



## Civility Policy

Note: Discovery Charter School “staff” includes all employees within the DCS building. Staff of DCS will treat parents and other members of the public with respect and expect the same in return. DCS is committed to maintaining orderly educational and administrative processes, in keeping the school and administrative offices free from disruptions and preventing unauthorized persons from entering the school grounds and building.

This policy promotes mutual respect, civility and orderly conduct among DCS staff, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment free workplace for our students and staff. In the interest of presenting DCS employees as a positive role model to the children of our school, as well as the community, DCS encourages positive communication and discourages volatile, hostile or aggressive speech or actions. DCS seeks public cooperation in this goal.

- 1) Any individual who disrupts or threatens to disrupt the school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language which could provoke a violent reaction will be directed to leave the school property by the Director or designee.
- 2) If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner whether it be in person or on the phone, the Director or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If the abusive party does not take corrective action the Director or employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated. If the offending person is on school property he/she will be directed to leave promptly by the Director.
- 3) When an individual is directed to leave under Paragraph 1 and 2 circumstances, the Director will discuss future actions with the DCS Board. Those actions may include informing the disruptive person that he/she will be guilty of a misdemeanor in accordance with Indiana Criminal Code IC 35-43-2 if he/she reenters the school within 30 days of being directed to leave or within 7 days if the person is a parent/guardian of a student attending DCS. If an individual refuses to leave upon request or returns before the applicable period of time, the Director or designee may notify law enforcement officials.