

CLOSED CAMPUS POLICY

This policy will implement adequate property control and appropriate security measures with the primary purpose being the protection of students, employees, visitors and school property. The Superintendent along with district level administrators and building level administrators shall enforce this policy.

CLOSED CAMPUS

All Raleigh County schools will maintain a closed campus.

- Students are to remain on campus throughout their scheduled school day.
- Students may NOT leave campus during school hours.
- Students wishing to leave during scheduled school hours must present, to the school administration, a note from a parent or guardian explaining the reason for leaving the campus.. Upon receipt, the administration will either grant or deny the request. The note must be presented to the administration with enough time for verification (minimum of two hours before a student leaves campus).
- Students are not allowed in parking lots during school hours without proper authorization by the principal or designee.
- Parents or guardians with proper identification can personally sign out their student(s).
- Emergency situations will be handled on an individual basis by the school administration.

VISITORS TO THE SCHOOLS

All visitors, including Raleigh County Board of Education employees, are required to report to the school office upon entering the school.

All **visitors** must sign in and present a photo ID in exchange for a visitor's pass. Visitors will be expected to sign out and exchange their visitor's pass for their photo ID. Visitors are not to contact students, stand in the hallways, visit classrooms or areas of the building without approval from the office. LOITERING is prohibited at any time. It shall be the responsibility of the building administrator, as well as the staff, to enforce this policy.

Raleigh County Board of Education **employees** must show their official county photo ID. They will not be required to exchange their ID for a visitor's pass, but will receive a school visitor's pass which will be left in the school office upon leaving the building.

School personnel should notify the office of any person who may be visiting them and those visitors should report to the office upon arriving at the school and sign in/out.

Anyone in violation of this policy may be reported to the appropriate police department or to emergency services by calling 911.

LOITERING

The building level administrator will post a notice, describing the penalty for loitering, in a prominent place on school property.

Persons not enrolled or employed by the Raleigh County Board of Education shall not loiter on or about any school, school building, or school grounds without permission from a building level administrator.

According to WV Code 61-6-14A, any person who violates the loitering law shall be guilty of a misdemeanor, and upon conviction for the first offense thereof, shall be fined not more than one hundred dollars, or imprisoned in the county jail not more than thirty days, or both such fine and imprisonment. Upon a second conviction, any such person shall be fined not more than five hundred dollars, or imprisoned in the county jail no more than one year, or both such fine and imprisonment.

Approved: February 12, 2008