

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

<i>Issuance of Stay Away Letters</i>	
Procedure No. 9150-00-01	Eff. Date: 6/30/18
Implements Board Policy(ies): 3362.01 – Threatening Behavior Toward Employees 4362.01 – Threatening Behavior Toward Employees 9150 – School Visitors	Last Reviewed: 6/30/18

1. Background

Provides the procedure for requesting and issuing stay away letters to school visitors who have engaged in disruptive conduct at the school.

2. Responsibilities

Title: General Counsel	
Address: Education Center	
Phone: (513) 363-0114	
<i>With the approval of an Assistant Superintendent, the General Counsel will be responsible for issuing stay-away letters. See the attached memorandum.</i>	

3. Action Steps

See the attached memorandum.

4. Equity Considerations

Not applicable.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
Memo to Principals	Memo describing the process for requesting and issuing stay-away letters	6/30/18
Model Stay Away Letter	Used as the model for stay away letters issued by the Office of General Counsel	6/30/18

6. Additional Information



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
Phone: (513) 363-0114 – Fax: (513) 363-0010 – hoyingd@cps-k12.org*

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.

ATTORNEY-CLIENT PRIVILEGED AND CONFIDENTIAL

- (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



Education Center Office of General Counsel hoyingd@cps-k12.org
P.O. Box 5381 Cincinnati, Ohio 45201-5381 Phone: 1-513-363-0114 Fax: 513-363-0110

SENT VIA NEXT DAY SERVICE

Name

Cincinnati, Ohio

Dear M:

We have been informed that your recent conduct at SCHOOL was disruptive to the educational process and a safety concern.

For the remainder of the first quarter, until October 12, 2018, you are not permitted to enter or remain upon any school grounds or premises unless specifically authorized by the Principal. Your presence on school grounds or premises other than with authorization from the Principal is trespassing and subject to prosecution.

If you drop off/pickup any students on a daily basis, please contact the Principal for an approved plan.

Thank you for your cooperation.

Sincerely,

Daniel J. Hoying
General Counsel

SAL 2018-2019

cc: , Assistant Superintendent
, Principal
Ralph Ruwan, Supervisor of Security
SRO