

SB 187 Comprehensive School Safety Plan Process & Templates

Herman Intermediate School



5955 Blossom Avenue

San Jose, CA 95123

Phone: (408) 226-1886

Fax: (408) 226-1897

Board Adopted FEB 16, 2023

TABLE OF CONTENTS

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.

Table of Contents

Safety Plan Signature Page.....	4
Safety Plan Goals.....	6
Incident Command System Team.....	13
Command Posts.....	14
Emergency Response Teams.....	19
Evacuation Map.....	19
Ingress and Egress Map.....	21
Evacuation Map.....	22
Emergency Communication Numbers.....	24
Legal Requirements.....	25

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

HERMAN INTERMEDIATE SCHOOL SAFETY TEAM

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

Christy Flores

Principal -Christy Flores

Brian Minklein

Assistant Principal - Brian Minklein

Megal Wells, Megan Hanninger, Chris Hansen, Terry Montelibano

Teachers -Megan Wells, Megan Haninger, Chris Hansen, Terry Montelibano

Jen Lu

Safety Committee Herman - Jen Lu

Shelby Roy Laura Miller Ila Patki, Jackie Tran

Parent Representatives - Shelby Roy, Laura Miller, Ila Patki, Jackie Tran

Oscar Ortiz

District Safety Committee Chair-Oscar Ortiz

THE HERMAN SAFE SCHOOL PLAN WAS APPROVED VIRTUALLY BY THE HERMAN SCHOOL SITE COUNCIL ON 1/10/23.

HERMAN 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.

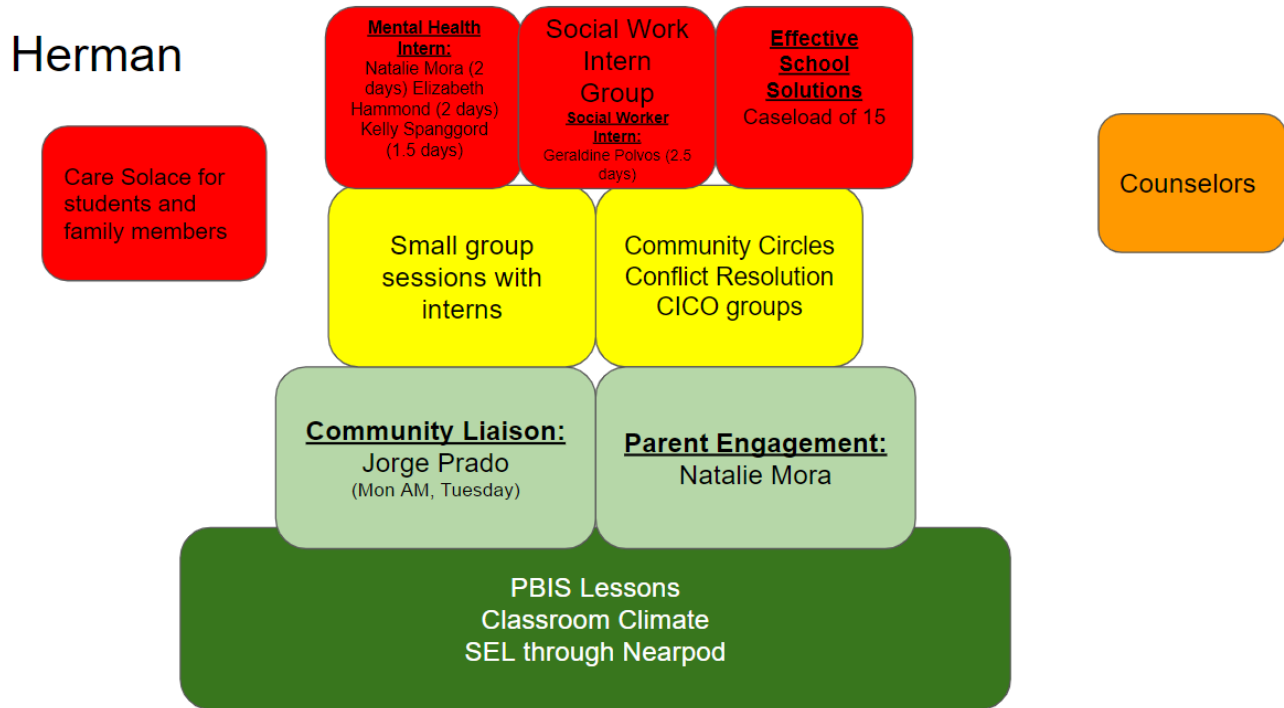
The year-end assessment should be completed in May and reported.

