SCHOOL SITE SAFETY PLAN

Community Collaborative Charter School

2025-2026

School: Community Collaborative Charter School – Main Campus

CDS Code: 34 76505 0108837

Address: 5715 Skvarla Ave.
McClellan, CA 95652

Superintendent/CEO- Jason Sample
Assistant Superintendent- Joi Tikoi
Assistant Superintendent- Morri Elliott
Principal: Angee Phraxayavong-Briones

Introduction

The purpose of this School Site Safety Plan is to fulfill the requirements outlined in California Education Code Section 32280-32289.5 and provide 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

CCCS is located at 5715 Skvarla Avenue and is part of Gateway Community Charters. The school serves approximately 250 students from grades 9-12.

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

Morri Elliott, Assistant Superintendent

School Principal: Angee Briones

School Phone number: (916) 286-5161

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

Twin Rivers Unified School District Police (916) 566-2777

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

Lexie Clark, School Counselor, CCCS

Jody Decker, School Counselor, CCCS

Hannah Larson, School Social Worker

Maira Toscano-Prisakar, LMFT, Gateway Community Charters

Community Intervention Professionals

Stacey Bastian, Community Schools Outreach 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 the school site administration or visit the school website.

School Safety Policy

School Discipline Rules and Procedures

Closed Campus - CCCS is a closed campus, which means:
- No unauthorized persons are allowed in the classrooms, labs, or student areas.
    - All approved visitors must sign in at the front office, be approved by a site admin, receive a visitor's badge, and be escorted by school staff
- Once a student is signed into campus, they must stay within the prescribed school areas.
- Once a student leaves campus for the day, they will be signed out and may not return.
- Students staying during the lunch break will take their lunch outside to the enclosed yard space if they wish to socialize, or may stay in the main lab (room 117) for quiet lunch with supervision.
- There is no loitering or "hanging out" in front of school or on the handicapped accessible ramp.
    - For WSAC students, if you are leaving outside of your normal school hours, you must notify your teacher and parent.
    - For SYC, if a student travels to another part of the facility, they must notify a teacher or para.

Restroom and Study Breaks
- There will be no smoking, drinking or vaping anywhere on the CCCS campuses, including bathrooms and outside on any school property.

- o CCCS has installed **Halo Vape/Smoke/Aggression sensors** in the boys and girls restrooms to alert administration to violations of smoking, vaping or fighting policies.
- There is no skateboarding allowed on any school property.
- No more than 3 students will be allowed in the restrooms at any time. Once they have used the facilities and washed their hands, students must exit.
- No loitering in or around the restroom area.
- Students must ask a staff member for a restroom pass before taking a break. Students must be responsible with restroom breaks, so as to allow other students an equal opportunity.
- Students may be allowed "brain breaks" as approved by the para or teacher - individuals may request one upon completion of a lesson or unit test.
- In cohort spaces, students MAY be offered a 10-minute brain break at the end of a full working hour, except right before the full lunch break.

Cell Phone Use
- WE ARE A CELL PHONE-FREE SCHOOL.
- Please see the separate Cell Phone Policy page

Dress Code

- Students should dress in a manner befitting a professional/school setting.
- Students will refrain from wearing clothing that includes visual representations of drugs, alcohol, violence, weapons, or sexual imagery.
- Students wearing items deemed inappropriate will be asked to turn the shirt inside-out or will be given a free t-shirt as a cover-up.
- Visible sagging and/or undergarments will need to be corrected by the student.

