



## ADMINISTRATIVE MEMORANDUM

---

### STUDENT TRESPASSING | 8024.2

To prevent or reduce incidents of students making unauthorized visits (trespassing) to schools and to assure consistent response when trespassing occurs, the guidelines listed below shall be followed.

Each school will make appropriate announcements that clearly communicate that students may not visit another school without prior approval from the administration of that school. Such announcements should be made periodically at the discretion of the school administrator.

The procedure for responding to trespassing incidents shall be as follows:

1. First offense:
  - a. The “Offended School” will report the incident to the administration of the home school.
  - b. The home school is required to notify the student’s parent(s) of the incident; to take appropriate action, per the school’s policies; and to counsel the student and notify both the student and his/her parent(s) of the consequences of any future violation.
2. Subsequent offense(s):
  - a. The “Offended School” will proceed with an arrest for trespassing and notify the home school and the student’s parent(s) of the incident and their action.

The home school will conduct an appropriate follow up (e.g., counsel, parent contact) and take appropriate action according to the Student Code of Conduct.

Questions about the information contained in this administrative memorandum should be directed to the appropriate Director of Schools.