



PARENT/STUDENT
POLICY HANDBOOK
2025-2026

Rev. 09/2025

ALLIANCE CHRISTIAN ACADEMY
 Meeting at: Chestnut Hill Baptist Church
 5225 Fort Avenue
 Lynchburg, VA 24501
 website: acalynchburgva.org
 email: acalynchburgva@gmail.com

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Mission Statement

Alliance Christian Academy is an alliance of parents and tutors seeking academic excellence under the Lordship of Jesus Christ. We are committed to coming alongside parents to assist in broadening the educational opportunities of middle and high school home-schooled students.

Educational Philosophy

Alliance Christian Academy (“ACA”) is a Christian educational body, so all subjects are taught from a Christian worldview. Our conviction is that “Whoever gives heed to instruction prospers, and blessed is he who trusts in the Lord” (Proverbs 16:20). It is because of this conviction that ACA, its board, tutors, parents, students, and others affiliated with ACA agree to abide by and comport all of their behavior with the tenets in the Statement of Faith and the Policies in this Handbook.

We believe that it is the parents’ responsibility to choose the courses and methods of education that they believe are most appropriate for their own children, and to hold their children accountable for both their behavior and their academic work. We also believe that the Lordship of Jesus Christ imposes upon us the obligation to pursue excellence in every academic activity. We will not be satisfied with mediocre teaching or mediocre work.

ACA Foundational Goals

1. Assist home-school families in academically preparing their children for college

- A. Offer classes that will aid in academically preparing for college and are:
 - 1. Difficult to teach at home, or
 - 2. Not readily available through other community resources
- B. Provide tutors with academic or professional experience in the subject matter or with a passion for that subject
- C. Use curricula with an appropriate level of difficulty to challenge the average and above-average student
- D. Provide a facility in which to meet

2. Provide a Christ-centered academic environment

- A. Provide tutors with a testimony for Christ and a Christian worldview
- B. Use curricula that is appropriate for a Christian setting
- C. Set standards of behavior and provide a framework for consistent discipline (Proverbs 5: 12–14)
- D. Encourage Scripture reading and prayer within the classroom
- E. Model Christ-like behavior

3. Provide classes to supplement a homeschool curriculum for students in grades 7-12

- A. Limit students to a maximum of four classes
- B. Do not endeavor to offer every class students should have in order to complete their education

General Information

Administration

Alliance Christian Academy is a non-profit organization under 501(c)(3) governed by a Board of Directors; day-to-day operations are overseen by a paid Administrator and a volunteer leadership team. See ACA's website for information regarding current leadership.

Bad Weather Policy

In the event of bad weather, notice of class cancellations will be sent by email, posted on the ACA Facebook group, and on ACA's website. If bad weather develops during the day, an informed decision will be made about continuing and/or canceling classes, and communicate to parents accordingly.

ACA encourages parents to use discretion if conditions are unsafe in your area. If you decide to keep your child(ren) home under these circumstances, even if ACA classes are not canceled, please make sure to contact your tutor(s) to get their assignments.

There will be no snow make-up days during the first semester. There are two snow make-up days built into the schedule during the second semester. If ACA is closed due to bad weather and a snow day is used, a make-up day will be used to make up the time missed. If not used, then snow make-up days will be a day off from classes.

Bullying/Harassment

The community of ACA is dedicated to dignity, compassion, and common respect among staff and students. We seek to establish an atmosphere where the qualities of Christ's example and character will prosper and grow. All adults are to be respected and obeyed at all times. Disagreement with an adult never warrants disrespect or argument. A student may submit a written appeal to administration if he or she disagrees with an adult's decision (see "Conflict Resolution").

ACA is committed to providing an environment that is free from all forms of discrimination, bullying or harassment. This includes but is not limited to the following: suggestive or degrading comments or jokes based on race or sex,

sexual gestures, obscene notes, “sexting”, and/or unwanted touching.

This policy applies to all leaders, tutors, volunteers, students, and all who participate in programs or activities of ACA. Anyone experiencing or witnessing bullying or sexual or other unwanted and/or unlawful harassment should report it immediately to a tutor or the Administrator. Every incident will be taken seriously.

