

PROCEDURES

Purpose:

The district maintains a closed campus during the school day to promote student safety, provide appropriate supervision, and maintain an orderly educational environment. This procedure aligns with Board Policy 5150 (Student Protections).

Definition of a Closed Campus

A closed campus includes all district-owned or district-controlled property, including but not limited to:

- School buildings and classrooms
- Administrative offices
- Parking lots
- Athletic fields and athletic facilities
- Playground areas
- School busses
- Any other areas under the supervision and control of the school district

Under a closed campus:

- Students must remain on district property from the time they arrive until the end of the school day
- Students may not leave campus during the school day without being approved and officially checked out through established school procedures

Student Expectations

Students are expected to remain on campus throughout the school day, attend all scheduled classes and activities, and follow established check-in and check-out procedures. Students may not leave campus without prior approval from the main office.

To check out during the school day, students must:

- Obtain permission from a parent or guardian or an individual authorized by the parent or guardian in accordance with school attendance procedures.
- Report to the main office to complete the check-out process before leaving campus.
- Leave campus only after being officially excused through the school's established check-out procedures or otherwise authorized by the principal or designee.

Student Return to Campus

Any student returning to campus during the school day, regardless of the reason for leaving, must report directly to the school office upon arrival.

This requirement applies to:

- Students returning from medical, dental, or other appointments
- Students returning from school-excused absences or activities (for example, participation in the Sno-Isle Tech Center AM/PM program)
- Students who left campus without authorization.

Students must:

- Report directly to the main office
- Receive authorization from the main office, principal, or designee before being allowed to return to the campus.

Students who left campus without authorization may be subject to disciplinary action consistent with Policy 5100 (Student Rights and Responsibilities).

Visitor Procedures

All visitors must:

- Enter through the designated main entrance
- Check in at the main office upon arrival
- State the purpose of their visit
- Receive approval before accessing school property or school campus
- Follow all visitor identification and sign-in procedures while on school grounds
- Check out at the main office before departing campus.

Administrative Responsibility

School administration is responsible for communicating the closed campus expectations to students, staff, families, and visitors; implementing and

enforcing these procedures; ensuring consistent check-in and check-out practices; and maintaining a safe and secure campus.