

SB 187
Comprehensive
School Safety Plan
Process & Templates

Parkview School



330 Bluefield Dr.

San Jose, CA 95136

Phone: (408) 226-4655

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

PARKVIEW SCHOOL SAFETY TEAM

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

Gokcen Ceran

Title: Principal

Monica Marquez , Ines Achour, Kelly Alviso, Marlene Hernandez, Joyce Haijiao

Title: School Site Council Parent Representatives

Karen Somrak-Marquez

Title, School Site Council Classified Staff Representative

Debra Raney Phuong Nguyen, Martha Prado

Title, School Site Council Teacher Representatives

Oscar Ortiz

District Safety Committee Chair

THE PARKVIEW SAFE SCHOOL PLAN WAS APPROVED VIRTUALLY BY THE PARKVIEW SCHOOL SITE COUNCIL ON 1/25/24.

PARKVIEW 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.

PARKVIEW ELEMENTARY SCHOOL
Safety Plan Goals
2023 - 2025

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 semesterly drills (announced) by start of September 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, ARCC) by end of September on an annual basis

Assessment 1.4: Evidence of binders in common student locations

Strategy 1.5: Ensure emergency backpacks are reviewed and replenished with supplies and activities by end of September on an annual basis

Assessment 1.5: Verify backpacks are updated with Health Clerk

Strategy 1.6: Ensure emergency cards and red & green cards go home with students within first two weeks of school

Assessment 1.6: Verify cards have been sent home for all students

Strategy 1.7: 25% of Parkview Staff will get CPR and First Aid training by the end of September 2024.

Assessment 1.7: List of CPR and First Aid certified Employees

Baseline Data: Current practice is that 50% 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.

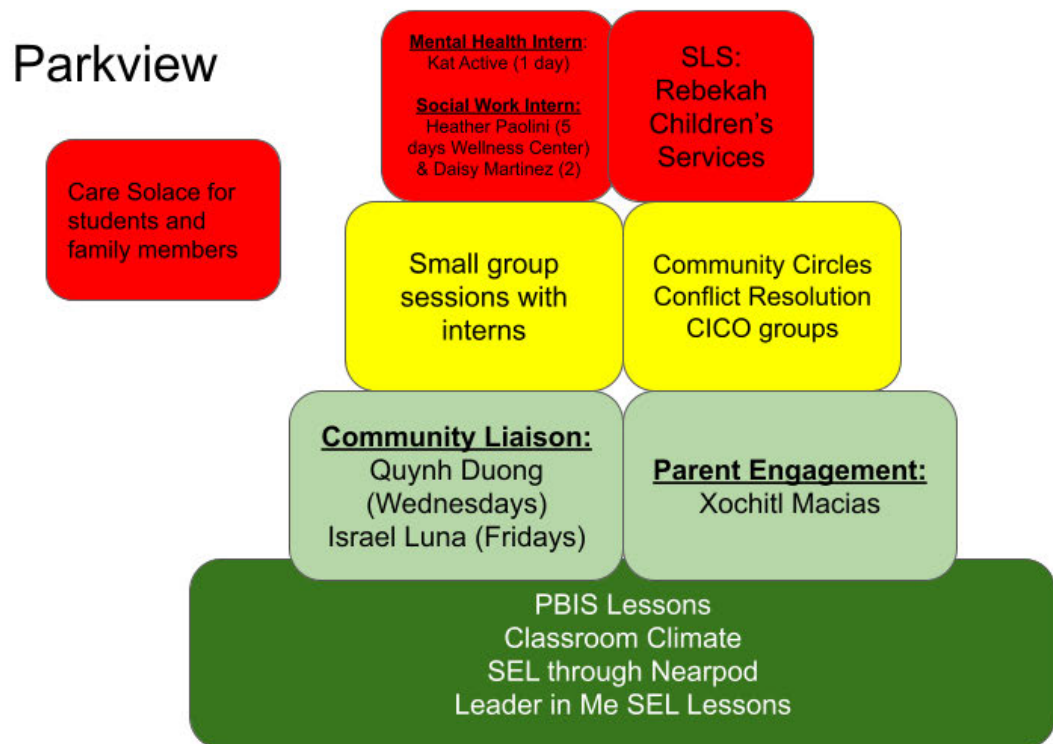
Assessment 2.1: Confirm storage of classroom bins with zip top bags for every student by January.

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 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: Wellness Center Support - Everyday (SW Intern/Heather Paolini) and Spanish Speaking Support 2 days (SW Intern / Daisy Martinez)

Strategy 3.2: Mental Health Intern support for 2 days (MFT Intern)

Strategy 3.3: Outside agency referrals for mental health support through School Linked Services for Community Solutions, Rebekah's Children Services;

Strategy 3.4: Parents and students can be referred 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 during support staff meetings.

Strategy 3.6: Individual School Strategies, monthly PBIS rallies, Community Circles, SEL Lessons through Nearpod, Leader in me

Assessment 3.5 / 3.6: Connectedness and Belonging Survey Results

Baseline Data 3.1 / 3.2/ 3.3 : SCB Survey results 2022-2023

GOAL 4: GOAL 4: Increase the safety of all students and staff by installing various security measures

Strategy 4.1: Installation of cameras throughout the school campus

Assessment 4.1: Installation has been completed

Strategy 4.2: Provide software with recording capabilities as well as live viewing options

Assessment 4.2: Installation has been completed

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 by Student Group
(School Year 2021–22)

Student Group	Suspensions Rate	Expulsions Rate
All Students	1.87	0.00
Female	0.64	0.00
Male	3.06	0.00
Non-Binary	0.00	0.00
American Indian or Alaska Native	0.76	0.00
Asian	0.00	0.00
Black or African American	0.00	0.00
Filipino	5.13	0.00
Hispanic or Latino	2.22	0.00
Native Hawaiian or Pacific Islander	0.00	0.00
Two or More Races	0.00	0.00
White	2.38	0.00
English Learners	2.53	0.00
Foster Youth	0.00	0.00
Homeless	0.00	0.00
Socioeconomically Disadvantaged	1.91	0.00
Students Receiving Migrant Education Services	0.00	0.00
Students with Disabilities	2.30	0.00

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	0.96%	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	0.16%	1.87%	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.

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: 96.26%
- 2018-2019 Attendance Factor: 95.55%
- 2019-2020 Attendance Factor: COVID
- 2020-2021 Attendance Factor: 95.80%
- 2021-2022 Attendance Factor: 89.00%
- 2022-2023 Attendance Factor: 89.40%

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: 9.00%
 2018-2019 Chronic Absenteeism Rate: 12.30%
 2019-2020 COVID
 2020-2021 Chronic Absenteeism Rate: 11.50%
 2021-2022 Chronic Absenteeism Rate: 46.6%
 2022-2023 Chronic Absenteeism Rate: 40.4%

**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	641	618	288	46.6
Female	314	306	149	48.7
Male	327	312	139	44.6
American Indian or Alaska Native	3	3	2	66.7
Asian	131	128	29	22.7
Black or African American	24	24	9	37.5
Filipino	39	38	16	42.1
Hispanic or Latino	361	346	204	59.0
Native Hawaiian or Pacific Islander	8	8	3	37.5
Two or More Races	29	27	10	37.0
White	42	40	12	30.0
English Learners	198	192	90	46.9
Foster Youth	0	0	0	0.0
Homeless	6	6	5	83.3
Socioeconomically Disadvantaged	262	258	143	55.4
Students Receiving Migrant Education Services	0	0	0	0.0
Students with Disabilities	87	85	48	56.5

School Facilities & Safety

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

Parkview School is one of 18 schools in the Oak Grove School District in South San Jose. 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 December 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 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	

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

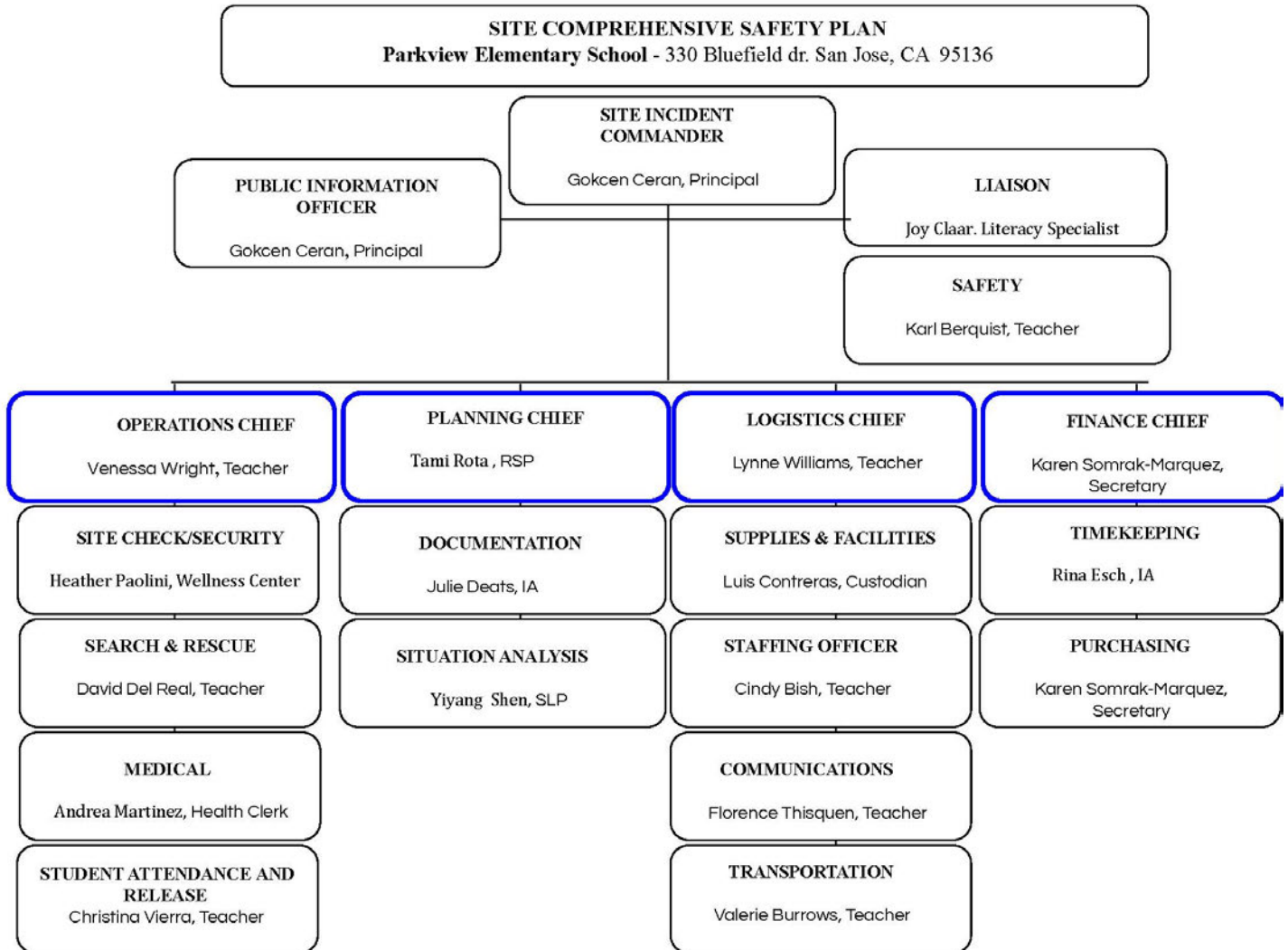
Cleaning Process

Parkview 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 Parkview'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.

