

**SB 187  
Comprehensive  
School Safety Plan  
Process & Templates**

**Del Roble School**



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San Jose, CA 95123-1405

Phone: (408) 225-5675

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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**All sites will refer to the District Comprehensive Safety Plan for all emergency preparedness, safety and operation protocol. All procedures have been standardized throughout the District.**

**The following information is school site specific.**

## 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

## DEL ROBLE SCHOOL SAFETY TEAM

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

***Patricia Mondragon***

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Principal - Patricia Mondragón

***Norma Corton***

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Certificated Staff - Norma Cortón

***Maria Arellano***

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Classified Staff - Maria Arellano

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Parent Representative -

***Michael Cruz***

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Parent Representative -

***Oscar A. Ortiz***

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District Safety Committee Chair - Oscar Ortiz

THE DEL ROBLE SAFE SCHOOL PLAN WAS APPROVED VIRTUALLY BY THE DEL ROBLE  
SCHOOL SITE COUNCIL ON \_\_\_\_ January 9, 2023 \_\_\_\_.

# DEL ROBLE ELEMENTARY SCHOOL

## Safety Plan Goals

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### 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.

## DEL ROBLE ELEMENTARY SCHOOL

### Safety Plan Goals

2022-2024

**GOAL 1:** Establish systems and protocols to maintain the safety of all students and staff as we continue to have COVID-19 possible exposures.

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

**Assessment 1.1:** Canopies installed in designated areas.

**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:** Use of signage, physical barriers, arrival/departure times to maintain physical distancing.

**Assessment 1.3:** Purchase and implementation of needed materials. Displayed materials throughout the campus.

**Strategy 1.4:** 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 1.4:** Training scheduled and presented to staff and students on the first day of school.

**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 1.9:** Water filling stations available throughout the school campus.

**Assessment 1.9** Locations shared of water filling stations throughout campus.

**Baseline Data:** No official baseline data

**GOAL 2: School will update the ARCC (American Red Cross Container) 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.

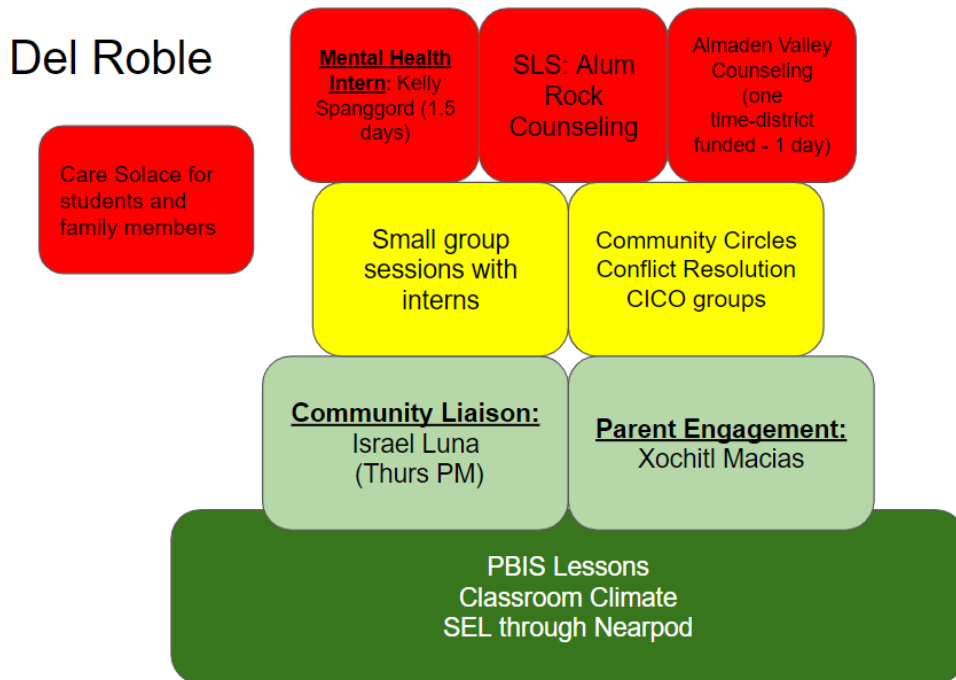
**Assessment 2.1:** Confirm storage of classroom bins with zip top bags for every student by October.

**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 1.5 days

**Strategy 3.2:** Outside agency referrals for mental health support through School Linked Services for Alum Rock Counseling, Almaden Valley, and Care Solace.

**Strategy 3.3:** Parents and students can be referred through Care Solace.

**Assessment 3.1 through 3.3:** Number of students being served by mental health support systems.

**Strategy 3.4:** Professional Learning Community focus on Morning Meetings, Socio emotional lessons, SEAL Toolkits and student Check-Ins.

**Assessment 3.4:** Connectedness and Belonging Survey Results.

**Baseline Data :** No official baseline data

**Comments:** When students are explicitly taught expected behaviors and are rewarded for the positive things they do in school, the climate and culture of the school improves. By consistently monitoring behavior types, teachers and staff can work on teaching specific strategies based on student needs. For students needing extra support, processes for identifying the needs and providing appropriate support should be in place and monitored regularly.



## DEL ROBLE ELEMENTARY SCHOOL

### 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.

#### DEL ROBLE

- 2017-2018 Attendance Factor: 96.10%
- 2018-2019 Attendance Factor: 95.05%
- 2019-2020 Attendance Factor: COVID
- 2020-2021 Attendance Factor: 96.00%
- 2021-2022 Attendance Factor: 89.50%

#### TWBI

- 2017-2018 Attendance Factor: 96.85%
- 2018-2019 Attendance Factor: 96.24%
- 2019-2020 Attendance Factor: COVID
- 2020-2021 Attendance Factor: 97.00%
- 2021-2022 Attendance Factor: 90.30%

### 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:	7.50%
2018-2019 Chronic Absenteeism Rate:	11.60%
2019-2020 COVID	
2020-2021 Chronic Absenteeism Rate:	7.0%

**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	549	542	38	7.0
Female	291	287	21	7.3
Male	258	255	17	6.7
American Indian or Alaska Native	45	43	0	6.7
Asian	0	0	0	0.0
Black or African American	13	13	4	30.8

[online.org/public/print/43696256072151/2020-2021](https://online.org/public/print/43696256072151/2020-2021) [2/8/2022 9:43:09 AM]

**Accountability Report Card**

Filipino	15	15	0	0.0
Hispanic or Latino	395	390	32	8.2
Native Hawaiian or Pacific Islander	1	1	0	0.0
Two or More Races	31	31	1	3.2
White	47	47	1	2.1
English Learners	143	142	9	6.3
Foster Youth	1	1	0	0.0
Homeless	1	1	1	100.0
Socioeconomically Disadvantaged	182	180	24	13.3
Students Receiving Migrant Education Services	0	0	0	0.0
Students with Disabilities	44	43	6	14.0

## School Facilities & Safety

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

Del Roble School is one of 17 schools in the Oak Grove School District in South San Jose. Providing a safe school is a high priority for Del Roble School. To this end, there are continuous improvement processes and collaborative efforts that provide comprehensive health education and a strong

academic foundation within a safe and secure learning environment that supports success for all students.

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 2019.

### School Facility Good Repair Status

Using the most recently collected Facility Inspection Tool (FIT) data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent PIT report: June 2009

Repair Needed and Action Taken on

sciendo.org/journal/11546120/2011/2012/2012-01-01-12

### Accountability Request Card

System Inspected	Rating	Planned
<b>Systems:</b> Gas Leaks, Mechanical/HVAC, Sewer	Good	No Issues.
<b>Interior:</b> Interior Surfaces	Good	Work order completed addressing minor flooring damage.
<b>Cleanliness:</b> Overall Cleanliness, Pest/Vermmin Infestation	Good	No Issues.
<b>Electrical:</b> Electrical	Good	Repair classroom lighting and lighting in the cafeteria have been completed.
<b>Restrooms/Fountains:</b> Restrooms, Sinks/Fountains	Good	No Issues.
<b>Safety:</b> Fire Safety, Hazardous Materials	Good	No Issues.
<b>Structural:</b> Structural Damage, Roofs	Good	No Issues.
<b>External:</b> Playground/School Grounds, Windows/Doors/Gates/Fences	Good	No Issues.

### Overall Facility Rate

Year and month of the most recent PIT report: June 2009

### Overall Rating

Good

Downloaded from <http://www.jstor.org/stable/2344623>

## Cleaning Process

Del Roble 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 Del Roble'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.

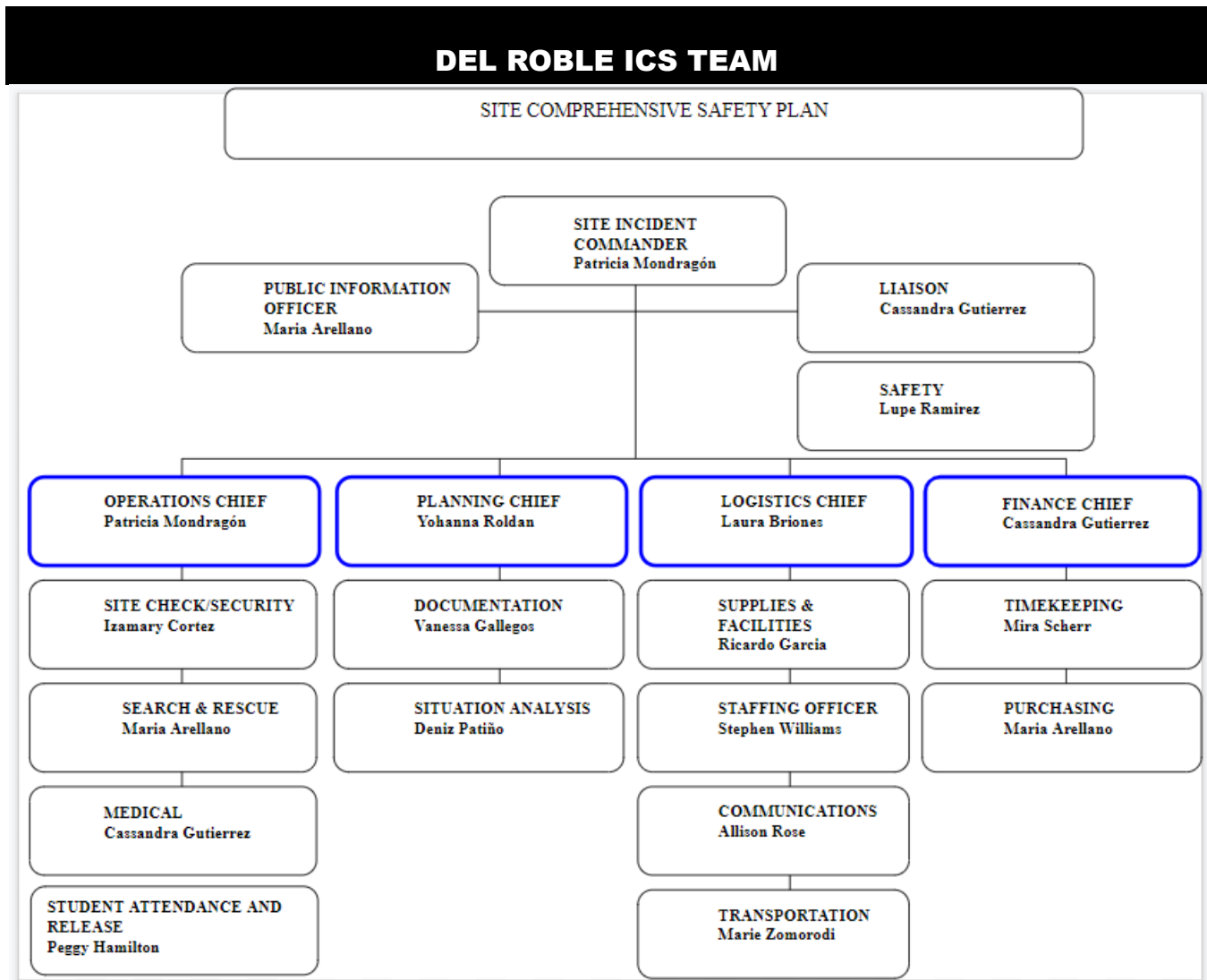
The District will provide face masks for staff. Disposable masks and gloves are available, as needed. HVAC schedules will be set to run at least two hours before and after occupied hours.

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..

