



FILE: KFA-E1

108 Washington Street • P.O. Box 1724 • Cumberland, MD 21501-1724
Telephone (301) 759-2000 • www.acpsmd.org

[Date]

SENT CERTIFIED AND REGULAR MAIL

[Name]

[Address]

Re: No Trespass

[Specify Name of Campus, Event, or Entire County Public Schools Property]

Dear [Name]:

On [Date], you were present at [Location of Incident]. [Specify details of incident that was disruptive to educational functions of the school or school system]. Your actions were disruptive to the normal educational functions of the school.

Therefore, in accordance with Section 26-102 of the Education Article, you are hereby barred from [Specify where they are barred from]. This prohibition is effective immediately and will continue until [Specify length of time]. You will be subject to criminal prosecution if you fail to abide by this no trespass order.

In accordance with Section 4-205 of the Education Article, you may appeal this decision within 30 days of the date of this letter by submitting a request in writing to the Office of the Superintendent, 108 Washington Street, Cumberland, Maryland 21502.

Sincerely,

CC: [List all police departments with jurisdiction]