

San Diego Unified School District  
MIRA MESA HIGH SCHOOL  
School Site Council (SSC) Meeting  
Wednesday, November 10, 2021 // 3:35PM // Zoom

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## **SCHOOL SITE COUNCIL AGENDA**

<b>ITEM</b>	<b>PRESENTER(S)</b>	<b>HANDOUT (Digital)</b>	<b>ACTION</b>
1. Call to Order	• Amanda Courtney, CP	N/A	
2. Public Comment	• Open	N/A	
3. MMHS Info Update	• Jeff Sabins, Principal	N/A	• Informational
4. Minutes Review – October	• Amanda Courtney, CP	Minutes	• Voting Item
5. CSSP Annual Review	• Amanda Courtney, CP	CSSP	• Voting Item
6. DAC Report	• Debbie Raynor	N/A	• Informational

**\*Next Meeting: December 8, 2021\***

# MIRA MESA HIGH SCHOOL

## School Site Council

### MINUTES

1. **CALL TO ORDER**— Chairperson Amanda Courtney called the meeting to order on Zoom on October 13, at 3:38 PM.

Staff	Teachers/Staff	Parent/Community	Student
<b><i>PRESENT</i></b>	Amanda Courtney (CP)	Deborah Raynor	Lanae Burkhart
	Caleb Moore	Monica Fleming	
	Curtis Fulks		
	Paul Tessaro		
<b><i>ABSENT</i></b>			
	Phil Lomax	Shelli Stinson	Jordan Del Rio
	Jeffery Sabins		Vy Le
<b><i>GUEST</i></b>			

2. **Public Comment**—None from members
3. **Election Results** – New members were introduced by sitting Chairperson Amanda Courtney
4. **Officer Positions**
- a. Monica Fleming makes a motion to nominate Amanda Courtney as Chairperson, Deborah Raynor seconds, Passes unanimously (7-0)
  - b. Amanda Courtney makes a motion to nominate Curtis Fulks as vice-chairperson, Deborah Raynor seconds, Passes unanimously (7-0)
  - c. Amanda Courtney makes a motion for Caleb Moore as secretary, Monica Fleming seconds, Passes unanimously (7-0)
  - d. Monica Fleming makes a motion that Deborah Raynor continues as DAC rep, Amanda Courtney seconds, Passes unanimously (7-0)
5. **Minutes Review**—September
- a. Deborah Raynor moves to approve minutes, Amanda Courtney seconds, passes unanimously (7-0)
6. **MMHS Info Update** – MMHS Info update presented by Chairperson Amanda Courtney
7. **By-Laws**
- a. Deborah Raynor moves to approve By-laws, Curtis Fulks seconds, Passes unanimously (7-0)
8. **School-Family Compact Review** – Chairperson Courtney reviewed the School-Family Compact
9. **Family engagement Policy Review** – Chairperson Courtney reviewed the Family Engagement Policy
10. **Uniform Complaint Policy Review** – Chairperson Courtney reviewed Uniform Complaint Policy
11. **DAC Report** – Deborah Raynor provided an update on DAC
- Meeting Adjourned at 4:06 PM by Chairperson Amanda Courtney

Respectfully Submitted,

Caleb Moore  
Caleb Moore, SSC Recording Secretary

Amanda Courtney  
Amanda Courtney, Chairperson

10/13/2021  
Date



# San Diego Unified SCHOOL DISTRICT

## Comprehensive School Safety Plan

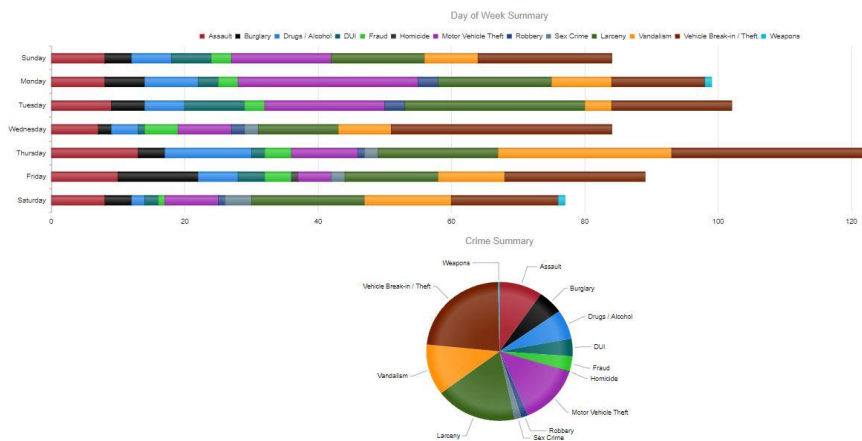
### **CRITERION 1: Assessment of current status of school crime and site response to crime data**

