

# Lancaster City Elementary Schools

**PARENT & STUDENT HANDBOOK**

**2022-2023**  
School Year



***THE PLACE TO BE***



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# GREETINGS

August, 2022

Dear Parents and Students:

Welcome to Lancaster City Schools. It is with great anticipation that we look forward to working with you and your child. We hope that your child will have a rewarding experience that will influence the essential development necessary to be a successful citizen and life-long learner. Please encourage your student to be involved in as many programs as possible. Through a collaborative effort, the teaching staffs are preparing to meet the challenges to help each student find success.

This handbook provides information and regulations about procedures. The parent/student sign-off sheet is located in the back of the handbook. Parents, please review this handbook with your student, sign the form, and return the form to the office. We pledge our support in making this a positive and productive year.

Administration and Staff  
Lancaster City Elementary Schools

## FOREWORD

*The Student Handbook can be an important aid to students and parents. Should questions arise about school policies or rules, students should consult the Student Handbook or Program of Studies book. This handbook is in accordance with the policies of the Lancaster Board of Education and past practice in the Lancaster City Schools. If differences occur, the official policy of the Board and the Ohio School Code will prevail.*

**GENERAL INFORMATION**  
**ADMINISTRATIVE OFFICES DIRECTORY**  
**2780 Coonpath Road NE**

**BOARD OF EDUCATION**

**(740) 687-7300**

Ms. Kathy Kittredge, President  
 Mrs. Dianne Garlinger, Vice President  
 Mrs. Amy Eyman  
 Mr. Jay Nauman  
 Mrs. A. Lise Ricketts  
 Mrs. Julie Taylor, Treasurer

**CENTRAL OFFICE**

**(740) 687-7300**

Mr. Nathan Hale	Superintendent	(740) 687-7305
Mrs. Michelle Williams	Human Resources Coordinator	(740) 687-7310
Dr. Jeromey Sheets	Director of Elementary Education	(740) 687-7306
Mr. Steven Spangler	Director of Secondary Education	(740) 687-7364
Mrs. Donna McCance	Director of Student Services/Fed Programs	(740) 687-7360
Mr. Jerry Rainey	Director of Business	(740) 687-7300
Mr. Kevin Snyder	Director of Education Technology Services	(740) 687-7300

**ELEMENTARY SCHOOLS**

BUILDING	PRINCIPAL/DEAN	ADDRESS	PHONE	FAX
Gorsuch West	Mr. Jon Spires Mr. Dennis Love	440 Trace Drive	(740) 687-7332	(740) 687-7202
Medill	Mrs. Jennifer Woods Mr. Evan Thomas	1160 Sheridan Drive	(740) 687-7352	(740) 687-7205
Mt. Pleasant	Mrs. Shannon Burke Mrs. Erin Pennington	712 N. Broad Street	(740) 687-7338	(740) 687-7207
Tallmadge	Mrs. Sandy Walker Ms. Jennifer Rose Meadows	694 Tallmadge Avenue	(740) 687-7336	(740) 687-7204
Tarhe Trails	Mr. Jake Campbell Mrs. Robin Cathers	2141 Greencrest Way	(740) 687-7330	(740) 687-7201

**DISTRICT WEBSITE**

<http://www.lancaster.k12.oh.us/>

## Lancaster City Schools Vision/Mission

### The Vision

Lancaster City Schools will prepare, inspire, and empower all students to be life-long learners and socially responsible citizens who are able to communicate and meet the challenges of an ever-changing global society.

### The Mission

Lancaster City Schools, the Place to Be for Learning, Caring, Succeeding



## ELEMENTARY SCHOOL HOURS

Elementary Office Hours: 8:00 a.m. – 4:00 p.m.

Elementary School Hours: 8:45 a.m. – 3:30 p.m.

Elementary Office Hours with a one-hour delay: 9:45 a.m. – 3:30 p.m.

Elementary Office Hours with a two-hour delay: 10:45 a.m. – 3:30 p.m.

Early dismissals may be used at the Superintendent’s discretion.

***Delays and dismissals will be made aware to parents via radio, television, e-mail, the school website, List Serve Email, and Social Media Outlets.***

**MORNING ARRIVALS:** If your children walk to school or if you bring them to school by car, plan to arrive after 8:40 a.m. Children arriving before this time cannot be properly supervised as staff duty time begins at 8:35 a.m. Student safety and general welfare is the responsibility of the parent or guardian.



### WEATHER – RELATED DELAY and CLOSINGS OF SCHOOL (Board Policy EBCD)



The Superintendent may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather, other emergencies that threaten the safety or health of students or staff members **or law** enforcement emergencies or other circumstances where the Superintendent determines a closure, dismissal or delay is necessary. It is understood that the Superintendent takes such action only after consultation with transportation and other necessary authorities.

**DELAYED START and SCHOOL CLOSINGS** – If the start of school must be delayed due to a weather emergency, the day will begin one (1) hour later (9:45 a.m.). If the start of school is delayed by (2) hours, school will begin at 10:45 a.m. In the event that the Superintendent/designee shortens the school day by no more than two hours due to hazardous weather, either at the beginning or the end of the given school day, that day will not be designated a calamity day.

If schools must close due to weather-related emergency, advanced notice shall be given, when possible, through the local radio and TV stations. During the winter, snow emergency announcements are usually made between 6:00 a.m. and 6:30 a.m. “One Call” is Lancaster City Schools’ emergency notification system. Parents will receive a phone call in the event of a school closing using the main phone number given to the district on student registration forms. If you wish to notify the District regarding a phone call, please call 687-7300 ext. 1000.

In the event that schools must close early due to weather or other emergency, parents who are not home during the day should have an alternate plan for their children.

The school telephone lines will not be available for general use during an emergency. We ask that you do not call the school. Children will not be able to call out. Please plan ahead!



### VISITORS



Due to the current COVID situation, please check with your child’s building principal before scheduling a visit.

After school, students may not return to the building and their classroom until checking with the office and a staff member has given permission. This is for the safety of our students. Parents and guardians may occasionally attend lunch with their child with administrative/building approval. Parents are required to eat the school-provided lunch

options, or a sack lunch. Once lunch has ended, parents and guardians are required to check out in the main office. Parents and guardians are not permitted to attend recess with their students.



## **BALLOONS, FLOWERS and TREATS**

Balloons, flower bouquets and food treats are prohibited due to students who may have severe allergic reactions these innocent gifts can become a medical crisis situation. Therefore, we will not allow the delivery of balloons or flower bouquets, etc. at school. Non-food items would be preferred to candy, food and treats; however, if food items are brought to school to be shared with the classroom, you must follow the guidelines below:

All food brought to school to be shared with everyone in the room may be distributed at the end of the day to celebrate a special occasion (i.e. birthday, etc.) after gaining approval of the classroom teacher. However it is required to be prepackaged with an ingredients label, this includes classroom parties or other school events.

***No homemade foods brought into school to be shared will be accepted.***

Pizza Parties – it is the responsibility of whoever is sponsoring the event to provide an ingredients label for the pizza. Most restaurants have ingredients label for the food they serve.

### **Food Allergies**

As many as 15 million Americans have food allergies, including approximately 6 million children. Food allergies can be potentially fatal, and there is no cure. The only way to prevent a reaction is to avoid the particular type of food.

## **FOOD ALLERGIES**

(Board Policy EFH)

The purpose of this policy is to establish a safe environment for students with food allergies and to support parents regarding food allergy management. In accordance with State law, it is the policy of the Board to provide all students, through necessary accommodations where required, the opportunity to participate fully in all school programs and activities.

For a full version of policy EFG-R, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (11/27/2012)

## **BIRTHDAY INVITATIONS**

Invitations to student parties may only be distributed at school if all children in the classroom are invited. Schools will not give out student names and addresses.

## **COLLECTORS' CARDS, ETC.**

Please refrain from allowing your children to bring collectors' cards (Pokémon, etc.) to school unless prior permission from your building principal has been granted.

## **ADMISSION OF STUDENTS**

(Board Policy JEC)

The District provides free education to District residents between the ages of five through 21 who do not possess a diploma. Students who do not legally qualify as residents may be required to pay tuition as established by law and

Board policy. For a full version of policy JEC, see Board Policy Manual:  
<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (10/26/2022)

### **ABSENCE REPORTING PROCEDURES**

**Home and Student Procedures:** Parents should make a phone call to the school on the morning of each absence explaining the reason for the absence. These calls should be received no later than 9:30 a.m. If it is known at the time that the absence will be longer than one day, please inform us of this fact. If no contact is made between parent and school, a written note is required stating date, reason for absence, and signed by parent.

**ABSENCES WILL BE UNEXCUSED IF NO CONTACT IS MADE AFTER TWO DAYS.**

File: JED

### STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
6. observance of religious holidays consistent with a student's truly held religious belief;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
8. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to his/her foster care status;
9. absences due to a student being homeless; or
10. as determined by the Superintendent.

The District will make an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's unexcused absence within 120 minutes of the start of the school day. The Board authorized the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

File: JED-R

## STUDENT ABSENCES AND EXCUSES (Administrative Guidelines K-12)

### Definition of Terms

1. **Present:** A student must be in attendance for at least one and one-half hours to be counted present for either the morning or afternoon session.
2. **Tardy:** A student is considered tardy for a class or for school when that student is late. A student shall be considered tardy except:
  - A. when the tardiness is caused by a school employee, department or system; i.e., bus being late or
  - B. when the student has visited a doctor or dentist for a personal appointment; a doctor or dentist's statement may be required.
3. **Absence:** When a student is not in attendance, that student is considered to be absent.
4. **Excused Absence:** An excused absence from school may be approved on the basis of any one or more of the following conditions:
  - A. **Personal illness** - The approving authority may require the certification of a physician at any time. Such certificate shall be required after five unexcused absence or a total of 12 absences of any combination.
  - B. **Quarantine of the home** - The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
  - C. **Death of a relative** - The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown for a longer absence.
  - D. **Observance of religious holidays** - The building principal shall excuse the student upon written request from the parent or guardian. The principal may require a written statement from church authorities substantiating any required religious observances.
  - E. **Emergency or other circumstances** - which in the judgment of the Superintendent or his/her designee constitutes a good and sufficient cause for absence from school.
5. **Make-up Work:** Make-up work is defined as any work completed prior to or following an absence.
  - A. Make-up work may be arranged by the student and/or parent through contacting the student's teacher(s) during non-class time while the teacher is at school.
  - B. Make-up work will be completed in the number of days equal to the number of days the student was absent. Exceptions may be made if approved by the building principal.
  - C. Make-up work for pre-arranged absences approved in advance by the principal must be submitted upon returning to school (example: vacation or like days).
  - D. Students and parents should not expect make-up work to derive the same benefits as classroom instruction.
6. **Unexcused Absence:** An unexcused absence is any absence not excused. A student with an unexcused absence is permitted to make up the missed assignments for class credit per the Grading Systems Policy and Regulation.
7. **Truancy:** Truancy is the willful absence by a student from class or from school without prior knowledge of the parent or guardian. Parents who knowingly and willfully permit a son or daughter to be truant are liable for prosecution.

