



PASADENA UNIFIED SCHOOL DISTRICT

School Name
Address
Telephone Number

Date

To:

From: _____, Principal

Re:

PLEASE TAKE NOTICE that Pasadena Unified School District considers your actions dated *(include, date of incident and brief narration of incident)* to be a violation of the California Code Section below. This shall as a formal directive from the above-referenced school site in the following manner.

Penal Code section 626.4- Willful disruption of orderly operation on campus. You are hereby directed to refrain from belligerent comments that willfully disrupt the orderly operation of campus.

Multiple attempts have been made by the school site to communicate a scheduled parent/teacher conference. You have failed to meet on our scheduled appointment of _____ as well as to respond to any phone messages.

You may submit a written appeal of this decision to withdraw consent for you to remain on campus. The appeal is to be submitted to _____, Chief Academic Officer.

You may be notified of the time and place of the hearing on your appeal. The appeal will be heard no later than seven (7) days from the date your written request is received. Please abide by this directive or the District will have no other choice than to pursue other legal options.

Respectfully,

_____, Principal
Pasadena Unified School District

Cc: