

DISRUPTIVE PERSON

(Date)

Dear (Mr/Mrs/Ms) (last name of person):

(Describe incident) has come to my attention regarding your visit to (name of school) on (date). I assure you that the (name of school district) and (name of school) welcome and encourage parents to be involved in their children's school. However, first and foremost, visits to school must not disrupt the education for students.

The orderly operation of the school throughout the school day is essential to creating a positive learning environment. In addition, it is my responsibility to ensure that all students are given access to their teachers and classrooms throughout the school day without disruption. Therefore, it is my obligation to ask any person who is disrupting normal school operations to leave the school buildings and grounds.

Sincerely,

(Principal name)
Principal