

# Lancaster City Elementary Schools

## PARENT & STUDENT HANDBOOK

**2025-2026**

School Year



***THE PLACE TO BE***

June 2025

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# GREETINGS

August 2025

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. Parents/students, please review this handbook at the beginning of each school year together. Afterwards kindly confirm that you reviewed it by completing your required login to our Returning Student Registration portal. 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/parents should consult the Student Handbook. 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.*

This handbook may be amended from time to time and the district reserves the right to revise its policies in accordance with the law. Each time a revised and updated handbook is issued, the current handbook replaces all prior versions.

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

**BOARD OF EDUCATION**

**740.687.7315**

Dianne Garlinger, President  
 Bryan Everitt, Vice President  
 Amy Eyman, Member  
 Kathy Kittredge, Member  
 A. Lise Ricketts, Member  
 Julie Taylor, Treasurer

**CENTRAL OFFICE**

**740.687.7300**

Nathan Hale	Superintendent	740.687.7305
Michelle Williams	Human Resources Coordinator	740.687.7310
Jeromey Sheets, Ph. ED.	Director of Elementary Education/Asst. Supt.	740.687.7306
Shannon Burke	Director of Secondary Education	740.687.7306
Jerry Rainey	Director of Business/Technology	740.687.7312
Brenda Zeiders	Director of Special Education	740.687.7360
Jennifer Woods	Director of Student Services/Federal Programs	740.687.7360
Julie Taylor	Treasurer	740.687.7315

**ELEMENTARY SCHOOLS**

<b>BUILDING</b>	<b>PRINCIPAL/DEAN</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>FAX</b>
Gorsuch West	Mrs. Amy Tate Mr. Shane Hart	440 Trace Drive	(740) 687-7332	(740) 687-7202
Medill	Mrs. Leigh Johnson Mr. Mathew Holdcroft	1160 Sheridan Drive	(740) 687-7352	(740) 687-7205
Mt. Pleasant	Mr. Evan Thomas 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 Mr. Michael Brosovich	2141 Greencrest Way	(740) 687-7330	(740) 687-7201

**ELEMENTARY SCHOOL HOURS**

Elementary Office Hours: 8:00 am – 4:00 pm  
 Elementary School Hours: 9:00 am - 3:35 pm  
 Elementary School Hours with a one-hour delay: 9:55 am – 3:30 pm  
 Elementary School Hours with a two-hour delay: 10:55 am – 3:30 pm

**DISTRICT WEBSITE**

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

**DISTRICT CALENDAR**

[2025-2026 Academic Calendar](#)

# 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



**LANCASTER CITY SCHOOLS**

### PORTRAIT OF A GRADUATE

 <b>LEARNING (KNOWLEDGE):</b>	 <b>CARING (ATTITUDE):</b>	 <b>SUCCEEDING (SKILLS):</b>
<p><b>A Lancaster City Schools graduate is prepared to:</b></p> <ul style="list-style-type: none"><li>• Succeed in postsecondary education, military service, and/ or obtain gainful employment</li><li>• Work independently and collaboratively in a team environment</li><li>• Demonstrate competency in the core curriculum for the State of Ohio</li><li>• Think about information creatively and critically to solve problems</li></ul>	<p><b>A Lancaster City Schools graduate demonstrates:</b></p> <ul style="list-style-type: none"><li>• A high level of social, emotional and interpersonal skills</li><li>• Empathy and respect towards others</li><li>• Confidence in their abilities</li><li>• Pride in our community</li></ul>	<p><b>A Lancaster City Schools Graduate demonstrates:</b></p> <ul style="list-style-type: none"><li>• Resilience, grit and a strong work ethic</li><li>• Effective leadership skills</li><li>• Ability and desire to meet individual goals</li><li>• Integrity, reliability, and a healthy lifestyle</li><li>• Effective and professional communication skills</li></ul>



## **PUBLIC'S RIGHT TO KNOW**

(Board Policy KBA)

The Board supports the right of the people to know about the programs and services of their schools and make efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of District-wide interest is to be coordinated by the Superintendent.

For full version of policy KBA see Board Policy Manual: [BoardDocs® LT](#) (October 21, 2025)

## **Notice of Parents Right-To-Know**

### **FERPA (Family Educational Rights and Privacy Act)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). [FERPA Parent Guide](#)

### **STUDENT DIRECTORY INFORMATION NOTICE**

(Board Policy JO-E)

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music and theater presentations of this District. If you would like to deny your permission for release of directory information, please submit this written request: [POLICY JO-E](#)

### **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 minister;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

### **SAVE Students Act (HB 123) and Erin's Law (SB 288) Information**

- House Bill 123, the Safety and Violence Education (SAVE) Students Act, requires evidence-based instruction for students in grades 6-12 on suicide awareness and prevention, violence prevention and social inclusion, and
- Senate Bill 288 updated the curriculum for health education and requires developmentally appropriate instruction in child sexual abuse prevention to students in grades kindergarten through six annually.

Additional information about each of these requirements are below:

**House Bill 123, the Safety and Violence Education (SAVE) Students Act**

Under this legislation, starting the 2023 school year and annually thereafter, school districts must include at least one hour or one standard class period of evidence-based instruction for students in grades 6-12 on suicide awareness and prevention, violence prevention and social inclusion.

Addressing these topics with secondary students helps foster positive relationships among students and strengthen their ability to navigate some of life's greatest challenges. Lessons are age-appropriate and designed to engage students in meaningful discussions and activities to support their overall well-being. The district has approved the use of Sandy Hook Promise materials to meet this requirement.

**Upon written request of the student's parent or guardian, a student shall be excused from taking instruction on suicide awareness and prevention, violence prevention and social inclusion. Please contact your child's school if you would like to opt-out of this instruction.**

**Senate Bill 288, Erin's Law**

This legislation updated the prescribed curriculum for health education, adding requirements related to child sexual abuse prevention, dating violence prevention and sexual violence prevention. The law also includes parent and legal guardian notification and training for school personnel.

Grade K-6

Schools are now required to provide developmentally appropriate instruction in child sexual abuse prevention to students in grades kindergarten through six. This instruction is to occur annually and include information on available counseling and resources for children who are sexually abused.

Middle School and High School Health Classes

Schools are also required to provide developmentally appropriate instruction in dating violence prevention education and sexual violence prevention education to students in grades seven through twelve. This instruction will take place in Health class (or another subject as needed) and must include recognizing dating violence warning signs and characteristics of healthy relationships. This content has been part of our curriculum since 2010.

Senate Bill 288 Curriculum

The district has collaborated and evaluated resources to meet this requirement and for grade 6, the instruction will take place in Health class or another subject as needed. For seventh grade students in Health and for high school students currently enrolled in Health, this instruction will take place during the students' semester long health class. The instruction and information cannot be connected in any way to any individual, entity, or organization that provides, promotes, counsels or makes referrals for abortion or abortion-related services.

You may exempt your child from participating in any part of the district's child sexual abuse prevention and sexual violence prevention education. If you choose to opt your child out of this instruction, your child's teacher may assign alternative health lessons or activities unrelated to this topic. Your child will not be subject to any disciplinary action, academic penalty, or other sanction. **Please contact your child's school if you would like to opt-out of this instruction.**

## **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 should 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: [BoardDocs® LT](#)  
(October 21, 2025)

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS**

(Restraint and Seclusion)

(Board Policy JP)

PBIS is a multi-tiered school-wide, behavioral framework developed and implemented 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/framework consistent with the components set forth in the Ohio Department of Education and Workforce's (ODEW) policy, State law and this policy. The District implements PBIS on a systemwide basis in an effort to promote positive interactions and solutions within the District. The District encourages family involvement as an integral part of its PBIS system. This policy is implemented in accordance with all applicable definitions set forth in State law.

For the full version of policy JP see Board Policy Manual: [BoardDocs® LT](#)  
(October 21, 2025)

## **SURVEILLANCE CAMERAS**

The following notice is posted throughout the school district:

**VIDEO SURVEILLANCE:** 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.

## **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: [BoardDocs® LT](#)  
(October 21, 2025)

### **ARRIVAL TO SCHOOL/LEAVING SCHOOL**

Students are permitted to enter the building at 8:50 am. Please plan accordingly when dropping off students in the morning. Children arriving before this time cannot be properly supervised as staff duty time begins at 8:50 am. Student safety and general welfare is the responsibility of the parent or guardian. 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.

### **EMERGENCY CLOSINGS**

(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, 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.

Parents, students and staff members are informed early ,  
in each school year of the method of notification in the event of emergency closings or early dismissals.

The Board adopts a plan to make up a maximum of the number of hours equivalent to three days of instruction for closures due to disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to school's operation, damage to a school building or other temporary circumstances due to utility failures rendering the school building unfit for school use. This provision does not apply for schools operating blended or online learning programs.  
(10/21/2025)

### **DELAYED START, EARLY DISMISSALS, SCHOOL CLOSINGS**

If the start of school must be delayed due to a weather emergency, the day will begin one (1) hour later (10:00). If the start of school is delayed by (2) hours, school will begin at 11:00 am. 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, weather emergency announcements are usually made between 6:00 am and 6:30 am. "One Call Now" 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!

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.**

**“One Call Now”** 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.

### **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 EFH, see Board Policy Manual: [BoardDocs® LT](#) (October 21, 2025)

### **RETURNING STUDENT REGISTRATION (ANNUAL)**

ALL parents are required to login to the RETURNING STUDENT REGISTRATION portal each school year to verify their student’s information AND to accept all notices (Handbook sign-off, Photo Permission, Internet User Agreement, etc.)

## **PART II ATTENDANCE POLICIES and GRADING SYSTEM**

### **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 am. 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.**

### **STUDENT ABSENCES AND EXCUSES**

(Board Policy JED)

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. quarantine for contagious disease;
4. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral or dental appointments;

5. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);
6. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
7. up to three religious expression days per school year in accordance with Ohio Revised Code 3320.04;
8. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
9. post-secondary visitation, for which a student may be marked as "present" for such absences for up to three days per school year;
10. pre-enlistment reporting to military enlistment processing station, for which a student may be marked as "present" if the absence is used to help fulfill graduation requirements;
11. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
12. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
13. absences due to a student being homeless;
14. attending a driver education course outside of core curriculum (applies to absences for two hours per day up to eight hours maximum, which cannot exceed four consecutive days or can be nonconsecutive) or
15. as determined by the Superintendent..

