



Lawton Chiles High School
Application for:
OFF CAMPUS "LUNCH" PASS 2024-2025 TERM

Only **Classified Juniors & Seniors** can be issued an off-campus lunch pass in accordance with Leon County School Policy 3.03(8).

- 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. **PARENT & STUDENT:** Check to make sure you do not owe a school Obligation (outstanding Fines/Fees, books not returned, Chromebooks, etc...) and clear it up before applying.
 3. **STUDENT:** Read and sign the student section on page two of this application. **Turn in this completed paper form when you arrive to have your picture taken for the pass.** We do not accept emailed or digital forms for this pass.

Parent Section:

This is to certify that my student: _____ (Circle One): Senior OR Junior
Print LEGAL Name of your student

has 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.

Parent Name print : _____ Phone Number: _____

Address: _____

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

A Public Notary MUST witness parent signature

Public Notary Section

Sworn or affirmed and subscribed before me this _____ day of _____ 20_____.

Name & Signature of Notary Public _____

Official Seal/Stamp:

Date Commission Expires: _____

Student Understanding Section

Off Campus Pass Policies

2024-2025 term

Pass subject to revocation for disciplinary or attendance issues.

You must remain in good standing with attendance and discipline to be able to continue off campus lunch privileges.
Follow the student code of conduct and truancy rules to remain in good standing.

1. EXITING CAMPUS:

I understand that I am required to present my actual 2024-2025 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). Students are to conduct themselves in a positive manner out in the community while on lunchbreak as they continue to be a representative of Chiles High School. _____ Student Initials

2. IF I FORGET MY OFF-CAMPUS LUNCH CARD:

You will stay on campus that day and can enjoy lunch in the cafeteria. _____ Student Initials

Tip: Send a friend who has their pass to grab it out of your car if that is where you left it.

3. EXTERN, DCT/OJT & DUAL ENROLLMENT STUDENTS:

If you *forget* your Off Campus Lunch Pass – you must **see your program teacher** for a handwritten pass to leave campus that day in order to attend your off-campus class/program. _____ Student Initials

4. RETURNING TO CAMPUS:

Be prepared to show your lunch pass when re-entering campus. Students are not allowed to re- campus with food or drink for themselves or anyone else. No excessive tardies to 5th period per each grading period. _____ Student Initials

The school allows **only one re-print per semester for a lost lunch pass**, at the **Re-print cost of \$10** (ten dollars).

[Your original issue pass received when you turn in this paper is no charge]

Turn in this completed paper application when having picture taken for the actual pass to be issued.

**** digital copies of this lunch application are NOT accepted ****

Student Understanding and Acknowledgment of above –

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

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

➡ The Student Affairs Office is unable to issue/make lunch passes the two days prior school starting **OR** the first two days of school.
Plan accordingly to stay on campus until you have this photo pass in hand.