

BANNING INDIVIDUALS FROM DISTRICT PROPERTY & ACTIVITIES

While Jackson Public Schools makes every reasonable effort to welcome parents, visitors, and other community members to participate in school activities, an individual may be banned from a school campus if:

- An individual presents a threat to the safety of students and/or employees of the District or other individuals appropriately participating in a school activity or
- An individual disrupts the educational process and learning atmosphere.

Banning an individual from campus is a serious action the District wishes to avoid, if possible.

Principals or department heads are urged to attempt other interventions, such as a warning letter (see example below), before banning an individual. 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/department head shall proceed as follows:

1. Ask the individual to leave the campus.
2. If the individual does not comply, the principal/department head contacts the Jackson Public School Office of Campus Enforcement to request assistance removing the individual from the campus.
3. If the principal/department head has reason to extend the ban beyond the single incident, he/she follows steps 1 through 4 in the section below. **(Subsequent Actions)**

Subsequent Actions

1. If a principal/department head determines that a warning letter should be issued to an individual, the warning letter should be issued within two (2) business days of the incident.
2. If the principal/department head determines that a ban letter should be issued, before taking such action, the principal/department head should discuss the issue with their immediate supervisor.
3. The immediate supervisor will ensure that the basis for the ban is justified and carry out additional investigation, if warranted. Any determination regarding whether a ban letter should be issued should be made within five (5) business days of the initial incident.
4. Upon approval of the ban by the immediate supervisor, the immediate supervisor will submit to the Chief of Campus Enforcement, using the template below, an email providing information identifying the individual to be banned from a school campus or other District property, including appropriate details.
5. The Chief of Campus Enforcement will produce the letter on his letterhead and with his signature.
6. The letter will be sent via Certified Mail to the banned individual, with a copy also sent to the school principal or the department head, and General Counsel for recording.

7. Every ban situation must be reviewed annually or earlier at the principal or department head's discretion.
8. Bans will not carry over from one year to the next unless with the permission of the immediate supervisor.

SOURCE: Jackson Public School District, Jackson, Mississippi
DATE: February 13, 2024
AMENDED: March 5, 2024
REVIEWED: February 13, 2024

DRAFT WARNING LETTER

[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 contact school employees to behave accordingly.

I received a report about your unacceptable conduct on [DATE] at approximately [TIME] when I was informed that you [SUMMARY OF INCIDENT, INCLUDING EFFECT UPON STAFF, PUPILS OR OTHER PARENTS].

Behavior or conduct of this nature will not be tolerated on any Jackson Public School (JPS) premises. We will act to defend our teachers, staff, students, parents, and other members of the school community. Your behavior is not conducive to a suitable learning environment for our students. JPS School Board gives administrators the authority to exclude or limit from school premises any persons disrupting the educational programs or extracurricular activities of our schools.

As such, you are being warned that your behavior is unacceptable and will not be tolerated.

Any further disruptions caused by your behavior will result in you being banned from your scholar's school/activities for the remainder of the term.

Law enforcement will be called if you fail to comply with this request, and you may be prosecuted for violating this prohibition.

If you have any concerns about the school that have led to your unacceptable conduct, you should raise these with the school following the process for handling school-level grievances in the 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 your scholar will be successful here, and we will continue to do everything in our power to ensure that.

Sincerely,

DRAFT BAN LETTER

[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 contact school employees to behave accordingly.

I received a report about your unacceptable conduct on [DATE] at approximately [TIME] when I informed that you [SUMMARY OF INCIDENT, INCLUDING EFFECT UPON STAFF, PUPILS OR OTHER PARENTS].

Behavior or conduct of this nature will not be tolerated on any Jackson Public School (JPS) premises. We will act to defend our teachers, staff, students, parents, and other members of the school community. Your behavior is not conducive to a suitable learning environment for our students. JPS School Board 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, you are now banned from any Jackson Public School at the level indicated below:

- ☐ **Banned from being on our campus for any reason.**
- ☐ **Banned from being on our campus for any reason except to bring your child(ren) to school and collect child(ren) at the end of the school day.**

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 this prohibition.

If you have any concerns about the school that have led to your unacceptable conduct, you should raise these with the school following the process for handling school-level grievances in the 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 your scholar will be successful here, and we will continue to do everything in our power to ensure that.

Sincerely,