



LIPSCOMB  
ACADEMY



LIPSCOMB ACADEMY ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2016-2017



Dear Lipscomb Academy Families,

Welcome to Lipscomb Academy!

Every school year, I am buoyed by the enthusiasm and energy that comes with the first day of classes. Our youngest students virtually leap out of their cars during drop-off, while our upper elementary students are brimming with smiles and giggles eager to reconnect with classmates. It is arguably my favorite moment of the school year.



As a Lipscomb Academy parent, you too are entering into new school year, as well as a first-rate community of learners and educators who care deeply about the development of your children. And we are thrilled to have you with us. At Lipscomb Academy, we believe that each child is a unique creation of God, and that all students can learn and succeed in a loving environment. With His guidance, we build a foundation of intellect, character and imagination, all aimed at preparing them to successfully navigate an ever-changing, ever-challenging world.

As you read this handbook, take time to talk to your child about the policies that are important for his/her success at school. Once you have read the handbook complete the acknowledgement form on the school website. Should you have questions, please feel free to call the school office for clarification.

Warmest regards,

Jonathan Sheahen  
Elementary School Principal

## **MISSION STATEMENT**

The mission of Lipscomb Academy is to serve students so that they may master knowledge and skills appropriate to them and become Christ-like in attitude and behavior.

## **GUIDING PRINCIPLES**

Lipscomb Academy Elementary School

- Provides a college preparatory environment dedicated to developing students who are motivated to excel in life;
- Inspires all students to pursue academic excellence, take pride in their work, develop leadership skills, and celebrate their achievements;
- Motivates students to become independent thinkers, to set and achieve goals, and to be accountable for their actions;
- Provides an intentionally Christian environment where students are encouraged to develop their own personal faith;
- Complements the academic program with a wide range of activities to develop the mind, body, and spirit of each student;
- Respects the unique value of each member of the school community;
- Expects and encourages all faculty, staff, and students to lead lives of honor, integrity, and high moral character at all times;
- Believes that diversity and global awareness enrich the learning experience;
- Demonstrates a concern for the welfare of others through grade appropriate outreach and service-learning programs; and
- Creates an atmosphere where students enjoy learning, have fun, and develop lifelong relationships.

## **CONTACT INFORMATION**

### **Elementary School**

4517 Granny White Pike  
Nashville, TN 37204  
Office 615-966-1783  
Fax - 615-966-7624

### **Middle School**

3901 Granny White Pike  
Nashville, TN 37204  
Office 615-966-1785  
Fax - 615-966-7636  
Extended Day - 615-966-6462

### **High School**

3901 Granny White  
Nashville, TN 37204  
Office 615-966-1784  
Fax - 615-966-1819

**Web Address:** [www.lipscombacademy.org](http://www.lipscombacademy.org)

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# INTRODUCTION

The Handbook for Parents and Students explains Lipscomb Academy Elementary School's academic policies and procedures. We ask that parents/legal guardians (hereinafter referred to as parents) study the Handbook in its entirety and review the contents with their children. Each student is expected to understand and be familiar with the Handbook's contents so that he or she may have a productive and beneficial school experience.

Lipscomb Academy Elementary School operates under the philosophy that students are best prepared for life when they have established academic and personal standards that entail responsibility and accountability. It has been said, "You are free to choose, but you are not free to determine the consequences of your choice." This handbook, therefore, should help a student make those choices that lead to the academic and personal rewards of continued academic growth, self-discipline, and self-worth.

Lipscomb Academy Elementary School reserves the right to amend any of its academic policies and procedures in order to uphold the school's philosophy and objectives and to provide for the general welfare, financial security, and safety of its community. This handbook is not a contract.

