



MIDDLE COLLEGE HIGH SCHOOL at FRAGA

## **2021 – 2022 CLOSED CAMPUS POLICY**

Middle College HS at HCC Fraga has a closed campus policy. This means that once a student arrives at school, he/she is not allowed to leave the campus.

Permission must be cleared through the main office with a written note & picture ID from the parent. Students MAY NOT leave campus once they have arrived at school in the morning.

Occasionally it is necessary for a student has an appointment or an emergency during the school day. When a student must leave school during school hours for any reason the student and parent/guardian must:

- 1) All parents/guardian must present a governmental ID when checking in the front office and when wanting to sign the student out of school.
- 2) the student must be “signed out” in the main office by the parent/guardian.
- 3) If another adult is to pick up the student, the authorized adult must be listed on file at school as an emergency contact, listed in chancery and must have a written permission from the parent granting the leave.

By law, students may be released only if this procedure is followed. For prearranged medical or dental appointments, students must bring a note on the day of the appointment stating the reason and time of dismissal at which time they will obtain a dismiss pass. An authorized adult must always be present.