All tutors and members in leadership are subject to a background check. Tutors are encouraged, if it all possible, to avoid being alone with a student for the protection of both the student and the tutor. Volunteers are expected to remain in plain view. The Administrator oversees both tutors and volunteers and may conduct regular walk-throughs to view student areas. Tutors will be educated on harassment policies and procedures and encouraged to keep the safety of students a priority.

Facilities

Chestnut Hill Baptist Church (CHBC) has offered the use of their building to ACA. Tables, chairs, and whiteboards are available in each classroom. A study hall is available for students between classes. Microwaves and a refrigerator are provided for students’ lunches.

Off-Campus Policy

Unless being picked up at the end of their class day, students may not leave the property without express written permission by parents. That written permission must be specific to the date used and given to the administrator, and the student must check out when leaving. The only exception to this is students who drive; they are allowed to leave the property and return as long as they notify the administrator that they are doing so and check out when leaving. They may NOT take other students with them (except siblings) unless those other students have express permission to do so by their parents for that specific date, which has been given to the administrator.

Students must wait in the study hall room until their ride has pulled into the parking lot to pick them up. They cannot wait in the playground area or the parking lot as there is no adult supervision. Students are allowed to use their cell phones to be in communication with their ride.

Parking and Dropping Off

When dropping off students please enter the parking lot off Chestnut Hill Drive and exit the parking lot at Lindsay Street. When parking, do not park in the parking spaces with blue lines as they are reserved for LU employees.

Parents should drop students off no earlier than 10 minutes before their first class or study hall and should pick them up no later than 5 minutes after their last class or study hall. If you foresee that early drop-offs or late pickups are likely to be a regular occurrence, we suggest that you schedule a study hall for your child.

Students will not be left unsupervised on the property. Therefore a mandatory late fee of \$5.00 may be assessed by the adult on the premises at the end of the day if the parent arrives after 3:35 p.m. on Tuesdays and Thursdays. For each additional 10 minutes, an additional \$5.00 fee may be assessed.

Safety and Security

In order to keep students as safe as possible, the entrance door to the Fellowship Hall will remain locked to outside entry during the school day. Anyone from the ACA family may be admitted by anyone inside the study hall room if they are recognized as an ACA member. Students and ACA adults should direct non-ACA visitors around to the main entrance, without opening the door to them (or any other door). If in doubt, students should not allow the person to enter and should alert the Administrator or any other leader/tutor available.

When students are outside for any reason, a tutor or parent volunteer must be present to oversee activities and redirect unwanted visitors.

Fire and tornado evacuation plans are posted in each classroom. An active shooter response plan is in place. These will be reviewed with students at the beginning of each academic year.

Student Fundraisers

Student fundraisers for other homeschool organizations or mission trips must be submitted to and approved by the Administration.

Registration/Class Enrollment/ Tuition and Fees

Registration for the new academic year begins after ACA's Annual Open House, held on the second Monday in February. Returning families can begin registration after Open House. Class enrollment for returning families opens on the last Monday in February. Registration for new families opens on the last Monday in February. New families may enroll in classes on the first Monday of March. After June 30, a \$20 per student registration late fee will be added. A placement exam will be proctored before registering for a student's first math, science, or literature class. Enrollment for all classes in the academic year closes on September 30. Registration fees cover administrative costs (rent, insurance, administrator and tutor salaries, and other expenses). The registration and tuition fees are non-refundable.

Tuition Payments

Tuition payments can be made online or via check/cash. Payments can be made in full on July 1 or in monthly installments from July 1 – April 1. If payment is not made by the fifth of the month, a late fee of \$25.00 will be assessed. Extenuating circumstances for late payments should be addressed with the Administrator who will bring it to the Board for consideration. Final grades will not be released until full payment for the year has been made.

Tutors may require a supply fee for their class.

Drop Fees

A \$100.00 drop fee will be assessed in addition to the monthly payments already made if a class is dropped between July 1 and August 31. If a class is dropped after August 31, the full tuition for the class is due to be paid.