PARKVIEW SCHOOL EMERGENCY PROCEDURES

PARKVIEW ICS TEAM



Staging Areas – Parkview

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: Central Quad area between Portables

Secondary: Cafeteria

Off Site School Evacuation Centers

To be determined in conjunction with the Director of Facilities

Primary: Carson Elementary School

Secondary: Martial Cottle Park

Unification Site	Team Leader	Staffing
Carson Elementary School 4245 Meg Dr. San Jose, CA 95136	Gokcen Ceran, Principal	All Staff
Martial Cottle Park 5283 Snell Ave. San Jose, Ca 95136	Gokcen Ceran, Principal	All Staff

Emergency Response Teams

Operations

Team	Team Leader:	Staff Members:
Operations Chief	Venessa Wright	
Security		Heather Paolini
Search & Rescue		David Del Real
Medical		Andrea Martinez
Student Attendance and Release		Christina Vierra

Planning

Team	Team Leader:	Staff Members:
Planning Chief	Tami Rota	
Documentation		Julie Deats
Situation Analysis		Yiyang Shen

Logistics

Team	Team Leader:	Staff Members:
Logistic Chief	Lynne Williams	
Supplies/Facilities		Luis Contreras
Staffing Officer		Cindy Bish
Communication		Florence Thisquen
Transportation		Valerie Burrows

Finance

Team	Team Leader:	Staff:
Finance Chief	Karen Somrak-Marquez	
Timekeeping		Rina Esch
Purchasing		Karen Somrak-Marquez

Buddy Teacher System Roster

Site:	Parkview Elementary School	School Year:	2023-2024
Updated prepared by:	Gokcen Ceran	Date:	09/23/23

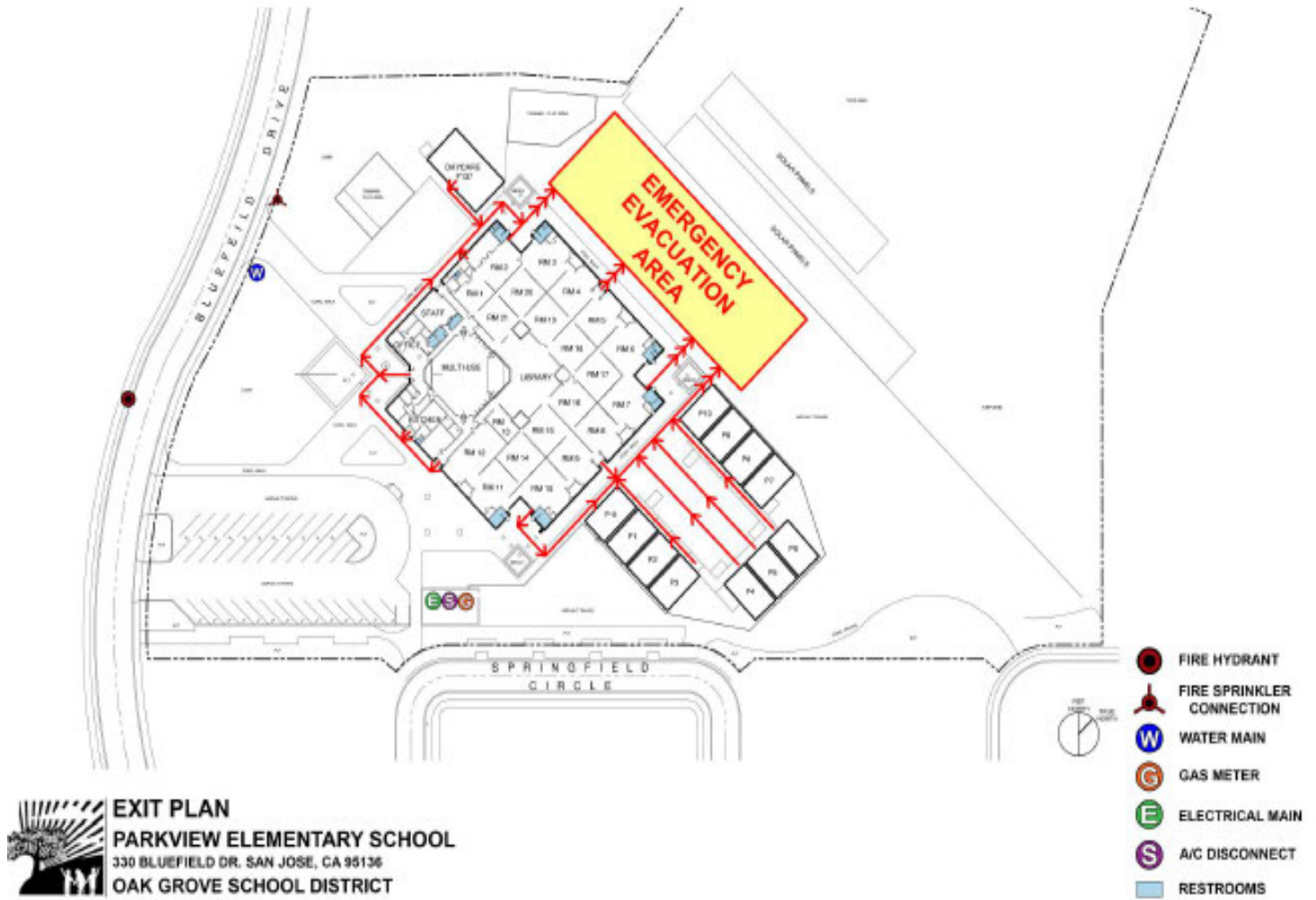
This list should be updated in September of each school year to accommodate any staff changes.

