

SB 187 Comprehensive School Safety Plan Process & Templates

Ledesma School



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Board Adopted FEB 16, 2023

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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

Jennifer Dempsey

Teacher

Sandra Santos

Teacher

Michelle Crocker

Teacher

Sandra Sanchez-Mendoza

Classified Staff Member

Linh Phan, John Seimas, Gabriela Andrade

Parent Representatives

Oscar Ortiz

District Safety Committee Chair

THE LEDESMA SAFE SCHOOL PLAN WAS APPROVED VIRTUALLY BY THE LEDESMA SCHOOL SITE COUNCIL ON December 1, 2022.

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
2021-2023

GOAL 1: Refine our earthquake preparedness to ensure safety and security measures are in place at the outset of each school year

Strategy 1.1: Update staff rosters, staff phone trees, and staff emergency situation roles by end of September on an annual basis

Assessment 1.1: Documents (staff roster, phone tree, emergency roles)

Strategy 1.2: Conduct earthquake preparedness training for yard duties by end of September on an annual basis

Assessment 1.2: Training Agenda

Strategy 1.3: Calendar quarterly drills (announced and unannounced) by start of July on an annual basis
Assessment 1.3: Calendar of annual earthquake drills

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

Assessment 1.4: Evidence of binders in common student locations

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

Assessment 1.6: Verify backpacks are updated with Health Aide

Strategy 1.7: Ensure emergency cards and red & green cards go home with students within the first two weeks of school .

Assessment 1.7: Verify cards have been sent home for all students

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

GOAL 2: School will update the ARCC to ensure adequate necessary supplies in the event of an emergency.

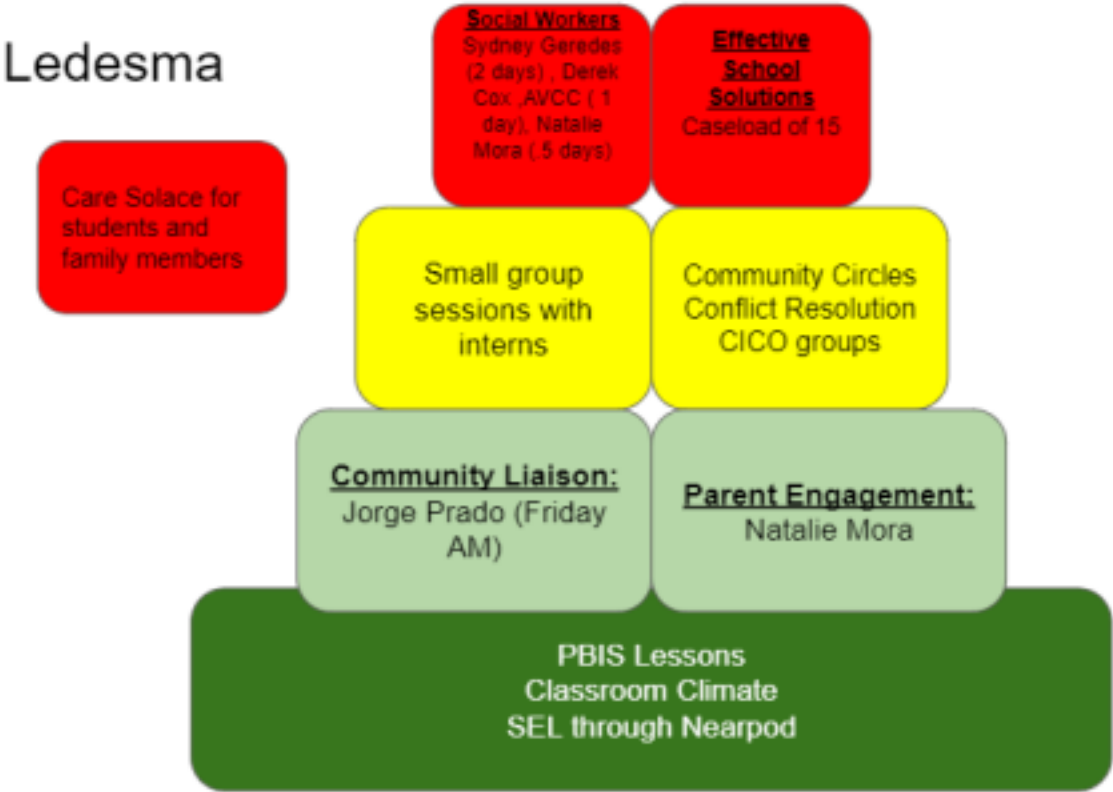
Strategy 2.1: Each class will receive a bin, along with a gallon sized zip top bag for every student. Parent letters will accompany the bags home, asking for snacks to be stored inside the ARCC.

Assessment 2.1: Confirm storage of classroom bins with zip top bags for every student by October. **Strategy 2.2:** Updated materials include facemasks and hand sanitizer

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

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

GOAL 3: Provide mental health support for students.



Strategy 3.1: Mental Health Intern support for .5 days

Strategy 3.2: Social Worker Intern support for 1 days

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

Strategy 3.4: Almaden Valley supports for 1 day

Strategy 3.5: Parents and students can be referred through Care Solace

Assessment 3.1 through 3.6: Number of students being served by mental health support systems. **Strategy 3.6:** Professional Learning Community focus on Morning Meetings

Strategy 3.7: Individual School Strategies, such as Calm Down Corners, Community Circles, SEL Lessons through Nearpod

Assessment 3.7: Connectedness and Belonging Survey Results

Baseline Data 2.1 /2.2: We don't have any baseline data since this is our first year providing such a variety of mental health support.

Review tardies, absenteeism, expulsion and suspension data.

DUE TO THE COVID-19 PANDEMIC AND MANDATED SCHOOL CLOSURES THAT BEGAN ON MARCH 13, 2020, DISCIPLINE AND ATTENDANCE DATA FOR 2019-2020 AND 2020-2021 IS NOT COMPARABLE TO PREVIOUS YEARS AND WILL THEREFORE NOT BE INCLUDED.

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

Rate*	School			District			State		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Suspensions	0.98		0.85	2.64	3.18	2.86	3.65	3.65	3.51
Expulsions	0.00		0.00	0.01	0.00	0.00	0.09	0.09	0.08

Suspensions:

- 2017-2018 Suspensions 8
In School Suspensions 1
- 2018-2019 Suspensions 4
In School Suspensions 2

Tardies and Absenteeism:

- 2017-2018 Attendance Factor: 97.05%
- 2018-2019 Attendance Factor: 96.70%
- 2017-2018 Tardies: 133 (> 30 min)
- 2018-2019 Tardies: 278 (> 30 min)

School Facilities & Safety

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

Ledesma School is one of 19 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 2019.

School Facility Good Repair Status

Year and month of the most recent FIT report: September 2019

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	No issues.
Interior: Interior Surfaces	Good	No issues.
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	No issues.
Electrical: Electrical	Fair	a few lights out in RM. 401,405. Work order created.
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	No issues.
Safety: Fire Safety, Hazardous Materials	Good	No issues.
Structural: Structural Damage, Roofs	Good	No issues.
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good	No issues.

Overall Facility Rate

Year and month of the most recent FIT report: September 2019

Overall Rating	Good
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Last updated: 12/17/2019

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.

Water fountains are disabled. Students are encouraged to bring their own water bottles and water filling stations on campus.

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 one hour before and after occupied hours.

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

The district provided mist disinfectant sprayers will enable custodial staff to more efficiently disinfect our campuses. The units spray a fine mist of disinfectant solution that is statically charged and then adheres to the surfaces in the room ensuring coverage. Detailed attention will be given to high-touch areas such as door handles, desktops, sink handles, handrails and restrooms throughout the day.

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

LEDESMA ICS TEAM

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

Primary: County Park Parking Lot at end of Chelsea Crossing and Basking Ridge

Secondary: Basking Ridge Park at back of school on Chelsea Crossing

Unification Site	Staffing	
County Park Parking Lot	Teachers who evacuate	Chelsea Crossing/Basking Ridge
Basking Ridge Park	Teachers who evacuate	Chelsea Crossing-Back of school driveway/Turn left

Emergency Response Teams

Operations

Team	Team Leader:	Staff Members:
Operations Chief	Sabrina McDaniel	Jenifer McKittrick
Security	Marcos Zamarripa	Itzel
Search & Rescue	Robert Prola	Marcos Montez
Medical	Sandra Mendoza-Sanchez	Jessica Caldwell
Student Attendance and Release	Tina O'hara	Lynette Lewis/ Olga & Yen Jeannine McCoy/ Katie Tigrett

Planning

Team	Team Leader:	Staff Members:
Planning Chief	Kelly Johnson	Michelle Crocker
Documentation	Jenifer McKittrick	Caralay Philips
Situation Analysis	Jason Sorich	Jessica Liu

Logistics

Team	Team Leader:	Staff Members:
Logistic Chief	Lori Shortt	Angela Xavier
Supplies/Facilities	Allison Heldt	Michelle Knittel Kim
Staffing Officer	Sheetal Bhagat	Shilpa Nekkalapudi
Communication	Audra Schallberger	Melvin Manning
Transportation	Jennifer Dempsey	Jeannine McCoy Katherine Tigrett

Finance

Team	Team Leader:	Staff:
Finance Chief	Sandy Santos	Sandra Cordero
Timekeeping	Katherine McMurry	Sutapa Mandal
Purchasing	Paige Kovats	Chrystina Prounh -MWF Sydney Geredes-TTH Derek Cox-Th

Buddy Teacher System Roster

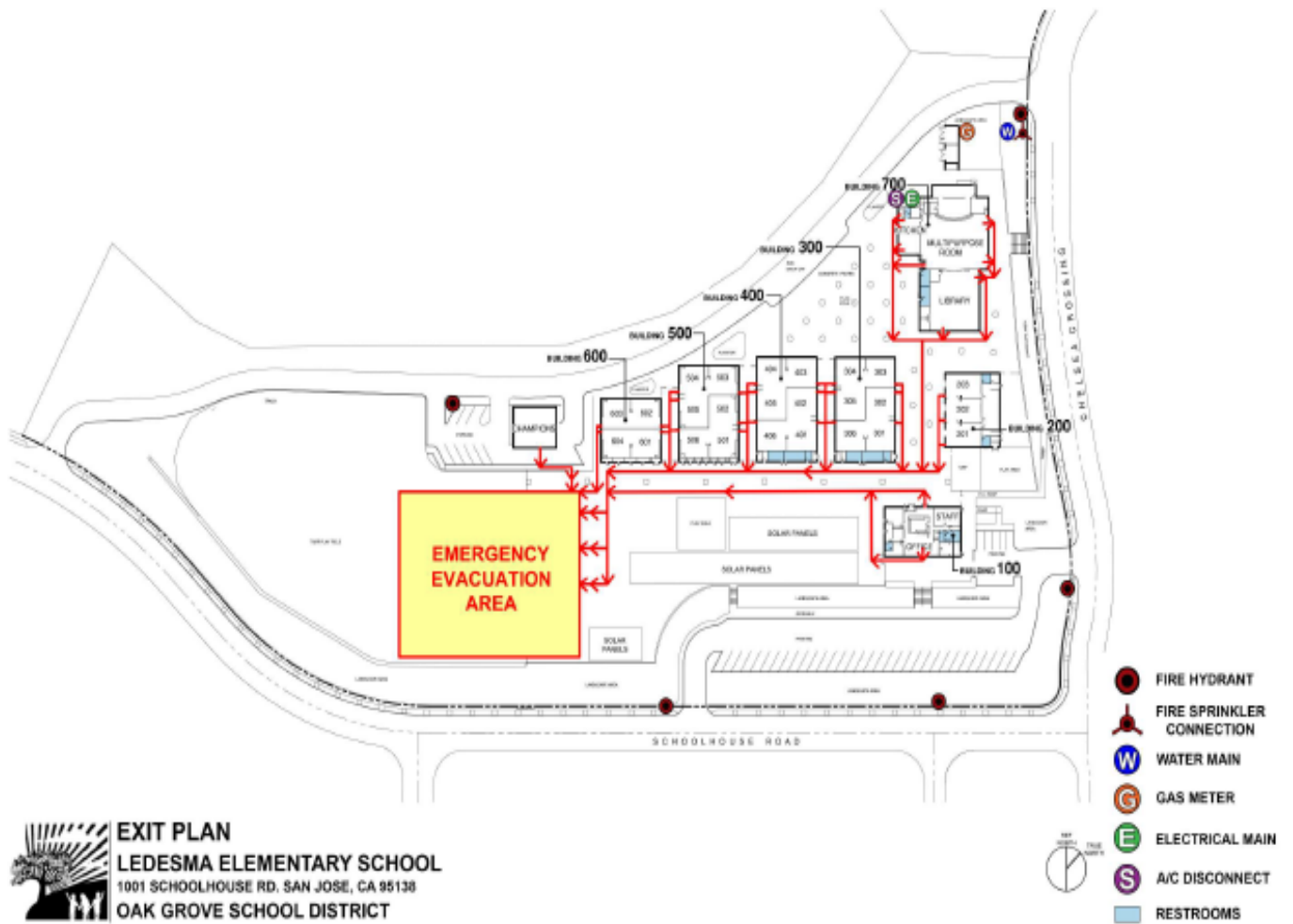
Site:	Ledesma Elementary School	School Year:	2021-2022
Updated prepared by:	Jason Sorich	Date:	12-09-2021

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

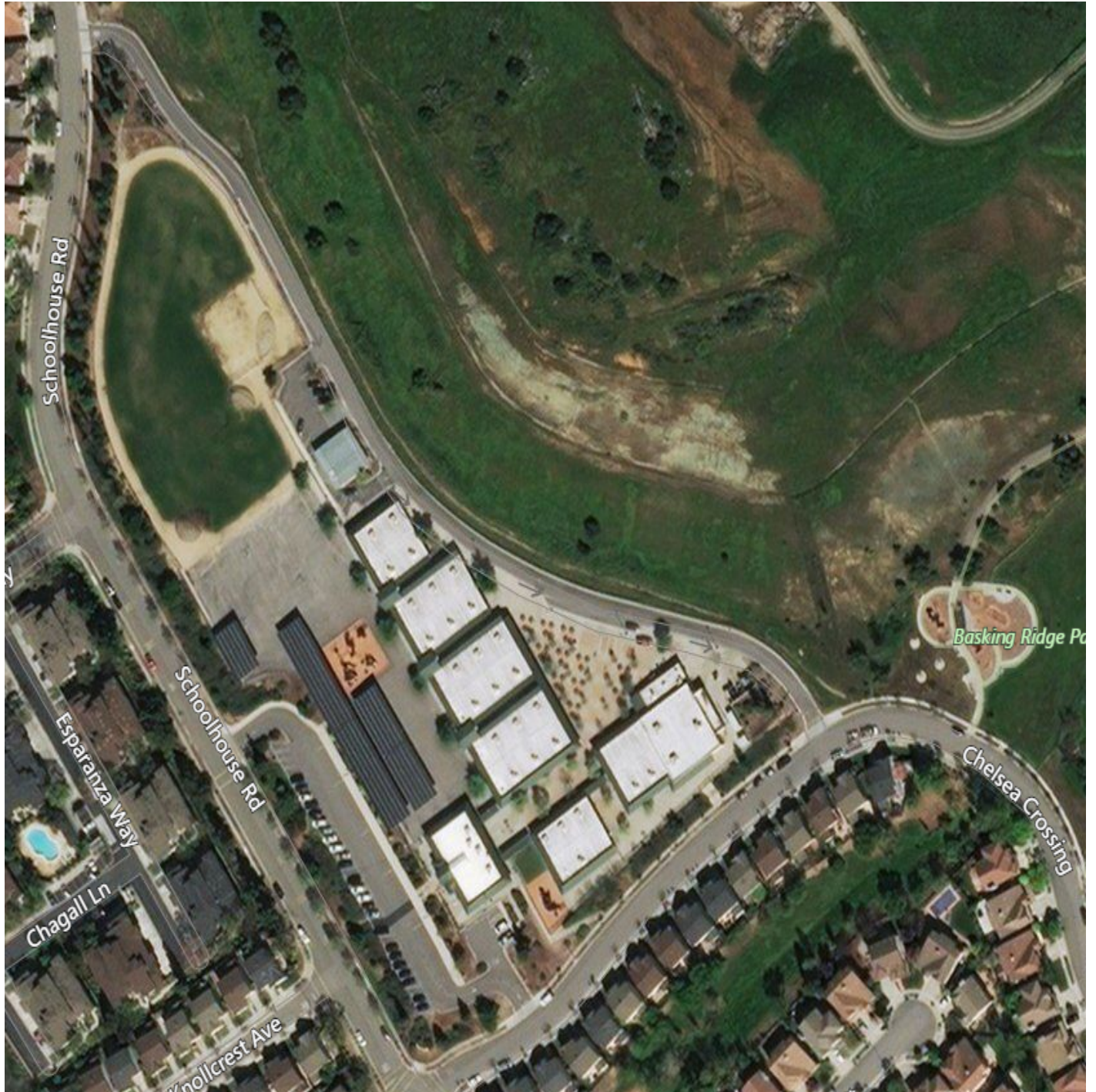
Note: Teachers assigned to lead or have staff assignments should be paired with teachers assigned to the student assembly area. In an emergency, when directed to evacuate to the assembly area, all teachers will take any emergency items and move their classes to the assembly area. Teachers assigned to 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	
603	Manning	504	Montez	Search and Rescue
501	Bhagat	502	McDaniel	Operations Chief
601	Seo	604	Prola	Search and Rescue
301	McCoy/Tigrett	303	Caldwell	Medical
401	Dempsey	406	Heldt	Supplies/Facilities
305	Kovats	403	Schallberger	Communication
404	Crocker	405	Johnson	Situation Analysis
306	Xavier	402	Shortt	Logistics
203	Cordero	202	Santos	Finance

Evacuation Map



Ingress/Egress Routes for Evacuation





BEFORE AND AFTER SCHOOL DAY CARE

Oak Grove School District will ensure after-school programs are educated on key parts of emergency management planning, including keeping emergency contact cards up to date and having the most accurate information from parents on who youths are permitted to leave with.

After-school programs are contained within a school's overall emergency management plan.

However, there are important emergency planning considerations specific to after-school programs that may not be addressed in the school's overall emergency management plan, such as:

- How the Incident Command Structure is to operate after school when most staff have left for the day;
- Training of after-school program staff;
- Emergency procedures, especially when some buildings may be closed; and
- Coordination with local emergency responders.

Similar to emergency management planning for schools, after-school programs should also develop plans based upon site-specific issues. Collaborative exercises, site assessments, needs assessments, inventories, meetings, and emergency exercises, including drills and tabletops, would also assist in validating and encouraging adoption of the plan by administrators while promoting sustainability over time.

The District recommends that after-school programs:

- Parallel the schools' plans and procedures, or incorporate their plans into the schools' plans;
- Consult others (rather than plan in a vacuum);
- Include important contact numbers in their plans;
- Include reunification plans;
- Identify personnel for key roles;
- Orient all staff to the plan; and
- Have the plan available at all times.

Preschools will follow the site's Incident Command System and report to the evacuation area as the plan describes.

The Principal will coordinate with all programs on the site, such as Boys and Girls Club, Champion, BASE, YMCA, etc.

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
Emergency Medical Services 408-885-4250

KCBS 740 AM 415-765-4000

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
SDS 800-451-8346

KRON CH 4 415-441-4444

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

OSHA 800-321-6742

1-800-451-8346

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.