## HISTORY

The Nashville Bible School was founded in 1891 by two preachers named David Lipscomb and James A. Harding. During the decade of the 1890's, the Nashville Bible School changed locations three times to accommodate its growing enrollment. Students, most of whom were interested in becoming preachers or missionaries, came from almost every southern state to study at the feet of David Lipscomb and his brother William. The first property actually owned by the school was two and a half acres on Eighth Avenue near the present site of Greer Stadium. Nine thousand dollars was raised to purchase the campus. By 1896 the school had three divisions: collegiate, intermediate, and primary. Most of the primary students were children of faculty members. Although a section of the school equivalent to high school has always existed, there has not always been a strict curriculum and graduation requirements as seen today. In the very early years of the school, high school students selected their own courses and, when they felt ready, they went on to college level courses. High school students lived in dormitories with the college students until the 1950's.

In 1901, David Lipscomb deeded sixty-two acres of his seventy-three-acre dairy farm to the school, and it is the location of the present Lipscomb University campus. On March 4, 1918, the Board of Trustees officially changed the name of the school to David Lipscomb College. The Lipscomb home, known today as Avalon Hall, is still used by the school. During the 1940's Lipscomb became a four-year senior college. The senior college status necessitated the addition of several new buildings. As the college constructed buildings to meet the new needs of the expanded institution, the high school received the benefit of buildings vacated by the college. When the A.M. Burton Administration Building was built, the college left Harding Hall for the high school's use.

The elementary school moved into the old Burton School south of the main campus at the corner of Harding Place and Granny White in September of 1986. It was completely renovated and restored after its acquisition from the Metropolitan Government.

In 1987, Lipscomb moved to university status. The kindergarten was moved from the Maplehurst property to newly constructed space on the elementary campus. From 1996 to the present, many improvements have occurred at the elementary, middle, and high schools. In addition to the physical plant, many expansions and enhancements have taken place in the curriculum at every level. New methodology and additional faculty and staff provide rich learning opportunities at every level in harmony with biblical teaching. The integration of faith and learning are just as important today as was true in 1891, even though academic opportunities have expanded tremendously.

## **GOVERNANCE AND ASSOCIATIONS**

Lipscomb Academy holds accreditation with the following associations:

- National Christian Schools Association
- Southern Association of Colleges and Schools
- Southern Association of Independent Schools
- Tennessee Association of Independent Schools

In addition, Lipscomb Academy holds membership in the following organizations:

- Independent Schools of the Nashville Area
- Tennessee Secondary Schools Athletic Association
- Harpeth Valley Athletic Conference

### **Lipscomb Academy Board of Trustees Committee**

This committee is appointed by the board chairman and consists of members of the Board of Trustees. Its purpose is to represent the interests of Lipscomb Academy to the University Board of Trustees.

## **NOTICE OF NONDISCRIMINATORY POLICY**

Lipscomb University, including Lipscomb Academy, is a private Christian school open to any qualified student without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Lipscomb complies with all applicable federal and state nondiscrimination laws, and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its educational policies, programs and activities. This policy includes admissions policies, scholarships and loan programs, employment practices, and athletic and other school administered programs. Lipscomb Academy is affiliated with the fellowship of the Church of Christ. Lipscomb University, including Lipscomb Academy, is controlled by a Board of Trustees, all of whom are members of the Church of Christ, and is operated within the Christian-oriented aims and ideals and religious tenets of the Church of Christ as taught in Holy Scripture. As a religiously controlled institution of higher education, Lipscomb is exempt from compliance with some provisions of certain civil rights laws.

# CONTACT

## SCHOOL CONTACT

### OFFICE HOURS

**Hours:** 7:30 a.m. to 4:00 p.m.

During holiday and vacation periods, hours may vary.

## CONTACT INFORMATION

### Elementary School

4517 Granny White Pike

Nashville, TN 37204

Office - 615-966-1783

Fax - 615-966-7624

Extended Day – 615-966-6313

### Middle School Campus

3901 Granny White Pike

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### High School Campus

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Fax - 615-966-1819

**Web Address:** [www.lipscombacademy.org](http://www.lipscombacademy.org)

The Lipscomb Academy website contains current news, school and academic information, and athletic schedules.

**Email** is the preferred means of communication. Every member of the faculty, staff and administration has an assigned e-mail address. Messages may be sent to them by simply typing the person's first name, a period and last name followed by @lipscomb.edu.

Example: john.smith@lipscomb.edu

### Phone Messages for Faculty and Students

Parents and students are asked to plan their day to avoid making calls and leaving messages at school. In the case of an emergency, parents should call the main office and leave a message with the Administrative Assistant. Students are **not** allowed to use cell phones or messaging devices during school hours, including Extended Day hours.

## SCHOOL HOURS

### Regular School Days

8:00 a.m. to 2:45 p.m. Pre-kindergarten – Grade 1

8:00 a.m. to 2:55 p.m. Grades 2-4

Unless a student is in an afternoon activity or a conference with a teacher, the student should be picked up promptly at the end of the school day. Parents must notify the school if they will be late. A student whose parent has not arrived ten minutes after the end of the school day or an activity will be supervised by the Extended Day program staff (Pre-K – Grade 8 students only). For students placed in Extended Day, a charge will appear on the student's account. Due to faculty meetings, tutorials, and workshops, faculty are not available to supervise students who are left at school after dismissal time.

### **Visiting the School Campuses**

For security and to avoid the disruption of the learning process, all visitors, including parents, must check in at the appropriate campus office. No individual may go beyond the main office without the office's permission and a visitor's pass. Parents and visitors must wear special nametags obtained in the office at the time of sign in. To ensure that someone can assist them, parents are asked to call ahead for appointments with the administration and faculty.

## **PARENTAL/VISITOR PARTICIPATION AND EXPECTATIONS**

### **Conduct and Behavior**

Parents or visitors on campus are expected to conduct themselves in a manner that reflects courtesy and respect to the faculty, staff, administration, and to students. Harassing or threatening language or actions will not be tolerated. Individuals who have concerns should direct them in a professional manner to the school's administration. The school reserves the right to ban anyone from its campus or school-related activities.

# **POLICIES**

## **GENERAL POLICIES & INFORMATION BILLING AND COLLECTIONS**

There are three payment options:

1.	Full payment due on June 6
2.	Semester payments due on June 6 and November 6
3.	Twelve monthly payments due June - May

Families choosing semester or monthly tuition payments must enroll in TouchNet. All tuition accounts must be paid in full by the end of the school year. Students with an outstanding tuition balance from a previous year will not be allowed to return to school in the fall until all outstanding balances are paid in full and they are enrolled in TouchNet and the tuition account is current in TouchNet.

A late charge of \$40.00 will be assessed on past due balances. Report cards and transcripts will not be released if the student's account is not current. This includes preventing access to RenWeb. Applications for re-enrollment for the next academic year may not be approved until all past due balances have been paid.

Past due accounts are subject to interest at 1.5 percent per month (18 percent annually) until the balance is paid. The Academy will use every reasonable means to collect past due balances, including referring delinquent accounts to collection agencies. Parents are responsible for reimbursing the Academy for the fees of any collection agency, which may be based on a



percentage at a maximum of 33.3 percent of the debt, and all costs and expenses, including reasonable attorney's fees, incurred in such collection efforts.

If a student withdraws from Lipscomb Academy during the school year, tuition will be prorated. Fees will not be prorated, and any unpaid portion will be due at time of departure. If a student withdraws during the summer months and did not notify the school prior to the re-enrollment deadline, they will be responsible for three months of tuition and fees.

## **RE-ENROLLMENT & WITHDRAWAL FROM SCHOOL**

Students that intend to return to Lipscomb Academy are not required to notify the admissions office of their intent. There is no deposit required and the admissions office will assume every student is returning unless they are informed otherwise. Families that intend to withdraw simply need to notify the admissions office by March 10, 2017 of their intent and there will be no further financial obligation for the coming school year. Families that withdraw without proper notification will be responsible for paying three month's tuition of the next school year.

