



SCHOOL SITE SAFETY PLAN

Gateway International

School 2025-2026

School: Gateway International School

CDS Code:

**Address: 900 Morse Ave
Sacramento, CA 95864**

Principal: Michael Maita

Introduction

The purpose of this School Site Safety Plan is to fulfill the requirements outlined in California Education Code Section 32280-32289.5 and provides a framework to ensure the safety and well-being of all students, staff, and visitors at [School Name]. The site safety plan outlines school policy and procedures for preventing and responding to a variety of emergency situations, as well as strategies for creating a safe and secure learning environment.

School Information

Gateway International School is located at 900 Morse Ave, Sacramento CA 95864 and is part of Gateway Community Charters. The school serves approximately 650 students from grades TK-8.

Charter Management Organization & Site Leaders Information

Gateway Community Charter Schools

5112 Arnold Ave, Suite A

McClellan, CA 95652

(916)286-5129

Jason Sample, Superintendent/CEO

Joi Tikoi, Assistant Superintendent

School Principal: Michael Maita School

Phone number: (916) 286-1985

The School consults with the following key stakeholders, including law enforcement agencies, first responders, and mental health service contacts in the development and evaluation of the plan.

Law Enforcement Agency Contacts and Roles Sacramento

County Sheriff Department (916) 874-5115

Sacramento County District Attorney (916) 874-6218

Fire Department Contacts and Roles

Sacramento Metropolitan Fire District (916) 859-4300

Other First Responder Contacts and Roles – OES

Sacramento County Office of Emergency Services (916) 874-4670

Mental Health Service Contacts and Roles

Sam Olson, Counselor

Maira Toscano-Prisakar, LMFT, Gateway Community Charters

Community Intervention Professionals

Ramon Garcia, Community Engagement

Specialist

Rita Ozeruga, Community Engagement Specialist

Development Process

The School Site Safety Plan has been developed using a systematic planning process in collaboration with key stakeholders, including school administrators, teachers, support staff, parents/guardians, students, local law enforcement, and emergency response agencies.

The plan will be evaluated annually and updated to ensure it remains current and effective.

Dissemination and Access

This plan was disseminated to the staff by email and to the school community via the school webpage.

This plan is available in the following languages other than English to increase accessibility and understanding; Spanish and Russian.

For public access to safety-related plans and materials, contact school site administration or visit the school website.

School Safety Policy

School Discipline Rules and Procedures

Consequences:

Within each classroom, teachers set up the guidelines for classroom behavior. Teachers contact parents either by written violation notice, phone, or email when students are not adhering to the expectations in the classroom. It is important that teachers and parents work together to address the behavior and help children learn from the experience. More serious violations are reported to the school administration. Consequences may vary, depending on the severity of the situation and/or whether it is a first offense or a continuing problem. GIS adheres to the GCC policy for Suspension and Expulsion (BP 04-17). Generally, consequences for inappropriate behavior increase in seriousness, beginning with a warning, except in the cases of mandatory suspension or expulsion.

- **A verbal warning** – Students who make mistakes in judgment will be made aware of their mistakes and asked to correct them.
- **Time away from peers** - This is a time to think about his/her behavior, appropriate choices, and how the problem can be solved constructively. A follow-up conference between the teacher and the student, or the administrator and the student, is often held.

- **Contact home** - Open communication between the school and families is vital to student success. Home contact could come in the form of a phone call, Parent Square, Class Dojo, or a violation notice.
- **School service** – Often, the natural consequence for student misbehavior is school service. For example, students who deface school property could spend time performing school cleaning tasks.
- **Exclusion from field trips, sports teams, or school events** – Students who have not exhibited appropriate behavior during the period before a field trip or school event may be excluded from participation. Students who wish to participate on sports teams must meet certain school behavior and academic expectations determined by the school.
- **In-School suspension** – This is an alternative for sending students home for the day. The student is sent to another classroom or the office for the day, along with his/her classroom work. The student does not get recess, nor does the student eat lunch with his/her classmates. They may be assigned jobs around the campus.
- **At-Home suspension** – This is the removal of a student from the school campus and ongoing instruction, with the intention that such removal will change misbehavior. Parent support and at-home reinforcement is vital to the success of an at-home suspension. Also, the suspended student is not allowed to attend or participate in school activities for the duration of the suspension. The suspension is considered an unexcused absence. Students can make up work for any suspension. Parents may be required to pick up their child during the school day if the child is suspended.
- **Expulsion** – Expulsion is the removal of a student from attendance and enrollment at GCC for the duration of the expulsion term (not to exceed one year).

