

Procedures for Going Home or Out for Lunch (Revised: 10-4-06)

Students in Grades 5-8 may go out or home for lunch with written permission. However, students are not permitted to cross Route 513 while they are out for lunch.

Students in grades 5-8 must have written permission each time they leave the school for lunch. The written permission must contain the following information:

- 1. The date**
- 2. A parent or guardian's signature**
- 3. Specifically where the student will be going for lunch, either:
 - a. Their own home**
 - b. A friend's home**
 - c. A specific restaurant (the Bagel Shack, Chinese, etc.)****

The permission note shall be given to the classroom teacher at the beginning of the day.

The homeroom teacher will make note of the students who are leaving the building for lunch and post those names on an "Out to Lunch" sheet on the doors to the lunchroom, allowing the teacher on duty to be aware of who will not be in school for lunch. The notes will be sent to the main office along with the daily attendance.

The student will sign out in the homeroom, before leaving for lunch. All students must report to recess upon returning from lunch. After recess, they shall sign back in to their homerooms.

Students are not permitted to walk around the halls or to be in a classroom without teacher supervision. If a student does not report directly to recess, they will lose their "going out to lunch" privilege for one week for the first offense. For the second offense they will lose their privileges for one month.