



# **Cape Fear Center for Inquiry Policy and Procedure Manual**

## **Series 600      Facilities**

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## 610 Building and Room Access

All exterior doors to the building should remain locked other than the front entrance and the central hallway door to the playground. Doors may be left unlocked while a class is outside so that they may regain entrance.

Outside doors are NOT to be propped open during the day – unless you are on the playground and have visual contact with who enters and exits your door.

Interior doors need to be shut and locked when you leave your classroom at the end of the day/evening, and if you exit your exterior door, check to make sure it closes and locks behind you.

Access to the building via key should only be granted to faculty, staff, board members, and other approved by the Director.

Groups needing to meet at the school using a specific classroom should make prior arrangements with the teachers of the classroom in question.

The **Director**'s office should be kept locked with only the Director and designated administrator(s) having a key, as confidential information will be stored there.

**Business Operations and Human Resource Coordinators'** offices should be kept locked with only those administrators and Director having a key as confidential information will be stored there.

## **620 Unified Playground Expectations**

Students should:

- Try to keep balls low (beneath the waist)
- Put equipment away unless another student has asked to use it
- Use equipment for its intended purpose
- Put trash in trashcans and pick up trash when they see it
- **HAVE FUN!**

Students should not:

- Move or stand on picnic tables
- Lean, hang or climb on any fence
- Go outside of the fence unattended
- Shake, move, or climb on basketball goal
- Play with large orange cones (they are for PE boundary **ONLY**)
- Play with or near storage equipment
- Play on the patio area outside classroom doors

Faculty should:

- **FIRST AND FOREMOST** monitor and interact with **STUDENTS**
- Discuss and enforce playground expectations with their class
- Take out trashcans during each recess
- Monitor playground to ensure equipment is used for its intended purpose
- Put away teacher-directed equipment in locked storage
- Survey the playground to make sure students have put away trash and general student equipment
- Keep storage containers **LOCKED** at all times
- Put the lid on the sandbox if your students play with it

## 630 Community Use of School Property and Facilities

The Board of Directors of the Cape Fear Center for Inquiry recognizes that the school facilities can be useful resources for the school community and the broader Wilmington area. Accordingly, the use of facilities by various organizations and constituencies is encouraged, provided that:

- ◆ Such use does not interfere or conflict with the mission, vision, educational program or normal operation of the school
- ◆ Such use is in accordance with local, state and federal laws and ordinances
- ◆ Such use conforms with applicable policies, guidelines, and procedures in effect at the school
- ◆ Agreements for ongoing/continuing usage receive Board approval
- ◆ The Board of Directors of CFCI will permit the use of school facilities under the following conditions:

### **I. Eligible Users--The following groups are eligible for the use of school facilities and will be given first preference**

- A. CFCI Related Groups and Organizations involving students, teachers and parent support organizations
- B. School Employee Groups
- C. Non-School related Organizations, Associations, or Individuals from the Wilmington area
- D. Sectarian or religious groups may be permitted to use the facilities for continuous use, if:
  - 1. A fire or natural disaster has rendered their building unfit for use
  - 2. In the process of organizing and/or constructing a new church or synagogue as a recognized entity
  - 3. Allowed an initial 6-month contract it may be extended due to extenuating circumstances only
- E. Other groups as authorized by the Board of Directors of CFCI or its designee

### **II. Guidelines for Obtaining Use of School Facilities**

- A. All requests for school facilities use must be made on the Facilities Use Request Form. Forms are:
  - 1. Available from the Administrative Assistant in the front office, or on the CFCI Web site
  - 2. To be filed together with any applicable fees at least 15 business days in advance of the anticipated use via the Administrative Assistant in the front office
- B. Facilities Use Request Forms will be reviewed by the Director of the school who will approve or deny all requests. The Director reserves the right to cancel or postpone the use of school facilities if deemed necessary.

- C. Conditions, fees, usage requirements, etc. shall be put in writing and signed by the Director or designee and a responsible adult representing the organization using the school facility.