8. **Extended Absence:** Excessive absence for any reason may affect a student's achievement and may jeopardize the student's promotion. Violations of the Ohio Revised Codes such as Revised Codes 3321.04 and 3321.19 or other applicable compulsory attendance codes will result in a complaint being filed with the juvenile court. The school has an obligation to report non-compliance with compulsory attendance regulations.

## **TRUANCY**

(Board Policy JEDA)

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual truant."

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

For a full version of policy JEDA, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (12/17/2019)

The following are some unexcused absences:

1. Moving
2. Shopping
3. Oversleeping
4. Missing bus or ride
5. Take Your Child to Work Day – without employer verification\*
6. Out-of-school suspension
7. Truancy
8. Kept at home by parents – without prior approval
9. Babysitting
10. Special trips –without prior approval

- \* To support Take Your Child to Work Day, we suggest you do so in the summer or on a non-school day so that your child's educational process is not interrupted.

**Arrival to School/Leaving School:** Students are permitted to enter the building at 8:45 a.m. Please plan accordingly when dropping off students in the morning. Once students arrive at school, they are not

permitted to leave school property without permission. When students are dismissed after the school day, they are not permitted back in the building or on school property without permission.

 **STUDENT RECORDS**   
(Board Policy JO)

Cumulative records (sometimes called permanent records) are kept in the office for each pupil enrolled in kindergarten through grade five. Information such as the student’s academic progress, test scores, and attendance is part of the cumulative record.

For a full person of policy JO, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies>

 **CURRICULUM CONTENT/PROGRAMS** 

Students in grades K-5 receive extensive instruction in the major subject areas, which include reading, language arts, math, health, science, and social studies. Additional time is devoted to the important areas of physical education, art, and music.

The instruction and the activities that take place in the classroom are governed by a course of study that has been developed by school district personnel and adopted by the Board of Education.

Special programs are available for identified handicapped students. Additional help for at-risk students may include various forms of intervention, Title I services, and volunteer assistance.

**INSTRUCTIONAL MATERIALS**

**File: IIA**

As the governing body of the District, the Board is legally responsible for the selection of instructional materials. Since the Board is a policy-making body, it delegates to the administrative and teaching staff of the District authority to recommend instructional and supplemental materials.

Materials for school classrooms are recommended by the appropriate professional staff in consultation with the Superintendent and other sources as needed. Final decision relative to purchase rests with the Superintendent, subject to official adoption by the Board in the case of textbooks.

For a full version of policy IIA, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (11/25/2014)

**CURRICULUM MATERIALS SELECTION AND ADOPTION**

**File IIAA**

In selecting curriculum materials for use in the District, the Board carefully considers the rights, freedoms and responsibilities of students, parents and teachers.

For a full version of Policy IIA, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Pblic?open&id=policies> (January 26, 2021)



## HOMEWORK



Students will usually be assigned work to be completed at home. It is important that the children do not view homework as a form of punishment but as an opportunity to practice and expand upon the skills and concepts introduced in the classroom. Assignments should be challenging but not extremely time consuming. The amount of time a child spends doing homework should not exceed thirty (30) minutes for primary grade students (K, 1, 2, 3) and fifty (50) minutes for intermediate grade students (4, 5). If this occurs on a frequent basis, please notify your child's teacher.



## GRADING SYSTEMS

(Board Policy IKA)



Grading is a system of measuring and recording student progress and achievement which enables students, parents and teachers to assess strengths and weaknesses; plan an educational future for students in the areas of the greatest potential for success; and know where remedial work is required.

The Board believes students respond more positively to the opportunity for success than to the threat of failure. Therefore, the District seeks in its instructional program to make achievement both recognizable and possible for students. It emphasizes achievement in its processes of evaluating student performance.

For a full version of Policy IKA, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (5/27/2014)

**File: IKA-1-R**

## GRADING SYSTEMS

### Administrative Guidelines for Reporting Student Progress in the Elementary School K-5

The objectives associated with the reporting of elementary student progress can best be achieved through a dual reporting system comprised of parent/teacher conferences and student progress reports. The parent/teacher conferences should expand upon the information contained on the student progress report.

The objectives of the elementary student progress report are to:

1. inform parents and students of students' progress;
2. communicate between school and home;
3. state student's achievement in relation to his/her ability;
4. state student's achievement as compared to grade level standards; and
5. state whether student is working at, above, or below grade level.

### Grading Guidelines:

1. Teachers will include only achievement of the content standards in their grades. Behavior, effort and attendance (whether excused or unexcused) will not be included.
2. Teachers will provide support to learners who submit work late without reducing grades. Late work will be accepted within a range of dates as designated by the teacher. However, there may be consequences for submission of late work.
3. Teachers will not give points for extra credit or use bonus points.
4. Students will receive remediation, reassessment and behavior consequences for academic dishonesty (plagiarism, cheating on summative assessment). Grades will reflect the reassessment.
5. Teachers will assign grades using appropriate and clear performance standards; provide clear descriptions of achievement expectations.

- a. In assessing group projects or presentations, use only individual achievement scores.
- b. Teachers will assign grades based only on that student's own achievement without inflating grades. (i.e., curving grades, utilizing bell curve).
- 6. Teachers will rely only on evidence gathered from content standards based assessments.
- 7. Quarterly and final grades will include no more than 10% formative evidence. Teachers will provide feedback on formative assessments.

**Frequency of Written Reports**

Progress reports for grades K-5 shall be issued four times annually, at the completion of each nine weeks of school. All subject areas must be graded and reported each nine weeks. Report cards are to be returned to the school, signed by the parent(s) and retained by the teacher or office until the end of the school year.

**Interim Reports**

Marks:	L = Limited P = Proficient M = Mastered	S+ = Above Average S = Average S- = Below Average U = Unsatisfactory *P = Pass *I = Incomplete	Letter Grades	Letter Grade Values
Grade levels/ Subjects:	<u>Kindergarten</u> All Subjects	<u>Grades 1-5</u> *Music *PE/Health *Art *Handwriting  <u>Grade 2</u> Social Studies Science Special Education Classrooms with a functional curriculum	<u>Grade 2</u> Language Arts Math  <u>Grades 3-5</u> Language Arts Math Science Social Studies	93-100 = A 90-92 = A- 87-89 = B+ 83-86 = B 80-82 = B- 77-79 = C+ 73-76 = C 70-72 = C- 67-69 = D+ 60-66 = D -59 = F

Interim reports are to be sent for low and failing grades (D and F respectively), when a grade has decreased from an A to a C or at parent request. Interim reports are to be returned to school, signed by the parent(s) and retained by the teacher or office until the end of the school year.

In second grade, the letter grades will be used to report student achievement in reading, language, spelling and mathematics. Because instruction is still necessary in social studies, science and health for students' transition to third grade, instruction in those areas for second grade will be integrated and grades will be reported using the S/U codes. The S+ mark should be reserved for above-average students.

All teachers must keep and maintain accurate assignments and grades (input the same) within a 10 school day period in Progress Book.

Students who do not turn in work will be given an Incomplete (I). Student effort will be reported separately. Teachers are not required to record all grades and are not to record grades when introducing a skill. A minimum of five grades per grading period is recommended for each subject. Kindergarten through second grade will integrate science, social studies and health into the Language Arts Curriculum.



The P/I code for grades K-5, noted above, shall be used to report progress in the areas of art, physical education, handwriting and music. Teachers must keep in mind that an S is normal effort and the greatest number of students will be receiving an S. S+ should be reserved for the very strong effort of individual students.

## **Special Education Students**

### **Special Education Students Included in the General Education Classroom:**

1. Students will follow the same grading policy as their grade level peers in the general education classroom, unless documented in the IEP and supported by the data in the ETR.
2. Assignments and assessments are modified and / or accommodated as documented in the IEP.
3. Intervention specialist will assist, support, and consult with general education teachers in the development of materials, modifications, and accommodations for student with disabilities
4. Grades will be given by the general education teacher with consultation and support from the intervention specialists for students receiving instruction in content areas.
5. Grades should be a reflection of the curriculum being taught in the classroom while the IEP reports progress on IEP goals and objectives.
6. Comments will be added to the grade cards to communicate clearly to parents that the grades reflect the students' progress with modifications or accommodations.

### **Special Education Students in Special Education Classrooms:**

1. Students will follow the same grading policy as their grade level peers in the general education classroom, unless documented in the IEP and supported by the data in the ETR.
2. Assignments and assessments are modifications and / or accommodated as documented in the IEP.
3. The special education classroom's curriculum must follow the State Standards with modifications and / or accommodations as documented in the IEP.
4. A functional curriculum may be used for students with severe disabilities and is documented clearly in the IEP and supported by data in the ETR.
5. Grades will be given by the intervention specialist for all academic content area(s) in which they are providing the full and complete content. If the student is provided curriculum content in the general education setting then the grade will be given by the general education teacher with support from the intervention specialist.
6. Comments will be added to the grade cards to communicate clearly to parents that the grades reflect the students' progress with modifications or accommodations.
7. IEP progress reports should be a reflection of progress on IEP goals and objectives.

## **Final Grade Averages**

Final averages for letter grades 2-5 will be computed using the following scale:

- A = 3.51 - 4.00
- B = 2.51 - 3.50
- C = 1.51 - 2.50
- D = 1.00 - 1.50
- F = .00 - .99

A final average for all subjects grades 1-5 will be recorded on the student progress report and on the permanent folder at the end of the year, using no plus or minus signs.

## **Other Guidelines**

Elementary honor rolls of any type should not be compiled and/or posted.

