

**SB 187
Comprehensive
School Safety Plan
Process**

Bernal Intermediate School



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San Jose, CA 95119

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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.

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

Bernal Safe School Planning Committee

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

Principal: Tammy Unck

Assistant Principal: Maria Smith

Teacher: Sandy Varney

Classified Staff Member: Eileen Rozanski

Parent Representative: Julia Wixted

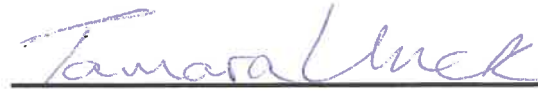
Dr. Genvieve Dorsey

Dr. Genvieve Dorsey, District Safety Committee Co- Chair

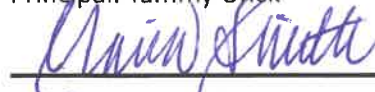
THE BERNAL SAFE SCHOOL PLAN WAS APPROVED BY THE BERNAL SCHOOL SITE COUNCIL ON 12/9/25 .

Bernal Safe School Planning Committee

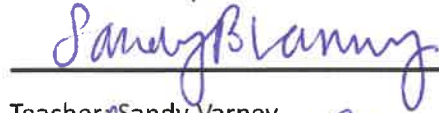
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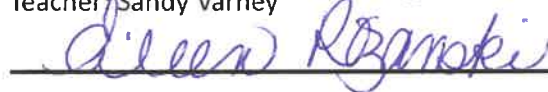
Principal: Tammy Unck



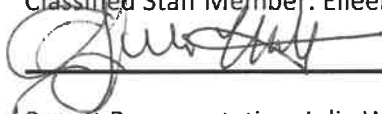
Assistant Principal: Maria Smith



Teacher: Sandy Varney



Classified Staff Member: Eileen Rozanski



Parent Representative: Julia Wixted

Dr. Genvieve Dorsey, District Safety Committee Co- Chair

THE BERNAL SAFE SCHOOL PLAN WAS APPROVED BY THE BERNAL SCHOOL SITE COUNCIL ON 12/9/25 .

Background of School

Bernal Intermediate School is a school of 704 students in the Oak Grove School District of South San Jose. The focus of the school is California Common Core literacy, mathematics, Next Generation Science Standards, Special Education and our English Language Learners. The belief that all students can be successful is strongly internalized throughout the school. The mission statement of our school is: Bernal Intermediate School prepares students for the academic, social, and behavioral rigors of high school. Through a combination of clear expectations, targeted instruction, and responsive supports, all students leave Bernal ready to be successful in high school and beyond.

Providing a Safe School has always been a high priority for Bernal Intermediate School. With the collaborative efforts to maintain Safe Schools in the district, an emphasis has been in place within the district and throughout the community to ensure that safety is our number one concern. District safety measures in place include Safe Schools Specialists, a Community Liaison, Board policies, and collaboration with the San Jose Police Department for Run Hide Defend. Student safety is monitored by staff, administration, and Leadership at the school level. To this end, there are continuous improvement processes and collaborative efforts that provide a strong academic foundation within a safe and secure learning environment that ensures success for all students.

Prevention education at Bernal Intermediate School includes supplemental programs and policies including and not limited to: PBIS (Positive Behavior Intervention Supports), conflict/peer mediation, prevention education and awareness training on bullying, cyberbullying, and harassment, and socio-emotional/behavioral skills through the Advisory period, and physical education and nutrition education.

Attendance is closely monitored and students with unexcused absences of 10% or more receive law/school district/partnership intervention. Truancy abatement is a common goal of the school/district and other agency collaborative partnerships. The Safe School Specialist and the Community Liaison work in conjunction with the school to monitor and problem solve with students and families with attendance issues. Currently, Bernal Intermediate School has instituted attendance incentive procedures and programs through PBIS, which targets tardies.

This Safe School Action Plan is approved through the work of the School Safety Committee and based on the results of the surveys administered to students, staff, and community as well as the Oak Grove District. The School Site Council of Bernal Intermediate School approved the Safe School Action Plan in the winter of 2025.

BERNAL INTERMEDIATE 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.

Bernal Intermediate School Safe School Action Plan Component 1

Goal 1: During the 2024-2025 and 2025-2026 school years, all staff will be trained on and will practice emergency procedures.

Strategy 1.1: At least 10 times per school year, there will be 8 fire/earthquake drills and a presentation on the National Incident Management System (NIMS). Gates will remain locked during the instructional day, except the office gate and update of any maps.

Strategy 1.2 Emergency (Preparedness) Operations Plan (including the National Incident Management System, NIMS) reviewed annually.

Strategy 1.3 Monthly fire and/or duck and cover drills during each period.

Strategy 1.4 Emergency supplies housed on campus are annually inventoried, updated, recycled, and augmented.

Strategy 1.5 Each classroom contains a first aid kit and backpack which is updated annually which includes class rosters. Each classroom has red straps for each door for Run/Hide/Defend drills. Radios will be in each classroom. Classroom and office (exterior and interior routes) evacuation maps will be updated and posted by January.

Assessment: Will hold school safety meetings as needed to assess overall school safety data. Completed emergency supplies inventory of each classroom by the first Run/Hide/Defend September drill.

Objective 1: Each school year, all staff and students will be educated, trained, and have practiced on an on-going basis of the National Incident Management System (NIMS).

Baseline Data 1.1: The staff has agreed to hold the Run/Hide/Defend drill earlier in the school year during an extended Advisory at the beginning or end of the day for 24-25 school year.

Related Activities:

- A. Annual NIMS training.
- B. Annual First Aid and CPR certification required for Admin.
- C. Classroom presentations on emergency procedures for school and home.
- D. Annual Run Hide Defend/earthquake/fire drill practices including evacuations.
- E. Annual update of emergency and first aid supplies.
- F. Annual update of site emergency evacuation maps.
- G. Annual evaluation of the accessibility of emergency supplies.

- H. NIMS site committee.
- I. Annual review of emergency system communication.
- J. All staff and students wear school ID badges for easy identification and to ensure safety.

Resources Needed: NIMS training, First Aid training, SIP funding or donations for first aid materials/Health Clerk, MOT and modernization support

Person(s) responsible for Implementation:

District NIMS/Safety Committee, MOT and modernization, Administration, Health Clerk, and Health Liaison

Timeline: June, 2024-2026

Bernal Intermediate School Safe School Action Plan Component 2

Goal 2: School will update the ARCC by November every year to ensure adequate necessary supplies in the event of an emergency.

Strategy 2.1: Parent letters will ask them to provide snacks to be stored inside the ARCC for students with food allergies.

Strategy 2.2: Updated materials include facemasks, hand sanitizer, batteries, and blue tarps. Ask the community for donations.

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

Baseline Data 3.1: One more pop up tent and two more folding tables will be purchased out of the site budget for the ARCC in 2026. Two members on the Safety Committee have the ARCC key, in addition to the vice principal and the front office.

Bernal Intermediate School Safe School Action Plan Component 3

Goal 3: To balance the school discipline plans with positive incentives, as well as appropriate alternative consequences.

Areas of Pride and Desired Change: The Positive Behavioral Intervention & Supports (PBIS) Committee of Bernal Intermediate School recognizes and commends the students, staff, and families for the following conditions and programs that communicate standards and expectations for student behavior.

Strategy 3.1 School-wide behavior assembly is scheduled in August. Cyberbullying and Internet Safety presentation occurs in the fall for students and parents provided by SJPD's Crime Prevention Specialists. School-wide behavior expectations posted in every classroom and around the school with the mantra of R2ISE: Respect, Responsibility, Integrity, Safety, and Excellence. Maintain anti-hate behavior contracts and consequences throughout the school year. Each student signs the contract. PBIS monthly lessons on the Anti-Hate Behavior Contract and social language/skills are developed

and implemented once a month in Advisory during the 2025-2026 school year. Surveys are administered to students.

Strategy 3.2 PBIS Incentives and programs offered for exhibiting R2ISE, such as Bronco Bucks and Bravo, Broncos!. Students who are awarded Bronco Bucks may use them at the Student Store for spirit wear, school supplies and other prizes. Leadership and AVID students may assist every day during break and lunch in the Student Store.

Strategy 3.3 As part of the Bravo Bronco Program, Bravo Bronco slips will be read on morning announcements, with those winners receiving a prize.

Strategy 3.4 Oak Grove School District incentives, Honor Roll, Dreamkeepers, Hispanic Student Recognition Program, Every Student Succeeding awards, and student recognition.

Strategy 3.5 Training for PBIS including supplemental programs and not limited to de-escalation and restorative justice practices for all teachers.

Strategy 3.6 Advisory lessons to reinforce R2ISE expectations - build positive teacher-student and peer relationships.

Strategy 3.7 Alternatives are reviewed as options to discipline, i.e. behavior contracts, campus projects, incentives programs, community services, research related behavior topics and write an essay of understanding, when students return from suspension, they must check in with their counselor before going to class, Check in Check out (CICO) to encourage and build towards goals setting, site or off-site group or individual counseling or programs, referral to Safe School Specialists from Safe Schools Initiative, and/or alternative site placements for a fresh start.

