

**SB 187**  
**Comprehensive**  
**School Safety Plan**

**Taylor School, 2023-2025**



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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.**

## 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

## **TAYLOR SCHOOL SAFETY TEAM**

The members listed below of the Taylor School Safety Planning Committee certify that the requirements of the SB 187 Safety Plan have been met. The meeting minutes and sign-in sheet will substitute for signatures.

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Mia Cruz, Principal

Sheri Campos, Classified Employee Representative

Christina Conner, Kerrie Lambert, Cheryl Pullara, Teachers

Timothy Beasley, Krystle Emerson, Jacqueline Garcia, Tram Hop, Jennifer Montero, Parents

Oscar Ortiz, District Safety Committee Chair

**THE TAYLOR SAFE SCHOOL PLAN WAS APPROVED BY THE TAYLOR SCHOOL SITE COUNCIL  
on January 29, 2024.**

# TAYLOR ELEMENTARY SCHOOL

## Safety Plan Goals

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### Annual Safety Goals

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2)

While the School Safety Planning Committee reviews school, district and community crime data trends such as the California Safe School Assessment, other data can bring value to the discussions. Such data may include:

- Mental Health Data
- State, District or Site Surveys (such as the Youth Risk Behavior Survey)
- Disciplinary Data
- Community Police Data

Data may be more valuable if disaggregated by gender, age, zip code, ethnicity, etc. Current trends should be reviewed as well.

**Based on data analysis**, the School Safety Planning Committee identifies one or two **safety-related goals for the next school year as well as the strategies and/or programs that will be used to meet those goals**. The objective is to provide meaningful goals in order to improve the campus climate.

The goals are reported, with the Safety Plan, to the Board of Trustees and are shared with the school staff and community.

In order to keep the goals as a safety focus for the school year, it is recommended that at least three brief meetings be held to review data and progress. The progress can be reported to the School Site Council, staff, parent groups and the Board of Trustees.

The year-end assessment should be completed in May and reported.

# TAYLOR ELEMENTARY SCHOOL

## Safety Plan Goals

### 2023-2025

- GOAL 1:** Establish systems and protocols to maintain the safety of all students and staff.
- 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:** Establish and follow protocols when a student or staff member has been in contact with someone that has been diagnosed with COVID-19 or exhibits symptoms of COVID-19.
- Assessment 1.2:** Protocol provided to staff and community
- Strategy 1.3:** Conduct earthquake and fire drills monthly.
- Assessment 1.3:** Schedule earthquake or fire drills monthly (announced and unannounced).
- Strategy 1.4:** Drinking fountains turned on and water filling stations are available throughout the school campus.
- Assessment 1.4:** Students and staff are using the water filling stations by bringing their own water bottle to campus.
- Strategy 1.5:** Provide two staff members to support students in crossing Woosley Drive and crossing walk in Circle Drive.
- Assessment 1.5:** Yard duty schedule
- Strategy 1.6:** Each teacher and two noon yard duty supervisors have been provided a radio for additional tools of communication.
- Assessment 1.6:** Teachers and staff take and use the radio when needing to communicate with staff members while on yard duty or when they leave their classroom.
- Baseline Data 1.1-1.6:** Goal 1 will be reviewed during mid school year (December/January).