Students who consistently receive failing grades must be referred to the Building Problem Solving Team.

**The objectives of the parent/teacher conferences are to:**

1. expand information outlines on student progress report;
2. communicate between home and school;
3. provide parents and teachers with specific information to use when dealing with student strengths and weaknesses and
4. promote positive atmosphere for child to work at his/her level of potential.

**PARENT TEACHER CONFERENCES**  
(Board Policy IKAD)

The Board considers the parent as a partner and coworker participating with the student in locating materials, sharing his/her knowledge, experimenting with the student in an art or science project and listening to or reviewing the student's schoolwork in process. In this regard, the Board considers the parent-teacher conference as a time to plan for the student's all-around progress and growth.

Parent-teacher conferences will be held as scheduled on the adopted school calendar. In addition, teachers are expected to request additional conferences with parents when necessary.



**PROMOTION and RETENTION**  
(Board Policy IKE)



The promotion or retention of each student is determined individually. Such decisions are made annually based on a number of factors. A student's successful completion of coursework, attendance and other age-appropriate factors are considered in making promotion and retention decisions.

For a full version of Policy IKE, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies>

**STAFF-STUDENT RELATIONS**  
Board Policy GBH (Also JM)

The relationship between the District's staff and students must be one of cooperation, understanding, and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members shall strive to secure fair discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

For full version of policy GBH, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (4/28/2020)

**POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS**  
(Restraint and Seclusion)  
(Board Policy JP)

The District implements PBIS on a systemwide basis for the purpose of improving academic and social outcomes and increasing learning for all students. The Board directs the Superintendent/ designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement as an integral part of its PBIS system. (December 18, 2018)

For the full version of policy JP see Board Policy Manual: [BoardDocs® LT](#)

**STUDENT CONDUCT CODE**  
**STUDENT DISCIPLINE**  
(Board Policy JG)

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal in matters of discipline. Teachers must feel free to consult and work closely with the building principal in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal.

When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discuss the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. A student cannot be suspended, expelled or removed from school solely because of unexcused absences. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending in the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

If several methods of discipline have been used in an effort to solve a problem and it appears necessary, in the judgment of the principal and Superintendent, to discipline or with or withdraw privileges from a large group, this action may be taken. Any punishment technique involving an entire class or large group is used only as a last resort.

The Superintendent may require a parent of a student who is suspended or expelled from school or who is truant or habitually absent from school to attend a parental education or training program. Failure to attend the program may result in charges being filed on the behavior of the student. (September 22, 2020)

## **ZERO TOLERANCE Board Policy JFC**

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

For a full version of policy JFC, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (5/23/2017)

File: JFC- R

### STUDENT SUSPENSION/EXPULSION (And Removal)

The Lancaster City Board of Education believes that public education is a right that includes responsibilities. We further believe that our students should always strive for excellent behavior and good school citizenship in school, to and from school, and while attending extracurricular activities. To ensure this proud reputation of exemplary behavior, the following procedures pertaining to the suspension and expulsion of students are established.

The Serious Misconduct Code and student rules of conduct described in this policy and in the student handbooks shall apply to student conduct while on school property, during school transportation, at school-related and extra-curricular activities and to student misconduct, regardless of where it occurs, that is related to activities that have occurred on school property or that is directed to a school employee or the property of a school employee.

For a full version of policy EEACC, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (3/22/2022)

#### Serious Misconduct Code

A violation of any rule listed below shall result in disciplinary action, including meeting with appropriate administrative personnel, suspension, expulsion, or removal from class or school premises, or any other appropriate disposition outlined in the administrative guidelines or permitted by law.

Included in the prohibition are those students who assist or in any way participate in the rule violation.

- Truancy
- Fighting/Violence
- Vandalism (Damage to School or Personal Property)
- Theft (Stealing Personal or School Property)
- Use, possession, sale, or distribution of a firearm:
- Use, possession, sale or distribution of a dangerous weapon other than a firearm or explosive, incendiary or poison gas:
- Use, possession, sale or distribution of any explosive, incendiary, or poison gas:
- Use, possession, sale or distribution of tobacco:
- Use, possession, sale or distribution of alcohol:
- Use, possession, sale or distribution of drugs other than tobacco or alcohol:
- False Alarms/Bomb Threat:

Other:

- Repeated Violations
- Disobedient/Disruptive Behavior:

1. Disruption of School
2. Disregard of Reasonable Directions or Commands by School Officials
3. Special Rules of Conduct for School Buses
4. Establishment & Conduct of School Clubs and Organizations
5. Hazing
6. Obscene Language and Pornography
7. Falsification, Cheating or Plagiarism.
8. Out of School Conduct
9. Sexual Behavior
10. Interference with School Personnel
11. Gambling
12. Traffic and Parking
13. Tardiness
14. Harassment/Intimidation
15. Firearm look-a-likes
16. Unwelcome Sexual Conduct
17. Serious Bodily Injury

#### **THREATS OF VIOLENCE**

#### **NO THREATS OF VIOLENCE WILL BE TOLERATED**

Students shall not make any threats, suggestions, or predictions of violence against any person or group of persons or to the school building-whether made orally, in writing, or via e-mail or any other form of electronic communication. No threat of violence will be considered a joke. Any bomb threat or threat of violence-whether or not made during school hours or on school grounds-shall result in immediate suspension and/or expulsion and may result in expulsion for a period of one calendar year. The district reserves the right to hold the student responsible for any cost and/or damages incurred by the district because of a threat.

**STUDENT RESPONSIBILITY:** In order to maintain a safe environment for all, students are asked to report any and all threats of violence, including jokes and threats of violence, made to self, others, and/or property.

#### **HAZING AND BULLYING**

(Harassment, Intimidation and Dating Violence)

Board Policy JFCF

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation are intentional written, verbal, electronic or physical acts that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

For a full version of policy JFCF, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (September 22, 2020)

## **STUDENT SUSPENSION**

(Board Policy JGD)

The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. A student cannot be suspended from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process. No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out of school suspension at the beginning of the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or School prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The District permits the students to complete any classroom assignments missed due to suspension.

The guidelines listed below are followed for out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day after the suspension, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action to the Board or its designee, to be represented in such an appeal and to have any hearing before the Board be held in executive session.
5. Notice of this suspension is sent to the:
  - a. Superintendent and;
  - b. Student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion - If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

### Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 days of the notice of suspension. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing, which may be held in executive session at the request of the student or his/her parent(s). The student may be excluded from school during the appeal process.

### Appeal to the Court

Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas. (September 22, 2020)

### Suspension or Expulsion of Disabled Students

The District will comply with all requirements of State and Federal law regarding the discipline of disabled students.

## **EMERGENCY REMOVAL OF PUPILS**

(Board Policy JGDA)

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

For a full version of policy JGDA, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (12/18/2018)

## **STUDENT EXPULSION**

(Board Policy JGE)

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or School prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given [unless the period is extended at the request of the student or his/her parent(s)].

Within one school day of the expulsion, the Superintendent shall notify the parent(s) of the student and Treasurer of the Board of the expulsion in writing. The parent of any student who is expelled from school for more than 20 school days or into the following semester or school year, will receive information regarding agencies that work towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, to be granted a hearing before the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent initiates expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

**Permanent Exclusion**

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

**Appeal to the Board**

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from school during the appeal process.

**Appeal to the Court**

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

**Suspension or Expulsion of Disabled Students**

The District will comply with all requirements of State and Federal law regarding the discipline of disabled students.

**One-year Expulsion**

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other dangerous weapons and behavior. Students who engage in conduct described below may be expelled from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

**Firearms**

A student who brings a firearm to a school operated by the Board or onto any property owned or controlled by the Board shall be expelled from school by the Superintendent for one calendar year.

A student who brings a firearm to an interscholastic competition, an extracurricular event or any other school program or activity, regardless of the location, may be expelled from school by the Superintendent for one calendar year.

A student who possess a firearm at a school; on any other property owned or controlled by the Board or regardless of the location, at an interscholastic competition, extracurricular event, or any other school program or activity, which firearm was initially brought to school, on the property, or to the competition, event, program or activity by another person may be expelled from school by the Superintendent for one calendar year.

**Knives**

A student who brings a knife to a school operated by the Board; onto any property owned or controlled by the Board or regardless of the location, to an interscholastic competition, extracurricular event, or any other school program or activity may be expelled from school by the Superintendent for one calendar year.

A student who possesses a knife at a school; on any other property owned or controlled by the Board; or regardless of the location, at an interscholastic competition, extracurricular event or any other school program or activity, which knife was initially brought to school, on the property or to the competition, event or program by another person may be expelled from school by the Superintendent for one calendar year.

**Acts that Result In Serious Harm to Persons or Property**

A student who commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property, as defined in ORC 2901.01, while the student is at school; is on any other



property owned or controlled by the Board, or is at an interscholastic competition, extracurricular event, or any other school program or activity may be expelled from school by the Superintendent for one calendar year.

**Bomb Threats**

A student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat may be expelled from school by the Superintendent for one calendar year.

**Reduction of One-Year Expulsion**

The Superintendent is authorized to reduce, on a case-by-case basis, the one year required expulsion period for firearms, knives, bomb threats or violent behavior, in circumstances subject to the provisions of state and federal special education law or when the Superintendent in his/her sole discretion, determines that the interest of the expelled student is served and the interests of other students, school employees and other members of the school community are not disproportionately disserved by such a reduction.

**Expulsion of Withdrawn Students**

The Superintendent shall initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under Board policy even if the student has withdrawn from the District for any reason after the incident that gives rise to the expulsion but prior to the hearing or decision to impose the expulsion. If, following the hearing, the student would have been expelled for a period of time had the student still been enrolled in the District, the expulsion shall be imposed for the same length of time as on a student who has not withdrawn from the District. (12/18/2018)

The following notice is posted throughout the school district:

**IMPORTANT NOTICE**



YOU ARE BEING ADVISED THAT THIS AREA IS UNDER VIDEO SURVEILLANCE WHICH IS BEING RECORDED FOR THE SAFETY AND SECURITY OF THE FACILITY.  
THESE RECORDINGS MAY BE USED AS EVIDENCE FOR ANY DISCIPLINARY ACTION TAKEN FOR VIOLATING THE SERIOUS MISCONDUCT CODE.