Official withdrawal from Lipscomb Academy during a semester requires that the parent or student, as applicable, complete the following steps:

1. Obtain a Notice of Withdrawal from School form (available in the Admissions office).
2. Supply all necessary information on the Withdrawal from School form.
3. Submit the completed form to the Admissions Office; and
4. Complete the exit interview process with the Admissions Office.

## **CLASS PLACEMENT**

A great deal of thought goes into placing children in classes each year. The process is also time consuming, as teachers focus on each child's needs. Every effort is made to place each child in a learning environment where they will be the most successful.

### **Procedure**

1. Every April and May, teachers reflect about the students in their classes. They think about several qualities, such as academic skills, social skills, learning styles and personality. They make notes about many things they have learned about their students during the year.
2. Teachers meet with the other teachers at their grade level and make out new tentative class lists. Teachers must make sure that each new class has:
  - ✓ a balance of boys and girls
  - ✓ a balance of academic ability
  - ✓ a balance of ethnic diversity to promote multi-cultural understanding
  - ✓ socially balanced groups to reduce peer conflicts

- ✓ equal portions from existing classes, so new friendships can be formed
- ✓ a balance of different learning styles

3. Next, all specialist teachers have an opportunity for input into these class lists. The art, music, physical education, library/media specialist, Spanish, and computer teachers add any pertinent information about a child that will influence placement.

4. In late April/early May, parents are informed that we are starting the process and are given the opportunity to send any information about their children, i.e. learning style, school history, special considerations, for the staff to consider.

5. The administrative team will review the tentative class lists and will meet with the teachers to give any other input about children.

Throughout this process, changes and adjustments are made. Each time a change is made, it can cause a chain reaction of other changes. Because of all of the factors mentioned above, **the final decision on student assignments needs to rest with the school staff and administrator.**

## **COMPUTERS**

Students are provided access to computers in their classrooms, the library, and the computer lab. Pre-kindergarten and kindergarten students have limited access to center-oriented technology tools in the classroom. Pre-K through Fourth grade students receive formal computer instruction weekly with the computer specialist in the computer lab. Using computers is a privilege, and students are expected to abide by certain rules of conduct. Students participate in computer orientation sessions; parents are asked to sign a Computer Acceptable Use Policy so that their children may have access to the network. Lipscomb has taken available precautions to restrict access to controversial and inappropriate materials; however, it is impossible to totally prevent access to such material. Students who seek such material will be disciplined, as will those who damage equipment or deliberately disrupt the operation of the system.

## **CONFIDENTIALITY OF STUDENT RECORDS**

Lipscomb Academy adheres to the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). FERPA is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by Lipscomb Academy. Lipscomb Academy will provide copies of records when extenuating circumstances arise. Example: great distance makes it impossible for parents or eligible students to review the records. A fee may be charged for copies.

## **LOST AND FOUND**

Misplaced articles are turned in to the office. Clothing, book bags, and lunch boxes are placed in the designated areas. Small items, such as jewelry, are kept in the main office. Labeling

personal items with the child's name makes it much easier to return lost articles to their owner. Items that are not claimed within a month are donated to charity.

Expensive toys and electronics should be left at home. With many children around, there is a greater possibility of loss or breakage.

## **SAFETY**

In the interest of safety, all outside doors of the building are locked each morning at 8:05 a.m. Parents and other visitors to the building must press the buzzer to the right of the front door to gain entrance. Visitors must check in at the desk in the foyer or in the office to receive visitor badges that authorize them to be in the building. Please do not leave your car unattended in the fire lane.

## **SCHOOL CLOSINGS AND EMERGENCY WEATHER NOTIFICATION**

Severe weather or utility service interruption can interrupt or delay the start of the academic day. Lipscomb Academy uses Mustang Alert, our emergency text message system. To activate your Mustang Alert account, follow the instructions using this [link](#). The Academy anticipates using Mustang Alert to notify you of any school delays or cancellations due to inclement weather. The successful delivery of information is dependent on accurate contact information. Please update your RenWeb profile if your phone or email information changes during the year in order to deliver real time emergency information to you.

In addition, the Academy will broadcast on radio and television stations. If conditions allow, announcements will also be posted on the Academy's website. Parents should assess inclement weather conditions at their homes before undertaking any travel to the school.

### **Fire and Weather Procedures**

Fire and severe weather procedures are published, posted, and reviewed with all the members of the Academy community at regular intervals throughout the year. Drills are held during the academic day. Students are expected to maintain silence throughout these drills and to follow directions given to them by the faculty and staff.

### **Emergency or Crisis Situations**

In cases where there is a local, state, or national emergency or crisis, the Academy has procedures in place to handle a variety of situations. Our objective is to ensure the safety, health, and welfare of students and keep the school community as updated as possible.

When possible, the school's website will provide available information. School staff will make every effort to reach a parent in the event of an emergency. If the School is unable to reach a parent, the person designated as the emergency contact person will be notified. The Academy requires emergency phone numbers for every student. Please make sure your RenWeb profile includes current phone numbers for home, office, cell phones and a designated emergency contact person.

### **Snow Days**

Any time bad weather causes dangerous driving conditions, Lipscomb will announce a specific decision about the school's closing. Announcements will be made on local television and radio stations, on our webpage, and via Mustang Alert, our emergency text message system. If, during the school day, the weather looks threatening, please check the website and Mustang Alert for updates. We urge you to use your judgment concerning the safety of your family. No Extended Day is available on Snow Days.

# **HEALTH CLINIC INFORMATION**

### **LOCATION AND HOURS**

The school Clinic is open from 8:00 a.m. until 3:00 p.m. (11:00 a.m. for Early Dismissal) on school days.

### **GENERAL INFORMATION**

The nurses take great care to see to your child's needs and to determine the severity of the illness or injury that occurs during the school day. **It is not the intent of the clinic to diagnose illnesses, and the clinic should not be used in place of your child's healthcare provider.** Should the student need to be sent home due to an illness or injury, you will be contacted using the numbers you provided on the Student Health Form.

### **STUDENT HEALTH FORMS**

LA students are required to have a Student Health Form on file prior to the first day of school. This form must be completed annually. It is the responsibility of the parent to notify the clinic if the health needs of the student change. This form alerts the nurse to allergies, existing medical conditions or physical limitations of your child. It also authorizes the nurse to treat and administer certain over-the-counter medications should your child become ill or injured during the school day. Any student who does not provide a current Student Health Form will not be allowed to attend school.

### **IMMUNIZATIONS**

Tennessee state law requires that all students have a complete Certificate of Immunization on file prior to the first day of school. An immunization form from another state or country is not acceptable. These forms can be obtained from your physician or local public health department. Any student whose immunization record is missing or incomplete will not be allowed to attend classes until compliance is obtained.

### **MEDICATIONS**

Medications should be given at home rather than school whenever possible. If a medication needs to be taken during the school day, the student must go to the Health Clinic to obtain the medication from the nurse. Records will be kept of all medications administered. Students are

not permitted to have medications in their possession on campus. The nurses may allow the student to carry the necessary medications or supplies. Students who use an inhaler or carry an EpiPen **MUST** provide the nurse with an extra EpiPen/inhaler prior to the first day of school.

The *Authorization for Medication Form* may be obtained from the Health Clinic.

### **Prescription Medications**

1. An *Authorization for Medication Form* must be filled out and signed by both the parent and physician. A new authorization form must be received if the medication dosage is changed during the school year. The school will not give any medication without the completed form.
2. All prescription medication must be in the original container and labeled by the pharmacy. No medication from an envelope, plastic bag, etc., will be given. Ask your pharmacist for an extra empty bottle with a label on it for prescription medicines that need to be given at school.

