

## ▶▶▶▶ **Attendance Policy** ◀◀◀◀

**PARENTS**, please call our **24-hour** attendance line, **938-4600**, whenever your child is going to be late or absent from school. The office staff would also appreciate being informed of **all lates and absences** in advance.

**GOING AWAY ON A FAMILY VACATION**, sports tournament, going out of town for a couple of days?....**please notify the office** of your departure/return dates prior to leaving.

St. John Paul II Collegiate has a closed campus. Students who live in the vicinity of the school will naturally be allowed to leave to go home for lunch, and we ask that they **sign out at the office when they leave and sign back in when they return**. Please send a one-time note to cover the year so we may keep track at the office.



Students who ride the bus to school or who bring a lunch are expected to remain on campus during the lunch break. If parents do wish to give their child(ren) the opportunity to leave the school grounds at any time, students must **present a signed note from home before signing out, or the office must receive an e-mail or phone call ahead of time**.