**DISCIPLINE OF STUDENTS WITH DISABILITIES**

Board Policy JGF

The Board recognizes that effective and appropriate discipline for students with disabilities may, at times, differ from effective and appropriate discipline for students without disabilities. The Board does not, however, believe in a double standard for misbehavior and holds the welfare and safety of all persons in the District in highest regard. Disciplinary action of students with disabilities proceeds in a manner that protects the welfare and order of the community as well as recognizes the special needs of the student.

The Board delegates to school officials the authority to enforce District policies, regulations and rules governing the conduct of all students. The District will comply with all State and Federal laws and regulations governing the discipline of students with disabilities. All students, including those with disabilities, will be referred to law

enforcement officials when required by law and may be referred to law enforcement officials when their conduct constitutes a crime.

For a full version of Policy JGF, see Board Policy Manual:

<https://go.boarddocs.com/oh/lanaster/Board.nsf/Public?open&id=policies> (12/17/2007)

## STUDENT RIGHTS AND RESPONSIBILITIES

(Board Policy JF)

Students, like all citizens, have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

For a full version of Policy JF, see Board Policy Manual:

<https://go.boarddocs.com/oh/lanaster/Board.nsf/Public?open&id=policies> (5/23/2017)

### 1. **Speech**

Schools, by their very nature, must encourage freedom of expression and inquiry in a responsible and appropriate manner. Effective classroom and other educational activities will be structured to encourage students to express, examine and debate their thoughts and those of others.

- a. Students have the right to a free and appropriate expression of ideas. Such expression shall include the personal opinion of students. Controversial ideas are not to be deliberately avoided.
- b. Students shall not be forced to accept a purely personal and arbitrary opinion or idea.
- c. Students do not have the right to speak in a manner that clearly and immediately incites others to damage or physically harm others.
- d. Students do not have the right to slander (speak maliciously or without regard for the truth) or to engage in offensive obscenities.
- e. Students do not have the right to speak in a manner that materially and substantially interferes with the normal operation of the school.

### 2. **Writing**

The right of students relative to freedom of the press is clearly established by the Constitution and by case law. Students in the Lancaster City School System shall have the right to express themselves in appropriate written form and in a manner consistent with the educational philosophy and goals of our district. Within the scope of such expression, students shall accept the responsibility to refrain from libel and obscenity or inciting to commit any act contrary to law or the established Code of Conduct.

- a. Publications prepared by members of the student body for distribution to other students or faculty shall be under the supervision of one or more faculty members.
- b. Students who write, edit, publish or distribute printed, handwritten or duplicated materials are responsible for the contents of such material.
- c. The editor, co-editor and editorial staff shall be responsible for the final review and preparation of articles under the direction of the appointed faculty member(s).
- d. All publications must identify the author, and/or editor and publisher and shall be submitted to the designated school authority for approval.
- e. Libel, obscenity, profanity, personal attacks and encouragement of the violation of laws are prohibited.
- f. Students may not possess, while on school grounds, written material which is obscene, libelous, inflammatory and/or seditious because of the likelihood of substantial disruption to the educational process.

- g. Articles that have been reviewed and rejected by an editor, co-editor, editorial staff, advisor, or administrator shall be returned to the author(s). Authors may reconsider the content and amend the article, or avail themselves of the right of appeal.

3. **Dress and Appearance Code/Symbolic Expression** (Board Policy JFCA)

For a full version of Policy JFCA, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (12/15/2005)

The primary responsibility for a student's dress rests with the parent and the student. The Board of Education has the responsibility for the education and safety of students. Therefore, all students shall be neat and clean in consideration for each other and shall dress in a manner that will not be unduly distracting or interfere with the education process.

**Symbolic Expression:** Symbolic expression is defined as any expression, other than verbal, that conveys the personal ideas, beliefs, feelings, attitudes or opinions of individuals or groups.

- a) **Dress** - A student has the responsibility to regulate his/her appearance so as to avoid the disruption of the educational process. Students are expected to wear appropriate clothing. Appropriate undergarments must be worn at all times, and over garments must cover undergarments. Clothing with obscene, libelous, distracting, or suggestive words or pictures is prohibited. Clothing or items which promote or advertise alcoholic beverages, tobacco products, or illegal drugs are prohibited from being worn during school hours or at school activities. Other standards of dress will include the following:
  - 1. Undergarments must be worn and be covered at all times.
  - 2. Boxer shorts are not acceptable as an over garment.
  - 3. No spandex or biker shorts will be permitted.
  - 4. Clothing cannot be sheer unless an appropriate article of clothing is worn under to cover undergarments.
  - 5. Shirts must not show the midriff region while hands are down.
  - 6. T-shirts that are meant to be undergarments cannot be worn as an over garment.
  - 7. Sleeveless shirts (either bought or cutoff) are acceptable as long as the opening for the arm is only as wide as the natural seam for the sleeve (no full side or up to collar openings). Sleeveless shirts will be permitted with the following guidelines:
    - a. The chest area must be covered in an appropriate manner.
    - b. Racer back tank tops will be permitted.
    - c. Halter tops will be permitted as long as the material covers the lower shoulder blades down to the pants.
    - d. One strap tops are not permitted.
    - e. Tube tops will not be permitted.
    - f. The tops with tie straps are not permitted.
  - 8. Short/skirt length must be long enough to cover a student in a school-appropriate manner while standing or seated.
  - 9. Clothing must be in good repair. Clothing which is cut or sliced may be deemed inappropriate.
  - 10. Sagging pants that show underwear are prohibited even if shorts are worn under them.
  - 11. Shoes must be worn at all times. Flip-flops are strongly discouraged, due to safety issues. Open-toed shoes or sandals may be prohibited by a teacher based on the nature of the class.
  - 12. Jackets/coats that are sold as outerwear are to be left in the lockers/cubbies and not worn during the school day.
  - 13. Hats, visors, scarves, bandanas, sweatbands, hoods worn up, combs, or head coverings are not permitted. Hats are to be placed in cubbies at the beginning of the day and not carried around during school.
  - 14. Students are not to wear chains or other items which could be considered weapons.

- b) **Book Bags/Gym Bags, etc.** – must be stored in lockers/cubbies. Small "sling" bags ARE permitted at Principal discretion for carrying books (drawstring straps). Purses or other bags used to carry books are considered book bags and are NOT permitted. **NOTE:** Unattended bags are subject to search.
- c) **Buttons/Badges** - Any insignia shall not disrupt the educational process. Insignias with libelous, obscene or suggestive words, phrases, or pictures shall be prohibited. No flags or banners shall be publicly displayed without proper authorization of school personnel.
- d) **Make-Up** – Excessive make-up that draws undue attention to a student is disruptive in nature and not acceptable.
- e) **Physical Gestures** - Obscene or suggestive gestures or those that are potentially disruptive shall be prohibited.

*The principal will be the final arbiter in matters of symbolic expression and dress code violation.*

File: **JFCC** (Also EEACC)

### **STUDENT CONDUCT ON DISTRICT-MANAGED TRANSPORTATION**

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the vehicle and after the student leaves the vehicle at the end of the school day.

Students on a District managed transportation are under the authority of, and directly responsible to, the driver. The driver has the authority to enforce the established regulations for rider conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

For a full version of policy EEACC, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (3/22/2022)

**JFCC-R**

### **STUDENT CONDUCT ON DISTRICT-MANAGED TRANSPORTATION**

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. wait in an area clear of traffic and refrain from exhibiting behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat);
5. go directly to their assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;

6. observe classroom conduct, or the bus conduct established by administrators and transportation personnel **and** obey the driver promptly and respectfully;
7. keep the vehicle clean and free of trip hazards;
8. refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the District for non-routine trips when supervised by an appropriate chaperone, school administrator or school **personnel**;
9. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
10. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
11. be courteous to fellow students and to the driver;
12. treat equipment as one would treat valuable furniture in **their** home (damage to the school vehicle is strictly forbidden);
13. **refrain from using nicotine products** or tobacco on the vehicle or possessing alcohol or drugs on the vehicle except as prescription medications may be required for a student and
14. carry on the vehicle only items that can be held in their laps **or can otherwise be stored on the vehicle in accordance with State law.**

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

#### **Discipline**

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

**When discipline problems with individual students arise, use the following guidelines.**

1. **If possible, the driver should resolve the problem.**
2. **When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school**
3. **Problems that cannot be resolved by measures specified above are referred to the Superintendent.**

**The suspension of preschool students and students with disabilities from transportation may require a modification of these procedures and complies with all applicable statutory requirements.**

Re-Approval date: **March 22, 2022**

#### **PPRA Model Notice and Consent /Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires that Lancaster City Schools notify you and obtain consent or allow you to opt your child out of participating in certain activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Human behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;

- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

## BUILDING PROCEDURES & RULES



### SCHOOL RULES



It is generally recognized that all situations cannot be governed by a specific rule. However, the following is a list of important school rules that will be enforced by each staff member.

1. Arrive to school and classes on time. If you are late, bring a note and get a tardy slip from the office before going to class.
2. Treat other people with respect and kindness.
3. Conduct yourself in a way that does not disturb your classmates or other classes.
4. Come to class prepared.
5. Use good table manners in the cafeteria.
6. Always ask for the teacher's permission before talking out in class, leaving your seat, or leaving the room.
7. Do your own class work to the best of your ability.
8. Take pride in your school and community. Place waste paper in the trashcans and do not destroy school property.
9. Be courteous to others.
10. Go directly home after school unless your parents have given you written permission to do otherwise.



### CARE OF SCHOOL PROPERTY



We feel that each student should assume the responsibility of keeping our facilities and materials in the most usable condition possible so that others may also benefit from their use.

**Textbooks:** Students must assume the responsibility for textbook loss and damage. Textbooks are issued by classroom teachers.

*Students are to:*

1. Write names on the nameplate in the front of each book in ink.
2. Keep pencils, notebooks, extra papers, etc., out of books so that the binding will not break.
3. Covering books is necessary to protect them from damage. Students will be assessed a fee for damage done to their books. A replacement charge will be assessed for lost books.

**Upkeep of Furniture:** Each student should inspect his/her desk in each room, and if the student finds a freshly made mark, report it to the teacher at once. The student may be held responsible if he/she makes no report.

