

# Just For Parents

**Attendance Office:** To report absences or receive attendance information please contact Mrs. Keane at 446-0186.

**Requesting Homework:** Requests for homework will be made for students who have missed at least three consecutive days of school. Please check with teachers first as most work is posted on line. Contact Mrs. Keane for additional help.

**Appointments:** Parents should submit a written note or phone the attendance office prior to an absence due to an appointment. Students will sign out through the attendance office and may be picked up at the south entrance. Students returning from appointments need to check back in with the Attendance Office before proceeding to class. Students need to bring a school excuse upon returning to school (no bills please). School excuses may be faxed to 446-0189.

**Vacations:** Every attempt should be made not to schedule vacation days during the school year. Parents should provide a note to the Attendance Office (no phone calls please) stating when the vacation is to occur. A vacation form will be completed by the school and returned to parents for a signature before excusing the absence.

**College Visits:** Junior and senior students are allowed 2 college visit days per school year. Parents should notify the attendance office on the day of the absence. Students must provide signed documentation from a university representative to verify the absence.

**Clinic:** If your student needs to take medication during school hours, the medicine must be left in the clinic so the nurse can administer dosages. Parents and students are reminded that students who leave during the day due to illness MUST be seen by the nurse. Students should NOT use their cell phones to call home. The school nurse will place calls to parents after seeing the student.

Faculty/Staff Phone and email list: [http://lhs.eacs.k12.in.us/staff\\_directory](http://lhs.eacs.k12.in.us/staff_directory)

Leo JSHS webpage: <http://lhs.eacs.k12.in.us/>

Lost & Found: Located in the Library