HERMAN INTERMEDIATE SCHOOL

Safety Plan Goals

2022-2024

GOAL 1: Provide mental health support for students.



Strategy 1.1: Marriage and Family Therapist Interns for 4 days/week

Strategy 1.2: Social Work Intern 2 days/week

Strategy 1.3: Outside agency referrals for mental health support through Care Solace

Strategy 1.4: Effective School Solutions services for our Tier 3 students 5 days/week

Assessment 1.1-1.4: Number of students being served by mental health support systems

Strategy 1.5: Professional Learning Community focus on building relationships between teacher and students during homeroom to improve Safety, Belonging and Connectedness survey results

Strategy 1.6: Implementation of a Homeroom class for every student to focus on mindfulness, coping strategies, relationship building, organizational skills and community building.

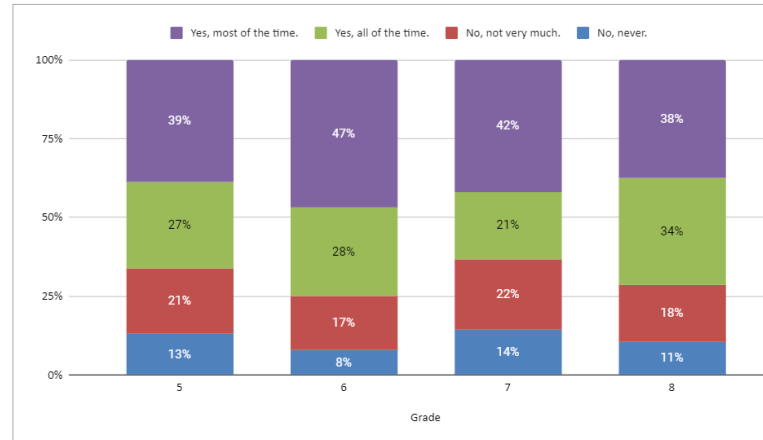
Assessment 156-1.6: Safety, Belonging and Connectedness survey results

Baseline Data: Spring 2022 SBC Survey Results

Fall 2022 Data:

COUNT of Q4. Q4. Is there someone at school, such as a teacher, secretary, etc					
Grade		No, never.	No, not very much	Yes, all of the time	Yes, most of the time
5		13%	21%	27%	39%
6		8%	17%	28%	47%
7		14%	22%	21%	42%
8		11%	18%	34%	38%

Edit



Comments:

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

Strategy 2.1: Updated materials include toilets, flashlights and lanterns; First aid materials are replaced every 5 years [+ Arcs Emergency Supply List 11-4-20](#)

Strategy 2.2: Replace water bins

Assessment 2.1: Verify items have been delivered and placed in the ARCC by January.

Assessment 2.2: Verify water bins have been replaced by January.

Baseline Data 2.1 /2.2: Toilets, flashlights and lanterns are new items in the ARCC; materials are replaced on a rotating basis

Comments:

GOAL 3: Herman Intermediate School will create a positive school culture that is predictable and consistent with clear, school-wide behavioral expectations consistent with Positive Behavior Intervention Systems. By implementing systematic procedures and explicitly teaching expected behavior, we strive to decrease student suspensions by 10% and suspensions of students with disabilities by 20%.

Strategy 3.1: All teachers will create and explicitly teach lesson plans to support expected student behavior in various settings on campus.

Strategy 3.2: All staff will praise students regularly for being Responsible, Respectful, and Safe using our PBIS Rewards System (digital points) to be redeemed for incentives and rewards.

Strategy 3.3: All teachers will teach classroom specific rituals and routines related to the school wide expectations and communicate those regularly with students and families.

Strategy 3.4: We will use restorative, reflective and instructional strategies and alternatives to suspension from the “Don’t Suspend Me” book.

Baseline Data 3.1: During the 2021-2022 school year, there were 106 suspensions. During the 2019-20 school year, there were 9 suspensions.

Assessment : Monitor and report behavior data to staff as applicable, to be completed by the end of the school year 2022-23.

Comments:

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

(data collected between July through June, each full school year respectively)

	School	School	District	District	State	State
--	--------	--------	----------	----------	-------	-------

online.ong/public/print/43696256068167/2020-2021 [2/8/2022 10:44:33 AM]

Accountability Report Card

Rate	2018-2019	2020-2021	2018-2019	2020-2021	2018-2019	2020-2021
Suspensions	7.68%	0.00%	2.81%	0.02%	3.47%	0.20%
Expulsions	0.00%	0.00%	0.00%	0.00%	0.08%	0.00%

Note: Data collected during the 2020-21 school year may not be comparable to earlier years of this collection due to differences in learning mode instruction in response to the COVID-19 pandemic.

Suspensions and Expulsions for School Year 2019—2020 Only

(data collected between July through February, partial school year due to the COVID-19 pandemic)

Rate	School 2019-2020	District 2019-2020	State 2019-2020
Suspensions	1.66%	0.84%	2.45%
Expulsions	0.00%	0.00%	0.05%

Note: The 2019-2020 suspensions and expulsions rate data are not comparable to other year data because the 2019-2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-2020 school year compared to other school years.

Last updated: 1/26/22

Suspensions and Expulsions by Student Group
(School Year 2020—2021)

Student Group	Suspensions Rate	Expulsions Rate
All Students	0	0
Female	0	0
Male	0	0
Non-Binary	0	0
American Indian or Alaska Native	0	0
Asian	0	0

reonline.org/public/print/43696256068167/2020-2021[2/8/2022 10:44:33 AM]

Accountability Report Card

Black or African American	0	0
Filipino	0	0
Hispanic or Latino	0	0
Native Hawaiian or Pacific Islander	0	0
Two or More Races	0	0
White	0	0
English Learners	0	0
Foster Youth	0	0
Homeless	0	0
Socioeconomically Disadvantaged	0	0
Students Receiving Migrant Education Services	0	0
Students with Disabilities	0	0

Attendance Factor:

The attendance factor accounts for the difference between enrollment and attendance. It is the average percentage of enrolled students typically attending school on any given day. The factor is calculated annually using prior school year data.

- 2017-2018 Attendance Factor: 96.78%
- 2018-2019 Attendance Factor: 96.61%
- 2019-2020 Attendance Factor: COVID
- 2020-2021 Attendance Factor: 98.10%
- 2021-2022 Attendance Factor: 94.80%

Chronic absenteeism:

Students are considered chronically absent if they are absent at least 10 percent of the instructional days that they were enrolled to attend in a school. A distinguishing feature of this measure is that the goal is reversed.

2017-2018 Chronic Absenteeism Rate: 6.20%
 2018-2019 Chronic Absenteeism Rate: 8.60%
 2019-2020 COVID
 2010-2021 Chronic Absenteeism Rate: 4.80%

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	762	757	36	4.8
Female	398	395	19	4.8

online.ong/public/print/43696256068167/2020-2021 [2/8/2022 10:44:33 AM]

Accountability Report Card

Male	364	362	17	4.7
American Indian or Alaska Native	186	184	2	4.7
Asian	1	1	0	0.0
Black or African American	28	28	5	17.9
Filipino	24	24	0	0.0
Hispanic or Latino	270	267	25	9.4
Native Hawaiian or Pacific Islander	9	9	1	11.1
Two or More Races	64	64	0	0.0
White	180	180	3	1.7
English Learners	65	62	10	16.1
Foster Youth	2	2	2	100.0
Homeless	3	3	2	66.7
Socioeconomically Disadvantaged	177	175	29	16.6
Students Receiving Migrant Education Services	1	1	0	0.0
Students with Disabilities	76	76	14	18.4

School Facilities & Safety

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

Herman Intermediate School is one of 18 schools in the Oak Grove School District in South San Jose. Each year our Safe School’s Plan is reviewed and modified by our School Site Council to address four components: goals, areas of pride and desired change, specific objectives, and activities to support these objectives. This plan addresses school safety, increased student performance, emergency preparedness, bullying and harassment, school discipline and school incentives, health, and an extensive tobacco, drugs, alcohol prevention program. To this end, there are continuous improvement processes and collaborative efforts that provide comprehensive health education and a strong academic foundation within a safe and secure learning environment that ensures success for all students.

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

School Facility Good Repair Status

Using the most recently collected Facility Inspection Tool (FIT) data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected

1/10/2022 10:44:11 AM

of Accessibility Report Card

The rate for each system inspected

- The overall rating

Year and month of the most recent FIT report: January 2022

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanics/HVAC, Sewer	Good	No issues.
Interior: Interior Surfaces	Good	No issues.
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	Work order placed for pest management to service traps.
Electrical: Electrical	Poor	Two deficiencies found to replace light diffuser and no lamps needed. All work orders have been generated.
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	Work order to remove graffiti.

Overall Facility Rate

Year and month of the most recent FIT report: January 2022

Overall Rating

Fair

Last updated: 1/10/22

Cleaning Process

Herman Intermediate 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 Herman Intermediate'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.

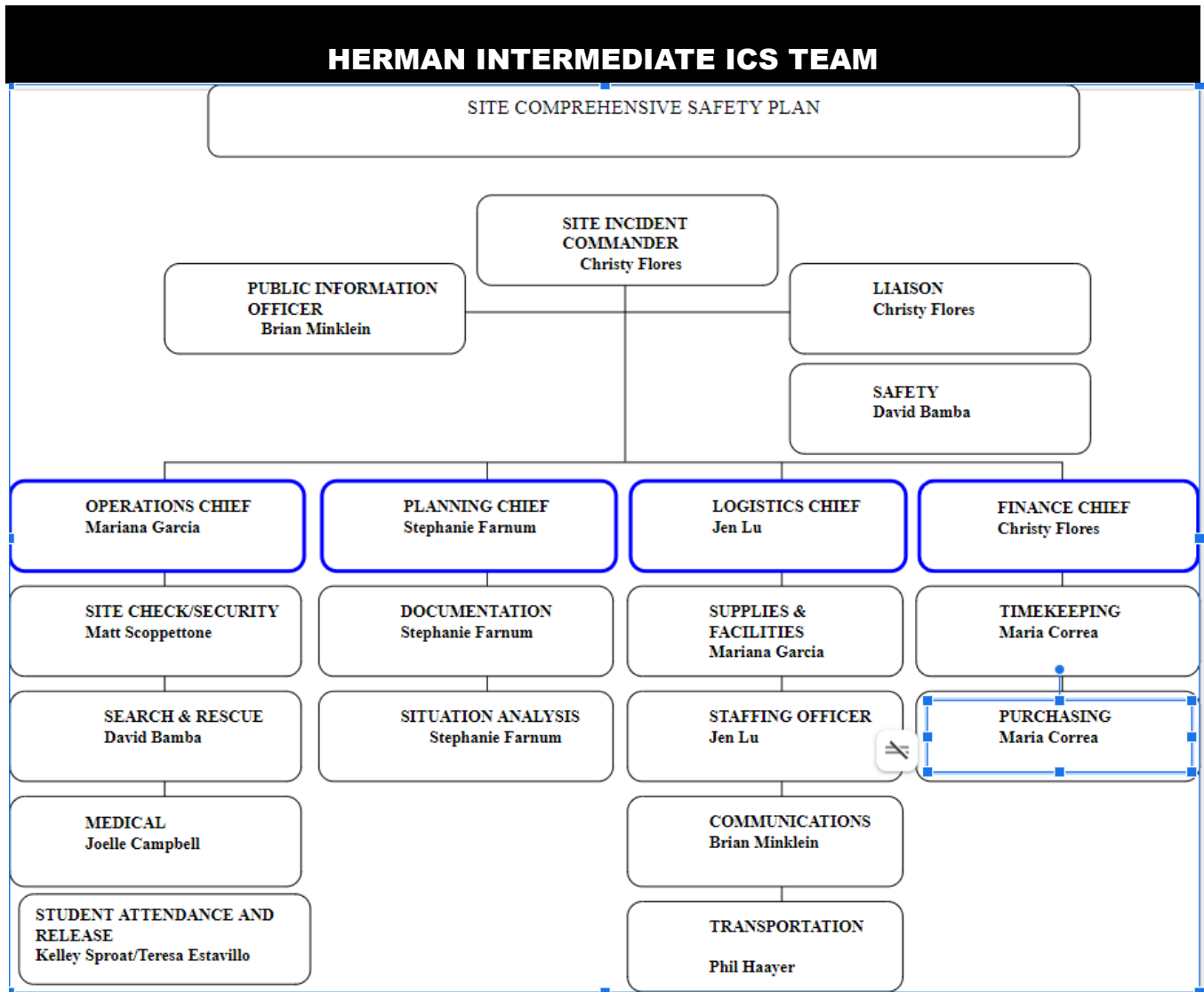
Students are encouraged to bring their own water bottles to use the available water bottle filling stations. All water fountains are available for students.

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.

HERMAN INTERMEDIATE SCHOOL EMERGENCY PROCEDURES



Staging Areas – Herman Intermediate

Command Posts

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

Primary: PE Blacktop Area

Secondary: Gym

Off Site School Evacuation Centers

To be determined in conjunction with the Director of Facilities

Primary: Victory Outreach Church

Secondary: Apostles Lutheran Church

Unification Site	Staffing	
Victory Outreach	First to arrive on scene	
Apostles Lutheran Church	First to arrive on scene	

Emergency Response Teams

Operations

Team	Team Leader:	Staff Members:
Operations Chief	Mariana Garcia	
Security	Matt Scoppettone	Chris Hudnut Bryan Warshawsky Kitchen Staff
Search & Rescue	David Bamba	Sean Moreno Other custodial staff David Bamba David Lim
Medical	Joelle Campbell	Cassandra Garcia Christina Chin Linda Grieve
Student Attendance and Release	Kelley Sproat Teresa Estavillo	Charo Flotte Alex Aguilar Omar Reza Linda Kalman

Planning

Team	Team Leader:	Staff Members:
Planning Chief	Stephanie Farnum	
Documentation	Stephanie Farnum	
Situation Analysis	Stephanie Farnum	

Logistics

Team	Team Leader:	Staff Members:
Logistic Chief	Jen Lu	
Supplies/Facilities	Mariana Garcia	
Staffing Officer	Jen Lu	
Communication	Brian Minklein	
Transportation	Phil Haayer	

Finance

Team	Team Leader:	Staff:
Finance Chief	Christy Flores	
Timekeeping	Maria Correa	
Purchasing	Maria Correa	

