

2017-2018 Off-Campus Lunch Form

The Lunch Pass Pick-Up will be held August 24 in the Murphy Building lobby from 4:30-6:00 pm. Submit this completed form prior to August 7 to ensure your lunch pass is ready for pick up on August 24. Please read the 2017-2018 Off-Campus Lunch Rules on the back of this form. There will be a **cost of \$10.00** for the lunch pass.

Please note that all students must clear all fees and fines prior to applying for an off-campus lunch pass. Passes will not be issued to students with outstanding fees or fines at Leesville Road High School or any other school in the Wake County Public School System.

In order to secure a 2017-2018 Lunch Pass, a junior/senior should either:

- 1) Complete the information below, have it signed by a parent and notary, pay online and include receipt, and return completed form to school (by mail or directly to the main office) by August 7. This procedure will ensure that your pass is ready for pick-up at the Lunch Pass Sign-up. **An online payment receipt for \$10.00 must be included.**
- 2) Pay for lunch pass online, bring notarized form or a parent to sign and receipt for payment to lunch pass pickup on August 24.

I, _____, hereby request a lunch pass
(**STUDENT'S PRINTED NAME**)

and agree to comply with the conditions set forth and any other lunch pass policies which may be announced at a later date. This includes settling all fines and fees before signing and turning in this form.

Student Signature	
GRADE 2017-2018	

I, _____, hereby request that my
(**PARENT'S PRINTED NAME**)

son/daughter named above be issued a lunch pass to leave campus during his/her regularly-scheduled lunch period according to the conditions and policies set forth by Leesville Road High School.

Parent Signature		Date	
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State of North Carolina: County of Wake(SEAL)

I, _____, a Notary in and for said County and State,

hereby certify that _____ personally appeared before me and acknowledged

(Parent's Name)

the due execution of the foregoing instrument. This _____ day of _____, 201__.

_____ My Commission Expires: _____

Notary Public

Date

Please see reverse page for rules pertaining to this privilege.➔

2017-2018 Off-Campus Lunch Rules

Please note the following stipulations regarding lunch passes:

1. The lunch pass is the property of Leesville Road High School and may be revoked at any time in cases of inappropriate use.
2. A student who leaves campus must follow the checkout procedure if he/she is unable to return to class. The procedure involves having the student's parent/guardian contact the school attendance office immediately after determining that the student cannot return to school following lunch.
3. Providing transportation to students who do not have lunch passes is prohibited.
4. **Exit and entry of the campus must take place from the student parking lot.** The lunch pass is expected to be displayed each day the student leaves campus.
5. Duplicate lunch passes will be issued through the main office. The cost is **\$10.00** to replace it. However, a one week time frame will be observed before a duplicate lunch pass will be issued. All requests for a duplicate lunch pass must be accompanied by a written parental request with a working contact number.
6. The lunch pass allows the junior or senior to leave campus during his/her regularly-scheduled lunch period, provided he/she has the lunch pass in his/her possession at the time.
7. The student and parent are responsible for transportation to and from campus during lunch periods.
8. The school assumes no liability for any accident or injury incurred in the exercise of using this lunch pass.
9. **Students exercising off-campus lunch privileges are subject to the rules of student conduct as applicable to the regular school day adopted by the Wake County School Board and Leesville Road High School.**
10. Littering on public or private property will result in the revocation of the lunch pass and disciplinary action.