Baseline Data 3.1: During the 2022 - 2023 school year, there were 150 total suspensions from 95 students. During the 2023 - 2024 school year, there were 101 total suspensions from 62 students. During the 2024 - 2025 school year, there were 54 suspensions from 36 students.

Assessment Data 3.1: Will monitor data monthly and make necessary adjustments to impact the data. Bernal received the PBIS Platinum Implementation Award for 2024 and 2025.

Objective 1: On an on-going basis, review and revise incentives, positive discipline, and appropriate alternative consequence plans.

Related Activities:

- A. Orientation meetings with staff, students and parents/families.
- B. Communication and collaboration of school sites (elementary and intermediate) for continuity through and across Learning Communities.
- C. Staff and support staff discussions, training/professional development, activities, training and awareness related to teasing, bullying, harassment, and developmental assets, Wellness policies around physical education and nutrition, implementation of AB537 which occur at sites and the district level.

- D. Climate/leadership team/support staff and regular staff meetings discuss and revise programs on an ongoing basis.
- E. Outreach into the community at large and tap into available resources, grants and donations such as SJPd's Crime Prevention Specialists, Safe School/Youth Outreach Specialists, and the Female Intervention Team. The Female Intervention Team program runs each semester providing services to a minimum of 10 7th graders and 10 8th graders, reaching a minimum of 40 female students every school year.
- F. Koffee Klatches, HABLA, families/students/community meetings (i.e. District Wellness Committee, District Advisory Council, Student Advisory Council), recognition programs, and participation in community events work to develop caring relationships with students, families, and community.

Resources Needed: Local Funding Sources, donations, District in-kind funds

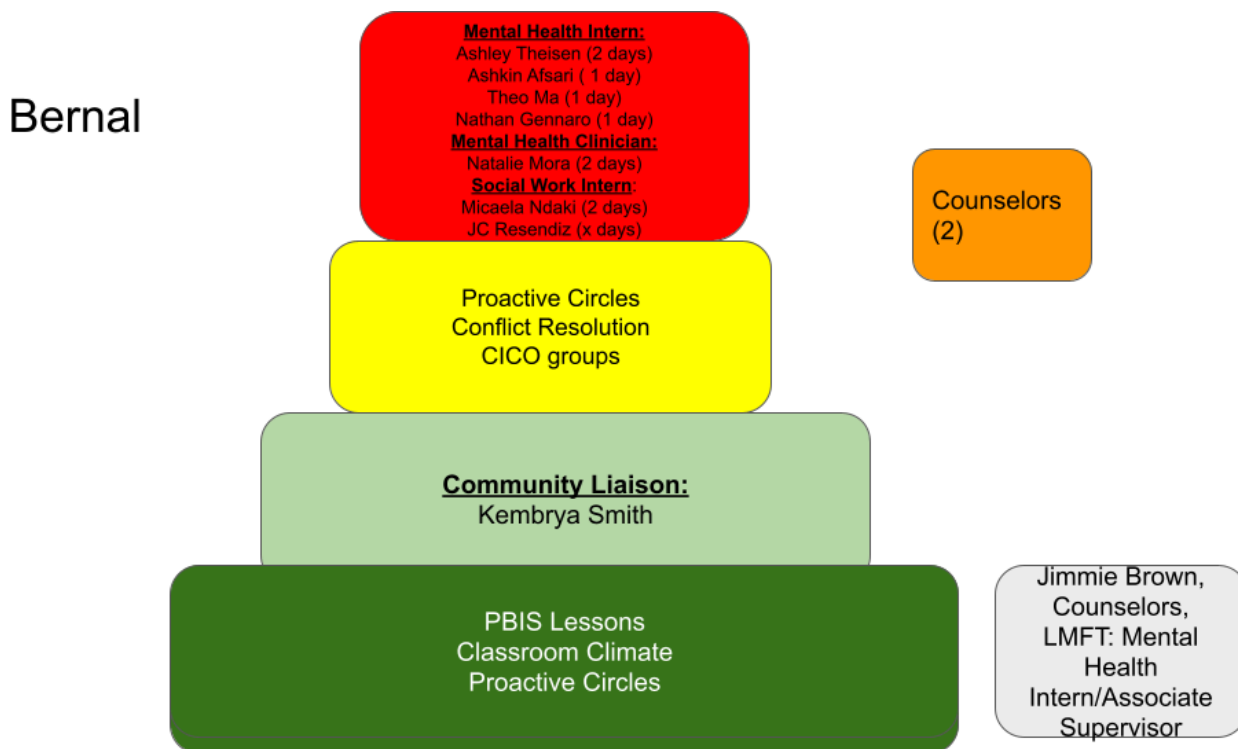
Person(s) responsible for implementation:

Climate, leadership team, support staff, regular staff, administration, counselors, staff, parents, families, students and district personnel.

