



New York City Department of Education  
ANNING S. PRALL INTERMEDIATE SCHOOL 27  
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Academies of Engineering, Enterprise & Journalism  
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Tracey Kornish, Principal

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September, 2010

Dear Parent/Guardian:

It is hard to believe that we are almost a month into the school year. Please allow me to take this opportunity to thank you for your support during the beginning days of the 2010-2011 calendar year.

During the first week of the fall term, I have greeted students at the entrance, visited classes, walked halls, and observed passing between periods. What I have learned, is that the majority of our students recognize the importance of education and their role and responsibility in achieving academic/career success. Unfortunately, I am sad to say, there are a few students who feel that it is acceptable to linger in the hallways after the bell, talk to friends, arrive to class late, and interfere with the teaching/learning process. It is, therefore, essential that as a school community we instill a sense of urgency in these students regarding their responsibility to:

1. be in class on time when the bell rings
2. be prepared to learn
3. be actively engaged in the learning process

Beginning September, 2010, we will be implementing a new Lateness Policy. Students found in the halls, after the bell and without a pass, will be addressed through the following measures set forth below. I am asking that you please read the progressive consequences and discuss them with your child. The policy will also be discussed in school prior to its implementation.

#### **LATENESS POLICY**

1. First Offense – Students found in the hall will be escorted to the auditorium, names will be taken, lateness contracts signed, and students' counselors will be notified. Additionally, notation will be made in students' permanent file.
2. Second Offense – parental notification via phone and letter, counselors notified, and a daily conduct sheet will be issued.
3. Third Offense – Parental notification to attend a Guidance Conference. Students will be placed on Detention.
4. Fourth Offense – Parental notification to attend a Suspension Hearing. Students will receive classroom instruction during the Suspension Period.

In closing, let me thank you for your continued support. As you well know, when parents and the school community join forces in the pursuit for the best education for their children/students, they form an unbeatable team. If you have any questions, please contact the dean of your child's academy.

Very truly yours,

Tracey Kornish  
Principal

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