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 be 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 the 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 the 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 facilities
• Manages site resources (i.e., radios, food, water)
• Provides damage assessment reports on all sites
• Provide recommendations to the Incident Commander and carry out the 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: Michelle Jordan, Principal
Operations Chief: Jon Campbell, Director
Planning Chief: Rebecca Hammack, Site Manager

Logistics Chief: Rebecca Hammack, Site Manager

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 a 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 usual 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 the 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 phone system, text, 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:

● Staff closest to the outside doors lock doors
● Calmly move students to the closest secure area - room 119 or classrooms 107-110; pick up cell phone, take it with you to the secure area

● Administrators or designees will sweep restrooms.
● Hammack/front desk staff will have a laptop with Envoy to take roll to account for each student on campus.
● Jordan or admin designee - notify GCC office 916-286-5129

DO NOT leave room until "All Clear" direction notice is given from Mrs. Jordan or an admin designee via school phone system, text, or face-to-face notice. The "All Clear" signal will be Code 9

ACTION: "LOCKDOWN" (CODE RED)

WARNING: The warning for the use of a "LOCKDOWN" will be given over the school phone system, text, or face-to-face warning.

Action "LOCKDOWN" consists of:

● Staff closest to the outside doors lock doors
● Calmly move students to the closest secure area - room 119 or classrooms 107-110; pick up cell phone, take it with you to the secure area
● Administrators or designee will sweep restrooms
● If in any office, close doors and blinds, turn off lights, and either lock or barricade all doors
● Sit students on the floor below the window level/ lights off/ blinds closed/ no student cell phones in use.
● Hammack/front desk staff will have a laptop with Envoy to take roll & communicate with staff to account for each student on campus.
● Hammack/front desk staff - call 911- or local direct emergency number & enter "2580" (Silent Alarm) in alarm. (If necessary).
● Jordan or admin designee - notify GCC office 916-286-5129 DO NOT leave room until "All Clear."

DO NOT leave room until "All Clear" direction notice is given from Mrs. Jordan or an admin designee via school phone system, text, or face-to-face notice. The "All Clear" signal will be Code 9

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 shall be given over the school phone system, text, or face-to-face warning, in some cases, the fire alarm signal bell to alert classrooms to evacuate.

If a 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 the playground evacuation site.

Action "EXIT BUILDING" consists of:
● Staff secure confidential files and personal items; area leads should grab the safety clipboard
● Pick up the cell phone, take it with you to the evacuation area
● Calmly move students to the nearest exit (See color code and map)
● Administrators or designees will sweep restrooms.
● Walk all students to the GCC sidewalk or the east side sidewalk (see color code map and directions)
● Keep Students calm
● Lead staff should use green/red sheets on the safety clipboard to indicate that all students are present (green) or students are not with their group (red)
● Stay in the evacuation area until Law Enforcement or an authorized GCC Administrator gives All Clear

DO NOT leave the evacuation area until "All Clear" is given by Mrs. Jordan or an admin designee. The "All Clear" signal will be a green sign from the admin designee standing on the front steps.

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 a 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 the 'EXIT BUIDLING' action plan and taking students to the off-site evacuation location;
- This could include transporting students and staff by school buses, cars, 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 Community Collaborative Charter School – main campus will be the California Aerospace Museum.

Site Safety Committee & Meeting Schedule

Rebecca Hammack attends all GCC Safety Meetings.

Campus Safety & Security

- CCCS uses Envoy to track student arrivals and departures from school. Envoy notifies individual teachers and staff.
- CCCS is a closed campus. Once a student signs out of school, they are not allowed back in.
- All guests/staff enter and exit through the main doors at the front desk.
- All guests, including guest presenters and partners to CCCS, are provided a guest pass at the front desk.

