

# UPSTATE CHRISTIAN ACADEMY

A Ministry of the SDA Church

EDGE Rubric Criteria #13 & 14

- SAFETY PLAN
  - VISITORS RECEIVING PLAN
- 2011-2012



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# **UCA Vision & Mission**

**Vision-** Upstate Christian Academy is a recognized educational organization in the Upstate Greenville Area by the North American Division Board of Regents and the National Council for Private School Accreditation. Since our school inception in the early 1940's as the Greenville SDA Church School, now Upstate Christian Academy, we have continually endeavored to develop the physical, mental and spiritual adequacy of young children.

We provide a spiritual atmosphere in which prayer, worship, and doing the will of God will be seen as the ideal and accepted pattern of living. We help students achieve a Christian philosophy of life, and acquire the attitude, knowledge and skills for a Christian Character. We help instill a personal commitment to the service of their God, their church and fellow men. We help to promote independent thinking and the highest academic achievement possible for each individual. We help students to learn habits of healthful living, industry, promptness, reliability, accuracy, thoroughness, and self-reliance. We seek to inspire love and loyalty for their country, and respect for recognized authority.

**Mission-** Unconditional Loving Community with Christ-like Values and an Attitude of Service.

## **Assessment of the Current Status of School Crime**

We are very blessed to have a good, safe, Christian environment that reflects our school's mission. However we have had minor vandalism during this school year. The side of the gymnasium was painted in with some words and the sign of a gang. This was reported to local police. Also, the fence separating the church property and adjacent public school property was kicked down by students from that school.

## **Appropriate Programs and Strategies that Provide School Safety**

1. Increased adult presence with additional staff (i.e. Administrative Assistant) and increased number of volunteers assisting with building needs.
2. UCA monitors and reinforces requirements for school attendance.
3. One of UCA goals is to begin the Student Identification Policy. With this program each student will keep an ID card with them to identify them at all times.
4. Visitor policy- Each teacher at UCA is trained and informed as to the policy to follow when visitors arrive. All visitors must ring doorbell. During morning hours teachers will attend all visitors and help as much as possible keeping the safety of the students as a priority. During the afternoon hours all visitors will be welcomed by the secretary who will in turn do whatever possible to answer the need of the visitor.
5. UCA teachers monitor and reinforce requirements of school behavior.
6. UCA complies with State and County Fire Marshall requirements. A copy of the last Inspection Report is attached to the end of this plan (appendix 1).
7. UCA has a fire alarm system that notifies the Fire Department immediately in case of a fire. This system is inspected annually. A copy of the annual report is attached to the end of this plan.

8. As part of the EDGE effort UCA has a total of 4 School Activation for Emergency Guides (S.A.F.E. Guides). Each classroom has been provided with a copy with all information necessary.
9. As part of our Bad Weather Policy, UCA has obtained and is connected 24 hours a day to a Weather Hazard Alert Radio- NOAA Radio Station which alerts our immediate area of bad weather. This is taken into consideration by the school administration and school closings may be put into effect according to the information received through the NOAA and TV weather reports.
10. As a result of the recent property damage, the local police have been notified, and the School Board is reviewing various Security Camera options.

## **Child Abuse Reporting Procedures**

A mandated reporter who knows or reasonably suspects that a minor is the victim of child abuse must report immediately by telephone and in writing by follow-up report within 36 hours to a law enforcement agency. The law penalizes the failure to report by imposing a jail sentence on the defaulting mandated reporter. On the other hand, the law rewards the reporter who meets the reporting obligation by granting absolute immunity from civil or criminal prosecution. (Code 20-7-490, et seq)

**Mandated Reporter:** a “Child care custodian”; includes teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel staff. If specifically trained in child abuse detection, also includes instructional aides, teacher’s aides, and teacher assistants. District employed child care workers and health practitioners (doctors, nurses and psychologists) are also mandated reporters.

**Knowledge of or Reasonably Suspects Abuse:** When a mandated reporter observes a child with physical “injuries which appear to have been inflicted...by other than accidental means by any other person...” Whether or not there are visible physical injuries, all suspected sexual abuse must be reported.

**To Whom is the Report Made?** An oral report to designated law enforcement agencies must be made immediately. The observing employee must contact:

- |  |              |
|--|--------------|
| a. Greenville Child Protection Services          | 864.467.7750 |
| b. The Jurisdictional Law Enforcement Agency     |              |
| 24 hour emergency                                | 911          |
| Greenville County Sheriff Office (non-emergency) | 864.271.5210 |

Law enforcement (sheriff, police or CPS investigator) may interview suspected victims of child abuse on school premises during school hours concerning child abuse in the home. The child may choose to be interviewed in private or may select an adult staff member to be present “to lend support”.

