Millbrook High School OFF-CAMPUS LUNCH 2021-2022

What is an Off-Campus lunch permit?

This is a school issued pass that allows juniors and seniors to leave campus for lunch on their own during their scheduled lunch period and return to school for the remainder of the day.

What are the requirements to attain an Off-Campus lunch pass?

- > Students must be a **junior or a senior**. Freshmen and Sophomores are strictly prohibited from leaving campus during the school day.
- > Students must fill out the required application information, pay a \$10.00 fee online (PRINT RECEIPT). If receipt is not attached with forms pass will not be given.
- > Students must have **expressed parental consent** to leave campus for lunch. Parental consent is documented on a completed and **notarized** Off-Campus lunch permit form.
- > Parent and students must both sign the Consequences for Off-Campus Violations form.

How can a student lose his/her lunch privileges?

- Excessive Tardiness from lunch.
- Students may not go off Campus for lunch if they accrue excessive tardies overall.
- Leaving campus without the required pass
- Failure to display or surrender required pass to administration, faculty member or security upon request
- Using or providing a false or falsified pass
- Misbehavior in the community
- Engaging in behavior that is against Millbrook/School board Policy
- Excessive absences
- > Driving a student off campus for lunch who does not have an Off-Campus lunch pass on file
- Parents or guardians may revoke the pass at any time!

How can a student obtain an Off-Campus lunch pass?

- Pay the \$10.00 fee online(PRINT RECEIPT), and download the Off-Campus lunch permit and Off-Campus Violations form using the Millbrook High School Website-http://mhs.wcpss.net/ fill out the application. (Note: The student will not be permitted to apply for a pass if the student has a fine)
- Once the permit form has been filled out and notarized, drop off forms at Guest Services between August 9-19, 2021 (8:00-12:00 and 1:00-4:00).
- After August 19th, applications will be processed, but passes will not be provided until *after* the first day of school.

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- > Students who lose a lunch pass can purchase a new one for \$20.00. No more than two passes will be issued to a student before the privilege is revoked for the year
- Pass applications and forms can also be dropped off during the Schedule Walkthrough/Open House on August 19, 3:30-4:00pm and 6:00-6:30pm. Pass applications and forms can also be dropped off in the attendance office during the first fifteen minutes of each lunch period.
- Pick-up information is TBD at this time.
- > Further information will be announced via the school's website and social media platforms.

Millbrook High School 2201 Spring Forest Road Raleigh, NC 27615

Millbrook High School **Off-Campus Lunch Permit** 2021-2022

| Directions: Please complete th | is notarized request. Parents and | l students must sign lund | ch permit. | | |
|--|---|------------------------------|---------------------------|--|--|
| This form is to acknowledge that _ | | | (| | |
| Please print | last name, first name | Grade | Student ID number | | |
| will have the privilege to go off car | mpus during lunch as long as the fol | llowing conditions are met: | | | |
| | Pay the \$10.00 fee online (PR | INT RECEIPT) | | | |
| 1 The student will no | at take students off campus who a | are not authorized to leav | Δ | | |
| The student will not take students off campus who are not authorized to leave. The student 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 to 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 to | | • | | | |
| 3. The student will ma | aintain an acceptable conduct rec cation and Millbrook High School | | he policies of the Wake | | |
| 4. The student will return to class on time. Failure to return to class on time will result in the off- | | | | | |
| | aken for a period of time. | | | | |
| Students' vehicles must exit campus via Dixie or Johnsdale lunch pass checkpoints. Students may not bring outside food into the cafeteria nor may they purchase food to be brought back to school for underclassman students. | | | | | |
| | | | | | |
| | itter is to be brought into the build of show their off-campus permit to | | | | |
| | • • | | • | | |
| permit. | es no extra liability for any accide | int or injury incurred in ti | ne exercise of this | | |
| • | earned the required credits to be o | classified as a junior or s | enior for the 2021-2022 | | |
| school year. | arried the required credits to be t | | CIIIO1 101 tile 2021-2022 | | |
| | cleared all fines and fees for previ | ous school vears. | | | |
| | is misplaced, the charge for a rep | | | | |
| • | | • | | | |
| Parent/Guardian | | | | | |
| | | | | | |
| Home Address | | | | | |
| Home Phone | Work Phone | Cell Phone | 9 | | |
| We have read and understand t | he Off-Campus Lunch Policies an | nd consequences, and we | e grant our son/daughter | | |
| permission to leave the school | | , , | 3 | | |
| | | | | | |
| Parent signature and date | | dent Signature and date | | | |
| • | | · · | | | |
| | NT'S SIGNATURE MUST BE NOTA | | | | |
| | of | | | | |
| said County and State, do herel | by certify that | and | | | |
| personally appeared before me | this day and acknowledged the d | lue execution of the fore | going instrument. | | |
| Witness my hand and official se | eal, this theday of | , 20 | | | |

Validation ID:

Signature of Notary_____

My commission expires______, 20__. (Official Seal)

MHS Consequences for Off-Campus Lunch Violations 2021-2022

By signing below, parents/guardians and students acknowledge that they have read and understand the consequences for violating off-campus rules and expectations.

| Student Name (printed) | Grade: |
|--------------------------------|--------|
| Student Signature | Date |
| Parent/Guardian Name (printed) | |
| Parent/Guardian Signature | _ Date |

| Violation | Consequence | | |
|--|--|--|--|
| Returning to campus late for 3 rd block | Possible loss of Off-Campus privileges for 2 days | | |
| Leaving campus without a pass Leaving campus without checking out | 1-3 days ALC | | |
| Leaving campus without the required pass (student pass is on file) | 1 week (5 days) of lunch detention; Loss of lunch pass privileges for 1 week (5 days) | | |
| Using or providing a false or falsified pass | 1-3 days of ALC (integrity) | | |
| Driving a student off campus for lunch who has a pass on file, but does not have the pass with them | Driver and ALL passengers-1 week (5days) of lunch detention; Loss of lunch pass privileges for 1 week (5 days) | | |
| Driver or passenger with a pass in a vehicle with student who does not have an off-campus lunch pass | Pass revoked for 1 week-assigned to cafeteria | | |
| Excessive absences or tardiness in one or more classes | Warning after 3 absences. Pass is revoked after five (5) absences for the remainder of the school year | | |
| Engaging in behavior that is against Millbrook/school board Policy or brings ill favor to Millbrook in the community | Loss of pass from one week up to the loss of privileges for the remainder of the school year | | |