

## **Closed Campus**

### **1.0 Purpose**

Barbour County Schools is committed to providing for the safety and wellbeing of our students and our employees. This policy outlines expectations for students and visitors to any facility in Barbour County. Visitors are expected to follow guidelines in this policy and to recognize that their presence in the school building is solely at the discretion of the building administrator.

In order to keep students in a supervised, safe and orderly environment, the board of education and superintendent established a closed campus at all Barbour County Schools.

### **2.0 Responsibility/Implementation**

- 2.1 It will be the responsibility of the school administration, school instructional personnel, and school staff to enforce this policy.
- 2.2 All Barbour County schools, PreK-12, will operate closed campuses.
- 2.3 In a closed campus environment, once students arrive for the school day, they must remain on campus for the remainder of the day.
- 2.4 Students shall not leave the school grounds at any time during the day without written permission of their parents/guardians and school authorities for the following reasons:
  - 2.4.1 A specific need verified in writing by the parent/guardian and approved by school authorities such as a medical/dental appointment;
  - 2.4.2 A parent/guardian and school approved work release, college class, Fred Eberle Career Technical Center privilege;
  - 2.4.3 Participate in field trips or other school sponsored activities (with parent/guardian and school approval);
  - 2.4.4 Participate in service learning and/or curriculum related opportunities arranged by the school;
  - 2.4.5 Additional exceptions may be granted at the discretion of the superintendent or designee.
- 2.5 Students who leave the school campus without authorization shall be classified truant and subject to disciplinary action.
- 2.6 Loitering or sitting in vehicles in the parking areas, or anywhere in campus, will not be permitted.
- 2.7 Students are not permitted to enter any school during school hours for visiting or socializing.

- 2.8 Visiting Barbour County school facilities is a privilege, not a right. Visitors in our schools are defined as anyone who is not a member of the school staff or is an enrolled student. Visitors fall under the following closed campus restrictions:
- 2.8.1 All visitors must use secured facility access doors to enter the schools and must sign-in immediately upon their arrival.
  - 2.8.2 All visitors to Barbour County facilities must show identification and register with the building administration office upon arrival. They must wear the appropriate lanyard and VISITOR badge in a conspicuous location provided by the school which identifies them as a visitor.
  - 2.8.3 Visitors must return to the office to indicate their departure at the conclusion of their visit and return their identification.
  - 2.8.4 Visitors to Barbour County facilities are subject to all policies of the Barbour County School system.
  - 2.8.5 Visitors are expected to be appropriately dressed, and to display respect for activities in progress at the school.
  - 2.8.6 Classroom visits must be approved in advance by the principal/designee and classroom teacher. Classroom visits must have a purpose and should not be excessive in length, as determined by the principal.
  - 2.8.7 Visitors are not permitted to remove students from the classrooms, or any school activities, without the direct permission of the legal guardian of the student and/or building administrator accompanying the visitor during this time.
  - 2.8.8 Visitors, upon the conclusion of their visit to a school, must sign-out and return their visitor badge.
- 2.9 Parents, legal guardians of students, school volunteers, LSIC, business partners-in-education team members, and members of the school board are welcome to participate in events or to partake in lunch with students at the school. Other visitors may be invited by special permission of the principal/designee.
- 2.10 The principal has sole discretion both to deny visitation or to terminate a visitation in process for such things as emergencies; breaking community or school laws, policies, procedures; inappropriate conduct; disrupting the educational process or for safety concerns.
- 2.11 Salespersons or other non-instructional personnel are not allowed to disrupt class time activities.

2.12 Building principals, after consulting with the superintendant, shall have the authority to sign a complaint charging criminal trespassing when deemed necessary.

2.20 Entry into a Barbour County School's campuses constitutes consent to inspection of persons and their property under their control.

Source: Board of Education Minutes

Adopted: 9/18/79

Revised: 6/22/09; 1983