

Table of Contents

[Exhibit A—Log Documenting the Refusal of Entry to or Ejection of an Individual from District Property](#)

[Exhibit B—Notice of Refusal of Entry to or Ejection of an Individual from District Property](#)

[Exhibit C—Website Notice Regarding the Refusal of Entry to or Ejection of an Individual from District Property](#)

Exhibit A—Log Documenting the 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 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.

Name of Person Issued Verbal Warning	Date of Verbal Warning and Notice of Appeals Process Given	Name of District Official and Title

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

(Name _____ Date _____
Address _____
City, State)

Re: Notice of Refusal of Entry on or Ejection from District Property

[Name of the person refused entry to or ejected from property]

In accordance with Texas Education Code 37.105, the Eagle Mountain–Saginaw Independent School District is exercising the right to refuse you entry on to District property, or is ejecting you from property under District control. TEC 37.105 states that a person who refuses to leave peaceably when requested and either poses a substantial risk of harm to others or continued to behave in a manner that is inappropriate for a school setting can be denied entry on or ejected from property following a verbal warning from a school administrator, school resource officer, or school district peace officer. Based on your actions on (Date of incident), EMS ISD is exercising this right.

You are prohibited from entering District property for a period of (Duration of Ban; not to exceed 2 years). This prohibition includes (all District property) or the following specific District property(ies): _____

_____.

You are receiving a criminal trespass warning. Should you appear on District property without having advanced written approval of the Superintendent, the District will contact law enforcement authorities and will prosecute for criminal trespass under the Texas Penal Code. A person will be in violation of the criminal trespass statute if he enters the property of another without effective consent and he had notice that the entry was forbidden. See Tex. Penal Code §30.05. An unauthorized person who trespasses on the

grounds of any school district of this state commits an offense. See Tex. Educ. Code §37.107. **This letter is your notice as contemplated under the Texas Penal Code.**

If appropriate for the education of your child, EMS ISD shall make accommodations to ensure that you can participate in your child's admission, review, and dismissal committee or in your child's team established under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794). Further, from the date of this letter, should you need to visit a campus or attend a school-sponsored event, you must:

1. Contact the Superintendent or Central Office representative of the Superintendent at least 24 hours in advance of the event;
2. Provide notice of the time, place, and reason you are appearing on school property or at a school sponsored event; and
3. Receive written approval of the Superintendent or Central Office representative of the Superintendent for you to attend the event.

You have the right to appeal this decision by filing an appeal under FNG(LOCAL) or GF(LOCAL). Under this policy, you have the right to address the school district's board of trustees in person within 90 days of the commencement of the appeal, unless the appeal is granted before the school district's board of trustees considers the appeal.

Signature/Date

Position in District

Please put this letter on District letter head before issuing.

Exhibit C—Website Notice Regarding the Refusal of Entry to or Ejection of an Individual from District Property

The District has the right to refuse entry to or eject a person from property under the District's control if the person refuses to leave peaceably upon request and:

1. The individual poses a substantial risk of harm to any person; or
2. The individual continues to behave in a manner inappropriate for the school setting after having received a verbal or written warning to cease the inappropriate behavior.

A person ejected from or refused entry to District property under this provision may appeal this action by filing an appeal under FNG(LOCAL) or GF(LOCAL). [See the links listed below.]

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