

In rare situations when a parent or member of the public acts in an inappropriate manner on a campus, it may be necessary for the administration to consider having the person “banned” from the campus, either conditionally or unconditionally, as justified by the facts.

Specifically, the procedures include the following steps:

1. The principal will speak verbally with the adult regarding the inappropriate behavior (s) and possible consequences and will document the conversations in the District Incident Report and the District Parent Conference form.
2. If the identified behavior continues, the principal will inform the adult in writing of the identified inappropriate behavior (s) and the consequences if the behavior continues. See Exhibit A
3. If the identified behavior continues after the person has received a warning letter, the principal will send a letter advising the adult that he or she may not come upon the campus without advance approval of the principal or designee, as well as other conditions specified as appropriate. See Exhibit B
4. As a last resort, the principal will send a letter banning the adult from the campus unconditionally. See Exhibit C
5. Legal proceedings will be filed if the adult persists in the identified behavior.

The principal will begin with step 1 as described above but may begin at step 2 or 3 if he or she believes the facts warrant.

EXHIBIT A

PRELIMINARY WARNING LETTER

_____ (DATE)

_____ (NAME)

_____ (ADDRESS)

Dear _____;

[Describe the incident that occurred and the specific behaviors that are inappropriate in as much detail as possible, including date, time, quotes etc....]

Should this inappropriate behavior as described continue, please be aware that all future contact, either in person, by telephone, or by e-mail with staff members, parents, or students on this campus will require my prior written consent and your compliance with other specified conditions. Any violation of this directive and/or reoccurrence of your behavior may also be cause for further administrative and/or legal action.

Enclosed for your information are copies of Board policies GKA (LEGAL), GKA (LOCAL), GKA (REGULATION), AND GKC (LOCAL) regarding conduct on school premises and visitors to the schools.

Thank you for your cooperation

Sincerely,

Principal

Enclosures

cc:
LISD Legal Counsel
LISD Chief of Police

DATE ISSUED: PENDING

GKA (EXHIBIT)- X

Laredo ISD

COMMUNITY RELATIONS
CONDUCT ON SCHOOL PREMISES

EXHIBIT C

UNCONDITIONAL BAN LETTER

Certified Mail
Receipt No.
And U.S. Mail

_____ (date)
_____ (name)
_____ (address)

Dear _____

[Describe the incident that occurred and the specific behaviors that are inappropriate in as much detail as possible, including date, time, quotes, etc....] You were previously warned in my letter of [date] that continuation of this inappropriate behavior as described above would be cause for further administrative action.

As you violated my previous directive dated _____ by *(describe specific behavior that violated directive)*. By this letter you are served with official notice that the behavior you have displayed will not be tolerated by the District. Your entrance upon any District campus shall be cause for the District to file charges for criminal trespass as provided in Section 30.05 of the Texas Penal Code and LISD Administrative Regulation GKA (Regulation). This directive shall remain in effect until _____, at which time we will determine whether continuation is warranted or no longer necessary.

Once again, I am enclosing for your information copies of LISD Administrative Regulation GKA (Regulations) regarding conduct on school premises and visitors to the schools.

Thank you for your cooperation.

Sincerely,

Principal

Enclosures

Cc:

Legal

Superintendent

LISD Police

COMMUNITY RELATIONS
CONDUCT ON SCHOOL PREMISES

EXHIBIT B

CONDITIONAL BAN LETTER

CERTIFIED MAIL
RECEIPT NO.
And U. S. Mail

_____ (DATE)

_____ (NAME)

_____ (ADDRESS)

Dear _____;

[Describe the incident that occurred and the specific behaviors that are inappropriate in as much detail as possible, including date, time, quotas, etc....] You were previously warned in my letter of {date} that continuation of this inappropriate behavior as described above would be cause for further administrative action.

You are hereby advised that all future contact, either in person, by telephone, or by email with staff members, parents, or students on this campus shall require my prior written consent. Also, you must abide by the following conditions set forth below:

Any violation of this directive and/or reoccurrence of your behavior may be cause for further administrative and/or legal action, including an unconditional ban from the campus. This directive shall remain in effect until _____, at which time we will determine whether continuation is warranted or no longer necessary.

Laredo ISD

COMMUNITY RELATIOS
CONDUCT ON SCHOOL PREMISES

Once again, I am enclosing for your information copies of LISD Administrative Regulations GKA (Regulations) regarding conduct on school premises and visitors to the schools.

Thank you for your cooperation.

Sincerely,

Principal

Enclosures

cc:

LISD Legal Counsel

LISD Chief of Police

GKA (Regulation)