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.

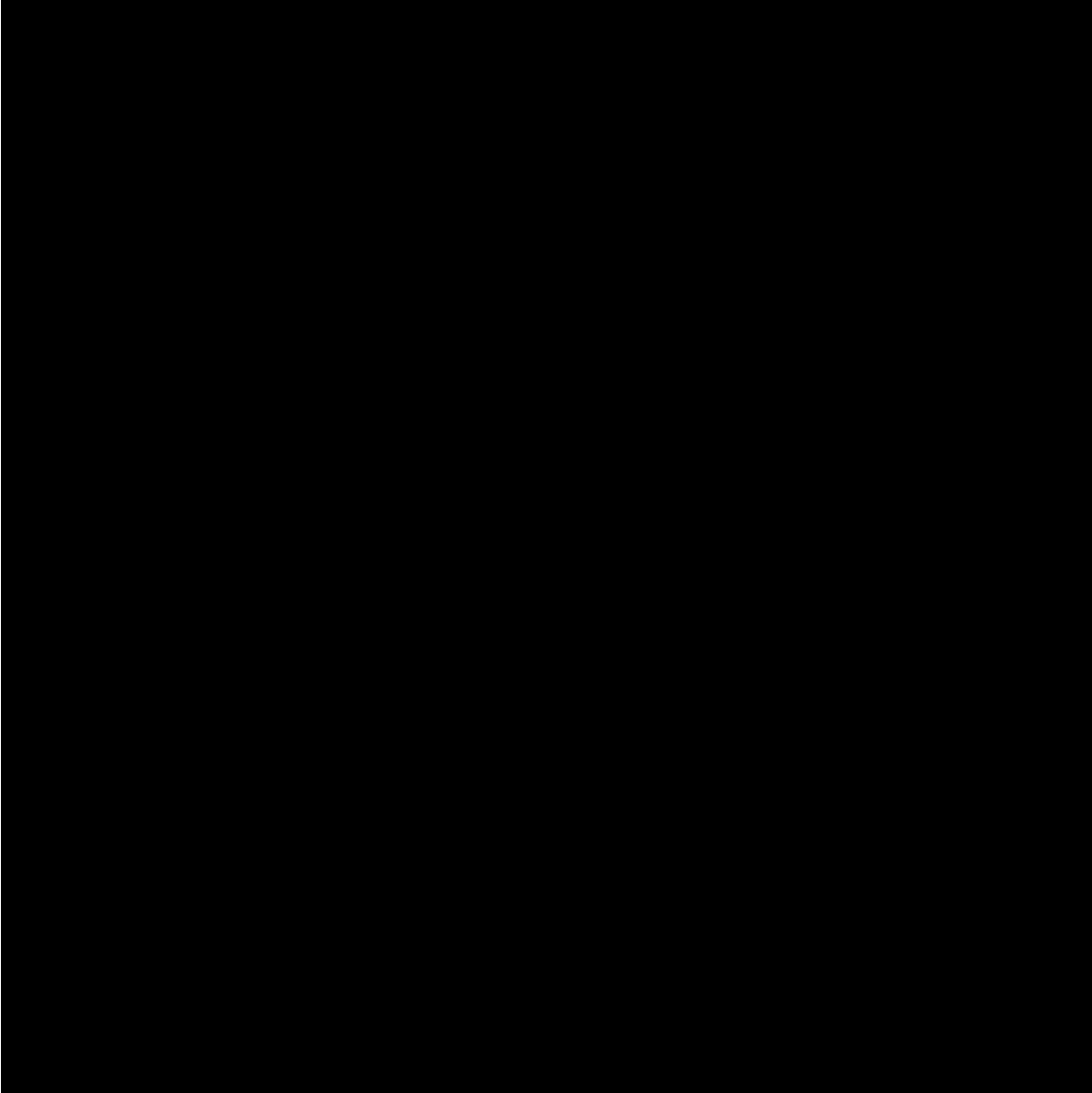
Responsibility for Remaining with Students		Responsibility for Assuming Emergency Task		Emergency Task
Room #	Teacher	Room #	Teacher	
P-5	Kim Price	P-6	Karl Berquist	Safety Officer
16	Phuong Nguyen	7	Venessa Wright	Operations Chief
P-7	Erica Ivanco	P-A	David Del Real	Search & Rescue
5	Chau Nguyen	10	Christina Vierra	Student Attendance & Release
21	Megan Bernstein	13	Tami Rota	Planning Chief
21	Megan Bernstein	Speech	Yiyang Shen	Situation Analysis
20	Allie Pareigis	P-8	Lynne Williams	Logistic Chief
19	Savannah Nix	P-1	Cindy Bish	Staffing Officer
14	Phuong Luupham	11	Florence Thisquen	Communications