To obtain crime data for the vicinity surrounding your school site go to <http://www.crimemapping.com> and customize the dates for a period of six (6) months and adjust the Search Radius to a radius that gives sufficient information to answer the criteria. Click Trend Report icon. Please document the following -

Date range was used: 04/14/2021 – 10/10/2021

Search Radius was used: .25 miles

Based on the criminal data, develop a response below as to how your school community will improve on the current year's trend. Identify appropriate strategies and programs to provide or maintain a high level of school safety, to include on site as well as to and from school.



### **Types of crime summary:**

Vehicle Break-in/Theft

Larceny

Motor Vehicle Theft

Vandalism

Assault

Drugs/Alcohol

Burglary

DUI

**Next to a quality education**, the safety of students continues to be a high priority. Mira Mesa High continues to be considered a safe school due to the following programs and activities:

**Anger Management Grade(s): 9 - 12**

What: Intervention program for students who have difficulty controlling tempers, interacting with other students, or other anger issues. Mandatory participation can be assigned by VP. Consequences will be given for students who do not attend when it is mandated. Counselors can recommend participation but not mandate students attend.

**Relaxation Strategies Grade(s): 9 - 12**

What: Support program for students who have difficulty managing stress levels that in turn interfere with their ability to be successful in school and activities.

**Group Home/Homeless/Foster Grade(s): 9 – 12**

What: A support program for students displaced from permanent residences living in group homes or shelters.

**Substance Abuse Interventions Grade(s): 9 - 12**

What: A support and intervention program for students who struggle with alcohol and/or drug abuse.

**Receiving Students Grade(s): 9 - 12**

What: A support program for students who live out of MMHS boundaries to help boost grades, attendance, and success in high school. Includes: Choice, Seminar, SIP and SpEd students.

**Gangs Grade(s): 9 - 12**

What: A support program for students who are associated with gangs and gang activities.

**Military Grade(s): 9 - 12**

What: A support program for students of military families as identified by the district.

**Campus Security Assistants** as well as other staff member supervision is provided to all areas inside and outside before and after school and also at lunchtime. Specific security procedures are implemented by staff.

**Visitors are required** to register in the office before coming onto campus and must wear a visitor's badge while on campus.

**Teachers must obtain** a "Permit to Leave Grounds during School Hours" from the school office before releasing a student to any adult. The permit is provided only to persons listed on the registration card. Every effort is made to control unauthorized access and to assure that adults visiting the campus have legitimate school business.

**Mira Mesa High is committed** to creating a safe learning environment by making the school free from verbal, physical and sexual abuse.

**We conduct Standards Assemblies** during the school year to review safety/code of conduct reminders with students in grades 9-12.

The principal as well as all administration provides ample opportunities for parents to address questions, concerns and good ideas to ensure Mira Mesa High School is a safe learning environment for all students.

## **CRITERION 2: Child abuse reporting procedures**

This procedure is outlined in Administrative Procedure 6370. You can meet this criterion by reviewing the procedure and incorporating the information into your School Safety Plan. Please describe below how you provide in-service training for your staff and students:

Yearly, scheduled at the start of every school year is Child Abuse Reporting Mandated Reporter Training conducted by San Diego Unified School District Nursing & Wellness Program.

- All staff is reminded that state law and District Administrative Procedure 6370 mandate that district employees report suspected child abuse or neglect to a child protective agency – either the San Diego County Health and Human Services Agency (known as CPS) or the San Diego Police Department Child Abuse Unit.
- Staff suspecting child abuse or neglect must do both a phone report and complete a “Suspected Child Abuse Report” form and fax it to one of the child protective agencies. Staff is aware that merely reporting the incident to School Police does not relieve them of their responsibility to report suspected child abuse, and that failure to comply with mandated reporting could subject staff to criminal, civil and /or professional liability.
- A known or suspected instance of child abuse\* must be reported by telephone, immediately or as soon as practically possible, to one of the child protective agencies. Following the telephoned report a written report is sent within 36 hours of receiving the information concerning the incident.

Child Abuse Team  
San Diego Police Department  
(619) 531-2260  
(619) 531-2000 (24 hour response)

San Diego County Health and Human Services  
(858) 560-2191 (24 hour response)

- The principal, counselor and school nurse help school district employees follow guidelines in District Procedure #6370. Persons observing evidence of suspected child abuse may inform the principal or designee. Although it is not required, it is strongly suggested that employees inform the principal of the incident. Students and parents shall be made aware that students also may report instances of child abuse on themselves or others to any responsible adult at home or at school.
- Employees do not save confidential reports on computers. Instead they are encouraged to keep reports on file in the office of the principal.

### **CRITERION 3: Disaster procedures, routine, and emergency**

The Site Emergency Response Plan is reviewed annually with SDUSD Police Department. While a Public version is available for inspection, a confidential version is kept in the site's Emergency Response Box and reviewed annually with site staff.

Describe below when the plans are reviewed with staff and the type of drill held by with staff and students:

The purpose of the Site Emergency Preparedness Plans and Drills is to outline the basic organization and procedures found in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This system outlines basic roles and functions for the 'incident command.' The purpose of the plan is to prepare, train, and educated personnel in steps to minimize the possibly of accident or tragedy on school campuses.

Responding to an emergency specifically affecting Mira Mesa High School, see MMHS Site Emergency Plan.

- Site Emergency Preparedness Plans are reviewed by the staff at the September Back to School staff meeting.
- Mira Mesa High School participates in the California Great Shake Out each October.
- Other drills are conducted once each semester.

#### **CRITERION 4: Policies and acts related to suspension, expulsion, or mandatory expulsion**

This mandate is outlined in Administrative Procedures 6290 and 6295, and “Report on Suspension” form, Stock item 22-R-2220 (English), and item 22-R-2222 (Spanish).

Describe below details on how staff is in-serviced on these procedures and how the community is informed of the process (parent conferences, student handbooks, etc.):

Mira Mesa High School is focused on improving student achievement. Our goal is to help each student be successful in school and provide a solid foundation for future and quality of life after school. We teach them to be a community of lifelong learners.

Students need to be in school to learn. Formal and informal suspension procedures are used only as a last resort to ensure a safe and respectful learning environment.

Formal Suspension Procedure - Refer to Administrative Procedure 6290 and 6295; also Form 22-R-2220

Informal Suspension Procedure – Teachers informally suspend students out of their classroom for 2 days. Students complete classroom assignments in another learning environment. Refer to SDEA/SDCS Collective Negotiations Contract Section 11.7.3. Pupil Discipline

- Discipline and student behavior is addressed in the district’s “Facts for Parents” distributed annually at the beginning of the school year.
- Discipline and student behavior is addressed in the parent and student handbook available on MMHS’ website.
- Discipline and student behavior is addressed at the annual Standards Assemblies.

Annually, students and parents are required to sign a document stating they have read and understood the information in the Student Parent Handbook.

## **CRITERION 5: Notification to teachers of dangerous students**

To meet this mandate, refer to Administrative Procedure 4613 and incorporate information. Site administrators are obligated to tell staff about students considered dangerous or troublesome, but it is important that the students' rights be respected as well.

Describe below how staff is notified of students considered dangerous or troublesome:

- Upon receipt of information from the Court that a student has committed any of the crimes enumerated in Welfare and Institutions Code Section 827, the Placement and Appeals Office will inform the principal of information received from the Court and the Probation Department which needs to be transmitted to teachers, counselors, or administrators with direct supervisory or disciplinary responsibility over the minor in order to enable them to:
  - a. Work with the student in an appropriate fashion
  - b. Avoid being needlessly vulnerable
  - c. Protect other persons from needless vulnerability.
- Any information so received by a teacher, counselor, or administrator shall be confidential and shall not be disseminated further by the teacher, counselor, or administrator.



## **CRITERION 6: Discrimination, Harassment, Intimidation, Sexual Harassment, and Hate Violence Policy**

Districtwide harassment policies are outlined in Administrative Procedures 0108, 0112 and 6290.

Describe below how staff is in-serviced on this policy:

- All SDUSD staff receives annual notification of the district's Student Nondiscrimination and Sexual Harassment Policy.
- All Administrators, Manager, Supervisors must attend a mandatory sexual assessment training and the renewal training is mandatory every two years.
- The district's Student Nondiscrimination and Sexual Harassment Policy are prominently posted in school areas that are accessible to staff as well as students.