**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 ziplock bags for every student by January 31, 2024.

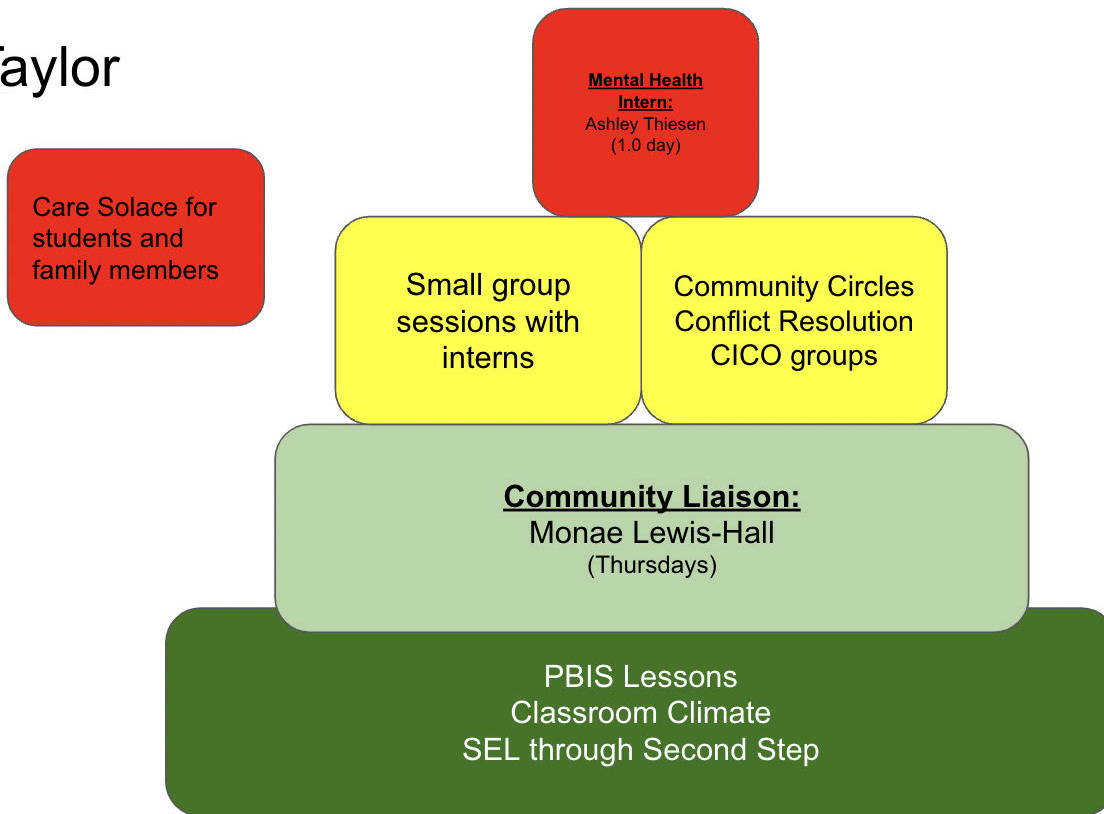
**Strategy 2.2:** Updated materials include masks and hand sanitizer

**Assessment 2.2:** Verify items have been delivered and placed in the ARCC in January 2024. Request/secure replacement items for missing supplies.

**Baseline Data 2.1 /2.2:** ARCC materials are replaced on a rotating basis.

**GOAL 3: Provide mental health support for students.**

# Taylor



**Strategy 3.1** Mental Health Intern support for 1 day a week.

**Strategy 3.2:** Parents, students, and staff can be referred through Care Solace.

**Assessment 3.1 through 3.2:** Number of students being served by mental health support systems.

**Strategy 3.3:** One of the focus in the Site Learning Plan is on Social Emotional Learning.

**Strategy 3.4:** Teachers are to conduct weekly SEL lessons through Second Step digital platform.

**Assessment 3.3-3.4:** Connectedness and Belonging Survey Results

**Baseline Data 3.1-3.4:** Spring of 2022-Only 18% of 3rd-5th grade Taylor students feel they can go to for advice, to share good news, or talk about a problem that they may have.

**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

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	0.00%	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%	0.49%	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)**

<b>Student Group</b>	<b>Suspensions Rate</b>	<b>Expulsions Rate</b>
All Students	0.49	0.00
Female	0.65	0.00
Male	0.33	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	1.04	0.00
Native Hawaiian or Pacific Islander	0.00	0.00
Two or More Races	0.00	0.00
White	0.00	0.00
English Learners	0.90	0.00
Foster Youth	0.00	0.00
Homeless	0.00	0.00
Socioeconomically Disadvantaged	1.03	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: 97.26%
- 2018-2019 Attendance Factor: 96.80%
- 2019-2020 Attendance Factor: COVID
- 2020-2021 Attendance Factor: 97.60%
- 2021-2022 Attendance Factor: 93.60%
- 2022-2023 Attendance Factor: 93.85%

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:	4.10%
2018-2019 Chronic Absenteeism Rate:	4.90%
2019-2020 COVID	
2020-2021 Chronic Absenteeism Rate:	7.20%
2021-2022 Chronic Absenteeism Rate:	18.10%

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

<b>Student Group</b>	<b>Cumulative Enrollment</b>	<b>Chronic Absenteeism Eligible Enrollment</b>	<b>Chronic Absenteeism Count</b>	<b>Chronic Absenteeism Rate</b>
All Students	609	603	109	18.1
Female	310	305	54	17.7
Male	299	298	55	18.5
American Indian or Alaska Native	1	1	0	0.0
Asian	189	186	19	10.2
Black or African American	10	10	1	10.0
Filipino	9	9	1	11.1
Hispanic or Latino	193	190	61	32.1
Native Hawaiian or Pacific Islander	2	2	0	0.0
Two or More Races	60	60	8	13.3
White	145	145	19	13.1
English Learners	111	107	24	22.4
Foster Youth	2	2	1	50.0
Homeless	2	2	2	100.0
Socioeconomically Disadvantaged	97	95	41	43.2
Students Receiving Migrant Education Services	0	0	0	0.0
Students with Disabilities	56	56	17	30.4

**School Facilities & Safety**

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

Providing a safe school is a high priority for Taylor School. To this end, there are continuous improvement processes and collaborative efforts that provide comprehensive health education and a

strong academic foundation within a safe and secure learning environment that ensures success for all students.

The table shows the results of the most recent school facilities inspection. While reviewing this report, please note that even minor discrepancies are reported in the inspection process. The items noted in the table have been corrected or are in the process of remediation. The data in the table was collected January 2022.

**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
<b>Systems:</b> Gas Leaks, Mechanical/HVAC, Sewer		
<b>Interior:</b> Interior Surfaces	Good	
<b>Cleanliness:</b> Overall Cleanliness, Pest/Vermin Infestation	Good	
<b>Electrical:</b> Electrical	Poor	Several lights out in various rooms, classrooms, and meeting spaces. The District has generated work orders to address the light out issues.
<b>Restrooms/Fountains:</b> Restrooms, Sinks/Fountains	Good	
<b>Safety:</b> Fire Safety, Hazardous Materials	Good	

System Inspected	Rating	Repair Needed and Action Taken or Planned
<b>Structural:</b> Structural Damage, Roofs	Good	
<b>External:</b> Playground/School Grounds, Windows/Doors/Gates/Fences	Poor	Work orders have been generated to address site concerns with the blacktop paving and fencing.

**Overall Facility Rate**

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

Overall Rating	Fair
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Last updated: 2/1/23

**Cleaning Process**

Taylor 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, restrooms and high traffic areas. 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 Taylor'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.

# TAYLOR SCHOOL EMERGENCY PROCEDURES

## Staging Areas

All classes will assemble on the field in the back of campus, in front of the fence.

