



Linkhorne Middle School

PARENT/STUDENT HANDBOOK 2026-27

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www.lcsedu.net/schools/lms

Link Together, Learn Forever

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The purpose of this handbook is to provide basic information regarding school procedures and policies. It is not intended to be all inclusive. It, along with the [Lynchburg City Schools Parent/Student Handbook](#) and [Lynchburg City School Board Policy Manual](#), are meant to serve as a guide for parents, students, and staff. We encourage you to read these documents carefully and share the information with your student. If you need clarification or additional information, please contact the main office.

All Lynchburg City Schools policies can be found on [BoardDocs](#).

ABOUT THE SCHOOL

LCS Vision Statement: Growth, Opportunity, Success.

LCS Mission Statement: To empower students for future success through high-quality instruction, supportive learning environments, and experiences that connect classroom learning to real-world opportunities.

School Motto: Link Together, Learn Forever

School Mascot: Jaguar

School Colors: Green and yellow

School Hours

Students: 7:25 a.m.–2:25 p.m.

Instructional Staff: 7 a.m.–2:30 p.m

The school office is open from 7 a.m. until 3:30 p.m. Monday through Friday. If you call the school and no one is available to take your call, please leave a message on our school voicemail and someone will get back with you on the next school day. Our voicemail can be reached by dialing 515-5330.

In accordance with the Code of Virginia 22.1-203, the school will observe a minute of silence each day. This will be conducted during the homeroom period.

Staff Directory

Principal: Dr. Kathy Dills

Assistant Principal: Erica Singley

Assistant Principal: Hannah Wooldridge

Dean of Students: Nikki Burger

Office Manager: Kim Steger

Athletic Director: Latasha Thomas

Attendance/Security Coordinator: Leanora Wilkinson

School Counseling Director: Ayanna Allen

School Nurse: Angelia Bryant

Full staff listing: www.lcsedu.net/schools/lms/about/staff-directory

Lost & Found

If a student has misplaced an item, they should first check in with their teachers. Next, students may check the school Lost & Found located in the main office. Items not retrieved from the Lost & Found by the end of each semester will be donated.

ARRIVAL & AFTER SCHOOL

School hours for the 2026-27 school year are from 7:25 a.m.-2:25p.m.

Arrival to School

Students may not enter the building prior to 7:05 a.m. All students will use the main walkway when they arrive in the morning. All students who want breakfast, will be able to get it from a cart prior to going to Homeroom.. If the student does not want breakfast, they will put all their book bag items and electronic devices into their lockers and go to their homeroom. Students arriving at their homeroom after 7:25 p.m. will be considered tardy.

After School

Car riders and walkers will be dismissed to the front of the school building beginning at 2:25 p.m. followed by bus riders. To avoid missing classroom instruction, parent pick up prior to this time is discouraged. In the case of emergencies or required appointments, parents can pick up students through the main office dismissal system. A family member or guardian, as listed on Infinite Campus, can pick up a student in the main office. Photo IDs are required. If a student misses more than half an instructional school day (3.5 hours), a student will be recorded as absent.

Bus rider dismissal will occur in staggered waves, according to the order of bus arrival to the school. Bus riders should report directly to their assigned bus. Failure to comply with bus dismissal procedures can impact student safety, which can consequently result in disciplinary action. Failure to follow bus procedures may result in suspension from LCS Bus Transportation. Requests to ride a different bus must be made directly with the Lynchburg City Schools Department of Transportation.

Any student on campus after 2:25 p.m. is still under the compliance of the school policies. In accordance with the Lynchburg City School policies, students are subject to disciplinary action beyond school dismissal regarding student safety.