**Step One** – The investigator comes to the school.

All investigations begin in the school office. The staff member “in charge” should ask for identification and the purpose of the proposed interview. When it is made clear that the interview will focus on allegation of abuse in the home, the staff member in charge should be present with the child before the interview begins.

**Step Two** - The investigator must advise the child of the right to choose a staff member to be present during the interview.

What the school employee should do if:

1. The child chooses not to have a staff member present?
2. The staff member should leave the room.
3. The child asks for either the mother or father to be present?

School employees do not grant or deny such requests. This responsibility lies with the investigator.

4. The child changes their mind during the interview?

The law gives the child a continuous option to ask for an adult staff member or to send the staff member away.

Step Three – The child asks for an adult staff member to be present

What can the selected staff member do:

1. The staff member, by law, may decline to sit in the interview
2. The school administrator should inform the selected staff member of their duties during the interview. A copy of Penal Code 11174.3 should be supplied to the staff member who has agreed to be present.
3. The staff member's role is one of a "comforter" during the interview. There is no questioning by the staff member and no discussion of the child abuse incident with the child. There must be no prompting by the staff member. Investigators should not attempt to ask or direct the staff member to coerce, suggest or elicit a response from the child.
4. The law forbids disclosure of what the staff member hears or learns during the interview. This confidentiality disappears when a court orders testimony. No written report is required by the staff member.

To make a complaint visit the following online link and print the DSS-Child Protection Services Form 3006.

<http://www.state.sc.us/dss/forms/files/3006.pdf>

## **Discrimination and Harassment Policy**

### **PROCEDURES FOR HANDLING HARASSMENT COMPLAINTS**

It is the intent of UCA to provide a working and educational environment for all individuals which is free of harassment and discriminatory intimidation whether based on race, color, religion, sex, age, national origin or handicap. Such harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act. An important part of this intent is to prevent sexual harassment in the work and educational setting.

#### **SEXUAL HARASSMENT:**

UCA is committed to maintaining an academic and working environment free from any type of harassment. Sexual harassment violates school's policy as well as state, federal and local laws. It is neither permitted nor condoned. Sexual harassment may include any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is an explicit or implicit condition of employment or participation in a School program or activity;
- (2) submission to or rejection of such conduct is used as the basis for an employment or academic decision;
- (3) such conduct is severe or pervasive and objectively and subjectively has the effect of (a) unreasonably interfering with an individual's work or equal access to education, or (b) creating an intimidating, hostile, or offensive work or academic environment; or

(4) such conduct, if repeated, is reasonably likely to meet the standard set forth in number (3) immediately above.

It is also a violation of the School's policy against sexual harassment for any employee or student at the School to attempt in any way to retaliate against a person who makes a claim of sexual harassment or provides information in an investigation of sexual harassment. Any individual found to have violated the School's policy against sexual harassment will be subject to appropriate disciplinary action, including, but not limited to, reprimand, suspension (with or without pay), termination, and/or expulsion. Disciplinary action taken will depend upon the severity of the offense. When constitutionally protected speech is implicated, the School's policy will be applied only to the extent consistent with the First Amendment.

Sexual harassment may occur between persons of the same gender or of different genders.

**COMPLAINT PROCESS:** Employees or students believing that they have been subjected to sexual harassment or other forms of discrimination should bring his/her complaint to the attention of his/her immediate teacher, Head-Teacher, or School Board Chair- person or School Administrator. Efforts will be made to protect the privacy of parties involved in the complaint process and will be shared only on a need-to-know basis and will not be considered public record or otherwise available to the general public.

## **GRIEVANCE PROCEDURE FOR HARASSMENT AND DISCRIMINATORY INTIMIDATION**

### **DEFINITION:**

Harassment, as differentiated from sexual harassment, includes acts by one or more persons on another that repeatedly torment, pester, persecute, or otherwise persistently trouble to the point of causing extreme anxiety, frustration, anguish or fear of harm. These acts may be physically or verbally threatening as would be determined by a reasonable person's standard.

It is the intent of UCA to provide a working and educational environment for all individuals which is free of harassment and discriminatory intimidation whether based on race, color, religion, sex, age, national origin, handicap or veteran status. Such harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act. UCA will not condone, permit or tolerate harassment or discrimination against employees or students in any manner whatsoever. Persons engaging in such harassment or discrimination may be subject to discipline up to and including dismissal.