## Command Posts

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

Primary: Playground, near play structure

Secondary: Cafeteria

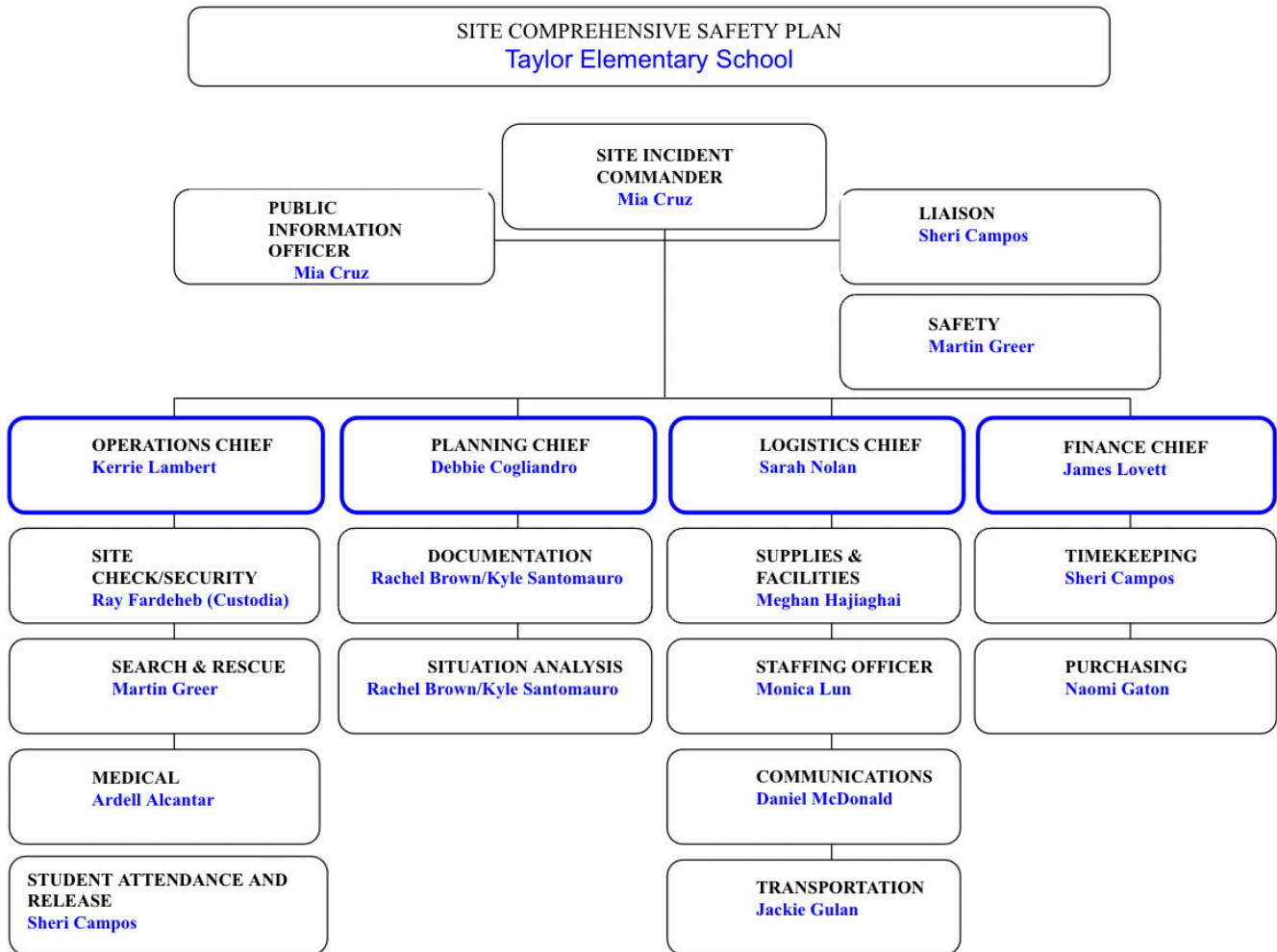
## Off Site School Evacuation Centers

Primary: St. Julie's Church

Secondary: La Colina Park

<b>Unification Site</b>	<b>Staffing</b>
St. Julie's Church 366 St. Julie Drive San Jose, CA 95119	Teachers who evacuate.
La Colina Park Lean Avenue & Allegan Circle San Jose, CA 95123	Teachers who evacuate.

# Emergency Response Teams



## Operations

Team	Team Leader:	Staff Members:
Operations Chief	Kerrie Lambert	Dorothy Tran
Security	Ray Fardeheb (Custodian)	Rigoberto Jaral (Custodian)
Search & Rescue	Martin Greer	Tracey Matsui



Medical	Ardell Alcantar	Julie Stenton, IAs on campus
Student Attendance and Release	Sheri Campos	Marcy Nagatani

## Planning

Team	Team Leader:	Staff Members:
<b>Planning Chief</b>	Debbie Cogliandro	Mia Cruz (if needed)
Documentation	Rachel Brown	Sheri Campos
Situation Analysis	Rachel Brown	Mia Cruz (if needed)

## Logistics

Team	Team Leader:	Staff Members:
<b>Logistic Chief</b>	Sarah Nolan	Hillary Ingram
Supplies/Facilities	Meghan Hajiaghai	Ray Fardeheb (Custodian)
Staffing Officer	Monica Lun	Jennifer Reyes
Communication	Daniel McDonald	Rachel Brown
Transportation	Jackie Gulan	Veronica Serrano

## Finance

Team	Team Leader:	Staff:
<b>Finance Chief</b>	Jim Lovett	Debbie Cogliandro
Timekeeping	Sheri Campos	Naomi Gatton
Purchasing	Naomi Gatton	Sheri Campos

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Buddy Teacher System Roster

Site:	Taylor Elementary School	School Year:	2023-2024
Updated prepared by:	Mia Cruz	Date:	10-10-2023

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	
P8	Alyssa Klozcl	17	Marcy Nagatani	Attendance
10	Tracey Matsui	P7	Martin Greer	Search & Rescue
2	Monica Lun	P5	Debbie Cogliandro	Planning Chief
2	Monica Lun	P6	Jennifer Reyes	Staffing Officer
P11	Christina Conner	7	Kerrie Lambert	Operations Chief
		P6	Meghan Hajiaghai	Supplies and Facilities
P7	Martin Greer	1	Jacqueline Gulan	Purchasing (Naomi Gaton)
22	Hillary Ingram	9	Julie Stenton	Triage/First Aid
16	Marrissa Diangson	P5	Sarina Hall	Triage/First Aid
8	Jacinta Gomes	P9	Jim Lovett	Finance Chief
21	Dorothy Tran	P4	Sarah Nolan	Logistics Chief
20	Keirstyn Fox	P1	Daniel McDonald	Communications
4	Rachel Brown/ Kyle Santomauro	6	Cheryl Pullara	