ATHLETICS & ACTIVITIES

Fall Sports	Winter Sports	Spring Sports
Cross Country	Boys Basketball	Baseball (<i>LCS combined team</i>)
Football	Girls Basketball	Boys Soccer
Tennis	Wrestling	Girls Soccer
Volleyball		Softball (<i>LCS combined team</i>)
		Track

Sports schedules available at www.lcsedu.net/schools/lms/athletics

Academic Requirements for Student Athletes

In order for a student to be eligible to participate in sports, that student must pass 5 classes per semester to remain eligible. Student athletes receiving a grade in any subject of less than "C" on an interim or report card shall be assigned to study hall and shall remain in study hall until the next interim or report card on which all grades are "C" or better.

Activity Bus

The activity bus is only for students staying back for athletic events or who are involved with school sponsored club meetings. Coaches will have access to bus schedules on a weekly or daily basis and they will be on the morning announcements. Activity bus does not run on Fridays.

School-Sponsored Clubs

Students have an opportunity to participate in various clubs and activities throughout the school year. Questions, please contact the Counseling Department.

ATTENDANCE

Attendance

Lynchburg City Schools believes that school attendance is directly related to academic achievement and to the development of good habits that are important in the work world. Optimum student attendance is a cooperative effort, and Lynchburg City Schools expects parents and students to take active roles in accepting and complying with that responsibility.

Please refer to the Lynchburg City School Board Policy [JED-RZ - Student Absences/Excuses/Dismissals](#).

Tardiness or Early Dismissal

Students who arrive after the tardy bell will be marked as tardy. Students who arrive to school late must be walked into the school by a parent/guardian. Students who are tardy miss valuable instructional time.

In all cases of tardiness to school or early dismissals, students must present that day a written note from a parent/guardian to the school stating the reason for the tardiness or early dismissal. Excused tardies/early dismissals are granted only for the following reasons:

- Personal illness. Written excuses should contain a description of the illness.
- Personal required court appearance with documentation from the court.
- Death or serious illness in the immediate family. The principal will also consider each individual case and any extenuating circumstances.
- Medical condition or appointment verified by a note from a medical professional or dentist.
- Religious holidays will be excused upon presentation of written verification from the student's parent/guardian. No student will be deprived of any award, eligibility, or opportunity to compete for any award, or the right to take an alternate test or examination the student missed by reason of such verified absence.

Truancy

When a student reaches five (5) unexcused absences during the school year he or she is considered truant. Truancy procedures can be found on the Lynchburg City Schools website at www.lcsedu.net/departments/student-services/attendance-truancy/truancy.

BELL SCHEDULE

Tardy Bell - 7:25 a.m. | Dismissal Bell - 2:25 p.m.

Period	6th Grade	7th Grade	8th Grade
Homeroom	Arrival-7:32	Arrival-7:32	Arrival-7:32
1	7:36-8:26	7:36-8:26	7:36-8:26
2	8:30-9:20	8:30-9:20	8:30-9:20 Elective/PE
3	9:24-10:14 Elective/PE	9:24-10:14	9:24-10:14
4	10:18-11:08 Elective/PE	10:18-11:08	10:18-11:08
5	11:12-12:36 JAG 2nd Lunch: 11:38-12:07 Class: 11:12-11:37, 12:08-12:36	11:12-12:36 Elective/PE Class: 11:12-12:06 3rd Lunch: 12:07-12:34	11:12-12:36 1st Lunch 11:15-11:40 Class: 11:39-12:36
6	12:40-1:30	12:40-1:30 Elective/PE	12:40-1:30
7	1:34-2:25	1:34-2:25 JAG	1:34-2:25 Elective/PE

Adjusted bell schedules can be found on the Linkhorne Middle School website at:

www.lcsedu.net/schools/lms/about/daily-schedule

BUSES & CAR RIDERS

It is essential that we know how students are expected to travel to their homes at the end of the day. Whether your child is a car rider, walker, or bus rider, we need to have this information on file. In the event that it becomes necessary for your child to change his/her mode of transportation, the parent is required to notify the school in writing or by phone. We ask that we be notified of all transportation changes/dismissal procedures for your student no later than 2 p.m. each day.

Buses

Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who constitute or cause disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions. If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely. The bus driver and/or bus assistant is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office.

