



JACKSONVILLE CLASSICAL ACADEMY

Tardiness, Early Pick-up & Absences

Tardiness

- Late arrival (after 7:55am)-park in the parking lot. Walk with scholar(s) to the main reception window to the left of the main entrance doors.
- Front office staff will pass a tardy sign in sheet and pen through the slot to fill out by the parent/guardian • Parents/guardians must remain with scholars until they are admitted to the school.

Early Pick- up - Not allowed after 2:30pm – if after, parent must go through carline

- Parent/guardian comes to window WITH ID. Provides ID to front office staff to cross check as authorized pick up person.
- Front office staff passes early check out sheet and pen through window to sign out scholar(s) Front office calls down to room(s) for scholar(s)
- Scholar delivered to parents.

Absences

Parents/Guardians are required to notify the school when their child is absent and inform the school of the reason for the absence within twenty-four (24) hours by a telephone call, email or written note.

In order to qualify for an excused or validated absence the parent must notify the school of the child's absence within twenty-four (24) hours of the date of the absence. A phone call on the date of the absence prior to 10:00 a.m. is preferable.

If it is not possible for the academy to be contacted by phone, or email then the parent is to send a note with the student on the day she/he returns to school explaining the absence. Failure to notify the school within twenty-four (24) hours by phone, email or note when the student returns will result in the absence being unexcused regardless of the reason for the absence.

If the school is not notified by 10:00 a.m. on the day of the absence, the school will attempt to contact the parent when practical and possible. The principal may waive the twenty-four (24) hour notification requirement when in his/her judgment extenuating circumstances justify such a waiver. In addition to parent notification, absences require written verification to be excused.