



# THE ANDERSON SCHOOL (P.S. 334)

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August 2019

Dear Anderson Seventh Grade 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, Thursday, September 5, 2019, 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 Monday, September 9, 2019.
- Grade 7 – 3x/week (Mondays, Wednesdays, and Fridays) starting on Wednesday, September 11, 2019.
- Grade 6 – 1x/week (Thursdays) starting on Thursday, February 27, 2020.
- 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 79<sup>th</sup> to south side of 74<sup>th</sup> 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 77<sup>th</sup> street between Columbus and Central Park West.
  - Grade 7 – From the south side of 79<sup>th</sup> to the south side of 74<sup>th</sup> 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 79<sup>th</sup> to the south side of 74<sup>th</sup> Streets and from the west side of Amsterdam to the east side of Columbus (no Broadway or Central Park West).
  - All students will have access to the benches near the Museum of Natural History. This includes the benches on Columbus (77<sup>th</sup> to 78<sup>th</sup> Street) and the benches on 77<sup>th</sup> Street half way down the street to the fountain park. No student is permitted to go to Central Park West.

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### **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
  - **Students may only use their cell phones in the event of an emergency. Social media is not to be accessed. Photographs and videos are not to be accessed nor taken during off-campus lunch.**

### **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:
  - A student will lose their off-campus privilege if an AMS teacher, staff member, or administrator has lateness, disciplinary or academic concerns (including missing assignments) about specific students.
  - A student 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.
  - A student 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.
  - A student will lose one day of their off-campus privilege if **they are late to the start of the school day three times.**

### **Community Days**

- The off-campus lunch committee consisting of parents, students, teachers, and administrators decided to implement Community Lunch Days where all students are on campus in order to provide students an opportunity to interact across middle school grades. These days occur approximately twice a month.

### **Suspension of off-campus lunch – Emergencies or Extreme Weather**

- AMS administration may suspend off-campus lunch for all students as deemed necessary, this may include canceling on the same day. Due to the unpredictability of

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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.

**Replacement of Student Identification Cards**

- Replacement identification cards cost \$5.00.

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## Anderson Middle School Seventh Grade 2019-2020

### 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 when necessary.

Month	Days
September 2019	9, 11, 13, 16, 18, 20, 23, 25, 27
October 2019	4, 7, 11, 16, 18, 21, 23, 25, 28, 30
November 2019	1,4, 6, 8, 13, 15, 18, 20, 22, 25
December 2019	2, 4, 6, 9, 11, 13, 16, 18, 20
January 2020	3, 6, 8, 10, 13, 15, 22, 24, 27, 29, 31
February 2020	3, 7, 10, 12, 14, 24, 26, 28
March 2020	2, 4, 6, 9, 11, 13, 16, 18, 20, 23, 30
April 2020	1, 3, 6, 8, 20, 24, 27, 29
May 2020	1, 4, 8, 11, 13, 15, 18, 20, 22, 27, 29
June 2020	1,3,5,8,10,12,15,17,19,22,24

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](http://www.remind.com) and student cell phone numbers to contact students during their off-campus lunch period when necessary.