Families can use the [MyRide K-12 app](#) and website to see their child's bus routes, get alerts about delays and changes, and track their child's bus location in real-time. If you have trouble with the app or have questions about your child's bus route, please contact Transportation at (434) 515-5100.

Car Riders

Car dropoff is anywhere between 7 and 7:20 a.m. After 7:25 a.m., parents and guardians have to walk in with their student(s) and sign them in through the main office. Car riders will be released for pickup beginning at 2:25 p.m. Parents and guardians are to follow the double car rider lines and follow the direction of the staff member on duty. No cars are permitted in the bus lane at any point in the day.

CAFETERIA

Students are to use the restroom facilities in the cafeteria area. Students must obey the following rules regarding proper lunchroom behavior:

1. Breakfast is available starting at 7:05 a.m.
2. All food and beverages must be eaten in the cafeteria. Eating in corridors, restrooms, and other places is not allowed.
3. Students must remain seated during lunch.
4. Students must clean their tables before leaving.
5. All students must report to the cafeteria during their assigned lunch and remain there during the entire lunch period. Going to classroom areas or the corridors by the art, music, or gym areas is not allowed without permission.
6. Loud talking, running, breaking in line, throwing food, leaving trays on the tables and trash on the floor are serious infractions of proper cafeteria behavior. Students being disruptive and/or not conducting themselves properly while eating lunch will be disciplined.
7. No outside food will be allowed to be brought into the school for students.
8. Parents/guardians eating with their student(s)- Any parent/guardian eating with their student(s) MUST sit in a designated area to eat lunch

CLASSROOM PROCEDURES

For the 2026-27 school year, students will participate in seven scheduled classes per day. Students should arrive to class prepared with a charged Chromebook, a bright attitude, and all other materials necessary to succeed academically per the advice of each teacher. Food is not allowed in the classroom without teacher permission. The only drink allowed in classrooms is water.

During classroom instruction, students will focus and follow the directives of each classroom teacher. Students and teachers will collaborate to accomplish SOL objectives on a daily basis. Through the partnership of parents, students, teachers, and school stakeholders, students will continue to work to progress in the mastery of their skills.

COMMUNICATION

Building a strong partnership and frequent communication between home and school is critical to the success of your child. Please do not hesitate to reach out to your child's teacher with any questions or concerns. We are happy to schedule a conference at any mutually agreeable time throughout the year. Please understand that teachers have a responsibility to the entire class throughout the school day and will not be able to meet with you without prior arrangements.

Infinite Campus

As part of our continued effort to provide parents and guardians with information about their student's progress, Lynchburg City Schools utilizes an online parent portal called Infinite Campus. Infinite Campus is a single source for parents to track student data including contact information, schedules, attendance, grades, and notifications. Please contact the school to get your activation key.

School Messenger

We use an automated service to communicate with families via calls, texts and emails. These notifications are used to announce school events, changes to the school calendar, and school closings and delays due to inclement weather. We also will use this service in the event of a school-wide emergency. It is essential that we have a current phone number for all of our families. In the event that your phone number changes, please notify the office so that we can update our student records or go into the parent portal of Infinite Campus to update your contact information.

Social Media

Follow us on social media at www.facebook.com/LMSJaguars and www.instagram.com/linkhornemsjaguars.

CONDUCT & DISCIPLINE

We are dedicated to ensuring a safe and secure learning environment for all of our students. Our rules for good citizenship are meant to preserve and protect each student's right to learn. We ask that our students practice good citizenship by:

1. Accepting and respecting the leadership of teachers, the administration, and other staff members.
2. Taking care of school property and equipment.
3. Using appropriate language and a respectful tone of voice.
4. Moving through the building quietly and respectfully.
5. Showing respect for the rights and property of other people.
6. Completing all assigned work on time.
7. Being attentive in class and becoming involved in all class activities.
8. Putting forth effective effort.