# **DEL ROBLE SCHOOL**

# EMERGENCY PROCEDURES



## Staging Areas – Del Roble

### Command Posts

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

Primary: Outdoor by main entrance wall and side fence area

Secondary: Next to Ark 2

### Off Site School Evacuation Centers

To be determined in conjunction with the Director of Facilities

Primary: Martial-Cottle Park

Secondary: Oak Grove Baptist Church

Unification Site	Team Leader	Staff
Martial-Cottle Park Visitor Center	Patricia Mondragón	All Staff
Oak Grove Baptist Church Interior	Patricia Mondragón	All Staff

## Emergency Response Teams

### Operations

Team	Team Leader:	Staff Members:
Operations Chief	Patricia Mondragón	Lupe Ramirez
Security	Izamary Cortez	CDC Staff
Search & Rescue	Maria Arellano	Available Staff
Medical	Cassandra Gutierrez	Kitchen Staff
Student Attendance and Release	Peggy Hamilton	Mayra Gonzalez

Team	Team Leader:	Staff Members:
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<b>Planning Chief</b>	Roldan	Borne
Documentation	Gallegos	Valdez
Situation Analysis	Patino	Gonzalez

### Logistics

Team	Team Leader:	Staff Members:
<b>Logistic Chief</b>	Briones	Available Staff
Supplies/Facilities	Garcia	Available Staff
Staffing Officer	Williams	Available Staff
Communication	Rose	Available Staff
Transportation	Zomorodi	Available Staff

### Finance

Team	Team Leader:	Staff:
Finance Chief	Cassandra Gutierrez	Available Staff
Timekeeping	Scherr	Available Staff
Purchasing	Maria Arellano	Available Staff

Site:	Del Roble Elementary School	School Year:	2022-2023
Updated prepared by:	Patricia Mondragón	Date:	12-05-2022

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	
21	Sanchez	P-3/P-4	Borne/Roldan	Planning Staff Member
3	Martinez	4	Valdez	Planning Staff Member
5	Cortón	6	Scherr	Finance - Time Keeping
7	Lopez	8	Rocha	Planning - Documentation
9	Herrera	10	Patino	Planning - Situation Analysis
2	Soto	1	Mendoza	Logistic Staff Member
11	Szymanski	12	Garcia	Logistic - Supplies/ Facilities
13	Rose	14	Williams	Logistic - Staffing Officer
24	Flores	16	Villalvazo	Logistic - Communication
17	Moss	18	Briones	Logistic - Staffing Officer Lead
19	Castañeda	20	Zomorodi	Logistic Staff Member/Logistic Transportation

## **Evacuation Map**





## 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

### TRANSPORTATION EMERGENCY NUMBERS

Regional Medical Center of SJ

408-259-5000

CHP Goldengate

707-551-4151

Office of Emergencies Services  
Santa Clara

408-808-7800

CHP Gilroy

408-848-2324

### RADIO AND TV STATIONS

Fire Department

408-277-4619

KARA 105.7 FM

408-575-1057

County of Santa Clara  
Emergency Medical Services

408-885-4250

KCBS 740 AM

415-765-4000

Pacific Gas & Electric

800-743-5000

KFOG 104.5 FM

408-817-5364

American Red Cross

408-577-2178

KLIV 1590 AM

408-575-1600

San Jose Environmental Services

408-945-3000

KLOCK 1170 AM

408-440-0851

City of San Jose Emergency  
Services

408-277-4595

KGO CH 7

415-954-7777

Dead Animal Collection

408-578-7297

KNTV CH 11

408-452-4780

HazMat

408-277-4659

KPIX CH 5

415-362-5550

Poison Control  
SDS

800-876-4766

800-451-8346

KRON CH 4

415-441-4444

KTVU CH 2

510-834-1212

CAL/EPA

916-323-2514

### SAFETY DATA SHEETS

San Jose Water Resource Board

510-622-2300

HOW TO REQUEST A SDS

1-800-451-8346

OSHA

800-321-6742

3E Company

CalOSHA-Fremont

510-794-2521

Provide as much of the following product information as possible:

San Jose Water

408-279-7900

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

Highway Patrol

800-835-5247

CHP Non Emergency

707-551-4100

## 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 Del Roble 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.