

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

**Santa Teresa Elementary School**



6200 Encinal Dr.

San Jose, CA 95119

Phone: (408) 227-3303

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

## **SANTA TERESA SCHOOL SAFETY TEAM**

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

Mark Lepori

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Principal

Jesse Castaneda, Vanessa Torres, Dina Mansuy, Lauren Sullivan

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Parent Representatives

Melissa Chaffin, Michael Moody

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Teacher Association Representatives

Cheryl Snyder

---

Classified Association Representative

Amanda Amaral

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Teacher Association Representative/ELTP

Oscar A. Ortiz

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District Safety Committee Chair - Oscar Ortiz

**THE SANTA TERESA SAFE SCHOOL PLAN WAS APPROVED VIRTUALLY BY THE SANTA TERESA SCHOOL SITE COUNCIL ON DECEMBER 13, 2022.**

# SANTA TERESA 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.

# **Santa Teresa Elementary Safety Plan Goals**

## **2022-2024**

**GOAL 1:** Promote safe walking, biking, and driving practices for students, staff, and families.

**Strategy 1.1:** In partnership with the City of San Jose, hold an opening assembly and schedule dates for the Walk and Roll program.

**Assessment 1.1:** Calendared dates, promotion materials sent to the community, photos

**Strategy 1.2:** Provide the community with campus maps and directions for walking and driving to and from school, and update needs with the community regularly.

**Assessment 1.2:** Community presentations sent out

**Strategy 1.3:** Provide two Santa Teresa staff members to support Encinal Drive and Cresta Vista Way crosswalks after school.

**Assessment 1.3:** Yard duty schedule, photos

**Strategy 1.4:** In partnership with the City of San Jose (Walk and Roll program), provide safe walking and driving maps of the greater community.

**Assessment 1.4:** Once received, the maps will be sent out and discussed with the student body and parent groups

**Strategy 1.5:** Provide at least one Santa Teresa staff member for guidance and supervision at the Encinal Dr. parking lot drop-off and pick-up location.

**Assessment 1.5:** Yard duty schedule, photos

**Strategy 1.6:** Maintain a strong partnership with BVBC to utilize the parking lot on their property for parents parking and walking in to drop-off or pick-up students.

**Assessment 1.6:** Yearly confirmation of availability prior to Aug 8th

**GOAL 2:** 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.

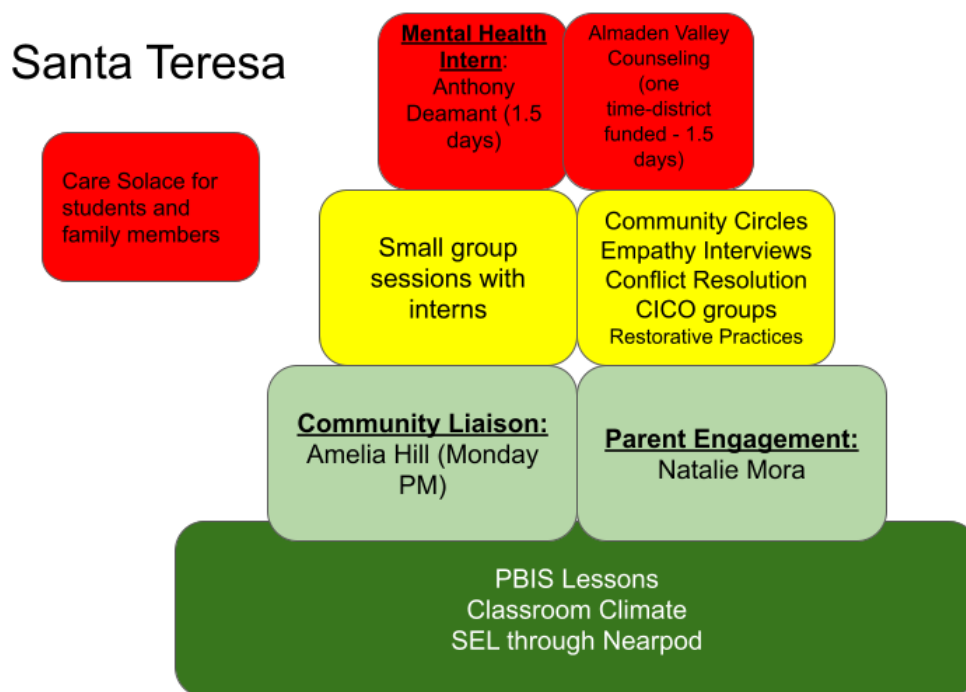
**Assessment 2.1:** Confirm storage of classroom bins with zip top bags for every student by January.