Buddy Teacher System Roster

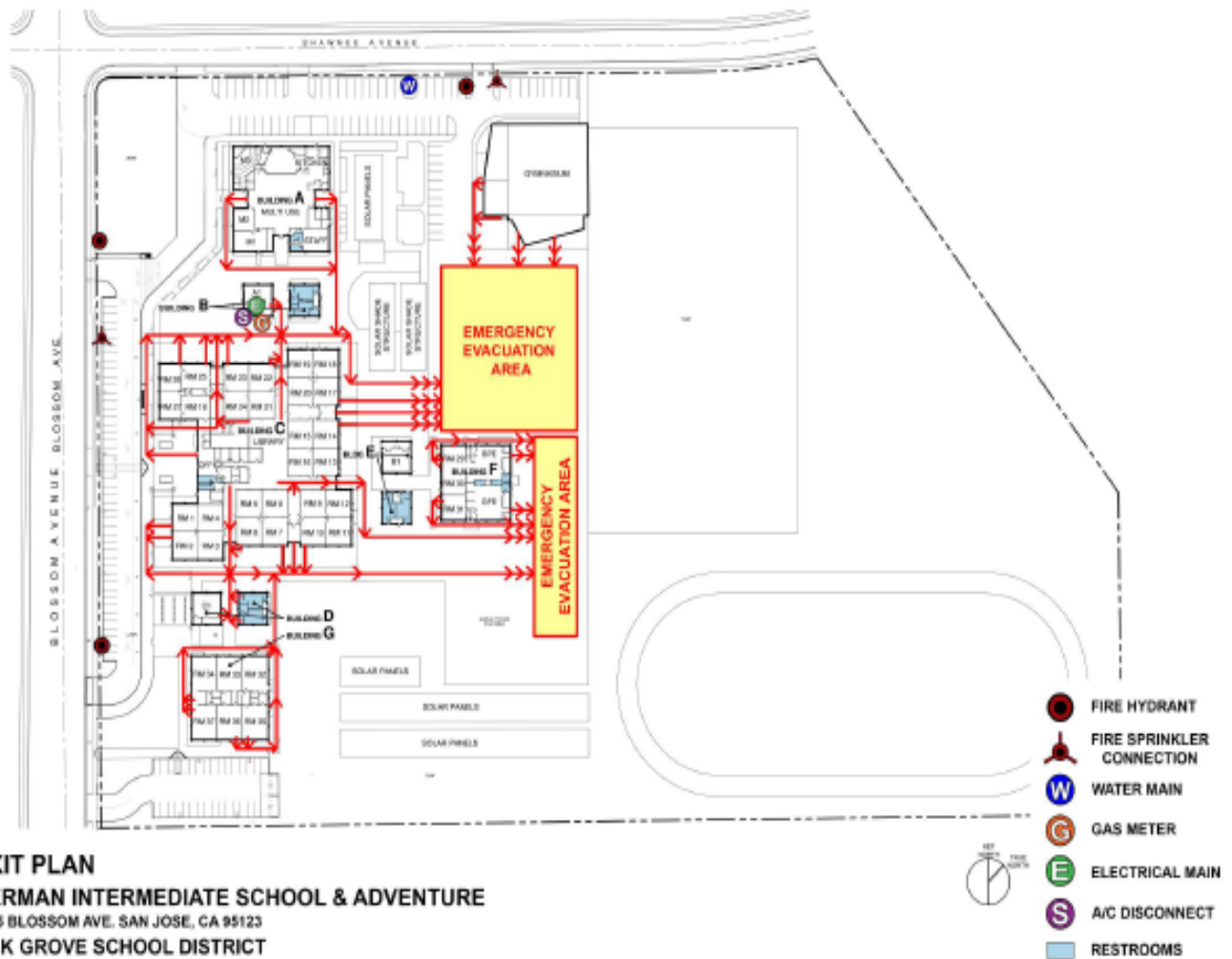
Site:	Herman Intermediate School	School Year:	2022-2023
Updated prepared by:	Christy Flores/Jen Lu	Date:	9/1/22

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 the classes to the assembly area. Teachers assigned to lead or have staff assignments will then "hand off" responsibility for their class to

