

Cypress-Fairbanks Independent School District
Limited Public Forum Guidelines for
Lunch Periods at Secondary Schools

Cypress-Fairbanks ISD allows local community youth leaders to meet with secondary students at school in a limited public forum during lunch periods. Each youth leader of the community group seeking access to this limited public forum must submit an application for approval to the campus principal. Students may participate in the limited public forums only if signed parent permission has been received by the campus. Applications and parent permission must be submitted, at a minimum, on an annual basis. Due to space and supervision limitations, community group representatives will be accommodated on a first-come, first-served basis. Nothing in these guidelines limits a campus principal's ability to limit visitors to campus for a variety of reasons on any specific day.

An individual initiating a request to conduct a limited public forum will:

- Complete and submit an application form to the building principal or designee indicating a desire to hold a limited public forum during lunch.
- Contact the campus on the day lunch visit(s) are desired to determine availability and schedule attendance.
- Agree to abide by all campus visitor guidelines while on campus.
- Sign in upon arrival on campus and sign out upon departure.
- Wear a visitor badge while on campus.
- Go directly to the seating area designated by administration. This area may be subject to change at any time at the discretion of administration.
- Refrain from soliciting on campus for student participation.
- Ask students if they have a parent permission form on file allowing them to participate before allowing the student to join the forum.
- Avoid conversations or actions that may be disruptive or offensive on campus.
- Dress in a businesslike/professional manner.
- Maintain an adult demeanor and behavior appropriate for school while on campus.

The campus principal or designee will:

- Accept and maintain completed application forms.
- Accept and maintain signed parent permission slips for individual student participation.
- Designate a seating area in or around the cafeteria that is appropriate and available for a limited public forum. This area may be subject to change at any time at the discretion of administration.
- Designate a campus employee to accept limited public forum reservations on a first-come, first-served basis.
- Monitor adherence to established guidelines.
- Maintain a safe and orderly environment.

Each student wishing to participate in a limited public forum during lunch will:

- Obtain and submit a signed parent permission form.
- Recognize there are seating limitations and participation is on a first-come, first-served basis.
- Refrain from soliciting on campus for other students to participate.
- Avoid conversations or actions that may be disruptive or offensive on campus.

Violations to the above guidelines may result in the loss of privileges for the person initiating the public forum and/or the students involved. Students in violation are also subject to disciplinary actions.

Cypress-Fairbanks Independent School District
Parent Permission for Student Participation in the Community Group

Student's Name:	Last	First	Middle	Grade	Lunch Period
-----------------	------	-------	--------	-------	--------------

Cypress-Fairbanks ISD allows local community youth leaders (i.e. troop leaders, youth sports coaches, or youth ministers) to attend designated lunch periods at secondary schools with prior approval. Each youth leader seeking access to this limited public forum must submit an application for approval to the campus principal. Students may participate in the limited public forums with the youth leader only if signed parent permission has been received by the campus. Applications and parent permission must be submitted, at a minimum, on an annual basis. Due to space and supervision limitations, community group representatives will be accommodated on a first-come, first-served basis. Nothing in these guidelines limits a campus principal's ability to limit visitors to campus for a variety of reasons on any specific day.

A student wishing to participate in a limited public forum during lunch must:

- Obtain and submit a signed parent permission form to participate.
- Recognize there are seating limitations and participation is on a first-come, first-served basis.
- Refrain from soliciting on campus for other students to participate.
- Avoid conversations or actions that may be disruptive or offensive on campus.

It is the above-named student's desire to participate in the following limited public forum:

Name of Local Community Organization:
Name of Youth Leader:

My signature below indicates that I wish to participate in the above-named limited public forum and agree to abide by the responsibilities also described above:

Signature of Student:	Date:
-----------------------	-------

My signature below indicates that, as the parent of the above-named student, I understand my child's responsibilities and give permission for him/her to participate in the limited public forum named above:

Signature of Parent/Guardian:	Date:
-------------------------------	-------

**Cypress-Fairbanks Independent School District
Application for Access to Limited Public Forum for
Local Community Group Youth Leaders**

Name of Person Initiating Request:	School Year:
Name of Local Community Organization:	Daytime Phone Number:
Name(s) of Youth Leader(s):	

As the person initiating a request for access to the limited public forum, I understand that I must:

- Complete and submit an application form to the building principal or designee indicating a desire for access to the limited public forum during lunch.
- Contact the campus on the day lunch visit(s) are desired to determine availability and schedule attendance.
- Agree to abide by all campus visitor guidelines while on campus.
- Sign in upon arrival on campus and sign out upon departure.
- Wear a visitor badge while on campus.
- Go directly to the seating area designated by administration. This area may be subject to change at the discretion of administration.
- Refrain from soliciting on campus for student participation.
- Ask students if they have a parent permission form on file allowing them to participate before allowing the student to join the forum.
- Avoid conversations or actions that may be disruptive or offensive on campus.
- Dress in a businesslike/professional manner.
- Maintain an adult demeanor and behavior appropriate for school while on campus.

My signature below indicates that I agree to abide by these guidelines while on campus.

Signature of Person Initiating Request:	Date:
---	-------

FOR ADMINISTRATIVE USE ONLY	
Status of Application: ☐ Approved ☐ Denied	Campus:
Signature of Principal or Designee:	Date: