

Request for Off Campus Lunch Pass 2017-2018

*(Student MUST have the Off Campus Photo ID in possession to leave and return to campus.
Failure to have the Off Campus Pass may result in disciplinary action.)*

Requirements for an Off Campus Pass: *(All requirements must be met prior to receiving an Off Campus Pass.)*

1. Student must be in a Junior or Senior Caps Class.
2. Student must be up to date with Community Service hours (Deadline for submission of hours was first week of May 2017).
3. Student must be clear of any fees/books due to Broughton.
4. Student must have a parent/guardian sign this request form below.
5. Student must pay \$20 for the Off Campus Photo ID. Cash, money order or check made payable to Broughton High School. *(initial)*_____ (Replacement card for the permanent Off Campus Photo ID is \$10. Replacement card for the temporary pass is \$20.)

Process for getting an Off Campus Pass:

1. Students may get a temporary pass before school starts by turning in this completed form and payment to Student Services on Thursday (8/17) and Thursday (8/24) from 9am to 1pm ONLY! Students who do not submit during this time will have to wait until Wednesday August 30th (see #2 below).
2. Students may get a temporary pass after school starts by turning in this completed form and payment in Student Services starting Wednesday August 30th **before school, after school or during lunches ONLY! (Not during class time or CAPS class time.)**
3. The temporary pass will be exchanged for a permanent pass as soon as school photos have been taken and the ID cards have returned from photographer. Students and parents will be notified via Principal's Weekly Phone Message, through Class of 2018 and Class of 2019 email groups, and by school announcements.
4. Students must present their temporary pass to receive a permanent pass. **Do not lose your temporary pass!** *(initial)* _____ If lost, the student must resubmit this form and pay another \$20 for the Off Campus Photo ID.

Parent/Guardian Agreement:

I, as Parent/Guardian, request for Broughton High School to permit the below student to leave the school campus only during his/her assigned lunch period.

1. I understand that the school shall have the authority to suspend or terminate any student's off campus lunch permission if the privilege is abused.
2. I understand that only seniors and juniors whose conduct remains exemplary as determined by the principal and or assistant principals may be granted permission to leave campus.
3. I understand that the school may revoke this privilege at any time.
4. I understand that I may contact the principal and revoke this privilege at any time.
5. I understand that students who leave campus for lunch are subject to the rules of student conduct as adopted by the Wake County Board of Education while off campus.

Please print neatly and use your legal first and last name.

Student's Last Name

Student's First Name

Student's Grade

I understand in making this request that I assume full responsibility for the health, safety, and welfare of the student while off of school property.

Parent/Guardian Signature

Date

Parent Home Phone

Cell Phone

Work Phone