The District makes 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 absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Student make up work for religious expression days is managed in accordance with State law and Board policy for such absences.

Each student who is absent for reasons other than religious expression days 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 in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

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.

(October 21, 2025)

The following are some **unexcused** absences:

1. Moving
2. Shopping
3. Visiting - without prior approval

4. Oversleeping
5. Missing bus or ride
6. Take Your Child To Work Day - **without employer verification\***
7. Out-of-school suspension
8. Truancy
9. Kept at home by parents - without prior approval
10. Baby-sitting
11. 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.

### **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 Ohio Department of Education and Workforce 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 notify the child's parent in writing of the legal consequences of being a "habitual" truant. The written notice may be delivered by regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.

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: [BoardDocs® LT](#)  
(October 21, 2025)

### **STUDENT RECORDS** (Board Policy JO)

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

For a full version of policy JO, see Board Policy Manual: [BoardDocs® LT](#)  
(October 21, 2025)

## **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**

(Board Policy IIA)

As the governing body of the District, the Board is legally responsible for the selection of instructional materials. Since the Board is a policymaking body, it delegates to the administrative and teaching staff of the District authority to recommend instructional and supplemental materials. In selecting instructional materials, the District complies with all State law requirements.

Materials for school classrooms are recommended by the appropriate certified 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: [BoardDocs® LT](#) (October 21, 2025)

## **TEXTBOOK SELECTION AND ADOPTION**

(Board Policy IIAA)

In selecting textbooks 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: [BoardDocs® LT](#) (October 21, 2025)

## **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 that 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: [BoardDocs® LT](#)  
(October 21, 2025)

### **GRADING SYSTEMS**

(Board Policy IKA-R-1)

#### **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.

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 weaknesses and
4. promote positive atmosphere for child to work at his/her level of potential.

**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.

**Interim Reports**

Marks:	L = Limited P = Proficient M = Mastered	S+ = Above Average S = Average S- = Below Average U = Unsatisfactory	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 1</u> Reading Language Math  <u>Grade 2</u> Social Studies Science  <u>Special Education</u> <u>Classrooms</u> Students with a Functional Curriculum	<u>Grade 2</u> Language Math Reading  <u>Grades 3-5</u> Language Math Science Social Studies Reading	93-100 = A 90-92 = A- 87-89 = B+ 83-86 = B 80-82 = B- 77-79 = C+ 73-76 = C 67-69 = D+ 60-66 = D 0 -59 = F

Interim reports are available for low and failing grades (D and F respectively) or at parent request.

All teachers must keep and maintain accurate assignments and grades. All teachers (excluding K) must input grade at least every 10 days.

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 first grade will integrate science, social studies and health into the Language Arts Curriculum.

The S/U code for grades 1-5, 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 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 modified 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.  
(October 21, 2025)

**PROMOTION AND RETENTION OF STUDENTS**

(Board Policy IKE)

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed and reviewed and may include the following elements.

1. A student receiving passing grades in the core courses is promoted.
2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. No student having passing grades, "D" or above, throughout the year is failed.
6. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.
7. Documentary and anecdotal evidence should be available to justify retention.

For a full version of policy IKE see Board Policy Manual: [BoardDocs® LT](#) (October 21, 2025)

### **PART III**

## **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: [BoardDocs® LT](#) (October 21, 2025)

#### **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. Student Dress Code**

(Board Policy JFCA)

School dress should enhance a positive image of the students and the District and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment or violating the previous statement, is unacceptable.

Requirements include the following.

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements
2. When a student is participating in school activities including athletics, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students. Apparel worn during interscholastic athletics or extracurricular activities that is related to the practice of a sincerely held religious belief is acceptable unless the apparel presents a legitimate danger to participants. If such a danger is identified, all reasonable accommodations are offered to the participant wearing religious apparel
3. Dress and grooming are not such as to disrupt the teaching/learning process  
(October 21, 2025)

**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.

**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. Clothing cannot be sheer unless an appropriate article of clothing is worn under to cover undergarments.
4. Shirts must not show the midriff region while hands are down.
5. 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.
6. Short/skirt length must be long enough to cover a student in a school-appropriate manner while standing or seated.
  7. Clothing must be in good repair. Clothing which is cut or sliced may be deemed inappropriate.
  8. Sagging pants that show underwear are prohibited even if shorts are worn under them.
  9. 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.
  10. Jackets/coats that are sold as outerwear are to be left in the lockers/cubbies and not worn during the school day.
  11. 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.
  12. 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.***

### **NON-DISCRIMINATION**

(Board Policy AC)

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.

District Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's compliance officers:

#### **For Employees**

Title: Coordinator of Human Resources  
Address: 2780 Coonpath Rd. NE  
Lancaster, Ohio 43130

#### **For Students**

Title: Director of Student Services  
Address: 2780 Coonpath Rd. NE  
Lancaster, Ohio 43130

Phone number: 740-687-7310  
Email: [m.williams@lcsschools.net](mailto:m.williams@lcsschools.net)

Phone number: 740-687-7360  
Email: [j.houston@lcsschools.net](mailto:j.houston@lcsschools.net)

The name, title, and contact information of these individuals is annually published in District handbooks and on the District website.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1975.

The compliance officer is responsible for addressing any inquiries or complaints regarding discrimination or retaliation in a prompt and equitable manner.

### **Reports and Complaints of Unlawful Discrimination/Harassment**

Individuals who feel they have been subjected to unlawful discrimination or retaliation may file a complaint, either orally or in writing, with the compliance officer or an administrator, supervisor or other district-level administrator. Employees are required to promptly report to the compliance officer or an administrator, supervisor or other district-level administrator when they become aware of incidents of unlawful discrimination or retaliation. All other persons associated with the District are encouraged to promptly report when they become aware of such incidents. Any administrator, supervisor or district-level administrator who receives such a complaint must forward it to the compliance officer.

The Board has developed complaint procedures, which are made available to every member of the school community. The complaint procedures are not intended to interfere with the rights of any individual to pursue action through State and/or Federal law, contact law enforcement, or file a complaint with the United States Department of Education, Office of Civil Rights, The Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

The Board has adopted separate policies and procedures for sexual harassment, including the identification of the Title IX Coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

### **Interim Measures and Responsive Action**

Upon receiving a complaint, the compliance officer will consider whether any interim measures should be taken to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter discrimination.

The District shall enforce its prohibitions against unlawful discrimination by taking responsive action reasonably calculated to stop and prevent further misconduct. Employees or students who engage in unlawful discrimination or retaliation may be subject to disciplinary action. The Board has identified disciplinary penalties, which may be imposed on the offender(s).

### **Confidentiality**

Matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible.

### **Retaliation**

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, preceding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy. Any administrator, supervisor or district-level administrator who

is aware of such retaliation shall forward it to the compliance officer. Reported acts of retaliation will be promptly investigated and addressed.  
(October 21, 2025)

## **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	Shannon Burke Director of Secondary Education 740-681-7509	Jeromey Sheets Director of Elementary Education/ Assistant Superintendent 740-687-7306
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2780 Coonpath Rd. NE, Lancaster, Ohio 43130

[m\\_williams@lcsschools.net](mailto:m_williams@lcsschools.net)

[shannon\\_burke@lcsschools.net](mailto:shannon_burke@lcsschools.net)

[j\\_sheets@lcsschools.net](mailto:j_sheets@lcsschools.net)

For Student-Jennifer Woods

Director of Student Services

740-687-7360

2780 Coonpath Rd. NE, Lancaster, Ohio 43130

[j\\_houston@lcsschools.net](mailto:j_houston@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. For a full version of policy ACAA see Board Policy Manual: [BoardDocs® LT](#)  
(October 21, 2025)

## **Sexual Harassment Grievance Process**

(Policy ACAA-R)

The Board requires the following grievance process to be followed for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited as sexual harassment by Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

### **District Requirements**

When the District has actual knowledge of sexual harassment in an education program or activity of the District, the District will respond promptly in a manner that is not deliberately indifferent. When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator will direct the individual to the applicable sex discrimination process for investigation.

The District treats individuals who are alleged to be the victim (Complainant) and perpetrator (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive measures. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures are offered on a temporary basis and may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the District's property, campus escort services, changes in work locations and other similar measures. The District has discretion and flexibility to determine which supportive measures are appropriate.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. If the District does not provide the Complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The Title IX Coordinator will respect the Complainant's wishes with respect to whether to file a formal complaint unless the Title IX Coordinator determines it is necessary to pursue the complaint in light of a health or safety concern for the District.

### **Timelines**

The District has established reasonably prompt time frames for the conclusion of the grievance process, including time frames for filing and resolving appeals and informal resolution processes. The grievance process may be temporarily delayed or extended for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. In the event the grievance process is temporarily delayed for good cause, the District will provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

### **Response to a Formal Complaint**

At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or other means designated by the District.

The District must follow the formal complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. However, nothing in this policy precludes the District from removing a Respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. Nor does it preclude the District from placing a non-student employee Respondent on administrative leave during the

pendency of the grievance process. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Upon receipt of a formal complaint, the District must provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;
2. An explanation of the District’s investigation procedures, including any informal resolution process;
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
4. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence and
5. Notice to the parties of any provision in the District’s code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

For a full version of policy ACAA-R see Board Policy Manual: [BoardDocs® LT](#) (October 21, 2025)

### **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**

Jennifer Woods  
2780 Coonpath Rd. NE  
Lancaster, Ohio 43130  
740-687-7360

#### **Title IX (Students)**

Jennifer Woods  
2780 Coonpath Rd. NE  
Lancaster, Ohio 43130  
740-687-7360

#### **Title IX (Staff)**

Michelle Williams, Shannon Burke and Jeromey Sheets  
2780 Coonpath Rd. NE, Lancaster, Ohio 43130  
740-687-7360

## **PART IV 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.

**HEALTH SERVICES NOTIFICATION**

Ohio House Bill 8 (135th General Assembly) mandates that by July 1 2025, all public schools adopt policies to enhance parental involvement, particularly concerning student health services. Parental involvement is authorized through Returning Student Enrollment forms.

