

# KNIGHTDALE HIGH SCHOOL

## OFF-CAMPUS LUNCH PERMIT

2025-2026

Cost: \$15.00

WCPSS Board Policy 6130 allows principals to determine off-campus lunch provisions for eligible juniors and seniors. The following guidelines have been established for Knightdale High School. It is important that parents and students understand the expectations and rules governing off-campus lunch privileges. Your signatures will indicate that you have reviewed and discussed these regulations and are fully aware of the liability associated with this privilege.

1. Parents and the student **must have this application notarized by a certified notary, scan, and email the completed application to knightdalehs@wcpss.net**
2. Payment of \$15.00 must be paid online via the school website.
3. Only students who have earned the required credits to be classified as juniors or seniors for the upcoming school year may apply.
4. All fines and fees must be cleared **before** applying for off-campus lunch privileges. Students with outstanding financial obligations will be denied.
5. **Students with off-campus lunch privileges will not take students off campus who are not authorized to leave. This includes other juniors and seniors who have not been granted permission or who do not have valid off-campus ID pass in hand.**
6. Students with off-campus lunch privileges will return to school for the remainder of the school day. Note: If a student becomes ill while off campus, **a parent/guardian must call the Attendance Office (919-217-5350 ext 25125) to properly check the student out**. The student must present a parent's note to the Attendance Office upon return to school. Failure to check out properly will be treated as skipping.
7. Students with off-campus lunch privileges will maintain an acceptable conduct record in accordance with the policies of the Wake County Board of Education and Knightdale High School.
8. Students with off-campus lunch privileges will return to class on time. Students are only allotted the time stated in the school's master bell schedule. Times may vary from year to year. **Excessive tardies and absences will result in a revoked lunch pass.**
9. Students with off-campus lunch privileges and their parents/guardians are responsible for where students go for lunch and for transportation.
10. **Students with off-campus lunch privileges may not enter the cafeteria with off-campus food when they return to school, nor may they purchase food to be brought to underclass students.**
11. **No outside food is allowed in the building.** Students with off-campus lunch privileges must consume their lunch while off campus.
12. **Students exercising off-campus lunch privileges must have their Off-Campus Lunch Pass in their possession at all times. The pass must be presented to school personnel at the front entrance to be scanned out before exiting the building and it should be showed to the security officer in the parking lot each time the privilege is exercised.**

13. Students exercising off-campus lunch privileges are not allowed to visit other school campuses while off campus during lunch.
14. The school assumes no extra liability for any accident or injury incurred in the exercise of this permit.
15. **Students with off-campus lunch privileges must remain in good academic standing in order to maintain off-campus lunch privileges.**

For each Quarter, "good standing" means:

- Passing 3 out of 4 classes
  - Having 10 or fewer absences (excused, unexcused, and educational leave) in any class
  - Having 10 or fewer tardies (excused and unexcused) in any class
16. Students exercising off-campus lunch privileges should exit and return through the entrance at Horton Road, beside Forestville Elementary School. All students in the vehicle will be checked at this exit by the security officer and must have their Off-Campus Lunch Pass **in hand**.
  17. Students exercising off-campus lunch privileges should **exit the school building through the main entrance of the school only**. Students are not allowed to exit the building through side doors or any other doors other than those at the main entrance of the building.
  18. Students exercising off-campus lunch privileges should leave campus at the beginning of their assigned lunch periods. Loitering in the parking lot is prohibited. Students leave the parking lot immediately upon dismissal for lunch and report to the building immediately upon returning to school. **Students who arrive late should report to the Attendance Office for a tardy pass.**
  19. Students will be required to pay the \$10 replacement fee in the event that the original pass is lost.

## Off Campus Pass Policy Infractions and Consequences

The following are infractions that may result in a revoked or suspended off-campus lunch pass:

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| <ul style="list-style-type: none"> <li>■ Loaning off-campus pass to another student</li> <li>■ Borrowing the off-campus pass of another student</li> <li>■ Forgery of Parent/Guardian signature</li> <li>■ Excessive tardies or unexcused absences</li> <li>■ Poor academic performance</li> <li>■ Driving students without off-campus privileges off campus</li> <li>■ Driving and parking violations</li> </ul> | <ul style="list-style-type: none"> <li>■ Violation of the WCPSS and KHS Code of Student Conduct</li> <li>■ Producing or using counterfeit or non-school issued off-campus lunch passes</li> <li>■ Leaving campus without having off-campus lunch pass inspected by School Security Officer</li> <li>■ <b>Bringing food back onto the school campus for yourself or another student</b></li> <li>■ Failure to adhere to policies outlined in this document</li> </ul> |
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Violation of Policy	Consequence
1st Offense	Lose privileges for 1 week
2nd Offense	Lose privileges for 2 weeks
3rd Offense	Lose privileges for remainder of semester or school year
4th Offense	Lose parking privilege (if applicable) for a duration of time determined by the principal

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STUDENT NAME		GRADE LEVEL	
STUDENT ID #		HOME PHONE	
ADDRESS		CITY, ZIP CODE	
PARENTS/GUARDIANS		PARENT WORK PHONE	
PARENT EMAIL ADDRESS		PARENT CELL PHONE	

The authorization and decision for a student to operate a motor vehicle during the lunch period rests entirely with the parent/guardian of the student. Wake County Public Schools, Knightdale High School, and its employees are not liable for any claim, action, loss, or damage that may arise as a result of a student either operating or being a passenger in a motor vehicle during the lunch period.

Students exercising off-campus lunch privileges are subject to rules of student conduct applicable during the regular school day. The abuse of any of these provisions may result in a suspended or terminated off-campus lunch permit and/or other disciplinary consequences.

**\*\*Parents and the student must have this application notarized by a certified notary, scan, and email the completed application to knightdalehs@wcpss.net\*\***

We have read and understand the Off-Campus Lunch Policies and we grant our son/daughter permission to leave the school campus for lunch.

\_\_\_\_\_  
*Parent signature and date*

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

\_\_\_\_\_  
*Student signature and date*

State of North Carolina; County of \_\_\_\_\_. I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ and \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public and date Exp. Date

(Official Seal)