4. Timeline: June 2026

Bernal Intermediate School Safe School Action Plan Component 4

Goal 4: To provide mental health support for students.



Mental Health Providers/Therapists:

- Natalie - Mondays, Wednesdays

- Ashkon & Theo - Tuesdays
- Nathan - Wednesdays
- Ashley - Thursdays, Fridays
- Caeila - Mondays, Thursdays

Strategy 4.1: Mental Health/Social Worker Interns in person support for 5 days

Assessment 4.1: Number of students being served by mental health support systems.

Strategy 4.2: Individual School Strategies, such as CICO, Community Circles, weekly SEL lessons via Advisory slides

Assessment 3.7: Connectedness and Belonging Survey results and Bernal Student Safety Survey results

Baseline Data 2.1 /2.2: Bernal had 1 social worker intern during the 2024-2025 school year. The previous school year, Bernal had 1 social worker intern.

Bernal Intermediate School Safe School Action Plan Component 5

Goal 5: To implement Workplace Violence Prevention Plan (WVPP).

Strategy 5.1: District will post and update the WVPP.

Strategy 5.2: Hazards Assessment (sites and DO)

Strategy 5.3: District will establish routine site inspections to review maintenance and security items to help prevent injuries at work.

Strategy 5.4: Full staff training in the fall 2025.

Assessment 5.1: Completed Hazards Assessment in November 2024.

Additional Safety Actions - Immigration Enforcement Safety Education and Practices

During the 2025-2026 school year, Oak Grove has updated the Comprehensive Safety Plan to align with updates in Education Code 234.7. Additional actions include:

- All site administrators attended Immigration Protection Training for Administrators in July or August.
- Updates and communications to school administration and office staff regarding Oak Grove School District's response to Immigration-Enforcement Officer Visits to School Campus including the documentation process, restrictions, and parent notification.
- "Red Cards" were distributed to all school sites in February 2025 and offered again in October 2026.
- Held District "Know Your Rights" Parent Presentations
- Staff Members sent "Know Your Rights" Communications from HR (February, 2026)
- Know Your Rights Postings Due to be Sent to School Sites and District Administrative Buildings (February, 2026)

**BERNAL INTERMEDIATE SCHOOL
EMERGENCY PROCEDURES**

BERNAL INTERMEDIATE ICS TEAM

Team Leader/Incident Commander: (Primary) Smith, (Secondary) Brown

Public Information Officer/Liaison: Unck

Situation Analysis: Unck, Smith

Operations: **Ochoa**

Site Check/Security: Fuller

Safety/Search and Rescue: Hoffman, Barragan, Hernandez

Medical: Bernal

Student Attendance/Release: Rathe, Karim, K Smith

Transportation: Karim

Planning Chief/Staffing Officer: **Brown**

Documentation/Incident Log: Miguel

Logistics: **Bui**

Supplies/Facilities: Medina

Communications/Finance/Purchasing: **Ash**

Timekeeping: Rozanski

Insert Primary and Secondary Locations

Command Posts

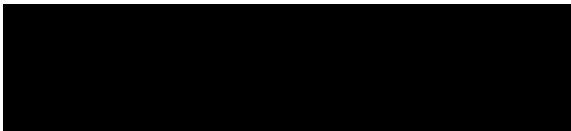
One indoor and one outdoor area for the Command Center to be stationed in the event of a district emergency.

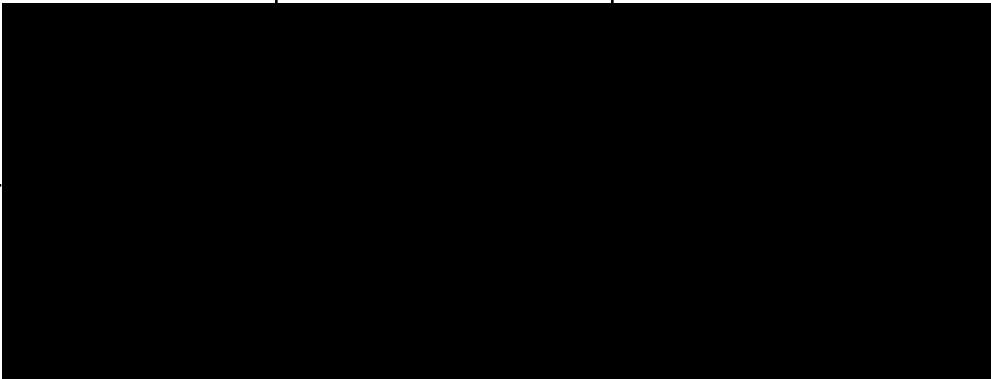
Primary: Front of big gym on the parking lot side.

Secondary: Arc near the first aid station benches.

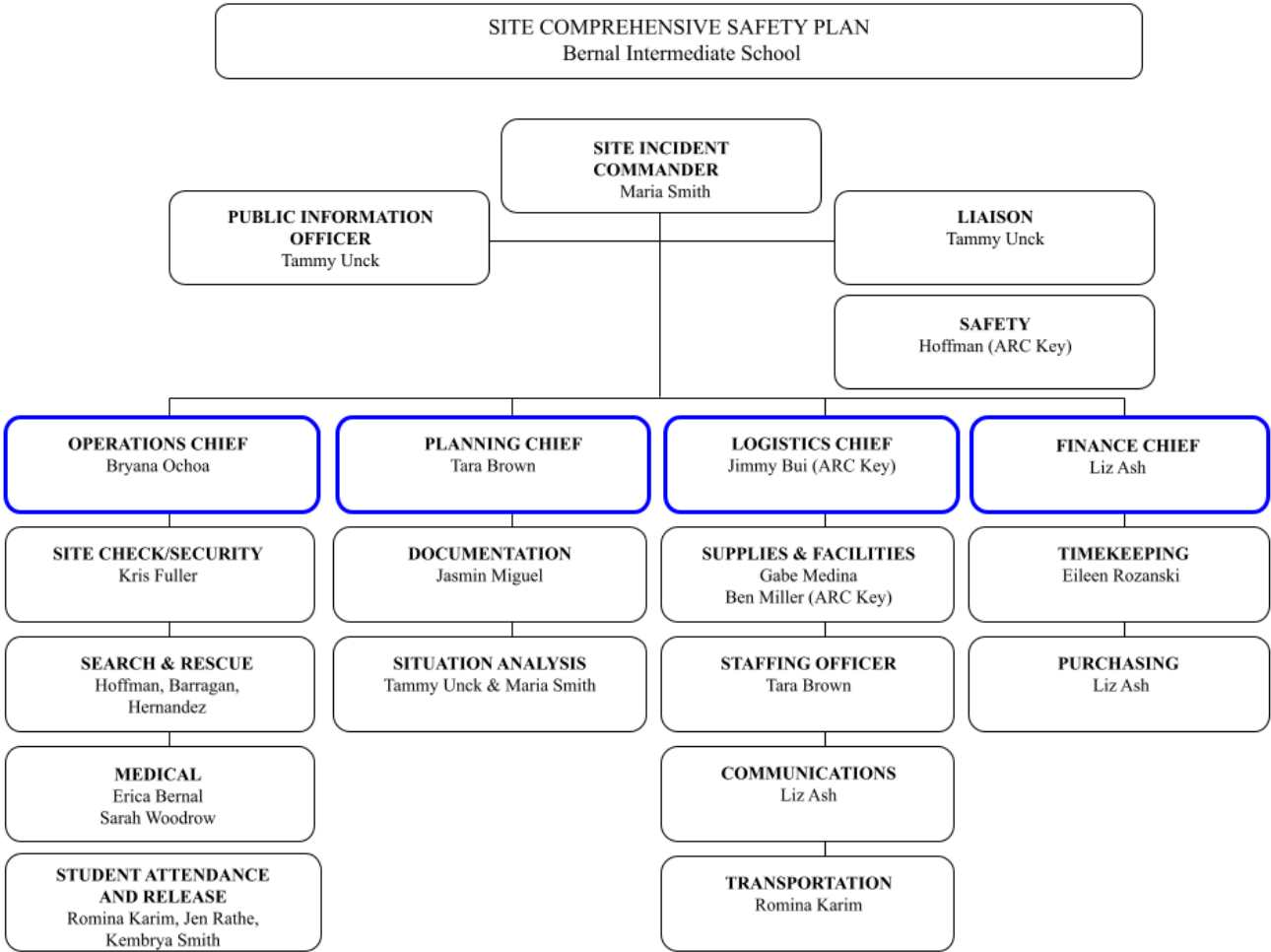
Off Site School Evacuation Centers

To be determined in conjunction with the Director of Facilities



Unification Site	Staffing	
		

Emergency Response Teams



Operations

Team	Team Leader:	Staff Members:
Operations Chief	Bryana Ochoa	Fuller Hoffman Barragan Hernandezl Bernal Woodrow Rathe Karim Smith
Security	Kris Fuller	Kris Ngoc
Safety/Search & Rescue	Scott Hoffman	Elisa Barragan Isis Hernandez
Medical	Erica Bernal	Sarah Woodrow
Student Attendance and Release	Jen Rathe	Romina Karim Kembrya Smith

Planning

Team	Team Leader:	Staff Members:
Planning Chief	Tara Brown	Miguel Smith Unck
Documentation	Jasmin Miguel	Miguel
Situation Analysis	Tammy Unck	Maria Smith

Logistics

Team	Team Leader:	Staff Members:
Logistic Chief	Jimmy Bui	Medina Brown Ash Karim
Supplies/Facilities	Gabe Medina	Miller
Staffing Officer	Tara Brown	Brown
Communication	Liz Ash	Ash
Transportation	Romina Karim	Karim

Finance

Team	Team Leader:	Staff:
Finance Chief	Liz Ash	Rozanski
Timekeeping	Eileen Rozanski	Rozanski
Purchasing	Liz Ash	Ash

Site:	Bernal Intermediate Elementary School	School Year:	2025-2027
Updated prepared by:	Maria Smith	Date:	12/9/2025

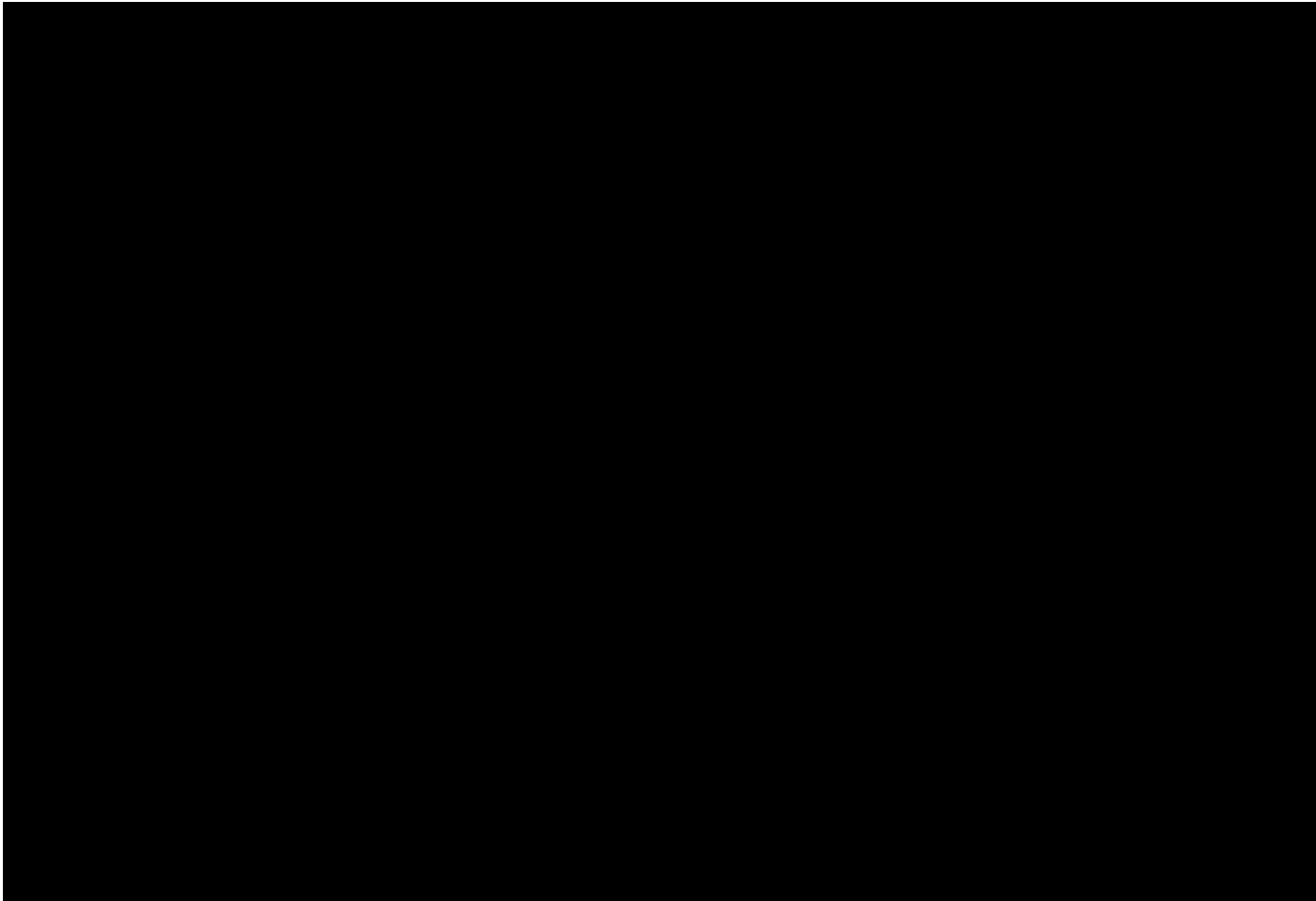
This list should be updated in September of each school year to accommodate any staff changes.

