



## West Campus: Off Campus Lunch Policy Application 2016-2017

Students in grades 11 & 12 may qualify for open campus lunch by filling out the open campus lunch application found in the main office or online at ogden.cps.edu. Quarter 1 applications will be processed and decided upon based on Quarter 4 student data from the 2015-2016 school year. **There will be no open campus lunch until after September 20<sup>th</sup>, nor for the first week of each quarter during the school year.** To qualify, students must meet and adhere to the following criteria and reapply quarterly for the privilege:

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Quarter: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Phone: \_\_\_\_\_

**Instructions for Submission:**

1. Students should have the reverse of this form signed by their parents. Forms **will not be accepted after the following dates** for the next quarter: 1Q: September 13<sup>th</sup>/2Q: November 8<sup>th</sup>/3Q: February 7<sup>th</sup>/4Q: April 18<sup>th</sup>.
2. Students may only submit forms for one quarter at a time and must reapply each quarter. **There will be no off campus lunch the following times: September 6-20, November 7-13, February 6-12, April 10-23.**
3. Students may only **submit forms to the Main Office between 7:45 and 7:55am the week leading up to the deadline.**
4. Only hardcopy applications will be accepted. Decisions are Final

**Table Below will be completed by assigned school staff and should be left blank by student/parent**

Criteria	Student Met Criteria Y/N	Staff Monitoring	Staff Signature Approval
Attendance Percentage 95% or higher		Mr. Enriquez Attendance Officer Main Office	
Less than 5 School Tardies (1 <sup>st</sup> period or returning from Off Campus Lunch)		Mr. Enriquez Attendance Officer Main Office	
Less than 10 Class Tardies		Mr. Enriquez Attendance Officer Main Office	
No grade lower than a "C" *Student must include a copy of their last report card.		Ms. Gardner and Ms. Witherspoon Guidance Counselors Student Services	
Student Eligible for Activities		Mr. Nivar Dean of Students Main Office	
All Required Documentation Submitted (Minimum Health Requirements, Media Consent, Technology and Family Income Information/Lunch Forms		Ms. Hernandez School Clerk Main Office	

FINAL APPROVAL STATUS: \_\_\_\_\_ Signature: \_\_\_\_\_



- **Students must maintain an overall 95% attendance average at school in order to earn/maintain open lunch privileges.** If a student drops below the 95% attendance threshold, their privilege will be revoked for the remainder of the quarter. They are not eligible for open lunch until the next quarter, if their attendance percentage returns to 95% or higher.
- **Students must have fewer than 5 tardies to school for any reason, within a quarter to earn/maintain open lunch privileges.** Those in violation will have their open lunch privilege revoked for the remainder of the quarter and the next.
- **Students must have fewer than 10 cumulative tardies across all classes within a quarter to earn/maintain open lunch privileges.** Those in violation will have their open lunch privilege revoked for the remainder of the quarter and the next.
- **Students who have a grade below a C for the academic quarter will not be eligible to apply for open campus lunch for the next quarter.** *Example: A grade of D in first quarter will result in loss of open campus privilege for second quarter.* Students will not regain their open campus privilege until the next quarter when then have all grades above a C. *Example: Student has all B's for the second quarter, thus will regain open campus lunch for the third quarter if all other criteria are met.*
- **Students on the activities ineligibility list will not be eligible** for open lunch.
- **All required school documentation must be submitted** (*Chicago Public Schools Minimum Health Requirements, Media Consent, Technology and Family Income Information/Lunch Forms*)

**Any student caught taking open lunch without written permission or when their privileges are revoked will forfeit the privilege of open lunch for the duration of the school year and face disciplinary action.**

The following rules must be followed once open lunch is awarded:

- Students with open campus lunch must swipe out and leave out the designated door (Door 7) after the tardy bell rings to begin the lunch period assigned. Students must return and swipe in before the dismissal bell rings to end the lunch period assigned, and must arrive at the next class on time and ready to learn. Being late to the period after open campus lunch will be considered the same as being late to school. If a student is late, her/his open campus lunch will be taken away and may be not be reinstated until the next quarter.
- Students with open campus lunch must have IDs with them signifying their open campus status (Open Lunch Pass). Failure to wear this ID will make a student ineligible to leave. Temporary ID's are not permitted and replacement IDs may be purchased for \$5.00.
- Students with open campus privileges must go through any applicable security procedures upon their return. The security process is not an excuse for being tardy. Students must budget their time accordingly.
- To speed up the security process, students are advised to keep their bags and purses at school. Bags should be left in the student's locker – security staff members are not responsible for items left at the desk. Do not bring extra bags back to Ogden International.
- Any suspicion of drug or alcohol use will result in permanent revocation of open lunch privilege and disciplinary action.

**Open lunch is a privilege and can be revoked at any time at the administration's discretion.**

**I agree by signing below that I have reviewed the following policy with my child and that I and my child both understand that open lunch is a privilege thus the policy below must be adhered to or the privilege will be revoked. Decisions regarding open lunch are final. I also agree by signing below that if open lunch is granted, I give my child permission to leave the campus during their assigned lunch period with the understanding that the school is not responsible for my child once they leave school grounds.**

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Parent Signature

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Date Signed