Study Hall/Lunch Fees

ACA provides study hall hours and a lunch hour to students. Study hall fees can be paid either all at once for the year or with monthly tuition installments. Lunch fees are a one-time yearly fee.

Tuition and fees are subject to change from year to year. See ACA's website for the current year's tuition and fees amounts.

Parent Policy

ACA was created to be an alliance of parents and tutors and strives to strengthen the family as the primary social and educational unit instituted by God. ACA is not a school, but rather a homeschool resource that comes alongside each families' homeschool. In all ACA does, the administration and tutors will endeavor to respect the God-given authority of parents to educate their children, and in return we anticipate that the parents and students will respect the authority of the tutor as the educational provider in his or her subject. Parents are expected to do the following:

- Review this Handbook with their students and agree to abide by the policies set forth in it, as well as agree to, at all times, uphold, respect, and comport their behavior with the tenets set forth in the Statement of Faith. Continued participation at ACA is contingent upon a student's acceptance of and willingness to abide by these policies.
- Ensure that their children arrive at ACA on time, are adequately prepared for each class, and that homework is completed in a timely manner.
- Notify tutors AND the administrator in advance of any absences. Unnotified absences may be cause for demerits.
- Notify tutors if they desire to audit/observe a class. Visitors must coordinate with the Administrator to schedule classroom or facility visits.
- Address concerns regarding the class performance or behavior of their child with the appropriate tutor. If issues are not satisfactorily resolved, the parents may then involve the Administrator (see "Conflict Resolution").
- Provide written permission for their children to leave the ACA premises during their scheduled school day (see "Off-Campus Policy").

- Volunteer as needed in various areas such as monitoring lunch hours and helping with various group events such as convocation, graduation, cleaning day, and various other social events.
- Proctoring- When requested by tutors, an adult is required to proctor tests and quizzes. The student should not see the test in advance. Parents should be present during the test-taking process. No phones or electronic devices should be used during the test unless specified by the tutor. Upon completion, parents should place the completed test in a sealed envelope and signed by the proctor.

Student Academic Policy

Students are expected to be prepared for class and complete homework in a timely manner. Students should make themselves familiar with each tutor's requirements for their class.

A placement exam will be proctored before registering for a student's first math, science, or literature class. Expectations for homework will vary from class to class, and each tutor will make these expectations clear.

The policy regarding unexcused late work is as follows:

25% penalty for work turned in one class day late

50% penalty for work turned in two class days late

100% penalty for work turned in three or more class days late.

For high school classes, 1½ to 2 hours of homework per class meeting is fairly standard. Middle school classes should expect an hour of homework for every hour in class.

Tutors will issue mid-quarter reports (if needed) and quarterly reports documenting the course work and the grade. Annual grade reports for each class will be issued by the tutors at the end of the year. ACA tutors only assign percentage points. The final determination of letter grades is left to the parents. Parents are responsible to keep a high school transcript of their child's coursework, time spent, grades, etc.

Classes not passed (as determined by each individual tutor) must be made up during the summer or must be retaken at the parents' expense before proceeding to the next level in that subject.

Student Behavior Policy

Honor Code

Students are expected to be honest in every aspect of academic life. The honor code implies a trust that each student will do his or her own work and will use the property of others only with the permission of the owner. Students will be truthful at all times and will use their influence to encourage honorable conduct among fellow students.

Lying, stealing, cheating, and tolerance of such acts are unacceptable. Offenses include, but are not limited to, the following:

- Plagiarism: copying passages from works of other writers, such as books or magazines, or copying homework or class work from another student. Written work must be in the student's own words. (See ACA's Plagiarism Statement for Students).
- Cheating on tests in any way, including using an unauthorized "cheat sheet" or looking at another student's paper. Students must report any cheating to the tutor. Tests taken at home must be proctored by a parent, and all studying must take place BEFORE looking at the test.

ACA recognizes that students are best able to reach their full potential under the Lordship of Jesus Christ when they follow policies that help guide general behavior. We sincerely believe that when students conduct themselves in a godly manner, their performance in the classroom as well as their outlook toward their tutors and peers improves. It is the policy of ACA to foster a safe community where all individuals are treated with respect and dignity. Strict enforcement is necessary to adhere to ACA's Statement of Faith and to maintain the safety of the students.

General Conduct:

- Improper language or profanity will not be tolerated.
- Students must refrain from inappropriate physical conduct.
- Possession of tobacco, vaping, or juuling products, any illegal drugs or alcohol, and weapons on ACA property is prohibited.

- Students will keep the academy facility and grounds clean and orderly, in a manner consistent with an attitude of gratefulness.
- CHBC has insisted that ACA students stay off the transformer and avoid the trees on the far side of the parking lot, where poison ivy grows.
- Students are expected to take care of all ACA's furnishings and equipment and to avoid dangerous behaviors. Sitting in open windows, on tables or bookcases, or on kitchen counters, and feet on chairs is prohibited.
- Bicycles, mopeds, skateboards, scooters, and in-line skates are prohibited on church property except for traveling to and from home.
- Any incident of vandalism may result in disciplinary action which may include but is not limited to restitution, apology, and penalty.
- Food is to be consumed only in the lunchrooms or outside, and may not be taken to class unless warranted by a documented medical condition or approved by the tutor. Students who have no lunch break are allowed to eat during study halls.
- Using church supplies or church equipment without permission is prohibited.
- Students are responsible to clean up after themselves.
- Please stay in the areas of the church that are designated for ACA's use. Entering any other room is strictly prohibited. Students must use the lower main door only for entry and exit. Leaving or entering by any other doors, except in emergency, is prohibited, as is leaving other doors unlocked.
- Students should not remain on the property if they are not in a supervised class or study hall.
- Students shall use the restroom of their gender.
- Students must stay in supervised areas – either in class, the study hall room, or outside during monitored lunchtime.

Classroom Conduct

- Students must be prompt for class. Consistent unexcused tardiness or absences may result in a conference with the Administrator. Students who do not attend 85% of scheduled courses will not be eligible for a class grade at the end of the year.
- Disrespect and disruptive behavior will not be tolerated.

- Students must take responsibility for obtaining and completing, in a timely manner, any work missed due to absence.
- Students may not sit in classes for which they are not registered unless given express permission by the tutor and the administrator.
- Tutors are to be treated respectfully at all times.
- Any disagreement with a tutor should be handled privately (see “Conflict Resolution”).
- Tutors are in the classroom because they desire to help further your education. Please treat them as the blessing that they are.

Study Hall Conduct

- Students in study hall are expected to study and to refrain from doing anything, including talking, that prevents others from studying. Students quizzing one another out for a test should keep voices low so as not to disturb others.
- Study hall is considered a class, and attendance is mandatory.
- Permission must be given for students to leave the study hall area.
- Study hall monitors will strictly enforce attendance and behavior policies. Monitors may issue demerits if a student does not observe these rules.
- Headphones are allowed in study hall as long as the music is audible only to the student wearing the headphones.

Electronic Device Policy (Cell Phones/Mobile Communication)

Students may have “silenced” cell phones on their person while at ACA. The student assumes all risks in bringing any electronic devices onto ACA property or to ACA related functions. The following policies must be adhered to:

- Cell Phone use will not be permitted during study hall without the express permission of the study hall monitor. Cell Phones must be out of sight in backpacks, pockets, or purses or otherwise concealed. Students may listen to music with the use of headsets, but Cell Phones themselves must be out of sight. Laptops may be used for academic purposes only.
- The use of electronic devices during instructional time without the permission of the administrator or tutor, or in a disruptive manner while at

ACA is prohibited. However, each tutor has the right to permit the use of Cell Phones or other electronic devices for instructional purposes. Use of such devices in classrooms are restricted to ACA/class activity only and violations may result in confiscation of the device or demerits being issued.

- No student shall use a Cell Phone to violate any ACA Policy contained in the ACA Parent / Student Handbook, including, but not limited to all harassment and/or bullying policies. Examples of unacceptable usage can include but are not limited to: in restrooms or hallways during instructional time, cheating, cyberbullying, sexting, visiting inappropriate websites, and taking pictures or videos (unless you have been granted permission to do so by the administrator or tutor in charge).