**School Facilities/Vandalism:** Each student should strive to see that walls, floors, restrooms, etc., are not defaced. If a student commits vandalism, disciplinary action will be taken and he/she will be required to pay for damages.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property shall be placed on a home referral basis. A parent conference shall determine the final resolution.

Parents and students shall be made aware of the legal implications involved. Ohio Law provides that a parent can be liable up to \$10,000 for the willful destruction and/or theft of property by a minor in his/her custody or control.

After affording a pupil due process rights, the district may withhold grades and/or diplomas and transcripts of the pupil who is responsible for such damage until the pupil or the pupil's parent or guardian has paid for the damage. When the pupil and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor in lieu of monetary payment.

 **BICYCLES, SKATEBOARDS, SCOOTERS and ROLLERBLADES** 

Students riding bicycles to and from school must park and lock them in the designated area. The school cannot be responsible for lost or stolen bicycles. Skateboards, scooters, rollerblades and shoes with wheels are not allowed at school.

 **CHEWING GUM** 

Chewing gum will not be allowed at school unless otherwise designated by staff members.

 **CLASS PARTIES** 

A minimal number of classroom parties will be held in each school. Parties will be organized through cooperative efforts of parents and the teacher. Anyone choosing to not participate in a classroom party for personal reasons may be provided an alternative activity in another area of the building.

 **DANGEROUS WEAPONS** 

Students shall not carry, conceal, possess, display, or use deadly weapons or look-alike weapons at school. Offenders will be subject to disciplinary action according to the Serious Misconduct Code. Under no circumstances are concealed weapons permitted on school property.

 **EMERGENCY DRILLS** 

One Emergency Evacuation Drill (a drill or rapid dismissal) shall be conducted during the first ten days of the new school year. For schools that have a smoke detector or a sprinkler system in all classroom buildings, at least six Emergency Evacuation Drills shall be conducted during the school year.



Tornado drills shall be conducted at least once a month whenever school is in session during the tornado season (the period from April 1 – July 31). In conjunction with Emergency Evacuation Drills, students shall be instructed regarding the precautions to be taken in the event of a tornado alert or warning.



Many personal items are lost and found during the school year. A lost and found area will be kept in the school and students should check there for lost items. Items not claimed within a reasonable amount of time will be donated to charitable organizations. Parents should mark all personal items including: book bags, clothes (especially coats), lunch boxes, playground items (e.g. jump ropes, basketballs, soccer balls), etc. with a permanent marker. The school district cannot assume responsibility for lost articles, including any electronic equipment such as cell phones.



1. Students may not leave the school grounds or enter the building without the permission of the staff member on duty.
2. Students should stay away from the cars in the parking lot and the bicycles in the bike racks.
3. Be considerate of others. Do not push, trip, hit or tease others, and share the equipment.
4. Do not throw snowballs, rocks, or sticks.
5. Tackle football or games involving excessive body contact are not permitted.
6. Baseballs, golf balls, and other hard balls are not appropriate items for the playground.
7. Remain seated on the swings at all times. Only one student may use the swing at a time and jumping, twisting, or bailing out of the swings is not permitted.
8. Go down the sliding board in a seated position, feet first. Only one student may slide down at a time. Use the ladder when climbing to the top of the slide.
9. When the recess bell rings, all activity must stop and the students should line up promptly to enter the building.
10. Be safe, be careful, and be kind!



All children are required to go outdoors for a supervised recess unless prevented by weather conditions or health reasons (per doctor's excusal), or school personnel. Supervised indoor recess will be held on days of inclement weather or when the temperature and/or wind chill is below 20 degrees. On these indoor days, students will remain inside and participate in classroom games and/or activities.

If a child has a medical problem and must remain indoors or have restricted activity, parents must provide the school with a written note and proper verification of the circumstances. Extended time indoors may require a doctor's excuse.





## SCHOOL LUNCH and BREAKFAST PROGRAM



Each school in the Lancaster City School District serves a well-balanced lunch. Additionally, a free breakfast program is provided.

Breakfast is free of charge to **all** students through the Breakfast in the Classroom Program. Breakfast is served prior to the start of the school day in the classroom.

Students are encouraged to prepay their lunches for the week or the month (following morning announcements). In this situation, payment by check is encouraged and the check must be for the exact amount of the lunches. No change can be made for more than the amount of the weekly lunches.

Lunch is served according to each building's schedule. Applications for participation in the Federal Lunch Program are made available at the beginning of each school year or any other time upon request. **Prices for lunch and a la carte** items are subject to change.

If a student does not have money, he/she may receive a regular meal. The meal will be charged to their account and the parents will receive notification. The charges will stay on the account until paid in full. Parents may request a block against charging. Call the Food Service office to discuss options at 740-687-7350.

All students are expected to conduct themselves in an orderly fashion in the cafeteria and follow the directions of the staff member assigned to supervise. Students are entitled to eat in a calm and enjoyable atmosphere.

Elementary student lunches are \$2.10. Reduced price lunch is \$0.40.



## SCHOOL PICTURES



### Photography / Publications

Your family's privacy is important; therefore the school will need to have the custodial parent/guardian provide permission for the child to have his/her picture taken or to be videotaped by school staff or local news organizations during the school year. If permission is granted, your child's picture and/or name may be used in newspaper articles, television stories, newsletters, brochures and/or other promotional products.

Individual and group pictures will be taken annually. Participation is voluntary. The photography company will announce the payment policy for pictures. Information about these pictures, package price lists, etc. will be sent home via students in advance of the picture day.

Purchasing pictures is voluntary; however, **ALL STUDENTS** will have their pictures taken for school records.



## SMOKING and TOBACCO USE



All school buildings and school grounds within the Lancaster City District are designated as smoke-free environments. All employees, students, and visitors are asked to refrain from smoking and/or using tobacco products on school property.

## TOBACCO USE BY STUDENTS (Board Policy JFCG)

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District.

"Tobacco" is defined as any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including not but not limited to: any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking device, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

For a full version of policy JFCG, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (12/17/2019)



### SNOWBALLING or ROCK THROWING



Snowballing and rock throwing **are not permitted** on school grounds or on the way to and from school.



### TELEPHONES



The telephones in the school office and classrooms are used for business purposes and are available to students for **EMERGENCIES ONLY**. Students are not called to the phone for messages or personal calls during instructional periods; however, messages can be given to students or teachers. Teachers will return calls to parents at their earliest opportunity. **Cell phones** – see Personal Property section.

## STUDENT SERVICES



### HEALTH CONCERNS

If your child has a health concern, please provide the school health clinic medical documentation from your child's physician. Mutual understanding about health concerns will help us to better care for your child. Please update your student's information as necessary.

### Students should stay home for the following:

1. **Communicable Disease** - If you suspect that your child may have a communicable disease seek medical attention from your child's medical provider and contact your child's school.

2. Fever – Students with a temperature (100.0 or above) should not be sent to school. Your child must be fever free for 24 hours without the use of fever reducing medications before returning to school.

### **CLINIC**

The school health clinic is available to students who may become ill or injured. School personnel will provide basic first aid and care for injuries and illnesses that occur at school. Students too ill to remain in school will be sent home only if their parent or guardian can be notified. Students should not contact parents on their own if they are ill. Emergency or accidental cases will be sent to the Fairfield Medical Center Emergency Room.

It is important to keep your notification information up-dated with the school. The school will attempt to notify the parent/guardian with the contact information provided in current school records. If unsuccessful, one of the telephone numbers listed on the Emergency Medical Authorization Form will be called.

Students must have a pass signed by a teacher or be personally escorted to the office by a staff member, unless a serious emergency precludes this procedure. Not reporting to the office when given permission to do so by a teacher is just cause for the student to be disciplined. Remaining in a restroom during a class or study period is considered truant.

### **SCREENINGS**

Vision screenings will be provided in grades K, 1, 3, 5, 7, 9 and 11. Hearing screenings will be provided in grades K, 1, 3, 5, 9 and 11. Additionally, if a staff member, parent/guardian or a student has a concern about a student's vision or hearing, the clinic staff will screen the child upon request.

### **IMMUNIZATION REQUIREMENTS**

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis examinations in compliance with law.

Students eligible for kindergarten and students new to the District must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving immunizations, to be completed no later than the day of entrance. Students failing to complete immunizations within 14 days after entering are not permitted to return to school.

The District maintains an immunization record for each student, available in writing to parents upon request.

NOTE: Beginning with the 2016-2017 school year, students must receive the meningococcal vaccine in accordance with the Ohio Department of Health schedule. The Ohio Department of Health website provides a chart summarizing the school enrollment immunization requirements for each fall.

Each year, by October 15, school districts are required to submit a written summary, by school, to the director of health of the immunization records of all initial entry students in the district, on forms prescribed by the director. Ohio Revised Code 3313.671 outlines the reasons for which parents can file objections for immunizations.

- A student whose parent provides a written statement in which they decline to have the student immunized for reasons of conscience, including religious convictions, is not required to be immunized.
- A student whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.
- Students also may be exempt specifically from rubella, mumps or chicken pox vaccinations if a signed statement is provided that the student has had these illnesses naturally.

See ODE link:

[https://odh.ohio.gov/wps/wcm/connect/gov/9683ace0-573f-4ed3-b9d4-08d714d1fb85/Ohio+Immunization+Summary+2021+FINAL.pdf?MOD=AJPERES&CONVERT\\_TO=url&CACHEID=ROO\\_TWORKSPACE.Z18\\_K9I401S01H7F40QBNJU3SO1F56-9683ace0-573f-4ed3-b9d4-08d714d1fb85-nLQTP3U](https://odh.ohio.gov/wps/wcm/connect/gov/9683ace0-573f-4ed3-b9d4-08d714d1fb85/Ohio+Immunization+Summary+2021+FINAL.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROO_TWORKSPACE.Z18_K9I401S01H7F40QBNJU3SO1F56-9683ace0-573f-4ed3-b9d4-08d714d1fb85-nLQTP3U)

## **MEDICATION**

If at all possible, parents are urged to come to school to administer medication to their child(ren). Students must show responsibility to receive their medication at the designated time. Parents must show responsibility to refill prescriptions on time.

