



TO: All Parents/Guardians and Group Homes

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 into the appropriate LABBB Office by **8 AM**. We must know where the student is for their safety.

FOXHILL, MEMORIAL & FRANCIS WYMAN ELEMENTARY	339-900-2629
BUTLER & WELLINGTON ELEMENTARY	339-900-2629
OTTOSON MIDDLE SCHOOL	339-900-2629
JOHN GLENN MIDDLE SCHOOL	781-275-3201 X2227
CHENERY MIDDLE SCHOOL	339-900-2629
MARSHALL SIMONDS MIDDLE SCHOOL	339-900-2629
Belmont Middle School	339-900-2629

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 $\frac{1}{2}$ days and early dismissal days.