



# Administrative Regulations

South San Antonio Independent School District

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Conduct on School Premises - 2023	

## Community and Governmental Relations: Conduct on School Premises

### INAPPROPRIATE CONDUCT ON CAMPUS

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 procedure includes the following steps:

1. The principal/administrator on duty will speak verbally with the adult regarding the inappropriate behavior(s) and possible consequences and will document the conversation.
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.
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.
4. As a last resort, the principal will send a letter banning the adult from the campus unconditionally (EXHIBIT D) and notify the superintendent and the district police department.
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.

### EXHIBITS

**EXHIBIT A – DOCUMENTATION LOG**

**EXHIBIT B – FIRST WARNING LETTER**

**EXHIBIT C – SECOND WARNING LETTER**

**EXHIBIT D – NOTICE OF REFUSAL OF ENTRY OR EJECTION OF INDIVIDUAL FROM DISTRICT PROPERTY**



# Administrative Regulations

South San Antonio Independent School District

## Exhibit A—Log Documenting the Warning and Refusal of Entry to or Ejection of an Individual from District Property

In accordance with law, each district will maintain a record of each verbal warning issued, including the name of the person to whom the warning was issued and the date of issuance, when a school administrator, school resource officer, or school district peace officer gives a verbal warning, refuses entry or ejects a person who refuses to leave peaceably on request and continues to behave in a manner that is inappropriate for a school setting.

<b>Date of Warning/Ejection</b>	<b>Name of Person Issued Warning/Ejection</b>	<b>Name of District Official and Title</b>



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## EXHIBIT B – WARNING LETTER SAMPLES

### First Warning

Date

Name

Address

City, State, Zip Code

Dear \_\_\_\_\_:

Describe the incident that occurred and the specific behaviors that are inappropriate in detail, 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 may require my prior written consent and your compliance with other specified conditions. Any violations 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 polices GKA (LEGAL), GKA (LOCAL), GKC (LOCAL) regarding conduct on school premises and visitors to the schools.

Thanks for your cooperation.

Sincerely,

Administrator/Officer

Enclosures

Cc: South San ISD Police Department  
Superintendent of Schools



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## EXHIBIT C – WARNING LETTER SAMPLES

### Second Warning

Date

Name

Address

City, State, Zip Code

Dear \_\_\_\_\_:

Describe the incident that occurred and the specific behaviors that are inappropriate in detail, 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.

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.

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

Thanks for your cooperation.

Sincerely,

Administrator/Officer

Enclosures

Cc: South San ISD Police Department



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Superintendent of Schools

## Exhibit D—Notice of Refusal of Entry to or Ejection of an Individual from District Property

To: (Name of person refused entry to or ejected from property)

In accordance with Education Code 37.105, you are being refused entry to or ejected from property under the control of \_\_\_\_\_ School District because you have refused to leave peaceably upon request and either posed a substantial risk of harm or continued to behave in a manner that is inappropriate for a school setting after being given a verbal warning. You will be refused entry for a period of \_\_\_\_\_ (may not exceed two years).

You may appeal this action by filing an appeal under FNG(LOCAL) or GF(LOCAL) at the links listed below.

Name of person issuing the notice (print): \_\_\_\_\_

Position of person issuing the notice: \_\_\_\_\_

Signature of person issuing the notice: \_\_\_\_\_

Date of notice: \_\_\_\_\_

**Note to administrator:** Insert links to your district's FNG(LOCAL)—Student and Parent Complaints/Grievances and GF(LOCAL)—Public Complaints.