



Procedures for Non-Parents Visiting During Lunch Time

Frequently members of civic organizations, churches, and community groups will request to have lunch with students or visit with students during lunch. These procedures are for those instances. These procedures are not for times when CPS, law enforcement, therapists, or other approved/mandatory organizations request time to visit with students.

1. These procedures are for students in grades 6 – 12.
2. Students in grades PK – 5 may be visited during lunch by parents, guardians, and/or grandparents as already permitted by campus rules.
3. Non-parent/guardian visitors must have written parental permission from the parent of each student to visit with students during lunch time or have lunch with students.
4. The visitor must check in at the front office and must meet all procedures for visitors to the campus, including background checks and wearing a label designating him/her as a visitor.
5. The visitor is to sit with the students at a table reserved for these types of meetings.
6. The visitor is not to walk around the cafeteria visiting with or engaging in conversation with other students.
7. If the visitor has written parental permission to visit with multiple students, all students can sit at the same table with the visitor.
8. At the end of the lunch, or when the visitor has finished speaking with the approved students, the visitor is to return to the office to return his/her visitor badge and check out of the school.