

TLS SPECIFIC POLICIES

The Lighthouse School

Code: TLS-PP
Adopted: August 11, 2021
Revised/Reviewed:

Classroom Pet Policy

Article I: Narrative and Purpose

Animals offer a great way for students to develop empathy and learn responsibility. They also have been shown to improve student performance, encourage interest in science, promote student engagement in conservation-related activities, and foster appreciation for the natural world. While there are certainly benefits to keeping animals in the classroom, it's important to remember that caring for another life is a huge responsibility that takes serious commitment. The Lighthouse School Board encourages employees to follow the enclosed process and procedure before allowing pets of any kind on the premises.

Article II: Process

The following guidelines are intended to help employees think through some of the factors that need to be considered before bringing an animal into the classroom.

Employee

1. Any teacher interested in having a class pet and/or animal visitor is required to submit a request to the School Director for approval prior to the animal entering campus. Included in the request should be:
 - a. a description of the activity,
 - b. type of animal,
 - c. educational purpose/benefit,
 - d. length of activity,
 - e. and a plan for the care of the animal.
 - f. The request should include verification that the animal is properly and currently licensed with the appropriate inoculations.
2. Once approval is received, parents must be notified of the plans to have an animal in the classroom or on school premises before the date of the event

Director:

1. Prior to approving the request:
 - a. the Director or designee shall determine whether any child has a health condition (such as allergies) that could be exacerbated by exposure to animals.
 - b. the School Director or designee shall determine the liability protocols of the sponsoring district and its insurance providers.
2. The Director or designee has the sole discretion to permit or deny the presence of any animal visitor in the school.

Article III: Violations of the Policy

Any employee who does not get prior approval before allowing or bringing an animal on the premises is subject to discipline up to and including termination.

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The Lighthouse School

Code: JGE (CBSD)-AR (TLS)
Adopted: June 7, 2023
Revised/Reviewed:

Suspension / Expulsion

In accordance with state law - ORS 339.250

Duty of student to comply with rules; policies on discipline, suspension, expulsion, threats of violence or harm, firearms and physical force; student handbook or code of conduct; enforcement of policies.

(1) Public school students shall comply with rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks and submit to the teachers' authority.

(2) Each district school board shall adopt written policies for the discipline, suspension or expulsion of any refractory student. The policies:

(a) May allow discipline, suspension or expulsion for conduct that includes, but is not limited to:

(A) Willful disobedience;

(B) Open defiance of the authority of a school employee;

(C) Possession or distribution of tobacco, alcohol, drugs or other controlled substances;

(D) Use or display of profane or obscene language;

(E) Willful damage or injury to school property;

(F) Use of threats, intimidation, harassment or coercion against a student or a school employee;

(G) Assault of a school employee or another student; or

(H) Intentional attempts, by word or conduct, to place a school employee or another student in fear of imminent serious physical injury.

(b) Must require consideration of the age of a student and the past pattern of behavior of a student prior to imposing the suspension or expulsion of a student.

(c) Must limit the use of expulsion to the following circumstances:

(A) For conduct that poses a threat to the health or safety of students or school employees;

(B) When other strategies to change student conduct have been ineffective, except that expulsion may not be used to address truancy; or

(C) When the expulsion is required by law.

(d) In addition to any limitations imposed by paragraph (c) of this subsection, for a student who is in fifth grade or lower, must limit the use of out-of-school suspension or of expulsion to the following circumstances:

(A) For non-accidental conduct causing serious physical harm to a student or school employee;

(B) When a school administrator determines, based upon the administrator's observation or upon a report from a school employee, that the student's conduct poses a direct threat to the health or safety of students or school employees; or

(C) When the suspension or expulsion is required by law.

(e) When an out-of-school suspension is imposed as provided under paragraph (d) of this subsection, must require the school district to take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting so that the disruption of the student's academic instruction is minimized.

Article I: Narrative

Being a Public Charter School within the Coos Bay School District boundaries, The Lighthouse School believes that all students deserve the right to a Fair Appropriate Public Education. In most cases minor infractions can be remediated within the classroom. However, when a student's behavior impacts their education or the education of other students then administrative discipline becomes warranted. When student behaviors do not match the expectations of the Lighthouse school-wide Behavior Plan, The Lighthouse School Director shall impose the following Board process before an Expulsion will be recommended.

Having its own School Board and Director, an expulsion from The Lighthouse School is not district-wide and does not prohibit a student from enrolling at or attending other Coos Bay School District schools. The decision to accept enrollment of an expelled Lighthouse student is the sole discretion of the Coos Bay School District.

Article II: Process

The Lighthouse School recognizes that students of all ages face different behavioral challenges and therefore require different strategies of discipline. When administrative discipline is required, The Lighthouse School offers each student a tiered plan to conform to its rules and expectations with consistent consequences. The following process has been developed based on these expectations.

School wide Behavior Plan

Level 1 infractions;

- Classroom disruptions (talking out of turn or arguing with peers or teacher)
- Inappropriate language
 - Use or display of profane or obscene language*(d)
- Roaming without permission
- Recklessness (lack of regard for the danger or consequences of one's actions)
- Other
 - Not using classroom or recess tools appropriately
 - Dress Code violations
 - Plagiarism

Level 2 infractions;

- Continued and blatant disruptive/disrespectful behavior
- Bullying
- Harassment
- (major) Recklessness (lack of regard for the danger or consequences of one's actions)
 - Willful disobedience*(a)
 - Open defiance of the authority of a school employee*(b)
- Other

Level 3 infractions;

- Technology Violations
- Vandalism
 - Willful damage or injury to school property*(e)
- Extreme nonviolent behavior
- Pornography
- Other
 - Theft
 - Leaving or attempting to leave campus without an adult

Level 4 infractions;

- Fighting with major violent behavior
 - Assault of a school employee or another student*(g)
- Weapons
- Possession of drugs or drug related items
 - Possession or distribution of tobacco, alcohol, drugs or other controlled substances*(c)
- Threats of violence, written or spoken
 - Use of threats, intimidation, harassment or coercion against a student or a school employee*(f)
 - Intentional attempts, by word or conduct, to place a school employee or another student in fear of imminent serious physical injury*(h)
- Other
 - Sexual threats
 - Premeditated acts of violence

School wide Behavior Plan Procedures

Article III: Violations of the Policy

Level 1 infractions;

- Written citation
- Phone call home
- Follow up email

After 9 violations Director will call an SST meeting to develop a parent engaged plan

Level 2 infractions;

- Removal from class
- Room clear
- Student Support Team (SST) meeting
- Written citation
- Phone call home
- Follow up email

After 6 violations Director will call an SST meeting to develop a parent engaged plan, in which the initial warning of temporary removal is a possibility

Level 3 infractions;

- Temporary Suspension from school
- After 3 suspensions students can be recommended for expulsion
- Written citation
- Phone call home
- Follow up email

After 3 violations Director will call an SST meeting to develop a parent engaged plan, in which the initial warning of temporary or permanent removal is a possibility

Level 4 infractions;

- Temporary or permanent suspension from school
- After 3 suspensions students can/will be recommended for expulsion
- Written citation
- Phone call home
- Follow up email

After 1 violation Director will call an SST meeting to develop a parent engaged plan, in which the initial warning of permanent removal is a possibility

At any time, the Director may implement a Student Safety Plan under *(A) or (B)

- After 6 violations in level 1 or 2 infractions (in any four-week period) Director may choose to exit a student on a temporary basis
- After 3 violations of level 1 through 3 infractions (in any three-week period) Director will call a SST meeting to develop a parent engaged plan AND may choose to exit a student on a temporary basis
- After 6 violations in level 1 through 3 infractions Director will call a SST meeting to develop a parent engaged plan, in which the initial warning of permanent removal is a possibility
- After 3 violations in level 3 infractions Director may choose to exit a student on a permanent basis for *(A), (B), (C)
- Director may choose to exit a student permanently for level 4 infractions;
 - *(A) for non-accidental conduct causing serious physical harm to a student or school employee;
 - *(B) when a school administrator determines, based upon the administrator's observation or upon a report from a school employee, that the student's conduct poses a direct threat to the health or safety of students or school employees; or
 - *(C) when the suspension or expulsion is required by law.

The Lighthouse School

Code: TLS-CIASED
Adopted: November 6, 2019
Revised:

Conflicts of Interest in Academic Supervision, Evaluation and Discipline

Article I: Purpose

The purpose of the Conflict of Interest in Academic Supervision, Evaluation and Discipline policy, is to protect the integrity of The Lighthouse School staff, students, and Board of Directors, when situations arise that could be perceived as a conflict of interest by the parties involved.

