

SB 187
Comprehensive
School Safety Plan
Process & Templates

Ledesma School



1001 Schoolhouse Rd.

San Jose, CA 95138

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Fax: (408) 224-6582

Board Adopted _____

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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

LEDESMA SCHOOL SAFETY TEAM

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

Jason Sorich

Principal

Jennifer Dempsey

Teacher

Michelle Israel

Teacher

Sandy Santos

Teacher

Tina O'hara

Classified Staff Member

John Seimas, Kim McNeely, Nancy Yue

Parent Membership

Oscar A. Ortiz

District Safety Committee Chair

THE EDENVALE SAFE SCHOOL PLAN WAS APPROVED BY THE EDENVALE SCHOOL SITE COUNCIL ON January 18, 2024.

LEDESMA 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.

LEDESMA ELEMENTARY SCHOOL
Safety Plan Goals
2022-2024

GOAL 1: Refine our earthquake preparedness to ensure safety and security measures are in place at the outset of each school year

Strategy 1.1: Update staff rosters, staff phone trees, and staff emergency situation roles by end of September on an annual basis

Assessment 1.1: Documents (staff roster, phone tree, emergency roles)

Strategy 1.2: Conduct earthquake preparedness training for yard duties by end of September on an annual basis

Assessment 1.2: Training Agenda

Strategy 1.3: Calendar quarterly drills (announced and unannounced) by start of July on an annual basis

Assessment 1.3: Calendar of annual earthquake drills

Strategy 1.4: Make whole school student roster binders available in common locations (cafeteria, office, library, art vista room) by end of September on an annual basis

Assessment 1.4: Evidence of binders in common student locations

Strategy 1.5: Communicate earthquake preparedness plan to families and community by end of August on an annual basis

Assessment 1.5: Parent square safety message

Strategy 1.6: Ensure emergency backpacks are reviewed and replenished with supplies and activities by end of September on an annual basis

Assessment 1.6: Verify backpacks are updated with Health Aide

Strategy 1.7: Ensure emergency cards and red & green cards go home with students within first two weeks of school

Assessment 1.7: Verify cards have been sent home for all students

Baseline Data 1.1: Current practice is that majority of these items are not completed until the December/January Safety Plan review date (@ midyear)

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.

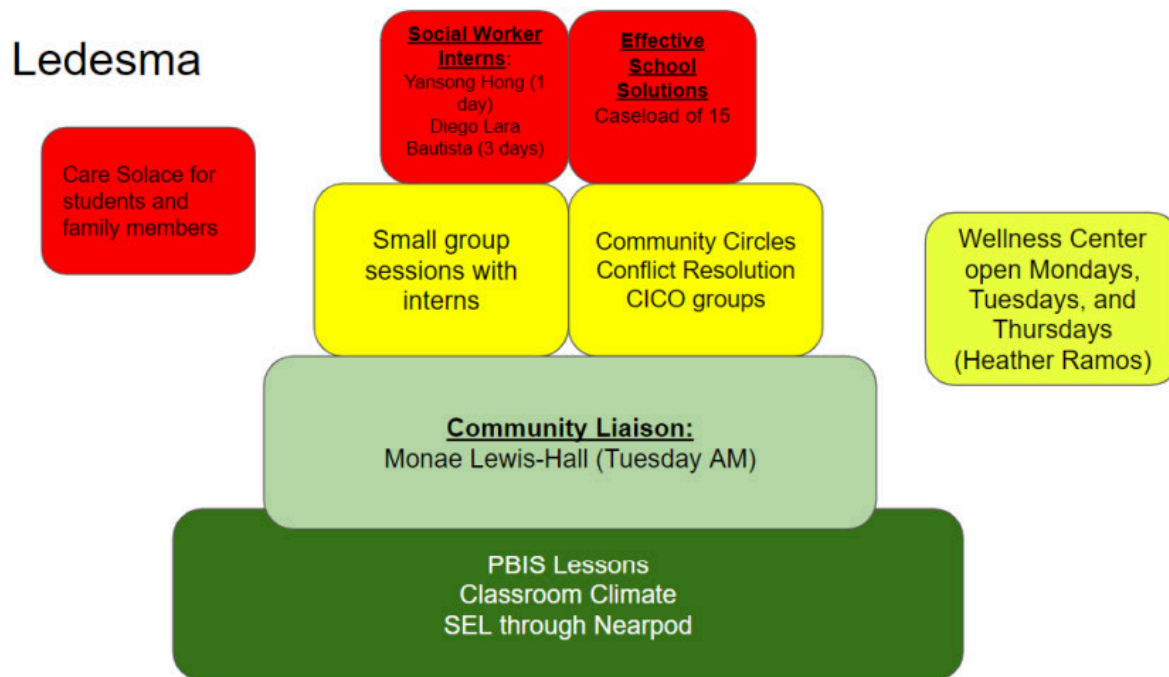
Assessment 2.1: Confirm storage of classroom bins with zip top bags for every student by October.

