

**APEX FRIENDSHIP HIGH SCHOOL 2025-26****Lunch Pass Agreement - Juniors and Seniors ONLY**

This form acknowledges that

(PRINT: Student Last Name, First Name) \_\_\_\_\_ in grade \_\_\_\_\_

will have the privilege to go off campus during lunch as long as the following conditions are met:

**Students are ONLY eligible for an off-campus lunch pass if they are in grade 11 or 12 and “in good standing”, meaning:**

- They are passing 3 out of 4 courses on the most recent report card in order to maintain their lunch pass. A student whose pass is revoked for this reason can ask for this to be reevaluated when interim progress reports are issued (generally 3 and 6 weeks into each grading period).
- They are meeting basic expectations of school conduct. Students who repeatedly violate school rules (including tardies to class) are subject to being considered “not in good standing” and having their lunch pass revoked.
- Have cleared all school fines. This includes Media Center, PowerSchool and Senior Fees (if applicable).
- Students must be in regular attendance in order to maintain their lunch pass. Students with greater than 10 unexcused absences in any class during the previous quarter will have their lunch pass revoked until attendance improves (as measured by an attendance intervention plan developed with their administrator).

1. The student will not take students off campus who are not authorized to leave.
2. 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 treated as skipping.
3. The student will maintain an acceptable conduct record in accordance with the policies of the Wake County Board of Education and Apex Friendship High School. Conduct on or off campus during the lunch period can lead to violating this agreement and the lunch pass being revoked.
4. The student will return to class on time. Repeated violation of this expectation may result in the lunch pass being revoked temporarily or permanently by their administrator.
5. Students who are leaving in a vehicle must show their lunch pass and exit campus via the student parking lot checkpoint.
6. Students who are walking off campus must show their lunch pass at the checkpoint before leaving.
7. Students are **NOT** allowed to pick up students via parent pick-up/drop-off lane during lunch.
8. The student and parent/guardian are responsible for where the student goes for lunch and for transportation.
9. Students are only allowed to leave campus with other current AFHS students. If they leave with any other individual, they must have properly check out through the attendance office.
10. Students may not bring outside food into the cafeteria nor may they purchase food to be brought back to school for other students.
11. Students who do not show their off campus permit will not be allowed to leave campus. **Administrative staff will not look up whether a student has an approved pass on file.** Students who attempt to leave campus without a physical pass issued to them, using a false pass or another student’s pass, will receive an appropriate consequence.
12. The school assumes no extra liability for any accident or injury incurred in the exercise of this permit.

The charge for the original lunch pass is \$5 (**payable online**). If the lunch pass is lost or misplaced, the replacement pass costs \$10 and can be obtained in the front office. 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.

Parent/Guardian Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**FOR THE NOTARY: THE PARENT’S SIGNATURE MUST BE NOTARIZED****(OR parent must walk into front office, with photo ID, to sign application in front of an AFHS employee, M-F before 2:00 PM).**

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

**Do not email this document to the school. Students will present this document along with proof of OSP payment**

**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\_\_\_\_\_  
Student Signature and Date