

Oak Grove School District

SB 187 Comprehensive School Safety Plan Process & Templates

Edenvale School



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Board Adopted FEB 16, 2023

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The following document is an addendum to the District Comprehensive Safety Plan. The District Comprehensive Safety Plan is the main body of the document. Each school has a site specific document that works in tandem with the District's plan. The Comprehensive Safety Plan is designed to be utilized as a resource for prevention/mitigation, preparedness, response and recovery planning and training as well as for meeting the guidelines of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and Title 1, Division 4, Chapter 8 Government Code.

It is a living document to meet site, district and community needs, forms or requirements. It is NOT to be a "grab and go" guide in an actual emergency.

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School Safety Planning Committee

The school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. (Ed. Code 35294.1)

The school site safety committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 35294.1)

Local law enforcement has been consulted (Ed. Code 39294,1) Other local agencies, such as health care and emergency services, may be consulted if desired. (Ed Code 39294.2)

Other members of the school or community may provide valuable insights as members of the School Safety Planning Committee. Additional members may include:

- A representative from the local law enforcement agency
- School Resource Officers
- Guidance counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Disciplinary team member
- Staff leaders
- Additional parent representatives

EDENVALE SCHOOL SAFETY TEAM

The undersigned members of the Edenvale School Safety Planning Committee certify that the requirements of the SB 187 Safety Plan have been met.

Karisa Gonzalez

Karisa Gonzales, Principal

Katie Middlebrook

Katie Middlebrook, Teacher

Sharon Leahy

Sharon Leahy, Teacher

Dolores Ochoa

Dolores Ochoa, Health Clerk

Maria Meza

Maria Meza, Secretary

Claribel De La Cruz De Ramos

Title: School Site Council Parent Representative, Claribel De La Cruz De Ramos

Paula Sahagun

Paula Sahagun, Community Liaison

Oscar A. Ortiz

District Safety Committee Chair

THE EDENVALE SAFE SCHOOL PLAN WAS APPROVED BY THE EDENVALE SCHOOL SITE COUNCIL ON 1/26/2023.

EDENVALE ELEMENTARY SCHOOL

Safety Plan Goals

Annual Safety Goals

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2)

While the School Safety Planning Committee reviews school, district and community crime data trends such as the California Safe School Assessment, other data can bring value to the discussions. Such data may include:

- Mental Health Data
- State, District or Site Surveys (such as the Youth Risk Behavior Survey)
- Disciplinary Data
- Community Police Data

Data may be more valuable if disaggregated by gender, age, zip code, ethnicity, etc. Current trends should be reviewed as well.

Based on data analysis, the School Safety Planning Committee identifies one or two **safety-related goals for the next school year as well as the strategies and/or programs that will be used to meet those goals**. The objective is to provide meaningful goals in order to improve the campus climate.

The goals are reported, with the Safety Plan, to the Board of Trustees and are shared with the school staff and community.

In order to keep the goals as a safety focus for the school year, it is recommended that at least three brief meetings be held to review data and progress. The progress can be reported to the School Site Council, staff, parent groups and the Board of Trustees.

The year-end assessment should be completed in May and reported.

EDENVALE ELEMENTARY SCHOOL

GOAL 1: Establish systems and protocols to maintain the safety of all students and staff as we reopen schools during the COVID pandemic.

Strategy 1.1: Canopies provided for outdoor lunch and social distancing procedures at lunch if needed

Assessment 1.1: Canopies installed in designated areas and more lunch times available for less kids eating at one time

Strategy 1.2: Establish and follow protocols when a student or staff member has been in contact with someone that has been diagnosed with COVID 19 or exhibits symptoms of COVID-19

Assessment 1.2: Protocol provided to staff and community.

Strategy 1.3: Staff and students will be trained on proper hand washing and use of sanitizer to take place several times a day with sanitizer stations throughout the school campus. Hand sanitizer is provided.

Assessment 1.3: Training scheduled and presented to staff and students on the first day of school.