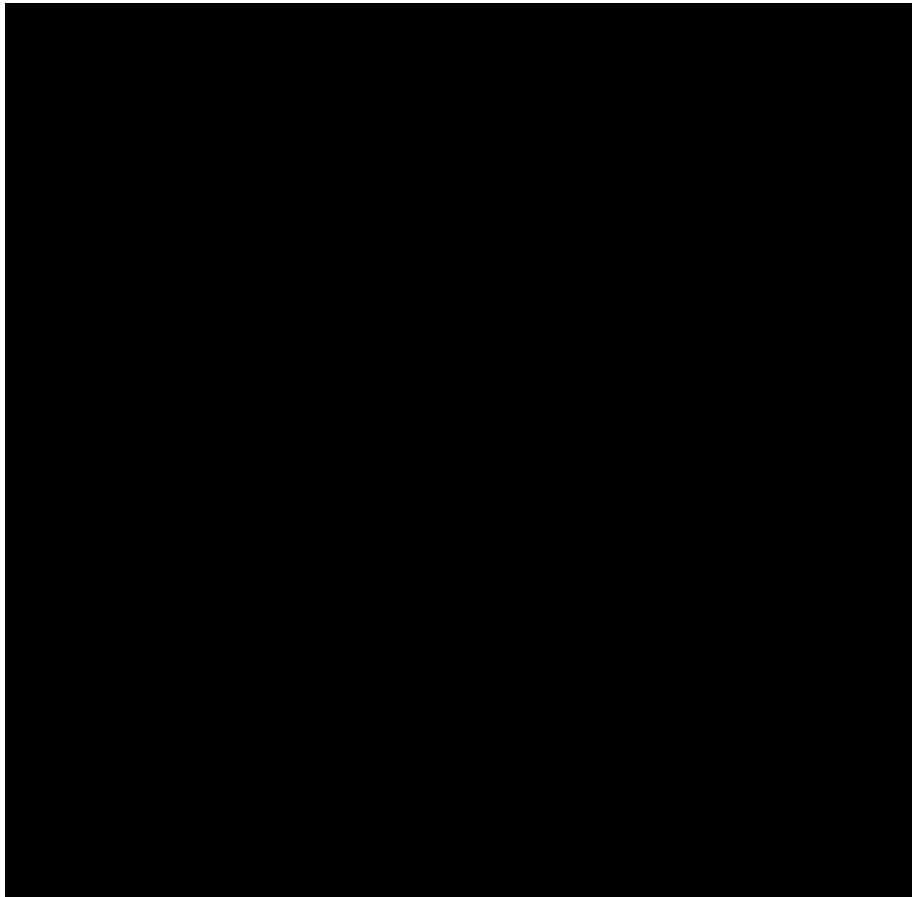
Note: Teachers assigned to lead or have staff assignments should be paired with teachers assigned to the student assembly area. In an emergency, when directed to evacuate to the assembly area, all teachers will take any emergency items and move their classes to the assembly area. Teachers assigned to 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	
102/103/104	Fennern	101	Hoffman	Safety/Search & Rescue
APE	Schwing/Teacher on Prep	Gym	Barragan	Search & Rescue
222	Personius	223	Hernandez	Search & Rescue
109	Barham	108	Bui	Logistics
206	Guevarra	205	Medina	Supplies & Facilities
220	Jahn	219	Miguel	Documentation/Incident Log
Wkrm A/C	Therapists/Interns	Wkrm B	Woodrow (Psych)	Medical
Gym	Haneta	Gym	Miller	
Gym	Johnson	Gym	Wyness	
212	Aranda (Speech)			
111	Juhasz	114	Sar	
112	Hernandez (Per 6)	113	Johnson (Per 4)	
201	Austin	202	Slater	
203		204	Varney	
207	Huang	208	Khishen	
209	McFarren	210	Muong	
215	Polentz	216	J Smith (Per 4)	
221	Neumiester	224	Paigen (SDC)	

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.

Evacuation Map





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.