### **ADMINISTERING MEDICINES TO STUDENTS** (Board Policy JHCD)

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following:

#### **Prescription Medications**

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
  - a. Annual diabetes training will be provided to all employees who volunteer or who “administering medications” is a part of their job description.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be brought to school by the parent, guardian, or emergency contact in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Any unused medication must be returned to the parent, guardian, or emergency contact only or it will be properly discarded.
4. New request forms must be submitted each school year the medication is required.
5. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician’s order.
6. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
7. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
8. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute “gross negligence or wanton or reckless misconduct.”
9. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, or outside of the scope of their job description to administer the drug.

#### **Over-the-Counter Medications**

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board can administer FDA approved non-prescription medications upon the request of parents.

2. Non-prescription medication must be administered from the school office/clinic or from a school sponsored event by the school nurse or school personnel designated by this policy as authorized to administer medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person administer the non-prescription medication.
4. All requests for administering non-prescription medication must include written instructions including name of medication, name of child, dosage, and time of medication to be administered and parent signature. Dosage may not exceed manufacturer's recommendation for the child's age and weight.
5. All non-prescription medication forms will be kept in the school clinic and made available to the school personnel designated by this policy as authorized to administer medication.
6. The drug must be brought to school by the parent, guardian, or emergency contact in the original container from the manufacturer.
7. Non-prescription medication must be labeled with name of child, dosage, and time of medication to be administered.
8. All non-prescription medication stored in lockable storage.
9. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered a violation of the School Code of Conduct.
10. Any unused medication must be returned to the parent, guardian, or emergency contact only or it will be properly discarded.
11. New request forms must be submitted each school year the medication is required. The parent is responsible to communicate changes to the request for non-prescription drug administration by completing another form.

#### Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event, or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

#### Epinephrine Auto-injectors

Students are permitted to carry and use an epinephrine auto-injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event, or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

#### Self-Care for Diabetics

Students are permitted to perform diabetes care tasks, attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written approval from the student's physician and (if a minor) his/her parent/guardian. Students may perform these tasks in the classroom in any area of the school, on school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, or student's parent/guardian. (9/23/2014)

The following forms are available on our website at <https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> or through the clinic/school office at your child's building.

JHCD-1-E: **ADMINISTERING MEDICINES TO STUDENTS** (Authorization for Dispensing Medication)

JHCD-2-E: **ADMINISTERING MEDICINES TO STUDENTS** (Authorization for Student Possession and Use of Asthma Inhaler)

JHCD-3-E: **ADMINISTERING MEDICINES TO STUDENTS** (Authorization for Student Possession and Use of Epinephrine Auto injector)

JHCD-4E: **ADMINISTERING MEDICINES TO STUDENTS** (Authorization for Independent Diabetic Care)

JHCD-5E: **Form for Cough Drops and Throat Lozenges**

JHCD-6E: **ADMINISTERING MEDICINES TO STUDENTS** (Over-the-Counter Medication Form)

File: JHCD-R-1

ADMINISTERING MEDICINES TO STUDENTS  
(General Regulations)

Students needing medication are encouraged to receive the medication at home, if possible.

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care of charge of the student, that the drug be administered to the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
  - a. the name and address of the student;
  - b. the school and class in which the student is enrolled;
  - c. the name of the drug and the dosage to be administered;
  - d. the times or intervals at which each dosage of the drug is to be administered;
  - e. the date on which the administration of the drug is to begin;
  - f. the date on which the administration of the drug is to cease;
  - g. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency;
  - h. special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes. The person authorized to administer the drug receives a copy of the statement described above.
4. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.
5. The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. Unless otherwise authorized by State law, all such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administer the drug. Board policy and regulations regarding dispensation of medication must be formally adopted by the board and may be changed, modified, or revised only by action of the Board. (9/23/2014)

## FINANCIAL OBLIGATIONS



FEES

Technology protection fund is available each year.  
See Lancaster City Schools Chromebook Loan Agreement.

## MISCELLANEOUS INFORMATION



INTERNET USE

See *“Computer Network and Internet Acceptable Use Policy and Agreement for Students”* on page 43.

The Lancaster City School System provides Internet access to all students. Use of the Internet is a privilege and should not be abused. Inappropriate use of Internet access will result in loss of privileges and may result in other penalties up to and including suspension from school. Inappropriate use includes, but is not limited to, the following: obscene language or graphics, harassment, threats and derogatory remarks to or about others, and damage to the work, files, and equipment of the school or others.

All students must have on file with the Media Specialist a signed Internet Parental Permission form (these will be distributed by the buildings at the start of the school year). Upon return of the signed form, an Internet sticker will be placed on the back of the student’s LRC card. This card must be presented each time the student wishes to use the Internet.



LIBRARY

The library is a pleasant place to read or study. The library is open every day and is staffed by school personnel and/or parent volunteers. If a library book is lost or damaged, the student and/or parent are responsible for paying the replacement costs. School personnel may impose limitations on the numbers of books children may borrow at one time.

### FEE SCHEDULE FOR MISSING/DAMAGED LIBRARY MATERIALS

Grades K-5:                      \$20.00 per item or the replacement cost if available.  
                                            \$6.00 per paperback book or the replacement cost if available.

Grades 6-12: \$25.00 per item or the replacement cost if available.  
\$10.00 per paperback book or the replacement cost if available.

If the book is damaged to the point it can no longer be circulated, the replacement fee will be assessed.  
If the replacement cost can be determined and the item is still available in the marketplace, the replacement cost will be assessed. If the material(s) cannot be replaced and the original cost is not attainable, the flat fee as listed will be assessed.

CHECKS: All checks should be made payable to the Lancaster Board of Education.



### LOST OR DAMAGED TEXTBOOKS



If a textbook is lost or damaged, the student and/or parent are responsible for paying the replacement costs. Grade reports will be withheld from parents until all payments for lost or damaged books are made

### TEXTBOOK ISSUE AND RESPONSIBILITY

It is recommended the student signs his name in pencil and list the condition of the book. Parents, make your children aware of their responsibility. Students will pay fines for book damage. The minimum charge for damage is \$1.00. Rebinding is \$9.00. Charges for lost or unusable books will be the cost to replace.

For a textbook:

1 year old or newer	=	full purchase price
2 years old	=	90% purchase price
3 years old	=	60% purchase price
4 years old	=	40% purchase price
5 years old or older	=	20% of purchase price or \$5.00, whichever is greater.

#### CHECKS

All checks should be made payable to the Lancaster Board of Education.



### NEWSLETTERS



A Parent Newsletter will be published monthly or bi-monthly. Your child should bring this newsletter home at the beginning and/or middle of each month. Newsletters contain important information and a schedule of events for the school.



### PARENT ORGANIZATIONS



This organization provides vital support for teachers and student activities. The parent organization organizes fundraising events and other family activities.

Fundraising events are voluntary and fun, but the PTO has the right to collect all funds. Students failing to submit payment for a fundraiser are not permitted to participate in future fundraising events.



Successful schools have active and involved parents. Education is a partnership between home and school. Parental involvement and encouragement are necessary for any child's success in school. Please be involved—it will make a difference!



## PERSONAL PROPERTY



Personal property, such as a ball, toy, game, etc., shall only be permitted by school personnel. The school cannot assume responsibility for such items. Children should not wear expensive watches or jewelry items. Dangling earrings should not be worn for the student's own safety.



## SAFE SCHOOL HELPLINE



Help keep our schools safe! When you spot any activity that could hurt students or our school building, you now have a way to let someone know without ever being asked your name. You can call the Safe School Helpline at 800-418-6423, Extension 359.



## STUDENT INSURANCE



Student accident insurance is offered to all students through a local insurance agency selected by the Board of Education. Information and application forms may be sent home during the first few days of school. Any claims made are the responsibility of the insured and contact must be made directly with the insurance company.

## WITHDRAWAL OF STUDENTS

Parents wishing to withdraw their child from school must inform the teacher and the office of their intention to withdraw their child from school. Books and other materials must be returned to the teacher and all school fees and/or fines must be paid in full. Student records will be forwarded upon receipt of a completed release form from the new school.

## BRING YOUR OWN TECHNOLOGY PROGRAM

(Board Policy EDEB)

The District recognizes the importance of technology and the educational benefits available through the use of technology. The use of portable electronic devices in the classroom can add educational value when such devices deliver content and extend, enhance, or reinforce the student learning process. Classroom teachers determine the appropriateness of in-class use of electronic devices, consistent with district instructional objectives, and with approval of the building principal.

All personal electronic devices must be used in a responsible and legal manner. Students using their own devices are subject to the District Acceptable Use Policy and guidelines, Board approved BYOT guidelines, all other Board policies and procedures, including but not limited to the student code of conduct. Failure to adhere to these guidelines may result in the revocation of the privilege to use personal electronic devices in the classroom and or/ disciplinary action as appropriate.

The following personal electronic devices are approved:

1. Laptop computers
2. Tablet PCs
3. iPads/iPods
4. E-readers
5. Smart Phones

For a full version of Policy EDEB, see Board Policy Manual:

<https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies> (11/27/2012)

#### USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS (Board Policy JFCK)

“Electronic communications equipment” is any piece of equipment that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Examples of electronic communications devices include but are not limited to the following: pagers, cell phones, e-book readers, computers, and any device which can receive an electronic message such as an email, text, page, or other devices which can connect to the Internet. Students may possess electronic communications equipment at school. Students may only use the electronic communications equipment with the permission of the supervising staff member. The use of electronic communications equipment may only be permitted by a staff member if its use is for education purposes.

Students may be provided a time and place at school to use their electronic communications equipment for their own personal use. The time(s) and place(s), if provided, will be detailed in the school building’s student handbook. The student must not participate in any activity while granted this privilege which disrupts the school, harasses or bullies another student, staff member, or person outside of school, and will at all times abide by the Acceptable use and Internet Safety Policy for the Computer Network of the District. Any student who violates a policy of the District shall be subject to disciplinary action.

Cameras, camcorders, or any device which may capture an image, pictures, or video, are prohibited from being used in any restroom or locker room facility on the grounds of the District. Students are also prohibited from using electronic communications equipment to capture, record or transmit words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school while in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using any electronic communications equipment to take or transmit audio and/or pictures/video of an individual without his/her consent is considered in violation of privacy and is not permitted, unless authorized by the building principal.

No expectation of confidentiality will exist in the use of the electronic communications equipment while on school grounds or at a school-related activity. Any and all access to the Internet or electronic communications a student has on his/her personal electronic communications equipment is subject to proper use as governed by this policy, the Acceptable Use and Internet Safety Policy for the Computer Network of the District, and the student handbook.