### **Non-Prescription (over the counter) Medications**

All non-prescription medications must be in the original container and be accompanied by an *Authorization for Medication Form* or a written request signed by the parent/legal guardian. The physician's signature is not required. No medication received in a plastic bag, envelope, etc., will be given to a student.

The only over-the-counter medications stocked in the Health Clinic are listed on the Student Health Form.

They include: Acetaminophen (Tylenol equivalent), Antacid, Cough Drops, Benadryl, Saline eye drops, Orajel, Peroxide, Caladryl lotion and antibiotic ointment. These medications will only be given if permission is indicated on the Student Health Form. No other OTC medications will be given, unless the parent provides the medication, with a completed *Authorization for Medication Form*. **There will be NO EXCEPTIONS to this policy.**

## **STUDENT ILLNESS**

We ask that you **do not send your child to school if he or she is sick**. The following are guidelines we follow:

- Temperature – Your child must remain home if he or she has an elevated temperature (100.1 degrees or higher). Your child should be fever-free, without taking any medication for 24 hours, before returning to school. If your child comes to the Health Clinic with a temperature 100.1 or higher, you will be called to pick him/her up.
- Diarrhea – If your child has diarrhea that cannot be controlled, he or she should remain home, or you will be called to pick him/her up.
- Vomiting – Your child must not have vomited for 24 hours prior to returning to school.
- Contagious Diseases – Your child must remain home when he or she shows symptoms or has been diagnosed with a contagious disease, such as strep throat, conjunctivitis (pink eye), impetigo, ringworm, head lice, skin rash, drainage from ears, nasal drainage, and frequent uncontrollable cough.

If your child exhibits any of the above illnesses, we will call you to pick up your child. If you cannot be reached within a reasonable amount of time, the emergency contacts listed on the Student Health Form will be contacted.

### **Illness at School**

The school makes every effort to contact the parents if a student becomes ill at school. Parents are expected to pick up a sick child as soon as possible. A child who does not feel well or who has a fever should not be sent to school. Students with contagious ailments must remain at home

### **Head Lice**

In the event a student has been found to have an infestation of head lice (pediculosis), the student will be sent home immediately. Lipscomb Academy adheres to a **No Nit Policy**. If your child has head lice, please notify the school immediately. There are many products available for treatment of head lice. It is advised that you should also notify close friends and playmates that may have been exposed to the head lice. Once a child has been identified as having head lice, the whole family needs to be checked and treated if necessary. Bedding, stuffed animals and clothing will also need to be treated. Before returning to class, the child will need to be checked by a medical professional or lice specialty organization and declared free of lice and nits. A note will be needed stating such for the child to return to class. As a precaution, once your child returns to school the school nurse will check to ensure he/she is nit free. The school nurse arrives at 9:00 am. If he/she is not nit free he/she will not be allowed to return to class. **There will be NO EXCEPTIONS to this policy.**

# **ACADEMICS**

## **ACADEMIC HONESTY**

The value of academic honesty is of utmost importance in the student's development. Inappropriate actions will result in the entire credit being deducted from a test or assignment, as well as disciplinary action. Inappropriate actions include, but are not limited to, the following examples:

- Copying another student's homework;
- Lending another student homework to be copied;
- Completing homework for another student;
- Completing assignments for another student;
- Plagiarizing;
- Using unauthorized notes;
- Giving or receiving help on a test;
- Communicating or attempting to communicate including, but not limited to, talking during a test;
- Giving information about a test to a student who has not taken the test;
- Receiving information about a test from a student who has taken the test;
- Using a calculator, computer, cell phone, or any other electronic device to complete an assignment or test without authorization from a teacher; and
- Forging signatures.

Teachers expect academic honesty from students. Teachers may require students to write or sign the Honor Code pledge on tests, quizzes, and homework assignments.

