

Santa Cruz City Schools
COMPREHENSIVE SCHOOL SAFETY PLAN
EFFECTIVE DATES: March 1, 2015 – March 1, 2016

Mission Hill Middle School
425 King Street
Santa Cruz CA 95060

Julia Hodges
Principal

Plan developed by:

Name	Title
Julia Hodges	Principal
Kat McElwee	Assistant Principal
Kathleen Crocetti	Teacher
Lorraine Jue	Teacher
Alejandra Hernandez	Principal's Secretary
Steve Arnold	Campus Supervisor
Michelle Laskey	Parent
Mykell Discipulo	Parent
Christine Currie	Parent
Dusten Dennis	Teacher
Isabella Anderson	Student Representative
Natasha Oskokoff	Student Representative

Public Hearing Date

Date adopted by School Site Council

**Santa Cruz City Schools
COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016**

Mission Hill Middle School

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**COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016
MEMBERSHIP**

Mission Hill Middle School

School Site Council or Delegated School Safety Planning Committee Members Date: 2/25/15	Principal or designee	Classified Employee	Teacher Rep. of Cert. Employees	Parent	Law Enforcement	Other School Staff	Community Representative	Student	Other (specify)
(A)	(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)
1. Julia Hodges	X								
2. Kat McElwee	X								
3. Alejandra Hernandez		X							
4. Emiliano Aragon			X						
5. Kathleen Crocetti			X						
6. Bill Reeser		X							
7. Steve Arnold		X							
8. Michelle Laskey				X					
9. Christine Curry				X					
10. Mykell Discipulo				X					
11. Dusten Dennis			X						
12. Trevor Kendall					X				
13. Isabella Anderson								X	
14. Natasha Oskolkoff								X	

*Optional members

VISION STATEMENT:

Mission Hill - A place for academic and social success for all.

**COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016
DATA and ANALYSIS**

Mission Hill Middle School

Data Source	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015 (1 st semester)
California Healthy Kids Survey					
IC- Suspensions	X	X	X	X	X
IC- Expulsions	X	X	X	X	X
Local Crime data					
Other Community data					
IC- Attendance data		X	X	X	X
Other: PEASS Survey /Social Emotional Health Survey (SEHS)				X	X

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15 (1 st semester)
# of Expulsions	0	2	2	1	1	3
# of at home Suspensions	71	34	35	26	14	12
Total # of Days Suspended		114	70	42	35	30
Total # of Students Suspended	55	26	20	23	11	12
% of student population suspended	9%	4%	3.2%	3.6%	1.7	1.9%
% of suspensions categorized as having caused or attempted physical injury (fighting), possession of a weapon, bullying, and/or harassment.	63% (45 events)	53% (18 events)	77% (27 events)	65% (17 events)	50% (7 events)	91% (11 events)
% of students in attendance	94.95%	94.29%	94.61%	94.72%	95.9%	95.81%

Analysis of the Data:

In recent years, Mission Hill has seen a steady decline in the number of suspensions – from 71 suspensions in the 2009-2010 school year to 14 suspensions in the 2013-2014 school year – representing more than an 80% decrease over five years.

In the first semester of the 2014-15 school year, we saw an increase in the number of expulsions. As most expulsions are preceded by a three to five day suspension prior to the student's pre-expulsion meeting, these three events account for a large percentage of the total suspension days noted in the above data. The first expulsion happened in October and the two subsequent expulsions happened rapidly on the heels of the first. While it is likely that this cluster of events is an anomaly, as a school we have taken these events seriously and this safety plan outlines some of the action steps we are taking as a result.

The above data indicates that students are most often suspended for fighting or possession of a weapon. This shift in the data (from previous years) may be due to the fact that Mission Hill has implemented alternative consequences to suspension for many previously suspension-able offenses. At Mission Hill, it is our belief that the purpose of discipline is to change behavior, not to punish, and that there are better means of changing behavior than suspension. We want to be able to help our students grow and learn from their poor decisions so that such decisions are not repeated. As a result, students often receive consequences that are more closely aligned with their offense (other than suspension) and that reflect a more restorative justice approach. Digging deeper into the statistics regarding suspension reveals that several of the events leading to suspension as a consequence occurred during the lunch break. For this reason, the second goal of our plan focuses on making changes to our lunch period.

