

Guidelines for Visitors at Lunch

The Mansfield Independent School District is proud of our schools and welcomes visitors. In order to protect the security of our students as well as to ensure parents are aware who is eating with their child at lunchtime, the following protocols will be in place:

- All visitors to a campus for lunch must report to the school office, present a government-issued photo ID, and sign-in according to campus procedures.
- Any visitor who wishes to eat lunch with a student at a MISD school will need to meet the following criteria:
 - a) The person must be listed on the students Skyward account in either the “Family” tab or the “Emergency” tab and
 - b) The person must be at least 21 years old, unless accompanied by adult (21 years and older) listed in Skyward in either the “Family” tab or the “Emergency” tab, or
 - c) Receive prior approval from campus administration [24 hours in advance is requested].
- Each visitor to a school campus must wear a visitor name badge provided by the school office in a clearly visible location at all time during the visit.
- Each visitor must comply with campus instruction and must remain in the area(s) designated for the visit.
- Visitors are requested to wear appropriate attire when visiting District schools. [See FNCA]
- A visitor who fails to comply with any of these guidelines and/or District policies may be prohibited from visiting the school.
- The visitor should return the visitor name badge to the office before leaving.
- ❖ **A parent, who wishes to create a more restrictive lunch visitor list other than a) and b) above, must contact campus administration in writing.**
- ❖ **Court orders and protective orders should be brought to the attention of the campus administration.**

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.