

**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  <b>Banning Person from Premises</b>	<b>Descriptor No:</b> <b>AD STU42</b>	<b>Effective Date:</b>  <b>07/16/19</b>
	<b>Revised:</b>	

While schools make every reasonable effort to welcome parents and other community members to participate in school activities, an individual may be banned from a school campus if:

- he/she presents a threat to the safety of students and/or employees of the District, or other individuals appropriately participating in a school activity, or
- he/she creates a disruption to the educational process and learning atmosphere.

Banning a parent from campus is a serious action that the District wishes to avoid if at all possible. Principals are urged to attempt other interventions, such as a warning letter (see example below), before turning to banning a parent. However, safety concerns for the school community must take priority.

**Immediate Situations**

In situations in which there is an immediate threat to safety or immediate interference in the educational process, the principal/designee shall proceed as follows:

1. Ask the individual to leave the campus.
2. If the individual does not comply, the principal contacts the SSEO or another appropriate police agency to request assistance in removing the individual from the campus.
3. If the principal has reason to extend the ban beyond the single incident, he/she follows steps 1 through 4 in the section below. (Non-Immediate Situations.)

**Non-Immediate Situations**

1. Prior to taking any such action, the principal should discuss the issue with the Director of Schools and request permission to issue a ban letter.
2. If a ban letter is approved, the principal then issues, on school letterhead, the District form letter used for notifying an individual that he/she has been banned from a school campus, with appropriate details included.
3. The principal sends the letter by Certified Mail to the individual being banned, with a copy also sent to the front office staff, the SSEO, the Director of Schools, and the Board Attorney.
4. Every ban situation must be reviewed at least annually, or earlier at the principal's discretion.
5. Bans will not carry over from one year to the next, unless with the permission of the Director of Schools.

[INSERT DATE]

Dear [INSERT PARENT NAME]:

The teachers and staff of [INSERT NAME OF SCHOOL] are charged with maintaining an atmosphere that ensures the learning and safety of all students. We expect individuals who come onto school property or who contact school employees to behave accordingly.

I have received a report about your unacceptable conduct on [DATE] at approximately [TIME] when I have been informed that you [SUMMARY OF INCIDENT, INCLUDING EFFECT UPON STAFF, PUPILS OR OTHER PARENTS]. [INSERT NAME OF SCHOOL] will not tolerate conduct of this nature on its premises and will act to defend its teachers, staff, students and their parents, and other members of the school community.

The [SUMMARY OF INCIDENT, INCLUDING EFFECT UPON STAFF, PUPILS OR OTHER PARENTS] you displayed on [day, date], is not conducive to a suitable learning environment for our students. MCS School Board policy 1.501 gives administrators the authority to exclude or limit from school premises any persons they feel are disrupting the educational programs in the classroom or school. As such, we have chosen to exclude you from [SELCECT LEVEL OF BAN: being on our campus for any reason. OR being on our campus for any reason, except to bring your [son][daughter][children] to school and collect [him][her][them] at the end of the school day, but you must enter the school building.] This exclusion takes effect immediately. I have attached a copy of the School Board policy for your reference.

Law enforcement will be called if you fail to comply with this request, and you may be prosecuted for violating T.C.A. §49-6-2008. If you have any concerns about the school which have led to your unacceptable conduct, you should raise these with the school in accordance with the [INSERT NAME OF SCHOOL] parent handbook.

Thank you in advance for adhering to these conditions. I trust that we will now be able to put this matter firmly behind us. It is our sincere hope that [INSERT STUDENT NAME] will be successful here, and we will continue to do everything in our power to ensure that.

Sincerely,