

SB 187
Comprehensive
School Safety Plan
Process & Templates

Hayes School



5035 Poston Drive

San Jose, CA 95136

Phone: (408) 227-0424

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

HAYES SCHOOL SAFETY TEAM

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

Tracy Cochran

Principal

Seana Gerard-Lanoie

Classroom Teacher

Ken Wong

Classroom Teacher

Mireya Cortes

Health Clerk

Luisa Rodriquez/Lindsay Lewis

Parent Representative

Oscar A. Ortiz

District Safety Committee Chair

THE HAYES SAFE SCHOOL PLAN WAS APPROVED VIRTUALLY BY THE HAYES SCHOOL SITE COUNCIL ON January 25, 2024.

HAYES 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.

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

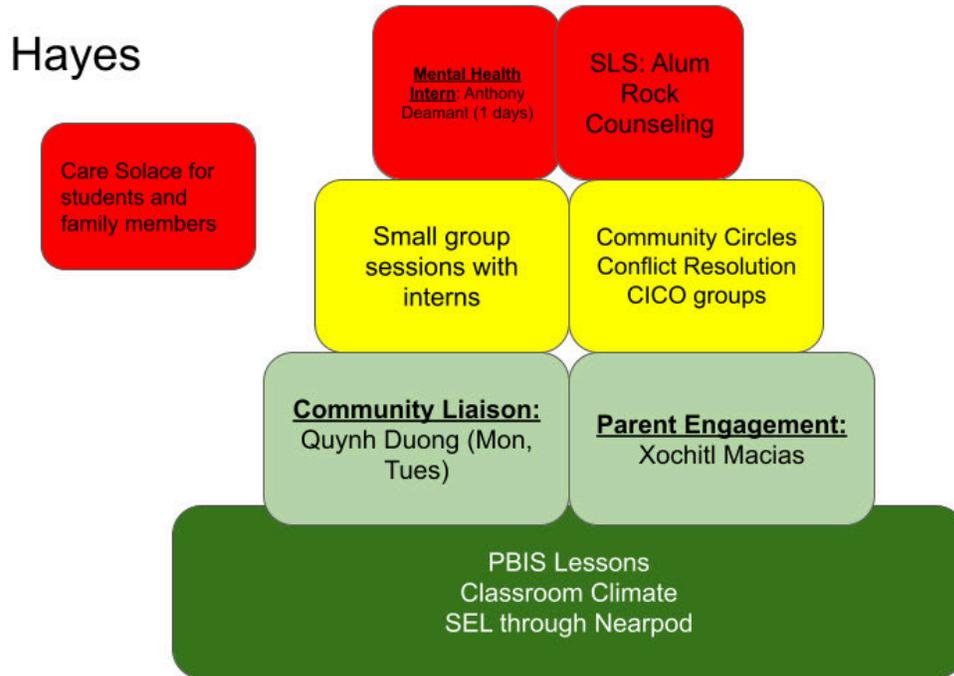
Strategy 2.1: Each class will receive a bin, along with a gallon sized zip top bag for every student. Parent letters will accompany the bags home, asking for snacks to be stored inside the ARCC.

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

Strategy 2.2: Updated materials include batteries and [First Aid supplies](#)

Assessment 2.2: Verify items have been delivered and placed in the ARCC by January.

GOAL 3: Provide mental health support for students.



Strategy 3.1: Social Worker Intern support for 1 day/week

Strategy 3.2: Outside agency referrals for mental health support through School Linked Services for Alum Rock Counseling

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

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

Strategy 3.4: Professional Learning Community/Restorative Circle focus in Morning meetings

Assessment 3.4: 8 staff trained in Restorative Circles

Strategy 3.5: Individual School Strategies, such as Calm Down Corners, Community Circles, SEL Lessons through Nearpod

Assessment 3.5: Connectedness and Belonging Survey Results

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	0.66%	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%	1.12%	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	1.12	0.00
Female	0.00	0.00
Male	2.21	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	1.26	0.00
Native Hawaiian or Pacific Islander	0.00	0.00
Two or More Races	2.94	0.00
White	2.44	0.00
English Learners	0.61	0.00
Foster Youth	0.00	0.00
Homeless	0.00	0.00
Socioeconomically Disadvantaged	2.20	0.00
Students Receiving Migrant Education Services	0.00	0.00
Students with Disabilities	2.04	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: 95.59%
- 2018-2019 Attendance Factor: 94.47%
- 2019-2020 Attendance Factor: COVID
- 2020-2021 Attendance Factor: 96.80%
- 2021-2022 Attendance Factor: 90.30%

- 2022-2023 Attendance Factor: 91.80%

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: 11.70%
- 2018-2019 Chronic Absenteeism Rate: 16.50%
- 2019-2020 COVID
- 2020-2021 Chronic Absenteeism Rate: 8.50%
- 2021-2022 Chronic Absenteeism Rate: 36.8%

**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	537	519	191	36.8
Female	266	256	94	36.7
Male	271	263	97	36.9
American Indian or Alaska Native	2	2	2	100.0
Asian	91	82	21	25.6
Black or African American	24	23	9	39.1
Filipino	25	23	6	26.1
Hispanic or Latino	317	311	136	43.7
Native Hawaiian or Pacific Islander	2	2	2	100.0
Two or More Races	34	34	6	17.6
White	41	41	9	22.0
English Learners	164	156	46	29.5
Foster Youth	1	0	0	0.0
Homeless	2	2	2	100.0
Socioeconomically Disadvantaged	227	218	103	47.2
Students Receiving Migrant Education Services	0	0	0	0.0
Students with Disabilities	49	48	14	29.2

School Facilities & Safety

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

Hayes 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 Hayes 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 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	Good	
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	
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	Work orders have been generated to address lock hardware issues.

Overall Facility Rate

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

Overall Rating	Exemplary
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Last updated: 2/1/23

Cleaning Process

Hayes 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 Hayes'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.

HAYES SCHOOL EMERGENCY PROCEDURES

HAYES ICS TEAM

Staging Areas – Hayes

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: Outdoor by emergency ark and map of United States on blacktop.

Secondary: Portable 9

Off Site School Evacuation Centers

To be determined in conjunction with the Director of Facilities

Unification Site	Staffing
Edenvale Park by Hayes Mansion	All available staff

Emergency Response Teams

Operations

Team	Team Leader:	Staff Members:
Operations Chief	Ken Wong	Olga Gonzalez
Security	Tracy Cochran	Olga Gonzalez
Search & Rescue	Rohan Kamath	Nicholas Barry Katlynn Baalke Mike Vasquez
Medical Student Attendance and Release	Mireya Cortes Carla Dickerson	Andrew Levers Stacey Woodard

Planning

Team	Team Leader:	Staff Members:
Planning Chief	Tracy Cochran	Ken Wong
Documentation	Amy Crafford	
Situation Analysis	Amy Crafford	Tracy Cochran Nicholas Barry

Logistics

Team	Team Leader:	Staff Members:
Logistic Chief	Carla Dickerson	
Supplies/Facilities	Ken Wong	Olga Gonzalez
Staffing Officer	Tracy Cochran	
Communication	Tracy Cochran	
Transportation	Mireya Cortes	

Finance

Team	Team Leader:	Staff:
Finance Chief	Tracy Cochran	
Timekeeping	Tracy Cochran	
Purchasing	Tracy Cochran	Carla Dickerson

Buddy Teacher System Roster

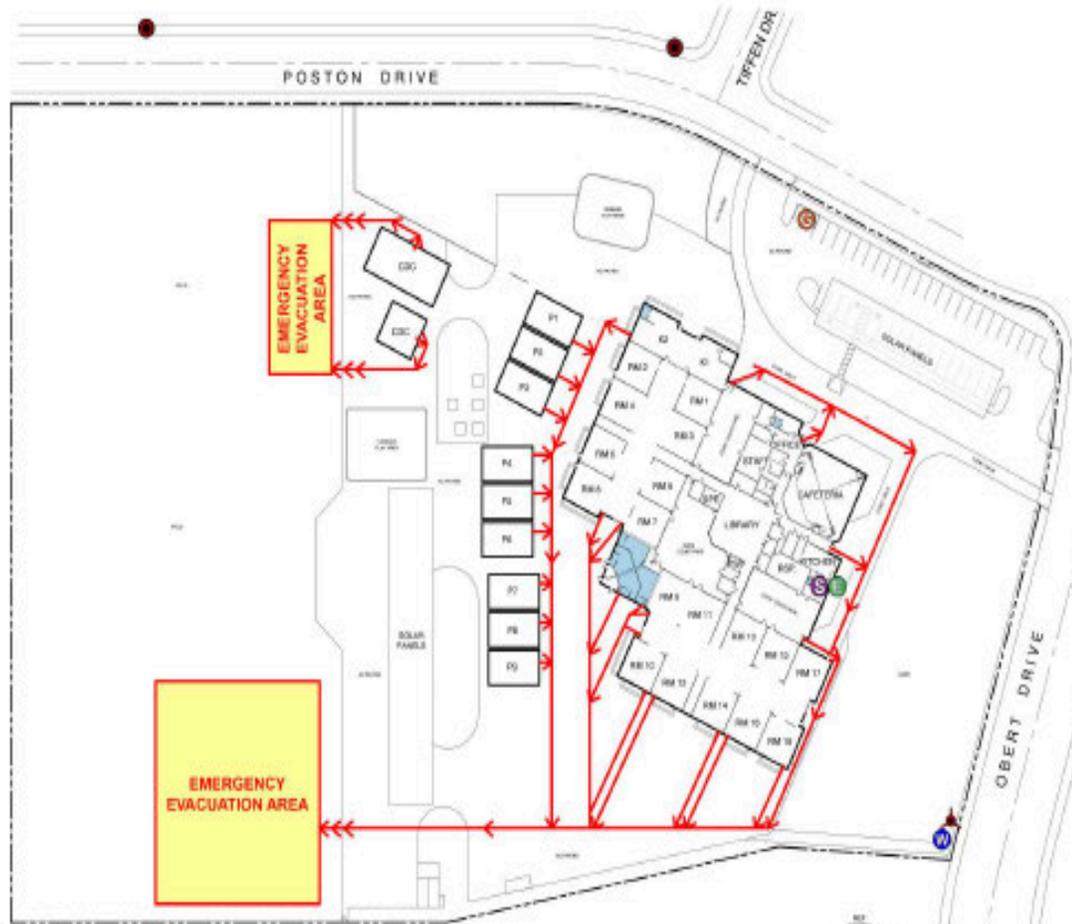
Site:	Hayes Elementary School	School Year:	2023-2024
Updated prepared by:	Tracy Cochran	Date:	1/10/24

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	
PK-2	Maricruz Gamez			
4	Kristal Alaniz	8	Mike Vasquez	Search and Rescue
1	Marissa Graham	6	Ken Wong	Operations
2	Seana Lanoie			
11	Kristiara Garcia	9	Katlynn Baalke	Search and Rescue
5	Nicole Ferla	7	Nicholas Barry	Search and Rescue
16	Alissa Young	17	Rohan Kamath	Search and Rescue
13	Wendy Carrion	14	Andrew Levers	Medical
15	Jaya Maturi	12	Amy Crafford	Situational Analysis and Documentation
18	Jenny Spiteri	10	Stacey Woodard	Student Attendance and Release

