



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

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**TITLE:** Disruptive Person Letter

**NUMBER:** BUL-6826.0

**ISSUER:** Earl R. Perkins, Associate Superintendent  
Division of School Operations

**DATE:** February 21, 2017

**ROUTING**  
All Schools and Offices  
All Employees

**POLICY:** The Los Angeles Unified School District is committed to providing a safe and secure learning environment for students and staff. School site administrators are to ensure that all visitors sign in as they enter the campus and conduct themselves in an appropriate manner.

As we welcome visitors to our schools, we need to inform them of our policies and procedures. Parental and community involvement in school programs and activities shall be encouraged as stated in the California Education Code [*Education Code § 44810 (a); § 44811 (a); § 51101, (a), (1), (2), (12)* and Board Rules (1265, 2002)].

**MAJOR CHANGES:** This is a new Bulletin. In addition to the Visitors Policy Bulletin (BUL- 6492.2), this Bulletin specifically addresses visitors on campus who are disruptive and interferes with the safe learning environment and instruction on campus. The instructional Director shall encourage principals, when feasible, to restore the relationship between the recipient of the letter and the school. Principals are reminded that Disruptive Person Letter (DPL) may not be used to impinge on the lawful exercise of constitutionally protected rights of freedom of speech or assembly.

- GUIDELINES:**
- I. DISRUPTIVE PERSON LETTER
    - A. It is the responsibility of the principal to maintain a safe campus free of disruption. The following are examples that would warrant issuing a Disruptive Person’s Letter:
      - 1. When a visitor willfully interferes with the discipline, order, or conduct in any school classroom or activity, with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
      - 2. When a visitor disrupts instructional time, extracurricular activities, causes disorder, or otherwise disrupts the normal operation of the school.
      - 3. When a visitor exhibits behavior that poses a danger to staff or students.
      - 4. When a visitor exhibits any behavior that interferes with the orderly and safe operation of the school.



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- B. The Disruptive Person Letter is issued at the discretion of the principal. The principal is encouraged to consult with their Local District Director or other appropriate offices (i.e. School Police, or OGC) prior to issuance of letter. A meeting is required to issue the letter. The letter should be hand delivered at the meeting and a registered copy should be mailed.
1. Prior to issuing a Disruptive Person Letter, the principal may issue a warning letter, if appropriate (Attachment A). A warning letter cannot be appealed. (Please include specific facts supporting issuance of the warning letter.)
  2. Once a formal Disruptive Person Letter (Attachment D) is issued, the duration of time shall not exceed one year from the date of issuance. (The DPL shall include specific facts supporting the issuance of the letter.)
  3. The letter does not preclude individuals from visiting the school or attending school activities, but merely requires calling the principal ahead of time to schedule an appointment.
  4. All issued Disruptive Person Letters will be uploaded and attached to the iSTAR report.

### II. APPEAL PROCESS

- A. If a Disruptive Person Letter is appealed, the steps below are to be followed:
1. The person has the option to appeal the letter.
  2. The person must appeal to the issuing principal in writing (Attachment B). The principal shall provide a written response within thirty days of receipt of the appeal. If the complaint is not resolved, the person can ask for a second appeal.
  3. The person may file a second appeal with the Local District Superintendent or Designee (Attachment C). The Local District Superintendent or Designee shall respond to the appeal within thirty days of receipt of the appeal. The decision of the Local District Superintendent is final.
  4. The Disruptive Person Letter is to be reviewed every 90 calendar days.

**AUTHORITY:** This policy is enforced by the California Penal Code Section 626.7, 626.8, the City of Los Angeles Municipal Code Section 63.94 and/or the Education Code § 44810 (a), § 44811 (a).

**ASSISTANCE:** For assistance, please contact the corresponding Local District Operations Coordinator. For further information please contact the Division of District Operations at (213) 241-5337.



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**ATTACHMENT A**

**SAMPLE LETTER  
(WARNING)**

Dear Mr./Mrs. \_\_\_\_\_:

I am writing to confirm our conversation on \_\_\_\_\_ and to warn you I am considering restricting your access to our campus. Your conduct on \_\_\_\_\_ created a serious disturbance, which required the attention of school personnel.

*DESCRIBE INCIDENT THAT MAY LEAD TO DISRUPTIVE PERSON LETTER.*

I found your behavior to be \_\_\_\_\_. While I appreciate your concern for your child, such a disturbance to the instructional program cannot be tolerated. I cannot operate a school effectively when conferences are not scheduled.