Strategy 2.2: Updated materials include 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.



Strategy 3.1: Mental Health Intern support for .5 days

Strategy 3.2: Social Worker Intern support for 1 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;

Strategy 3.4: Almaden Valley supports for 1 day1

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 3.6: Professional Learning Community focus on Morning Meetings

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 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.

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.

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	0.78%	0.00%	2.87%	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	0.38%	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)**

Student Group	Suspensions Rate	Expulsions Rate
All Students	0	0

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Accountability Report Card

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: 97.05%
- 2018-2019 Attendance Factor: 96.70%
- 2019-2020 Attendance Factor: COVID
- 2020-2021 Attendance Factor: 97.60%
- 2021-2022 Attendance Factor: 92.70%

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: 3.50%
 2018-2019 Chronic Absenteeism Rate: 4.70%
 2019-2020 COVID
 2010-2021 Chronic Absenteeism Rate: 6.30%

Chronic Absenteeism by Student Group

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Accountability Report Card

(School Year 2020—2021)

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	536	528	33	6.3
Female	253	250	18	7.2
Male	283	278	15	5.4
American Indian or Alaska Native	195	192	1	5.4
Asian	1	1	0	0.0
Black or African American	15	14	4	28.6
Filipino	41	41	2	4.9
Hispanic or Latino	152	151	21	13.9
Native Hawaiian or Pacific Islander	4	4	0	0.0
Two or More Races	50	49	3	6.1
White	76	74	2	2.7
English Learners	89	89	7	7.9
Foster Youth	1	1	0	0.0
Homeless	3	3	2	66.7
Socioeconomically Disadvantaged	139	139	25	18.0
Students Receiving Migrant Education Services	0	0	0	0.0
Students with Disabilities	38	38	6	15.8

School Facilities & Safety

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

Ledesma School is one of 19 schools in the Oak Grove School District in South San Jose. Providing a safe school is a high priority for Ledesma 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 ensure 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

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	No action needed.
Interior: Interior Surfaces	Poor	Work orders generated to repair stained ceiling tiles.
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	No action needed.
Electrical: Electrical	Good	Work order generated to complete a relamps needed.
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	Work order generated to repair leaking sink.
Safety: Fire Safety, Hazardous Materials	Good	No action needed.
Structural: Structural Damage, Roofs	Good	No action needed.
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good	No action needed.

Overall Facility Rate

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Availability Report Card

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

Overall Rating	Good
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Last updated: 1/07/22

Cleaning Process

Ledesma 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 Ledesma’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.

LEDESMA SCHOOL EMERGENCY PROCEDURES

LEDESMA ICS TEAM

ADD ICS CHART

Staging Areas – Ledesma

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: Outside: Kindergarten Playground Inside: Building 200.

Secondary: Outside: Back of Office Inside: Building 700

Off Site School Evacuation Centers

To be determined in conjunction with the Director of Facilities

Primary: County Park Parking Lot at end of Chelsea Crossing and Basking Ridge

Secondary: Basking Ridge Park at back of school on Chelsea Crossing

Unification Site	Staffing	
County Park Parking Lot	Teachers who evacuate	Chelsea Crossing/Basking Ridge
Basking Ridge Park	Teachers who evacuate	Chelsea Crossing-Back of school driveway/Turn left

Emergency Response Teams

Operations

Team	Team Leader:	Staff Members:
Operations Chief	Sabrina McDaniel	Kristine Borbons
Security	Itzel Lopez Higuera	Marisol Vargas
Search & Rescue	Robert Prola	Marcos Montez
Medical	Cindy Pinheiro	Jessica Caldwell
Student Attendance and Release	Tina O'hara	Deneen Sedlack

Planning

Team	Team Leader:	Staff Members:
Planning Chief	Kelly Johnson	Michelle Israel
Documentation	Angela Rengifo	Caralay Philips
Situation Analysis	Jason Sorich	Jessica Liu

Logistics

Team	Team Leader:	Staff Members:
Logistic Chief	Lori Shortt	Allison Williams
Supplies/Facilities	Allison Heldt	Kim Rivera
Staffing Officer	Sheetal Bhagat	Vandana Gupta
Communication	Audra Schallberger	Sukhdip Bhatthal
Transportation	Jennifer Dempsey	Mr. Greg

