

### **Closed Campus:**

ARHS is designated as a “closed campus” by school district policy. Students must remain on campus during passing times, between classes and during lunch. Students leaving campus during the school day must check out through the attendance office and check in upon their return. Failure to check out, with or without parent permission, will result in disciplinary action. Tardiness or absences related to leaving the school grounds will be unexcused and appropriate consequences will be assigned. Parking lots and the Park are off limits during the school day unless individual permission has been given. Violations will result in disciplinary consequences.

### **Late Arrival/Early Dismissal**

#### **As stated in the Student Handbook:**

“When students come to school late they **must** check in through the attendance office to sign in and receive an admit slip before they go on to class. Also, when leaving campus, students **must** check out through attendance and receive an early dismissal slip to be excused....Students leaving campus without properly checking out are subject to Wednesday School consequences.” Please send a note, if possible, with your child if he/she needs to leave campus for any reason. This helps to reduce the number of interruptions to classrooms.

### **Pre-arranged Absences:**

Planned absences for trips, weddings, holidays, etc., need to be pre-arranged by parents/guardians at least 2 days prior to the departure. Students will be given a form to take to each of their teachers to obtain a signature. This process allows both teacher and student to make arrangements for homework. Absences may still affect grades or class credits.