

SB 187
Comprehensive
School Safety Plan
Process & Templates

Ledesma School



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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

LEDESMA SCHOOL SAFETY TEAM

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

Jason Sorich

Principal

Allison Heldt

Teacher

Sandra Cordero

Teacher

Sandy Santos

Teacher

Ivy Calupad

Classified Staff Member

Afra Sayed, Audra Larrea, Lynn Lam, Preeti Krishnan, Lisa Johnston

Parent Membership

Dr. Genvieve Dorsey

Dr. Genvieve Dorsey, District Safety Committee Chair

THE Ledesma SAFE SCHOOL PLAN WAS APPROVED BY THE Ledesma SCHOOL SITE COUNCIL ON November 18, 2025.

LEDESMA 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.

LEDESMA ELEMENTARY SCHOOL
Safety Plan Goals
2025-2027

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 roles by the 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 the end of September on an annual basis

Assessment 1.2: Training Agenda

Strategy 1.3: Calendar bi-annual drills (announced and unannounced) on an annual basis

Assessment 1.3: Calendar of biannual earthquake drills

Strategy 1.4: Make whole school student roster binders available in common locations (cafeteria, office, library, art vista room) by the end of September on an annual basis

Assessment 1.4: Evidence of binders in common student locations

Strategy 1.5: Communicate the earthquake preparedness plan to families and the community by the end of January on an annual basis

Assessment 1.5: Parent square safety message

Strategy 1.6: Ensure emergency backpacks are reviewed and replenished with supplies and activities by the end of September on an annual basis

Assessment 1.6: Verify backpacks are updated with Health Aide

Strategy 1.7: Ensure emergency forms go home with students within the first two weeks of school.

Assessment 1.7: Verify emergency forms have been sent home for all students

Baseline Data 1.1: Current practice is that the majority of these items are not completed until the December/January Safety Plan review date (@ midyear)

GOAL 2: The school will update the ARCC to ensure adequate supplies in an emergency.

Strategy 2.1: Each class will receive a bin and 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 facemasks and hand sanitizer, tools for search and rescue

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

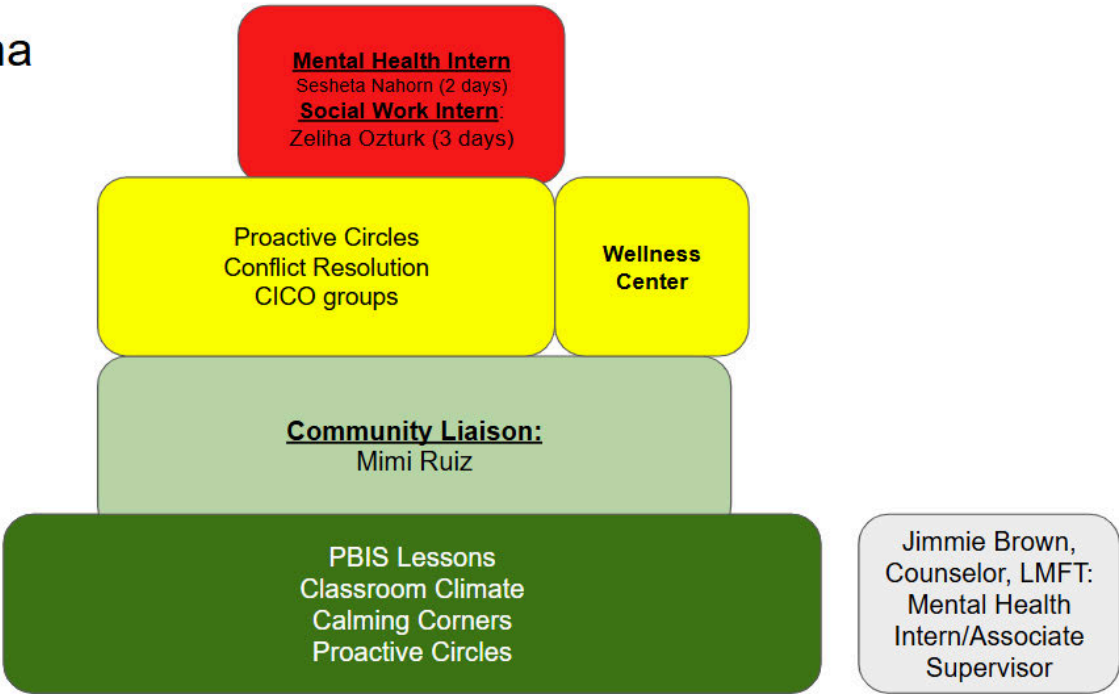
Strategy 2.3: Conduct annual ARCC review with the safety team

