

SB 187
Comprehensive
School Safety Plan
Process & Templates

Oak Ridge School



5920 Bufkin Dr.

San Jose, CA 95123

Phone: (408) 578-5900

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

OAK RIDGE SCHOOL SAFETY TEAM

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

Michelle Tsang

Michelle Tsang- Principal

Janelle Biskup

Janelle Biskup- Teacher

Amanda Fine

Amanda Fine- Teacher

Hannah Carter

Hannah Carter- Teacher

Wendy Hanson

Wendy Hanson- Classified

Elisa Lua

Elisa Lua- Parent Representative

Sandy DeGuzman

Sandy DeGuzman- Parent Representative

Manu Joshi

Manu Joshi-Parent Representative

Yabing Hooda

Yabing Hooda- Parent Representative

Dona Phan

Dona Phan-Parent Representative

Oscar A. Ortiz

Oscar A. Ortiz- District Safety Committee Chair

THE OAK RIDGE SAFE SCHOOL PLAN WAS APPROVED VIRTUALLY BY THE OAK RIDGE SCHOOL SITE COUNCIL ON January 30, 2024.

OAK RIDGE 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.

OAK RIDGE ELEMENTARY SCHOOL

Safety Plan Goals 2023 - 2025

Goal 1:

Increase the safety of all students and staff by installing various security measures

Strategy 1.1: Installation of cameras throughout the school campus

Assessment 1.1: Installation has been completed

Strategy 1.2: Provide software with recording capabilities as well as live viewing options

Assessment 1.2: Installation has been completed

Goal 2:

100% of Oak Ridge staff will be trained in all disaster and emergency protocols (fire, earthquake, evacuation and active shooter). In addition, Oak Ridge will update our school ARCC's so they are up to date in case of an emergency or natural disaster.

Strategy 2.1: Oak Ridge staff and students will practice monthly fire drills on campus. These drills will include how to evacuate the building, where to line up in case of an emergency and where to evacuate off campus. These drills will be conducted during class time, recess and lunch so students have practice during all times of the day.

Strategy 2.2: Oak Ridge students and staff will be taught the protocols for how to respond to an earthquake while at school and evacuate as needed. This drill will provide an opportunity for all staff and students to simulate a disaster response in order to test and evaluate our school's emergency procedures plan.

Strategy 2.3: Oak Ridge students and staff will learn the procedures of a Run, Hide, Defend training drill to respond to an active shooter on campus or in the neighborhood.

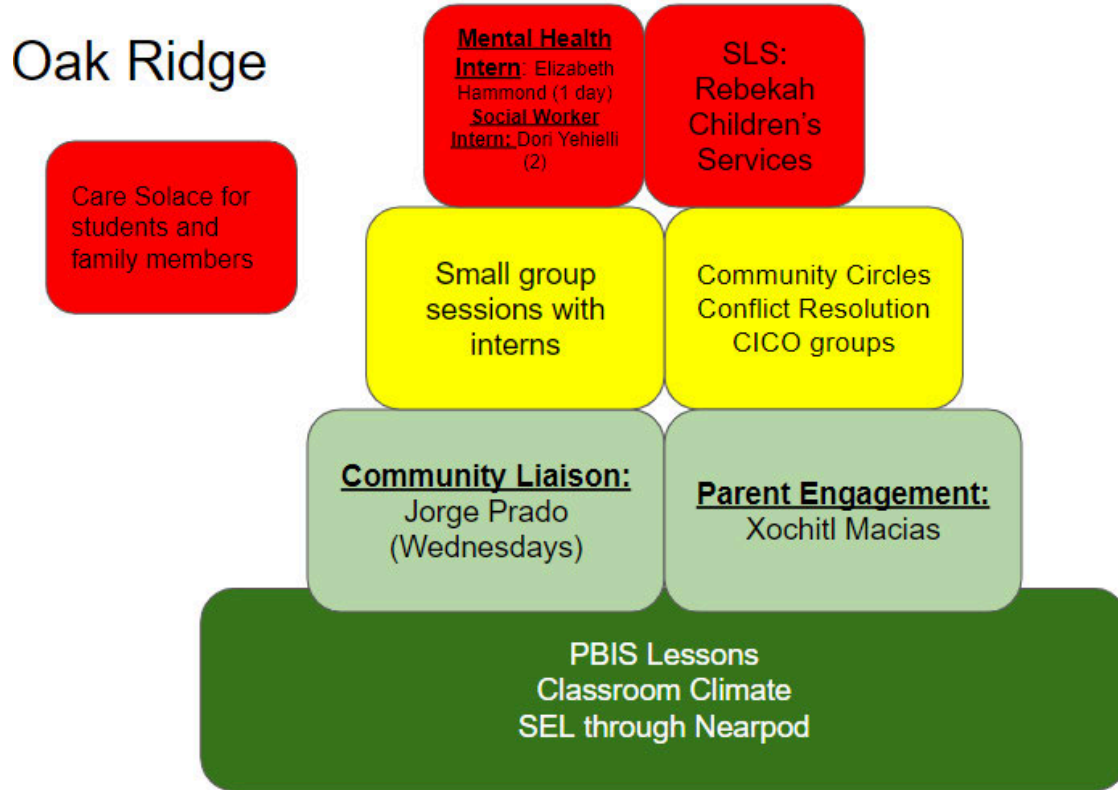
Assessment 2.1-2.3: Oak Ridge staff and students will be trained in fire, earthquake, and Run, Hide, Defend drills by January 2024.

Strategy 2.4: Teachers will receive a bin and gallon sized zip lock bags for every student (as well as letters) to go home asking parents to bring snacks to be stored in the ARCC.

Assessment 2.4: Verify items have been delivered and placed in the ARCC by January.

Baseline Data: Ensure ARCC Materials are replaced on a rotating basis.

Goal 3: Provide mental health support for students.



Strategy 3.1: Mental Health Intern support for 3 days a week

Strategy 3.2: Outside agency partnership with Rebekah's Children Services to provide classes with Skills Streaming around mental health.

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

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

Strategy 3.4: Individual school strategies such as morning meetings, SEL lessons, restorative practices and circles, and SEL lessons through Second Step curriculum.

Assessment 3.4: Safety, Connectedness, and Belonging Survey results

Baseline Data 3.1-3.4: Spring of 2023, 77.58% of 3rd-6th grade students feel that they can go to an adult at school for advice, to share good news, or talk about a problem that they might have.

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 for School Year 2019–20 Only
(data collected between July through February, partial school year due to the COVID-19 pandemic)

Rate	School 2019–20	District 2019–20	State 2019–20
Suspensions	0.51%	0.84%	2.45%
Expulsions	0.00%	0.00%	0.05%

Note: The 2019–20 suspensions and expulsions rate data are not comparable to other year data because the 2019–20 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 2019–20 school year compared to other school years.

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

Rate	School 2020–21	School 2021–22	District 2020–21	District 2021–22	State 2020–21	State 2021–22
Suspensions	0.00%	0.19%	0.02%	2.08%	0.20%	3.17%
Expulsions	0.00%	0.00%	0.00%	0.00%	0.00%	0.07%

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 by Student Group
(School Year 2021–22)**

Student Group	Suspensions Rate	Expulsions Rate
All Students	0.19	0.00
Female	0.00	0.00
Male	0.36	0.00
Non-Binary	0.00	0.00
American Indian or Alaska Native	0.00	0.00
Asian	0.00	0.00
Black or African American	0.00	0.00
Filipino	0.00	0.00
Hispanic or Latino	0.00	0.00
Native Hawaiian or Pacific Islander	0.00	0.00
Two or More Races	2.78	0.00
White	0.00	0.00
English Learners	0.00	0.00
Foster Youth	0.00	0.00
Homeless	0.00	0.00
Socioeconomically Disadvantaged	0.80	0.00
Students Receiving Migrant Education Services	0.00	0.00
Students with Disabilities	0.00	0.00

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: 97.48%
 2018-2019 Attendance Factor: 96.94%
 2019-2020 Attendance Factor: COVID
 2020-2021 Attendance Factor: 97.70%
 2021-2022 Attendance Factor: 92.50%
 2022-2023 Attendance Factor: 92.94%

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:	4.40%
2018-2019 Chronic Absenteeism Rate:	5.90%
2019-2020 COVID	
2020-2021 Chronic Absenteeism Rate:	5.40%
2021-2022 Chronic Absenteeism Rate:	23.7%

**Chronic Absenteeism by Student Group
(School Year 2021–22)**

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	529	510	121	23.7
Female	255	243	59	24.3
Male	274	267	62	23.2
American Indian or Alaska Native	5	4	1	25.0
Asian	118	114	10	8.8
Black or African American	16	16	4	25.0
Filipino	14	14	0	0.0
Hispanic or Latino	231	221	79	35.7
Native Hawaiian or Pacific Islander	2	2	0	0.0
Two or More Races	36	36	8	22.2
White	104	100	19	19.0
English Learners	102	97	24	24.7
Foster Youth	1	1	0	0.0
Homeless	1	1	1	100.0
Socioeconomically Disadvantaged	125	119	48	40.3
Students Receiving Migrant Education Services	0	0	0	0.0
Students with Disabilities	113	109	39	35.8

School Facilities & Safety

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

Oak Ridge 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 Liaisons, The Academy, Health Clerks, Health Liaisons, 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. Home and School Club, 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 January 2017.

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 2023

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Fair	Work orders submitted to replace ceiling tiles.
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Poor	Work orders submitted to replace light bulbs and ballasts.
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good	

Overall Facility Rate

Year and month of the most recent FIT report: January 2023

Overall Rating	Fair
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Last updated: 2/7/23

Cleaning Process

Oak Ridge 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

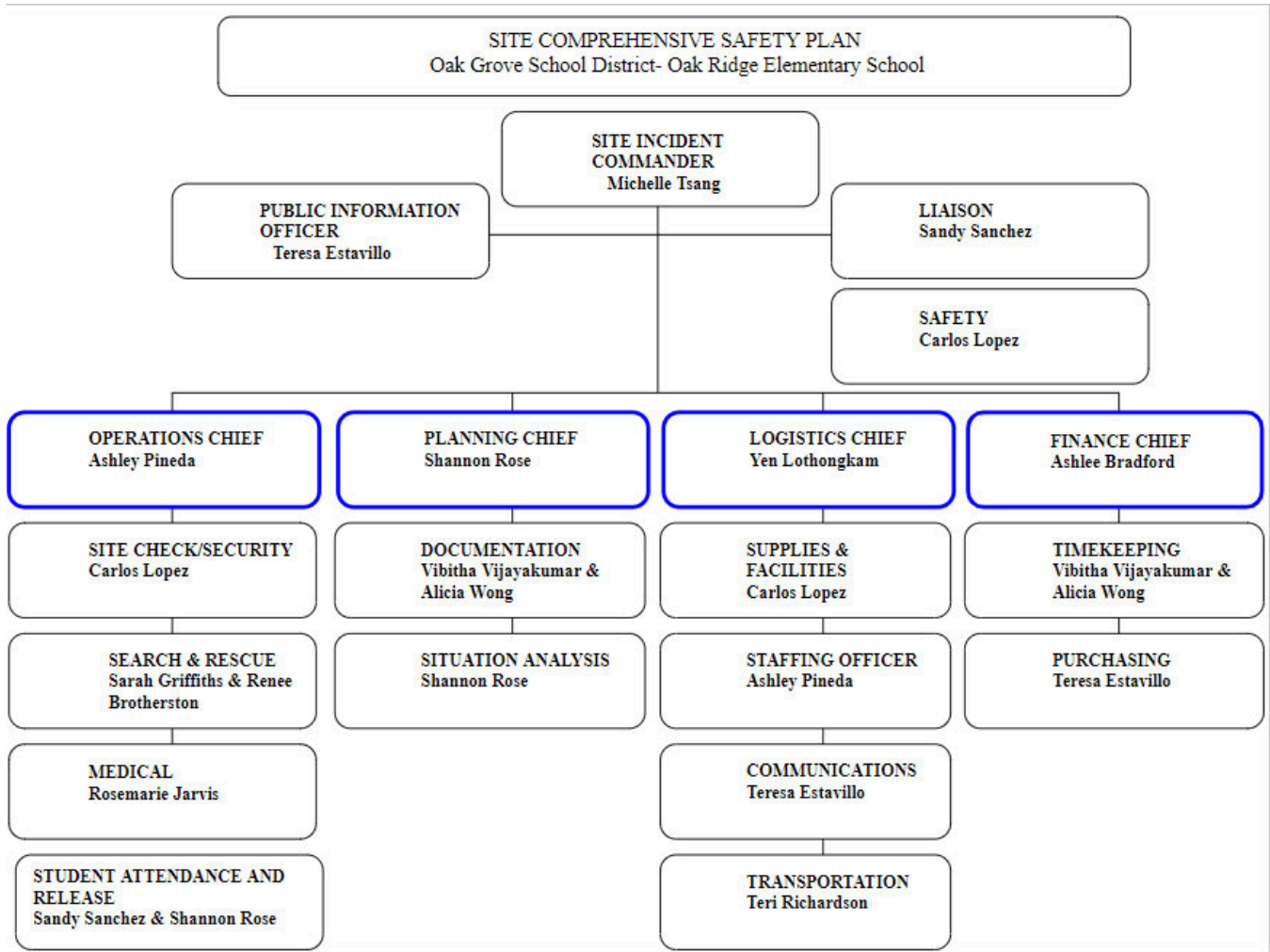
throughout the school year with emphasis on classrooms and restrooms. A joint effort between students and staff helps keep the campus clean and litter-free. The principal works daily with the custodial staff to develop sanitation schedules that ensure a clean, safe, and functional learning environment.

Maintenance & Repair A scheduled maintenance program is administered by Oak Ridge'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.

OAK RIDGE SCHOOL

EMERGENCY PROCEDURES

OAK RIDGE ICS TEAM



Staging Areas – Oak Ridge

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 of Room 18

Secondary: Library

Off Site School Evacuation Centers

To be determined in conjunction with the Director of Facilities

Primary: Palmia Park

Secondary: Calero Park

Unification Site	Staffing
Palmia Park Primrose Drive & Palmia Drive San Jose, CA 95123	First on scene to arrive
Calero Park 290 Calero Avenue San Jose, CA 95123	First on scene to arrive

Secondary: Santa Teresa High School

Unification Site	Staffing
Santa Teresa High School 6150 Snell Avenue San Jose, CA 95123	First on scene to arrive

Emergency Response Teams

Operations

Team	Team Leader:	Staff Members:
Operations Chief	Ashley Pineda	Ashley Pineda
Security	Carlos Lopez	Dori Yeheilli Gina Shepard Hannah Carter Brenna Juull
Search & Rescue	Sarah Griffiths & Renee Brotherston	Nicole Chin Theresa Nguyen Rob Sutter Santiago Barboza
Medical	Rosemarie Jarvis	Arezou Moheballi Lisa Obara Jolenta Guevara Janelle Biskup Allison Rose
Student Attendance and Release	Sandy Sanchez	Shannon Rose

Planning

Team	Team Leader:	Staff Members:
Planning Chief	Shannon Rose	Shannon Rose
Documentation	Vibitha Vijayakumar	Alicia Wong
Situation Analysis	Shannon Rose	Shannon Rose

Logistics

Team	Team Leader:	Staff Members:
Logistic Chief	Yen Lothongkam	Yen Lothongkam
Supplies/Facilities	Carlos Lopez	Yen Lothongkam
Staffing Officer	Ashley Pineda	Ashley Pineda
Communication	Teresa Estavillo	Teresa Estavillo

Transportation	Teri Richardson	Teri Richardson Bus Drivers
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Finance

Team	Team Leader:	Staff:
Finance Chief	Ashlee Bradford	Dori Yehielli Supriya Kala
Timekeeping	Vibitha Vijayakumar	Alicia Wong Jorge Prado
Purchasing	Teresa Estavillo	Teresa Estavillo

Buddy Teacher System Roster

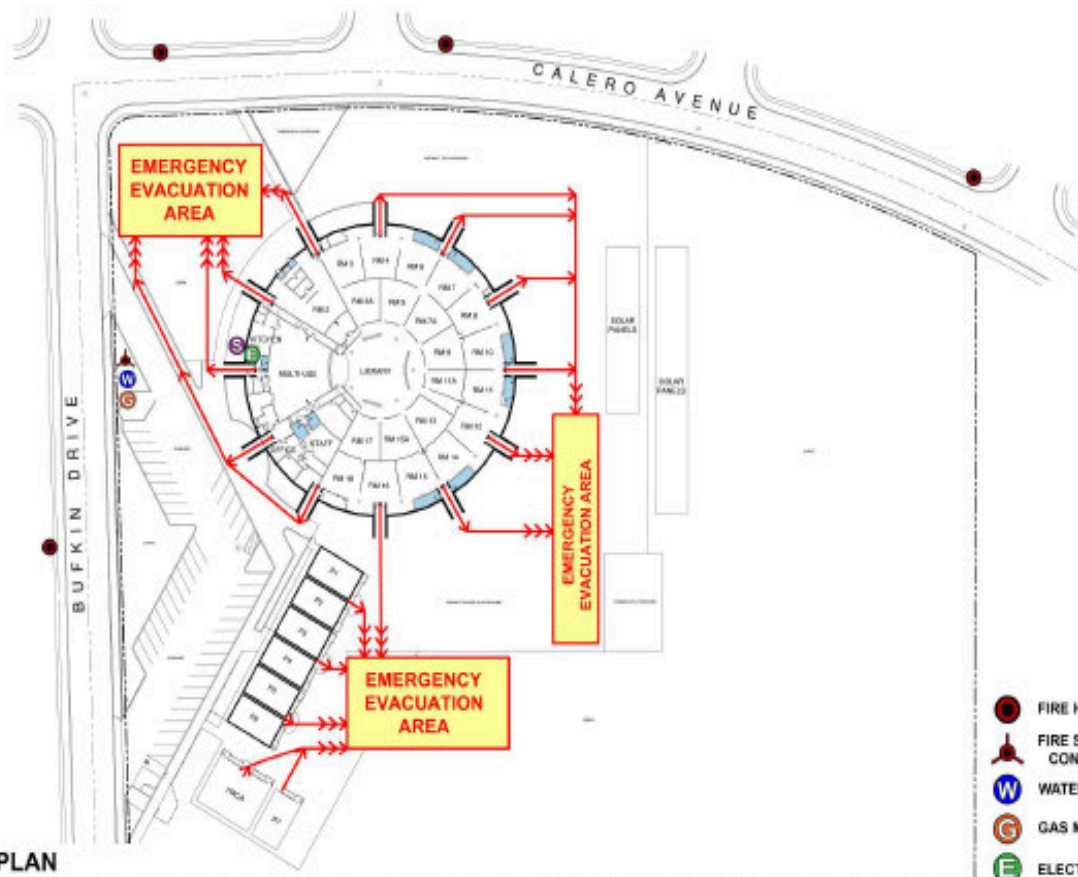
Site:	Oak Ridge Elementary School	School Year:	2023-2024
Updated prepared by:	Michelle Tsang	Date:	11/22/2023

