



ROBERT H. GODDARD
HIGH SCHOOL
For Communication Arts & Technology

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•Dr. Joseph J. Birgeles, *Principal* • Alana Basmagy Duggan, *Assistant Principal* •
•Seung Oh, *Assistant Principal* • Adam Landman, *Assistant Principal*•

Lateness Policy – 2018-2019

Dear Parent/Guardian,

School begins promptly at 7:20am. Your child needs to be sitting in his or her class ready to learn at 7:20am. We suggest that students arrive at school 5-10 minutes prior to the start of the day to avoid being late. **They may arrive at 7:00am and enter the cafeteria for FREE breakfast or to study.**

If your child arrives to school after 7:20 am, he or she will be marked late. Our lateness policy is that after the **third lateness** for the month, he or she will serve a 20-minute academic lunch detention.

Your child will be asked to complete academic assignments while in detention or to read independently.

If your child is late to school, you will receive an automated message via phone from our school the night before.

Please sign and have your son/daughter return the tear-off to your child's 8th period teacher during the first week of school.

Thank you.

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Lateness Policy 2018-2019

I have carefully read this letter and understand the importance of my son/daughter abiding by the school's policy. **Knowing the importance of being in class on time I will ensure my son/daughter will come to school early each and every day.**

Student Signature: _____

Parent Signature: _____

Parent Cell#: _____

Date: _____