**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.

## Immunization Summary for School Attendance

### **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)

#### **Administering Prescription Drugs to Students**

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:

1. A prescription drug is a drug that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription.
2. 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.
3. The appropriate school health personnel or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The prescription drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
4. Written permission must be received from the parent(s) of the student, requesting that the appropriate school health personnel or an appropriate person comply with the physician's order.
5. The appropriate school health personnel or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the prescription drug or other person licensed to prescribe medication.
6. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the prescription drug, to the appropriate school health personnel or other designated individual if any of the information originally provided by the physician or licensed individual changes.
7. No employee who is authorized by the Board to administer a prescription drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the prescription drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

#### **Administering Over-the-Counter Drugs to Students**

An over-the-counter drug is a drug that may be legally sold without a prescription and that is administered without the instruction of a prescriber.

Authorized employees may, in the course of their employment, administer over-the-counter drugs to students in accordance with procedures developed by the Superintendent/designee. Such procedures must at minimum require parental consent for administration.

These procedures for over-the-counter medications do not apply to care given in the following situations; such situations are managed in accordance with law and any applicable policies and procedures:

1. emergency care occurring at the scene of an emergency outside of a hospital, doctor's office, or other place having proper medical equipment;
2. emergency care administered by a physician, dentist, or appropriate school health personnel volunteering at a school athletic event;
3. emergency care provided in a school district pursuant to an emergency medical authorization submitted by a student's parent or guardian;
4. emergency use of epinephrine autoinjectors in a school district pursuant to a school policy regarding their use;
5. diabetes care provided in accordance with an order signed by a student's treating practitioner;
6. emergency use of inhalers in a school district pursuant to a school policy regarding their use and
7. emergency use of injectable or nasally administered glucagon in a school district pursuant to a school policy regarding its use.

#### Religious Convictions

No person employed by the Board is required to administer a prescription or over-the-counter drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a prescription or over-the-counter drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

#### 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 appropriate school health personnel must have received copies of these required written approvals.

#### Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (EpiPen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an EpiPen 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 EpiPen 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 appropriate school health personnel must receive a backup dose of the medication from the parent or student.

#### Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or 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, student's parent/guardian or other person having care or charge of the student.

#### Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse or another school employee, if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

Prescription drugs prescribed for a seizure disorder that are to be administered to students may be kept in an easily accessible location. Students are allowed to possess seizure medications at school or at any activity, event or program sponsored by or in which the student's school is a participant, if the student has the written approval of the student's physician containing all information required by law and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The school principal and, if a school nurse is assigned to the student's school building, the school nurse, must receive copies of the written approvals.

(October 21,, 2025)

The following forms are available on our website under the Parents/Guardians link -> Forms/Links or through the clinic/school office at your child's building.

JHCD-1E: **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)

### **ADMINISTERING PRESCRIPTION DRUGS TO STUDENTS**

#### **(General Regulations)**

(Board Policy JHCD-R-1)

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 or the student, that the prescription drug be administered to the student.
2. Each person designated to administer prescription drugs 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 prescription drug and the dosage to be administered;

- d. the times or intervals at which each dosage of the prescription drug is to be administered;
  - e. the date on which the administration of the prescription drug is to begin;
  - f. the date on which the administration of the prescription 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 prescription 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 prescription 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 prescription drugs to be administered. Unless otherwise authorized by State law, all such prescription drugs shall be stored in that location in a locked storage place. Drugs that 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 prescription 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 administering 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.  
(October 21, 2025)

### **SPEAK UP TIP LINE**

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. Call 1-866-547-8362 to speak to a live attendant or leave a voicemail.

## **PART V BUILDING/SCHOOL PROCEDURES & 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.

**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.

### **BALLOONS, FLOWERS and TREATS**

Balloons and flower bouquets 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 labels for the food they serve.

### **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.

### **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.

### **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.

### **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.

### **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**

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.

### **LOST and FOUND**

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.

### **PARENT ORGANIZATIONS**

This organization provides vital support for teachers and student activities. The parent organization organizes fund-raising 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.

### **PLAYGROUND SAFETY RULES**

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!

### **RECESS**

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 at the start of the school day in the classroom.

Elementary student lunches are also free of charge. Lunch is served according to each building's schedule. Students are to have their I.D. number ready for the cashier. Students will need money if purchasing Á la carte items. Students may prepay.

Á la carte items are available for purchase and prices are subject to change. Students have the option to bring a sack lunch or eat the provided hot lunch, both of which must be eaten in the cafeteria. Those bringing sack lunches can purchase milk or Á la carte items from the cafeteria menu.

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.

Any charges incurred will remain on the student's account until they are paid in full. Parents can request a block against charging by contacting the Food Service office at 740-687-7350 to discuss available options.

## **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, social media, 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.

## **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. Use of cell phones – see page 44

### **VISITORS**

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.

### **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.

## **PART VI FINANCIAL OBLIGATIONS FEES**

### **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.**

## TECHNOLOGY PROTECTION FUND (CHROMEBOOKS) - SEE PAGE 47

### 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. In case of damages, the student/parent will be held liable. Reasonable wear on textbooks will not be charged.

### STUDENT ACCIDENT INSURANCE

Student accident insurance is offered to all students through a local insurance agency selected by the Board of Education. Application Forms can be found on our website at [www.lancaster.k12.oh.us](http://www.lancaster.k12.oh.us) under the Parents/Guardians link. Student ACCIDENT Insurance is optional. Any claims made are the responsibility of the insured and contact must be made directly with the insurance company.

## PART VII 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 discusses 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.

(October 21, 2025)

### **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: [BoardDocs® LT](#)

(October 21, 2025)

### **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.

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

(Board Policy JFCC (Also EEACC))

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 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: [BoardDocs® LT](#)

(October 21, 2025)

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

(Board Policy JFCC-R (Also EEACC-R))

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 the school bus or motor van driver designated place of safety 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 necessitated 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 behind the barrier, 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. comply with applicable State and Federal standards for seat belts and restraints;
12. be courteous to fellow students and to the driver;
13. treat equipment as one would treat valuable furniture in their home (damage to the school vehicle is strictly forbidden);
14. refrain from using nicotine products, or any cigarette, tobacco, alternative to nicotine product, vapor product or electronic smoking device on the vehicle or possessing alcohol or drugs on the vehicle except in accordance with medication policies under State law;
15. carry on the vehicle only items that can be held in their laps or can otherwise be secured 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.

(October 21, 2025)

## **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 is an intentional written, verbal, electronic or physical act 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. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. 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: [BoardDocs® LT](#)  
(October 21, 2025)

## **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 devices, 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: [BoardDocs® LT](#)  
(October 21, 2025)

## **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.

Suspensions for students in grades pre-K through three may only be issued for serious offenses in accordance with State law.

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 guidelines listed below are followed for all 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, 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.
5. Notice of this suspension is sent to the:
  - A. Superintendent and;
  - B. Student's school record (not for inclusion in the permanent record).
7. 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 principal's suspension, he/she must do so within 10 days of the notice of suspension. The appeal shall be in writing and made to the Superintendent as the Board's designee. 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. (October 21, 2025)

### **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. 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. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 school days, but not more than one year, unless otherwise permitted by law. 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.

Expulsions for students in grades pre-K through three may only be issued for serious offenses in accordance with State law.

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.

Within one school day of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

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, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate 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. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. 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. Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works 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.

#### **Expulsions for Imminent and Severe Endangerment**

The Board authorizes the Superintendent to expel a student for an initial period of up to 180 school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees, even though the student's actions may not qualify for permanent exclusion. When issuing expulsions under these provisions, the Superintendent complies with all other applicable requirements of this expulsion policy and State law including, but not limited to, notices and hearings.

"Imminent and severe endangerment" means any of the following actions taken by a student:

1. bringing a firearm to a school operated by the Board or any other property owned or controlled by the Board;

2. bringing a firearm to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District or in which the District is a participant;
3. bringing a knife capable of causing serious bodily injury to a school operated by the Board, any other property owned or controlled by the Board, or to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District or in which the District is a participant;
4. committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property while the student is at a school operated by the Board, any other property owned or controlled by the Board, or an interscholastic competition, extracurricular event, or any other program or activity sponsored by the school District or in which the District is a participant;
5. making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat or
6. making an articulated or verbalized threat, including a hit list, threatening manifesto, or social media post, that would lead a reasonable person to conclude that the pupil poses a serious threat.

The Superintendent develops conditions for the expelled student to satisfy prior to the student's reinstatement and provides a written copy of these conditions to the Board, the student and the student's parent, guardian or custodian at the beginning of the expulsion period. The conditions must include an assessment to determine whether the student poses a danger to the student's self or to other students or school employees. The assessment must be completed by a psychiatrist, licensed psychologist, or licensed school psychologist employed or contracted by the District and agreed upon by the student's parent and the Superintendent. Any applicable costs for the assessment are managed in accordance with law. The assessment must include a determination from the psychiatrist, psychologist, or school psychologist as to whether the student poses a danger to the student's self or to other students or school employees and may include recommendations for contingent conditions on the student's reinstatement. The conditions for reinstatement should be established in a manner so that satisfying the conditions demonstrates behavioral improvement compared to this initial assessment.

At the end of the expulsion period, the Superintendent assesses the student to determine whether the student has shown sufficient rehabilitation to be reinstated, meaning that the student has met all conditions for reinstatement set by the Superintendent and no longer pose a danger to the student's self or to other students or school employees. In making this determination, the Superintendent considers the required assessment made by the psychiatrist, psychologist, or school psychologist and whether the student has met the conditions developed by the Superintendent at the beginning of the expulsion period. For an expulsion period of 180 school days or an extended expulsion period of 90 school days, the Superintendent makes this determination in consultation with a multidisciplinary team selected by the Superintendent.

If the Superintendent determines the student has shown sufficient rehabilitation, the Superintendent may reinstate the student.

