

# open campus



**FORM: OC**  
TO BE  
RETURNED TO  
THE MAIN  
OFFICE

This application must be completed and handed into the main office. One week after submission, the student can check in the Attendance Office to see if the application was approved or denied. If approved, the student will be issued an open campus lunch ID that must be presented to security staff for exit and re-entry. The final turn in date for all open campus applications will be the Friday that the grades are issued. Once applications are approved, the student will be notified via morning announcements.

*How does a student qualify for open campus lunch?*

- Only juniors and seniors qualify for open campus.
- A student must have only As, Bc, or Cs on the report card for the previous 5-week progress report. If behaviors slip between grade reports, it is the right of the administration to revoke this privilege.
- A student must be meeting the school's behavioral expectations defined in the student handbook. Students on the Activities Ineligibility list are not eligible for open campus lunch.
- To sustain open campus privileges, a student must not have more than three tardies to the first period of his or her school day or to the period immediately following lunch. Cutting classes will also make a student ineligible.
- This application must be completed including all required signatures. This form should be turned into the main office where it will be kept on file.

*Behavioral expectations for those with open campus:*

- Students with open campus must swipe out when leaving after the tardy bell rings to begin the lunch period assigned.
- Students with open campus privileges must swipe in five minutes before the bell rings to indicate the end of class. If a student is late, their open campus lunch ID will be revoked and may be reinstated after the next five-week report.
  - Example: If 4<sup>th</sup> period lunch concludes at 10:47 am then you must return by 10:42 am.
- Students with open campus privileges must go through the security desk and through the security system 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 desk. Do not bring extra bags back to JCP.
- Students with open campus lunch may not bring other students who do not have open campus lunch any items of any kind. If they are found doing this their privileges may be revoked.
- Students with open campus must have IDs with them signifying their open campus status. Failure to wear this ID will make a student ineligible to leave. Temporary IDs are not sufficient. Replacement IDs may be purchased for \$5.00.
- Students represent Jones College Prep while open campus. Behaviors that violate school policies or local laws may result in the revocation of open campus lunch privileges.

**There is no open campus lunch on half days.**

*Complete the following information.*

Name: \_\_\_\_\_ Home Court Number: \_\_\_\_\_ Lunch Period \_\_\_\_\_

I earned only As, Bs, or Cs on my last report card and understand the expectations outlined above. I recognize that open campus is a privilege I have earned and that it can be taken away if my grades fall or my behavior no longer fits with the expectations written in the student handbook and those explained above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I give my permission for **(PRINT NAME)** \_\_\_\_\_ to leave Jones College Prep during lunch. I authorize school personnel to act for me in any emergency, accident or illness and release the Board of Education of the City of Chicago, its officers, members, employees, agents and volunteers from any liability or claims arising out of or in any way connected with the open campus privilege.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Completed form is turned into the main office. Student then checks for answer in the Attendance Office 1 week later.*

**FOR OFFICE USE ONLY**

YES NO

- This student meets the academic requirements stated above. \_\_\_\_\_ initials of person doing check
- This student is not on the AIL. \_\_\_\_\_ initials of person doing check
- This student qualifies for open campus. Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
If yes, Attendance Office should produce an open campus ID for pickup by student.

FORWARDED TO ATTENDANCE OFFICE ON \_\_\_\_\_