



TO: All Parents/Guardians and Group Homes

RE: Call-in policy for sick and late students.

1. If your child will be absent from school **or** late to school, you must call in to the appropriate LABBB Office by **7:30 AM**. (We must know where the student is for their safety.)

- LEXINGTON HIGH SCHOOL, Lexington 781-861-2400 X 0
- ARLINGTON HIGH SCHOOL, Arlington 781-316-3376
- BELMONT HIGH SCHOOL, Belmont Email sprocko@labbb.net
- BEDFORD HIGH SCHOOL, Bedford 781-275-1700 X 4423
- BURLINGTON HIGH SCHOOL, Burlington Email bhslabbb2@gmail.com
- CAREER DIRECTIONS, Belmont Email pasklund@labbb.net

2. If your child is absent from school, you must call the transportation service/van driver and let them know your child does not need transportation that day.

3. If you are bringing your child in late, you must check them in at the office and call their cab driver to let them know they are in school. (They may not know to pick them up at the end of the day.)

4. If your child is driven to school by a LABBB driver, please call the driver to inform them of their absence.

5. **If it is a work day for your child, please call the LEXINGTON HIGH SCHOOL NUMBER above, or the student's Vocational/Transition Counselor.**

6. **If a student is deemed by the school nurse "too sick to remain in school" an adult MUST come to school and take them home in a timely manner. We ask that every effort be made to pick up your child within 1 hour of notification.**

7. All emergency cards **must** have reliable phone numbers. (Work, cell and emergency contact numbers have to be current.) If you have not returned your child's emergency card please do so as soon as possible.

8. All group homes must be staffed to receive students on $\frac{1}{2}$ days and early dismissal days.