



Lawton Chiles High School

Application for:

OFF CAMPUS LUNCH PASS 2023-2024

Only **Classified Juniors & Seniors** can be issued an off campus lunch pass.

Instructions :

1. **Parent/Guardian: Must sign this form in front of a Notary Public *** -**OR**- the parent/guardian may sign this form in front of a Chiles Office Staff member at the school.
2. Check to make sure you do not owe a school Obligation (outstanding Fines/Fees, textbooks not returned, etc...)
3. Read and sign the student section on page two of this application
4. Turn in this completed application when you arrive to have your picture taken for the pass.

Parent/Guardian Section:

This is to certify that my student: _____ (Circle One): Senior **OR** Junior

Print LEGAL Name of your student

has my permission to leave Lawton Chiles High School campus during the school lunch break of 11:15 to 11:55 [&/or their scheduled DCT/Externship/Dual Enrollment period(s)] and that I accept full and complete responsibility for my student during the time he/she is off campus.

Printed Name : _____ Phone Number: _____

Address: _____

✓ **Notarized Signature of Parent/Guardian** : _____

A Public Notary MUST witness your signature on this form.

Public Notary Section

Sworn or affirmed and subscribed before me by means of ☐ physical presence (ID presented)

this _____ day of _____ 20____.

Name & Signature of Notary Public _____

State of: _____ County of: _____ Commission Expires: _____

Official Seal/Stamp:

Student Section

Off Campus Pass Policies

2023-2024 term

- I. **I understand that I am required to present my actual 2023-2024 term Off-Campus lunch pass card** (not a picture of it) ***each and every time*** when leaving campus at lunchbreak (Or DCT / Dual Enrollment/ Externship).
- II. **If I forget or am otherwise unable to produce my Off Campus Lunch card:** I get to stay on campus that day and enjoy lunch in the cafeteria. **We do not offer "temporary" passes.**
- III. **If I am in DCT / Externship / Dual Enrollment and forget my pass** - I must go & see that instructor for a handwritten pass in order to get off campus for my program that day.
- IV. **I understand that Off Campus Lunch is a privilege, not a right, and that I am to conduct myself in a positive manner while on lunchbreak out in the community.** I will obey all traffic laws and behave appropriately in area restaurants/businesses. Reports from the community about inappropriate behavior could result in the suspension of my off-campus lunch privilege.
- V. I am only allowed **one re-print per semester for a lost lunch pass**, at the cost of \$5 (five dollars).
- VI. I understand that I must turn in this completed paper application when I arrive to have my picture taken for the actual pass to be issued. **** digital copies are NOT accepted ****

Student Understanding and Acknowledgment –

By signing, I confirm that I have read and understand the above policies and agree to abide by them.

Student Name Printed & Signed: _____ Date: ____/____/20____

The Student Affairs Dean's Office is unable to issue/make lunch passes the two days prior school starting OR the first two days of school.

Please plan accordingly to eat lunch on campus until you complete this application process.