

Austin ISD
227901

COMMUNITY RELATIONS
CONDUCT ON SCHOOL PREMISES

GKA
(EXHIBIT)

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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, and the like.]

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:

Associate Superintendent
General Counsel
Austin ISD Campus Police

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, quotes, and the like.]

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 e-mail with staff members, parents, or students on this campus will 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 will remain in effect until _____, at which time we will determine whether continuation is warranted or no longer necessary.

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(EXHIBIT)

Once again, I am enclosing for your information copies of Board policies GKA(LLEGAL), GKA(LOCAL), GKA(REGULATION), and GKC(LOCAL) regarding conduct on school premises and visitors to the schools.

Thank you for your cooperation.

Sincerely,

Principal

Pmc

Enclosures

cc:

Associate Superintendent
General Counsel
Austin ISD Campus Police

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, and the like.]

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 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 will be cause for the District to file charges for criminal trespass as provided in Section 30.05 of the Texas Penal Code and Board policy GKA(LOCAL). This directive will remain in effect until _____, at which time we will determine whether continuation is warranted or no longer necessary.

Once again, I am enclosing copies of Board policies GKA(LEGAL), GKA(LOCAL), GKA (REGULATION), and GKC(LOCAL), as well as Section 30.05 of the Texas Penal Code, regarding conduct on school premises and visitors to the schools.

Thank you for your cooperation.

Sincerely,

Principal

Pmc

Enclosures

cc:

Associate Superintendent
General Counsel
Austin ISD Campus Police