Assessment 2.3: Confirm inventory review and general organization by the end of November.

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

GOAL 3: Provide mental health support for students.

Ledesma



Strategy 3.1: The Social work intern will coordinate and operate our School Wellness Center 3 days/week

Strategy 3.2: Students will have access to the “Wellness Center Lite”, located in the office, room 106, on days and times when the Wellness Center is not open and available.

Strategy 3.2: Outside agency referrals for mental health support through School Linked Services for Alum Rock Counseling, Community Solutions, Rebekah’s Children Services;

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

Strategy 3.3: Individual School Strategies, such as Calm Down Corners, Community Circles, SEL Lessons through Nearpod

Assessment 3.3: Connectedness and Belonging Survey Results

Baseline Data 3.1 /3.2: We don’t have any baseline data since this is our first year providing such a variety of mental health support.

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.

2024-2025 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
Ledesma (Rita) Elementary	443	12	6	1.4%	66.7%	33.3%
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%

California School Dashboard Suspension by Student Group

Dashboard Data - Suspensions	Student Group	2024 Rate	2024 Color	2025 Rate	2025 Color
	ALL	3.1% (+1.4%)		1.4% (-1.7%)	
	Black/AA				
	Asian	0% (-0.7)		0%	
	Filipino	0%		0%	
	Hispanic	5.1% (+2.4%)		1.7% (-3.4%)	
	White	5.1% (+1.6%)		2.1% (-3%)	
	2+ Race	0%		0%	
	EL	4.1% (+2.9%)		2.9% (-1.2%)	
	LTEL				
	Low SES	6% (+2.6)		3.7% (-2.3%)	
	SpEd	16.9% (+4.4%)		1.8% (-15.1%)	

2024-2025 Expulsion Rate

Name	Cumulative Enrollment	Total Expulsions	Unduplicated Count of Students Expelled	Expulsion Rate
Ledesma (Rita) Elementary	443	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 using the year-to-date average attendance.

- 2021-2022 Attendance Factor: 92.70%
- 2022-2023 Attendance Factor: 93.46%
- 2023-2024 Attendance Factor: 94.23%
- 2024-2025 Attendance Factor: 94.33%

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 (i.e. a decrease in chronic absenteeism indicates improvement).

2023 Chronic Absenteeism Rate: 22.1%

2024 Chronic Absenteeism Rate: 23.2%

2025 Chronic Absenteeism Rate: 15.1%

California Dashboard Student Group Chronic Absenteeism Details:

Dashboard Data - Chronic Absenteeism	Student Group	2024 Rate	2024 Color	2025 Rate	2025 Color
	ALL	23.2% (+1.1%)		15.10%	
	Black/AA				
	Asian	15.8% (+5.5%)		8.3% (-7.5%)	
	Filipino	8.1% (-2.4%)		6.5% (-1.7%)	
	Hispanic	34.3% (-0.6%)		23.1% (-11.2%)	
	White	25.4% (+5.8%)		10.9% (-14.6%)	
	2+ Race	13.9% (-1.5%)		11.1% (-2.8%)	
	EL	35.7% (+14.8%)		23.5% (-12.2%)	
	LTEL				
	Low SES	37.2% (+5.6%)		23.8% (-2.8%)	
	SpEd	39.7% (+1.5%)		30.9% (-8.8%)	

School Facilities & Safety

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

Ledesma School is one of 18 schools in the Oak Grove School District in South San Jose. Providing a safe school is a high priority for Ledesma School. To this end, there are continuous improvement processes and collaborative efforts that provide comprehensive health education and a strong academic foundation within a safe and secure learning environment that ensure success for all students.

