



Attendance Policy

Once enrolled, students are expected to attend regularly and student's parents/guardians are expected to communicate regularly and honestly with HLA regarding the student's absences.

If students are not in class, they are not learning.

Therefore, students are expected to attend school every day except in cases of illness or serious emergencies.

School Hours:

7:30-8:00 : Students arrive and breakfast is served

8:00: Breakfast ends

8:15: Classroom instruction begins

8:30 : Students are marked tardy and must be signed in

3:30 : School day ends

Reporting Absences:

Parent/guardians should follow these guidelines with regard to attendance:

- Call the Main Office **(816.921.1213)** before 7:45 a.m. the morning of the absence - state the reason for the absence.
- Parents/guardians must call the school the day a student is absent in order for the absence to be counted as excused for medical, religious or emergency reasons; a doctor's note will be required for absences exceeding three days.
- Please schedule doctor, dental, and other appointments during non-school days/hours to ensure your child's regular attendance and to minimize the disruption in your child's learning.
- **Vacations are not excused.** Please schedule personal vacations for school holidays and breaks when school is not in session.

Daily/Early Student Pick-up

In order to best serve our students, it is imperative that they are present every day for the full school day.

However, we do understand unforeseen situations may occur. With this in mind, early student pick up must occur before 3:00pm to avoid the disruption of dismissal procedures.

Early Pick Up before 3:00pm:

Parents must notify the main office of the early pick up time, and students will be signed out by the parent /guardian from the main office.

If the parent authorizes another adult to pick up the student, they must notify the main office with the adult's full name and the adult must present a valid photo I.D.

Early pickup requests made after 2:00pm will not be honored unless in extreme cases of emergency.

Our goal is to ensure a smooth and safe dismissal process each day.

Daily Student Pick up : 3:30-3:45

*** Please Note***

If students are not picked up by 3:45pm, we will give a courtesy call to the parent/guardian.

If we are unable to reach the parent/guardian we will begin calling emergency contacts.

School personnel address issues with chronic late pickups on a case by case basis.