Each grade level will send a letter to parents explaining their class rules and procedures as well as appropriate rewards and consequences.

Please refer to the Lynchburg City School Board Policy [JFC - Student Conduct](#).

The Lynchburg City School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the Superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct apply to all Lynchburg City school students. They are enforced when the student's conduct occurs when the student is:

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts and/or threatens the learning environment.

Be sure to read and share this information with your student.

Bullying

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

The principal or their designee shall notify the school board disciplinary committee and the parent of any student involved in an alleged incident of bullying of the status of any investigation within 24 hours of the allegation of bullying. Such notifications shall be communicated to the school board disciplinary committee via the superintendent or designee by the next meeting of that committee.

Cell Phones/Personal Electronic Communication Devices

For students K-12 the use of personal electronic communication devices is prohibited during the bell-to-bell school day. A student's device must be turned off (not just silenced) and out of sight (e.g. in a book bag or locker, not on the student's person). An exception is allowed for the use of privately owned wired headphones at the direction of the teacher as part of a lesson.

Please refer to the Lynchburg City School Board Policy [JFCZ - Use of Personal Electronic Devices](#).

Secondary Schools Cell Phone Rubric

Offense	Consequence
1st Offense	Verbal Warning; Confiscate Device; Contact Parent; Device Returned to Student at End of Day; Log Incident
2nd Offense	Confiscate Device; Submit Referral; Contact Parent to Retrieve Device; Log Incident
3rd Offense	Confiscate Device; Submit Referral; ISS; Contact Parent to Retrieve Device; Log Incident
4th-9th Offense	Progressive Discipline per SBAR; Log Incident
10th Offense	Refer Student to the Discipline Committee; Log Incident

In-School Suspension (ISS)/Alternative Instructional Assignment (AIA)

Students who do not comply with division/school/classroom rules and procedures can be assigned by the administrative team to Alternative Instructional Assignment (AIA), also referred to as In-School Suspension (ISS). While in ISS, under the direction of the ISS supervisor, students are expected to complete their class assignments and demonstrate appropriate school/classroom behavior.

Suspension (Out-of-School)

Students who do not comply with division/school/classroom rules and procedures are subject to out-of-school suspensions. A pupil may be suspended for not more than ten (10) school days by either the school principal, any assistant principal, or, in their absence, the principal's designee. The principal, assistant principal, or principal's designee may suspend the pupil after

giving the pupil oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts, and opportunity to present his version shall be given as soon as is practical thereafter. Please refer to the Lynchburg City School Board Policy [JGD/JGE - Student Suspension/Expulsion](#).

COUNSELING & COURSE SELECTION

School Counseling

School counselors are available for academic counseling, student support, and career education awareness. If you do not wish your child to participate in personal/social counseling, sign and return the Counseling Opt-Out Form to the building principal. The form is available at www.lcsedu.net/parents/forms.

Students with last name A-K will see Mrs. Ayanna Allen, and students with the last name L-Z will see Mr. Carr. In the first days of school, counselors will come around to show how a student can request seeing their counselor.

DELIVERIES

The delivery of flowers, food and gifts to students during the school day is not allowed because of the disruption to the school day. To leave an item such as Chromebooks, shoes, books, etc, the person dropping off the item must be listed as a student's parent/guardian, household member or emergency contact.

DRESS CODE

Students are expected to dress in a manner appropriate for a PK–12 educational environment. Clothing and appearance must be safe, appropriate, and not disrupt or interfere with learning or school operations.

Student-athletes who wear team attire during the school day shall ensure that such attire is in compliance with the LCS Standard of Dress.

All students must wear attire that meets the following expectations:

Shirts or Tops

- Shirts or tops shall be worn at all times and must fully cover the chest and midriff, with no skin visible in these areas.
- Sheer, mesh, or lace garments without full lining are not permitted.
- Necklines shall not be excessively low or revealing (e.g., “U” or “V” shaped necklines extending below the sternum).
- Backless, strapless (e.g., tube tops), or tie-only tops are not permitted.
- All tops must fully cover any undergarments.