Name	Cumulative Enrollment	Total Suspensions	Unduplicated Count of Students Suspended	Suspension Rate	Percent of Students Suspended with One Suspension	Percent of Students Suspended with Multiple Suspensions
Bernal Intermediate	709	48	36	5.1%	83.3%	16.7%
Oak Grove Elementary	9,047	292	186	2.1%	74.7%	25.3%
Santa Clara County	240,074	8,431	5,362	2.2%	71.7%	28.3%
Statewide	5,965,383	272,698	175,084	2.9%	71.0%	29.0%

2024-2025 Suspension Rate

CA School Dashboard Suspension Rate by Student Group

Student Group	2024 Rate	2024 Color	2025 Rate	2025 Color
ALL	8.7% (-4)		5.10%	
Black/AA	9.1% (-20.5)		11.10%	
Asian	2.4% (-3.3)		1.20%	
Filipino	0% (-7.9)		3.40%	
Hispanic	15% (-2.2)		7.90%	
White	6.5% (0)		4.60%	
2+ Race	1.9% (-9.9)		0%	
EL	14.8% (+4.8)		7.20%	
LTEL	19.8% (+6.2)		8.60%	
Low SES	12.8% (-5.1%)		8.50%	
SpEd	12.9 % (-3.4)		13%	

2024-2025 Expulsion Rate

Name	Cumulative Enrollment	Total Expulsions	Unduplicated Count of Students Expelled	Expulsion Rate
Bernal Intermediate	709	0	0	0.0%
Oak Grove Elementary	9,047	0	0	0.0%
Santa Clara County	240,074	66	65	0.0%
Statewide	5,965,383	3,671	3,643	0.1%

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.

- 2021-2022 Attendance Factor: 93.20%
- 2022-2023 Attendance Factor: 93.04%
- 2023-2024 Attendance Factor: 93.89%
- 2024-2025 Attendance Factor: 93.95%

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.

- 2021-2022 Chronic Absenteeism Rate: 21.2%
- 2022-2023 Chronic Absenteeism Rate: 22.9%
- 2024 Chronic Absenteeism Rate: 20.9%
- 2025 Chronic Absenteeism Rate: 17.4%

California School Dashboard Chronic Absenteeism by Student Group:

Dashboard Data - Chronic Absenteeism	Student Group	2024 Rate	2024 Color	2025 Rate	2025 Color
	ALL	20.9% (-2%)		17.40%	
	Black/AA	4.5% (-19.5%)		22.20%	
	Asian	4.8% (-2.7%)		1.20%	
	Filipino	3% (-7.5%)		0%	
	Hispanic	33.3% (+4.2%)		28.40%	
	White	17.9% (-10.4%)		16.20%	
	2+ Race	16.7% (-3.7%)		10.60%	
	EL	26.4% (+1.2%)		24.60%	
	LTEL	28.4% (+4.7%)		28.90%	
	Low SES	32.5% (-1.2%)		29.90%	
	SpEd	28% (-1.5%)		31.40%	

School Facilities & Safety

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

Bernal Intermediate School is one of 18 schools in the Oak Grove School District in South San Jose. Each year goals relating to school safety and for preventing the use of tobacco, drugs, alcohol, and school violence are established by the Student Services Advisory Committee and submitted to the State of California. Providing a safe school is a high priority for Bernal Intermediate 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 in January 2025.

Year and month of the most recent FIT report: January 2025

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	Fair	Work orders placed for light replacements.
Restrooms/Fountains: Restrooms, Sinks/Fountains	Poor	Work orders placed to address leaking sink faucet, tighten up loose toilet lid, and repair toilet room door.
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good	

Overall Rating	Good
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Cleaning Process

Bernal 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 Bernal'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.

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

Regional Medical Center of SJ 408-259-5000

Office of Emergencies Services 408-808-7800
Santa Clara

Fire Department
408-277-4619

County of Santa Clara 408-885-4250
Emergency Medical Services

Pacific Gas & Electric 800-743-5000

American Red Cross 408-577-2178

San Jose Environmental Services
408-945-3000

City of San Jose Emergency 408-277-4595
Services

Dead Animal Collection 408-578-7297

HazMat 408-277-4659

Poison Control 800-876-4766
SDS 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.

Glossary

SEMS - Standard Emergency Management System

NIMS – National Incident Management System

ELL – English Language Learner

PTA - Parent Teacher Association

H&SC - Home and School Club

ICS - Incident Command Site

HABLA – Hispanic Advisory Board Learning Assessment

HSA – Home & School Association

MOT - Maintenance and Operations Team

CICO – Check in/ Check out

CEIT – Continuous Equity Improvement Team

AB537 – Assembly Bill related to non-discrimination of sexual orientation or perceived sexual orientation and all aspects related to as such.

PBIS – Positive Behavior Intervention Supports

SIP – School Improvement Plan

GATE – Gifted and Talented Education

PE – Physical Education

N/A – not applicable

District Advisory Council (DAC) – a group of parents representative of each school in the district that meets monthly with the Superintendent to discuss and provide input into district programs.

Student Advisory Council – a group of students representative of each school in the district that meets monthly with the Superintendent to discuss and provide input into district programs.