Strategy 1.4: Students are encouraged to wear face coverings throughout the day in their classrooms. Extra masks are provided as needed.

Assessment 1.4: Protocol communicated and posted to families, students and staff.

Strategy 1.5: Students sent home with any symptoms placed in an isolation area.

Assessment 1.5: Protocol developed and shared with the community.

Strategy 1.6: Water filling stations available throughout the school campus.

Assessment 1.6 Map showing water filling stations throughout campus.

Strategy 1.7: Mandated testing for students who displayed symptoms or with unverified absence.

Assessment 1.7 Information sent out to the community regarding testing and take home kits

Baseline Data 1.1: Since COVID-19 this is the second year returning to school, there is no baseline data to follow.

Comments:

GOAL 2: School will update the ARCC to ensure adequate necessary supplies in the event of an emergency.

Strategy 2.1: Each class will receive a bin, along with a gallon sized zip top bag for every student. Parent letters will accompany the bags home, asking for snacks to be stored inside the ARCC.

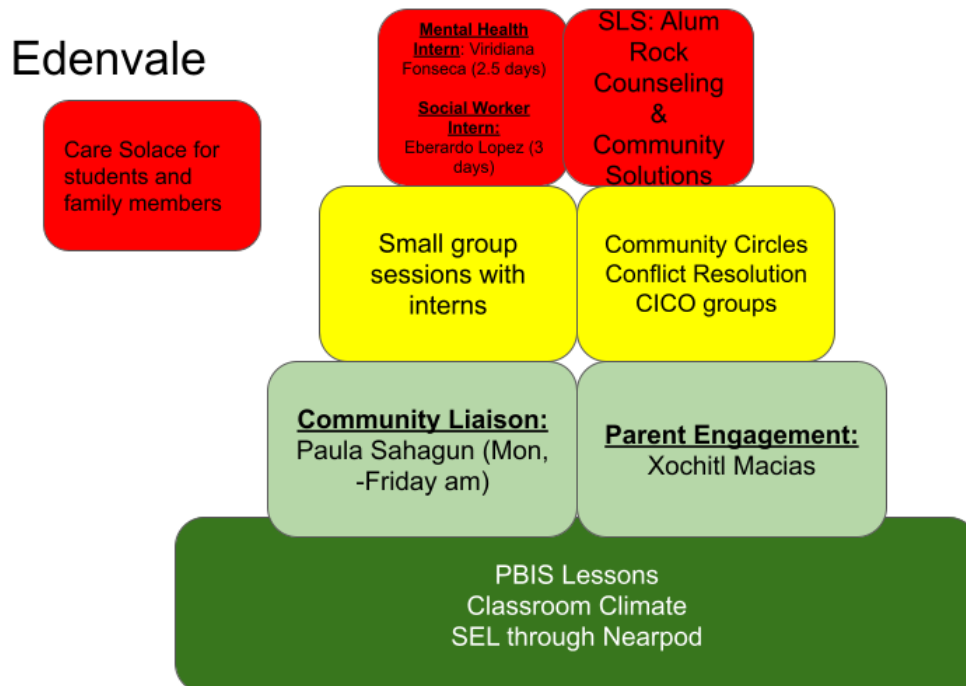
Assessment 2.1: Confirm storage of classroom bins with zip top bags for every student by October.

Strategy 2.2: Updated materials include Rescue Backpacks and [First Aid Supplies](#) that are replaced every 5 years including such items as band aids, bandages, etc.

Assessment 2.2: Verify items have been delivered and placed in the ARCC by January.

Baseline Data 2.1 /2.2: ARCC materials are replaced on a rotating basis.

GOAL 3: Provide mental health support for students.



Strategy 3.1: Mental Health Intern support for 1 days a week

Strategy 3.2: Social Worker Intern support for 3 days a week.

Strategy 3.3: Outside agency referrals for mental health support through School Linked Services for Alum Rock Counseling, Community Solutions

Strategy 3.4: Parents and students can be referred through Care Solace

Assessment 3.1 through 3.4: Number of students being served by mental health support systems.

Strategy 3.5: Professional Learning Community focus on the following strategies:

Empathy interviews

Morning meetings

SEAL Toolkit

SEL Lessons

Strategy 3.6: Individual School Strategies, such as Calm Down Corners, Community Circles, SEL Lessons through Nearpod

Assessment 3.7: Connectedness and Belonging Survey Results

Baseline Data 2.1 /2.2: We don't have any baseline data since this is our first year providing such a variety of mental health support.

The table displays the suspension and expulsion rates at the school, in the district, and throughout the state. Expulsions occur only when required by law or when all other alternatives are exhausted.

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions

(data collected between July through June, each full school year respectively)

Rate	School 2018-2019	School 2020-2021	District 2018-2019	District 2020-2021	State 2018-2019	State 2020-2021
Suspensions	0.56%	0.00%	2.81%	0.02%	3.47%	0.20%
Expulsions	0.00%	0.00%	0.00%	0.00%	0.08%	0.00%

Note: Data collected during the 2020-21 school year may not be comparable to earlier years of this collection due to differences in learning mode instruction in response to the COVID-19 pandemic.

Suspensions and Expulsions for School Year 2019—2020 Only

(data collected between July through February, partial school year due to the COVID-19 pandemic)

Rate	School 2019-2020	District 2019-2020	State 2019-2020
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Accountability Report Card

Suspensions	0.00%	0.84%	2.45%
Expulsions	0.00%	0.00%	0.05%

Note: The 2019-2020 suspensions and expulsions rate data are not comparable to other year data because the 2019-2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-2020 school year compared to other school years.

Last updated: 1/28/22

Suspensions and Expulsions by Student Group
(School Year 2020—2021)

Student Group	Suspensions Rate	Expulsions Rate
All Students	0	0
Female	0	0
Male	0	0
Non-Binary	0	0
American Indian or Alaska Native	0	0
Asian	0	0
Black or African American	0	0
Filipino	0	0
Hispanic or Latino	0	0
Native Hawaiian or Pacific Islander	0	0
Two or More Races	0	0
White	0	0
English Learners	0	0
Foster Youth	0	0

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Accountability Report Card

Homeless	0	0
Socioeconomically Disadvantaged	0	0
Students Receiving Migrant Education Services	0	0
Students with Disabilities	0	0

Last updated:

Attendance Factor:

The attendance factor accounts for the difference between enrollment and attendance. It is the average percentage of enrolled students typically attending school on any given day. The factor is calculated annually using prior school year data.

- 2017-2018 Attendance Factor: 95.61%
- 2018-2019 Attendance Factor: 94.65%
- 2019-2020 Attendance Factor: COVID
- 2020-2021 Attendance Factor: 93.80%
- 2021-2022 Attendance Factor: 88.50%

Chronic absenteeism:

Students are considered chronically absent if they are absent at least 10 percent of the instructional days that they were enrolled to attend in a school. A distinguishing feature of this measure is that the goal is reversed.

2017-2018 Chronic Absenteeism Rate: 11.60%
 2018-2019 Chronic Absenteeism Rate: 15.80%
 2019-2020 COVID
 2020-2021 Chronic Absenteeism Rate: 20.8%

Chronic Absenteeism by Student Group
 (School Year 2020—2021)

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	444	437	91	20.8
Female	221	217	39	18.0
Male	223	220	52	23.6
American Indian or Alaska Native	36	36	0	23.6
Asian	0	0	0	0.0
Black or African American	11	10	2	20.0
Filipino	0	0	0	0.0
Hispanic or Latino	390	384	87	22.7
Native Hawaiian or Pacific Islander	0	0	0	0.0
Two or More Races	3	3	2	66.7

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Accountability Report Card

White	2	2	0	0.0
English Learners	283	280	56	20.0
Foster Youth	1	1	1	100.0
Homeless	6	6	3	50.0
Socioeconomically Disadvantaged	332	327	79	24.2
Students Receiving Migrant Education Services	14	14	0	0.0
Students with Disabilities	51	49	11	22.4

Edenvale strives to provide a safe and healthy environment for our students and staff.

The table shows the results of the most recent school facilities inspection. While reviewing this report, please note that even minor discrepancies are reported in the inspection process. The items noted in the table have been corrected or are in the process of remediation. The data in the table was collected January 2017.

Cleaning Process

Edenvale provides a safe and clean environment for students, staff, and volunteers. The district has adopted cleaning standards for all schools. Basic cleaning operations are performed on a daily basis throughout the school year with emphasis on classrooms and restrooms. A joint effort between students

and staff helps keep the campus clean and litter-free. The principal works daily with the custodial staff to develop sanitation schedules that ensure a clean, safe, and functional learning environment.

Maintenance & Repair A scheduled maintenance program is administered by Edenvale's custodial staff on a regular basis, with heavy maintenance functions occurring during vacation periods. Additionally, a scheduled maintenance program is administered by Oak Grove School District to ensure that school grounds and facilities remain in excellent repair. A work order process is used when issues arise that require immediate attention. Emergency repairs are given the highest priority; repair requests are completed efficiently and in the order in which they are received.

Additionally, due to COVID-19 pandemic:

Hand sanitizing stations are located in common areas such as lunch areas, front offices, and priority locations identified by the principal.

Students are encouraged to bring their own water bottles to use the available water bottle filling stations. All water fountains are available for students.

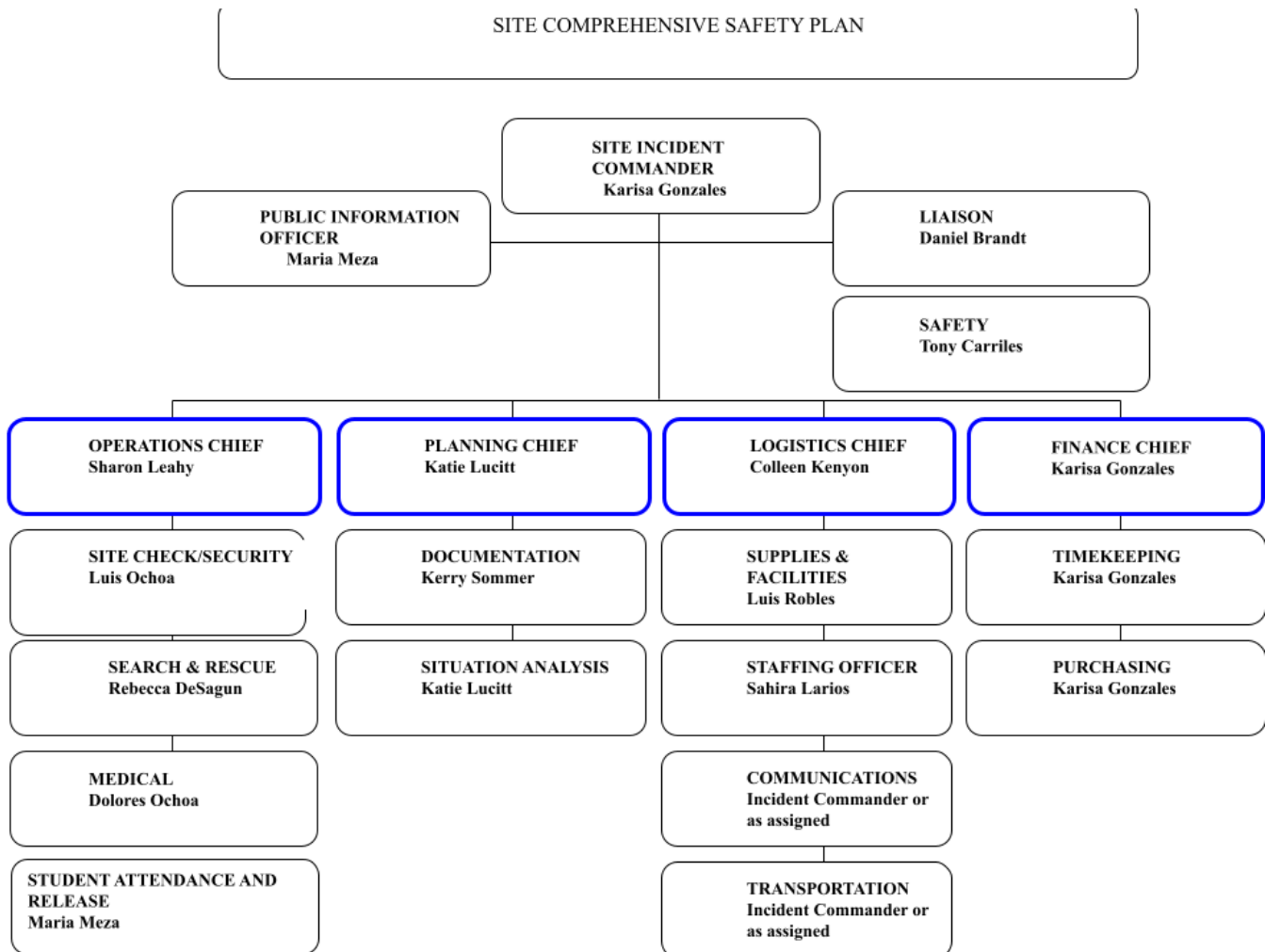
The District will provide face masks for staff. All staff are required to wear fabric face coverings unless prevented due to health conditions or instructional/communication needs. In those instances, staff will be provided with a clear face shield. Additional disposable masks and gloves are also available, as needed. HVAC schedules will be set to run at least two hours before and after occupied hours.

HVAC systems have been serviced and inspected across the District to ensure proper operation and circulation of outside air.

Strict cleaning and disinfecting protocols are in place throughout the school campuses. In classrooms, teachers and age-appropriate students will have access to non-toxic materials to maintain the cleanliness of their environment.

EDENVALE SCHOOL EMERGENCY PROCEDURES

EDENVALE ICS TEAM



Staging Areas – Edenvale

Insert Primary and Secondary Locations

Command Posts

One indoor and one outdoor area for the Command Center to be stationed in the event of a district emergency.

Primary: Office

Secondary: Outdoor Command Center in Upper Grade Playground near Boys & Girls Club.

Off Site School Evacuation Centers

To be determined in conjunction with the Director of Facilities

Primary: Davis Middle School

Secondary: Christ our King Church

Unification Site	Staffing	Team Leader
Davis Middle School	All Staff	Karisa Gonzales
Christ our King Church	All Staff	Karisa Gonzales

Emergency Response Teams

Operations

Team	Team Leader:	Staff Members:
Operations Chief	Sharon Leahy	Annessa Bock
Security	Luis Robles	Luis Velasquez
Search & Rescue	Rebecca DeSagun	Tony Carriles Laura Alvarez
Medical	Dolores Ochoa	Kerry Sommer
Student Attendance and Release	Maria Meza	Sahira Larios

Planning

Team	Team Leader:	Staff Members:
Planning Chief	Katie Lucitt	Unal Majid
Documentation	Kerry Sommer	Katia Berrocal
Situation Analysis	Sandra Lineros	Karisa Gonzales

Logistics

Team	Team Leader:	Staff Members:
Logistic Chief	Colleen Kenyon	-----
Supplies/Facilities	Luis Robles	To be assigned
Staffing Officer	Annessa Bock	Sahira Larios
Communication	Paula Segund	To be assigned
Transportation	TBD to be assigned	Esmeralda Perez Alvarez

Finance

Team	Team Leader:	Staff:
Finance Chief	Karisa Gonzales	To be assigned
Timekeeping	TBD as assigned	Jacqui Murbach
Purchasing	Maria Meza	Luis Robles

