

POLICY: JEFB-R

Approved: March, 2002

Reviewed:

Revised:

**PROCEDURE FOR IMPLEMENTING
POLICY JEFB – RELEASED TIME FOR RELIGIOUS INSTRUCTION**

The following procedures must be adhered to for a student to be released for religious instruction (Time Out):

1. Obtain a permission form from the office and return it signed by the parents or guardian.
2. Students are required to sign out at the office when leaving for Time Out, and sign in upon returning to school.
3. Students must take their own lunch to Time Out or purchase a bag lunch from the hot lunch program.
4. The leaders of Time Out will take a copy of the sign out sheet to Time Out to take attendance.
5. Students are required to go directly to Time Out and return to the school in the same manner.

Any student not abiding by the above procedures will lose the privilege of attending Time Out.