Students who are in school-related attendance but who are also in the capacity of an active member of a volunteer firefighting organization or a volunteer emergency medical service organization may be permitted, at the discretion of the building principal, to possess and use the electronic communications equipment at any time and in any place while at school.

Students who bring personal electronic communications equipment onto school grounds or to school-sponsored events do so as their own risk. The District, its Board members, its employees and /or its agents are not liable for lost, stolen, damaged, or destroyed personal electronic communications equipment.

A person who discovers a student who is in violation of this policy must report the violation of this policy must report the violation to the principal, who may order a police officer or appropriate school employee to confiscate the

equipment, which is forfeited to the District. This policy shall be posted in a central location in school building and made available to students and parents upon request.

## Lancaster City Elementary Schools

### ELECTRONIC COMMUNICATIONS EQUIPMENT (ECQ) GUIDELINES

While Lancaster City Elementary Schools recognize cell phones as being everywhere and necessary in today's world, we also recognize that cell phones equipped with cameras, and other features such as text messaging, pose risks to academic integrity and overall safety.

Possession of a cell phone or other electronic communication equipment (ECQ) by a student is a privilege, which may be forfeited by the student if he/she violates these guidelines. Students may bring cell phones and other ECQs to school, but the devices should be silenced and must be secured safely in book bags while at school.

Individual use of cell phones or ECQs during class time is prohibited, unless specifically approved by the classroom teacher and building administration to achieve the educational purposes described in the lesson plan for the class period.

Refusal by the student to provide the phone to administration for confiscation as part of the ECQ policy shall be considered insubordinate and will be subject to school disciplinary consequences. The building administration will log the violation in the student's discipline file and administer consequences.

Communication between parents and students is essential in today's society. Parents may leave a message for a student by calling the main office, and in case of an emergency, students have access to the office phones that may be used to contact parents or guardians with the permission of a staff member.

Cell phones or ECQs should not be used to take pictures, video or audio recordings at any time. Students who take pictures, video, or audio recordings of other students, staff, or administration can be subject to school disciplinary consequences.

No student shall possess or use any type of laser device including laser pointers while on school property or while attending a school-sponsored activity on or off school property. Students in violation of these guidelines are subject to confiscation of the laser device, suspension or expulsion from school, and possible referral to legal authorities. Anyone who discovers student in possession of a laser device in violation of this policy shall report the violation to building administration.

As stated in Policy JFCK adopted by the Lancaster City Schools Board of Education:

Students who bring personal electronic communications equipment onto school grounds or to school-sponsored events do so at their own risk. The Lancaster City School District, its Board members, its employees and/or its agents are not liable for lost, stolen, damaged, or destroyed personal electronic communications equipment.

### ***Additional Elementary Building Policies Concerning Electronic Devices***

Devices such as laser pointers or other potentially harmful gadgets of any kind are NOT permitted. *The principal has the authority to modify electronic communication device usage as deemed necessary for specific school issues and situations.*

## TITLE IX

### ***LANCASTER CITY PUBLIC SCHOOLS POLICY ON NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES RECEIVING OR BENEFITING FROM FEDERAL FINANCIAL ASSISTANCE.***

The Lancaster City Board of Education is required to implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employment, and all unions and professional organizations holding collective bargaining or professional agreements with said Board of Education, that it does not discriminate on the basis of sex in the educational programs or activities which it operates, and that this is required by Title IX of the Education Amendments of 1972.

In order to fulfill the provisions of the nondiscrimination policy, the Lancaster Board of Education has taken or is in the process of completing the following measures:

(1) Title IX Compliance Officer

The Lancaster Board of Education has appointed a Title IX Compliance Officer to whom all questions or complaints regarding non-compliance with provisions found in Title IX of the Education Amendments of 1972 may be directed:

Title IX Compliance Officer, Donna McCance  
Lancaster City Schools  
2780 Coonpath Rd. NE  
Lancaster, Ohio 43130  
Telephone - (740) 687-7360

(2) Title IX Affirmative Action Policy

The policy published below was adopted by the Lancaster City Board of Education on March 25, 1976: Whereas the Department of Health, Education and Welfare has published an implementing Regulation for Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs, and

**WHEREAS** specifically, Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program activity receiving Federal financial assistance..." and

**WHEREAS** the published regulation, effective July 21, 1975, describes how Title IX will be enforced and how it applies to educational institutions, and

**WHEREAS** the law underlying the regulation is based on the sound premise that, in a knowledge-based society, equal opportunity in education is fundamental to equality in all other forms of endeavor, and

**WHEREAS** the regulation requires that prior to July, 1976, those in education begin a searching self-examination to identify any discriminatory policies or practices within their institutions and to take whatever remedial action is needed: Therefore, be it **RESOLVED**, that the Board of Education, Lancaster School District state, and it hereby does state, its intention to assure compliance with the Rules and Regulations as set forth in Title IX implementing the Education Amendments of 1972, and as affected by Title VI of the Civil Rights Act of 1964; and be it **FURTHER RESOLVED**, that for at least three years following our self-evaluation, records be maintained describing the modifications of policies and practices made and remedial steps taken.

(3) Copies of the Title IX Affirmative Action Policy and the Title IX Grievance Procedure, which was also required by law, will be given to every student and employee in the Lancaster City Schools District.

### **Lancaster City Public Notice of Non-discrimination**

Lancaster City Schools does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. Persons with a disability are welcome in Career Technical and Education (CTE) Programs.

Please note that our programs may be offered at alternative accessible locations. The following have been designated to handle grievances regarding our nondiscrimination policies:

**Title II, Title VI and Section 504**

Donna J. McCance  
2780 Coonpath Rd. NE  
Lancaster, Ohio 43130  
740-687-7360

**Title IX (Students)**

Donna J. McCance  
2780 Coonpath Rd. NE  
Lancaster, Ohio 43130  
740-687-7360

**Title IX (Staff)**

Michelle Williams  
Coordinator of Human Resources  
740-687-7310  
[m\\_williams@lcsschools.net](mailto:m_williams@lcsschools.net)  
345 East Mulberry Street/2780 Coonpath Rd. NE, Lancaster, Ohio 43130

Steve Spangler  
Director of Secondary Education  
740-681-7509  
[s\\_spangler@lcsschools.net](mailto:s_spangler@lcsschools.net)  
345 East Mulberry Street/2780 Coonpath Rd. NE, Lancaster, Ohio 43130

Jeromey Sheets  
Director of Elementary Education  
740-687-7306  
[j\\_sheets@lcsschools.net](mailto:j_sheets@lcsschools.net)  
345 East Mulberry Street/2780 Coonpath Rd. NE, Lancaster, Ohio 43130

**SEXUAL HARASSMENT**  
(Board Policy ACAA)

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

For Employee - Michelle Williams  
Coordinator of Human Resources  
740-687-7310  
[m\\_williams@lcsschools.net](mailto:m_williams@lcsschools.net)  
345 East Mulberry Street/2780 Coonpath Rd. NE, Lancaster, Ohio 43130

Steve Spangler  
Director of Secondary Education  
740-681-7509  
[s\\_spangler@lcsschools.net](mailto:s_spangler@lcsschools.net)  
345 East Mulberry Street/2780 Coonpath Rd. NE, Lancaster, Ohio 43130

Jeromey Sheets  
Director of Elementary Education  
740-687-7306  
[j\\_sheets@lcsschools.net](mailto:j_sheets@lcsschools.net)  
345 East Mulberry Street/2780 Coonpath Rd. NE, Lancaster, Ohio 43130

For Student--Donna McCance  
Director of Student Services  
740-687-7360  
2780 Coonpath Rd. NE, Lancaster, Ohio 43130  
[d\\_mccance@lcsschools.net](mailto:d_mccance@lcsschools.net)

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity;

or

3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation. (September 22, 2022)

For a full version of policy ACAA, see Board Policy Manual:

[https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies \(10/26/2021\)](https://go.boarddocs.com/oh/lancaster/Board.nsf/Public?open&id=policies (10/26/2021))

## **DISTRICT 504 POLICY**

### **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES**

#### **Professional Staff/Administrators Alleged Discrimination Grievance Procedures**

In accordance with the Federal and State OCR (Office Of Civil Rights) Guidelines, any student who believes the Lancaster City School District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color national origin), Title IX of the Educational Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability), she/he may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. An informal grievance hearing with the above-mentioned administrators does not require parents/guardians to be present. However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence as follows:

#### **Step 1**

*An alleged formal discrimination grievance complaint should first be made to the principal or immediate supervisor within ten (10) school days of the date the alleged incident occurred.*

#### **Step 2**

*If not resolved at Step 1, the decision may be appealed to the district's Title IX and/or Section 504 Coordinator within five (5) school days.*

#### **Step 3**

*If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.*

**Title IX Coordinator (Student), Donna McCance**

**2780 Coonpath Road NE**

**Section 504 Coordinator**

**Lancaster, Ohio 43130**

**(740) 687-7360**

#### **Step 4**

*If not resolved at Step 3, the decision may be appealed by the complainant to the U.S. Department of Education Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue SW, Washington DC 20202-1100.*

**COMPUTER/ONLINE SERVICES**  
(Acceptable Use and Internet Safety)  
(Board Policy EDE)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

Students should be guided to appropriate websites and be monitored by staff members at all times.

Students and staff members may be permitted to use their own personal communications equipment. Staff members should be especially vigilant in monitoring student use of personal electronic communication equipment if permitted. The use of personal communications equipment must be for educational purposes only or as directed by the student handbook.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child

pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

“Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals; **and**
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline. (Revised January 26, 2021)

**COMPUTER NETWORK AND INTERNET  
ACCEPTABLE USE POLICY AND AGREEMENT  
FOR STUDENTS OF  
THE LANCASTER CITY SCHOOL DISTRICT  
(Board Policy EDE-R)**

The District is pleased to provide our students with access to interconnected computer systems within the District and to the Internet via a worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the District to continue making its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student’s misuse of the network and/or Internet access may jeopardize the ability of all students to enjoy such access. While teachers and other staff members will make reasonable efforts to supervise student use of network and Internet access, our employees must have student cooperation in exercising and promoting responsible use of this access.