Buddy Teacher System Roster

Site:	Edenvale Elementary School	School Year:	2022-2024
Updated prepared by:	Karisa Gonzales	Date:	01.18.2023

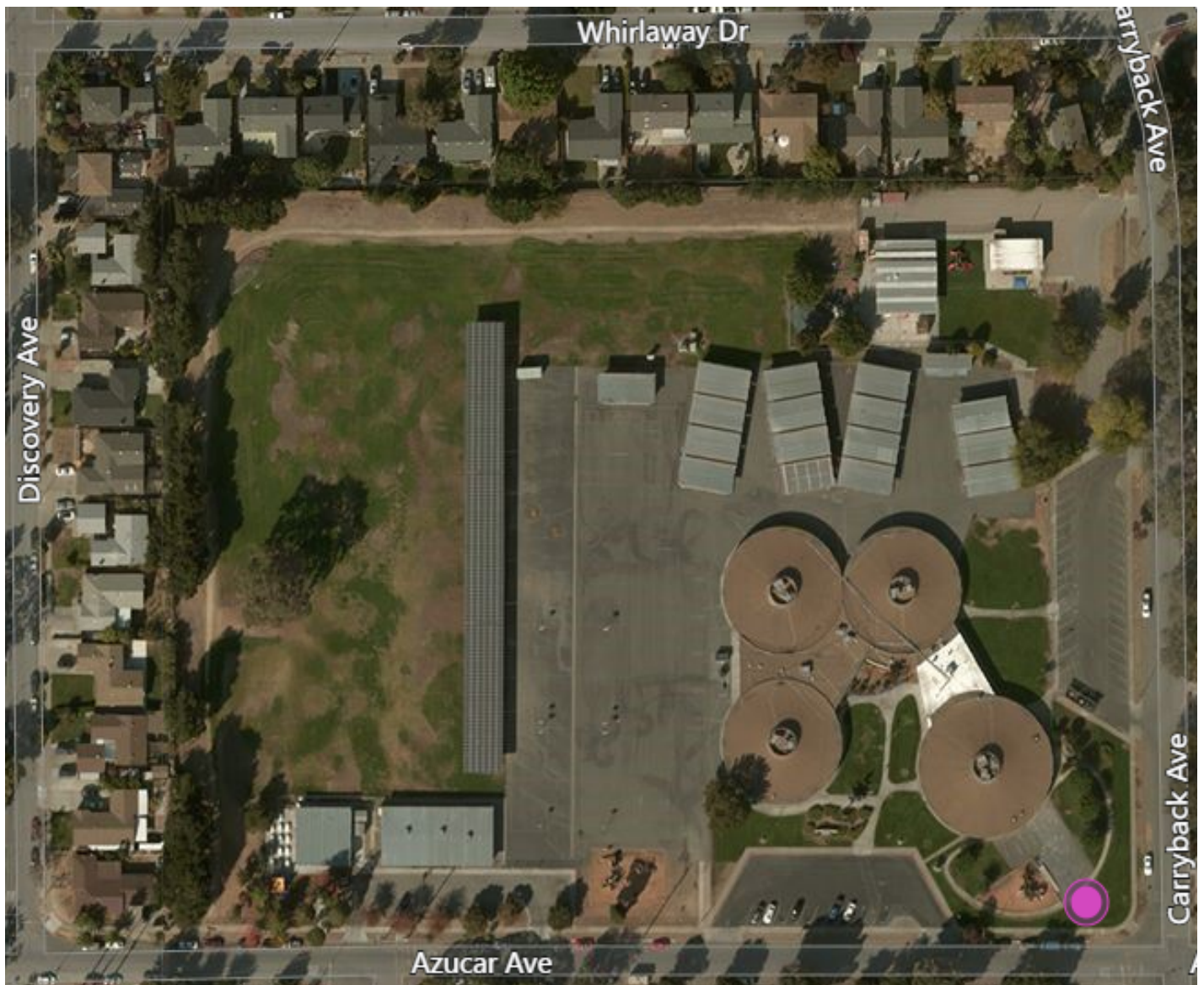
Note: Teachers assigned to lead or have staff assignments should be paired with teachers assigned to the student assembly area. In an emergency, when directed to evacuate to the assembly area, all teachers will take any emergency items and move their classes to the assembly area. Teachers assigned to lead or have staff assignments will then “hand off” responsibility for their class to their Buddy Teacher and report to their emergency assignment.