If the Superintendent determines the student has not shown sufficient rehabilitation, the Superintendent may extend the expulsion of an additional period of up to 90 school days. If the Superintendent extends the expulsion, they must develop conditions for the student to satisfy prior to their reinstatement that may be the same as those developed for the original expulsion period. A written copy of these conditions is provided to the Board, the student and the student's parent, guardian or custodian at the beginning of the extended expulsion period. At the end of the extended expulsion period, the Superintendent reassesses the student in the same manner as was conducted at the end of the original expulsion period and may reinstate the student or extend the expulsion for an additional period of up to 90 school days. There is no limit on the number of times an expulsion can be extended in accordance with these procedures.

#### Reduction of Expulsion

Prior to the end of the original expulsion or of an extended expulsion, the Superintendent may reduce the expulsion on a case-by-case basis if they determine the student has met all the conditions developed by the Superintendent at the beginning of the expulsion period, in compliance with District policy regarding the reduction of an expulsion period. Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical

characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

#### Early Assessment

Prior to the end of the original expulsion or of an extended expulsion, the student or student's parent, guardian or custodian may request the Superintendent complete an early assessment of the student. If requested, the Superintendent must assess the student in the manner that would otherwise be conducted at the end of the expulsion period to determine whether the student has shown sufficient rehabilitation. A request for early assessment can be made once during the original expulsion period and once during every extended period.

#### Contingent Reinstatement

The Superintendent may develop contingent conditions for a student's reinstatement in the following circumstances:

1. when the assessment is made at the end of the original expulsion period and the Superintendent determines the student has shown sufficient rehabilitation to be reinstated;
2. when the Superintendent has determined during the expulsion period to reduce the expulsion or
3. when the parent has requested an early assessment and the Superintendent has determined that the student has shown sufficient rehabilitation to be reinstated.

The conditions may include the conditions developed for the original expulsion period and recommendations made by the psychiatrist, psychologist or school psychologist in their required assessment. The Superintendent establishes a duration under which the student must meet the contingent conditions that may extend to the student's graduation date. A written copy of these conditions is provided to the Board, the student and the student's parent, guardian or custodian when the Superintendent makes the reinstatement decision. The conditions for reinstatement should be established in a manner so that satisfying the conditions demonstrates behavioral improvement compared to this initial assessment. If a student fails to meet the contingent conditions, the Superintendent may revoke the student's reinstatement and establish an extended expulsion period in the same manner as an extended expulsion would otherwise be issued.

#### Continued Educational Plan

The Superintendent develops a list of alternative educational options for students expelled under these provisions. A plan for the continued education of a student expelled under these provisions who does not have an Individualized Education Plan (IEP) is developed within 15 school days after the beginning of the original expulsion or of any extended expulsion and within 10 school days of the original expulsion or of any extended expulsion for a student with an IEP. The plan is developed by the Superintendent in consultation with the student and their parent, guardian or custodian and also includes the student's IEP team for a student with an IEP. The plan may include: education by the District in an alternative setting such as that which may be provided to a student who is otherwise expelled, including instruction at home; enrollment in another district or other type of public or nonpublic school; or any other form of instruction that complies with RC 3321.

#### Appeal

The student or the student's parent, guardian or custodian may appeal any expulsion determination made by the Superintendent under these provisions in the same manner as other expulsions are appealed as outlined in this policy.

#### Reporting

The Board directs the Superintendent to provide the Ohio Department of Education and Workforce with records of each expulsion made under these provisions and any changes to the student's expulsion status. The records must not include a student's name and must include the following:

1. the name of the student's school;
2. the reason for the student's expulsion;
3. the duration of the expulsion and any extension of the expulsion;
4. the total number of students expelled by the District in the school year as of the date of the report and
5. the student's age, gender, race and other demographic information.

(October 21, 2025)

### **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: [BoardDocs® LT](#)  
(October 21, 2025)

### **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: [BoardDocs® LT](#)  
(October 21, 2025)

## **PART VIII TECHNOLOGY INFORMATION**

Technology protection fund is available each year.  
See Lancaster City Schools Chromebook Loan Agreement on page 52.

### **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.

(October 21, 2025)

### **USE OF CELL PHONES**

Cell phones and other electronic communications equipment (Earbuds, Headphones, Gaming Devices, Use of Smart Watches) are prohibited to be used in all academic classes. Cell phones and other electronic communications equipment should be stored where they are not visible and should be silenced so that they can not be heard.

- These devices are only permitted to be used in academic classes for educational purposes with the permission of administration.
- Students can use cell phones and other electronic communications equipment for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a documented health concern.
- Cell phones and other electronic communications equipment 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.

Communication between parents and students is essential in today's society. Parents may leave a message for a student by calling the main office of their school building while the student is in an academic class and unable to use their cell phone or other electronic communications equipment.

**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.

## **INTERNET USE**

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.

Parents/students, please review our Internet policy at the beginning of each school year together. Afterwards kindly confirm that you reviewed it by completing your required login to our **Returning Student Registration portal**.

## **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.

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 that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational 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 may also use monitoring devices that, to the extent permitted by law, maintain a running log of Internet activity and record 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.

