

# East Wake iTech & Design Magnet High School

## 2025-2026 Off-Campus Lunch Pass (OCLP) Application and Regulations

I request permission for my son/daughter (PRINT FULL NAME) \_\_\_\_\_ in grade \_\_\_\_\_ to leave campus during his or her assigned lunch period. Our signatures attest that we have read, understand, and agree to comply fully with the conditions below, with all other policies now in effect, and with any which may be announced later. We understand that the lunch permit must be in his or her possession when leaving campus. We understand that violation of any condition will result in the revocation of off-campus lunch privileges. There is a \$10.00 fee for the OCLP and a replacement fee of \$25.00 for a lost off-campus pass. A lost pass will not be an excuse for not having your pass in order to leave campus. Duplicate passes may be purchased in the main office and will be received within 72 hours.

1. Juniors/Seniors must have a **GPA of 1.5** or greater to apply for the Off-Campus Lunch Pass.
2. Juniors/Seniors who have unpaid school fees/fines must clear delinquent accounts before an Off-Campus Lunch Pass is issued.
3. Juniors/Seniors with notarized parent permission and school-issued approval may leave campus during their regularly assigned lunch period **ONLY** if they have the OCLP in their possession at the time. Students may leave and return **ONLY** with other juniors/seniors or with their own custodial parents. Lunch passes must be shown every day to leave campus.
4. Juniors/Seniors exercising off-campus lunch privileges are subject to the rules of student conduct, which apply during the regular school day as adopted by East Wake High School and the Wake County Board of Education. Complaints about off-campus student behavior will be handled as if the incident occurred on campus.
5. Juniors/Seniors and their parents are responsible for where the student goes for lunch and are fully liable for the student's actions while away from campus during lunch. The school assumes no liability for any accident or injury incurred in the exercise of this permit. (School insurance, if purchased, is in effect per the conditions of the policy.)
6. Students who are failing one or more classes will have their off-campus pass suspended until their grades are passing. Students who are habitually late for classes or who have attendance problems will also have their off-campus pass suspended until their attendance improves.
7. Any underclassman student in the company of a junior/senior exercising off-campus lunch privileges will constitute a violation of this agreement on the part of the junior/senior and will result in the immediate and possible permanent revocation of privileges.
8. Leaving campus during any lunch period other than the one assigned to the junior/senior will constitute a violation of this agreement and will result in the immediate and possible permanent revocation of privileges.
9. Tardiness to or absence from a class following the lunch period will constitute a violation of this agreement. There will be no excused reason for tardiness. The only basis for an absence is an illness that occurs while the junior/senior is off campus, and it must be cleared personally with the principal by the junior's/senior's parent before 3:00 p.m. the same day.
10. A student who is referred to the administration for any reason resulting in disciplinary action may have his or her lunch pass revoked.
11. Off-campus lunch is a privilege, not a right. If the privilege is revoked, there is no right of appeal, and none will be granted.
12. Students may not bring food back onto campus for other students and, by doing so, will subject you to disciplinary consequences up to your off-campus lunch pass being revoked.

I have read and understand the Off-Campus Lunch Policies and agree with the stated conditions.

\_\_\_\_\_  
Student's Signature Date

I have read and understand the Off Campus Lunch Policies and agree with the stated conditions.

\_\_\_\_\_  
Parent's Signature Date

**This section is to be completed by School Staff only!**

Signature witness by: \_\_\_\_\_

Date: \_\_\_\_\_

*(Notarize below if not signed in front of school personnel)*

State of \_\_\_\_\_, county of \_\_\_\_\_, I, \_\_\_\_\_ a Notary Public for said county and state, do hereby certify that \_\_\_\_\_ personally appeared before me and acknowledged the due execution of the foregoing instrument.

Witness my hand, and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Official Seal) (Notary Public)

My commission expires: Validation ID: