

[SCHOOL LETTERHEAD]

[Date]

[Name of Parent]
[Address]

Dear [Name of Parent]:

I am writing to address your recent disruptive behavior at [Name of School]. Specifically, [insert a narrative of the disruptive behavior]. This behavior is inappropriate and intolerable.

The parents and guardians of our pupils enjoy tremendous access to our public schools. With that access comes the responsibility to behave in a courteous and civil manner when dealing with the students, staff and other parents/guardians present at the site. Anything that threatens the health and safety of the members of our school community, or otherwise disrupts the educational process will not be tolerated.

Therefore, due to the fact that your conduct disrupted the educational process, pursuant to the authority set forth in Penal Code section 626.4 you are hereby notified that consent to remain on the campus of [Name of School] has been withdrawn and you are prohibited from entering [Name of School] effective immediately. This includes not only the main buildings but also the school yard and any other District property in the vicinity. Likewise, you are not to accompany any of your student's classes on any field trips or attend any other school-sponsored activities. If you have questions regarding your child, please direct your questions to [name of school official] over the telephone. And of course, you must refrain from any further harassing or threatening behavior in your dealings with students or staff.

If you can faithfully abide by this directive, then you may be permitted to reenter the campus within fourteen days, to return on [Date of Return]. If you are allowed to return to campus, you must refrain from harassing staff and students and disrupting school activities. If you enter campus in violation of this prohibition, you should be aware that the District shall report you to the police or seek enforcement of civil and criminal penalties. Additionally, if you do not cease harassing or threatening District staff or students, the District may have no choice but to seek a temporary restraining order.

You may request a hearing with me on this withdrawal of permission to enter campus by sending a written request to: [Name of Principal] at [School Address]. Your written request must include the address where you would like to receive the notice of hearing. In response to your request, I will send you a notice of hearing with the time, place and date of the hearing, which will be held within seven days of my receipt of your letter. For your reference, the text of Penal Code section 626.4 is attached to this letter.

The District regrets that it has no choice but to issue this prohibition. However, it is a misdemeanor under California law to engage in threatening or disruptive behavior on a school campus. Thank you for your attention to this matter.

Very truly yours,
[Name of Principal], Principal

cc: Legal Office
[Name of Asst. Superintendent], Assistant Superintendent

626.4. (a) The chief administrative officer of a campus or other facility of a community college, a state university, the university, or a school, or an officer or employee designated by the chief administrative officer to maintain order on such campus or facility, may notify a person that consent to remain on the campus or other facility under the control of the chief administrative officer has been withdrawn whenever there is reasonable cause to believe that such person has willfully disrupted the orderly operation of such campus or facility.

(b) Whenever consent is withdrawn by any authorized officer or employee, other than the chief administrative officer, such officer or employee shall as soon as is reasonably possible submit a written report to the chief administrative officer. The report shall contain all of the following:

(1) The description of the person from whom consent was withdrawn, including, if available, the person's name, address, and phone number.

(2) A statement of the facts giving rise to the withdrawal of consent.

If the chief administrative officer or, in the chief administrative officer's absence, a person designated by him or her for this purpose, upon reviewing the report, finds that there was reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility, he or she may enter written confirmation upon the report of the action taken by the officer or employee. If the chief administrative officer or, in the chief administrative officer's absence, the person designated by him or her, does not confirm the action of the officer or employee within 24 hours after the time that consent was withdrawn, the action of the officer or employee shall be deemed void and of no force or effect, except that any arrest made during such period shall not for this reason be deemed not to have been made for probable cause.

(c) Consent shall be reinstated by the chief administrative officer whenever he or she has reason to believe that the presence of the person from whom consent was withdrawn will not constitute a substantial and material threat to the orderly operation of the campus or facility. In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the two-week period. The written request shall state the address to which notice of hearing is to be sent. The chief administrative officer shall grant such a hearing not later than seven days from the date of receipt of the request and shall immediately mail a written notice of the time, place, and date of such hearing to such person.

(d) Any person who has been notified by the chief administrative officer of a campus or other facility of a community college, a state university, the university, or a school, or by an officer or employee designated by the chief administrative officer to maintain order on such campus or facility, that consent to remain on the campus or facility has been withdrawn pursuant to subdivision (a); who has not had such consent reinstated; and who willfully and knowingly enters or remains upon such campus or facility during the period for which consent has been withdrawn is guilty of a misdemeanor. This subdivision does not apply to any person who enters or remains on such campus or facility for the sole purpose of applying to the chief administrative officer for the reinstatement of consent or for the sole purpose of attending a hearing on the withdrawal.

(e) This section shall not affect the power of the duly constituted authorities of a community college, a state university, the university, or a school, to suspend, dismiss, or expel any student or employee at the college, state university, university, or school.

(f) Any person convicted under this section shall be punished as follows:

(1) Upon a first conviction, by a fine of not exceeding five hundred dollars (\$500), by imprisonment in the county jail for a period of not more than six months, or by both such fine and imprisonment.

(2) If the defendant has been previously convicted once of a violation of any offense defined in this chapter or Section 415.5, by imprisonment in the county jail for a period of not less than 10 days or more than six months, or by both such imprisonment and a fine of not exceeding five hundred dollars (\$500), and shall not be released on probation, parole, or any other basis until he or she has served not less than 10 days.

(3) If the defendant has been previously convicted two or more times of a violation of any offense defined in this chapter or Section 415.5, by imprisonment in the county jail for a period of not less than 90 days or more than six months, or by both such imprisonment and a fine of not exceeding five hundred dollars (\$500), and shall not be released on probation, parole, or any other basis until he or she has served not less than 90 days.

(g) This section shall not affect the rights of representatives of employee organizations to enter, or remain upon, school grounds while actually engaged in activities related to representation, as provided for in Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code.