## **CRITERION 7: The provisions of any school wide dress code**

Referring to Administrative Procedure 6270 and Board Education Policy H-6050 can address this mandate. Be sure to incorporate into your plan the language that addresses the wearing of gang attire, including the fact that the wearing of gang attire is NOT protected under the first amendment.

Describe below your site's dress code along with how students, parents and staff are informed and any reference to your student handbook and/or website:

- The BOE finds the wearing of gang-related signs, insignia, distinctive modes of dress denoting gang affiliation, and gang-related behaviors by students constitute a substantial disruption of school and school-related activities, and regulation of student dress is necessary for the health and safety of the school environment. In conformance with the district's discipline policy, each school community shall establish a school dress and behavior code that will eliminate gang-related behavior.
- The School Uniform/Dress Code Policy is outlined in the Student Parent Handbook which is available on our website.
  - This policy is also reviewed with students at the yearly Grade Level Assemblies.
  - The policy is also reviewed by staff at the beginning of every year.
  - The policy is also reviewed at Governance Team, SSC and PTO meetings.

## **CRITERION 8: Procedures to ensure safety of students, staff, and parents/guardians while going to and from school**

In order to meet this criterion, refer to district's emergency procedures. You should refer to current site maps and Crimemapping.com data. Verify the safe and proper avenues of travel for students, staff, and parents.

Describe below your plan in case of an accident, fire, earthquake, or other emergency affects these routes:

- Site emergency preparedness plans include site map, designating planned evacuation routes, assembly areas, utilities shut-off valves, first aid/supply stations and designated areas for prolonged student/staff care.
- As required by state law, the principal conducts safety drills (including fire, earthquake/ disaster preparedness, lockdown, and campus emergencies) and maintains an accurate record of each drill.
- All students and staff shall review site evacuation procedures including primary/alternate routes and assembly areas, assigned responsibilities and actions to take.
  - We have discussed with students and staff the alternative exit strategies if 'normal path of travel' is impacted.
  - We have discussed with students and staff the alternative off-campus evacuation site if we can't use our on-campus evacuation location.

## **CRITERION 9: Safe and orderly school environment**

This deals with not only creating a safe school environment, but also an effective discipline policy that maintains that environment. Refer to Administrative Procedure 6270 and incorporate these policies.

Describe how you share these procedures with your school community—not just with your students, staff, and parent/guardian, but also how you work with local fire and law enforcement authorities. Include details on what you are doing to improve communication, both with the partners in your school community and between on-campus organizations or groups of students.

### **Safe and Orderly School Environment**

- Teachers shall be responsible for classroom discipline that ensures a proper learning environment for all students.
- “All pupils shall comply with regulations, pursue the required course of study, and submit to the authority of the teachers of the schools” (Education Code Section 48908).
- Students are to be under direct supervision of a staff member at all times while in school, or while attending a school-directed activity.
  - Rules and Procedures on School Discipline
  - Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for children.
  - Refer to the “School Accountability Report Card” and “Facts for Parents” distributed annually at the beginning of the school year; also addressed in the site’s opening parent and staff packets distributed at the beginning of the school year.
  - New and returning students participate in a Standards Assembly at the beginning of each school year.

## **CRITERION 10: Assisted Rescue Protocols**

During natural disasters, fires, or black-outs, equipment used to assist individuals between elevate floors, stages, or multi-level walkways may become inoperable. *Blind, mental disability, etc.*

Please describe the site's plans to assist individuals with limited mobility. Include the equipment used, the training conducted with staff on the use of such equipment and where the equipment is stored in preparation of an emergency.

- Mentally Disabled moderate to severely handicapped students have Special Education Assistants or Technician who are fully trained each semester in evacuation procedures including lifting students into mobility devices and evacuating all areas of campus.
- The additional Special Education Assistants who work with independent mild to moderate students are trained to immediately relocate to designated classrooms to assist with the moderate to severely handicapped students.
- MMHS' nurse has worked with our General Education classrooms staff to ensure Peer Buddies have been assigned to students with mobility issues.
- MMHS has contacted Leslie Caporale ([lcaporale@sandi.net](mailto:lcaporale@sandi.net)) at the Americans with Disability Act/504 department requesting a sled to support our special needs students in exiting the 600 building - the only two story building on campus during a disaster. We have filled out the appropriate paperwork and will complete the information once Site Safety Plan is approved. We have asked for help in training our staff on the second floor in proper procedure when helping individuals/students exit a second story building.

