



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Visitors To School Campuses and Locked Campuses
During Class Hours at All Schools

NUMBER: BUL-6492.2

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

DATE: November 21, 2016

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 exterior gates and doors are locked at the beginning of classes and remain locked until the end of the school day. Only the main entrance to the school shall remain open during the school day and this entrance shall be monitored at all times.

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 Bulletin replaces BUL-6492.0, “Visitors To School Campuses and Locked Campuses During Class Hours at All Schools,” dated April 22, 2015, issued by the Office of Educational Services. The updated content reflects changes in the District’s organizational structure.

- GUIDELINES:**
- I. REQUIRED PROCEDURES
 - A. All schools shall post a Visitor’s Policy. (See Attachment A)
 - B. All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested, if at all possible, or within a reasonable period of time following the request. This does not preclude visits occurring the same day as requested.
 - C. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained.
 - D. Visitors DO have the right to:
 - 1. Be informed in advance of the procedures for visiting the school.
 - 2. Request and obtain approval of the principal/designee to enter a school campus.



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3. Observe in the classroom or classrooms in which their child is enrolled, within a reasonable period of time, after making a request.
4. Observe in the classroom or classrooms for the purpose of selecting the school in which their child will be enrolled, within a reasonable period of time after making a request.
5. Request a meeting with the classroom teacher and/or school principal/designee following the observation; and,
6. Meet with their child's teacher(s) and/or the school principal/designee, within a reasonable period of time after making a request.

E. Visitors DO NOT have the right to:

1. Willfully interfere 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. Disrupt instructional time, extra-curricular activities, cause disorder, or otherwise disrupt the normal operations of the school.

II. VISITOR'S POLICY

- A. It is the responsibility of each principal to post, in appropriate languages, a Visitor's Policy (Attachment A). The Visitor's Policy must be published and distributed to parents and staff annually thereafter.

The law prohibits schools from setting arbitrary time limits regarding frequency and duration of visits.

Visitors who fail to adhere to the posted Visitor's Policy or who defy the principal/designee's authority may be reported to the appropriate law enforcement agency and may be subject to criminal charges. Persons may appeal to the local district director if there is disagreement.

- B. As we welcome visitors to our schools, the guidelines below should be communicated to ensure an enjoyable, productive experience for all:
1. Follow the established school policy in requesting a classroom visitation from the principal/designee.
 2. Complete a Visitor's Permit (see Attachment B) and obtain the principal/designee's approval before proceeding to the classroom.
 3. Enter and leave the classroom as quietly as possible.



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4. Do not converse with students or staff during instructional time.
5. Do not interfere with school activities.
6. Keep the length and frequency of the classroom visits reasonable (to be determined by the activity being observed).
7. Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
8. Return the Visitor's Permit before leaving the campus.

III. 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.
- B. The Disruptive Person Letter is issued at the discretion of the principal. 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 (Attachment C). A warning letter cannot be appealed. **(Please include specific facts supporting issuance of the warning letter.)**
 2. Once a formal Disruptive Person Letter (Attachment F) is issued the duration of time is one year from the date of issuance. **(The DPL shall include specific facts supporting the issuance of the letter.)**
 3. All issued Disruptive Person Letters will be uploaded and attached to the iSTAR report.

IV. 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.



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2. The person must appeal to the issuing principal in writing (Attachment D). **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 director (Attachment E). **The local district director shall respond to the appeal within thirty days of receipt of the appeal.** The decision of the local district director is final.
4. **The Disruptive Person Letter is to be reviewed every 90 school days, if appealed.**

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 POSTED VISITOR'S POLICY

SCHOOL NAME
PRINCIPAL/DESIGNEE

PROCEDURES FOR CAMPUS VISITORS:

- Upon entering campus, all visitors shall sign in at the designated area and proceed to the main office.
- Complete a visitor's permit and obtain the principal/designee's approval before proceeding to the classroom.
Schools should describe how the visitor is to sign in the Visitors' On Campus Log Book and where it is located.
- Request an appointment for a visitation date and time from the office staff after entering the school office.
Appointments may be scheduled for the same day and should be scheduled for the date and time requested, if possible. Include a copy of the school's bell schedule(s).
- Determine the classroom activity you are observing and keep the classroom observation time and frequency reasonable.
- Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
Schools should have a place for visitors to write a request for an appointment with a staff member and, if possible, give the date and time for the scheduled appointment.
- Before leaving campus, return the visitor's permit to the designated location.
Schools should identify where the visitor is to sign out before leaving the campus.

SOME IMPORTANT RULES FOR VISITORS:

- Enter and leave the classroom as quietly as possible.
- Do not converse with the students, teacher(s), and/or instructional assistants during the visitation.
- Do not interfere with any school activity during the visitation.



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ATTACHMENT B

SAMPLE SCHOOL VISITOR'S PERMIT

LOS ANGELES UNIFIED SCHOOL DISTRICT		
CLASSROOM VISITOR'S PERMIT		

School Name		
_____	_____	_____
Teacher's Name	Room	Date
	Expires After:	_____
This is to introduce Mr./Ms. _____		
_____	to	_____
Relationship		Child's Name

Approved by Principal/Designee		



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ATTACHMENT C

**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
Complex 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 E

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 F

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.

If you have a **need to visit** the school, please call _____ in advance **to make arrangements**. 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 **in writing** to the issuing principal and, if not resolved, to the local district director, (**name and phone number**) _____.

Sincerely,

Principal

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