



HERITAGE ACADEMY
Building America's Heroes, Together

Policy and Procedures for School Campus Visitors, Tours, and Observations

Pursuant to Arizona Revised Statute §15-184(J), our Governing Board of Directors for Heritage Academy, adopted the following policy and procedures regarding school campus visits, tours, and observations of all classrooms by parents/guardians of enrolled scholars and/or parents/guardians who wish to enroll their scholars in Heritage Academy, unless it is determined this may threaten the health and safety of scholars and staff.

Closed Campus and Visitors

Heritage Academy is a closed campus. Once a scholar is on campus, they must stay on campus until leaving school for the day. Only a parent/guardian may sign a scholar out. No phone calls will be accepted for sign-outs. Any exception to this policy must have administration approval. There is to be no leaving campus for lunch or loitering around vehicles in the parking lot during lunch.

Visitors

Our closed campus policy also includes visitors to our campus. All visitors must park in the front and register at the front desk. Because of the many requests and out of respect for teachers in the classroom, scholars are not allowed to bring guests with them to school. If a scholar from another school wishes to become more acquainted with Heritage Academy, they must come with a parent/guardian, and a faculty member will accompany them on a tour of the school.

If family members or friends want to come on to campus, they must enter through the front door and immediately check in at the front desk and receive a visitor's pass. They then must strictly follow our procedures for visitors. Visitors, even with a pass, are not permitted past the front desk without being accompanied by school personnel.

During school hours, the only persons allowed in the lunch area and the parking lot, etc., are school faculty and Heritage Academy scholars wearing the school uniform. Drivers who drop off and pick up in those areas are to remain in their cars while doing so. No visitors are allowed during lunch times.

Visitors (K-5)

All visitors must sign in and out at the front office. Children not enrolled at Heritage Academy are not allowed on campus or in classrooms at any time unless authorized by campus administration. Lunch is a permissible time to sign in and eat with your child. However, you must sign in and out at the front office prior to reporting for lunch. Children not enrolled at Heritage Academy joining for lunch are under the direct supervision of their parent while on campus and are not permitted to play on the playground or engage in activities reserved for scholars.

Parent Volunteers (K-5)

Teachers will send out volunteer sign-ups for parents interested in volunteering in their child's classroom. All volunteers must sign in and out at the front office. Parents are only allowed to volunteer in their own child's classroom. Parents must adhere to the rules of confidentiality while in the classroom. When volunteering, children not enrolled at Heritage Academy are not allowed on campus.

Conduct of Visitors/General Public on School Property

The definition of *general public* is anyone who does not come under the definition of scholar, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the School for any reason (i.e. volunteering, observation, meeting with school staff, etc.) are required to enter the School through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the School through other entrances is not permitted by visitors. All visitors must always be escorted by a staff member.
- No person shall visit or audit a classroom (only up to 30 minutes) or other School activity, nor shall any person come upon or remain upon School premises, without prior approval by the Principal or the Principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on School premises without prior approval by the Principal or Principal's authorized representative.
- Any member of the general public considered by the Principal, or a person authorized by the Principal, to be in violation of these rules shall be instructed to leave School property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the School.
- No person shall possess or engage in the use of medical marijuana on School property or at school-sponsored events.

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the School by either:
- Threatening to cause physical injury to any employee or scholar of the School or any person on the property of the School.
- Threatening to cause damage to the School, the property of the School, or the property of any scholar or employee of the School.

- Intentionally or knowingly entering or remaining on the property of the School for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Principal, Director of Operations, or another person designated to maintain order at the School.

The above identified acts need not be directed at a specific individual, the School, or specific property of the School to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

A person may also interfere with or disrupt the operation of the School by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the School Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the School or at school-sponsored functions.
- Forceful or unauthorized entry to or occupation of School facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on School property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of School officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a School rule and/or Policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the School Board.
- Carrying or possessing a weapon on School grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate School administrator.

Tours

Tours are available to current parents/guardians and/or parents/guardians of prospective scholars who are interested in learning more about Heritage Academy.

During a tour, parents/guardians will be accompanied by a school administrator or other staff members for the entire tour. Parents/guardians will be given a brief tour of the campus and receive answers to any questions families may have.

To schedule a tour, please contact Heritage Academy or visit their website for more information.