## 2019-2020 Off-Campus Lunch Form (Juniors and Seniors only)

**NEW THIS YEAR**: Submit 2019-2020 Off-Campus Lunch Application by **August 9** and pass will be mailed to the address of record. After this date pass can be picked up in the Media Center from 3:00 to 6:00 PM on August 22. Rules and regulations are on the back of this form. There will be a **cost of \$10.00** for the lunch pass which must be paid online.

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 2019-2020 Lunch Pass, a Junior or Senior should:

Complete the information below, have it signed by a parent and notary, pay online, include receipt, and return completed form to school (by mail or directly to the box in the main office) by August 9. Pass will be mailed to the address of record. After this date pass can be picked up in the Media Center the night of Open House, August 22, from 3:00 to 6:00 PM. \*\*Note there is a 24 hour processing period, if dropped off on August 22\*\*

An online payment receipt for \$10.00 must be included.

I,		, hereby request a lunch pass			
(STUDENT'S PRINTED N	AME)			•	
and agree to comply with the	conditions set forth and any	other lunch pass	s policies v	which may be announced at a late	r
date. This includes settling a	all fines and fees before sign	ing and submittin	ng this for	m.	
Student Signature					
GRADE 2019-2020					
I,	, h	, hereby request that my			
(PARENT'S PRINTED NA	ME)				
son/daughter named above b	e issued a lunch pass to lea	ave campus durii	ng his/her	regularly-scheduled lunch period	1
according to the conditions a	nd policies set forth by Lees	sville Road High	School.		
			T		
Parent Signature			Date		
			•		
State of North Carolina: Cou	unty of Wake (SEAL)				
I,	, a Notary in a	a Notary in and for said County and State,			
hereby certify that	persona	ally appeared bef	ore me an	d acknowledged	
	(Parent's Name)				
the due execution of the foregoing instrument. This		day of		, 20	
	My Comm	ission Expires: _			
Notary Public			Date		

Please see reverse page for rules pertaining to this privilege.

## 2019-2020 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, including excessive tardies.
- 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 and may result in revocation of lunch pass.
- 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 and must be paid online. 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 and a receipt of payment.
- 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.