Parents may be contacted to claim the student's cell phone or other electronic devices from ACA if the device is confiscated due to violations of this policy.

Dress Code

ACA's dress code is intended to be a concrete, practical demonstration of the ACA's commitment to honor God and disciple students. Modesty, decency, and propriety in dress are encouraged so as not to distract from an academic environment. Clothing should be neat, clean, and functional rather than worn to gain attention or enhance social status. Cross-dressing (dressing as the opposite gender) is strictly prohibited and violates ACA's Statement of Faith. An emphasis on godly character and countenance should supersede any focus on body and apparel and should demonstrate respect for the entire ACA community.

ACA reserves the right to ensure that students' clothing is appropriate and will address jewelry, clothing, and other dress issues on an as-needed basis. If clothing is found to be inappropriate, a parent will be contacted to bring appropriate clothing to the student.

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.

—1 Timothy 4:12

Student Discipline

“Those whom I love I rebuke and discipline. So be earnest, and repent.”

—Revelation 3:19

The goal of ACA is to complement and enhance the home school environment. Toward that end, we desire to provide a safe and godly atmosphere for academic success. Standards of acceptable and unacceptable behavior have been codified in a demerit system that we pray this will benefit all involved in this endeavor.

This system of demerits will be used to communicate to parents any infractions of ACA’s rules and regulations. Demerits may be issued by the Administrator or any ACA tutor. All demerit slips will be sent home with the student for a parent’s signature. The Administrator will contact the parent to inform them of the violation and the issuance of the demerit(s). The student will return the slip to the tutor or Administrator on the next class day. The Administrator will keep a tally of total demerits per student.

In addition to the demerit(s), additional consequences will be given according to the violation as listed below. All consequences must be completed before the student will be allowed to return to class.

| OFFENSES | DEMERITS GIVEN |
|---|----------------|
| UTC *Unexcused Tardy to Class (per class) | 1 |
| CD Classroom Disturbance (eating in class/cell phones/talking out of turn/excessive talking) | 1 |
| SHD Study Hall Disturbance (excessive talking/unruly behavior) | 1 |
| NPC Not Prepared for Class | 1 |
| UAB Being in unauthorized or unsupervised areas of the building | 1 |
| UEX *Unexcused Absence (per day) | 2 |
| DTS Disrespect to fellow students | 2 |
| CP Continuous Cell Phone Use | 2 |
| LA Improper Language/Profanity | 4 |

| | | |
|-----|---|---|
| DD | Direct Disobedience/Disrespect to Tutors/Adults | 4 |
| DP | Destroying or Misusing Facility Property | 4 |
| POS | Possession of tobacco/vaping/ juuling products/drugs/alcohol/weapons | 4 |
| IDA | Inappropriate displays of affection | 4 |
| L | Lying | 5 |
| C | Cheating | 5 |
| F | Fighting | 5 |
| ST | Stealing | 5 |
| BH | Bullying/Harassment | 5 |
| PL | Intentional Plagiarism | 5 |

(*A student is unexcused if he/she is late or absent and has not notified the Administrator and/or the tutor in advance of the class that the student will be late or absent.)

Level 1 – When a student receives 2 demerits, the student will be required to complete The Ultimate Authority worksheet.

Level 2 – When a student reaches 5 demerits, the student will write a one-page paper as assigned by the Administrator and apologize to the offended party (in addition to the Ultimate Authority worksheet if not already completed) and pay a \$20 fine. The student will not be allowed to return to class until an apology has been made.

Level 3– When a student reaches 8 demerits, the student will receive a two-day class suspension (in addition to writing a one-page paper as assigned by the Administrator or Tutor and apologize to the offended party if not already completed) and pay a \$40 fine. The student will not be allowed to return to class until an apology has been made and the assigned paper has been submitted.

Level 4 – When a student reaches 10 demerits, the student will be subject to expulsion. If a student is expelled, the entire year’s tuition will be paid.

Demerit levels may be skipped at the discretion of the Administrator.

Parents and students should be familiar in order to understand the serious nature of demerits. Students should keep in mind that any parent/tutor in the ACA building is an authority figure and must be respected as such with words and attitude. There may be other behaviors besides those noted here that may result in expulsion. ACA reserves the right to immediately expel any student whose actions may endanger other students, tutors, or anyone affiliated with ACA, or who fail to uphold, respect, and comport their behavior with ACA's Statement of Faith, Mission, and Purpose. Expelled students will be interviewed prior to readmission. Readmission may be granted on a probationary basis as determined by ACA.

Appeal Process

If a student disagrees with the issuing of a demerit, he or she may use the appeal process. This involves writing a letter to the Administrator that respectfully sets forth the student's version of events and his or her grounds for appeal. The appeal is then considered by a Review Committee which will gather and review the facts, talk to any witnesses, and allow the student to make his case before the Committee. The Review Committee will share its findings and resulting consequences with the student, who will agree to abide by the final determination by the Committee. If agreement cannot be reached, the student will be asked not to return to classes until such time the student agrees to abide by the consequences.

Conflict Resolution

From time to time, parents and/or students may have questions or complaints about the actions of a tutor or leader. In this case, we urge the parents and/or student to address these issues directly to the person in question, so that they can be resolved easily and speedily. Our tutors and leaders are always open to input and will be happy to work toward resolution. All issues will be held in the strictest confidence by those concerned.

If a matter cannot be resolved between the parties involved, then the parent and/or student is advised to bring the matter to the Administrator. Further unresolved matters will be presented to the Board. These steps are in accordance with Scripture, as outlined in the Arbitration Agreement, below.

Arbitration Agreement

All families, tutors, and staff of the ACA community agree to abide by a system of arbitration in an effort to settle any disputes that may arise. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with Biblical injunctions of I Corinthians 6:1–8, Matthew 5:23–24, and Matthew 18:15–20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including any claim or statutory claims, shall be settled by Biblically based mediation, not by formal lawsuit. The parties agree to seek non-binding mediation first. Should non-binding mediation prove unsuccessful then binding arbitration may be sought.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear any cost of his/her own arbitration and one-half of any fees and costs of a neutral arbitrator chosen by agreement of the parties and any other arbitration expenses.

Conclusion

We are thankful for God's provision for ACA and grateful that you have chosen to be part of our academic community. We pray that each ACA family will have a blessed and productive school year!

We have read this handbook together with our student(s) and agree to abide by the policies set forth herein.

Parent/Guardian

Date

Student

Date

Student

Date

Student

Date

EMERGENCY PROCEDURES

Medical

1. Secure the person.
2. Call 911. (Our address is 5225 Fort Avenue in Lynchburg.)
3. Identify an authority for assistance.
4. Notify a parent. (Phone numbers are in the black notebook)

Hold harmless agreements are filed by student name alphabetically in the filing cabinet. The hold harmless agreements also contain a medical release signed by the parent. Have this ready for the emergency personnel.

Fire

1. *In the event of a fire necessitating building evacuation: Tutors will immediately lead their class/study hall out of the building according to the route posted in the room.*
2. *Tutors will take note that all of their students are accounted for immediately upon exiting the building. All individuals on ACA premises will gather in the large parking lot. The study hall monitor or any Tutor will take the sign-in form for verification that all are accounted for. Call 911 once safely out of the building.*

Remember basic fire safety guidelines: If smoke is filling the room, get low to the floor and crawl. If clothing catches on fire, STOP, DROP, and ROLL. If classroom door is closed, feel it for heat before opening.

Law Enforcement

In the event that the authorities are needed (for example, drug possession and weapons use).

1. *Call Lynchburg Police at 434-455-6050, which is non-emergency.*
2. *Identify an authority for assistance.*
3. *Call a parent. (Phone numbers are in the black notebook) Have the appropriate adult (a male tutor if the student is male, any adult woman if the student is female) remain with the student until the authorities arrive. Use discretion in determining how to isolate the student from the rest of the student body.*
4. *If the student is in the bathroom and there is strong evidence that the student is in possession of drugs, knock on the door and give the student a three-second warning before entering the bathroom.*

Active Shooter Response

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

SOURCE: US DEPARTMENT OF HOMELAND SECURITY