

SB 187
Comprehensive
School Safety Plan
Process & Templates
STEAM@Stipe Elementary School



STEAM @ STIPE
IMAGINE, INNOVATE, INSPIRE

5000 Lyng Ave.

San Jose, CA 95111

Phone: (408) 227-7332

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

STEAM@Stipe SCHOOL SAFETY TEAM

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

Virgilio Caruz

Title: Principal, Virgilio “Vern” Caruz

Bijan Amini

Title: School Site Council Chairperson, Bijan Amini

Diana De Leon

Title: School Site Council Parent, Diana De Leon

Sean Shannon

Title: School Site Council Parent, Sean Shannon

Kristine Anaya

Title: School Site Council Parent, Kristine Anaya

Sandy Carranza

Title: School Site Council Teacher Representative, Sandy Carranza

Gina Nguyen

Title: School Site Council Teacher Representative, Gina Nguyen

Catalina Hernandez

Title: School Site Council Teacher Representative, Catalina Hernandez

Paula Sahagun

Title: School Site Council Classified Member, Paula Sahagun

Oscar A. Ortiz

District Safety Committee Chair

THE STIPE SAFE SCHOOL PLAN WAS APPROVED VIRTUALLY BY THE STIPE SCHOOL SITE COUNCIL ON JANUARY 23, 2023.

STEAM@Stipe 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.

STEAM@Stipe ELEMENTARY SCHOOL
Safety Plan Goals
2022 - 2024

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: 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 1.1: Protocol provided to staff and community.

Strategy 1.2: Staff and students properly hand wash and use sanitizer to take place several times a day with sanitizer stations throughout the school campus. Hand sanitizer is provided.

Assessment 1.2: Materials provided and available.

Strategy 1.3: Students sent home with any symptoms placed in an isolation area.

Assessment 1.3: Protocol developed and shared with the community

Strategy 1.4: Designated eating areas to maximize social distancing

Assessment 1.4: Students may sit only with their classmates. Tables are marked with teacher names

Strategy 1.5: Recommended testing for exposed students

Assessment 1.5: Test kits available

Baseline Data 1.1: Continued monitoring of COVID Positive cases

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

Strategy 2.1: Updated materials include Rescue Backpacks and [First Aid Supplies](#) that are replaced every 5 years including such items as band aids, bandages, etc.

Assessment 2.1: Verify items have been delivered and placed in the ARCC by January

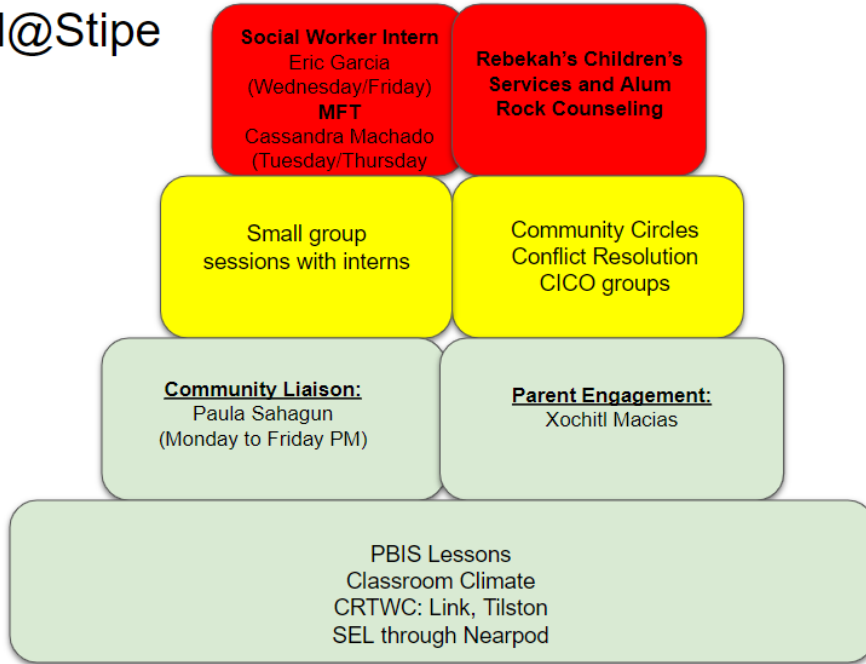
Strategy 2.2: Updated materials include facemasks and hand sanitizer

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.

