

Date

Dear (Parent/Guardian Name),

The Board of Education recognizes that among the primary purposes of the District is to provide a safe, respectful, and orderly atmosphere conducive to learning and education. To create and maintain this kind of environment, it is necessary to regulate public conduct on school property and at school functions. Any action by an individual or group aimed at disrupting, interfering, or delaying the educational process or having such effect, is hereby declared to be in violation of Board policy.

On, (date of incident(s) and summary of conduct).

As required by Education Law §2801, the District's Code of Conduct and the associated regulation to this policy (see 1520-R) are designed to implement this policy and maintain order on school property.

Due to the conduct described above, effective immediately, you are not permitted on the premises of (school name) nor are you permitted to participate in school sponsored functions, during the school day, unless you have the permission of the building principal or her/his designee.

Please be aware of the following:

- If it is necessary for you to come into the school, you are requested to make an appointment in advance with the administration. A specific time will be designated for your visit and; it will be necessary for you to sign in and go immediately to the Main Office. Upon conclusion of the scheduled visit, you are to sign out and leave the building and associated school property, immediately. Additionally, the following restrictions apply:
 - Indicate drop off procedures, as necessary
 - Indicate pick-up procedures, as necessary
 - Other items, as necessary

I thank you in advance for your expected cooperation.

(Principal Name)
Principal
(School)

cc: Superintendent
Assistant Superintendent
Director Safety & Security
Legal Department