

Date:

Issuing Administrator:

To: _____ (name)

The purpose of this letter is to inform you that you are no longer permitted on _____
_____ (School/Campus) property pursuant to Policy 4200 - Parent Access and Safe and
Orderly Learning Environment and state law. Given your recent communications and conduct,
the safety of our staff and students and the maintenance of a safe and orderly learning
environment will be compromised if we allow you to be present on Bellingham Public Schools
property.

Effective immediately, you are restricted from _____ (School/Campus)
between _____ [Time Period] until _____ [Date]. All inquiries regarding
this notice should be directed to _____ [School Administrator].

As an exception to this order, you may enter the following district property only under the
following conditions: _____

If you disobey this order, law enforcement will be notified and criminal trespassing charges may
result, including under the following laws:

- RCW 9A.52.070 – Criminal trespass—first degree (inside a building), gross misdemeanor
- RCW 9A.52.080 – Criminal trespass—second degree (upon premises), misdemeanor
- RCW 28A.635.020 – Willfully disobeying school administrative personnel or refusing to
leave public property, violations, when—Penalty, gross misdemeanor

Incidents Giving Rise to the Restriction

(Enter description of events leading to notice of trespass)

Right to Appeal

Should you disagree with the district's decision, you may appeal this notice by contacting the
superintendent's office within 30 days of receiving the notice.

If you have any questions about this letter, please contact _____
[Building Administrator] at _____ [School Number] or the
School Safety Supervisor Russ Robinson at 360-746-9948 or
Russell.Robinson@bellingshamschools.org.

Original to discipline file if applicable

Copies to student/parent/citizen/School Safety Specialist