The table shows the results of the most recent school facilities inspection. While reviewing this report, please note that even minor discrepancies are reported in the inspection process. The items noted in the table have been corrected or are in the process of remediation. The data in the table was collected January 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	Good	
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	Work orders have been placed to address minor lights being out.
Restrooms/Fountains: Restrooms, Sinks/Fountains		
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

Ledesma 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 Ledesma'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.

Additionally, due to COVID-19 pandemic:

Hand sanitizing stations are located in common areas such as lunch areas, front offices, and priority locations identified by the principal.

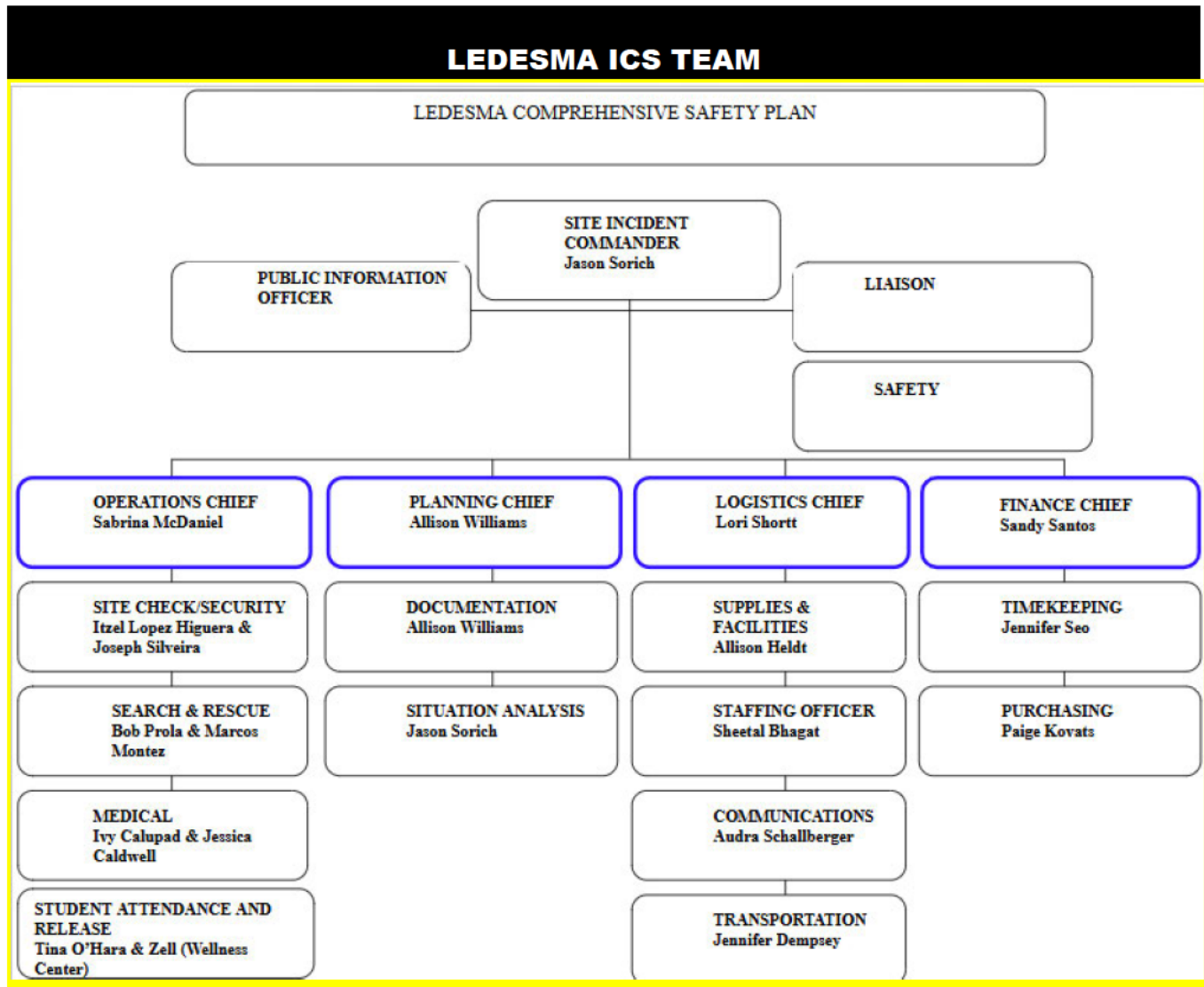
Students are encouraged to bring their own water bottles to use the available water bottle filling stations. All water fountains are available for students.

