



## **COMMUNITY CODE OF CONDUCT POLICY**

The Lighthouse Community Public Schools (“LCPS” or “Charter School”) Board of Directors (“Board”) enacts this Policy to ensure a safe, respectful, and hostile-free work and educational environment. This Policy is intended to provide a set of general principles and guidelines for family interactions with other enrolled families, school staff, visitors, and volunteers.

### **SCOPE**

This Policy applies to all members of the LCPS community: parents, guardians, foster parents, all other educational rights holders and caregivers, and visitors and volunteers (hereinafter collectively referred to as “community members”). This policy applies to in-person interactions on school grounds and at school-sponsored events, as well as to telephonic, email, and other online interactions.

### **CONDUCT EXPECTATIONS**

- (a) When visiting or volunteering at the school, community members should observe all rules of the school, including our existing Volunteer and Visitor Policy. For purposes of school safety and security, the CEO or designee may design a visible means of identification for visitors while on school premises. This Policy does not authorize LCPS to permit a community member to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.
- (b) LCPS welcomes email communications. In today’s digital age, we understand that this is often one of the more convenient forms of communication. LCPS teachers and staff shall strive to respond to emails within three (3) school days. If you are communicating regarding an urgent or emergency situation, please contact the school office directly. If you find yourself sending multiple emails a day or week, we encourage you to consider whether it may be more effective and beneficial to schedule a meeting with the teacher/staff to discuss your concerns rather than going back and forth via email.
- (c) Our teachers and staff are available to schedule dedicated time to speak with community members about their needs and concerns. That said, please be respectful of teachers' and staff's time and their duty to supervise and see to the needs of the students during the regular school day. If you would like to speak with a teacher or staff member, please

avoid doing so without an appointment, especially if it is during drop-off or pick-up when the teacher or staff member's attention may be most impacted.

- (d) If a community member feels that the actions of another enrolled child have infringed upon the rights of their own child, under no circumstances shall the community member approach the other child at school or at a school-sponsored activity to address or chastise them regarding the situation. The community member may contact the classroom teacher or other administrator to report the incident. Alternatively, the community member may file a written complaint pursuant to the school's General Complaint Policy, Uniform Complaint Procedures Policy, Title IX Policy, or Harassment, Discrimination, Intimidation, & Bullying Policy. These policies and corresponding complaint forms are available for review in the main office and on the school website.
- (e) If a community member has a question, concern, or grievance regarding a teacher or other staff member, the community member should first attempt to resolve the issue directly with the teacher/staff member in question. Please remember that confrontations in public spaces, or around students or other parents/staff, can disrupt the educational environment and should be avoided. Community members are encouraged to schedule a private meeting with the teacher/staff member at a time and place where their concerns can be discussed thoroughly, and the actions giving rise to such concerns can be explained. When emailing a teacher/staff member, please note that you may not receive an immediate response. All school employees will respond to email communications as soon as possible, within three (3) school days. Alternatively, the community member may file a written complaint pursuant to the school's General Complaint Policy, Uniform Complaint Procedures Policy, Title IX Policy, or Harassment, Discrimination, Intimidation, & Bullying Policy. These policies and corresponding complaint forms are available for review in the main office and on the school website.
- (f) LCPS welcomes members of the LCPS community and the public at large to attend all Board of Directors meetings both in-person and virtually. All communications, whether oral or written, with the Board of Directors, other community members, or school staff shall remain respectful and address the issues at hand. Conduct that is unsafe, disruptive, or that constitutes threats, intimidation, abusive behavior, violence, harassment, and other dangerous or disorderly conduct, including willfully disturbing the educational environment or a Board meeting, is prohibited. Disruptive behavior and harassment include: yelling, taunting, threatening, or other abusive behavior, including cursing, using foul language, or making derogatory remarks, and are not acceptable means of communication. Community members are expected to resolve issues through civil and respectful discourse, tone, and body language.
- (g) If the conduct occurs during a Board meeting, the Board Chair shall call to order by name (if known) a person attending the meeting who violates any of the rules of conduct established by this policy. The Chair shall request that the person(s) refrain from any

further violation and may specifically state that any further violation may result in removal from the meeting or being muted or removed if participating virtually.

- (h) If the same person repeats the violation or proceeds to violate any other provision of this policy, the Chair may call a recess of the meeting to restore order. If, after such recess, the same member persists in interrupting the meeting so that order cannot be restored, the Chair, with the concurrence of the Board, shall order the disruptive individual to leave the meeting or, if participating virtually, have their audio turned off. If the same person continues to disrupt the meeting virtually, they will have their video turned off, or if they refuse to leave the in-person meeting or continue to disrupt the Board meeting from outside the meeting room after removal, the Chair may request that a security guard or law enforcement remove the person from the meeting location.
- (i) Community members shall be cognizant of setting a good example while on campus for students and maintaining a non-hostile educational environment. Derogatory or otherwise inappropriate comments against other community members or members of the school staff, while never condoned, shall categorically not be made in the presence of students. We request that community members air their grievances and voice their concerns in a productive manner, and through the appropriate channels, as described within this Policy and the Charter School complaint policies referenced above.

### CONSEQUENCES FOR VIOLATION

If a community member violates the above conduct expectations, LCPS may take any of the following actions:

1. The CEO or designee may issue a verbal or written warning to the community member.
2. For on campus visitors, the CEO, or designee, may refuse to register a community member seeking to visit or volunteer on campus or at a school-related activity off-campus, if it is believed that the presence of the community member would cause a threat of disruption or physical injury to teachers, other employees, or students. The CEO or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds.
3. The CEO or designee may direct a community member without lawful business on campus to leave campus when the community member's presence or acts interfere with the peaceful conduct of the activities of the school, or disrupt the school or its students, or school activities.
4. Any community member who is directed to leave either the campus by the CEO or designee or to leave a Board meeting by the Board Chair will not be permitted to return to the LCPS campus for at least seven (7) calendar days. When an individual is directed

to leave, the CEO or designee shall inform the visitor that if the visitor reenters the school without following the posted requirements the visitor will be guilty of a misdemeanor.

5. The CEO or designee may withdraw consent to be on campus for up to fourteen (14) calendar days even if the community member has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt LCPS's orderly operation, including Board meetings. Consent may be reinstated at the discretion of the CEO prior to the expiration of the fourteen (14) calendar day timeline, whenever the CEO has reason to believe that the presence of the person will not constitute a substantial and material threat to the orderly operation of the school campus. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the two-week period. The written request shall state the address to which notice of hearing should be sent. The CEO shall grant such a hearing not later than seven (7) calendar days from the date of receipt of the request and shall immediately mail a written notice of the time, place, and date of such hearing to such person.
6. If attempts to resolve the situation directly with the community member are unsuccessful, the CEO or designee may seek the assistance of law enforcement in managing or reporting any community members in violation of this Policy.