Finance

Team	Team Leader:	Staff:
Finance Chief	Sandy Santos	Sandra Cordero
Timekeeping	Jennifer Seo	Sutapa Mandal
Purchasing	Paige Kovats	Christyna Prounh -MWF Erica Bernal T/TH

Buddy Teacher System Roster

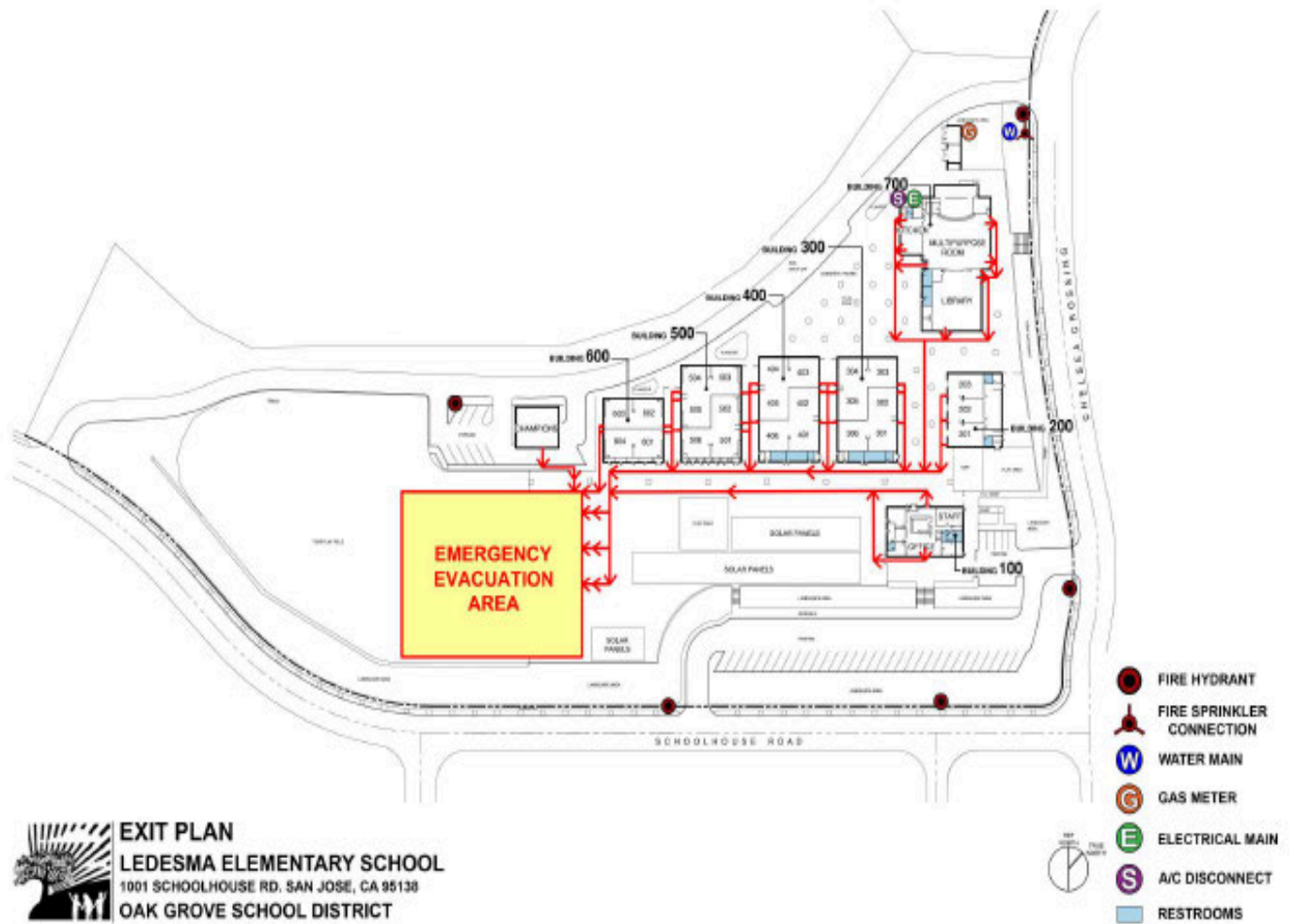
Site:	Ledesma Elementary School	School Year:	2021-2022
Updated prepared by:	Jason Sorich	Date:	12-09-2021

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.

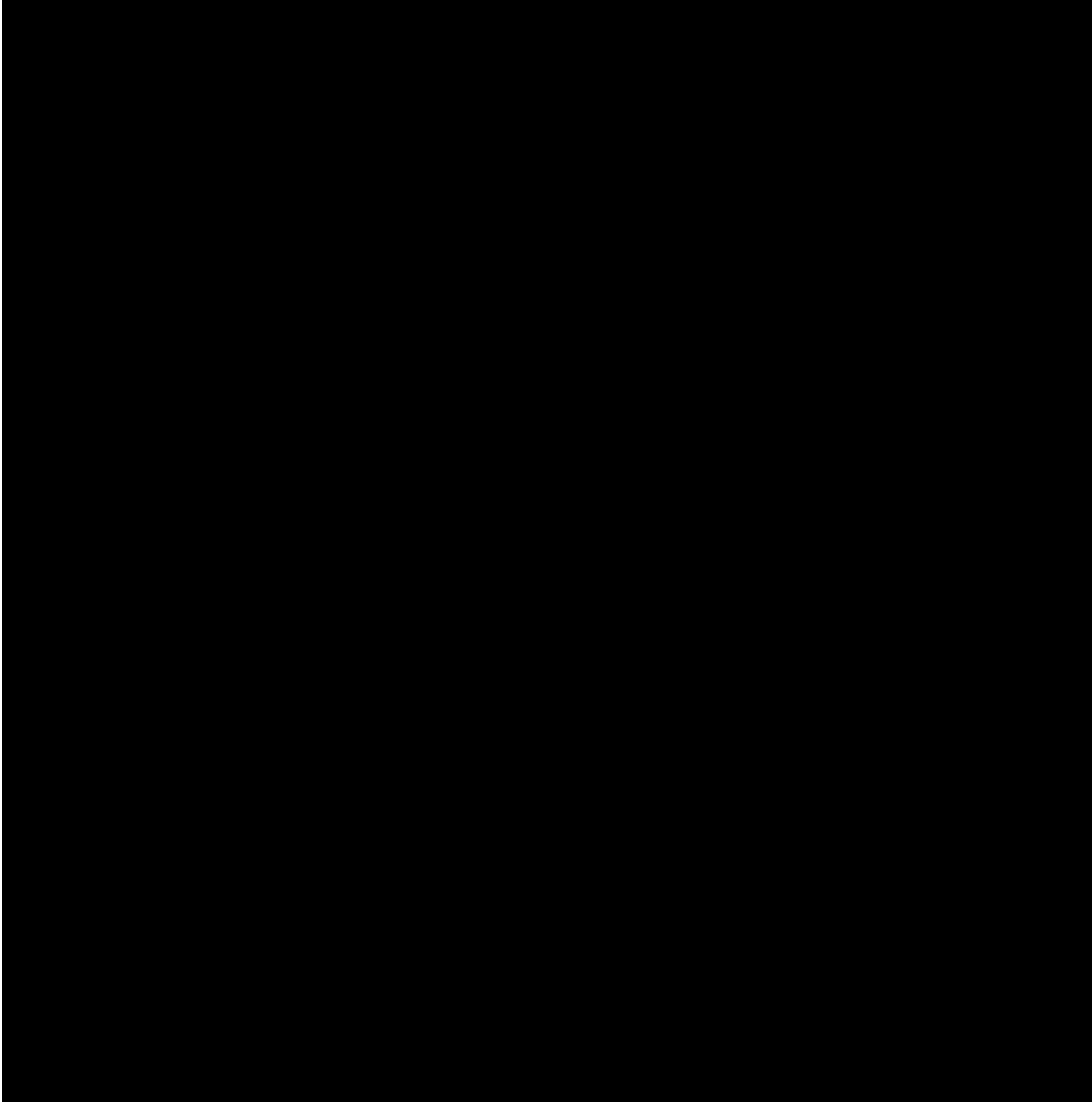
Responsibility for Remaining with Students		Responsibility for Assuming Emergency Task		Emergency Task
Room #	Teacher	Room #	Teacher	
603	Bhattal & Team	604	Prola	Search and Rescue
602	Borbons	502	McDaniel	Operations Chief
501	Bhagat	506	Montez	Search and Rescue
203	Heldt & Rabia	303	Caldwell	Medical
203	Williams	601	Seo	Timekeeping
305	Kovats	403	Schallberger	Communication
404	Israel	405	Johnson	Planning Chief
306	Dempsey	402	Shortt	Logistics
202	Santos	301	Sedlack	Student release
203	Cordero	505	Rengifo	Documentation

Evacuation Map



EXIT PLAN
LEDESMA ELEMENTARY SCHOOL
 1001 SCHOOLHOUSE RD. SAN JOSE, CA 95138
 OAK GROVE SCHOOL DISTRICT

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

408-885-4250

KCBS 740 AM

415-765-4000

Emergency Medical Services

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

KRON CH 4

415-441-4444

SDS

800-451-8346

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 Ledesma 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.