The District will provide face masks for staff. All staff are required to wear fabric face coverings unless prevented due to health conditions or instructional/communication needs. In those instances, staff will be provided with a clear face shield. Additional disposable masks and gloves are also available, as needed. HVAC schedules will be set to run at least two hours before and after occupied hours.

HVAC systems have been serviced and inspected across the District to ensure proper operation and circulation of outside air.

Strict cleaning and disinfecting protocols are in place throughout the school campuses. In classrooms, teachers and age-appropriate students will have access to non-toxic materials to maintain the cleanliness of their environment.

LEDESMA SCHOOL EMERGENCY PROCEDURES



Staging Areas – Ledesma

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: Outside: Kindergarten Playground Inside: Building 200.

Secondary: Outside: Back of Office Inside: Building 700

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	Sabrina McDaniel	Marcos Montez Jessica Caldwell Brooklyn Seshetta (W, Th) Noemi (W) Zell (M, T, Th)
Security	Itzel Lopez Higuera & Joseph Silveira	
Search & Rescue	Robert Prola	
Medical	Ivy Calupad	
Student Attendance and Release	Tina O'Hara	

Planning

Team	Team Leader:	Staff Members:
Planning Chief	Allison Jew	Caralay Philips
Documentation	Allison Jew	Daniel Cruz (Tue & Fri)
Situation Analysis	Jason Sorich	Natalie Ha (M-F 8:45-12:15)
		Brooklyn
		Seshetta (W, Th)
		Noemi (W)
		Zell (M, T, Th)

Logistics

Team	Team Leader:	Staff Members:
Logistic Chief	Lori Shortt	
Supplies/Facilities	Allison Heldt	Rabia Iqbal
Staffing Officer	Sheetal Bhagat	Vandana Gupta
Communication	Audra Schallberger	
Transportation	Jennifer Dempsey	

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Finance

Team	Team Leader:	Staff:
Finance Chief	Sandy Santos	Sandra Cordero Usha Johnson
Timekeeping	Jennifer Seo	
Purchasing	Paige Kovats	

Buddy Teacher System Roster

Site:	Ledesma Elementary School	School Year:	2025-2027
Updated by:	Jason Sorich	Date:	9-16-2025

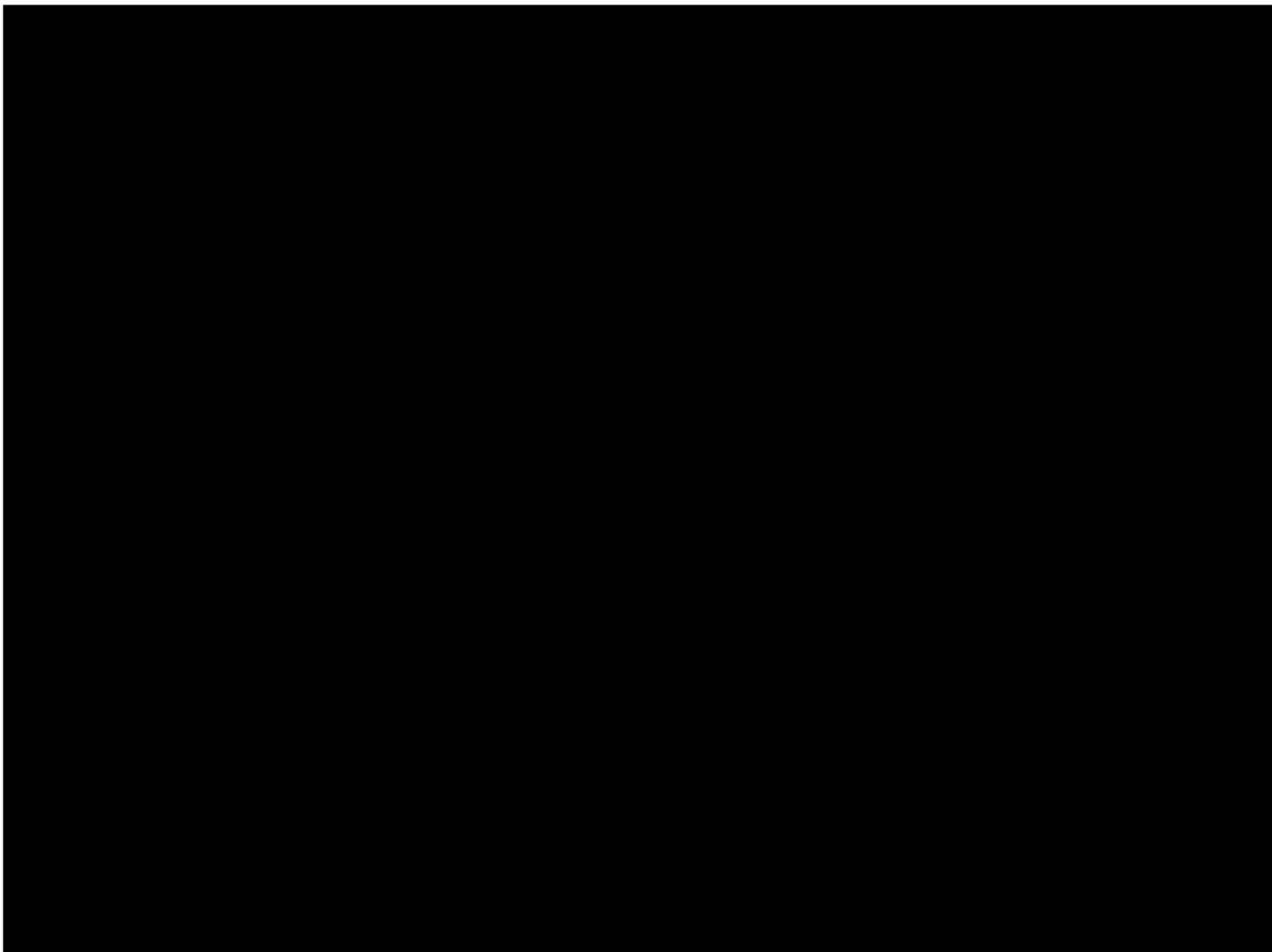
This list should be updated in September of each school year to accommodate any staff changes.

Note: Teachers assigned to lead or have staff assignments should be paired with teachers assigned to the student assembly area.