## **HONOR CODE**

Lipscomb Academy expects each student to live as a responsible and honorable person. When students are admitted to Lipscomb Academy, they become identified with the School. It is expected that their conduct will reflect favorably upon them and the school at all times.

Therefore, the Honor Code is an integral part of the daily structure of school life, which predicates the assumption that students are honorable and have the right to be trusted. Each student must take personal responsibility in accepting the Honor Code. The Honor Code encompasses academics, behavior, and character.

**Pledge:** “I promise to be honest and respectful, to treat others the way I want to be treated, to be like Jesus, and to please God in everything I do.”

- Honesty means being truthful to others and myself
- Respect includes a regard for work, belongings, and feelings.

## **GRADES AND GRADE REPORTS**

Students are evaluated daily using a variety of formal and informal assessments regarding in-class assignments, quizzes, tests and projects. Students receive report cards four times a year to communicate progress with parents.

Quarter grades and comments are communicated via RenWeb (or sent home) about one week after the end of each semester.

Parents should contact teachers if there is a concern or question regarding the student’s progress. Teachers may be contacted through email, phone, or written notes.

### **Confidentiality**

Each student is assigned a unique RenWeb user ID and password. You can change the password at any time.

## **ACADEMIC PROBATION**

A K - 2 students may be placed on Academic Probation when he or she meets the following criteria:

- Student does not show sufficient progress in academic work

A 3<sup>rd</sup>-4<sup>th</sup> grade student may be placed on Academic Probation when he or she meets the following criteria:

- Student does not show sufficient progress in academic work
- Earns two or more failing grades in consecutive reporting periods
- Earns a cumulative grade point average below a “C” (2.0) at the end of the semester.

When a student is placed on Academic Probation, the parents will be notified in writing by the school principal. The written notification will include the reason(s) for the academic probation and will stipulate the conditions for continuing as a student in good standing at Lipscomb Academy.

## **COMMUNICATION ABOUT PROGRESS**

In fostering the best possible cooperation between home and school for each student, every effort is made by the teacher to keep parents informed of their child's progress. These are some of the means of home-school connection.

- Individual parents-teacher conferences
- Parent Information Board (School Lobby)
- Emails and written notes
- Conferences with an administrator
- Students' papers sent home weekly
- Weekly E-News
- Progress/grade reports

## **CONFERENCES**

Parents are invited to a conference with the teacher on a designated day in the fall and spring. In the fall the student's progress and goals for the year are discussed. In the spring the student's achievement results and progress are discussed.

In addition to scheduled conferences, either party may initiate a parent-teacher conference at any time. An advance appointment is necessary when a student's progress is to be discussed, because an impromptu evaluation of a student may not be thorough.

In order to maximize instructional time, teachers are not available to conference with parents during class time.

## **HOMEWORK**

Each student may have some form of homework almost every night. The teacher tries to assign homework requiring the average kindergarten student 15 minutes to complete, the average primary (Grades 1-2) student 20-30 minutes to complete, or the average intermediate (Grades 3-4) student 30-45 minutes to complete. Assignments are scheduled to be light on Wednesday so that church attendance may be facilitated. If a student spends an excessive amount of time on homework, please contact the teacher.

It is important for the student to have daily study time away from extraneous noise and activity. The student should be expected to use this time for study regardless of the assigned homework. If a specific assignment is not made, the time can be used to read, study spelling words, memory work, etc. A daily study routine will help develop positive study habits in the future.

Homework serves several valuable functions.

- Extension of classroom activities
- Preparation for future classroom activities and/or assignments



- Reinforcement of learning
- Promotion of interest in a subject area

## **ANNUAL ASSESSMENT**

The CTP4 annual assessment developed by ERB (Educational Records Bureau) is administered to grades 3-4 in February. Parents will be given specific dates.

In addition, grades K-4 take the MAP assessment, computer adaptive tests in mathematics and reading. The assessment is administered three times per year.

