



TO: All Principals
FROM: Daniel J. Hoying, General Counsel
DATE: June 30, 2018
RE: Stay-Away Letters

**INTER-OFFICE
CORRESPONDENCE**

*Daniel J. Hoying, General Counsel
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This letter describes the procedure that the Office of General Counsel uses for issuing stay-away letters.

When a visitor to the school engages in conduct that is very disruptive and/or threatening to the school community, a Principal may request that the Office of General Counsel issue a stay-away letter. The letter informs the individual that he or she is not permitted on school property except with express permission from the Principal.

Sending a stay-away letter to a parent with a child who is a student at the school should be considered an option of last resort. Stay-away letters should only be issued to parents if:

- The parent has engaged in conduct that threatens the safety of the school, or
- The parent has engaged in conduct that is extremely disruptive to the school, and other efforts to work with the parent have been unsuccessful.

Procedure for Issuing a Stay-Away Letter

The following process is used to request a stay-away letter:

- (1) Principal sends email to the Office of General Counsel.
 - a. The email should be sent to Daniel Hoying, with a carbon copy to Kathy Crable and the Assistant Superintendent responsible for the school.
 - b. The email should include a description of the conduct leading to the request for the stay-away letter and the efforts the school has made to work with the parent. Attach any witness statements or other supporting documentation.
 - c. Include the name and address of the person who you intend to receive the stay-away letter.
 - d. Include the requested duration of the stay-away letter. We strongly encourage principals to consider a shorter duration for the stay-away letter (i.e., two weeks) – especially at the beginning of the school year and for parents who have never previously received a stay-away letter. Letters issued for the entire school year should be limited to cases involving threats to the school.

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- (2) Assistant Superintendent approves the request. Stay-away letters are only issued upon the approval of an Assistant Superintendent.
- (3) Letter issued from the Office of General Counsel – copied to Principal, Assistant Superintendent, CPS Security, and School Resource Officer.
- (4) Principal communicates with the recipient of the letter about when the individual is authorized to be on school property. If a stay-away letter is issued to a parent, a plan should be discussed with the parent about when it is appropriate for the parent to pick up or drop off the student at school. The Principal should also advise the parent whether he/she is authorized to attend school functions, athletic events, teacher conferences, open house events, class or school celebrations, etc. The Principal should keep a record of communications with the parent about a stay-away letter to avoid any dispute about when the Principal has granted or denied permission for the parent to be on school property.

If a Principal determines that a stay-away letter is no longer needed, the Principal may contact the Office of General Counsel to withdraw the letter. The Office of General Counsel will not release or waive a stay-away letter without express permission from the Principal.

Stay-Away Letters that are Violated or Ignored

In the case of a parent or other individual who violates or ignores a stay-away letter, the Principal should communicate with the individual to ensure that the letter has been received. If necessary, the Principal may need to explain that for the duration of the stay-away letter, the parent or individual needs express permission from the Principal to be on school property.

If an individual who is subject to a stay-away letter continues to violate or ignore the letter, the Principal should contact the School Resource Officer. A copy of the letter should be provided to the School Resource Officer. If the individual continues to violate or ignore the letter, the School Resource Officer may cite the individual for criminal trespassing.

If you have any questions about stay-away letters, please do not hesitate to contact:

Daniel Hoying, General Counsel – 363-0114
Ashley Addo, Assistant General Counsel – 363-0113
Kathy Crable, Executive Assistant – 363-0111