

Series 1000 – School District Organization and Operations

Section 1100 Operations

Policy 1104 – Closed Campus

1104.1 Purpose

Harrison County Schools is committed to providing for the safety and wellbeing of our students and our employees. This policy provides guidelines for our students and visitors to any facility in Harrison 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.

1104.1.1 All Harrison County schools, K-12, will operate closed campuses.

1104.1.2 In a closed campus environment, once students arrive for the school day, they must remain on campus for the remainder of the day.

1104.1.3 Students shall not leave the school grounds at any time during the day without written permission of their parents/guardians and approval by school authorities for the following reasons:

- 1) A specific need verified in writing by the parent/guardian and approved by school authorities such as a medical/dental appointment;
- 2) A parent/guardian and school approved work release, college class, United Technical Center privilege;
- 3) Participation in field trips or other school sponsored activities (with parent/guardian and school approval);
- 4) Participation in service learning and/or curriculum related opportunities arranged by the school;
- 5) Additional exceptions that may be granted at the discretion of the superintendent or designee.

- 1104.1.4 Students who leave the school campus without authorization shall be classified truant and subject to disciplinary action.
- 1104.1.5 Loitering or sitting in vehicles in the parking areas, or anywhere in campus, will not be permitted.
- 1104.1.6 Students are not permitted to enter the neighboring elementary, middle or high school campuses during school hours without permission of the school administration.
- 1104.2 Visiting Harrison County school facilities is a privilege, not a right! Visitors in our schools are defined as anyone who is not a member of that school's staff or student body. Visitors fall under the following closed campus restrictions.
- 1104.2.1 All visitors must use secured facility access doors to enter our schools.
- 1104.2.2 All visitors to our Harrison County facilities must show identification and register with the building administration office upon arrival. They must display an appropriate VISITOR badge provided by the school or facility.
- 1104.2.3 Visitors must return to the office to indicate their departure at the conclusion of their visit and return their identification.
- 1104.2.4 Visitors to Harrison County facilities are subject to all policies of the Harrison County School system.
- 1104.2.5 Visitors are expected to be appropriately dressed and to display respect for activities in progress at the school.
- 1104.2.6 Classroom visits must be approved in advance by the principal/designee and classroom teacher.
- 1104.2.7 Visitors are not permitted to remove students from the classrooms, other school activities, without the direct permission of the legal guardian of the student and/or building administrator accompanying the visitor during this time.
- 1104.2.8 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 upon making prior arrangements with the school administration. Other visitors may be invited by special permission of the principal/designee.

- 1104.2.9 Vendors or other non-instructional personnel are not allowed to disrupt class time activities. Faculty senates may determine, by majority vote, to limit and/or bar the access of vendors, organization representatives, and others to the faculty during the school day.
- 1104.2.10 Building principals shall have the authority to sign a complaint charging criminal trespassing when deemed necessary.
- 1104.2.11 Entry into our campuses constitutes consent to inspection of persons and their property under their control.

Approved by Harrison County Board of Education

Effective Date: August 20, 2007

Revised: February 7, 2012