Any such behaviors on your part will cause me to have to issue a disruptive person letter which means, if you have business on campus, please call my office in advance for an appointment and go directly to the Main Office at the appointed time. You may not enter the campus without my authorization. You may not loiter about on the grounds afterschool nor be present on campus without my direct authorization.

Board Rules 1265 and 2002 provide that the presence on school campuses of any parent, community person, organization representative(s), concerned groups, or other individuals or groups, regardless of affiliation, requires the Principal's consent and approval. The rules go on to state that pupils, school personnel, classrooms, special programs or other activities, regardless of their funding source, are not subject to visitation, observation or any other external attention without the school administrator's endorsement. In addition, visitors who defy the school administrator's authority can be reported to the appropriate law enforcement agencies and may be subject to criminal charges under California Penal Code sections 626.6 and 626.8 of Los Angeles Municipal Code Section 63.94.

Sincerely,

Principal

c: Local District Director  
Administrator of Operations  
Operations Coordinator  
Chief of School Police



**DISRUPTIVE PERSON LETTER**

School Level Appeal

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Phone Number: \_\_\_\_\_ Best time for call: \_\_\_\_\_

Address: \_\_\_\_\_

School where letter was issued: \_\_\_\_\_

Circumstances: \_\_\_\_\_

Appellant's Signature: \_\_\_\_\_

Principal's Name: \_\_\_\_\_  
(Please Print)

School: \_\_\_\_\_ Date: \_\_\_\_\_ Is the letter based on one act \_\_\_ Yes \_\_\_ No

Date letter was issued: \_\_\_\_\_

The appeal is \_\_\_ sustained \_\_\_ denied.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**ATTACHMENT C**

**DISRUPTIVE PERSON LETTER**

Local District Appeal

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print)

Phone Number: \_\_\_\_\_ Best time for call: \_\_\_\_\_

Address: \_\_\_\_\_

School where letter was issued: \_\_\_\_\_

Circumstances: \_\_\_\_\_

Appellant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Name: \_\_\_\_\_

(Please Print)

Local District \_\_\_\_\_ Date \_\_\_\_\_ Is the letter based on one act \_\_\_ Yes \_\_\_ No

Date of meeting with principal: \_\_\_\_\_

The appeal is \_\_\_ sustained \_\_\_ denied.

Appeals Hearing Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**ATTACHMENT D**

**SAMPLE LETTER  
(NOTICE OF RESTRICTED ACCESS TO SCHOOL)**

Dear Ms. /Mr.: \_\_\_\_\_

I am writing to confirm our conversation on \_\_\_\_\_, and to restrict your access to our campus. Your conduct on \_\_\_\_\_ created a serious disturbance, which required the attention of District personnel.

*DESCRIBE INCIDENT(S) THAT LEAD TO DIRUPTIVE PERSON LETTER.*

I found your behavior to be \_\_\_\_\_. While I appreciate your concern for your child, such a disturbance to the instructional program cannot be tolerated. I cannot operate the school effectively and provide that level of attention to all community members when conferences are not scheduled. The staff's time must be spent on behalf of all of our constituents.

This letter **does not** preclude you from visiting the school or attending school activities, but merely requires calling the principal ahead of time to **schedule an appointment**.

If you have business at the school, please call \_\_\_\_\_ in advance for an appointment. You may not enter the school without \_\_\_\_\_ authorization.

Board Rules 1265 and 2002 provide that the presence on school campuses of any parent, community person, organization representative(s), concerned groups, or other individuals or groups, regardless of affiliation, requires the administrator's consent and approval. The rules go on to state that pupils, school personnel, classrooms, special programs or other activities, regardless of their funding source, are not subject to visitation, observation or any other external attention without the school administrator's endorsement. In addition, visitors who defy the school administrator's authority can be reported to the appropriate law enforcement agencies and may be subject to criminal charges under California Penal Code Sections 626.6 and 626.8 of Los Angeles Municipal Code Section 63.94.

The District intends to enforce the Board Rules and seeks your cooperation. You may appeal the letter to the issuing principal and, if not resolved, to the local district director.

Sincerely,

Principal

c: Local District Director  
Administrator of Operations  
Operations Coordinator Chief of  
School Police