

## **Heritage Academy BOARD POLICY MANUAL**

### **POLICY GROUP 4 – PERSONNEL**

#### **CIVILITY AND COMPORTMENT**

PG-4.18.2

Heritage Academy invites and welcomes parents and other members of the public to its schools. Heritage Academy is committed to treating parents and other community members with respect and expects the same in return. To that end, Heritage Academy must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering the schools and school grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among Heritage Academy employees, parents, students, volunteers and the public. Heritage Academy seeks to maintain to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. In the interest of presenting teachers and other employees as positive role models, Heritage Academy encourages positive communication and discourages volatile, hostile, or aggressive actions. Heritage Academy seeks and encourages patrons to cooperate with this endeavor.

Heritage Academy recognizes the importance of employees, students, and parents engaging, collaborating, and sharing in digital environments. Accordingly, the use of technology on Heritage Academy property and at school-sponsored events shall be appropriate, not disruptive to the educational environment, and not detrimental to the safety of employees and students. It must also be in compliance with other applicable Heritage Academy policies.

An individual engaging in disruptive behavior shall be required to leave Heritage Academy property. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a pattern of unauthorized entry on Heritage Academy property shall be directed to leave Heritage Academy property by the school's principal or other chief administrative officer. In certain circumstances, a criminal trespass warning may also be issued or law enforcement contacted.