Responsibility for Remaining with Students		Responsibility for Assuming Emergency Task		Emergency Task
Room #	Teacher	Room #	Teacher	
P-12	Tony Carriles	--	Luis Robles	Fire Safety/Maintenance Chief: Luis Robles
C-12	Katia Berrocal	K-1	Laura Alvarez	(Office, Cafeteria, K-1 & K-2, C-Pod; P-1 through P-7) Search and Rescue Team: After taking your class out to your assigned number, check in with the evacuation chief. You will be responsible for searching for any missing people in an assigned area.
B-5	Katie Middlebrook	P-12	Daniel Brandt	(Office, Cafeteria, K-1 & K-2, C-Pod; P-1 through P-7) Search and Rescue Team: After taking your class out to your assigned number, check in with the evacuation chief. You will be responsible for searching for any missing people in an assigned area.
B-6	Bao-Tran Nguyen	K-1	Katherine Lucitt	(A & B Pods; Library, Computer, and Psychology Rooms P8-16) Search and Rescue Team: After taking your class out to your assigned number, check in with the evacuation chief. You will be responsible for searching for any

				missing people in an assigned area.
K-1	Rebecca DeSagun	A-2	Sara Kremer	(A & B Pods; Library, Computer, and Psychology Rooms P8-16) Search and Rescue Team: After taking your class out to your assigned number, check in with the evacuation chief (Rebecca). You will be responsible for searching for any missing people in an assigned area.
B-9	Sandra Lineros	P-4	Maria Meza	Student Attendance & Release <i>(Parenting Gathering Area: Claudia will be designating an area for parents to gather and will serve as a runner as parents check in with Claudia to pick-up their children.)</i>
B-8	Katie Middlebrook	C-13	Veronica Altamirano	Student Attendance & Release <i>(Parenting Gathering Area: Claudia will be designating an area for parents to gather and will serve as a runner as parents check in with Claudia to pick-up their children.)</i>
A-2	Tony Carriles	C-14	Sahira Larios	Student Attendance & Release <i>(Parenting Gathering Area: Claudia will be designating an area for parents to gather and will serve as a runner as parents check in with Claudia to pick-up their children.)</i>
B-8	Colleen Kenyon		Kerry Sommer	First Aide: Assist any injured student, teacher or parent. Keep track of who you helped and what their injury is. Let Command center know of any students who are critical. Minor injuries can be dealt with and sent back to class; major injuries should remain in the first aide area.
Kitchen	Josefina Franco	P-4	Sharon Leahy	Sanitation: Retrieve the necessary materials to set up a

				latrine on the blacktop. See map for location
		P-11	*Erika Alvarez	<p>Food and Water: Retrieve classroom food tubs from the ARCC and put on blacktop. (see map for location)</p> <p>Use dolly to bring the blue water tubs out. Place next to food.</p>
		Office	Dolores Ochoa	<p>First Aide Lead:</p> <p>Assist any injured student, teacher or parent. Keep track of who you helped and what their injury is. Let Command center know of any students who are critical. Minor injuries can be dealt with and sent back to class; major injuries should remain in the first aide area.</p>

Ingress/Egress Routes for Evacuation





BEFORE AND AFTER SCHOOL DAY CARE

Oak Grove School District will ensure after-school programs are educated on key parts of emergency management planning, including keeping emergency contact cards up to date and having the most accurate information from parents on who youths are permitted to leave with.