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.
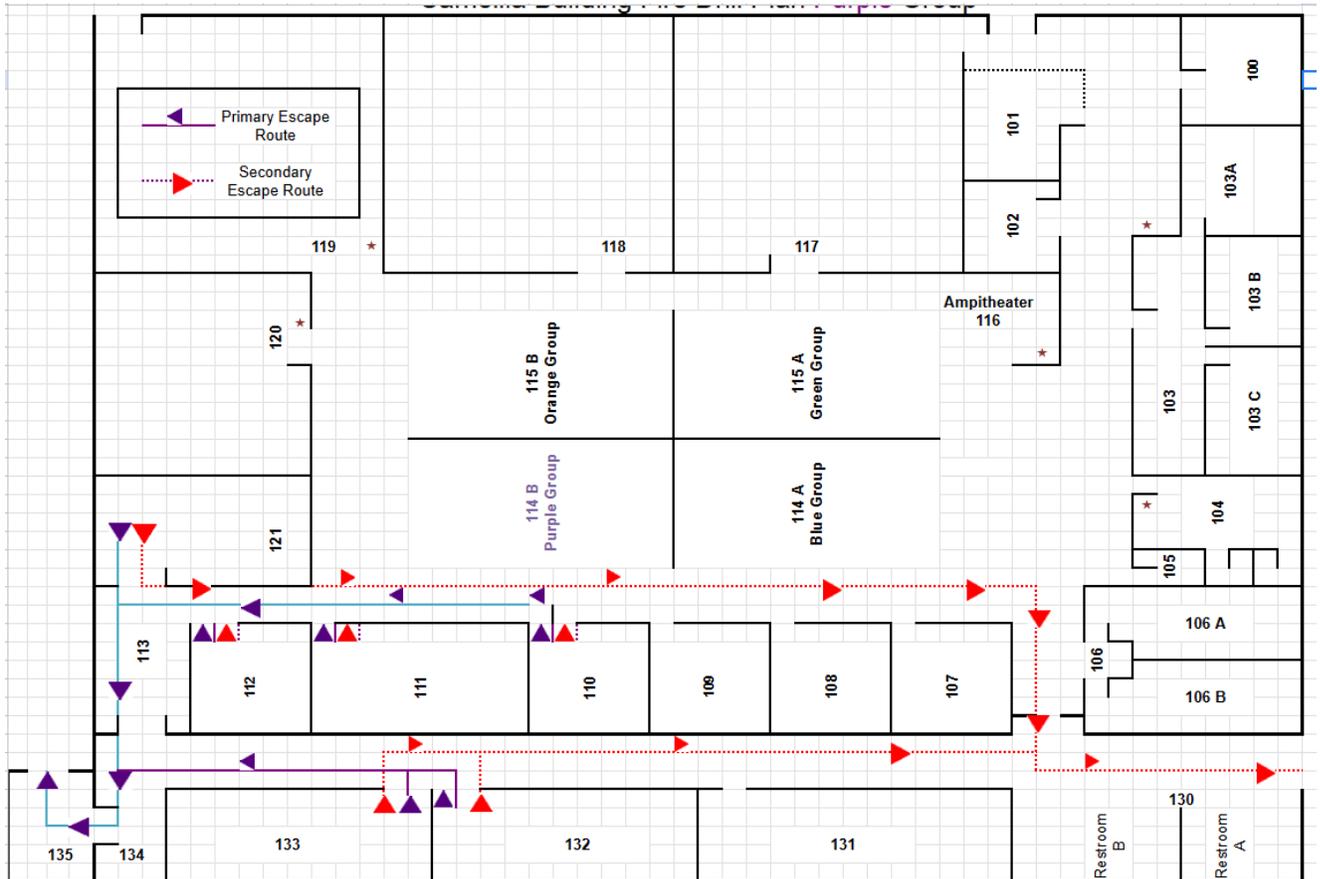
School Safety Training & Drills