**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 in December 2022. Request/secure replacement items for missing supplies.

**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:** Provide Mental Health Intern support for 1.5 days a week.

**Strategy 3.2:** Outside agency referrals for mental health support through School Linked Services for Alum Rock Counseling, Community Solutions, or Rebekah's Children Services. These services to be used if site supports are full.

**Strategy 3.3:** Almaden Valley Counseling Services supports for 1.5 days a week.

**Strategy 3.4:** Parents and students can be referred to outside mental health support 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 empathy interviews.

**Strategy 3.6:** Individual School Strategies, such as Calm Down Corners, Community Circles, SEL Lessons through Nearpod, and morning meetings.

**Assessment 3.5/3.6:** Connectedness and Belonging Survey Results

**Baseline Data 3.5-3.6:** On the 2022 Window 1 SCB Survey 53 third-sixth graders (19%) indicated, when asked if they had an adult they connected with on campus, the responses “never” or “not very much.”



**Review tardies, absenteeism, expulsion and suspension data.**

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	0.00%	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	0.31%	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.

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

[online.org/public/print/43696256067243/2020-2021](https://online.org/public/print/43696256067243/2020-2021) [2/8/2022 11:04:16 AM]

### Accountability Report Card

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
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: 96.90%
- 2018-2019 Attendance Factor: 96.54%
- 2019-2020 Attendance Factor: COVID
- 2020-2021 Attendance Factor: 97.90%
- 2021-2022 Attendance Factor: 93.40%

### 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:	4.90%
2018-2019 Chronic Absenteeism Rate:	6.50%
2019-2020 COVID	
2020-2021 Chronic Absenteeism Rate:	4.20%

**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	582	570	24	4.2
Female	286	283	12	4.2
Male	296	287	12	4.2
American Indian or Alaska Native	183	182	0	4.2
Asian	6	6	1	16.7
Black or African American	12	12	0	0.0
Filipino	27	27	0	0.0
Hispanic or Latino	195	189	20	10.6
Native Hawaiian or Pacific Islander	1	1	0	0.0
Two or More Races	38	38	0	0.0
White	113	108	3	2.8
English Learners	90	89	4	4.5
Foster Youth	1	1	0	0.0
Homeless	2	2	0	0.0
Socioeconomically Disadvantaged	111	109	17	15.6
Students Receiving Migrant Education Services	0	0	0	0.0
Students with Disabilities	69	67	10	14.9

# School Facilities & Safety

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

Santa Teresa 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 Santa Teresa 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 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 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 FIT report: January 2022

[nces.ed.gov/ipeds/data/fit/2019/2019-2020-2021/2019-2020-2021-01-06-18-AM](https://nces.ed.gov/ipeds/data/fit/2019/2019-2020-2021/2019-2020-2021-01-06-18-AM)

Accountability Report Card

System Inspected	Rating	Repair Needed and Action Taken or Planned
<b>Systems:</b> Gas Leaks, Mechanics/HVAC, Sewer	Good	No action needed.
<b>Interior:</b> Interior Surfaces	Poor	Work orders generated to address carpet stains.
<b>Cleanliness:</b> Overall Cleanliness, Pest/Vermin Infestation		
<b>Electrical:</b> Electrical	Poor	Work orders generated to address rebarms and ballast replacements needed.
<b>Restrooms/Fountains:</b> Restrooms, Sinks/Fountains	Good	No action needed.
<b>Safety:</b> Fire Safety, Hazardous Materials	Good	No action needed.
<b>Structural:</b> Structural Damage, Roofs	Good	No action needed.
<b>External:</b> Playground/School Grounds, Windows/Doors/Gates/Fences	Good	No action needed.