Over the past five years, our attendance rates have held steady between 94-96%, with the 2013-2014 school year showing an increase in attendance of 1.18% over the previous year. We are currently maintaining this increase. We believe that this improvement in attendance can be attributed to tighter attendance policies and protocols and better monitoring of attendance by administration and staff. In addition, we believe that our focus on creating strong relationships among students and teachers and designing intervention programs for at risk students will help us continue this trend.

Conclusions from Parent, Teacher, and Student Input:

A student group called Climate Council meets four times week during Advisory time to work on improving school climate. The focus of the group is to make Mission Hill a place where every student feels safe and feels as though they belong. According to the members of Climate Council, increasing students' kindness to each other and reducing student conflicts at lunch are the best places to focus our energy. Some steps have already been taken this year to bring about change. One change that is having a positive impact during lunch break is the availability of additional sports equipment – basketballs, jump ropes, board games, etc. – which keeps students active and less likely to engage in conflict. An idea being considered is a periodic program to allow students to send positive messages to each other. Students are considered calling this program "Kindness Cards".

Two eight grade student representatives also participated in the discussion about Mission Hill's Safety Plan and the progress of our school. These two students report that overall (*Eileen – I plan to interview these students next week*)

This year, through a cooperative effort with the University of California at Santa Barbara, our seventh and eighth grade students participated in the Social-Emotional Health Survey (SEHS) which gathers information regarding the number of positive developmental assets in students' lives. Through questions about students' home lives, peer groups, and school experiences, the survey allows us to gather general information about areas of focus for our school, as well as information regarding individual students. One question asked of the students, "how safe do you feel in school?" resulted in 68% of the female students saying they feel "safe" and 62% of the males students saying they feel "safe". In another component of the survey students were asked to rate how safe they felt during brunch/lunch. The responses indicated that 55% of females and 44% of males felt safe "very often" and 34% of females and 38% of males felt safe "often". In another component of the survey students were asked to rate whether they felt their teachers cared about them. The responses indicated that 25% of females and 21% of males feel their teachers care about them "very often" and 47% of females and 45% of males feel their teacher care about them "often".

Early this school year, at the suggestion of the faculty and under the guidance of our Leadership teacher, we changed the format of our monthly grade-level meetings. Now, rather than grade-level meetings we hold Student Advocacy meetings. First, teachers identify students that are at-risk (academically, emotionally, and/or socially) and not strongly connected to Mission Hill (don't participate in clubs, rarely attend office hours, are otherwise disenfranchised). Then each teacher "adopts" two of these students and creates an individualized action plan to support their students academically and emotionally and to find ways to help the students become more connected to Mission Hill. Each month, grade-level teams meet to discuss the successes and challenges of each action plan, brainstorm additional action steps, and adjust as necessary. Students are taken off of, or added to, the advocacy list as needed. So far teacher feedback is good, with many teachers feeling that the Student Advocacy meetings are upbeat in nature and having a positive affect on some students. We will need to do additional monitoring of the program – tracking students' grades, attendance, and behavior – before deciding whether or not to continue its implementation.

COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016
DATA and ANALYSIS continued

Mission Hill Middle School

List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance.

- Discipline referrals (Infinite Campus log)
- Suspension records (Infinite Campus log)
- Anecdotal feedback from Climate Council (students)
- Anecdotal feedback from parent groups (ELAC, SSC, PTA)
- Student SEHS Survey results
- California Healthy Kids Survey results

Areas of Pride and Strength (include school programs and practices that promote a positive learning environment).

- AVID
- Student Advocacy Meetings
- Student Success Team Meetings (SSTs)
- Leadership, ETA Youth Serve
- Student-run clubs
- Mighty Mavericks
- Student of the Grading Period
- 8th Grade Awards
- CAP Awards
- Climate Council
- EL Recognition
- MH Block Awards
- Honor Roll
- Pride (SCPD)
- WEB

Areas we wish to Change:

- I. Our goal is to increase students' participation in school-sponsored clubs.
- II. Our goal is to increase our students' sense of safety during the lunchtime.

**COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016
GOALS, STRATEGIES AND ACTIVITIES
FOR ENSURING A SAFE AND ORDERLY ENVIRONMENT
Component I – People and Programs**

Mission Hill Middle School

Component I: People and Programs
Goal: Our goal is to increase students’ participation in school-sponsored clubs.
Objectives: <ul style="list-style-type: none"> • Student enrollment in school clubs will increase by at least 10%.
Action Steps: <ol style="list-style-type: none"> 1. Gather information regarding the current clubs at Mission Hill – both those that meet at lunch and those that meet after school – to get a baseline of the number of students currently participating in school-sponsored clubs as well as the meeting times, locations, and names of the club advisors. 2. To encourage student participation in clubs, post information regarding club meeting times and locations at various spots around campus. Also, post this information on the school website. 3. Hold Student Activities Fairs in the Spring and Fall of 2015 to inform students about club activities and encourage participation. 4. Work with the PTA to increase the number of parent volunteers willing to oversee lunchtime and afterschool club activities and to increase the variety of clubs for students to choose from. 5. Explore a mechanism for monitoring club membership and allowing students to earn points toward an MH block or pin award based on their club participation. 6. Identify student leaders who can advertise clubs on MHTV in an effort in get a broader range of students involved in club activities. 7. Work with faculty to increase student participation in clubs (ex. teachers can talk to students about clubs they sponsor). 8. Work with Leadership students to devise a plan to promote the variety of clubs at Mission Hill and to increase student participation.

**COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016
GOALS, STRATEGIES AND ACTIVITIES
FOR ENSURING A SAFE AND ORDERLY ENVIRONMENT
Component I – People and Programs, continued**

Mission Hill Middle School

Who will take the lead	Assistant Principal
Completion Date and Budget	February 2016
Resources Needed	Continue to work with UCSB in regards to the SEHS survey
How we will Monitor and evaluate	<ul style="list-style-type: none"> • Administrative observation • Infinite Campus reports • Socio-Emotional Health Survey each Fall • Lunch Clubs/Electives/Student Activities Fair in the fall (late Sept.) and in the spring (April/May) • Assistant Principal will create a list of all clubs on campus and attendance rosters for clubs will be created, maintained, and monitored • The Safety Committee will assess the progress of the Safety Plan quarterly and will update the School Site Council on progress of the Safety Plan.

**COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016
GOALS, STRATEGIES AND ACTIVITIES
FOR ENSURING A SAFE AND ORDERLY ENVIRONMENT
Component II – Place**

Mission Hill Middle School

Component II: Place
Goal: Our goal is to increase our students' sense of safety during the lunchtime.
Measurable Objective: <ul style="list-style-type: none"> • On the Social-Emotional Health Survey (SEHS) administered in September of 2016, at least 95% of students will moderately or strongly agree with the statement "I feel safe during brunch/lunch". • On the Social-Emotional Health Survey (SEHS) administered in September of 2016, at least 80% of students will moderately or strongly agree with the statement "I feel safe at school".
Action Steps: <ol style="list-style-type: none"> 1. Funds from PTA will be used to purchase and maintain sports equipment (basketballs, soccer balls, jump ropes, etc.) to provide additional lunch activities for students on the blacktop and the field. 2. Leadership students will be enlisted to help with the checkout of lunchtime equipment so as not to affect personnel already engaged in supervision. 3. Administration will work with PTA to increase the number of parent volunteers who support and lead lunchtime activities. Ideas to consider include: chess/checkers tournaments, craft table, basketball tournaments, etc. 4. Administration will work with PTA to increase the number of parent volunteers who help with campus supervision during lunch and brunch. 5. Administration will work with PTA to increase the number of parent volunteers willing to oversee lunchtime club activities. 6. The teacher librarian will continue to provide and oversee lunch activities on four days a week. The library will be a "safe space" for students to each lunch mingle. 7. A list of school clubs and their meeting locations will be posted throughout the school and on the Internet to attract a greater number of students to our lunchtime clubs.

**COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016
GOALS, STRATEGIES AND ACTIVITIES
FOR ENSURING A SAFE AND ORDERLY ENVIRONMENT
Component II – Place, continued**

Who will take the lead	Assistant Principal
Completion Date and Budget	February 2016
Resources Needed	Continue to work with UCSB in regards to the SEHS survey Continue to work with PTA to increase parent volunteers on campus
How we will Monitor and evaluate	<ul style="list-style-type: none"> • Administrative observation • Infinite Campus reports • Socio-Emotional Health Survey each Fall • Lunch Clubs/Electives/Student Activities Fair in the fall (late Sept.) and in the spring (April/May) • Assistant Principal will create a list of all clubs on campus and attendance rosters for clubs will be created, maintained, and monitored • The Safety Committee will assess the progress of the Safety Plan quarterly and will update the School Site Council on progress of the Safety Plan.

**COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016
COMMUNICATION OF THE PLAN**

Mission Hill Middle School

<p>Method for Communicating Plan and Notifying Public: <i>Ed Code 32288</i></p>	<p>Date of Public Hearing <input type="text"/></p> <p>Site of Public Hearing: MH School Site Council The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> • Local Mayor • Representative of the local school employee organization • A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs • A representative of each teacher organization at the school site • A representative of the student body government • All persons who have indicated they want to be notified 	
	<p>The School site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> • A representative of the local churches • Local civic leaders • Local business organizations • In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with <i>Ed Code 32281</i> 	
Review of Progress for Last Year	Name: (Site Council President)	Date:
Law Enforcement Review	Name:	Date:
Site Council Approval	Name: (Site Council President)	Date:
School Board Approval	Name:	Date:

**COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016
EVALUATION OF THE PLAN**

Mission Hill Middle School

How was the previous plan monitored?

- Infinite Campus data on suspensions and referrals
- Healthy Kids Survey data
- Principal and Assistant Principal study of plan
- School cabinet discussions and action items throughout the year
- Staff feedback and recommendation
- Parent feedback and recommendation

What progress was made on Component 1 (People and Programs)?

Goal #1: Increase students' sense of connection to Mission Hill

Objectives:

- a. By 3/1/15, more than 70% of Mission Hill students will have participated in a club, sport, or other school related activity outside of the regular school day.
 - b. On the PEASS survey, at least 85% of students will report they feel teachers care about them. Also, at least 85% of students will report they feel they have an adult they trust to help them with problems.
 - c. Attendance will increase at least 0.5% from 95.9% to 96.4%
- a. We did hold a Fall Activities Fair, which helped us to increase student involvement in clubs; however, we still do not have clear data as to how many students at Mission Hill actually participate in a school-sponsored club. Creating and sustaining a mechanism for monitoring club participation is one of the goals for this year. The SEHS was administered in the September 2014. One survey item asks students to identify all the school activities they are involved in or plan to be involved in this school year. In response to this item, 65% of females and 62% of males indicate that they are involved in or plan to be involved in athletics. In addition, 33% of females and 29% of males indicate they are involved in or plan to be involved in clubs. Furthermore, 50% of females and 29% of males indicate that they are involved in or plan to be involved in Arts Academy.
- b. Several questions on the SEHS provide information regarding student-teacher connections. One survey item asks students whether they feel their teachers care about them. In response to this item, 72% of females and 66% of males answered "often" or "very often". Another survey items asks whether there is a teacher or some other adult who listens to them when they have something to say. In response to this item, 78% of females and 81% of males answered "pretty much true of me" or "very much true of me". We did not hit our goal of 85% in either of these areas indicating that we still have work to do in regards to strengthening student-teacher connections.
- c. The percentage of students in attendance in 2013-2014 is 95.9 and the percentage of students in attendance in the first semester of 2014-2015 is 95.8. While we have not hit our goal of 96.4%, we have been diligently following our district-wide attendance protocol and holding steady above 95%.
- d. In addition, here are some other related data points:
- A student group, The Climate Council, meets several times a week to monitor and improve overall school climate, specifically working towards meeting the self-created action plan focused around areas of school need.
 - Our Arts Academy program is completely filled with students taking enrichment course on Wednesday afternoons on a wide variety of topics – mountain biking, yoga, cooking, computer programming, etc.

What progress was made on Component 2? (Place/Physical Environment)

Goal #1: Create a caring, physically and emotionally safe community for students.

Objectives:

- a. At the conclusion of the 2013-2014 school year, we want to see a 10% decrease in suspensions overall. Likewise, in the 2014-2015 school year we want to see an additional 10% decrease in suspensions overall.
 - b. Attendance will increase at least 0.5% from 95.9% to 96.4%.
- a. The total number of suspension in the 2013-2014 school year was 14, which represents a 46% decrease from the previous year. In the first semester of the 2014-2015 school year, we have had 12 suspensions which makes it unlikely that we will achieve our goal of an additional 10% decrease.
- b. As stated earlier in this report, we have not achieved our goal of 96.4% student attendance, however, we have been diligently following our district-wide attendance protocol and have maintained the increase in attendance rate over previous years.
- c. In addition, here are some other data-related points:
- One item on the SEHS asks students “how safe do you feel when you are at school? In response to this item, 95% of females and 92% of males responded “safe” or “very safe”.
 - Another item on the SEHS asks students whether there is a teacher or other adult at school who always wants them to do their best. In response to this item, 85% of females and 93% of males answered “pretty much true of me” or “very much true of me”.