6	Nhatnam Pham	P-2	Valerie Burrows	Transportation
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Evacuation Map



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 after school 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
Sheriff	408-299-3233
Regional Medical Center of SJ	408-259-5000
Office of Emergencies Services Santa Clara	408-808-7800
Fire Department	408-277-4619
County of Santa Clara Emergency Medical Services	408-885-4250
Pacific Gas & Electric	800-743-5000
American Red Cross	408-577-2178
San Jose Environmental Services	408-945-3000
City of San Jose Emergency Services	408-277-4595
Dead Animal Collection	408-578-7297
HazMat	408-277-4659
Poison Control SDS	800-876-4766 800-451-8346
CAL/EPA	916-323-2514
San Jose Water Resource Board	510-622-2300
OSHA	800-321-6742
CalOSHA-Fremont	510-794-2521
San Jose Water	408-279-7900
Highway Patrol	800-835-5247
CHP Non Emergency	707-551-4100

San Jose Mercury 408-920-5444

TRANSPORTATION EMERGENCY NUMBERS

CHP Goldengate 707-551-4151

CHP Gilroy 408-848-2324

RADIO AND TV STATIONS

KARA 105.7 FM 408-575-1057

KCBS 740 AM 415-765-4000

KFOG 104.5 FM 408-817-5364

KLIV 1590 AM 408-575-1600

KLOCK 1170 AM 408-440-0851

KGO CH 7 415-954-7777

KNTV CH 11 408-452-4780

KPIX CH 5 415-362-5550

KRON CH 4 415-441-4444

KTVU CH 2 510-834-1212

SAFETY DATA SHEETS

HOW TO REQUEST A SDS

1-800-451-8346

3E Company

Provide as much of the following product information as possible:

- Produce Name
- Manufacturer Name
- Product Number (found on side of container)
- UPC Code (if available)

GENERAL INFORMATION – SCHOOL SAFETY

District Commitment to School Safety

It is the policy of the Oak Grove School District Board of Education that all students enrolled in this district, and all employees employed by this district, have the right to attend campuses, which are safe and secure. The Board believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the District. The Board intends that parents, students, teachers,

administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement, and approved by the Board. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

LEGISLATIVE REQUIREMENTS

The California Education Code (sections 35294.10-35294.15) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

This requirement was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause, which stated that this legislation would remain in effect only until January 1, 2000. **See Appendix for Senate Bill 187 Text. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.**

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Anti-harassment policy
- Sexual harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Uniform Complaint process
- Goals on providing a safe and healthy environment

The Comprehensive School Safety Plan will be reviewed and updated by 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.