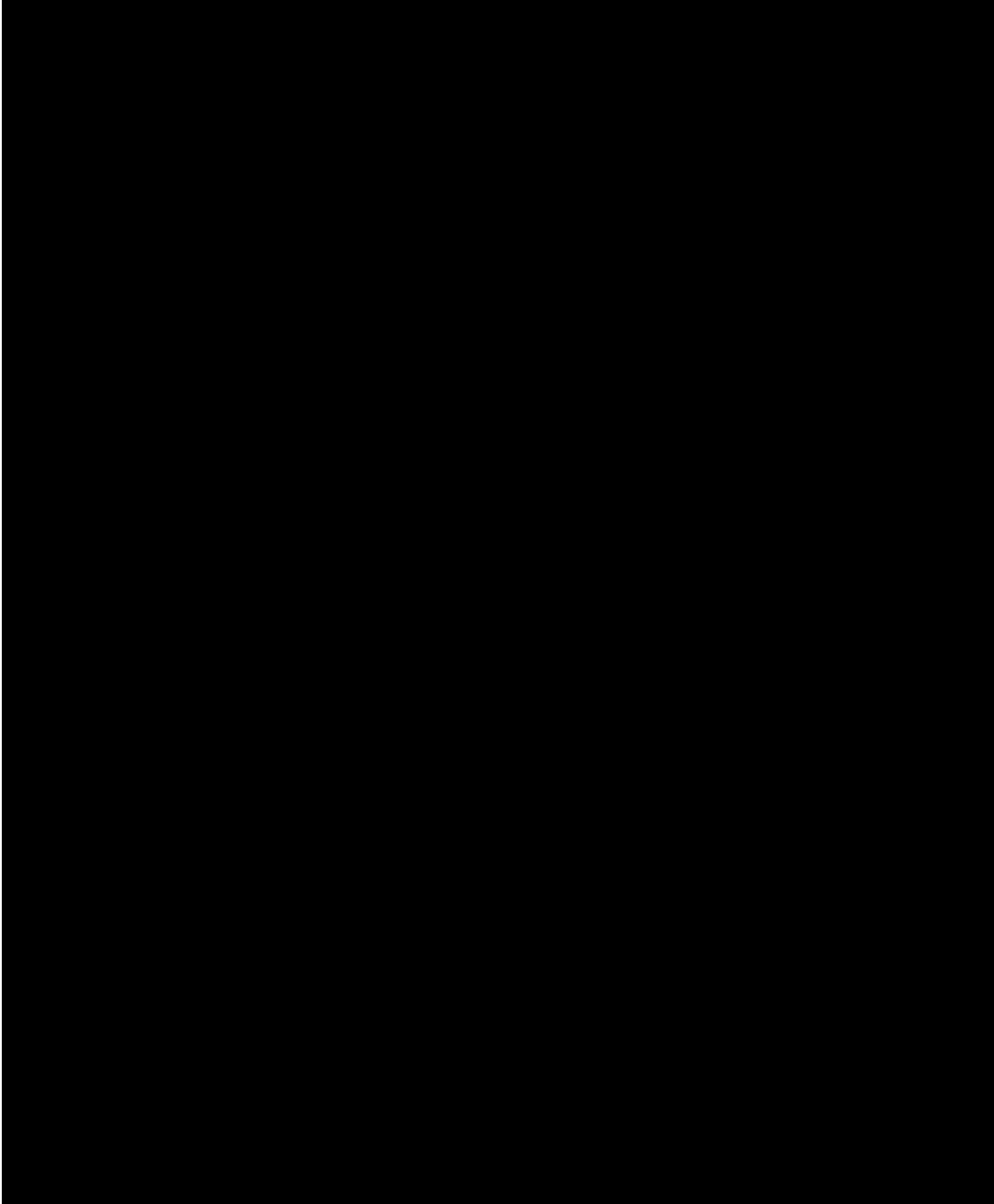
# Evacuation Map



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

**EXIT PLAN**  
**TAYLOR ELEMENTARY SCHOOL**  
 410 SAUTNER 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		
Sheriff	408-299-3233	City of San Jose Emergency Services	408-277-4595
Regional Medical Center of SJ	408-259-5000	Dead Animal Collection	408-578-7297
Office of Emergencies Services Santa Clara	408-808-7800	HazMat	408-277-4659
Fire Department	408-277-4619	Poison Control SDS	800-876-4766 800-451-8346
County of Santa Clara Emergency Medical Services	408-885-4250	CAL/EPA	916-323-2514
Pacific Gas & Electric	800-743-5000	San Jose Water Resource Board	510-622-2300
American Red Cross	408-577-2178	OSHA	800-321-6742
San Jose Environmental Services	408-945-3000	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

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

**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

**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 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.