STEAM@Stipe



Strategy 3.1: Marriage/Family Therapist support for 2 days

Strategy 3.2: Social Worker Intern support for 2 days

Strategy 3.3: Outside agency referrals for mental health support through School Linked Services for Alum Rock Counseling, Community Solutions, Rebekah's Children Services, Effective School Solution

Strategy 3.4: Daily Effective Schools Solutions (ESS) supports for Emotionally Disturbed students

Strategy 3.5: Parents and students can be referred through Care Solace

Assessment 3.1 through 3.6: Number of students being served by mental health support systems.

Strategy 3.7: Individual School Strategies, such as Calm Down Corners, Community Circles, SEL Lessons through Nearpod

Assessment 3.7: Connectedness and Belonging Survey Results

Baseline Data 3.1 /3.2: We don't have any baseline data since this is our first year providing such a variety of mental health support.

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.

DUE TO THE COVID-19 PANDEMIC AND MANDATED SCHOOL CLOSURES THAT BEGAN ON MARCH 13, 2020, DISCIPLINE AND ATTENDANCE DATA FOR 2019-2020 AND 2020-2021 IS NOT COMPARABLE TO PREVIOUS YEARS AND WILL THEREFORE NOT BE INCLUDED.

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

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Accountability Report Card

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	1.07%	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
Suspensions	0.46%	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: 1/26/22

**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

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Accountability Report Card

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

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: 95.90%
- 2019-2020 Attendance Factor: 95.73%
- 2019-2020 Attendance Factor: COVID
- 2020-2021 Attendance Factor: 95.20%
- 2021-2022 Attendance Factor: 89.10%

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: 7.90%
 2018-2019 Chronic Absenteeism Rate: 11.0%
 2019-2020 COVID
 2010-2021 Chronic Absenteeism Rate: 14.7%

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

Cumulative	Chronic Absenteeism Eligible	Chronic Absenteeism	Chronic Absenteeism
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Accountability Report Card

Student Group	Enrollment	Enrollment	Count	Rate
All Students	384	380	56	14.7
Female	170	169	20	11.8
Male	214	211	36	17.1
American Indian or Alaska Native	65	65	1	17.1
Asian	1	1	0	0.0
Black or African American	17	17	6	35.3
Filipino	12	12	1	8.3
Hispanic or Latino	267	263	47	17.9
Native Hawaiian or Pacific Islander	5	5	0	0.0
Two or More Races	11	11	0	0.0
White	5	5	1	20.0
English Learners	165	163	16	9.8
Foster Youth	1	1	1	100.0
Homeless	4	4	2	50.0
Socioeconomically Disadvantaged	239	237	45	19.0
Students Receiving Migrant Education Services	0	0	0	0.0
Students with Disabilities	50	50	18	36.0

School Facilities & Safety

STEAM@Stipe strives to provide a safe and healthy environment for our students and staff.

STEAM@Stipe School is one of 19 schools in the Oak Grove School District in South San Jose. With the collaborative efforts to maintain Safe Schools through district support (i.e. Safe Schools Specialists, Community Liaison, Health Clerks, bond facility renovation funds, District Safety Committee, Board policies, and collaboration with the San Jose Police Department for Lockdown Drills), and site supports (i.e. Parent Faculty Association, School Site Council, staff, students and Student Council and the community, Safety Checks, Wellness Policy and committee, Bond and Parcel Tax Funding), an emphasis has been in place within the district and throughout the community to ensure that safety is our number one priority. 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 ensures 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 August, 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 FIT report: January 2022