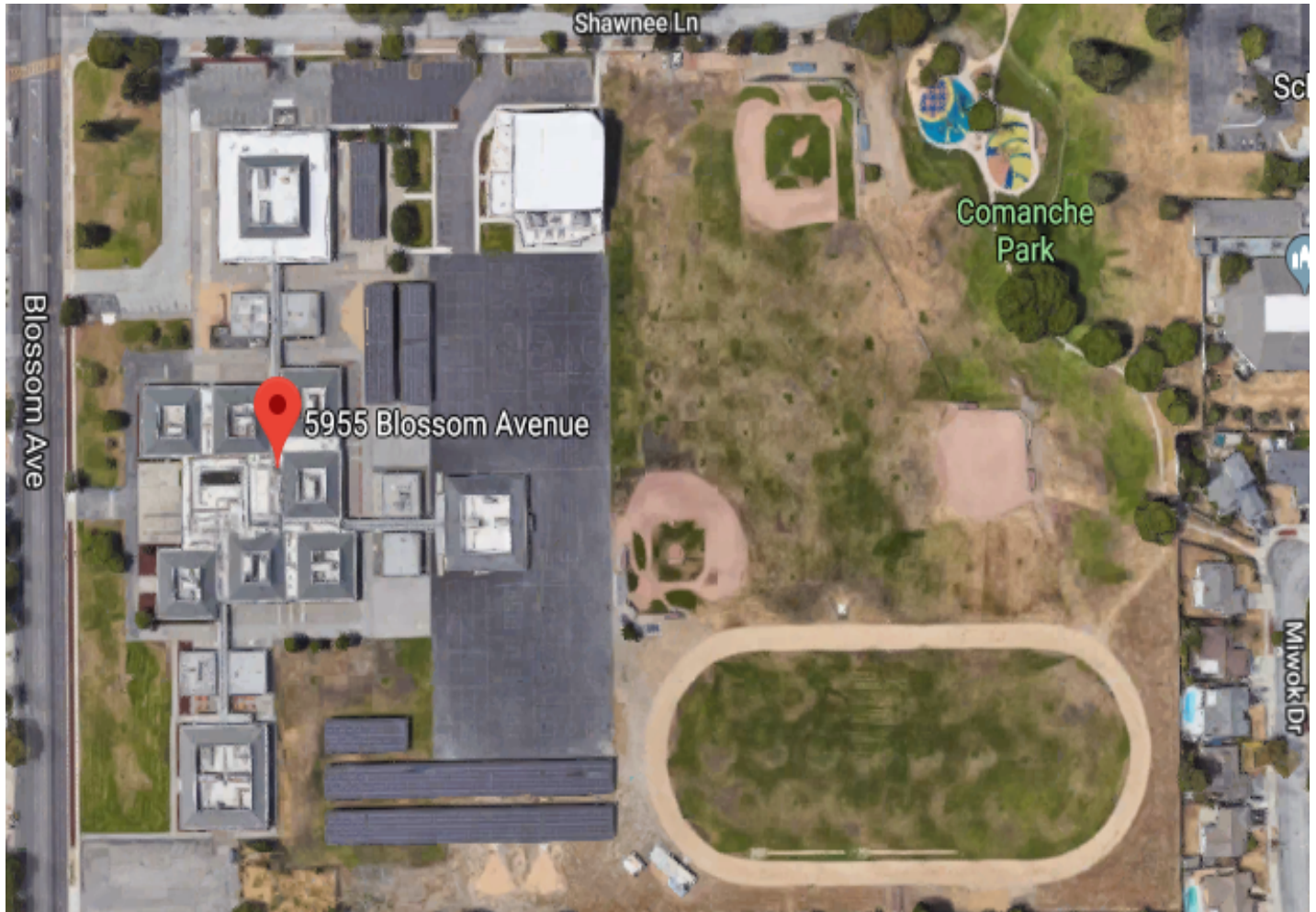
Responsibility for Remaining with Students		Responsibility for Assuming Emergency Task		Emergency Task
Room #	Teacher	Room #	Teacher	
1	Maguire	4	Garcia, C	Medical
5	Albergotti			
6	Bermudez			
7	Wells	10	Scoppettone	Security
11	McGowen			
12	Neff			
14	Drake/Montoya	13	Farnum	Planning
16	Mayer/Grieve	15	Hudnut	Security
18	Chan	17		
19	Trejo			
20	Montelibano	21	Warshawsky	Security
M2/M3	Lovejoy	A1	Lim	Rescue
26	To	27	Lu	Logistics
PE	Haayer, Bamba, Hansen, Burke, Haninger	PE	Haayer Bamba	Transportation Safety
31	Weiser			
33	Marcoida	32	Chin	Medical

36	Zaccheo	35	Garcia, M	IMT
37	Hogen-Esch			

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 **Herman 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.