### **III. Terms and Conditions for the Use of School Facilities**

- A. The use of school facilities will not be allowed to interfere with the normal operation of school, even when such activities are scheduled after building use has been approved.
- B. The use of school facilities by outside groups or organizations planning to charge admission for attendance shall be subject to the fee schedule listed on the Request for Use of Facilities form.
- C. The individual and/or group requesting use of the school facilities shall be directly and solely responsible for the behavior and discipline of persons using the facilities and/or attending activities under their sponsorship. This will include at a minimum:
  - 1. No one is allowed to enter or use school facilities until the adult authorized to supervise the approved activity is present to take charge of the group;
  - 2. Smoking, use of alcohol or the use of illegal drugs are not permitted at any time in any location within and around the school property;
  - 3. The consumption of food or drink must have prior approval by the Director;
  - 4. No use of equipment which has potential of being a fire hazard will be allowed unless approved by the Director;
  - 5. Electrical fixtures, electrical equipment, decorations, or any changes or modifications to existing school facilities are not permitted unless authorized in writing by the Director;
  - 6. Use of the facilities is limited to the specific area noted in the Facilities Use Request Form;
  - 7. No outside agency shall use the school property beyond 10:00 o'clock p.m. without prior approval by the Director.
  - 8. The Director shall determine if a representative of the school needs to be present during the use of school facilities;
  - 9. The Director reserves the right to cancel any approved use of school facilities for violation of the above listed terms and conditions.
- D. Groups using school facilities agree to accept full responsibility for damage, theft, or personal injury occurring during their use of the building by signing the Release of Liability Form.
- E. All activities using school facilities which encourage and/or promote the attendance of students or children outside of normal school hours will be fully responsible for supervision of same students and/or children. This shall include supervision during the event as well as assuring that all students and/or children have evacuated the facilities under proper supervision at conclusion of the event.

- F. All uses of school facilities shall be conducted in a manner designed to ensure the safety of those involved. All work and activities associated with such facility use shall be carried out with proper supervision, especially the supervision of children.
- G. All organizations, groups, or individuals, except the following will be subject to a fee:
  - 1. All school related activities including support organizations
  - 2. School employee group activities
- H. The fee structure is established by the Board of Directors of Cape Fear Center for Inquiry.
- I. Fees may be waived by the Director.

**All Rental Fees shall be paid by check/money order made payable to the Cape Fear Center for Inquiry.**

## **640 Disposal of Equipment**

The Cape Fear Center for Inquiry Board of Directors has the authority to establish policies regarding the sale, exchange, and disposition of school property and the conduct of employees with regard to the sale, exchange, disposition, and purchase of school property.

When real property owned by the Cape Fear Center for Inquiry is no longer needed or desirable for public school purposes, the Director is authorized to determine whether the best interests of the school is served by disposing of the real property by sale, exchange, leasing, recycle or elimination.

The Director is also authorized to negotiate rental of school facilities to outside groups, individuals or agencies, for one year or less, when such rental will not interfere with the use of the school facilities during the instructional day.

No employee of the Cape Fear Center for Inquiry shall dispose of any personal property of the Board without the approval of the Director.

## **650 Integrated Pest Management Program**

Cape Fear Center For Inquiry supports clean and safe facilities for its students, staff and the public. To that end, CFCI will use an Integrated Pest Management Program (IPMP) to prevent and control pest problems in the school buildings and grounds and minimize pesticide use. The IPMP means a comprehensive approach to pest management that combines biological, physical, chemical and cultural tactics as well as effective, economic, environmentally sound, and socially acceptable methods to prevent and solve pest problems. The IPMP will emphasize pest prevention and provide a decision-making process for determining if, when and where pest suppression is needed and what control tactics and methods are appropriate.

The IPMP will utilize strategies including, but not limited to, training of staff, monitoring and inspecting facilities, communication and notification to staff and parents, and the use of pesticides as a last resort. When a decision is made to use pesticides, the staff will utilize the least toxic pesticide formulation and most targeted application method possible.

Legal Reference: NC Statute 115 C-47

Approved 6-17-2010



## 660 Security Cameras

A security camera system has been installed at CFCI for the purpose of enhancing school safety and security. Our goal is to enhance the safety and security of all students, staff, and community members who visit our school, while diminishing the potential for school loss of destruction of property on campus. Be assured that our security camera system is installed in public areas ONLY. Specifically, restrooms and classrooms are excluded from camera surveillance equipment. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy. Your acknowledgement and cooperation with our Security Camera Policy is most appreciated.

Please be aware of the following:

1. CFCI security camera system will be in operation 24 hours a day.
2. Storage capacity is such that images are overwritten every 14 days.
3. CFCI shall notify all who enter using appropriate signage that security cameras have been installed.
4. Video recordings used in school buildings and/or on school property shall be the sole property of CFCI.
5. The administration may use video and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence and student discipline.
6. Access to video recordings from security cameras shall be limited to school administrators. Law enforcement officials shall be granted access to video recordings after giving prior notice to the Director.

Adopted 1/17/12