Emergency Procedures

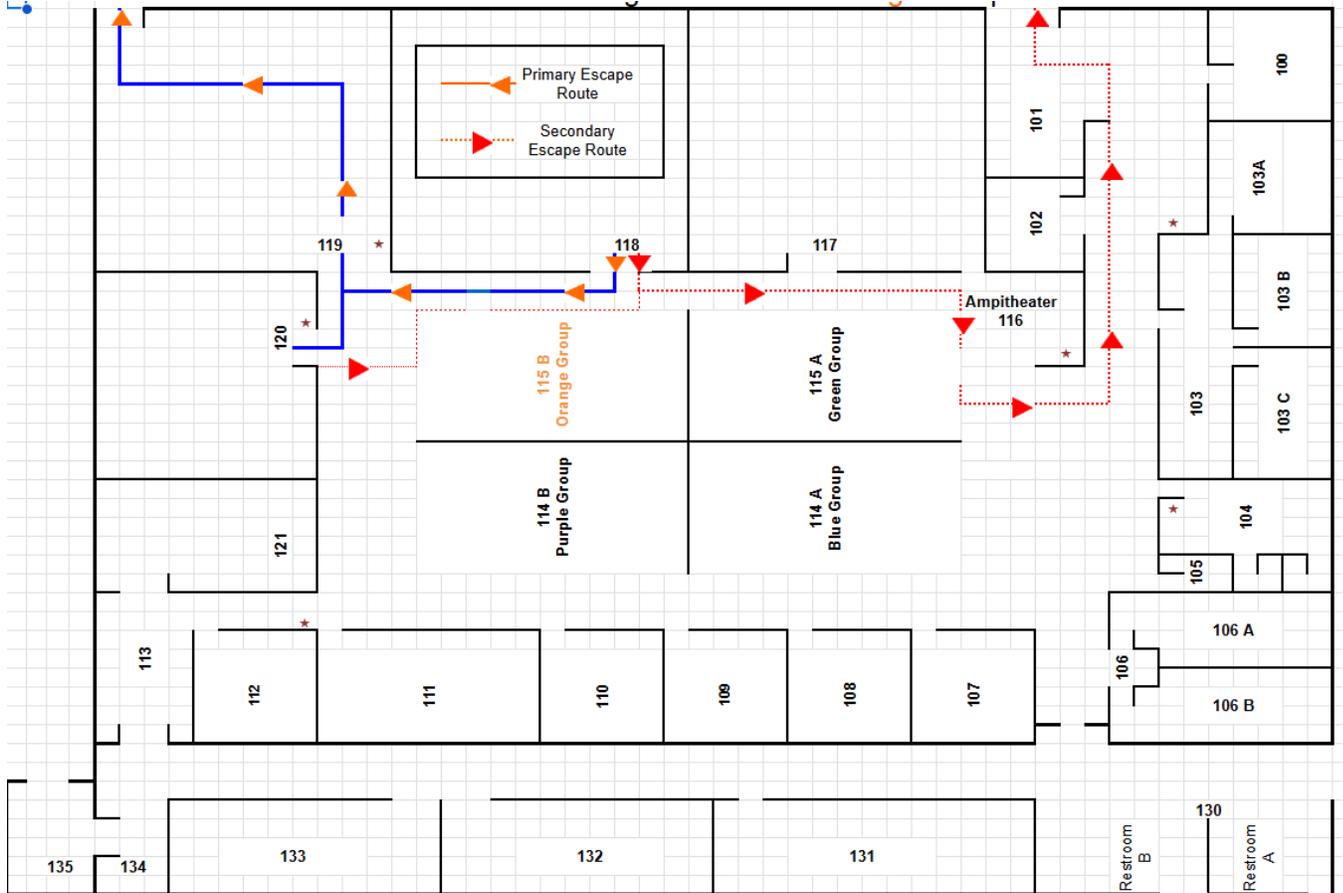See GCC Comprehensive