After-school programs are contained within a school's overall emergency management plan.

However, there are important emergency planning considerations specific to after-school programs that may not be addressed in the school's overall emergency management plan, such as:

- How the Incident Command Structure is to operate after school when most staff have left for the day;
- Training of after-school program staff;
- Emergency procedures, especially when some buildings may be closed; and
- Coordination with local emergency responders.

Similar to emergency management planning for schools, after-school programs should also develop plans based upon site-specific issues. Collaborative exercises, site assessments, needs assessments, inventories, meetings, and emergency exercises, including drills and tabletops, would also assist in validating and encouraging adoption of the plan by administrators while promoting sustainability over time.

The District recommends that after-school programs:

- Parallel the schools' plans and procedures, or incorporate their plans into the schools' plans;
- Consult others (rather than plan in a vacuum);
- Include important contact numbers in their plans;
- Include reunification plans;
- Identify personnel for key roles;
- Orient all staff to the plan; and
- Have the plan available at all times.

Preschools will follow the site's Incident Command System and report to the evacuation area as the plan describes.

The Principal will coordinate with all programs on the site, such as Boys and Girls Club, Champion, BASE, YMCA, etc.

EMERGENCY COMMUNICATION NUMBERS

Police, Fire & Rescue, Medical, Sheriff, Hazardous Incident 911

Emergency from mobile phone 408-227-8911

Police non-emergency 311 San Jose Mercury 408-920-5444

Sheriff 408-299-3233

Regional Medical Center of SJ 408-259-5000

Office of Emergencies Services
Santa Clara 408-808-7800

Fire Department 408-277-4619

County of Santa Clara
Emergency Medical Services 408-885-4250

Pacific Gas & Electric 800-743-5000

American Red Cross 408-577-2178

San Jose Environmental Services 408-945-3000

City of San Jose Emergency
Services 408-277-4595

Dead Animal Collection 408-578-7297

HazMat 408-277-4659

Poison Control 800-876-4766
SDS 800-451-8346

CAL/EPA 916-323-2514

San Jose Water Resource Board 510-622-2300

OSHA 800-321-6742

CalOSHA-Fremont 510-794-2521

San Jose Water 408-279-7900

Highway Patrol 800-835-5247

CHP Non Emergency 707-551-4100

TRANSPORTATION EMERGENCY NUMBERS

CHP Goldengate 707-551-4151

CHP Gilroy 408-848-2324

RADIO AND TV STATIONS

KARA 105.7 FM 408-575-1057

KCBS 740 AM 415-765-4000

KFOG 104.5 FM 408-817-5364

KLIV 1590 AM 408-575-1600

KLOCK 1170 AM 408-440-0851

KGO CH 7 415-954-7777

KNTV CH 11 408-452-4780

KPIX CH 5 415-362-5550

KRON CH 4 415-441-4444

KTVU CH 2 510-834-1212

SAFETY DATA SHEETS

HOW TO REQUEST A SDS

1-800-451-8346

3E Company

Provide as much of the following product information as possible:

- Produce Name
- Manufacturer Name
- Product Number (found on side of container)
- UPC Code (if available)

GENERAL INFORMATION – SCHOOL SAFETY

District Commitment to School Safety

It is the policy of the Oak Grove School District Board of Education that all students enrolled in this district, and all employees employed by this district, have the right to attend campuses, which are safe and secure. The Board believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the District. The Board intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement, and approved by the Board. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

LEGISLATIVE REQUIREMENTS

The California Education Code (sections 35294.10-35294.15) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

This requirement was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause, which stated that this legislation would remain in effect only until January 1, 2000. **See Appendix for Senate Bill 187 Text. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.**

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Anti-harassment policy
- Sexual harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Uniform Complaint process
- Goals on providing a safe and healthy environment

The Comprehensive School Safety Plan will be reviewed and updated by **the Edenvale Principal, Safety Committee, and School Site Council** every year. The school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.