Dress Code

- Our dress code policy is put in place to ensure a safe, distraction-free learning environment. Do not send your child to school in violation of this dress code. All clothing must be neat, clean, and appropriate for school. Clothing must be safe, worn in the manner it was designed to be worn, and must not promote conflict among students. Clothing that displays emblems of any sort that the staff and other students may perceive to be obscene, vulgar, racially-biased, gang-related, or in any other way distracting is not allowed. Students will be sent home to change if the dress code is not followed, or parents must bring appropriate attire.
- Pajamas, costumes, tube tops, or any tops exposing undergarments are not permitted.
- Pants must be worn at or above the hip point and must not show undergarments.
- Footwear must be worn at all times. Sandals must have an ankle strap. No flip-flops are allowed.

PE Dress Code:

In order for our students to take full advantage of our activities, we require, for safety, modesty, and hygienic reasons the following guidelines for dress codes in all physical

education classes: athletic clothing (not jeans or skirts/dresses) and sneakers with laces that are secured.

Bullying Policy and Procedures

See GCC Board Policy: SP 1517 Harassment, Intimidation, Discrimination, and Bullying Policy

Suspension or Expulsion Policy

See GCC Board Policy: SP 5144.1 Suspension & Expulsion/Due Process

Suicide Prevention Policies

See GCC Board Policy: SP 5141.52 Suicide Prevention

School Safety Strategies

Emergency Preparedness & Organization

Incident Command System

Gateway Community Charters (GCC) Management Structure:

An emergency requires constant management. The GCC Central Office will function as the Emergency Operations Center (EOC) unless it is deemed unsafe, in that instance, an alternative location will be determined and communicated. The Superintendent or designee shall manage the EOC at all times.

The Superintendent shall establish and maintain an emergency organization structure, which may be activated in case of disasters or other emergencies. Changes in the structure may be made by the Superintendent to satisfy specific situation requirements.

The Gateway Community Charters emergency organization shall consist of:

Incident Commander

- Overall management of the School Sites at all times
- Establishes command post
- Establishes and maintains the Incident Command System (ICS)
- Establishes communication between the schools and the Central Office EOC using appropriate forms of communication (phone tree, cell phones, emergency phones, etc.)
- Directs and coordinates communication between appropriate emergency and Central Office personnel
- Directs each principal to prepare and publish plans for his or her school on procedures for emergency or disaster situations using site-based ICS
- Requires that prescribed training and disaster plans are implemented
- Requires that schools and Central Office maintain first aid equipment and other emergency supplies
- Informs the public, particularly the parents of enrolled pupils, about the Gateway Community Charters emergency program, and their responsibilities and participation in the plan

Operations Chief

- Establish a structure for medical and counseling support for a crisis
- Coordinate and oversee all Site Counselors, medical care and supplies distribution in coordination with Logistics to school sites
- Allocate appropriate crisis counseling support
- Provide recommendations to the Incident Commander, and carry out assignment of the Incident Commander.

Planning Chief

- Plans for safe storage of School Site records
 - Establishes a system for uniform planning and documentation in an emergency
 - Establishes donation and memorial activities
 - Obtains and validates information gathering
 - Establishes a Student and Personnel Accounting and Release plan
 - Provide a parent and employee “hotline.”
 - Provide and monitor media requests and flow of information (routed to the IC)
 - Document volunteer response to school sites
 - Makes sure that the response is being fully documented – for legal and financial reasons
 - Constantly assesses the situation, adjusts the plan to meet the changing situation
 - Provides finance reporting and record keeping

- Provide recommendations to the Incident Commander, and carry out assignments of the Incident Commander.

Logistics Chief

- Keeps the Superintendent (Incident Commander) apprised of logistical needs and allocations
- Logistics Chief can also perform the positions of Public Information Officer (PIO) or Liaison when designated persons are not available
- Provides a Web Master and Technology support team
- Maintains and coordinates the operation of the Emergency Communications
- Establishes radio contact with all Site facilitates
- Manages site resources (i.e. radios, food, water)
- Provides damage assessment reports on all sites
- Provide recommendations to the Incident Commander, and carry out assignments of the Incident Commander.

School Site Emergency Disaster Assignments:

The School Site level emergency disaster assignments are established at each site. Each school administrator shall be responsible for designating an alternate to act in his/her capacity in the event of his/her absence during an emergency or disaster.

School Site Assignments:

Incident Commander: Michael Maita, Principal
Operations Chief: Dara Patel, Vice Principal Planning
Chief: Chrystal Baudot, Vice Principal Logistics Chief:
Roman Palamar, Site Manager Triage Leader - Galina Chernioglo
Student Release Leader – Sam Olson
Facilities Leader - Mikhail Karpenko Search
Leader – Tamara Varkentin Transportation
Leader – Svitlana Vlasova Staging Leader –
Sam Olson
Transitional Kindergarten Division Leader - Susanne Rosas
Kinder-1st Grade Division Leader - Heather Schutmaat
2nd-3rd Grade Division Leader – Ashley Martin
4th-5th Grade Division Leader - Cynthia Aquino
Middle School Division Leader – Katie Gupalo

Responsibilities, Duties and Actions for ICS

LEGAL RESPONSIBILITIES OF DISTRICT EMPLOYEES:

All GCC employees by operation of law are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors to mitigate the effects of disaster. (Government Code, Title 1, Division 4, Chapter 8, Section 3100)

DECLARED EMERGENCY DURING SCHOOL DAY:

In the event of a major disaster, school will not be dismissed, and students will remain under the supervision of school authorities.