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	
3	Dolan	16	Chin	Search & Rescue
2	Obara	P-5	Lytle	Medical
P-2	Griffin	11	Guevara	Medical
6	Carter	P-6	Ruaro	Security
4	Carlson	18	Shepard	Security
5	Nguyen	10	McLin	Search & Rescue
7A	Norris	14	Biskup	Medical
P-4	Koutsos	15A	Rose	Medical
9	Thompson	12	Sutter	Search & Rescue
7	Luna	15	Juull	Security
8	Barboza	P-3	Moots	Search & Rescue

Evacuation Map

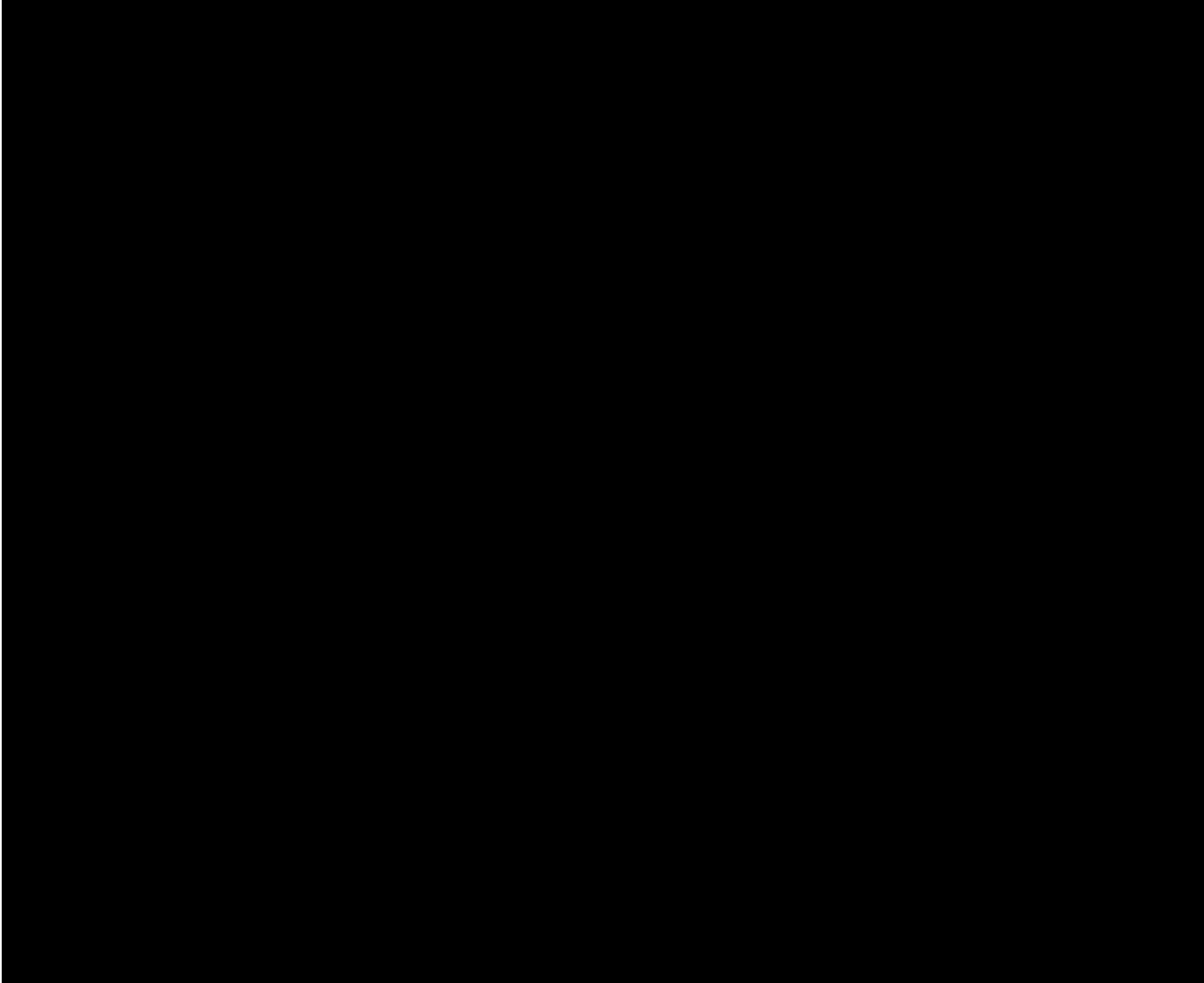


- FIRE HYDRANT
- FIRE SPRINKLER CONNECTION
- WATER MAIN
- GAS METER
- ELECTRICAL MAIN
- A/C DISCONNECT
- RESTROOMS

EXIT PLAN
OAK RIDGE ELEMENTARY SCHOOL
 5925 BUFKIN DR. SAN JOSE, CA 95123
 OAK GROVE SCHOOL DISTRICT



Ingress/Egress Routes for Evacuation



Before and After-School Programs on Oak Grove School District Campuses

As part of SB 187, the Oak Grove School District recognizes the importance of tailoring the Comprehensive Safety Plan for after-school programs. The District requires that all after-school program providers (BASE, Boys & Girls Club, Catalyst, Champions, Think Together, Headstart) annually share Agency-specific:

- Safety Plans and Procedures
- Staff Directory and Leadership Contacts

While after-school programs are included in each school's site-specific safety plan, there may be multiple program providers operating on campus after school that may not be addressed in each program provider's or school site's overall plan. To ensure that all preschool, before and after-school programs on OGSD campuses are prepared in the untimely event of an emergency, the district recommends that these partners (BASE, Boys & Girls Club, Catalyst, Champions, Think Together, Headstart) meet annually with their school site administration to:

1. Review and update school-specific Safety Plans to include their program hours
2. Identify the common Hazards of Before and Afterschool Access and Locations
3. Collaborate to Identify Key Emergency Roles and Responsibilities Before and After School
4. Understand Facilities, Equipment, and Emergency Supplies Access