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Fair	HVAC system is in need of work as the system has reached its end of life. There are a few thermostats that need to be replaced or reprogrammed along with a few components of the mechanical system that needs to be repaired. DGSD is planning to replace all HVAC units during the Summer 2022.
Interior: Interior Surfaces	Good	
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Poor	Work orders have been generated to address relamps, replace ballasts, and correct clock/bell issues.
Restrooms/Fountains: Restrooms, Sinks/Fountains	Fair	Work order generated to repair one faucet.
Safety: Fire Safety; Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Poor	Work orders generated to replace a number of stained ceiling tiles believed to be caused by roof leaks. Stipe ES will receive a new roof system as part of the upcoming Summer 2022 construction project.
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good	

Overall Facility Rate

Year and month of the most recent FIT report: January 2022

Overall Rating: Fair

Last updated: 10/4/22

Cleaning Process

STEAM@Stipe 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 STEAM@Stipe'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.

Water fountains are disabled. Students are encouraged to bring their own water bottles and water filling stations on campus.

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 one hour before and after occupied hours.

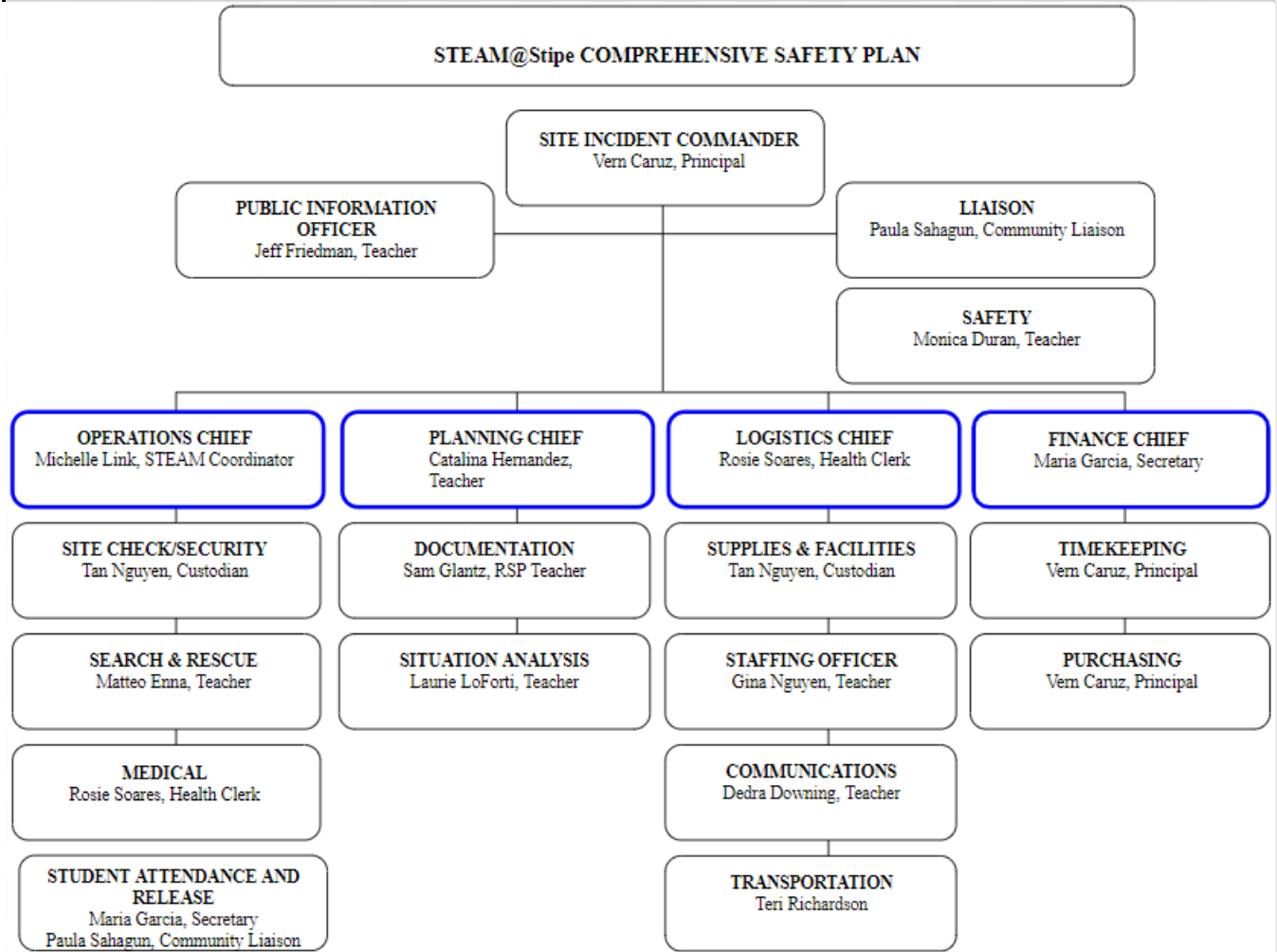
HVAC systems have been serviced and inspected across the District to ensure proper operation and circulation of outside air.

The district provided mist disinfectant sprayers will enable custodial staff to more efficiently disinfect our campuses. The units spray a fine mist of disinfectant solution that is statically charged and then adheres to the surfaces in the room ensuring coverage. Detailed attention will be given to high-touch areas such as door handles, desktops, sink handles, handrails and restrooms throughout the day.

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.

STEAM@Stipe SCHOOL EMERGENCY PROCEDURES

STEAM@Stipe ICS TEAM



Staging Areas – STEAM@Stipe

Primary Staging Area - Blacktop lines next to container by Lyng Drive

Secondary Staging Area - Blacktop lines behind the Library

Command Posts

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

Primary: Outside of Community Room

Secondary: Library

Off Site School Evacuation Centers

To be determined in conjunction with the Director of Facilities

Primary: Great Oaks Park

Secondary: Edenvale Community Center

Unification Site	Staffing	
Great Oaks Park	Vern Caruz, or as assigned	All Staff
Edenvale Community Center	Vern Caruz, or as assigned	All Staff

Emergency Response Teams

Operations

Team	Team Leader:	Staff Members:
Operations Chief	Michelle Link	
Security	Tan Nguyen	
Search & Rescue	Matteo Enna	Jeff Friedman Monica Duran Laurie Loforti Megan Cheney

Medical	Rosie Soares	Rachel Holmstrom
Student Attendance and Release	Maria Garcia	Paula Sahagun Kelly Flores

Team	Team Leader:	Staff Members:
Planning Chief	Catalina Hernandez	
Documentation	Sam Glantz	
Situation Analysis	Laurie Loforti	

Logistics

Team	Team Leader:	Staff Members:
Logistic Chief	Rosie Soares	
Supplies/Facilities	Tan Nguyen	
Staffing Officer	Gina Nguyen	
Communication	Dedra Downing	
Transportation	Teri Richardson	

Team	Team Leader:	Staff:
Finance Chief	Vern Caruz	

Timekeeping	Vern Caruz, or as assigned	
Purchasing	Maria Garcia	

Buddy Teacher System Roster

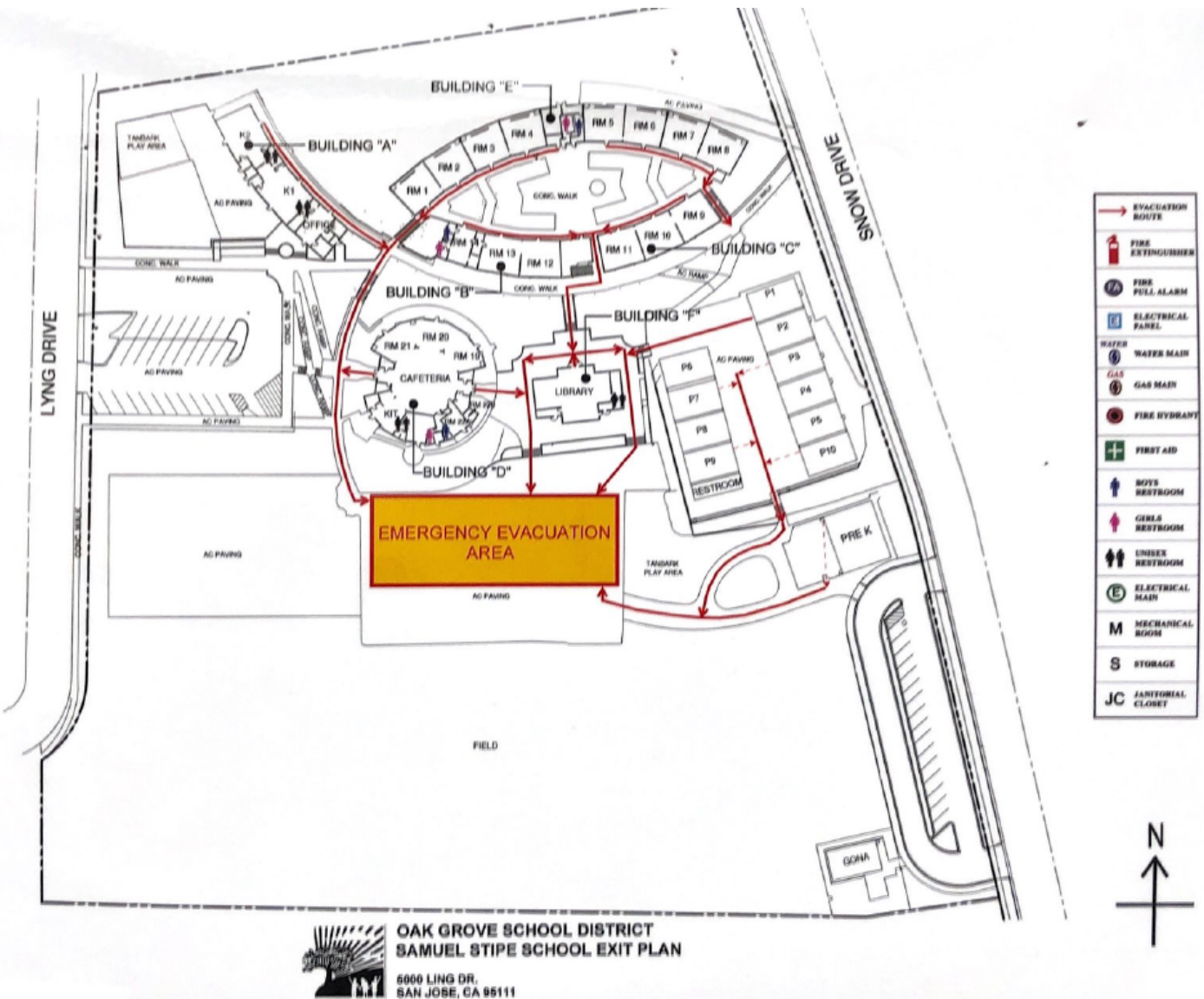
Site:	STEAM@Stipe Elementary School	School Year:	2022-2024
Updated prepared by:	Vern Caruz	Date:	January 23, 2023


This list should be updated in September of each school year to accommodate any staff changes.

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	
K2	Maricena Hernandez	2	Michelle Link	Operations Chief
16	Sandy Carranza	K1	Matteo Enna	Search and Rescue
17	Dedra Downing	9	Laurie Loforti	Logistics Chief
16	Seema Soin	1	Jeff Friedman	Search and Rescue
10	Chi Ratsythong	3	Porita Gulasch	Search and Rescue
8	Angie Lopez	5	Monica Duran	Search and Rescue
P3	Maria Gaeta	6	Catalina Hernandez	Planning Chief
P4	Brianna Chenevey	4	Megan Apana	Search and Rescue
P9	Diana Nijmeh	13	Sam Glantz	Search and Rescue
P5	Heidi Bayless			

Evacuation Map




OAK GROVE SCHOOL DISTRICT
SAMUEL STIPE SCHOOL EXIT PLAN
 5000 LING DR.
 SAN JOSE, GA 95111

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 **STEAM@Stipe 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.