Safe Ingress and Egress

The students arrive and leave campus via King Street. Students are dropped off either immediately in front of the school (white zone) or on a nearby street (Kirby/Peyton). About 80% of drop-off or pick-up occurs on King Street in the north-to-south direction. There are crosswalks at Peyton & Kirby that are utilized by students. At least one Mission Hill staff member supervises the drop-off/pick-up area in front of the school for the first ten minutes before and after school.

Schedule of Emergency Drills

9/22/21014	Monday	Fire Drill	10:00 AM
10/6/2014	Thursday	Earthquake Drill	10:16 AM
10/30/2014	Thursday	Hostile Intruder Drill	10:00 AM
<i>This drill needs to be rescheduled</i>		Fire Drill	2:00 PM
1/6/2015	Friday	Earthquake Drill	9:30 AM
2/23/2015	Monday	Hostile Intruder Drill	12:30 PM
4/10/2015	Friday	Fire Drill	9:30 AM
5/18/2015	Monday	Fire Drill	2:00 PM

Correct the dates for the fall

Type	Elementary	Secondary School
Fire	1 per month	4 times / year

Earthquake	4 times / year	2 times / year
Lockdown	4 times / year	2 times / year

Re-unification Sites

The following are two off-campus re-unification sites [e.g., other school campus, public park, public building – must be in different directions] our school will use in case of evacuation due, for example, to a campus intruder or damaged structures:

- 1.Vintage Faith Church
- 2.Harvey West

Call Tracing

~~Call tracing procedures currently not available.~~

Mandated Reporters

Annual staff training regarding referrals to Child Protective Services was conducted in November 2014 and will be conducted again in November 2015.

Risk of Harm Protocol

Annual staff training regarding implementation of Risk of Harm Protocol was conducted in November 2014 and will be conducted again in November 2015.

ID Badges

Principal and principal-designee are not currently required to wear ID badges while on campus. Visitors must check in with the office to receive a visitor’s pass that must be visible at all time.

Keys

Duplicate set of keys or duplicate master keys that can open every space on campus are available on campus. They are stored in the main office.

Safe School Requirements

Safe School Requirements are posted in every classroom, the staff room, and locker rooms.

Interpreters

Interpreters on staff are as follows:

<u>Name</u>	<u>Language</u>
Jenny Robles-Vasquez	Spanish
Jason Dilles	Spanish
Teri Virosko	Spanish
Janinee Ramirez	Spanish
Jeff Osborne	Spanish
Don Jacobs	Spanish
Beto Byram	Spanish
Alejandro Hernandez	Spanish
Briana Vann	Spanish
Martha Dyer	Spanish

Safe and Drug Free Schools and Communities (SDFSCA)

~~The following is a description of instruction provided in our schools for fostering a safe (preventing and/or reducing violence), tobacco-, alcohol-, and drug-free learning environment:~~

Outreach, intervention, and counseling programs services provided in our school are as follows:

- ↳ Crisis Counseling
- ↳ Group Counseling
- ↳ Conflict Resolution
- ↳ Peer Helpers
- ↳ WEB
- ↳ Primary Intervention Programs (Grade-level teams)
- ↳ Social Workers/Interns
- ↳ Signs prohibiting tobacco use are displayed at entrances to the school property.

Formatted: Bullets and Numbering

Annually Updated Attachments be sure these are in your safety plan binder available in the front office to anyone who wants to see it. With the exception of the the telephone tree which is private info.

- School rules, including Personal Appearance Code
- Emergency Organizational Chart Use the current template
- ~~Emergency Team List~~
- Evacuation Map(s)
- Emergency Telephone Tree
- ~~Emergency Response Responsibilities document~~
- Safe School Plan Sign-off Sheet
- Minutes of Site Council or Safety Committee showing approval of the Plan

Standing Attachments

- Risk of Harm Protocol
- Suspension and Expulsion Policy
- Child Abuse Policy
- Sexual Harassment Policy
- Tobacco Policy
- Substance Abuse Policy
- Procedures for notifying teachers about dangerous students
- Evacuation Tracking System (for tracking students into and out of a re-unification site) System will include delineation of responsibility for taking student health information and medication to the evacuation site.
- Plan for proper maintenance and use of Restraining Orders

Note: A duplicate of the entire updated Emergency Plan should be on file in the Office of Human Resources and is therefore only referenced in this plan.