



# Letter of No Trespassing

Safety & Emergency Management

**Frederick County Public Schools**  
191 South East Street, Frederick, Maryland 21701

**Form #175.03F**  
[FCPS Regulation 200-29](#)  
Education Article, §26-102  
June 2023

RE:

Dear

This letter is to advise the above-named subject that he/she is no longer welcome on the property(s) located at

As principal/or district administrator of \_\_\_\_\_, I am responsible for the health and safety of all students, faculty, staff and guests of the school community. In this regard, it is imperative that a safe and orderly environment for learning and for school activities be maintained.

Your behavior on \_\_\_\_\_ at \_\_\_\_\_ necessitates this action.

### Incident Description:

In accordance with the authority granted to me as principal or district administrator of Frederick County Public Schools by Section 26-102 of the Education Article of the Annotated Code of Maryland, you are hereby advised that your access to the buildings and grounds of \_\_\_\_\_ is now denied.

Therefore, as of the date of this communication, you are no longer permitted in the \_\_\_\_\_ building(s) or on \_\_\_\_\_ property during the following times and/or events indicated below:

- Anytime Day or Night (24 hours a day 7 days a week)
- Extra-Curricular and School Sponsored Events Both on and off Campus (7 days a week)

This Letter of Trespass will remain in effect from \_\_\_\_\_ to \_\_\_\_\_.

If you believe you must personally visit FCPS property for official business, you are directed to contact issuing agent of this letter by telephone at \_\_\_\_\_ to receive permission. A determination of each request will be made on a case-by-case basis.

Should a trespassing incident occur in the future, I will immediately notify the appropriate police authorities and file charges of unlawful trespass and/or other violations of the law. Please be advised that in accordance with Section 26-102(e) of the Education Article, a person found guilty of a violation of trespass provision is subject to a fine not to exceed \$1,000.00, imprisonment of up to six (6) months, or both.

\_\_\_\_\_  
Signature and Title of Issuing Agent

\_\_\_\_\_  
Signature and Date of Service (Subject or Agent)

cc: **FCPS Office of Security**  
**FCPS Instructional Directors**  
**Local Law Enforcement Agency**