



PELHAM GARDENS MIDDLE SCHOOL
2545 Gunther Avenue Bronx, New York 10469
Phone: (718) 794-9750 Fax: (718) 794-9756



Denise L. Williams, Principal

Assistant Principals-Joseph Biernat, Ian McGhie and Michael Morgan

Student Lateness Accountability Procedure
EFFECTIVE SEPTEMBER 26, 2017

Dear Parent Guardian,

To help students become more responsible at managing their time and to hold students accountable for excessive tardiness, a procedure and protocol has been created for ALL students. Please see lateness procedure below.

The Pelham Gardens morning entrance, through the courtyard, closes promptly at 8:25 a.m. If a student is not at their assigned table by 8:25 a.m. they will have to go through the main entrance. Upon entering the building students will receive a late pass and a detention letter. For each lateness students will be required to serve a 30 minute detention. Students who arrive after 9:00 a.m. will be given a late pass and required to serve a 1 hour detention. If a student arrives to school after 9:30 a.m. a parent will be contacted immediately and a meeting will be scheduled.

If a student fails to serve detention, his or her parents will be called. If the detention is not served after the first call a parent meeting will be scheduled. Please also be advised that absences and latenesses will affect your child's ability to participate in school-wide/grade specific activities and trips including but not limited to the following:

- All 8th grade activities
- Whole-school/grade trips
- Whole-school/grade incentives/activities

Sincerely,

A.Napoleoni, Dean
Pelham Garden Middle School – 11X566

Ms. D. Williams. Principal
Pelham Garden Middle School – 11X566