



TO: All Parents/Guardians and Group Homes

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

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

FOR ALL LABBB STUDENT ATTENDANCE PLEASE CALL 781-861-2400 EXT. 0 or email vgiogas@labbb.net

Please leave the student's name, and either the teacher's name, or school name in the message.

2. If your student is absent from school, you must call the transportation service/van driver **and** let them know your student does not need transportation that day.
3. If you are bringing your student 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 student 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 student 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 student'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.