## **CRITERION 11: School Safety Committee formation**

The law outlines who has to be on your committee, generally your site governance team, or a specially designated school safety committee. Their work in developing your plan must involve the consultation of a law enforcement representative. This can be done with our district's own police department.

Describe below when and where the presentation to your School Site Council was conducted. If it was not held during a School Site Council meeting, describe how it was presented. The meeting must provide an opportunity for members of the public to share an opinion of the plan. Include how you announced the meeting to your school community. Your plan must include a list of people on your school safety committee, their role, and how their participation was coordinated in developing your plan.

Annual Review – October/November

Public Meeting Date: November 10, 2021

Meeting agenda was posted on our School's website. Information is listed on the agenda as to how citizens may request notification of when meeting will be held. Request forms are located in the main office.

School Safety Plan was presented at SSC on November 10, 2021

### School Safety Committee Members:

Jeff Sabins, Principal

Brittani Siracusa, Vice Principal

Amanda Courtney, Administrative Assistant I

Debbie Raynor, Community Member

## **CRITERION 12: School Site Governance Team**

Recent school district and SDEA labor agreements guarantees for the option of utilizing Site Governance Team (SGT) as the School Safety Planning Committee. If the Site Governance Team is not designated as the School Safety Planning Committee, the Site Governance Team must be given the opportunity to provide annual input for the CSSP. Additionally all SDEA unit members shall be informed and given a copy of the existing written school safety plan within ten (10) workdays of the date of reporting to their work location (See SDEA Article 11.6).

SGT was invited to the November 2021 SSC meeting to provide input/feedback on the CSSP.

### **CRITERION 13: Options Based Response:**

The SDUSD Board adopted the San Diego County Office of Education approved training protocols for an active shooter, Options Based Response. The 2019 SDEA and school district contract agreement Section 11.6.6, and CA ED Code 23282 (a)(2)(J) requires site administrators to create site specific plan for an active shooter and to train assigned teachers and staff in the Options Based Response. Site administrators shall participate in the Options Based Response Train the Trainer Program, or to designate a staff member to take the training. Upon completion of training, teachers and staff should be trained in the plan and protocols. Documentation should be maintain at the site level when training was provided to staff.

- Principal, Jeff Sabins, is a “trainer of trainers” for Options Based Response and has presented the information to the staff via an all-staff meeting in November 2021. Staff knows that Options Based Response is about thinking and acting based on the knowledge and tools you have in an effort to keep students and staff as safe as possible.



## **CRITERION 14: Pandemic**

When operating during a pandemic (e.g. COVID-19), Schools Districts are required to follow guidance from the San Diego Health and Human Services and state; in accordance with CDC. It is the responsibility of the school sites to follow district policy and create a plan to ensure the safety of students and staff. Your plan shall follow district policy and include specific guidance that best fits your school site taking the following considerations: campus size, population, design, special educational needs, etc.

Describe the site's response plan during a pandemic. Include a list of safety protocols and Personal Protective Equipment (PPE) required. Additionally, describe how staff, students, visitors, and parents will be trained and informed on these protocols.

- Per state and county guidelines, face coverings are required at all times while on campus.
  - o Masks are provided to those who do not have them.
- Frequent handwashing/sanitizing is encouraged.
  - o Handwashing stations have been placed around campus for ease of use.
  - o New sanitization stations have been installed in classrooms and offices.
- Air Purifiers have been placed in all classrooms and offices.
- Some buildings have been updated to include new filtration systems (MRV-13).
- Self-checks are required, on a daily basis, for all students, staff, and visitors to ensure only those feeling well are coming on campus.
- All county/state guidelines are followed at all times.
  - o Student and staff absences are monitored via the "decision tree".



**San Diego Unified**  
SCHOOL DISTRICT

**Comprehensive School Safety Plan  
School Safety Committee Meeting Minutes**

*Provided in PDF document to be added to the end of this document.*

Good Morning,

I attended the October 20, 2021 meeting for the DAC, via zoom.

Reports on:

- The Superintendent Search, Crystal Trull VP DAC
- The Job for superintendent has been posted.
- Family Engagement News, Pamela King
- LCAP update, Kimberli Banks
- LCAP update – summer school, Jennifer Roberson and Lisa Sheldon
- Lots of data was presented. The summer experience was shown to be “a good thing”.
- Title 1 and SPSA Timeline, Tom Liberto
- Informational, LCFF needs to be in by October 29<sup>th</sup>.

Debbie