

School Delay, Early Dismissal, and Cancellation Procedures, Notification System for Emergencies and Routine Messages

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As the winter weather season approaches it is sometimes necessary to delay the start of school, cancel school, or dismiss students early. The Lancaster City School District communicates these notices as soon as the decision is made. Please be aware of the means in which we will notify you:

1. Our emergency notification system, One Call Now, is utilized to call the phone number of our students and staff members. If you receive a phone call this message should be considered the official notification.
 - a. You may add other notification methods and phone numbers to your account by visiting the Lancaster City School District's website at <http://www.lancaster.k12.oh.us>
 - i. Click on the link for One Call Now (Self-Update-Portal), located on the left navigation pane or under Parents & Students click on One Call Now.
 - b. Your primary phone numbers have been loaded into the One Call Now system from our student information database. **It is important that anytime you make a change to your primary home or cell phone number that you communicate the change with the school building secretary.** These changes are updated nightly.
 - c. You may choose to receive text messages instead of a phone call. To do this you must Opt-in. To Opt-in you should first make sure that your cell phone number is listed as a primary contact home phone or cell phone number on the information you provided to the school building secretary.
 - i. Send the text message "Alerts" to 22300, which is the SMS identifier for One Call Now. This will opt you in to receiving text messages.
 - ii. To remove your phone from text messages, send the text message "Stop" to 22300.
 - d. There are two types of notifications that will be sent using the One Call Now system.
 - i. Emergency Notifications – these will be sent in the event of school closings, delays, or emergency circumstances.
 - ii. Routine Notifications – these may be sent by your building principal or other staff for reminders, announcements, or general information.

e. If you would like your number removed from our One Call Now system, please follow the steps below.

- i. From the district website, <http://www.lancaster.k12.oh.us>, click on Parents & Students, select One Call Now Opt-Out. (You can link directly to the Opt-Out at <http://www.onecallnow.com/corporate/opt-out>)
- ii. Fill out the form and submit it.
- iii. **Please remember that this will remove your contact information from all our emergency and routine calls.** If you have students in multiple buildings, this opt-out will remove your contact information from all building call lists.

2. The announcement will be posted on the Lancaster City Schools website, <http://www.lancaster.k12.oh.us>

3. We send an email to subscribers of our email distribution lists (Listserv):

- a. Visit our website at <http://www.lancaster.k12.oh.us>
- b. Select the link for District Listserv Signup located under the Parents & Students Menu
- c. Select the distribution list(s) you would like to subscribe to.
- d. Fill in your email address and create a password to complete the subscription.

4. We notify local radio and TV stations.

5. We place a recorded message on the district's mainline number (740) 687-7300, **Option 9.**

Our decisions to cancel, delay, or dismiss school early will always be made with the safety of our students in mind.

Please keep in mind that you may need to make arrangements for your children in the event of school delays, early dismissals, or cancellations. Now is a good time to talk with your children to prepare them for these events and make sure they understand where they should go during these times.