Pants, Shorts, Skirts, Skorts, Dresses, Jumpers, or Equivalent

- Bottom garments shall be worn at the waistline and must fully cover all undergarments.
- Clothing shall not expose skin from the waistline to mid-thigh - including rips or holes.
- Shorts and skirts shall be of sufficient length to reach mid-thigh, including when worn with a backpack. Tights should

be worn below shorts and skirts that do not meet this standard.

- Leggings and yoga pants are permitted; however, they shall be worn with a top that fully covers the student's backside.

Sleepwear

- Clothing designed primarily as sleepwear is not permitted during the school day.
 - Examples include, but are not limited to, pajamas, pajama pants, nightgowns, robes, and blankets.

Shoes

- Shoes shall be worn at all times.
- Footwear must allow students to move safely throughout the school day, including during emergency procedures.
- Footwear that poses a safety concern or interferes with the school environment is prohibited, including, but not limited to, flip-flops, house shoes and slippers, shoes with wheels, skates, or other devices, or footwear not designed for walking.
- Certain classes or activities (e.g., Physical Education, laboratory courses, or technical programs) may require specific types of footwear, such as closed-toe, athletic shoes, or boots for safety reasons. In such instances, the teacher shall communicate these requirements to students and families as soon as practicable.

Clothing should be appropriate to the time, place, weather, and instructional activity and must conform to standards of health and safety.

Please refer to the Lynchburg City School Board Policy [JFCY - Dress and Appearance](#) and the [LCS Code of Conduct](#).

Physical Education

All students are required to wear appropriate clothing for physical education classes and to participate unless they are excused by a doctor for health reasons.

HOMEWORK, GRADES & REPORT CARDS

It is the responsibility of each successful student to submit their class work, homework, and assessments. If a student has a question about an assignment, it is the responsibility of the student to contact the teacher in person or through digital communication. Teachers will assign homework in accordance with Lynchburg City School Board Policy [IKB - Homework](#).

Grading Policies

Please refer to the Lynchburg City School Board Policy [IKC-RZ - Student Evaluation and Grading Procedures](#)

Grading Scale

90–100 = A

89–80 = B

79–70 = C

69–60 = D

59 Below = F

Make-Up Work

It is the responsibility of the student to see their teachers on the day he/she returns to school to receive assignments and schedule make-up work at the teachers' convenience. When students are absent for short periods of time, they should

secure homework assignments from classmates in order to keep up with their work. All work must be completed within 3 school days from return to school or as agreed upon with the teacher/principal. If a student is absent for three or more consecutive days excused, a parent may request assignments through the School Counseling Department. If a student is absent three or more days due to suspension, assignments may be requested through the appropriate grade level administrator or principal. The assignments should be available at the end of the school day following their request depending upon teacher availability. Assignments can be picked up in the School Counseling Department. Students have the opportunity and are encouraged to complete make-up work regardless of the reason for the absence.

Grade Point Average (GPA) Calculations and Class Rank (*High School Level Courses*)

Please refer to the [LCS Program of Studies](#).

Interim & Report Card Windows

Quarter	Interims Sent Home	End of Quarter	Distribute Report Cards to Students
1st Quarter (8/18/26–10/16/26)	9/25/26	10/16/26	10/23/26
2nd Quarter (10/20/26–1/15/27)	12/4/26	1/15/27	1/22/27
3rd Quarter (1/19/27–3/18/27)	2/26/27	3/18/27	3/26/27
4th Quarter (3/22/27–6/4/27)	4/30/27	6/4/27	6/9/27 (<i>Secondary</i>)

Report cards will be sent home at the end of each nine-week grading period. Students who meet the established criteria will be named to the Honor Roll.

HONOR CODE

Students are responsible for completing their own assignments and following the honor code:

ON MY HONOR, I HAVE NEITHER GIVEN NOR RECEIVED ANY HELP ON THIS ASSIGNMENT.

Plagiarism or cheating will result in loss of credit for the assigned work and exclusion from school honors in addition to other disciplinary action.

LOCKERS, HALLWAY & BATHROOM PROCEDURES

Locker Procedures

On a daily basis, student lockers should be visited at the start of the school day. Students should drop off any items that are not conducive to classroom learning, including but not limited to, cell phones, airpods, bookbags, and any other additional personal belongings that may serve as a disruption to the learning environment.

Students will be given the opportunity to retrieve their personal belongings before the end of the school day.

Students that choose to not place cell phones and electronic communication devices in their lockers are subject to the following consequences:

- **First device confiscation:** Cell phones and other electronic communication devices that have disrupted the learning environment will be confiscated and securely stored in the main office. Office staff will return cell phones and other devices back to students at the end of the school day.
- **Additional confiscations:** If a student has already had their cell phone or electronic device confiscated for the school year, parents or guardians that are specifically listed on Infinite Campus may come to the main office at the end of the day to retrieve the student's cell phone or electronic device. Students may not retrieve their confiscated cell phone or electronic communication device after 2 or more confiscations. Refusal to surrender a cell phone or an electronic device that has disrupted the learning environment will result in a three day suspension.

Hall Passes

Students will use the time between classes to go to the restroom and lockers. Teachers have been instructed not to allow students to leave the classroom the first 5 minutes and the last 10 minutes of class. In the case of an emergency, an e-hall pass is required of students when moving from place to place in the building during class time. The following guidelines apply: hall passes will be issued for restrooms only in emergency situations.

Hall Conduct

Students are to observe the following posted rules at all times:

- Students will not run or engage in horseplay.
- Hugging and kissing will not be allowed.
- Students may not sit on floors, stairs, or stair rails.
- Loud or disruptive behavior is not allowed.
- Students must always use appropriate language.
- Students should not block entrances to the restrooms.
- Students are not allowed to loiter in the hallways between classes
- Students must have a pass when in the hallways during class.

The consequences, depending on the severity of the offense, are as follows:

- 1. Warning 2. Conversation with admin 3. Parent Conference 4. ISS/Suspension

Bathroom Procedures

To minimize classroom disruptions and optimize classroom learning experiences, students are encouraged to avoid excessive bathroom breaks. Student bathrooms close during school dismissal at 2:15 p.m.

Should a student require an immediate bathroom break, students may visit the floor bathroom with the designated hall pass. To minimize interruptions to classroom instruction, teachers may use classroom discretion to communicate appropriate times to use the bathroom.

NURSE & HEALTH INFORMATION

Clinic

The clinic is located in room 311 (behind the Library). A registered nurse is on duty in the clinic from 7 a.m. until 2:30 p.m. Students needing services are required to secure a pass to the clinic from the classroom teacher except in emergency cases. In addition to handling student illnesses and providing first aid, the nurse is responsible for the following:

- Collection and maintenance of immunization records
- Health appraisals and follow up of student health concerns reported by teachers
- Visual and hearing screenings of all new and transfer students

- Individual testing of any student suspected of having a hearing or visual problem. A student may refer themselves or be referred by a teacher.
- Acting as a resource person for any teacher who wishes instructional assistance with a health related topic, including drugs and cleanliness
- Collection and maintenance of student emergency medical forms
- Maintenance of all medical records
- Dispensing of any medication with a doctor's note

Medicine

Families with medical needs and medication prescription notes should contact the school nurse. Students should only take prescription medications and over-the-counter medications under the supervision and direction of the nurse. If your student is prescribed medicine by his/her doctor that needs to be administered during the school day, the parent and doctor must complete a [Physician/Parent Authorization to Administer Medication Form](#). The medicine and the completed forms must be brought to the school by the parent and be given directly to our school nurse. Students may not carry medicine to and from school for any reason.