The District recognizes the need to prevent students from accidentally or intentionally accessing inappropriate material via the Internet. To that end, the District has instituted the use of an Internet filter that prevents access to many sites that are known to violate the Lancaster City Schools’ Acceptable Use Policy (AUP) and Internet Safety Policy. Filters are, however, imperfect devices and are not a reliable substitute for monitoring students’ activities by their teachers and/or by other staff. Students should be guided to appropriate sites since neither the filter nor the inspection by our employees may prevent some students from reaching inappropriate material. All students under the age of 18 and their parent/guardian must sign the AUP before the student will be allowed network access. Personal Electronic Communications Equipment must also be used in accordance to this policy.

Upon reviewing, signing, and returning this Policy, each student will be given the opportunity to enjoy Internet access at school and will agree to follow the Policy. If a student is under 18 years of age, his/her parent/guardian must read



and sign the policy. The District cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed, or if under 18, does not return the policy with the appropriate signatures of the student and his/her parent/guardian as directed.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact your school principal or librarian. Either one will direct your questions to the appropriate person. If any student violates this policy, his/her access will be denied or withdrawn, and the student may be subject to additional disciplinary action.

### **I. Personal Responsibility**

By signing this policy, you are agreeing not only to follow the rules in this policy, but are also agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or his/her property.

### **II. Term Of The Permitted Use**

A student who submits a properly signed policy and who follows the policy to which he/she has agreed will have computer network and Internet access during the course of one school year only. Students will be asked to sign a new policy each school year before he/she will be given an access account.

### **III. Acceptable Uses**

- A. Educational Purposes Only. The District is providing access to its computer networks and to the Internet for only educational purposes. Personal Electronic Communications Equipment must be used in accordance to the student handbook and under the supervision of a staff member. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
- B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - 1) Uses that violate the law or encourage others to violate the law.
    - a) Don't transmit offensive or harassing messages.
    - b) Don't offer for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline Policy.
    - c) Don't view, transmit or download pornographic materials or materials that encourage others to violate the law.
    - d) Don't intrude into the networks or computers of others.
    - e) Don't download or transmit confidential, trade secret information or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - 2) Uses that cause harm to others or damage to their property.
    - a) Don't engage in defamation (harming another's reputation by lies).
    - b) Don't employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet.
    - c) Don't upload a worm, a virus, a "Trojan Horse," a "time bomb" or any other harmful form of programming or vandalism.
    - d) Don't participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
    - e) Do not download or install a program or software without permission from an authorized school official.
  - 3) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
    - a) Don't disclose or share your password with others.

- b) Don't impersonate another user.
- 4) Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet nor use the computer and/or network for financial gain or illegal activity. You should not give others private information about you or others, including credit card numbers and Social Security numbers.

C. Netiquette. All users must abide by rules of network etiquette which include the following:

- 1) Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- 2) Avoid language and uses that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- 3) Don't assume that a sender of e-mail is giving his/her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when you know that the individual would have no objection.
- 4) Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
- 5) Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities, and such activities will be reported to the proper authorities.

#### **IV. Internet Safety**

##### **A. General Warning; Individual Responsibility of Parents and Users**

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.

##### **B. Personal Safety**

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have communicated with only on the Internet in a secluded place or in a private setting.

##### **C. "Hacking" and Other Illegal Activities**

It is a violation of this Policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems or to attempt to gain such unauthorized access. Any use which violates (State or Federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

##### **D. Confidentiality of Student Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or if the student is 18 or over, the permission of the student himself/herself.

Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures

The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions or materials that are (1) obscene, (2) pornographic or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. The term "harmful to minors" as used above means any picture, image, text, graphic image file that:

- 1) taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex, or excretion;
- 2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals;
- 3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

F. Cyber Bullying and Response, Social Media, and Chat Rooms

The student code of conduct contained in the student handbook and the district policy on Hazing and Bullying applies to students and their online behaviors. Students shall not use technology to harass or bully other students at any time including on the bus, at school, or during a school activity. Students who have been bullied should report the bullying to nearest supervising adult as soon as possible. The district provides a confidential means to report bullying issues at <http://www.publicschoolworks.com/SHL/bullyingMgr.asp?di=126>.

To combat cyber bullying, the district has adopted age-appropriate curriculum for all students. The district will also report the instances of bullying on the district website twice annually and send information home to parents about bullying policies and how parents can help.

**V. Privacy**

Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

**VI. Failure To Follow Policy**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his/her access to the computer network and Internet terminated and which the District may refuse to reinstate for the remainder of the student's enrollment in the District. A user violates this Policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Furthermore, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The District may also take other disciplinary action in such circumstances.

**VII. Warranties/Indemnification**

The District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, a user is taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) is/are agreeing to indemnify and hold the school, the District, the Data Acquisition Site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user, or if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his/her access to

its computer network and the Internet, whether that use is on a school computer or on another computer outside the District's network.

#### **VIII. Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy; for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian), or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

# Lancaster City Schools

## Chromebook Program Grades K-12

### Chromebook Loan Agreement

Each student will receive a Chromebook in good working order, including a charger and case (Grades K-8). It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the Property of Lancaster City Schools and is herewith lent to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their privilege to use the Chromebook. The equipment will be returned when requested by Lancaster City Schools, or sooner, if the student withdraws from Lancaster City Schools prior to the end of the school year.

The District Property may be used by the Student only for noncommercial purposes, in accordance with District's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

The Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Agreement.

One user with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not attempt to add, delete access, or modify other users' accounts on the Chromebook or on any school owned computer. The Lancaster City Schools network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the Chromebook. These labels are not to be removed or modified. If they become damaged or missing contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

An email account will be available for each student to use for appropriate academic communication with other students and staff members only. This email account is for communication within the school district or for educational purposes only.

The Student agrees to use best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in the Student's possession.

The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition upon request by Lancaster City Schools.

### **Parent Responsibilities**

Your child has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

#### **I WILL:**

- supervise my child's use of the Chromebook at home, including use of the Internet and email
- discuss our family's values and expectations regarding the use of the Internet and email at home
- not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth
- report to the school any problems with the Chromebook and I will not load or delete any software from the Chromebook
- make sure my child recharges the Chromebook battery nightly and brings the Chromebook to school every day
- **I understand that** if my child comes to school without the Chromebook, I may be called to bring it to school.
- **I agree to make sure the Chromebook is returned to school when requested and upon my child's withdrawal from Lancaster City Schools.**

### **Parent Agreement**

- I understand the procedures and requirements to which my student must comply, including the Lancaster Acceptable Use and Internet Safety Policy.
- I accept responsibility for any monetary charges resulting from damage or neglect of my student's Chromebook.
- I understand that my student may lose his/her Chromebook privileges and/or incur charges as a result of inappropriate behavior, damage, neglect, or loss to any district Chromebook.
- I understand that if charges or other financial obligations to the school are not paid at the end of the student's last school year, LCS grades and credits of students may be withheld.

### **Student Responsibilities**

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

#### **I WILL:**

- treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times
- not load any software onto the Chromebook; not remove programs or files from the Chromebook
- not use my Chromebook with personal email accounts. Ex: Gmail, Hotmail
- make sure I charge my Chromebook every night and bring it to school every day
- not give personal information when using the Chromebook
- keep all accounts and passwords assigned to me secure, and will not share these with any other students
- not attempt to repair the Chromebook, I will seek technical assistance from school personnel
- return the Chromebook when requested and upon my withdrawal from Lancaster City Schools
- **I agree** that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- When using the Chromebook at home, at school, and anywhere else I may take it, **I will follow the policies of Lancaster City Schools**, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local state and federal laws.

### **Student Agreement**

- I have read the Lancaster Chromebook Loan Agreement and the Parent and Student Responsibilities.
- I have read the Lancaster Acceptable Use and Internet Safety Policy, and agree to comply with it at all times, including when I am not at school.
- I understand that I may lose my Chromebook privileges as a result of my inappropriate behavior, and may be financially responsible for intentional damage or avoidable loss of any district Chromebook.

## Technology Protection Fund Form

### Coverage and Benefit

The technology protection fund agreement covers all listed repairs and replacement charges for the **first** repair/replacement of each item listed. The coverage is 24 hours per day. All **subsequent** repairs and replacement charges are not covered under this fund and will be charged to the student.

- Participation in the Technology Protection Fund is optional.
- Coverage under the Technology Protection Fund begins on the date the parent completes the Technology Protection Fund Form and expires at the end of the school year, or the first day of school the following school year if it needs to be kept over the summer. The Technology Protection Fund has to be renewed annually.
- I understand that if I decline service at this time, I am responsible for 100% of any damage or loss to the loaned Chromebook whether the damage occurred at school or outside of school.
- I agree to make sure the Chromebook is returned to school when requested and upon my child's withdrawal from Lancaster City Schools.
- In the event that a Chromebook is stolen, you must file a police report and provide a copy to the building principal before a replacement device will be issued.
- Students must return their Chromebooks with charger/case at the end of the school year or upon withdrawal, or they will be assessed a charge of \$322 (KG), \$271 (Gr 1), \$236 (Gr 2-12) for the cost of the device and/or the cost of the charger as listed below, plus the cost of the case if provided (Grades K-8 only)
- **To Opt-In to the Technology Protection Fund, please complete the form below and return it to your child's school, including payment of \$20.00, by October 1, 2022. If the student enrolls after the beginning of the school year, the student has up to 30 days from the enrollment date to enroll in the protection fund.**

### Chromebook Replacement Costs

#### Repair/Replacement Charges:

- Screen Grade 1 – 12 (\$53.00)
- Screen Grade K (\$144.00)
- Keyboard (\$19.00)
- Chromebook (\$332.00 – Gr KG)
- Chromebook (\$271.00 – Gr 1)
- Chromebook (\$236.00 – Gr 2-12)
- Case (\$27.00)
- Headphone Jack (\$15.00)
- Charging Jack (\$5.00)
- Battery (\$37.00)
- Touchpad/Palmrest (\$25.00)
- Charger for Chromebook 3180 (\$17.00)
- Charger for Chromebook 3100 (\$37.00)
- Hinge Covers (\$2.00 per piece)
- Display Bezel (\$14.00)
- Cameras (\$11.00)

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Name of Student

Address

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Grade

Home Phone

**YES, I would like to opt-in to the Technology Protection Fund and have included \$20.00 for payment.**

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Parent/Guardian Signature

Date