Evacuation Map

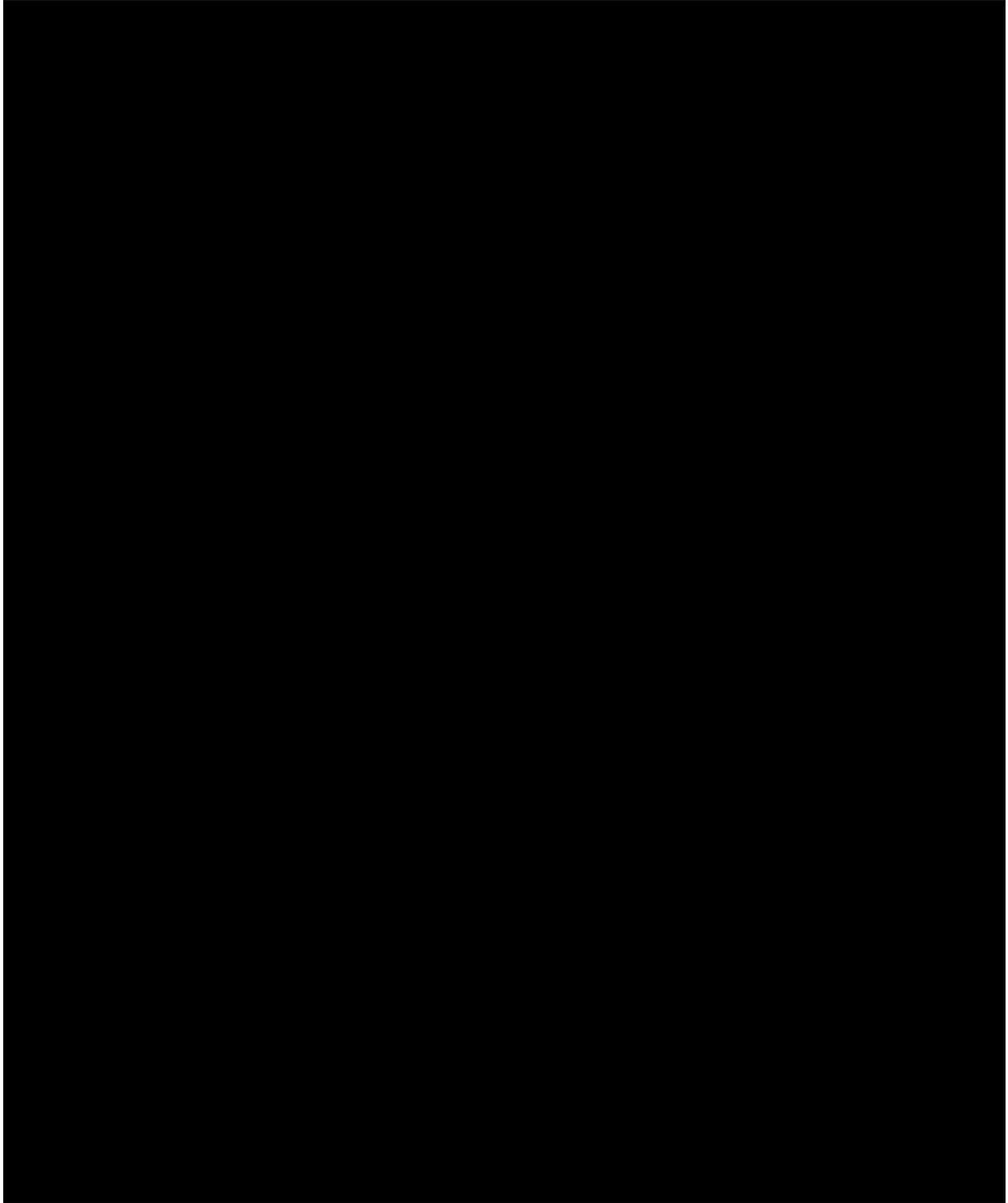


- FIRE HYDRANT
- FIRE SPRINKLER CONNECTION
- WATER MAIN
- GAS METER
- ELECTRICAL MAIN
- A/C DISCONNECT
- RESTROOMS



EXIT PLAN
HAYES ELEMENTARY SCHOOL
 5035 POSTON DR. SAN JOSE, CA 95136
 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 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	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 3E Company	
OSHA	800-321-6742		
CalOSHA-Fremont	510-794-2521	Provide as much of the following product information as possible:	
San Jose Water	408-279-7900		
Highway Patrol	800-835-5247	<ul style="list-style-type: none"> ● Produce Name ● Manufacturer Name ● Product Number (found on side of container) ● UPC Code (if available) 	
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 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 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.