If during the school day, the Superintendent or designee declares an all GCC emergency, all GCC personnel become disaster service workers and are assigned to their usually designated supervisor under the direction of the GCC Emergency Command Center Director, Incident Commander (Superintendent). In the absence of orders from the Incident Commander, the School Site Incident Commander (Principal) is authorized and directed to implement necessary action as outlined in the Site Emergency Plan and the District Emergency Preparedness Plan.

UNDECLARED EMERGENCY AT ANY TIME:

All public employees could be impressed into service by City or County offices of emergency services. In that case, the GCC Superintendent would be directed to secure District employees to open and work at the designated mass care centers. In the absence of a declared emergency, and at the site of any emergency, District personnel shall act responsibly and with common sense to provide immediate relief. Personnel shall be familiar with the Incident Command System.

ACTION: "SHELTER-IN PLACE" (CODE BLUE)

WARNING: the warning for the use of a SHELTER-IN-PLACE will be given over the school PA system, Catapult System, or face-to-face warning.

"SHELTER-IN-PLACE" consists of bringing students into the classroom and holding them in the classroom pending further instruction. This process should occur as follows:

- Lock all doors and windows
- Turn off lights and calmly move students to the Safe Corner of the classroom
- Administrators or designee will sweep restrooms.
- Close all window coverings in equipped

DO NOT leave room until "All Clear" direction notice is given from the principal or incident commander. The "All Clear" signal will be announced via school PA or Catapult system.

ACTION: "LOCKDOWN" (CODE RED)

WARNING: The warning for the use of a "LOCKDOWN" will be given over school PA or Catapult System.

Action "LOCKDOWN" consists of:

- Staff closest to outside doors lock doors
- Turn off lights, barricade doors and calmly move students to the "Safe Corner" in the classroom. Keep students quiet
- Email site manager the attendance count and let them know if any students are missing.

DO NOT leave room until "All Clear" direction notice is given from principal or incident commander on site. All clear signal will be announced via school PA or Catapult System.

Action "LOCKDOWN" is appropriate for, but not limited to, the following:

- A violent intruder on campus
- Sniper
- Shooting
- Hostage situation
- Riot

ACTION: "EXIT BUILDING" (CODE YELLOW)

WARNING: The "EXIT BUILDING" warning at the school will be given over school PA or Catapult system, in some cases the fire alarm signal bell to alert classrooms to evacuate.

If gas odor is noticed in an immediate area or school site area, do not ring the bell or turn on the light switches. Use verbal means to alert classrooms and evacuate.

Action "EXIT BUILDING" consists of the orderly movement of students and staff from inside the school building to outside areas of safety or playground evacuation site.

Action "EXIT BUILDING" consists of:

- Staff secure confidential files and personal items; area leads should grab safety clipboard
- Pick up cell phone, take with you to evacuation area
- Calmly move students to nearest exit
- Administrators or designee will sweep restrooms.
- Keep Students calm

- Lead staff should use safety clipboard to indicate that all students are present
- Stay in evacuation area until Law Enforcement or authorized GCC Administrator gives All Clear

DO NOT leave evacuation area until “All Clear” is given by principal or incident commander. The “All Clear” signal will be announced via school PA or Catapult System.

Action “Leave Building” is appropriate, but not limited to the following emergencies:

- Fire
- Bomb Threat
- Chemical Accident
- Explosion or Threat of an Explosion
- Following an Earthquake
- Other similar occurrences, which might make the building uninhabitable

ACTION: “EVACUATE SITE” (**CODE BLACK)**

WARNING: Under certain disaster conditions, authorized officials may attempt to move an entire community, or portion thereof, from an area of danger to another area of safety.

This is mostly a civil defense procedure and will not be attempted unless there is no other alternative. Action: “EVACUATE SITE” consists of:

- Dismissal of all classes;
- Following ‘EXIT BUILDING’ action plan and taking students to off-site evacuation location;
- This could include transporting students and staff by school buses, cares, or other means to an area of safety.

Action: “EVACUATE SITE” is considered appropriate only when directed by the Principal, Campus Incident Commander, Superintendent, GCC Incident Commander, or designee. It may be appropriate for, but not limited to, movement away from:

- Fire
- Chemical and biological Gas Alert
- Flood
- Fallout Area
- Blast Area
- Specific Man-Made Emergency (shooting, fire, etc.)