UCA will not promote retaliation in any form for the filing of a complaint, the reporting of instances of harassment or discriminatory intimidation, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant. UCA acknowledges and respects student and employee rights to privacy. Harassment and intimidation complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential, except to the extent necessary to carry out the investigation or proceedings as determined by the Superintendent or designee on a case-by-case basis.

The School Board shall ensure that the person designated to investigate the complaints is/are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Board or designated person/s.

The procedure for filing and investigating complaints is as follows:

**Step 1:** Any individual may file a written complaint of alleged intimidation or harassment. A Concern Form is readily available to everyone at each UCA classroom by the exit doors. The complaint shall be presented to the School Administrator or immediate teacher who will then set up a conference to discuss the concern.

**Step 2:** The School Board Chairperson will receive information regarding the issue and set up a second conference between School Administrator, Teacher, Board Chairperson and person consulted about.

**Step 3:** If there is no resolution to the concern at step two, the Administrator will present the concern to the Conference of Education Office in consultation with the local School Board Chairperson.

**Step 4:** If the Education Superintendent in consultation with the Local School Board Chairperson is not successful with resolving the concern, it will be discussed at the local School Board. The School Board will make a recommendation to the Conference of Education Superintendent. The Superintendent will present the concern to the Carolina Conference K-12 Board of Education for the final decision.

When the investigation is completed, the findings will be communicated to the complainant. If not satisfied with the results of the investigation, the complainant will be told of his/her right to bring harassment or discriminatory intimidation cases before the Department of Fair Employment and Housing or the Board of Trustees in closed session.

## **Ensuring a Safe and Orderly Environment**

UCA can boast a very family oriented environment. It is our constant goal to work and teach in a loving, fun and Christian way.

### 1. School Climate:

- a. Parents are always welcomed and encouraged to be an active part of the everyday school life.
- b. We recognize the richness of different cultural backgrounds. Our school is largely touched by different cultures (Hispanic, African-American, Asian and American as of school year of 2011-2012).
- c. Our staff has made every effort to attain and maintain the necessary education and refreshers to keep up-to-date with early childhood and educational updates.
- d. UCA has set high educational and moral goals. Staff and students are encouraged daily to make a personal commitment to uphold high standards of life.
- e. Understanding that all students are not the same, the teachers have made great efforts to apply different teaching methods to reach different learning styles.
- f. Administrators, School Board members and school staff keep an open way to reach students through leadership and friendships.
- g. UCA makes it a very important part of our school life to participate in community activities as March Madness, Church Visits, etc...
- h. UCA emphasizes critical thinking and respect to others and self.
- i. UCA teachers and administration communicate clear standards and consequences that are consistently and fairly enforced.

### 2. Physical Environment: UCA is working hard to create a physical environment that communicates respect for learning and for individuals.

- a. UCA maintains classrooms and grounds as pleasant places to meet and learn.
- b. The campus is secure from outside criminal activity and a secured lock environment during school hours.
- c. School Administration monitors and supervises all areas.
- d. UCA provides a pleasant eating area with a large kitchen.
- e. UCA maintains clean and safe restrooms.
- f. UCA provides adequate lighting in **all** areas.
- g. UCA is acquiring and maintaining a variety of sports equipment.
- h. UCA is providing a well-stocked, Christian library.
- i. UCA engages students in beautification projects as part of the Outdoor Education Curriculum.

## Visitors Receiving Plan

At UCA we are proud of the very personal treatment given to all our students. We also greatly value our parents and visitors. For this reason we have implemented the plan below to follow when a visitor/parent comes to our school.

Parents are always welcome at the school and they are encouraged to visit the classrooms. Regular times for conferences are scheduled throughout the school year. The teacher's time is valuable to the students and all visits must be previously arranged with the teacher. If a student is to be picked up during school hours, the parent must notify the teacher and wait outside the classroom for the student to be dismissed.

1. School's front door will remain open in the morning until 8:00 am. For safety reasons the front door will be locked to the outside (students will be able to walk out from the inside) from 8:00 am to 2:30 pm. All late students will be required to come into the building through the side doors.
2. All visitors should come to the front door, ring the bell and staff will promptly come to welcome them.
3. For safety reasons the teacher will receive the visitor at the door, ask for name, company they are representing and reason of visit.
4. After the above information is gathered the teacher will record the information and deliver it as soon as possible without interrupting his/her teaching schedule.
5. If an emergency or immediate response is necessary- The teacher will ask the visitor to wait outside until the student/staff/ or necessary personnel is informed.
6. If the visitor requires assistance the teacher will direct the person to sign the Visitors Log and wait at the office.
7. The visitor may be asked to make an appointment, at the discretion of the school personnel.