



T. C. Miller Academy

# **PARENT/STUDENT HANDBOOK**

2025-26

600 Mansfield Avenue  
Lynchburg, Virginia 24501  
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[www.lcsedu.net/schools/tcma](http://www.lcsedu.net/schools/tcma)

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**Welcome to the Nest**

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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 at <https://go.boarddocs.com/va/lynchburg/Board.nsf/Public>

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# ABOUT THE SCHOOL

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**LCS Vision Statement:** A Tradition of Excellence for All.

**LCS Mission Statement:** Every Child, By Name and By Need, to Graduation and Beyond.

**School Mascot:** Eaglets

**School Colors:** Black and gold

## School Hours

*Students:* 8:40 a.m.–3:40 p.m.

*Instructional Staff:* 8:20 a.m.–3:50 p.m

The school office is open from 8:30 a.m. until 4 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 515-5300.

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:** Renee Anderson

**Assistant Principal:** Megan Russell

**Administrative Assistant:** Danielle Penn

**Attendance Clerk:** Madeleine Carmona

**School Nurse:** Rae Anne Woolfolk, LPN

**School Social Worker:** Neisa Owen

Full staff listing: [www.lcsedu.net/schools/tcma/about/staff-directory](http://www.lcsedu.net/schools/tcma/about/staff-directory)

## Supply Lists

A student supply list is developed for each grade level. The supply list for the following academic year is available via the school website. School supply lists vary from school to school and grade to grade. Be sure to check with your student's teacher throughout the year to see if additional supplies are needed. All supplies should be labeled with your student's first and last name.

School Supply Lists: [www.lcsedu.net/schools/tcma/about/supply-lists](http://www.lcsedu.net/schools/tcma/about/supply-lists)

## Lost & Found

The Lost and Found area is located in the main office. Personal belongings such as book bags, coats, jackets, sweaters, hats, and gloves are placed in Lost and Found. Be sure to label your child's belongings with his/her first and last name. The school is not responsible for lost, missing, or stolen items.

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# ATTENDANCE

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## Attendance

Lynchburg City Schools (LCS) believes that regular school attendance is directly related to academic achievement and to the development of good habits as a student moves on to each grade level. Given that there are a limited number of Pre-Kindergarten slots available in LCS, daily attendance at the preschool level is mandatory. School attendance is the responsibility of the parent(s) or guardian(s) of the preschool student and is documented daily by the school. The following protocol will ensure that your child's attendance is accurate and in accordance with the Pre-K attendance expectations. To maximize opportunities for all LCS families, not adhering to the policy may result in forfeiting continued participation in the LCS Pre-K instructional program.

The Pre-K Attendance Policy can be found on the school website at [www.lcsedu.net/schools/tcma/about/attendance-policy](http://www.lcsedu.net/schools/tcma/about/attendance-policy).

## Tardiness or Early Dismissal

Students who arrive late or leave early are missing important classroom time. This can also be very disruptive to the classroom routine. Students who do not complete one-half of their school day will be counted absent. Excused tardiness/early dismissals are accepted within reason and with submission of a written notice for the following reasons:

- Personal illness
- Medical condition or appointment verified by a note from a medical professional or dentist
- Death or serious illness in immediate family
- Conditions beyond the control of the student or parent/guardian

## 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 school website at [www.lcsedu.net/schools/tcma/about/attendance-policy](http://www.lcsedu.net/schools/tcma/about/attendance-policy).

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# BUSES & CAR RIDERS

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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.

Bus information is available on Infinite Campus under More/Transportation. If you have trouble with the portal or have questions about your child's bus route, please contact Transportation at (434) 515-5100.

## Car Riders

Staff members are on duty in the morning and afternoon to assist car riders. Car riders can begin arriving as soon as staff are on duty in the parking lot but not before 8:30 a.m. All car riders are to be dropped off and picked up in the school parking lot behind the building. Cars must enter the school parking lot and follow the line of traffic to the drop off and/or pick up point. Car riders are not allowed to use Mansfield Avenue for arrival and/or dismissal. For the safety of our students and staff members, students are not allowed to cross the

school parking lot or Mansfield Avenue in order to enter or exit their vehicles. A car rider placard must be visible in the car window in order for children to be released from school. Please notify the office before 2 p.m. if someone other than the placard holder is picking up the child. To ensure the safety of the child, TCMA staff reserves the right to verify any person(s) without a proper placard sign. Cars without a placard will be asked to pull to the side of the line for verification.

