

Dear LCS parents and guardians,

I am writing to you today as a Lynchburg City Schools administrator and, perhaps more importantly, as an LCS parent. I understand the anxiety you feel when you are notified of a lockdown, evacuation, or other event at your child's school. I know that it is your first instinct to want to make sure your child is safe. The safety of *your child*, his or her classmates, teachers, and staff is of utmost importance to us. We have specific procedures and protocols that we follow when a potentially threatening situation occurs. To every parent, guardian, grandparent, aunt, uncle, or other caregiver, please know this: We do what we do to keep *your child* safe.

This is why during lockdowns or evacuations, we ask that parents remain off campus so our well-trained staff can follow the procedures they know so well. During a lockdown, we do not let anyone in or out of the building. During evacuations such as fire drills, we discourage parents from coming onto campus to pick up their child. During such situations as these, the number one goal is keeping your child safe. When concerned parents and others come onto campus, it provides distractions that can detract the focus of our staff from their number one goal.

Here are some suggestions I can provide to help you work with us during these situations:

- If you have a previously scheduled obligation that brings you onto campus during a lockdown or evacuation, please contact the Superintendent's Office and we will work with the principal to accommodate you as best we can.
- If you do not have a specific reason to be on campus but are worried about your child's safety, please contact the Superintendent's Office. To the best of our ability, we will provide details to explain the extent of the situation. Please do not panic if you do not reach someone immediately during this time; you can leave a message, and we will return your call.
- If your child is communicating with you from inside the school, please let them know it is important to follow the instructions of their teachers and administrators.
- Understand that due to the fact that students have phones in the schools, you may receive word of a lockdown or evacuation before the school is able to notify you. This is because the school is focused on safety first, then external communication. Our schools work very hard to communicate once we have secured the site and ensured all students are safe.

As an LCS administrator, I thank you for working with us during these situations. As an LCS parent, I thank you for helping me keep your child and my child safe.

Sincerely,



B. W. Copeland
Assistant Superintendent
Lynchburg City Schools