#### Monitoring of School-Issued Devices

For the following provisions, "school-issued device" means hardware, software, devices and accounts that a school district, acting independently or with a technology provider, provides to an individual student for dedicated student use. "Technology provider" means a person who contracts with a school district to provide a school issued device for student use and creates, receives or maintains education records pursuant or incidental to its contract with the District. "Technology provider" does not include a county board of developmental disabilities, educational service center, information technology center, assessment provider, curriculum provider, or city, local, exempted village or joint vocational school district that enters into a service contract with a school

district that includes issuing school-issued devices to students.

In compliance with State law, the District and technology providers in contract with the District are prohibited from electronically accessing or monitoring the following except when otherwise authorized by law:

1. location-tracking features of a school-issued device;
2. audio or visual receiving, transmitting or recording features of a school-issued device;
3. student interactions with a school-issued device, including, but not limited to, keystrokes and web-browsing activity.

These prohibitions on electronic access and monitoring of school-issued devices do not apply in the following circumstances:

1. where limited to a noncommercial educational purpose for instruction, technical support or exam-proctoring by District employees, student teachers, staff, a vendor or the Ohio Department of Education and Workforce (ODEW);
2. the activity is permitted under a judicial warrant or subpoena unless otherwise prohibited by State or Federal law;
3. the District or provider is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to prevent or respond to a threat to life or safety and access is limited to that purpose;
5. the activity is necessary to comply with Federal or State law;
6. the activity is necessary to participate in federal or state funding programs.

In any year the District or a technology provider elects to generally monitor a school-issued device under any of these circumstances, the District must provide notice to all parents of enrolled students. If access or monitoring of a student's school-issued device occurs due to judicial warrant or subpoena, a missing or stolen device, or in response to a threat to life or safety and the school district initiates responsive action, the District must notify the parent of the student within 72 hours of access and provide a written description of the triggering circumstance, including which features of the device were accessed and a description of the threat, if any. This notice is not required when the notice itself would pose a threat to life or safety.

A contract entered into between a school district and a county board of developmental disabilities, educational service center, joint vocational school district, another school district or an information technology center for services, including the general monitoring or access of school-issued devices, must indicate which entity is responsible for providing notice.

#### Maintenance of Education Records by Technology Providers

Technology providers in contract with the District must comply with State law provisions related to the collection, use and protection of data as if it were a school district. Education records created, received, maintained or disseminated by technology providers are solely the property of the District. Technology providers in contract with the District must comply with the following:

1. if education records maintained by the technology provider are subject to a breach, the technology provider will disclose to the District all information necessary to comply with State law following discovery of the breach;
2. unless renewal of a contract with the District is reasonably anticipated, the technology provider will destroy or return all education records created, received or maintained to the District within 90 days of the expiration of the contract;
3. the technology provider cannot sell, share or disseminate education records, except as part of a valid delegation or assignment under the contract with the District, unless otherwise allowed by State law;

4. the technology provider cannot use education records for any commercial purpose other than the services contracted for by the District.

A contract between technology providers and the District must ensure appropriate security safeguards for education records, including, but not limited to:

1. a restriction on unauthorized access by the technology provider's employees or contractors;
2. a requirement that the technology provider's employees or contractors may be authorized to access education records only as necessary to fulfill the official duties of the employee or contractor.

#### Notice and Inspection of Technology Provider Contracts

The District must provide parents and students annual notice by August 1 of any curriculum, testing or assessment technology provider contract affecting a student's education records. The notice can be by mail, electronic mail or other direct form of communication and must do all of the following:

1. identify each curriculum, testing or assessment technology provider with access to education records;
2. identify the education records affected by the curriculum, testing or assessment technology provider contract;
3. include information about the contract inspection;
4. provide contact information for a school department that can answer parent and student questions or concerns regarding programs or activities that allow a technology provider access to education records.

The District must also provide parents and students an opportunity to inspect a complete copy of any technology provider contract.  
(October 21, 2025)

### **COMPUTER/ONLINE SERVICES** **(ACCEPTABLE USE AND INTERNET SAFETY)** (Board Policy EDE-R)

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.

11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

(October 21, 2025)

# 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), \$308.26 (Gr 1), \$281.32 (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 November 30, 2025 or within 30 days of enrollment. 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 K (\$109.95)        | ● Chromebook Bottom (\$50)              |
| ● Screen Grade 1 – 12 (\$52.95)    | ● Case (\$27.00)                        |
| ● Screen Grade 2 - 12 (\$23.95)    | ● Battery (\$34.95)                     |
| ● Keyboard (\$12.95)               | ● Touchpad/Palmrest (\$39.95)           |
| ● Chromebook (\$332.00 – Gr KG)    | ● Charger for Chromebook 3100 (\$27.95) |
| ● Chromebook (\$308.26– Gr 1)      | ● Display Bezel (\$9.95)                |
| ● Chromebook (\$281.32– Gr 2-12)   | ● Cameras (\$10.95)                     |
| ● Whole Chromebook Chassis (\$100) |   |
| ● Chromebook Lid (\$50)            |   |

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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