Emergency Medical Form

In order to complete registration for each school year, parents/guardians are required to complete/update an online emergency medical form for each child. Current addresses and phone numbers are required as well as emergency contact information. All known allergies should be listed on the form. Any medical conditions should be noted as well. If your personal information changes, please contact the school office so that we can update your student's records.

Emergency Contact Information

It is the responsibility of all parents and guardians to provide emergency contact information for each student. This information must be part of the emergency medical form. This information must include the name of the person, the person's relationship to the student, and a current phone number for the contact person. Please be sure that your emergency contacts know that you have listed them on your student's form.

SAFETY & DRILLS

Fire Drills

Each school holds a fire drill within the first 10 days of the school session, and one fire drill per month while school is in session for the remainder of the term. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

The following procedures will be followed during a drill:

1. The signal for a fire drill is one continuous blast of the buzzer alarm system.
2. When the signal sounds, all students, staff members, and visitors are required to evacuate the building as quickly and quietly as possible using the nearest exit.
3. Students are to use the proper exits and remain with staff members in designated outside areas until the drill's conclusion.
4. While students are outside the building, there should be no talking or noise so that instructions may be given and heard in the event of an actual emergency.

Safety Drills

A procedure has been established to ensure student/staff safety in the event an unauthorized person enters the school or an unauthorized activity is occurring on the school grounds. This safety drill procedure is practiced during the year. During the school day, all entrances remain locked.

Each school has a lock-down drill at least once during the first 20 school days of school with at least one additional drill being conducted after the first 60 days of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code §27-94 et seq.

Severe Weather Drills

In the event of severe weather with strong winds, a plan has been developed to ensure everyone's safety. Staff and students are informed of the procedure each year.

SCHOOL CLOSINGS

In the event that Lynchburg City Schools cannot operate on a normal schedule due to weather related or other emergency conditions, parents, students, and community members will be given school-closing information through the following information sources:

- LCS Campus Messenger: a recorded telephone call and corresponding email will be sent to all parents/guardians based on contact preferences in Infinite Campus
- Online: LCS website and social media
- Television announcements

TECHNOLOGY

Acceptable Use Policy For Computers

An acceptable use policy (AUP) is a written agreement signed by students, parents, and staff members which outlines the terms and conditions of technology use. It establishes acceptable use guidelines, rules of online behavior, and access privileges for all users. Users are identified as all Lynchburg City Schools' students and staff members, as well as other individuals who utilize the school division's technology. The AUP also covers penalties for violations of the policy, including security violations and vandalism of the system and/or equipment. Prior to using school division technology resources, each user is required to sign an AUP agreement and to know that it will be kept on file as a legal, binding document. Students will not be allowed to use the computer until the AUP has been received.

Please refer to the Lynchburg City School Board Policy [IIBEA/GAB - Acceptable Computer System Use](#).

LCS-ONE Protection Plan

LCS Students may participate in the optional Protection Plan for a non-refundable payment of \$50 per school year (payable within 30 days from the start of school). Payments can be made to Lynchburg City Schools, via MySchoolBucks or the Student's school. This is a yearly opt-in Protection Plan and can be applied only once per school year. More information can be found on the LCS website at www.lcsedu.net/departments/information-technology/support.

Chromebook Repairs

Damages to Chromebooks will result in fees related to replacement or repair. Costs associated with Chromebook repair can be managed through communication with school administration and the office manager. Failure to pay unresolved fees can result in restricted access to LCS technology and ceremonies.

VISITORS & VOLUNTEERS

Anyone visiting the school must report to the office before going to see a student or staff member. Visitors and volunteers are asked to show photo identification and wear identification tags, which will be provided in the main office. This is required when volunteers are in school buildings for visiting or volunteering at the school for events other than assemblies and open houses. Classroom observations or tours should be scheduled through the building principal. Volunteers working with students are subject to a background check as outlined in Lynchburg City School Board Policies [IICC - Community Resource Persons/School Volunteer](#) and [IICB-R/IICC-R - Guidelines for Community Resource Persons/School Volunteers](#).

