



THE ANDERSON SCHOOL (P.S. 334)

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August 2018

Dear Sixth Grade Anderson Middle School Families and Students:

Anderson Middle School students are offered the privilege of off-campus lunch. This letter outlines the procedures for our off-campus lunch program. Please read this letter carefully with your child and return the permission form to your child's homeroom teacher on the first day of school, Wednesday, September 5, 2018, if you would like your child to participate.

Off-campus Lunch Schedule by Grade:

Based on our AMS students' positive behavior, the off-campus lunch schedule will be:

- Grade 8 – 5x/week starting on Wednesday, September 5, 2018, the first day of school.
- Grade 7 – 3x/week (Mondays, Wednesdays, and Fridays) starting on Monday, September 17, 2018.
- Grade 6 – 1x/week (Thursdays) start date to be determined by administration (after mid-winter break).
- The privilege of off-campus lunch and its frequency schedule may be revisited during the school year.

Procedures for Exiting the School during Off-Campus Lunch

- Students may choose to go off-campus for the entire recess and lunch period. If a student chooses this option, he or she will swipe his or her school ID at the machine located in the hallway near the Middle School exit/entrance, and then show the ID to school staff at the exit door in order to be dismissed onto 77th Street.

Procedures for Off-Campus Lunch

- During off-campus lunch, the students are permitted in the following locations (boundaries may be changed by administration at any time):
 - Grade 8 – From the south side of 79th to south side of 74th Streets and the west side of Broadway to the east side of Columbus (no Central Park West). This also includes Teddy Roosevelt Park which is located on 77th street between Columbus and Central Park West.
 - Grade 7 – From the south side of 79th to the south side of 74th Streets and from the west side of Broadway to the east side of Columbus (no Central Park West).
 - Grade 6 – From the south side of 79th to the south side of 74th Streets and from the west side of Amsterdam to the east side of Columbus (no Broadway or Central Park West).

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- All students will have access to the benches near the Museum of Natural History. This includes the benches on Columbus (77th to 78th Street) and the benches on 77th Street half way down the street to the fountain park. No student is permitted to go to Central Park West.

Procedures for Returning to School from Off-campus Lunch

- Off-campus students are NOT allowed to bring back any outside food or drinks, especially glass bottles, to the school.
- All students MUST return to school by 11:40 A.M. through the middle school exit (exit 2/3).

Behavioral Expectations for Off-campus Lunch

- Students are expected to follow rules during off-campus lunch, including:
 - Students MUST be in groups of two or more
 - Proper tipping etiquette
 - Proper restaurant behavior (keeping voice levels down, respecting property, politeness)
 - Adherence to traffic rules and regulations, and all laws

Disciplinary Procedures for Off-campus Lunch

- **Off-campus lunch is a privilege** and students have certain responsibilities to ensure their continued participation in the program. Below is a listing of some ways in which AMS students may lose their off-campus lunch privileges temporarily or permanently:
 - Students will lose their off-campus privilege if an AMS teacher, staff member, or administrator has lateness, disciplinary or academic concerns about specific students.
 - Students will be required to attend homework makeup sessions to complete overdue or incomplete assignments.
 - Students will lose their off-campus privilege if we receive complaints about specific students from local merchants, crossing guards, Anderson staff, school safety agents, or police.
 - Students will lose their off-campus privilege if they return to school after the door closes at 11:45 A.M. This will affect the next three off-campus lunch days.
 - Students will lose one day of their off-campus privilege if they are late to the start of the school day three times.

Suspension of off-campus lunch – Emergencies or Extreme Weather

- AMS administration may suspend off-campus lunch for all students in the rare case of an emergency or extreme weather. Due to the unpredictability of emergencies, all students should be prepared to eat a cafeteria lunch if they do not bring a lunch from home. This change may be made at the last minute.

Anderson Middle School Sixth Grade 2018-2019 Off-Campus Lunch Permission Form

Please review the Off-Campus Lunch Procedures and complete this form if you permit your child to participate. This form should be returned to your student's homeroom teacher on the first day of school. By signing, you agree to the procedures and protocols listed on this permission form and understand that off-campus lunch is a privilege and a responsibility.

- I **do not** give my child permission to go out for off-campus lunch.

- I give my child permission to go out for off-campus lunch on all the days listed below. I understand that the school reserves the right to suspend off-campus lunch for all students in the case of emergencies or extreme weather conditions.

Month	Days
February 2019	28
March 2019	7, 21, 28
April 2019	11, 18
May 2019	9, 16, 23, 30
June 2019	13, 20

*Administration will announce the official start date of Sixth Grade Off-Campus Lunch in February 2019.

Parent's signature: _____

Student's signature: _____

Student's name (please print): _____

Student's grade and homeroom: _____

Date: _____

Student Cell Phone Number: _____

P.S. 334 will use www.remind.com and student cell phone numbers to contact students during their off-campus lunch period when necessary.