

## LUNCH VISITORS

Dear Parents/Guardians:

In an effort to support safety and wellness in the learning environment, HCPS has implemented a new procedure for visitors intending to have lunch with students in the school cafeteria. This will take effect beginning with the 2018-2019 school year. Please review the new procedures outlined below.

### **Parents, Legal Guardians, and Non-Custodial Parents: (No Change)**

Parents, legal guardians and non-custodial parents will continue to follow the visitor protocol by signing in using the Visitor Management System in the front office to obtain a visitor's pass. Parents, legal guardians and non-custodial parents may then have lunch with their child following the rules and expectations set forth by the school.

### **Relatives and Other Visitors: (New)**

Anyone listed on the "Authorized to Release" form, completed at the beginning of the school year, will be allowed to have lunch with that particular student in the school cafeteria, and the below procedures will not apply. However, for any relatives and other visitors not listed on the "Authorized to Release" form, the following procedures apply:

- A written permission note from the student's parent or legal guardian is required each time a relative or other visitor wants to have lunch with a child.
- The note must be sent in advance, with the student, and given to the student's teacher or to the office staff, similar to the way a bus pass is handled.
- The note must include the child's name, visitor's name, the date of the visit, and it must be signed by the parent or legal guardian. o Phone calls, emails, or text messages will not be accepted because we cannot be certain the sender can be authenticated.
- In order to obtain a visitor pass, all visitors will need to present a valid ID when signing-in to the Visitor Management System in the front office.
- Visitors may then have lunch with the student they are visiting, following the rules and expectations set forth by the school.

Thank you for your cooperation with helping us provide a safe, healthy and secure learning environment for our students and staff. Please contact me if you have questions.

Sincerely,

Ms. Chatman

Ward Elementary School