### Overall Facility Rate

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

Overall Rating

Fair

Last updated: 3/27/22

## Cleaning Process

Santa Teresa 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 Santa Teresa'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, including the cafeteria, library, and front office.

Students are encouraged to bring their own water bottles to use the available water bottle filling stations (cafeteria and outside the B pod). All water fountains are available for students.

The District will provide face masks for staff. All staff can wear provided 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.

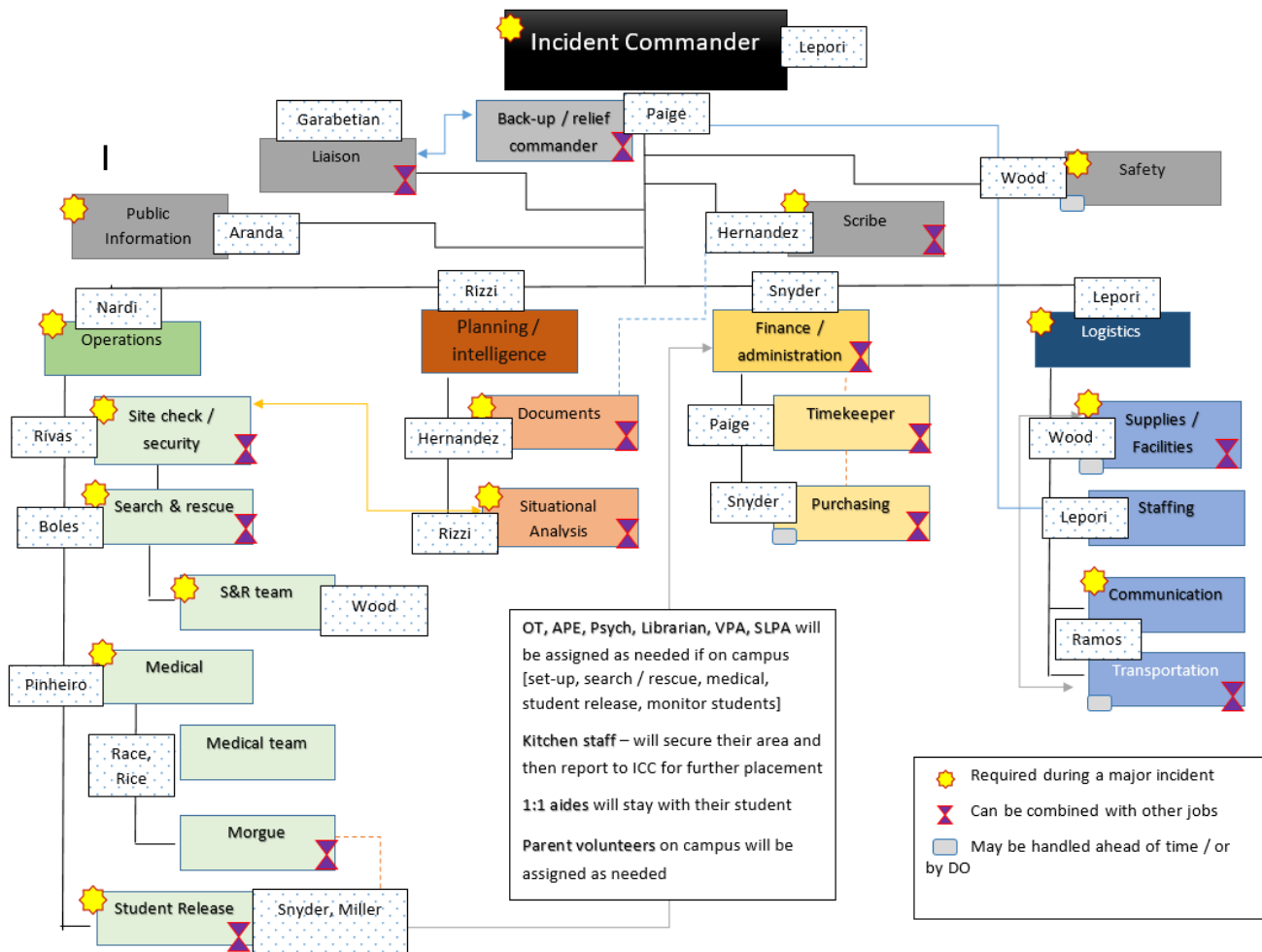
HVAC systems have been serviced and inspected across the District to ensure proper operation and circulation of outside air. Air purifiers are located in all classrooms and common areas throughout the campus.

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.

# **SANTA TERESA SCHOOL**

# EMERGENCY PROCEDURES

## SANTA TERESA ICS TEAM



## Staging Areas – Santa Teresa

## Command Posts

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

Primary: The Primary Command Center is a pop-up tent on the grass square at the vertex of the B and C pods.

Secondary: The Secondary Command Center is in C2 (indoors).

## Off Site School Evacuation Centers

To be determined in conjunction with the Director of Facilities

Primary: Blossom Valley Bible Church - 6147 Purple Hills Dr, San Jose, CA 95119

Secondary: Stratford School - 6670 San Anselmo Way, San Jose, CA 95119

Unification Site	Team Leader	Staff
Blossom Valley Bible Church	Mark Lepori	All Staff
Stratford School	Mark Lepori	All Staff



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# Emergency Response Teams

## Operations

Team	Team Leader:	Staff Members:
Operations Chief	Maria Nardi	Mark Lepori
Security	Lead Custodian (TBD)	George Martinez (Thursdays)
Search & Rescue	Jason Boles	Val Wood
Medical	Cindy Pinheiro	Allison Rice Pam Race
Student Attendance and Release	Cheryl Snyder	Jennifer Miller

## Planning

Team	Team Leader:	Staff Members:
<b>Planning Chief</b>	Kimberly Rizzi	Mark Lepori
Documentation	Angie Hernandez	Cheryl Snyder
Situation Analysis	Kimberly Rizzi	Jennifer Miller Cindy Pinheiro

## Logistics

Team	Team Leader:	Staff Members:
<b>Logistic Chief</b>	Mark Lepori	Mark Lepori
Supplies/Facilities	Val Wood	Jason Boles
Staffing Officer	Mark Lepori	Cheryl Snyder
Communication	Stacy Ramos	Mark Lepori
Transportation	Stacey Ramos	

## Finance

Team	Team Leader:	Staff:
Finance Chief	Cheryl Snyder	Mark Lepori
Timekeeping	Chernell Paige	
Purchasing	Cheryl Snyder	

# Buddy Teacher System Roster

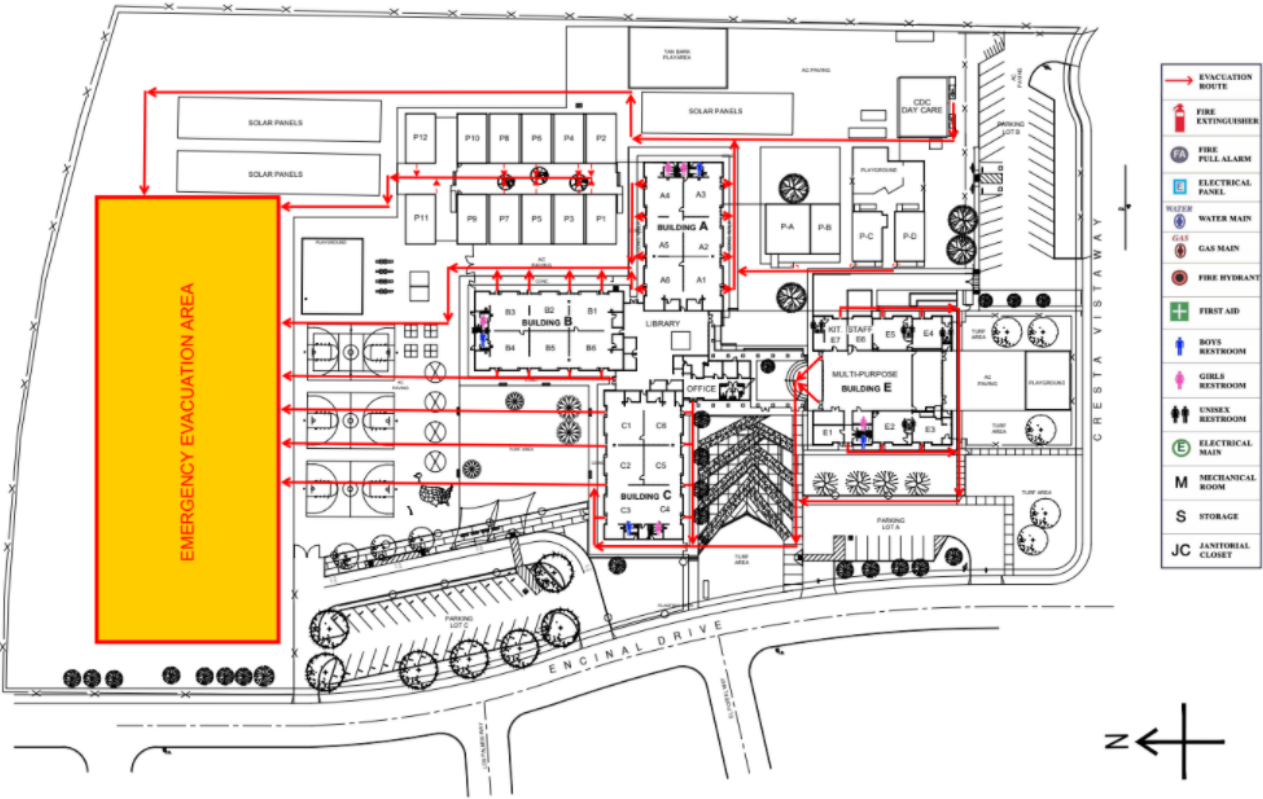
Site:	Santa Teresa Elementary School	School Year:	2022-2023
Updated prepared by:	Mark Lepori	Date:	11/1/22

*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	
P3	Vallejo	P7	Garabetian	Liaison
	n/a	SLP - P4	Aranda	Public Information Officer
C3	Joseph	B4	Nardi	Operations Chief
	n/a		Rivas	Site check / Security
P12	Baliton	P11	Boles	Search / Rescue Lead
B3	Charles / Cassara	B1	Miller	Student Release
A6	Chaffin	P6	Rizzi	Planning / Intelligence
P2	Amick	P1	Hernandez	Scribe / Documents
B3	Charles / Cassara	A1	Wood	Safety
A3	Anderson	P9	Ramos	Communications / Transportation
C6	Sandoval	C4	Race	Medical team / triage
C1	Fujishin	B6	Rice	Medical team / triage

# 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 800-876-4766  
SDS 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

OSHA 800-321-6742

1-800-451-8346

3E Company

CalOSHA-Fremont 510-794-2521

Provide as much of the following product information as possible:

San Jose Water 408-279-7900

- Product Name
- Manufacturer Name
- Product Number (found on the 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 Jan. 27th 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.