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## CONDUCT & DISCIPLINE

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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

Students enrolled in Pre-K schools should not have personal electronic communication devices in their possession.

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

## 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 three (3) 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](#).

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## DRESS CODE

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Students are expected to dress appropriately for a PreK-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should conform to standards of safety and be appropriate for the learning environment. Clothing that does not meet these standards includes the following:

- Loose fitting clothing that could cause safety hazards
- Flip-flops and other footwear that are tripping hazards or injury risks
- Clothing that exposes or highlights private areas or shows an excessive amount of bare skin
- Hats and other head coverings, unless for religious or health purposes

Parent(s)/guardian(s) of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home. Willful violation of the student dress and appearance regulation will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation, to various in-school actions, to suspension from school for continued willful violations.

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

## Change of Clothes

Please send in a complete change of clothes (shirt, pants, underwear, and socks) to be left at school. These are needed in case of an accident or a messy activity. T. C. Miller has some extra clothing on hand that we will use if your child does not have an extra change of clothes at school.

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## FIELD TRIPS

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Field trips are a valuable part of our instructional program, offering unique learning experiences. To participate, all students must have written permission from a parent or guardian. Please note that trips may be canceled if overall funds are insufficient or at the discretion of the administrative team. Students are required to ride school-provided transportation, and private car transport is not permitted. All school rules apply on field trips, and students are expected to represent our school positively.

Parents or guardians interested in chaperoning a field trip should contact their child's teacher. All chaperones must complete an approved volunteer application and background check at least two weeks prior to the trip and agree to abide by all school rules. For the safety and focus of our students, siblings or other non-enrolled children are not permitted on field trips. Please note that scheduled arrival and departure times may change due to unforeseen circumstances.

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## FORMS OF COMMUNICATION

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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.

### Class Dojo

This is our primary means of communication. With this phone or computer app, you can message your child's teacher or school administrators privately. You will also receive messages from your child's teacher(s), our PTO, and school administration.

### 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.

### Monday Folders

Plastic pocket folders are provided for all students. These folders are sent home on Monday afternoons. The folders contain student work, school notices, and information regarding student progress. Be sure to read/review the papers in the folders. Parents are asked to sign and return the folders on Tuesday of each week.

### Monthly Newsletters

Monthly newsletters are sent out by the administrative team. These newsletters include updates to the school calendar and important reminders and notices for our students and their families.

### 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 Facebook at [www.facebook.com/TCMillerAcademy](https://www.facebook.com/TCMillerAcademy).

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## GRADES & PROGRESS REPORTS

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Progress reports will be sent home at the end of each nine-week grading period. Reports will highlight the ongoing progress of children as they correlate to the Virginia Early Learning Development Standards.

### Grading Scale

S = Satisfactory

P = Progressing

NI = Needs Improvement

## Progress Report Windows

	End of Quarter	Distribute Progress Reports to Students
1st Quarter (8/19/25–10/22/25)	10/22/25	10/31/25
2nd Quarter (10/27/25–1/15/26)	1/15/26	1/23/26
3rd Quarter (1/20/26–3/19/26)	3/19/26	3/27/26
4th Quarter (3/23/26–6/3/26)	6/3/26	6/3/26 (Elementary)

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## MEALS & NUTRITION

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### Cafeteria

The entire school environment, including the cafeteria, lounges, and classrooms, will be aligned with healthy school goals. When packing food from home, parents are encouraged to provide healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards of the School Nutrition Program. Students are discouraged from bringing carbonated drinks (soda), chips, candy, and fast food lunches to school. Please refer to the Lynchburg City School Board Policy [JHCF - Student Wellness](#).

### Breakfast

The Department of School Nutrition will provide breakfast for all students in grades K-5 from 8:30 a.m. until 8:50 a.m. each day Monday through Friday. Breakfast is served via Grab and Go lines and students are able to eat in the classroom.

### Lunch

All students may receive a school lunch at no charge or they may bring a lunch from home. Students and visitors to our school cafeteria are discouraged from bringing carbonated sodas, chips, candy, and/or fast food lunches to school.

### Snacks

Students will have snack time each day while they are at school. Snacks must comply with the standards established by the Lynchburg City School Board Policy [JHCF- Student Wellness](#).

To ensure the safety of our students, food brought into schools for events must be in original packaging, and it is highly recommended that fresh fruit and vegetables be used for events.

### Nut-Free Cafeteria Table

In an effort to protect our students with nut allergies, we have a designated nut-free table in our cafeteria. Students who are allergic to nuts should sit at this table to avoid contact with nuts and nut products. Be sure that this information is listed on your child's emergency medical form.

### Nut-Free Classrooms

In an effort to protect our students with nut allergies, all classrooms are "nut-free zones." Students are discouraged from bringing food items containing nuts or nut products for snacks.



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## NURSE & HEALTH INFORMATION

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### Clinic

Our school clinic is staffed by a full-time Licensed Practical Nurse (LPN). It is essential that we have your current phone number so that the school nurse can contact you in the event your child is sick or injured.

### Illness

If your child is ill with a fever, diarrhea, or vomiting please make arrangements to keep your child at home until they are free of symptoms for a full 24 hours. Please call the principal or nurse to discuss any concerns about your child and family dealing with a specific illness. This will help to support the safety and health of everyone in the school.

### Medicine

Students are not permitted to bring medicine (over the counter or prescription) of any kind to school. This includes cough drops or throat lozenges. 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.

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## PARTIES & CELEBRATIONS

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School and classroom parties/celebrations are planned which support our instructional program and our school goals/objectives. All such events must comply with Lynchburg City School Board Policies and Regulations.

### Birthdays

Students are discouraged from bringing and distributing birthday party invitations at school. Classroom teachers are encouraged to recognize student birthdays using a birthday board or classroom display. Individual birthday parties or celebrations are not permitted at school. With advance permission from your child's teacher, a parent may provide a snack for the class at a time and place designated by the teacher. It is important that the snack be approved in advance in order to ensure that health issues such as food allergies are considered. Also, snacks must comply with the standards established by the Lynchburg City School Board Policy [JHCF - Student Wellness Regulations and Guidelines](#) to ensure the safety of our students, food brought into schools for events must be in original packaging, and it is highly recommended that fresh fruit and vegetables be used for events.

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## PERSONAL PROPERTY

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All personal belongings that are brought to school (such as coats, hats, sweaters, etc.) should be labeled with the student's name. Students are not permitted to bring personal, electronic devices such as hand-held games, watches or trading cards, toys, etc. to school.

Students are discouraged from bringing extra money to school. They should be advised to keep their money with them at all times. Money should not be left in desks, coats, or lunch boxes. The school is not responsible for lost or stolen money. However, every effort will be made to find and return lost or stolen money to the appropriate person.

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## SAFETY & DRILLS

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### Fire Drills

Each school holds a fire drill twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. 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 twice during the first 20 school days of each school session. Each school holds at least two additional lock-down drills during the remainder 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.

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## SCHOOL CLOSINGS

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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

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## SERVICES & PROGRAMS

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### Behavior Coach

The Behavior Coach will collaborate with the principal and staff members in effecting positive behavior change in students by developing interventions, utilizing division resources, working directly with students who have violated the student code of conduct, connecting the school/home/community in designing positive behavior support plans and working with staff in tracking data of students both behaviorally and academically.

### Library

Students will attend weekly Library class. Students will have the option to check out library books during the second semester. These books will be kept in a specific area in the child's classroom and will not be brought home. Students will return their book to the library the following week and have the option to choose another book.

### Recess

Students participate in two outdoor recess times whenever weather permits. To ensure their safety and comfort, students should come to school dressed appropriately for the weather, including suitable outerwear for colder days. In cases of inclement or extreme weather, recess will be held indoors. Specifically, indoor recess will occur when the heat index exceeds 92 degrees or when the wind chill falls below 32 degrees.

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## VISITORS & VOLUNTEERS

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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 [IICB/IICC - Community Resource Persons/School Volunteer](#) and [IICB-R/IICC-R - Guidelines for Community Resource Persons/School Volunteers](#).

A TRADITION OF EXCELLENCE FOR ALL



LYNCHBURG CITY SCHOOLS