of hours
- Number of meetings

### Impact:

- Reductions in:
  - School Crime
  - Suspensions
  - Expulsions
  - Referrals
  - Truancy
  - Negative perceptions
- Increase in:
  - Academics
  - Attendance
  - Positive climate
  - Positive outcomes