

Oak Grove School District

SB 187 Comprehensive School Safety Plan Process & Templates

Edenvale School



285 Azucar Avenue

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Fax: (408) 224-8506

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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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

EDENVALE SCHOOL SAFETY TEAM

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

Karisa Gonzales, Principal

Katia Berrocal, Teacher

Daniel Brandt, Teacher

Adamari Arias, Health Clerk

Maria Meza, Secretary & Parent

Title: School Site Council Parent Representative

Paula Sahagun, Community Liaison

Dr. Genvieve Dorsey

Dr. Genvieve Dorsey, District Safety Committee Co-Chair

THE EDENVALE SAFE SCHOOL PLAN WAS APPROVED BY THE EDENVALE SCHOOL SITE COUNCIL ON __December 16, 2025____.

EDENVALE 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.

EDENVALE ELEMENTARY SCHOOL

GOAL 1: Increase the percentage of students who feel safe and connected at school.

Strategy 1.1: Convene PBIS (Climate & Culture) Leadership Team Monthly to discuss survey and discipline data and determine action plans

Assessment 1.1: SCB Survey Fall and Spring

Assessment 1.2: PBIS Team Convening

Strategy 1.2: Proactive Circles

Comments:

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.

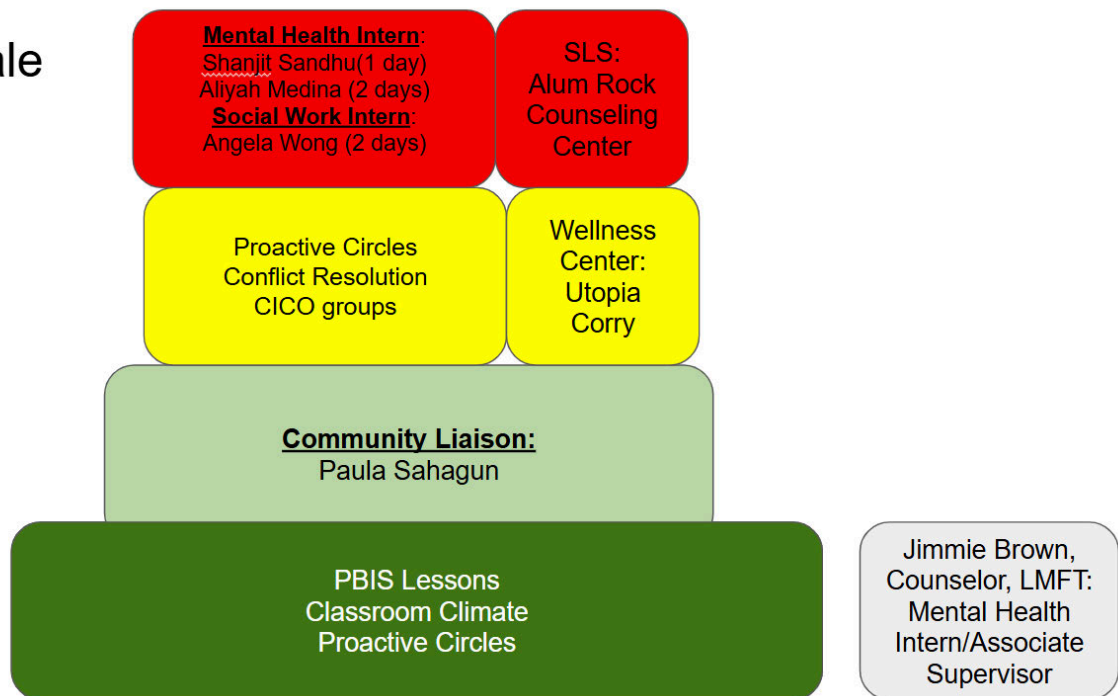
Strategy 2.2: Updated materials include batteries and [First Aid supplies](#)

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

Comments:

GOAL 3: Provide mental health support for students.

Edenvale



Strategy 3.1: Mental Health Intern support for 3 days

Strategy 3.2: Wellness Center support 5 days

Strategy 3.3: Outside agency referrals for mental health support through School Linked Services for Alum Rock Counseling, Community Solutions

Assessment 3.1 through 3.6: Number of students being served by mental health support systems.

Strategy 3.4: Professional Learning Community focus on Morning Meetings

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

Assessment 3.7: Connectedness and Belonging Survey Results

Comments:

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)

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.