School Safety Plan pp. 37-44
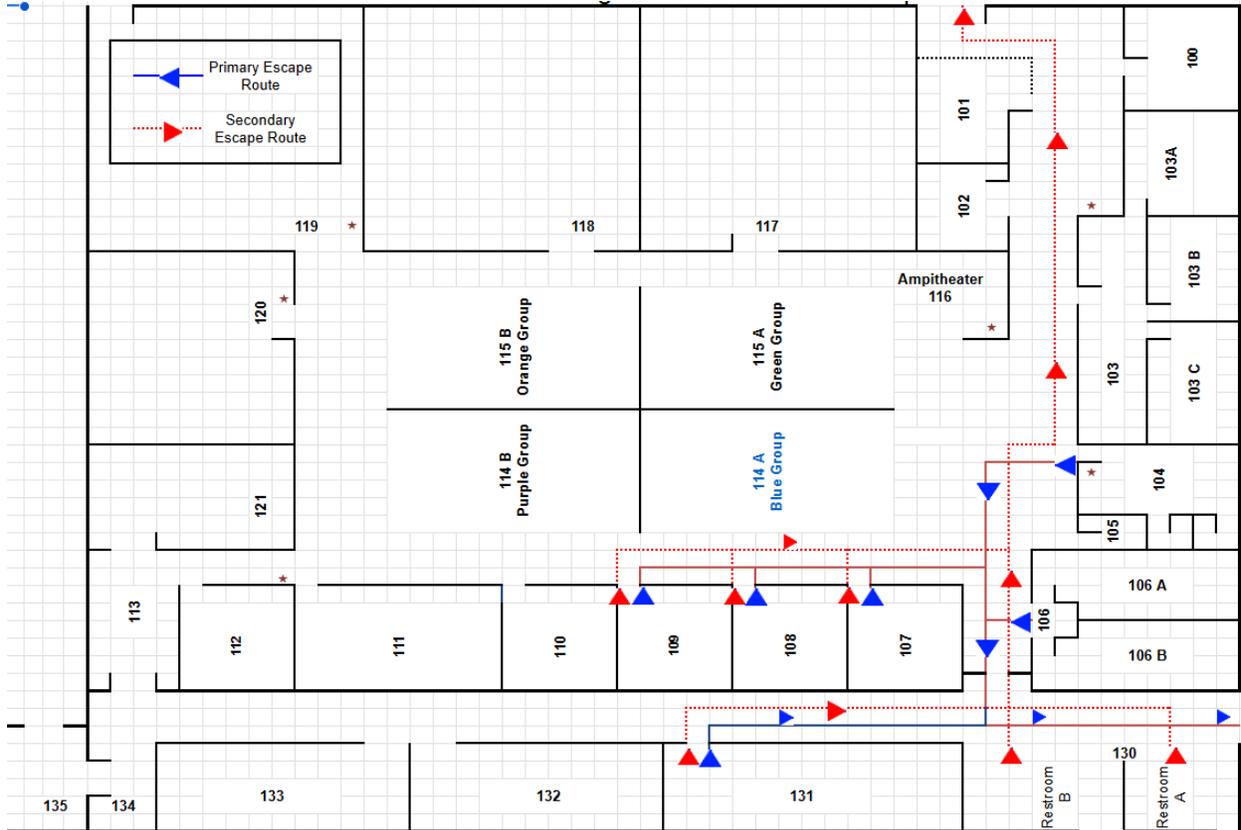
Emergency Maps

