



**TO:** All Parents/Guardians and Group Homes

**DATE:** September 2016

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

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1. If your son/daughter will be absent from school or late to school, you must call in to the appropriate LABBB Office by **8:00 AM**. (We must know where the student is for their safety.)

- FOXHILL, MEMORIAL & FRANCIS WYMAN ELEMENTARY 781-273-7056
- BUTLER & WELLINGTON ELEMENTARY 339-222-5625
- OTTOSON MIDDLE SCHOOL 339-222-5625
- JOHN GLENN MIDDLE SCHOOL 781-275-3201 X2227
- CHENERY MIDDLE SCHOOL 339-222-5625
- LEXINGTON HIGH SCHOOL, Lexington 781-861-2400 X 0
- ARLINGTON HIGH SCHOOL, Arlington 781-316-3376
- BELMONT HIGH SCHOOL, Belmont 617-489-4829
- BEDFORD HIGH SCHOOL, Bedford 781-275-1700 X 4500
- BURLINGTON HIGH SCHOOL, Burlington 781-760-3065
- MINUTEMAN CAREER DIRECTIONS 781-861-6500 X 1632

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 son/daughter in late, you must check them in at the office and call his/her 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 son/daughter is driven to school by a LABBB driver, please call the driver to inform them of their absence.

5. **If a student is deemed by the school nurse “too sick to remain in school” the parent MUST come to school and take him/her home in a timely manner. We ask that every effort be made to pick up your child within 1 hour of notification.**

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

7. All group homes must be staffed to receive students on ½ days and early dismissal days.