Edenvale Suspension Rate

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
Edenvale Elementary	375	6	5	1.3%	80.0%	20.0%
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%

Edenvale Suspension Rate by Student Group School Dashboard Data

Dashboard Data - Suspensions	Student Group	2024 Rate	2024 Color	2025 Rate	2025 Color
	ALL	0.70%		1.30%	
	Black/AA				
	Asian	0%		0%	
	Filipino				
	Hispanic	0.60%		1.20%	
	White				
	2+ Race				
	EL	0.8% (+0.4%)		0.50%	
	LTEL				
	Low SES	1.1% (+0.3)		0.40%	
	SpEd	2.30%		0%	

Edenvale Expulsion Rate

Name	Cumulative Enrollment	Total Expulsions	Unduplicated Count of Students Expelled	Expulsion Rate
Edenvale Elementary	375	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.

- 2022-2023 Attendance Factor: 91.48%
- 2023-2024 Attendance Factor: 92.41%
- 2024-2025 Attendance Factor: 92.65%

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.

2022-2023 Chronic Absenteeism Rate: 30.7%

2023-2024 Chronic Absenteeism Rate: 26.2%

2024-2025 Chronic Absenteeism Rate: 24.5%

California School Dashboard Chronic Absenteeism Rate by Student Group

Student Group	2024 Rate	2024 Color	2025 Rate	2025 Color
ALL	26.2% (-4.5%)		24.5% (-1.8%)	
Black/AA				
Asian	3.2% (-11.9)		0% (-3.2%)	
Filipino				
Hispanic	28.4% (-3.9%)		26.2% (-2.2%)	
White				
2+ Race				
EL	24% (-7%)		22.5% (-1.5%)	
LTEL				
Low SES	30.3% (-3.1)		30% (-4.4%)	
SpEd	25.6% (-1.2%)			

School Facilities & Safety

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

Edenvale School is one of 18 schools in the Oak Grove School District in South San Jose. At the heart of Edenvale’s vision and mission is a single-minded focus on student needs. All teachers, staff, and parents make decisions that reinforce “The Edenvale Way: ‘I am safe, I am courteous, I am doing my personal best’.

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 2024.

Year and month of the most recent FIT report: January 2024

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Fair	Minor work need at the portable classroom wood ramps and entry ways.
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Fair	Work orders have been placed to address routine light outs and damaged electrical covers.
Restrooms/Fountains: Restrooms, Sinks/Fountains	Poor	At the time of inspection, staff found leaking toilets and not working fountains. Work orders have been placed to address the repairs needed.
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 2024

Overall Rating	Fair
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Last updated: 1/31/24

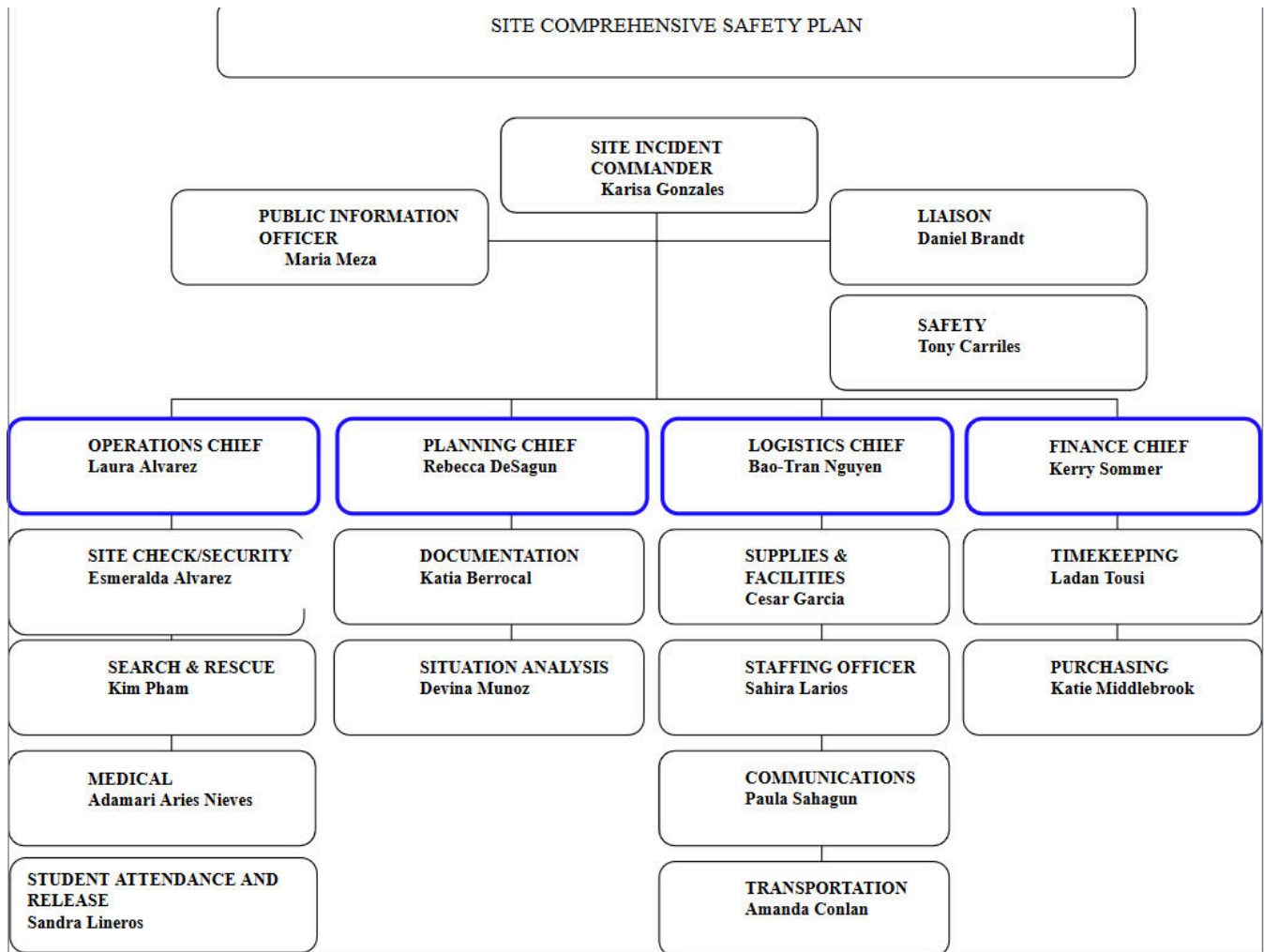
Cleaning Process

Edenvale 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 Edenvale'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.

EDENVALE SCHOOL EMERGENCY PROCEDURES

EDENVALE ICS TEAM



Staging Areas – Edenvale

Insert Primary and Secondary Locations

Command Posts

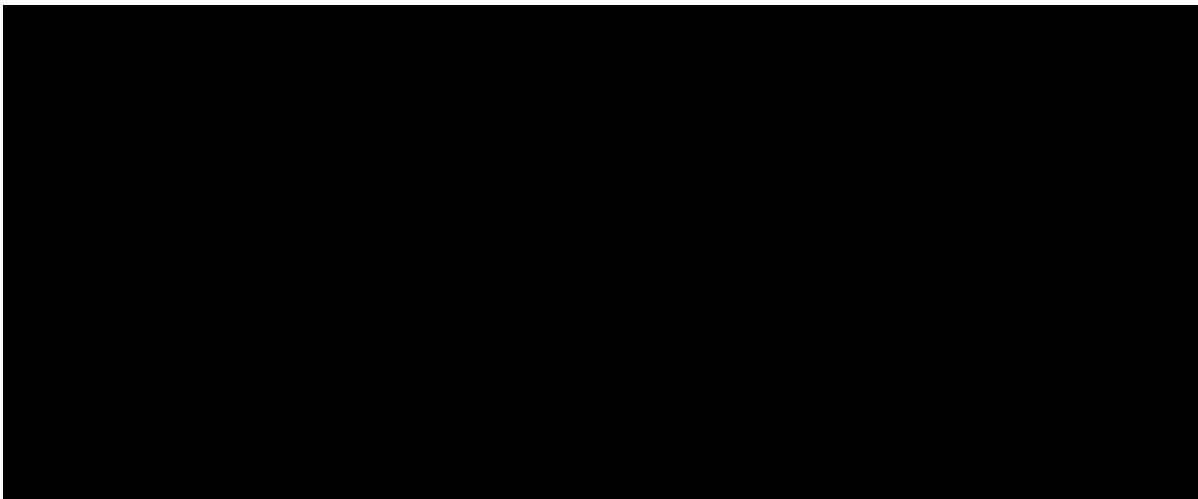
One indoor and one outdoor area for the Command Center to be stationed in the event of a district emergency.

Primary: Office

Secondary: Outdoor Command Center in Upper Grade Playground near the Think Together Building

Off Site School Evacuation Centers

To be determined in conjunction with the Director of Facilities



Emergency Response Teams

Operations

Team	Team Leader:	Staff Members:
Operations Chief	Laura Alvarez	To Be Assigned
Security	Esmeralda Alvarez	To Be Assigned
Search & Rescue	Kim Pham	To Be Assigned
Medical	Adamari Arias Nieves	To Be Assigned
Student Attendance and Release	Sandra Lineros	To Be Assigned

Planning

Team	Team Leader:	Staff Members:
Planning Chief	Rebecca DeSagun	To Be Assigned
Documentation	Katia Berrocal	To Be Assigned
Situation Analysis	Devina Munoz	To Be Assigned

Logistics

Team	Team Leader:	Staff Members:
Logistic Chief	Bao-Tran Nguyen	To Be Assigned
Supplies/Facilities	Francisco Alvarez	Cesar Garcia
Staffing Officer	Sahira Larios	To Be Assigned
Communication	Paula Sahagun	To be assigned
Transportation	Amanda Conlan	To Be Assigned

Finance

Team	Team Leader:	Staff:
Finance Chief	Kerry Sommer	Catalina Vargas
Timekeeping	Ladan Tousi	To Be Assigned
Purchasing	Katie Middlebrook	To Be Assigned

Buddy Teacher System Roster

Site:	Edenvale Elementary School	School Year:	2025-2027
Updated prepared by:	Karisa Gonzales	Date:	12.16.2025

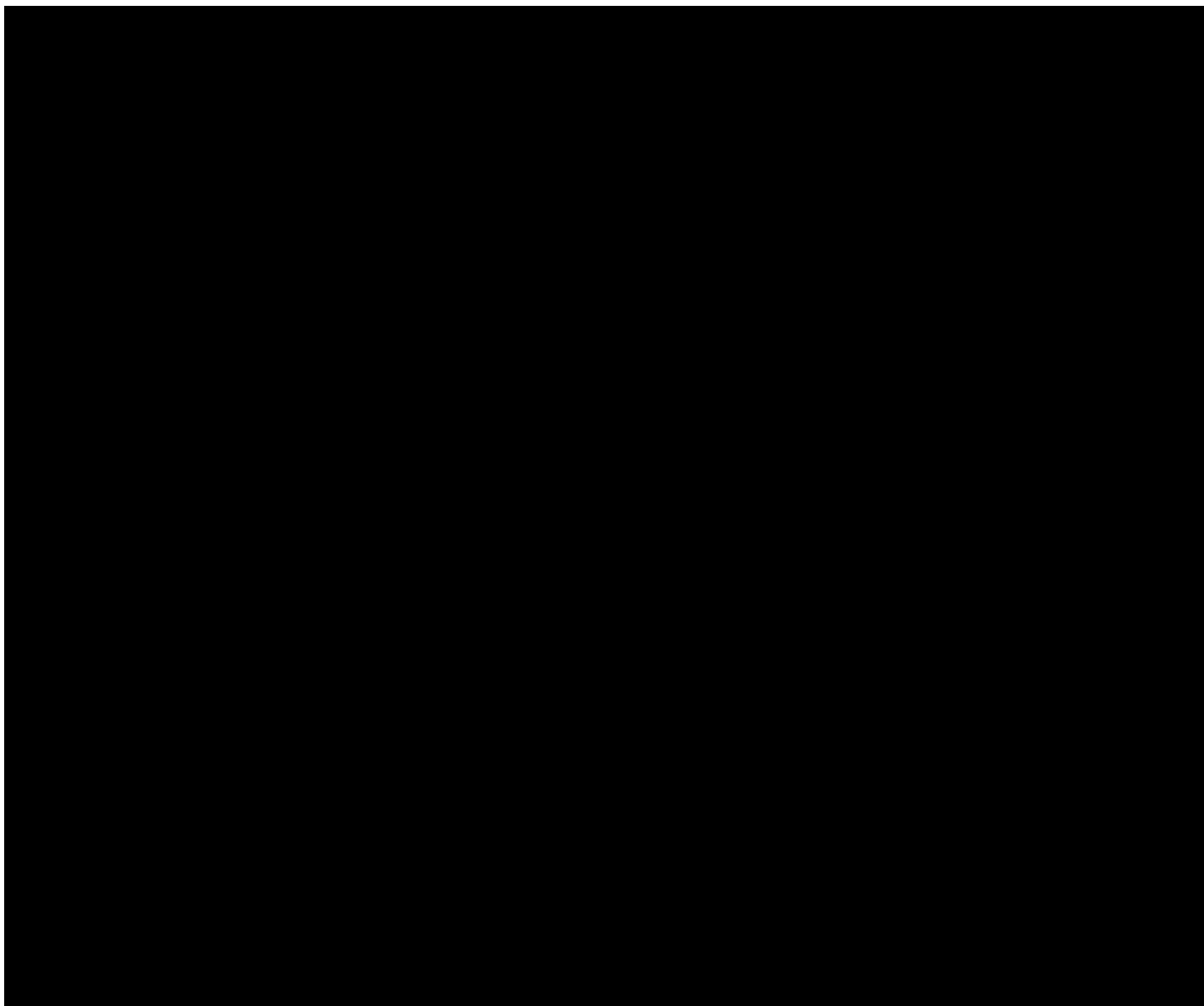
Note: Teachers assigned to lead or have staff assignments should be paired with teachers assigned to the student assembly area. In an emergency, when directed to evacuate to the assembly area, all teachers will take any emergency items and move their classes to the assembly area. Teachers assigned to 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	
B-10	Sandra Lineros	B-9	Tony Carilles	Fire Safety/Maintenance Chief: Tony Carriles
C-12	Katia Berrocal	C-13	Kerry Sommer	(Office, Cafeteria, K-1 & K-2, C-Pod; P-1 through P-7) Search and Rescue Team: After taking your class out to your assigned number, check in with the evacuation chief. You will be responsible for searching for any missing people in an assigned area.
B-7	Bao-Tran Nguyen	B-8	Daniel Brandt	(Office, Cafeteria, K-1 & K-2, C-Pod; P-1 through P-7) Search and Rescue Team: After taking your class out to your assigned number, check in with the evacuation chief. You will be responsible for searching for any missing people in an assigned area.
C-15	Amanda Conlan	A-5	Janeth Munoz	(A & B Pods; Library, Computer, and Psychology Rooms P8-16) Search and Rescue Team: After taking your class out to your assigned number, check in with the evacuation chief . You will be responsible for searching for any

				missing people in an assigned area.
K-2	Sahira Larios	K-1	Rebecca DeSagun	(A & B Pods;Library, Computer, and Psychology Rooms P8-16) Search and Rescue Team: After taking your class out to your assigned number, check in with the evacuation chief. You will be responsible for searching for any missing people in an assigned area.
A-2	Katie Middlebrook	P-4	Maria Meza	Student Attendance & Release <i>(Parenting Gathering Area: Secretary will be designating an area for parents to gather and will serve as a runner as parents check in with Claudia to pick-up their children.)</i>
A-3	Kim Pham	A-4	Devina Munoz	Student Attendance & Release <i>(Parenting Gathering Area: Secretary will be designating an area for parents to gather and will serve as a runner as parents check in with Secretary to pick-up their children.)</i>
A-1	Rebecca Chiang	B-6	Laura Alvarez	Student Attendance & Release <i>(Parenting Gathering Area: Secretary will be designating an area for parents to gather and will serve as a runner as parents check in with Secretary to pick-up their children.)</i>
			Adamari Aries Nieves	First Aide Lead: Assist any injured student, teacher or parent. Keep track of who you helped and what their injury is. Let Command center know of any students who are critical. Minor injuries can be dealt with and sent back to class; major injuries should remain in the first aid area.

Kitchen	Josefina Franco		Catalina Vargas	Sanitation: Retrieve the necessary materials to set up a latrine on the blacktop. See map for location
		P-11	*Erika Alvarez	Food and Water: Retrieve classroom food tubs from the ARCC and put on blacktop. (see map for location) Use dolly to bring the blue water tubs out. Place next to food.

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

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 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

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 Edenvale Principal, Safety Committee, and 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.