

PART G

EAST CENTRAL FACILITIES AND PROPERTIES

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PART G SCHOOL FACILITIES AND PROPERTIES

G - 100 DEFINITION OF SCHOOL PROPERTIES

- A. All buildings, grounds and property, real or personal, owned by the ECCEC and any item of equipment or real property loaned or leased to the ECCEC Board, shall be deemed as school property by these rules and regulations.
- B. Any item of equipment or real or personal property donated to the ECCEC Unit in general shall be considered as unit property. No such gift may be accepted by any individual in the name of the Unit without the understanding that the gift is unconditional and that the title for such property may be sold or replaced without obligation to the donor.

G-105 EQUIPMENT USAGE

- A. Any assistive technology equipment having been purchased by East Central to enable a child with a disability to benefit from his/her specially designed instruction will remain the property of the unit until/unless the parent or guardian of the child requests to purchase said equipment. Equipment would remain at the school during summer vacation and in the event the student exits the special education unit by virtue of age, graduation, or movement out of unit.
- B. At the discretion of the director, students may be allowed to take equipment home at night, during vacations, and/or over the summer if the equipment is needed to maintain skills gained during the school year. In the event, the parents or guardians will be required to sign an assistive technology equipment agreement outlining the conditions for usage of the equipment.

G-110 GIFTS TO SCHOOLS

The Director of Special Education on behalf of the Board, is authorized to accept gifts for the Unit. Such acceptancy shall be reported to the Board which shall officially acknowledge the gifts and thank the donors.

In instances where the Director of Special Education doubts the appropriateness or usefulness of a gift, he shall refer the offer to the Board for its decision.

G-200 COMMUNITY USE OF UNIT FACILITIES

All requests for use of Unit facilities by any outside organization wishing to use the building after school hours are to be made in duplicate on forms provided by the Unit. The Unit facility is available to East Central school districts, non-profit organizations and groups which are not objectionable in nature, provided that the organization abides by the rules below unless waived by Unit authorities for the particular meeting.

It is to be understood that East Central activities shall take precedent over any other activities and the use of buildings will be so scheduled.

1. There shall be no alcoholic beverages brought into or consumed in the building or on the grounds.
2. Putting up decorations, moving pianos or other furniture is prohibited unless special permission is granted by the Special Education Director.
3. Special scenery, properties or other non-school materials brought to school by the organization shall not be stored in the building and must be removed within 24 hours unless special permission has been granted by the Director of Special Education.
4. Nothing shall be sold, exhibited, given or displayed for sale without permission of the Director of Special Education.
5. The organization requesting permission to use the building is held responsible for the preservation of order and for any possible damage to East Central facilities. The person signing the application shall agree to replace or pay for all damages or lost equipment or material when directed to do so by the Director of Special Education.
6. When the building is open for use, only that part specified in the application is to be used, including necessary approaches.
7. School facilities may not be used free of charge for private gain.

G-300 EMERGENCY DRILLS

The Director of Special Education shall develop a plan for evacuation of buildings in case of fire, tornadoes, emergency drill and for the safeguarding of human life and property in case of civil emergencies.

G-310 EMERGENCY CLOSINGS

The East Central office building and preschool will follow the emergency closings of New Rockford Public School.

G-320 BOMB THREATS

In the event of a call or notice that a bomb has been placed in the East Central office or school, the procedure by the Director of Special Education shall be followed.

The personnel of the Unit shall cooperate fully with the police in planning and

carrying out procedures for dealing with bomb threats. All personnel, including office and secretarial staff shall be given instructions for carrying out their responsibilities in the event of such situations.

The following procedures shall be used as guidelines:

1. The safety of students and personnel shall be of primary concern.
2. Identification of the person or persons making the threat is of prim importance.
3. Immediate reporting of any incident to the superintendent's and sheriff's offices must be made.
4. The principal will make the decision to evacuate, complying with any direction given by the Director or any order given for evacuation by the police.
5. Establish staff responsibilities for searching the building. The request of an employee to refuse to participate in a search shall be honored.
6. Students shall not be dismissed from school until the end of the school day. Instead, if evacuated, they shall remain in designated areas until the Director and the police are satisfied that no danger exists. Teachers shall remain with their students and be responsible for them.

G-330 TOBACCO IN THE EAST CENTRAL BUILDING

The use of tobacco will not be permitted.

G-331 DRUG-FREE WORKPLACE

The East Central Center for Exceptional Children intends to maintain a drug-free workplace.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any building belonging to or used by ECCEC. It is also prohibited on any grounds or in any vehicle belonging to the Multidistrict Unit or at any ECCEC related activity.

Any employee violating this policy is subject to discipline which may result in termination and notification of proper authorities, including but not limited to the federal agencies from which funds are received.

Employees are required to notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such a conviction. The Director will notify any federal agency indicated above of any conviction resulting from a violation occurring in the workplace.

This policy shall be distributed to each employee and to each new employee at the time of employment. Agreement to this policy shall become a condition of employment.

Cross Ref: Policy C-424 Alcohol and Drug Abuse Policy/Employee
F-103 Drug Use/Abuse - Students

Legal Ref: PL 100-690, Title V, Subtitle D, Drug-Free Workplace Act 34 CFR Part 85
Regulations PL 101-226 Drug-Free Schools and
Communities Act of 1986 Section 22 1989
Amendments 34 CFR Part 86 Regulations

G-332 SEX OFFENDERS ON SCHOOL PROPERTY

Definitions: For the purpose of this policy:
A sexual offender is defined in NDCC 12.1-20-25

A parent sexual offender is an individual who meets this policy's definition of sexual offender and who has either parental or legal guardianship rights to a child attending East Central's Special Education Preschool.

A non-parent sexual offender is an individual who meets this policy's definition of sexual offender and who has no parental rights or legal guardianship rights to a child attending East Central's Special Education Preschool.

Non-parent sexual offenders are prohibited from entering the East central Special Education Preschool.

Parent sexual offenders are prohibited from entering the East Central Special Education Preschool. Generally, meetings will take place in the boardroom or director's office. Parent sex offenders will be asked to wait in the front seating area when picking up or dropping of the student.

The following may be exceptions when a parent sex offender may be granted permission to enter the Preschool Classroom:

1. To transport the student to and from school. The parent sex offender will only be permitted to transport his/her own child.
2. To attend a conference to discuss student's progress, placement, or individual Education Plan (IEP).
3. Under other circumstances on a case-by-case basis, as determined by the Director.

The Director will inform appropriate staff of the scope of permission granted to each sexual offender. Sexual offenders who receive permission to enter school property must immediately report to the location designated by the Director. The Director will establish a system for identifying sexual offenders and will inform known parent sexual offenders of this policy. Lack of notification does not excuse sexual offenders from abiding by the requirements and prohibitions in this policy. The Director will contact law enforcement at any time a sexual offender violates this policy and will immediately revoke any privileges granted to the sexual offender under this policy.