==utility shut off (gas, electrical, water==

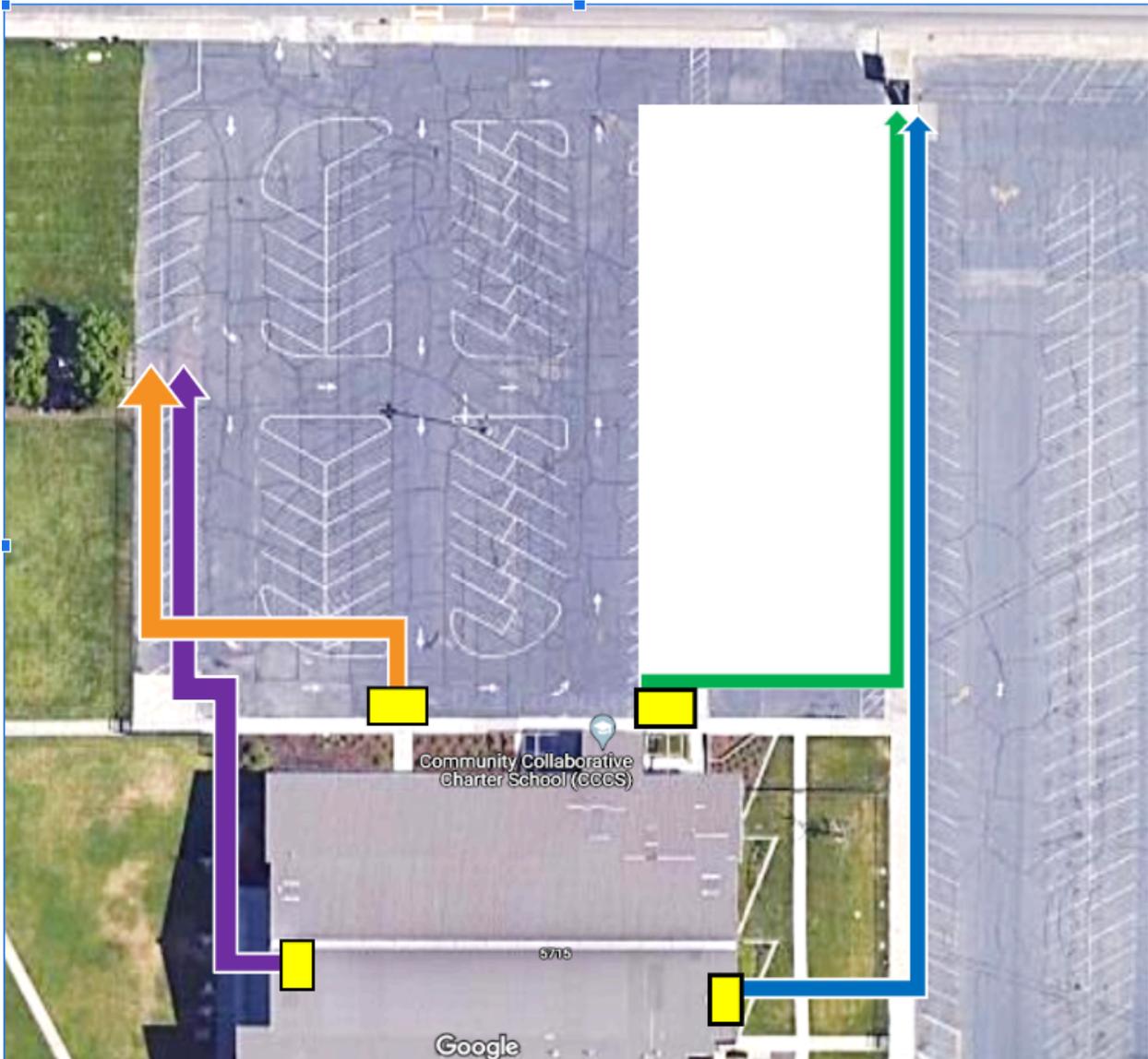### Purple escape route:

Orange escape route:

Green Escape Route:

Blue escape route:

Reunification Map:

School Safety Training & Drills

Exercise and Drill Schedule

Type / Objective	Person Responsible	Date	Time
Lockdown			
Multi-option Response			
Drop-Cover-Hold			
Shelter-in-place			
Evacuation			
Reverse Evacuation			
Reunification			

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 the reason 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].
        - ▪ The staff member will let the classroom staff know that they are dropping off a late arrival, ensuring classroom staff are 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 are provided with the attendance policy and procedures upon hire and made aware of any revisions in writing.

Lost Child Procedures

Immediately upon discovery of a missing child:

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

If a 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 the child is not found after five minutes, call 911 and search the security footage.
- o Admin will notify parents.

If the child is lost outside of the school premises:

- o Search the immediate surroundings. If the child is not found within five minutes, call 911 or the 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 the director/staff member in charge.
- o While the child search is conducted by the available staff.
- o Admin will notify parents.

Once the Child has been located

- o A written report of the incident will be maintained for investigation and reporting to the 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.