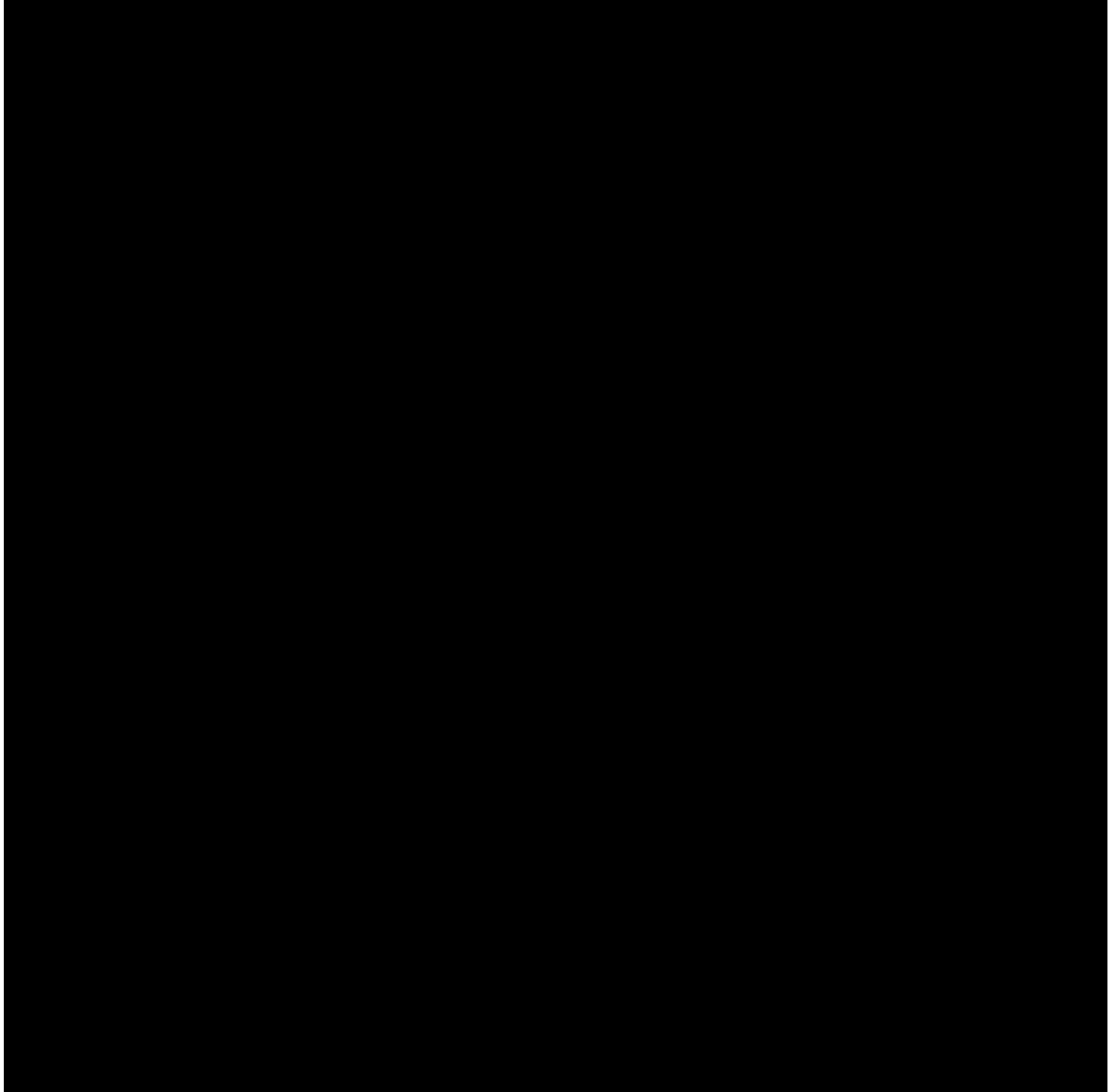
In an emergency, when directed to evacuate to the assembly area, all teachers will take any emergency items and move their classes to the assembly area. Teachers assigned to lead or have staff assignments will then “hand off” responsibility for their class to their Buddy Teacher and report to their emergency assignment.

Responsibility for Remaining with Students		Responsibility for Assuming Emergency Task		Emergency Task
Room #	Teacher	Room #	Teacher	
602	Johnson & Mrs. G	604	Prola	Search and Rescue
		502	McDaniel	Operations Chief
501	Bhagat	506	Montez	Search and Rescue
203	Heldt & Rabia	303	Caldwell	Medical
		403	Schallberger	Communication
305	Kovats	601	Seo	Timekeeping
203	Cordero	405	Williams	Planning Chief & Documentation
306	Dempsey	402	Shortt	Logistics
202	Santos	505	Zelle (Wellness M/W/Th)	Student release

Evacuation Map



Ingress/Egress Routes for Evacuation



Before and After School Care

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 (i.e. BASE, Boys & Girls Club, Think Together, etc.) 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 program providers 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 annually to review and discuss:

- District Plans and Protocols
- Develop Coordinated Communication Plans
- Coordination and Implementation of Emergency Disaster Drills

Licensed Preschool Programs on Oak Grove School District Campuses

Licensed Preschool Programs will follow all State Regulatory requirements for Disaster and Mass Casualty Planning including but not limited to:

- Each licensee shall have a disaster and mass casualty plan of action. The plan shall be in writing and shall be readily available.
- The plan shall be subject to review by the Department and shall include:
- Designation of administrative authority and staff assignments.
- Contingency plans for action during fires, floods, and earthquakes including, but not limited to, the following:
 - Fire safety plan.
 - Means of exiting.
 - Transportation arrangements.
 - Relocation sites that are equipped to provide safe temporary accommodations for children.

- Supervision of children during evacuation or relocation, and contact after relocation to ensure that relocation has been completed as planned.
- Means of contacting local agencies, including but not limited to the fire department, law enforcement agencies, and civil defense, and other disaster authorities.
- Any special methods and procedures necessary for the evacuation and relocation of non-ambulatory children.
- The licensee shall instruct all children, age, and abilities permitting, and all childcare personnel, including volunteers, in their duties and responsibilities under the plan.
- Disaster drills shall be conducted at least every six months.
- The drills shall be documented. This documentation shall be kept in the childcare center for at least one year.

RESOURCES:

[Disaster Resources/Department of Social Services](#)

[Disaster Preparedness/CA Childcare Health Program](#)

[Stay Safe Procedures in Early Childhood Programs/Head Start](#)

EMERGENCY COMMUNICATION NUMBERS

Police, Fire & Rescue, Medical, Sheriff, Hazardous Incident

911

Emergency from mobile phone

408-227-8911

Police non-emergency

311

San Jose Mercury

408-920-5444

Sheriff

408-299-3233

TRANSPORTATION EMERGENCY NUMBERS

Regional Medical Center of SJ

408-259-5000

CHP Goldengate

707-551-4151

Office of Emergencies Services
Santa Clara

408-808-7800

CHP Gilroy

408-848-2324

RADIO AND TV STATIONS

Fire Department

408-277-4619

KARA 105.7 FM

408-575-1057

County of Santa Clara

408-885-4250

KCBS 740 AM

415-765-4000

Emergency Medical Services

Pacific Gas & Electric

800-743-5000

KFOG 104.5 FM

408-817-5364

American Red Cross

408-577-2178

KLIV 1590 AM

408-575-1600

San Jose Environmental Services

408-945-3000

KLOCK 1170 AM

408-440-0851

City of San Jose Emergency
Services

408-277-4595

KGO CH 7

415-954-7777

Dead Animal Collection

408-578-7297

KNTV CH 11

408-452-4780

HazMat

408-277-4659

KPIX CH 5

415-362-5550

Poison Control

800-876-4766

KRON CH 4

415-441-4444

SDS

800-451-8346

KTVU CH 2

510-834-1212

CAL/EPA

916-323-2514

SAFETY DATA SHEETS

San Jose Water Resource Board

510-622-2300

HOW TO REQUEST A SDS

1-800-451-8346

OSHA

800-321-6742

3E Company

CalOSHA-Fremont

510-794-2521

Provide as much of the following product information as possible:

San Jose Water

408-279-7900

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

Highway Patrol

800-835-5247

CHP Non Emergency

707-551-4100

GENERAL INFORMATION – SCHOOL SAFETY

District Commitment to School Safety

It is the policy of the Oak Grove School District Board of Education that all students enrolled in this district, and all employees employed by this district, have the right to attend campuses, which are safe and secure. The Board believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the District. The Board intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement, and approved by the Board. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

LEGISLATIVE REQUIREMENTS

The California Education Code (sections 35294.10-35294.15) outlines the requirements of all schools operating any kindergarten and 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 Ledesma 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.