Article II: Definitions

1. A **conflict of interest** in education is a situation in which your primary responsibility to a student, Staff Member, or Board Member is compromised by competing priorities. When an individual has competing interest or loyalties that may lead it to act contrary to the interest of all parties involved, in a fair and impartial manner, this constitutes a conflict of interest. Conflicts of interest could range from unknowingly allowing another priority to affect one's judgment, all the way to outwardly and intentionally making a decision for personal gain.
2. **Staff** is defined by any person on the payroll.
3. **Board Member** is defined by any person serving in an active role on the Board of Directors.
4. A **close personal relationship** shall include spouses, parent and child, siblings, and consensual amorous relationships.

Article III: Responsibilities

1. Where an employee or Board Member and a student are in a close personal relationship such that there is, or may be perceived to be, a conflict of interest or possible favoritism, then the employee or Board Member shall decline or terminate a supervisory, evaluative, or disciplinary role, and, where necessary, make appropriate alternative arrangements for supervision, evaluation, and discipline.
2. The alternative arrangements for supervision, evaluation, and discipline shall be made in confidence and shall not prejudice the status of the student, employee or Board Member.
 - a. the employee or Board Member shall be expected to make alternative arrangements for supervision, evaluation, or discipline of their student.
 - b. the employee or Board Member shall be expected to make alternative arrangements for the supervision, evaluation, or discipline of their spouse.
 - c. the employee or Board Member shall be expected to make alternative arrangements for the supervision, evaluation, or discipline of their sibling.
 - d. the employee or Board Member shall be expected to make alternative arrangements for the supervision, evaluation, or discipline of their amorous relationship partner.
3. Nothing in this policy shall be construed as condoning consensual amorous relationships between staff and students.

Article IV: Procedure

The staff and or Board Member shall recuse themselves immediately from any situation that constitutes a conflict of interest as described above by signing the Exclusion Waiver that accompanies this policy. The Exclusion waiver will need to be filed on or before the start of each academic year, to include the current parties.

Article V: Violations of the Policy

Should a Staff or Board Member refuse or fail to file the Exclusion Waiver with Human Resources, the Staff or Board Member will be appointed a date to appear before the Board of Directors for a formal decision and next steps determination. At which time the Staff or Board Member may present their case to the Board of Directors in a public meeting forum. In such cases the determination of the Board of Directors, must be unanimous, and will be final.

Article VI: Recordings

Once the Exclusion Waiver has been completed it will be filed with Human Resources, who will then inform the parties involved of the appointed parties. Every action and any steps taken in addressing the conflict will be recorded, and such details will be filed in accordance with the laws regarding student records and retention, as well as personnel records.

Article VII: Annual Statement

This policy is intended to supplement good judgement, and staff, students and Board members should respect its spirit as well as its intent to protect the integrity of all staff, students, and Board Members.

The Lighthouse School

Code: TLS-CIAESD - AR
Adopted: November 6, 2019

In accordance with policy TLS-CIAESD

Article III: Responsibilities

1. Where an employee or Board Member and a student are in a close personal relationship such that there is, or may be perceived to be, a conflict of interest or possible favoritism, then the employee or Board Member shall decline or terminate a supervisory, evaluative, or disciplinary role, and, where necessary, make appropriate alternative arrangements for supervision, evaluation, and discipline.
2. The alternative arrangements for supervision, evaluation, and discipline shall be made in confidence and shall not prejudice the status of the student, employee or Board Member.
 - a. the employee or Board Member shall be expected to make alternative arrangements for supervision, evaluation, or discipline of their student.
 - b. the employee or Board Member shall be expected to make alternative arrangements for the supervision, evaluation, or discipline of their spouse.
 - c. the employee or Board Member shall be expected to make alternative arrangements for the supervision, evaluation, or discipline of their sibling.
 - d. the employee or Board Member shall be expected to make alternative arrangements for the supervision, evaluation, or discipline of their amorous relationship partner.
3. Nothing in this policy shall be construed as condoning consensual amorous relationships between staff and students.

Acknowledgement

I, _____ have read and understand the purpose and
(Print your first and last name)

intent of policy TLS-CIAESD. Being the _____ of _____
(Print Relationship) (Print first and last name)

Parent/student(2.a): I understand that while at TLS I am recusing myself of active role as parent and am assigning the school to contact _____,
(Print first and last name) (relationship to student)
in situations of disciplinary action. _____ initial here

Spouse(2.b)/sibling(2.c)/significant other(2.d): I understand that while at work I am to treat the above named as an equal colleague and may not give direction, criticism, evaluation critiques, or assignments of work.
_____ initial here

My signature constitutes my acknowledgement of the contents and intended spirit of Policy TLS-CIAESD.

Signature Date ____/____/____

For Office Use Only: