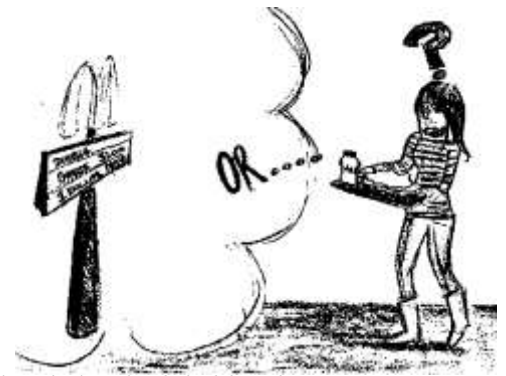




MILLBROOK HIGH SCHOOL Off-Campus Lunch Permit



What is an off-campus lunch permit?

This permit allows students to leave campus for lunch on their own during their scheduled lunch period (open-lunch) and return to school for the remainder of the day.

Can all students leave campus for lunch?

No. This privilege is only reserved for Juniors and Seniors who exhibit excellent behavior and who have attained parental permission. Students with a pass may **NOT** take students off campus who are not authorized to leave. If a student with a pass takes a student without a pass off campus for lunch the student will lose off-campus lunch privileges for the remainder of the school year.

Can this privilege be revoked?

Absolutely! Permission for open-lunch will be suspended or terminated if the privilege is abused. Examples of abuse may include but are not limited to excessive tardies from lunch, leaving campus without your issued pass, and engaging in any other conduct that is not in accordance with Wake County Board of Education and Millbrook High School policies.

What happens if I lose my off campus lunch pass?

You can attain a second off campus lunch pass for \$20.00. Only one replacement pass will ever be issued. If a pass is lost a second time then the student will forfeit off campus lunch privileges for the remainder of the year.

What is the process to get an off campus lunch permit?

1. Obtain an off-campus lunch pass application using the "Student/Parent Access Network"(SPAN). The website address is <http://span.wcpss.net>. (Note: The system will not permit you to apply for a pass if you have a fine or do not have a password to log-on. Once fines are cleared through the bookkeeper, students may apply for a lunch pass.) Hard copies of the application are not available.
2. Forms that are notarized can be mailed to Millbrook. Please address the envelope: **Millbrook High School, Off Campus Lunch Pass Application, 2201 Spring Forest Road, Raleigh, NC 27615. You may include a self-addressed stamped envelope to have your pass mailed to your home.** Beginning August 10-14 between the hours of 2:00 and 4:00 applications may be signed by parent(s)/guardian(s) in front of a school official if it is not notarized.
3. **Student passes can be picked up in the main office on August 19th between 2:00 and 4:00 before the Schedule Walkthrough.** Students need to present a photo I.D. when they pick up their pass.
4. Passes can be picked up at the main office window during the first fifteen minutes of each lunch period during the first week of school.
5. Students new to Millbrook or students who did not have their picture taken last year must follow the procedure above and also must come to the main office to get their pictures taken during the first fifteen minutes of their designated lunch period after September 1st. **Expect a 72 hour turnaround to receive a lunch pass.**