The off-site evacuation location for Gateway International School will be the 1. Sierra Arden United Church of Christ or 2. Crabtree Park

Site Safety Committee & Meeting Schedule

School Site Assignments

Incident Commander: Michael Maita, Principal

Operations Chief 1: Dara Patel, Vice Principal (TK-5th grade)

Operations Chief 2: Chrystal Baudot, Vice Principal (6th-8th grade)

Planning Chief: Chrystal Baudot, Vice Principal (6th-8th grade)

Logistics Chief: Roman Palamar, Site Manager

Additional Emergency Disaster Assignments

Galina Chernioglo - Triage Leader

Sam Olson - Student Release Leader

Mikhail Karpenko - Facilities Leader

Tamara Varkentin - Search Leader

Svitlana Vlasova - Transportation Leader

Sam Olson and Galina Chernioglo - Staging Leader

Susanne Rosas - Transitional Kindergarten Division Leader

Heather Schutmaat - Kindergarten Grade Division Leader

Ashley Martin - 1st-3rd Grade Division Leader

Cynthia Aquino - 4th - 5th Grade Division Leader

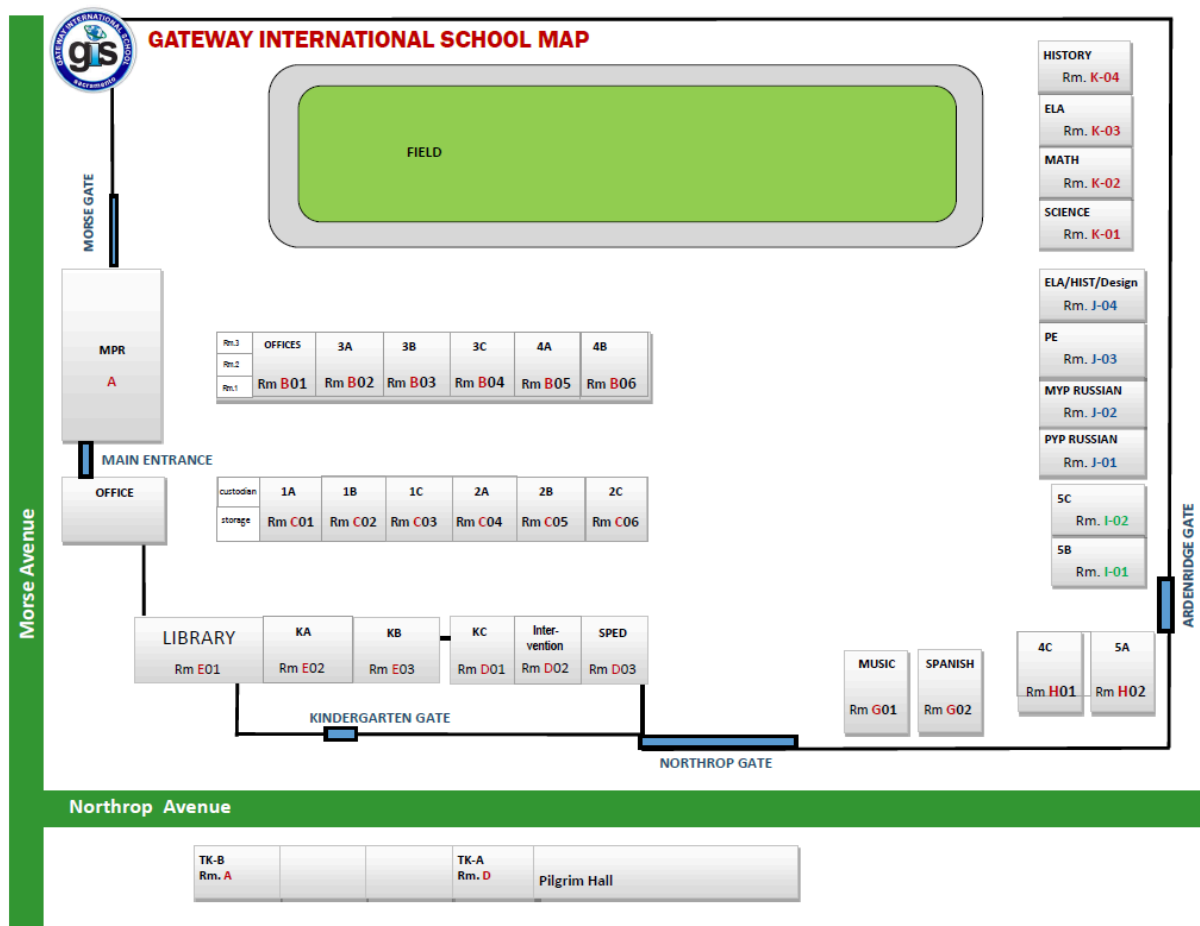
Katie Gupalo - 7th-8th Grade Division Leader

Meeting schedule follows the below table of drills.

The GCC Safety Committee is scheduled to meet on the following dates:
August 27, 2025; November 5, 2025; February 4, 2026; and May 6, 2026

Campus Safety & Security

School Safety BP 05-19 GCC Board Policy: CONDITIONS FOR CLASSROOM/RESOURCE ROOM
AND SCHOOL VISITATION AND REMOVAL POLICY



Arrival/Dismissal

Students are expected to be at school on time and ready to learn every day. Regular, timely attendance is critical for student success. Additionally, California State law requires parents/guardians to send their children to school, unless otherwise provided by law (*Education Code* 48200, 48290). Therefore, parents have the responsibility of ensuring that their student attends on time daily. Whenever possible, medical and dental appointments and family vacations should be scheduled for those times when school is not in session.

Arrival:

Students are not permitted on campus before 7:45 AM as there is no adult supervision prior to that time, and we cannot guarantee their safety. Upon arrival, all students should proceed to the cafeteria for breakfast until 8:00 AM.

It is important that parents do not park and leave their vehicles unattended in either the red zones, handicapped parking without a placard, or drop-off zones during school hours. If parents wish to walk their child to the front gate, they must park legally and walk with their child.

All parents who wish to remain on campus with their children after the start of the school day, whether for a scheduled observation or for purposes of volunteering, MUST go to the office, sign in, and obtain a visitor's badge. Please note that all observation sessions must be approved and scheduled with the classroom teacher at least 24 hours in advance. Parents who wish to volunteer on campus must first complete the required volunteer paperwork and submit it to the Parent Liaison.

Dismissal:

It is imperative that children be picked up on time after school ends. Walkers are to exit campus immediately at the end of the day. Students who are still on campus after buses, daycare vans, and most students have departed will be brought to the Multi- Purpose Room (MPR) and parents will be called. If there is no response by phone from parents and emergency contacts, the school will call local authorities.

Monday-Thursday Dismissal

Grade Level	Dismissal Times	Dismissal Locations
TK	2:45	Sierra Vista Community Church
K*	3:00	Kindergarten Gate (Northrop Ave.)
1-2	3:00	Morse Gate (Last Name A-M) Northrop Gate (Last Name N-Z)
3-8**	3:15	Morse Gate (Last Name A-M) Northrop Gate (Last Name N-Z)

*If your child has a sibling in kindergarten, please arrange to have them picked up at the Kindergarten Gate.

**If your child has a sibling in grades 3-8, they will be dismissed at 3:15 as well.

Friday Dismissal:

Grade Level	Dismissal Times	Dismissal Locations
TK	12:30	Sierra Vista Community Church
K	12:30	Kindergarten Gate (Northrop Ave.)
1-2	12:30	Morse Gate (Last Name A-M) Northrop Gate (Last Name N-Z)
3-8	12:30	Morse Gate (Last Name A-M) Northrop Gate (Last Name N-Z)

Release During School Hours:

Parent authorization is required for any student leaving school at times other than the normal dismissal time. Persons picking up a student during the school day must report to the office and sign out the student; they may not go directly to the classroom.

Only persons over the age of 18 listed on the school emergency card may pick up a student and will be asked to provide proof of identification. Parents may add emergency contacts only in person, not by phone or note. The school must have an up-to-date home address, home phone number, cell phone number, email, and emergency numbers on file. Parents must keep the office informed of all changes during the school year.

After School Program

An after-school program is available Monday through Thursday from 3:00 PM to 6:00 PM, and Fridays from 12:30 PM to 6:00 PM. Students will be given various opportunities such as academic tutoring, social emotional learning activities, sports and enrichment clubs. The after-school program is offered to all currently enrolled GIS students. Any family wishing to enroll their child in the program should complete an application and submit it to the After School Program Manager. Families must complete the application each school year. Students can attend the after-school program from one (1) to five (5) days per week, per parent request. All students must be picked up by 6:00 PM. GIS reserves the right to remove students from the program due to excessive late pick-ups and/or behavior issues.

Emergency Notification System

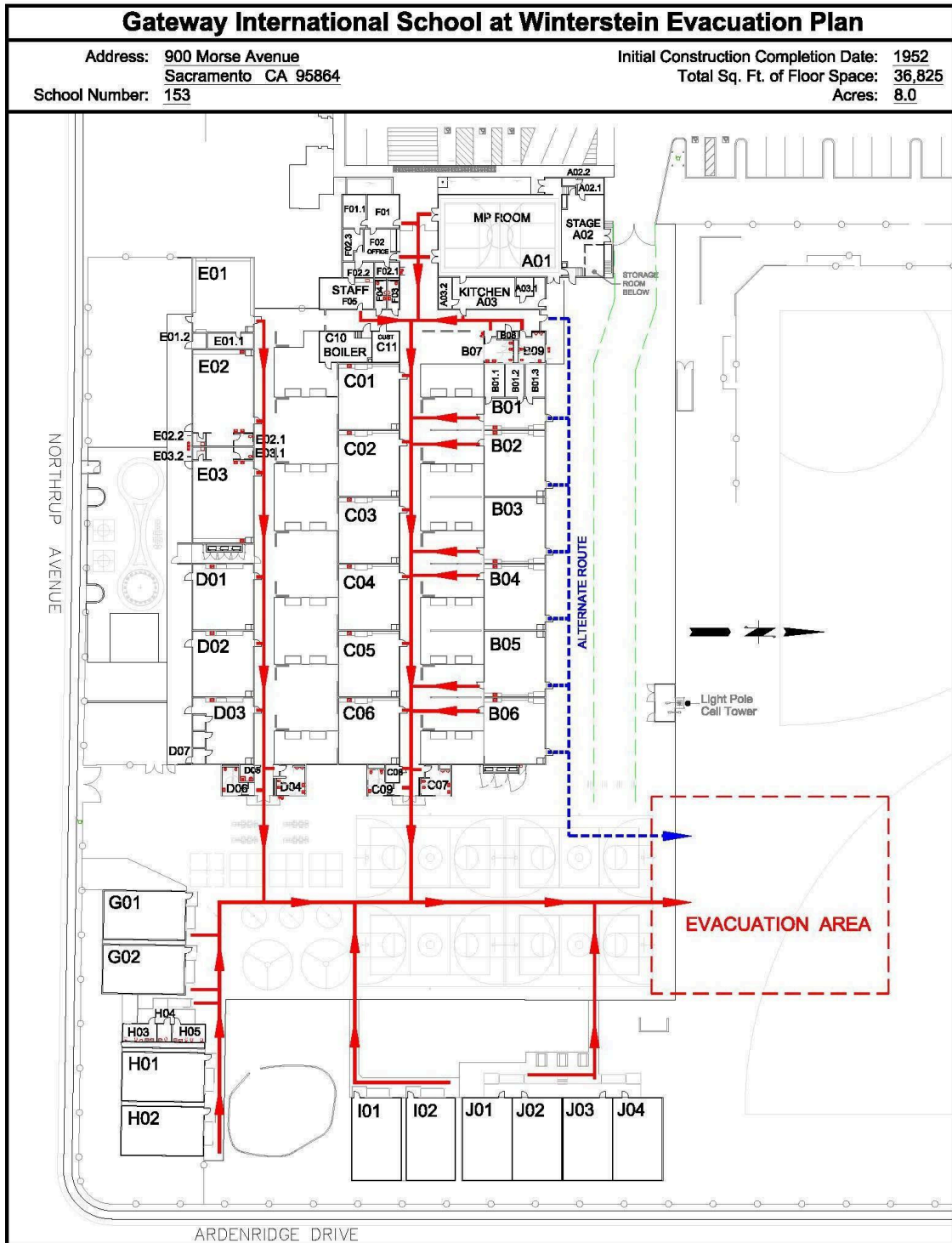
Gateway Community Charters uses the Catapult EMS system for emergency notifications across the organization. Each site will have their Safety Team assigned to the system. Catapult EMS will be used in real time communications with site and organization staff for lockdowns, shelter in place, and evacuations.

School Safety Training & Drills

Emergency Procedures

See GCC Comprehensive School Safety Plan pp. 37-44

Emergency Maps



Drawing Updated: 03/04/21

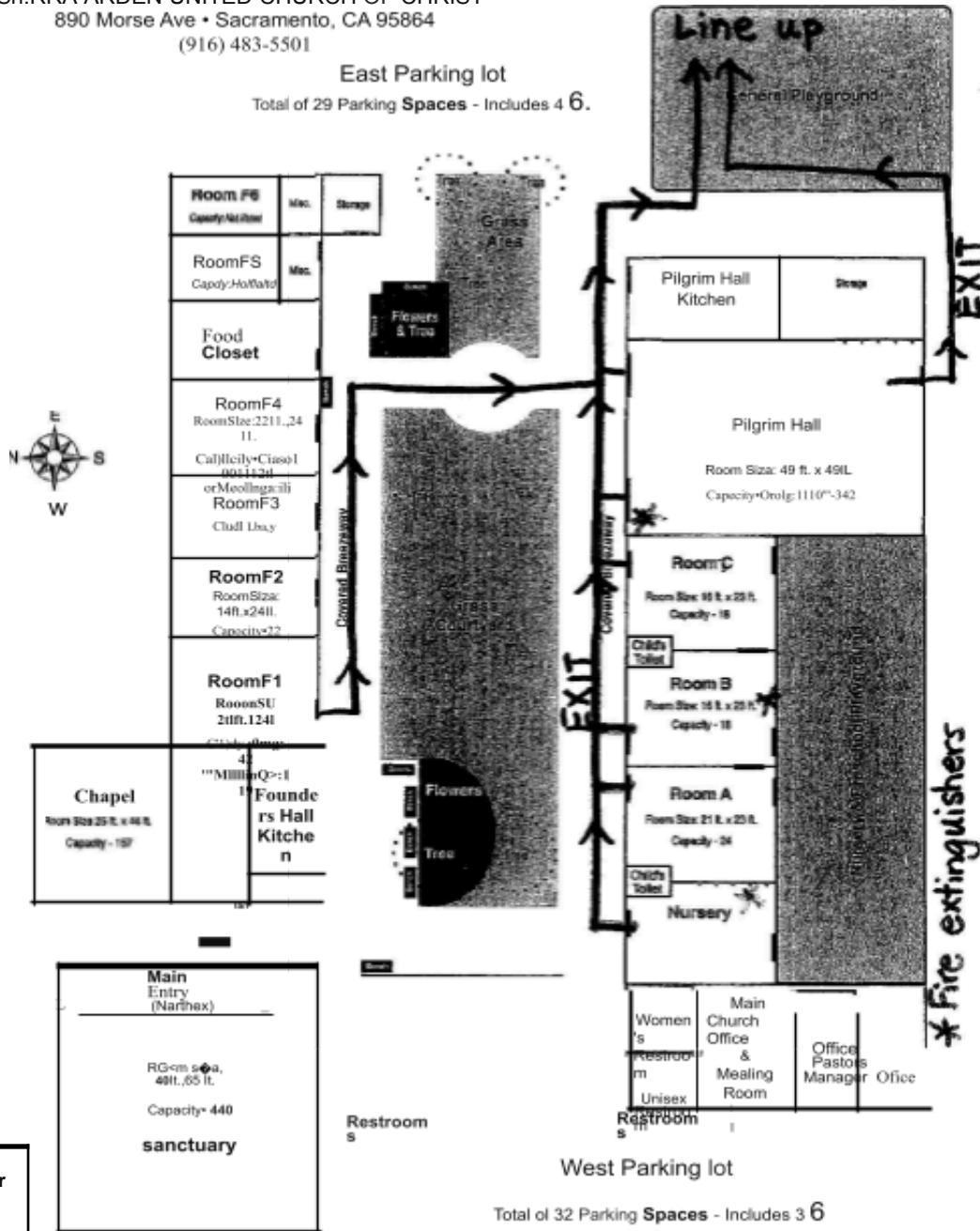
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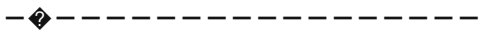
Sn:RRA ARDEN UNITED CHURCH OF CHRIST
 890 Morse Ave • Sacramento, CA 95864
 (916) 483-5501

East Parking lot

Total of 29 Parking Spaces - Includes 4 6.

