

## **Panther Creek High School**

### **2023-2024 Guidelines for Off-Campus Lunch Pass for Seniors and Juniors**

1. To be eligible for a lunch pass, a student must be classified as a junior or a senior as outlined in the school and system policies. To qualify and to maintain the pass, a student must have passed all courses attempted in the most recently completed grading period. A student with any outstanding school debt(s) on file will not be eligible for a lunch pass until all debt(s) are cleared.
2. In order to leave campus at lunch, an eligible student must present a lunch pass to the school official/security officer checking passes in the student parking lot. Using an off-campus lunch pass to leave from the faculty/visitor parking lot requires administrative permission. Students should also have in their possession a valid photo ID (driver license or Panther Creek ID) and should be able to present the photo ID upon request by school or security officials. Not having the official lunch pass to show the school official/security officer prohibits a student from leaving campus. Any violations regarding departure from campus during lunch may result in revocation of the student's lunch pass.
3. Students who use the off-campus lunch privilege are subject to the rules of student conduct as applicable to the regular school day as adopted by the Wake County Public School System and Panther Creek High School. Behavior off campus during the lunch period should be in compliance with system and school expectations and policies; infractions off campus may result in school disciplinary actions.
4. Student drivers are responsible for knowing if persons riding with them have a lunch pass. Any student who provides transportation for a student who does not have a lunch pass may lose his/her lunch pass and any parking privileges for a time determined by administration.
5. Student drivers who attempt to transport students concealed in trunks/cargo areas may have their lunch and parking permits revoked for the remainder of the school year.
6. Failure to return to class after the lunch period may result in the revocation of the lunch pass privilege.
7. To leave school early and not return to class after being off campus for lunch, a student must officially sign out at the attendance office and must have parental permission through the attendance office.
8. Students with lunch passes may return to campus early but must abide by established school lunch rules, including not remaining in the student parking areas or other off-limit areas. Food purchased off campus is not permitted in the cafeteria/commons area.
9. Littering of public or private property may result in the revocation of the lunch pass and other disciplinary actions.
10. Safety is a priority and running in the parking lot is not permitted. Students put themselves at risk of injury by running through moving traffic. Consequences for running can include revocation of off-campus lunch pass at the discretion of the administration.
11. Lunch passes are the property of Panther Creek High School and can be revoked at any time the passes are used improperly.
12. Any disciplinary matter may result in the revocation of the lunch pass privilege.
13. The main office staff may issue duplicate passes. A one-week time frame will be observed before any duplicate is issued. All requests for a duplicate must be accompanied by a written parental request, which may require phone verification. There will be a \$15 charge assessed for the first duplicate and a \$20 charge for a second duplicate. No additional duplicates will be issued.
14. The school assumes no liability for any accident or injury incurred in the exercise of the off-campus lunch privilege.
15. The student and the parent are responsible for where the student goes for lunch and for transportation.

**Panther Creek High School**  
**2023-2024 Off-Campus Lunch Pass Agreement for Students and Parents**

To apply for a lunch pass, an eligible senior or junior must complete this form, have it notarized prior to pick up, make online payment using Online School Payments (OSP) and submit the notarized form to the PCHS Main Office.

Step 1: Complete this Off-Campus Lunch Pass Agreement Form.

Step 2: Have the form notarized.

Step 3: Pay the \$10.00 fee online using the School Cash Online link on the Panther Creek website under the parent tab.

Step 4: Lunch Pass may be picked up during office hours beginning Monday, July 31st by presenting the notarized form in-person to the PCHS Main Office. Please be sure to have your School Cash Online confirmation number or receipt when you arrive.

Print the eligible student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

I hereby request a lunch pass and agree to comply with the off-campus lunch guidelines of Panther Creek High School. I understand that the administration reserves the right to enact and announce changes to this policy at any time. Included with my agreement form is my receipt of payment of \$10.

Online Payment

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print the parent's/legal guardian's name: \_\_\_\_\_

I am the legal guardian of the student named above and hereby request that the student be issued a lunch pass according to the conditions and policies set forth and deemed necessary by Panther Creek High School administration.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**For office use only**

Official Seal

Notary Public \_\_\_\_\_

Grade: \_\_\_\_\_

Fines/Fees: \_\_\_\_\_

Payment Type: \_\_\_\_\_

Receipt #: \_\_\_\_\_

My commission expires \_\_\_\_\_, 20 \_\_\_\_\_.