



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## POLICY BULLETIN

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

**NUMBER:** BUL-6492.1

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

**DATE:** September 30, 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:



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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.
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.
  2. Once a formal Disruptive Person Letter (Attachment F) is issued the duration of time is one year from the date of issuance.
  3. The Disruptive Person Letter is to be reviewed in 90 school days, if appealed.
  4. All issued Disruptive Person Letters will be uploaded and attached to the iSTAR report.



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### 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.
2. The person must appeal to the issuing principal in writing (Attachment D).  
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 decision of the local district director is final.

**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.



# DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

## BOLETÍN NORMATIVO

ADJUNTO A

### MUESTRA DE NORMAS PUBLICADAS PARA VISITANTES

NOMBRE Del  
DIRECTOR/PERSONA  
DESIGNADA

#### PROCEDIMIENTOS PARA VISITANTES AL PLANTEL:

- Al entrar al plantel, todos los visitantes deberán apuntarse en el área designada y proceder a la oficina principal.
- Llenar un permiso para visitantes y obtener la aprobación del director/persona designada antes de entrar al salón de clases.  
*Se sugiere que la escuela describa los pasos para que se registren los visitantes en el Registro de Visitantes al Plantel, así como el lugar en el que éste se ubicará.*
- Solicitarle al personal de la oficina una cita, con fecha y hora para realizar una vista, tras entrar a la oficina de la escuela.  
*Las citas se pueden programar para el mismo día y de ser posible, se deberán programar para la fecha y hora en que se soliciten. Se sugiere que la escuela tenga por escrito el horario de campanas.*
- Determinar cuál será la actividad en el salón que observará usted y mantener la duración y frecuencia de las observaciones a un nivel razonable.
- Seguir los procesos que la escuela haya establecido para programar una cita con el/los maestro(s) y/o director/persona designada tras una visita al aula, si se requiere.  
*Se sugiere que la escuela defina un lugar donde se puedan anotar las solicitudes para reunirse con un miembro del personal, y de ser posible, obtener la hora y fecha para la cita programada.*
- Antes de marcharse, entregar el permiso de visitante en el sitio designado.  
*Las escuelas deberán identificar el lugar en el que los visitantes se apuntarán antes de retirarse del plantel escolar.*

#### ALGUNAS REGLAS IMPORTANTES PARA LOS VISITANTES:

- Entrar y salir del salón de clases absteniéndose al máximo de hacer ruido.
- No conversar con los alumnos, maestros o asistentes de instrucción cuando realicen las visitas.
- No interferir con ninguna actividad escolar durante la visita.



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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





# DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

## BOLETÍN NORMATIVO

ADJUNTO C

### Muestra de carta (ADVERTENCIA)

Estimado Sr./Sra. \_\_\_\_\_:

Mediante la presente quisiera confirmar nuestra conversación del día \_\_\_\_\_ y advertirle que estamos considerando la posibilidad de restringir su acceso al plantel escolar. Su conducta el día \_\_\_\_\_ perturbó el orden en la escuela, por lo que llegó a la atención del personal escolar.

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

Observé una conducta de \_\_\_\_\_. Si bien aprecio su interés por el bienestar de su hijo, no se pueden tolerar dicho tipo de interrupciones al programa educativo. No puedo manejar las operaciones de la escuela eficazmente cuando no se programan conferencias.

A causa de cualquier conducta de este tipo por su parte, tendré que expedir una carta a personas que irrumpen el orden; por lo cual, si tiene algún asunto a tratar en el plantel se le pedirá que llame a mi oficina con antelación para concederle una cita directamente en la Oficina Principal a la hora asignada. No podrá entrar al plantel escolar sin mi autorización y se prohíbe que permanezca en el recinto escolar durante o después del horario de clases sin mi autorización directa.

Las Reglas 1265 y 2002 de la Junta Directiva disponen que la presencia en todo plantel escolar de cualquier padre, miembro de la comunidad, representante de alguna organización, grupos interesados o cualquier otro individuo o grupo -pese a su afiliación- reciba el consentimiento y aprobación previa del Director(a). Estas reglas también establecen que los estudiantes, personal escolar, salones de clase, programas u otras actividades -pese a su fuente de subvención- no están sujetos a visitas, observación o cualquier otro tipo de atención externa sin previa autorización por parte del director. Además, los visitantes que desacaten la autoridad del administrador escolar podrán ser reportados ante los organismos del orden correspondientes y podrían quedar sujetos a cargos penales de acuerdo con los artículos 626.6 y 626.8 del Código Penal de California y el Artículo 63.94 del Código Municipal de Los Ángeles.

Atentamente,

Director(a)

c: Director de área de Distrito Local  
Administrador de Operaciones  
Coordinador de Operaciones de Complejos Escolares  
Jefe de Policía Escolar



**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: \_\_\_\_\_



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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 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  
Complex Operations Coordinator  
Chief of School Police



# DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

## BOLETÍN NORMATIVO

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ANEXO F

### Muestra de carta (CARTA DE ACCESO RESTRINGIDO A LA ESCUELA)

Estimado Sr./Sra. \_\_\_\_\_:

Mediante la presente quisiera confirmar nuestra conversación del día \_\_\_\_\_ y restringir su acceso al plantel escolar. Su conducta el día \_\_\_\_\_ perturbó el orden en la escuela, por lo que llegó a la atención del personal escolar.

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

Observé una conducta de \_\_\_\_\_. Si bien aprecio su interés por el bienestar de su hijo, no se pueden tolerar dicho tipo de interrupciones al programa educativo. No puedo manejar las operaciones de la escuela eficazmente y proporcionar un nivel adecuado de atención a toda la comunidad escolar cuando no se programan conferencias. El tiempo del personal se debe invertir para el bien de todos sus constituyentes.

Si tiene algún asunto a tratar en la escuela, por favor llame de antemano al \_\_\_\_\_ para concertar una cita. No podrá entrar al plantel escolar sin \_\_\_\_\_ autorización.

Las Reglas 1265 y 2002 de la Junta Directiva disponen que la presencia en todo plantel escolar de cualquier padre, miembro de la comunidad, representante de alguna organización, grupos interesados o cualquier otro individuo o grupo -pese a su afiliación- reciba el consentimiento y aprobación previa del Director(a). Estas reglas también establecen que los estudiantes, personal escolar, salones de clase, programas u otras actividades -pese a su fuente de subvención- no están sujetas a visitas, observación o cualquier otro tipo de atención externa sin previa autorización por parte del director. Además, los visitantes que desacaten la autoridad del administrador escolar podrán ser reportados ante los organismos del orden correspondientes y podrían quedar sujetos a cargos penales de acuerdo con los artículos 626.6 y 626.8 del Código Penal de California y el Artículo 63.94 del Código Municipal de Los Ángeles.

El Distrito se ha dado a la tarea de hacer cumplir los Reglamentos de la Junta Directiva y solicitamos su cooperación. Usted puede apelar la presente ante el director(a) que la expidió, y si no se llega a una resolución, ante el director(a) de distrito local.

Muy Atentamente,

Director(a)

c: Director de área de Distrito Local  
Administrador de Operaciones  
Coordinador de Operaciones de Complejos Escolares