

# The New York City Museum School

333 West 17<sup>th</sup> Street, Room 222 New York, NY 10011

at THE O. HENRY BUILDING

Phone: (212) 675-6206 Fax: (212) 675-6524

***D. H. Miller, Principal***

*Joel Lowy, Assistant Principal*

*Laura Hindelong, Assistant Principal*

Metropolitan Museum of Art

Museum of the City of New York

Japan Society

Rubin Museum of Art

September 06, 2019

Dear Parents/Students:

This letter serves to inform you about our school's lateness policy. Your child received an identification card that must be carried with them at all times. Each student is expected to use this identification card to swipe in for entry to the building. Their official entry time will be documented as they enter the building by swiping in. Students are expected to swipe in with enough time to be seated in class by 8:15am.

You child's official school attendance is taken first period, which begins promptly at 8:15am. Regardless of what time your child swiped in to the school building, he/she will be marked late if they do not report to 1<sup>st</sup> period on time. If you child is late 3 or more times per term, they will be issued an Alternative Lunch in Room 204.

This policy does not reset after 3 lateness's. Every time you are late from the 3<sup>rd</sup> time on you will be issued an Alternative Lunch. Therefore, Alternative Lunch will be issued the 3<sup>rd</sup> time late and every occurrence of lateness thereafter. Alternative Lunch is held in room 204 during lunch (11:03 – 11:47am). Students are expected to have their lunch in the Alternative Lunch room, and will not be allowed outside for lunch during this time. They can bring a bagged lunch from home or have lunch from the school's cafeteria. Students must be in the Alternative Lunch Room (204) by 11:10.

Thank you and please feel free to contact me if you have any further questions.

Angela Skirianos  
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