



NOTICE OF EXCLUSION FROM SCHOOL DISTRICT PROPERTY

TRESPASS NOTICE

1. Name (Last)	(First)	(Middle)	2. Date of Birth	3. Contact Phone #
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4. Street Address	5. City	6. State	7. Zip Code
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8. Date Served	9. Time Served	10. Location Served
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11. Reason for Trespass

A. Specific rule or policy allegedly violated (see Policy KGB - Public Conduct on District Property or Student Code of Conduct)

- Student expelled or suspended
- Behavior determined by administrator to endanger the safety of students, employees, self or others
- Abusive verbal expression or physical conduct that interferes with the performance of students, event officials or sponsors of approved activities
- Harassment or intimidation of another person
- Impede or interfere with the orderly conduct of the district's educational program or authorized activity on district property
- Willfully violate school rules, district policy or regulation designed to maintain public order on school property
- Other grounds (specify from Policy KGB - Public Conduct or Student Code of Conduct)

B. Describe the facts - what happened?

12. Name & Signature of District Representative	13. Title of District Representative
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14. Effective immediately, you are prohibited from coming on the property indicated below (only check one box). Call the Eugene School District Risk Management and School Safety at 541.790.7690 with any questions.

Specific School District location _____ and adjoining premises.

All School District premises

15. You are trespassed for the following amount of time: (check only one box below)

3 months from the date this notice was issued

6 months from the date this notice was issued

End of the current school year

Expelled student, duration of the expulsion or suspended student, duration of suspension

___ year(s) from the date this notice was issued

Indefinitely (must be approved in writing by the Director of Risk Management and School Safety)

- School district premises means buildings and properties including schools, administrative offices, the education center / district office, parking lots, garages, driveways, roadways, sidewalks, playgrounds, and playing fields owned, operated, or maintained by Eugene School District.
- If you return to the location(s) specified above during the period of exclusion, you may be ARRESTED for CRIMINAL TRESPASS IN THE SECOND DEGREE.
- According to Oregon law (ORS 164.245), a person commits the crime of criminal trespass in the second degree if he or she enters or remains unlawfully in or upon premises.
- You may appeal this exclusion by filing an appeal with Eugene School District Risk Management and School Safety located at 200 N. Monroe Street, Eugene, Oregon 97402. Your appeal must be in writing and must be filed within seven (7) calendar days of receipt of this exclusion notice. A copy of this notice must be submitted with your written appeal. If you are dissatisfied with the decision of Risk Management and School Safety, you may appeal this decision to the Superintendent or his/her designee.
- For specific details about the appeals process, please contact the Director of Risk Management and School Safety at (541) 790.7990.
- I, the excluded person, do hereby understand the above information and that this notice is effective immediately.

Signature of Excluded Person (or Indication of refusal)

Name and Title of Person Serving This Notice

White Copy - Risk Management Yellow Copy - Excluded Person Pink Copy - School