

# **NORTH WAKE COLLEGE & CAREER ACADEMY**

## **OFF CAMPUS LUNCH APPLICATION**

### **2025 – 2026**

WCPSS Board Policy 4210 allows principals to determine off-campus lunch provisions for eligible juniors and seniors. The following guidelines have been established for juniors and seniors at North Wake College and Career Academy. It is important that students and parents understand the expectations and rules governing off-campus lunch privileges. Your signatures will indicate that you have reviewed and discussed these regulations and are fully aware of the liability associated with this privilege. The lunch pass is \$10, which includes the service fee. The lunch pass can be purchased online at <http://wcpss.schoolcashionline.com> .

1. A parent/guardian and the student must sign the application in the presence of school personnel or have the application notarized by a certified notary.
2. Only students who have earned the required credits to be classified as juniors or seniors for the 2025 – 2026 school year may apply.
3. All fines and fees must be cleared **before** applying for off-campus lunch privileges. Students with outstanding financial obligations will be denied. This includes textbooks that have not been returned.
4. Students with off-campus lunch privileges will not take students off campus who are not authorized to leave. This includes other juniors or seniors who have not been granted permission.
5. Students with off-campus lunch privileges 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 main office to properly check the student out**. The student must present a parent's note to the main office upon return to school. Failure to check out properly will be treated as skipping.
6. Students are subject to the code of student conduct adopted by the WCPSS Board and rules of North Wake College and Career Academy while exercising off-campus lunch privileges. Students who violate the Student Code of Conduct while exercising off-campus lunch privileges will be disciplined according to the Student Code of Conduct and may also have off-campus lunch privileges suspended.
7. Students with off-campus lunch privileges will return to class on time. Excessive tardies and absences will result in a suspended lunch pass.
8. Students with off-campus lunch privileges and their parents/guardians are responsible for where students go for lunch and for transportation.
9. No food, drink, or litter is to be brought into the building, classrooms, or left anywhere on campus.
10. Juniors and seniors who maintain an average of 75 or higher in all classes may have extended lunch time on days when they are not required to attend Griffin's Den. Grades will be checked each Monday and students who have a grade below 75 in any class will not have extended lunch time that week and will be required to attend academic support sessions. Students who skip an assigned support session will lose off-campus lunch privileges.
11. Students exercising off-campus lunch privileges are not allowed to visit other school campuses while off campus during lunch.
12. The school assumes no extra liability for any accident or injury incurred in the exercise of this permit.
13. Approved juniors and seniors must present the school-issued lunch pass to security or school officials before leaving campus. The lunch pass is \$10, which includes the service fee. Students who do not have the off-campus lunch pass must remain on campus.
14. The principal/assistant principal will suspend or terminate any student's off-campus lunch pass if the privilege is abused.

**Approved Juniors and Seniors may have the privilege of leaving campus for lunch during their assigned lunch period and Griffin's Den when there are no required Griffin's Den, READY, or club activities. All students will be assigned to Griffin's Den/READY and required weekly activities will be scheduled at least 1 day a week, along with Clubs that are offered every Friday. Students are expected to know and follow the weekly schedule. The lunch pass is \$10, which includes the service fee.**

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### 2025 – 2026

STUDENT NAME		GRADE LEVEL	
STUDENT ID #		STUDENT CELL PHONE #	
ADDRESS		CITY, ZIP CODE	
PARENT/GUARDIAN		PARENT CELL PHONE #	
PARENT EMAIL ADDRESS			

The authorization and decision for a student to operate a motor vehicle during the lunch period rests entirely with the parent/guardian of the student. Wake County Public Schools, North Wake College and Career Academy and its employees are not liable for any claim, action, loss, or damage that may arise as a result of a student either operating or being a passenger in a motor vehicle during the lunch period.

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.

I have read and understand the Off-Campus Lunch Policies and I grant our student permission to leave the North Wake College and Career Academy campus for lunch.

\_\_\_\_\_

*Parent signature and date*

I have read and understand the Off-Campus Lunch Policies and agree to the stated conditions.

\_\_\_\_\_

*Student signature and date*

State of North Carolina; County of \_\_\_\_\_, I, \_\_\_\_\_ a Notary Public for said County

and State, do hereby certify that \_\_\_\_\_ and \_\_\_\_\_ personally appeared before me

this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public and date

\_\_\_\_\_  
Exp. date

(OFFICIAL SEAL)

**Parents and students must sign this application in the presence of school personnel or have it notarized by a certified notary.**