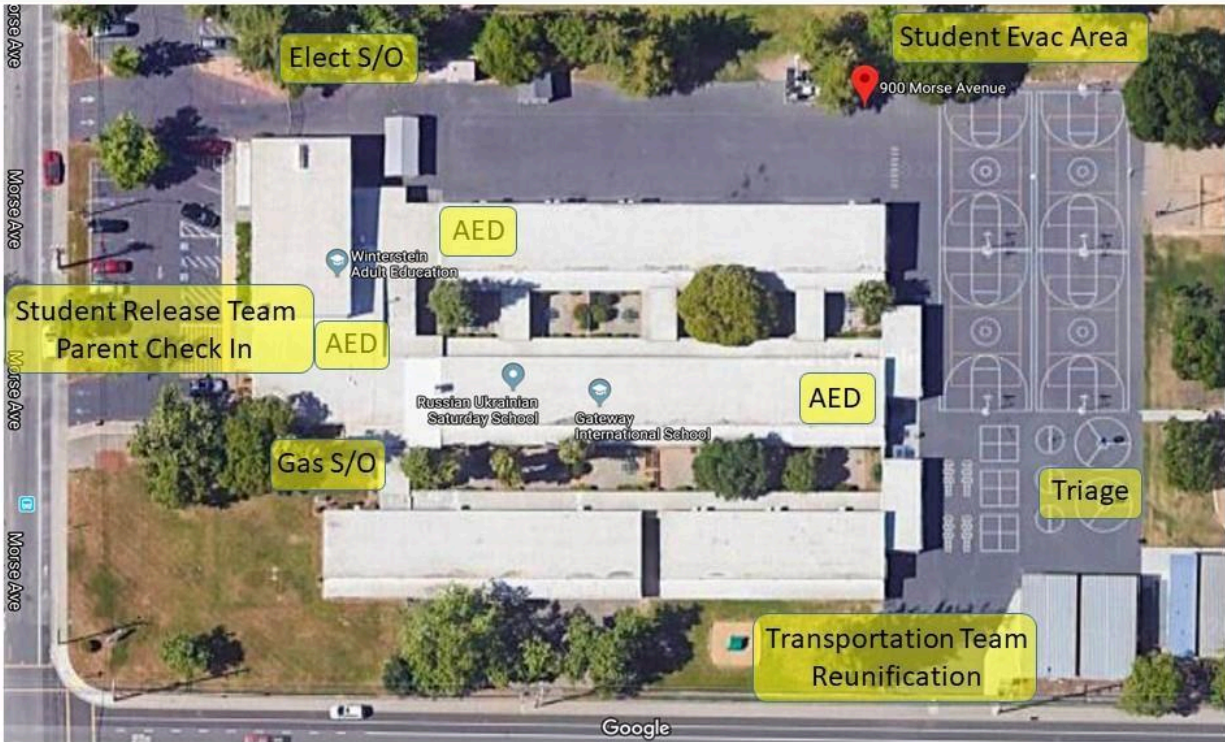


Morse Avenue





Gateway International



School Safety Training & Drills

EMERGENCY DRILLS SCHEDULE

2025-2026 School Year

DATE	TIME	TYPE OF DRILL
August 27	9:00 a.m.	Fire Drill
September 23	9:00 a.m.	Lockdown
September 30	4:00 p.m.	Fire Drill
October 21	9:00 a.m.	Fire Drill

November 12	1:45 p.m.	Lockdown
November 19	4:00 p.m.	Fire Drill
December 09	9:00 a.m.	Fire Drill
January 21	9:00 a.m.	Fire Drill
February 11	4:00 p.m.	Earthquake Drill
February 25	4:00 p.m.	Fire Drill
March 18	9:00 a.m.	Fire Drill
April 08	9:00 a.m.	Lockdown
April 14	9:00 a.m.	Fire Drill
May 20	4:00 p.m.	Fire Drill

Annual Data on Safety Drills

GCC will annually collect data pertaining to drills conducted at school sites.

Data may include drill type, frequency, training, impact, notifications, participants, problems, and improvement strategies.

Lost Child Prevention

All staff will be trained on procedures, and any volunteer or parent/guardian is bound by this protocol as well. These rules and regulations are designed to maintain the highest safety level possible for students, parents/guardians and staff.

- o Attendance is taken daily upon arrival.
 - o Procedures on how attendance will be taken:

- Classroom teachers will take and record attendance daily including absences or lateness of each child on their roster on the Student Attendance Record at the start of each day. If the reason for a child's absence is known, the teacher will indicate reasons for absence on the back of the card.
- o Procedures for reporting attendance:
 - Unknown/unexcused reasons for absences will be reported to front office staff by email and followed up by a phone call to the family as soon as reasonably possible.
- o Procedures to accommodate pupils arriving or leaving at times other than routine arrival and departure times:
 - Students must sign in upon late arrival and parents must sign the child out upon early dismissal on the Child Sign In/Out Log [binder located at front reception desk].
 - Staff member will let the classroom staff that they are dropping off a late arrival ensuring classroom staff is aware of the child's attendance.
 - No child can be released to any person other than his or her parent, a person(s) currently designated in writing by such parent to receive the child, or another person authorized by law to take custody of a child.

Classroom staff will maintain accountability for children throughout the day, taking periodic attendance with specific attention to changes in activity, location, periods of outdoor play and the use of bathroom facilities with periodic head counts.

Staff is provided with attendance policy and procedures upon hire and made aware of any revisions in writing.

Lost Child Procedures

Immediately upon discovery of missing child:

- o Alert school administrator. The administrator will contact GCC.
- o Child search will be initiated by all available staff.

If child is lost in the school:

- o Initiate a Lockdown to quickly search all bathrooms, closets, room corners etc. and ensure all exits, doors and activities are halted.
- o If a child is not found after five minutes, call 911 and search security footage.

- o Admin will notify parents.

If child is lost outside of the school premises:

- o Search immediate surroundings, if child is not found within five minutes, call 911 or School Resource Officer.
- o Take attendance of remaining students to be sure no other students are missing.
- o Areas and parameters of the search and the duration of the search will be determined by director/staff member in charge.
- o While child search is conducted by the available staff.
- o Admin will notify parents.

Once the Child has been Located

- o Written report of incident will be maintained for investigation and reporting to proper agencies. All written documentation must be completed within 12 hours of the incident.
- o The site will investigate what may have occurred and determine if there is further cause for concern for future prevention.