

THE HOUSTON HEIGHTS LEARNING ACADEMY, INC.

902 WEST 8TH STREET • HOUSTON, TEXAS 77007 • PHONE (713) 869-9453

ATTENDANCE POLICY

School attendance is required by state law. The Houston Heights Learning Academy, Inc. requires all students attend classes daily and on time. Parents are responsible for ensuring that their child attends school everyday. In a 6-week schedule, students may not have more than two unexcused absences per 6-week term to receive class credit. Any unexcused absences over 12 per academic year will cause the student to be retained.

EXCUSED ABSENCES

- 1) Those which require the care and treatment of a physician. A doctor's note is required for the child's file.
- 2) A funeral of a close relative. A note from the parent is required.

All other absences are considered un-excused. If a child accumulates (3) three un-excused absences, the school will notify Child Protective Services.

TIMELINESS

In addition to acceptable attendance, The Houston Heights Learning Academy expects every student to be on time. **Classes begin promptly at 7:45 a.m. each day.** Students will join their class in the cafeteria and teachers will walk the students to their classes each morning at 7:40 a.m.

Parents will be contacted if their child has been tardy more than (3) three times and a conference will be required.

SCHOOL HOURS

Pre-K 3 through 5th grade: Monday through Thursday: 7:45 a.m. until 3:15 p.m.
Friday: 7:45 a.m. until 12:30 p.m.

Breakfast is served daily from 7:00 a.m. until 7:30 a.m.

Please sign below:

Parent Signature

Address and Telephone

Child's Name

Date of Birth

Grade