DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

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# School Barring Notice Procedures

Chancellor's Directive #261
INTERNAL DCPS GUIDANCE
Version 3.0

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# I. Barring Notices and Procedures

## Introduction

The District of Columbia Public Schools (DCPS) seeks to ensure the safety and security of school grounds and premises. In this regard, principals are granted authority by the Chancellor to request permission to deny a person's request to enter a school building or to be present on school premises in certain instances and after following the barring notice procedures set forth below. The ability to enter the school building or premises, or to remain on the school grounds, may be revoked for the following reasons:

1. A person has posed a disruption to school activities, school events, or classroom instruction.
2. A person has attempted to pose a disruption to school activities, school events, or classroom instruction.
3. A person poses, has posed, or attempted to pose a threat to any student or staff or otherwise compromise student or staff safety.
4. A person has endangered or intentionally caused destruction to school property.

A person's privilege to enter the school building or premises may be revoked by the issuance of a Barring Notice. Violation of the terms of a Barring Notice or a verbal order to leave the school grounds or premises

8. Instructions for how to seek review of the barring notice shall be provided to the individual being barred at the time the Barring Notice is delivered, along with a copy of How To Seek Review of a DCPS Barring Notice (see Appendix for reference copy).

## B. Scope and Duration of the Barring Notice

1. The Barring Notice shall indicate from which school the individual has been barred.
2. A

3. The principal must be able to clearly articulate the facts that justify the need to issue the Barring Notice. A principal must consider whether the behavior threatens the educational environment or safety of students, staff, or faculty. The conduct of the individual being barred must be consistent with one of the four reasons stated in the Introduction section of this directive. Principals should exhaust all options to resolve concerns before requesting a barring notice.

4. A request for a Barring Notice should be approved by the Instructional Superintendent and submitted to the Chief, Elementary Schools or the Chief, Secondary Schools for approval no later than 2 school days after the occurrence of the incident that the request is based on. If the request is based on a series of incidents, it should be approved by the Instructional Superintendent and submitted to the Chief, Elementary Schools or the Chief, Secondary Schools for approval no later than 2 school days after the most recent incident.

5. Barring Notices are not to be used as punishment. Their purpose is to protect the educational environment from threat of disruption, threat to the safety of students or staff or threat of personal injury.

## D. Review Process

An individual who has received a Barring Notice may request that the Chancellor reconsider issuance of the Notice. A request to reconsider a Barring Notice must be submitted within 10 school days of receiving the barring notice.

1. The individual shall be given an opportunity to submit arguments for modifying or rescinding the Barring Notice.
2. The Chancellor or the Chancellor's designee will review the Barring Notice and the barred individual's arguments against issuing the Barring Notice, and may affirm, modify or rescind the Barring Notice within 7 school days of receiving the request for review. The review may relate to the reasons giving rise to the Barring Notice, as well as the scope and duration of the Notice.
3. The individual may request that the Chancellor's decision be reviewed by the Deputy Mayor for Education or a designee.
4. The Deputy Mayor for Education or a designee may approve, modify or reverse the Chancellor's decision.
5. An individual who has received a Barring Notice issued by the Chancellor may also request that the Deputy Mayor for Education review the Notice, without seeking any initial reconsideration by the Chancellor. The request must be submitted within 10 school days of receiving the Barring Notice.
6. The Deputy Mayor for Education may affirm, modify, or rescind the Barring Notice.