To Confirm that each school site is adequately prepared after school, the Oak Grove School District will convene all Preschool, Before and Afterschool program providers (BASE, Boys & Girls Club, Catalyst, Champions, Think Together, Headstart) annually to review and discuss:

- District Plans and Protocols
- Develop Coordinated Communication Plans
- Coordination and Implementation of Emergency Disaster Drills

Licensed Preschool Programs on Oak Grove School District Campuses

Licensed Preschool Programs will follow all State Regulatory requirements for Disaster and Mass Casualty Planning including but not limited to:

- Each licensee shall have a disaster and mass casualty plan of action. The plan shall be in writing and shall be readily available.
- The plan shall be subject to review by the Department and shall include:
- Designation of administrative authority and staff assignments.
- Contingency plans for action during fires, floods, and earthquakes including, but not limited to, the following:
 - Fire safety plan.
 - Means of exiting.

- Transportation arrangements.
- Relocation sites that are equipped to provide safe temporary accommodations for children.
- Supervision of children during evacuation or relocation, and contact after relocation to ensure that relocation has been completed as planned.
- Means of contacting local agencies, including but not limited to the fire department, law enforcement agencies, and civil defense, and other disaster authorities.
- Any special methods and procedures necessary for the evacuation and relocation of non-ambulatory children.
- The licensee shall instruct all children, age, and abilities permitting, and all childcare personnel, including volunteers, in their duties and responsibilities under the plan.
- Disaster drills shall be conducted at least every six months.
- The drills shall be documented. This documentation shall be kept in the childcare center for at least one year.

RESOURCES:

[Disaster Resources/Department of Social Services](#)

[Disaster Preparedness/CA Childcare Health Program](#)

[Stay Safe Procedures in Early Childhood Programs/Head Start](#)

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 _____ 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.