# **PARENTS**

## **PARENTAL INVOLVEMENT & EXPECTATIONS**

### **INVOLVEMENT**

Lipscomb Academy expects and wants parents to be involved in their children's education. Some of the many avenues for parental involvement are staying abreast of homework assignments and verifying completion; being apprised of classroom and school-wide activities by checking RenWeb, reading emails and weekly notes from the teacher and the principal; volunteering to help with special activities/ participating in the PTO; being a room parent; and attending special meetings and programs.

Some parents may not be able to attend every meeting and event. However, some events are especially important, and every effort should be made to attend these: Registration, Meet-the-Teacher Night, parent/teacher conferences, and music/play performances.

### **PARENT-TEACHER COMMUNICATION**

Teachers make every effort to inform parents of their child's progress and needs. Academic work is sent home for review, and notes are often included for parents to review, sign, and return. When a parent perceives a concern or problem about the child or the classroom, he or she should contact the teacher first to discuss the concerns. Teachers' contact information is listed in the directory. Parents are asked to use discretion with regard to contacting a teacher at home, and, if necessary, call before 8:00 p.m. Two dates have been designated as All School Conference Days for parents. One is scheduled in early fall with another one in the spring. If a conference is needed, parents should always make a mutually convenient appointment in advance with the teacher via a note, email, or phone call to the school. Parents are asked not to conference with teachers or other parents before or after school in the hall, classroom, or carpool. Discussions should always center on facts and direct observations and be confidential in nature. Parents should respect and adhere to the professional observations and judgment of the faculty. If, after talking with the teacher, a parent continues to be concerned, then the matter should be presented in a conference with the building level principal. (In such situations, the teacher is usually present.) Parents are expected to abide by the administrative decisions.

The school recognizes the right for a parent to disagree. However, the school cannot tolerate situations or discussions that undermine teachers, the administration, or the policies of the school. If such situations occur, the administration reserves the right to hold a conference with the parent, and if necessary, require the parent to withdraw the student from school.

# SCHOOL LIFE

## **ARRIVAL**

Students should arrive with sufficient time to put away his other backpack and coat and be ready for the day to begin. Children may arrive any time after 7:00 a.m. Please do not allow children to enter the building before 7:00 a.m., even if you see teachers in the building. For safety reasons, a child needs the security of supervision. If the gym foyer is fully lit, supervision is in place. Students arriving between 7:00 a.m. and 7:45 a.m. will go to the gym where they will be supervised and at the appropriate time dismissed to their classrooms. All students arriving after 7:45 a.m. may go directly to their classrooms.

## **School Hours**

8:00 a.m. to 2:45 p.m. Pre-kindergarten – Grade 1

8:00 a.m. to 2:55 p.m. Grades 2-4

## **Tardies**

Students are considered tardy after 8:00 a.m. Any student arriving after the 8:00 a.m. announcements should come to the office to get a tardy slip before going to the classroom. The lunch count will be adjusted before the child is sent to the classroom. A parent before going to the classroom must sign in students arriving after 8:15 a.m. After 5 tardies in one nine-week grading parent, a notice will be sent home to parents. After 10 tardies, a conference with parents may be requested. Tardies will be noted on the Report Card.

## **DISMISSAL**

Parents are asked to schedule doctor and dentist appointments after school hours. Early dismissal is discouraged because valuable instruction time in the classroom cannot be duplicated. If a student must be dismissed early, the parent must send a note to the teacher. Parents must sign students out in the main office.

## **Regular Dismissal**

Kindergarten through first grade students will be dismissed at 2:45 p.m. Students in grades 2-4 are dismissed at 2:55. Younger students riding in a car pool with students in grades 2-4 will need to wait until the 2:55 p.m. dismissal time. If your child is to ride home with someone other than his usual ride, please send a note or email in the morning giving permission. At the beginning of the school year, you will be given a sign with your child's name on it to place under the sun visor of your car so that we can easily identify you in the traffic line. Please use signs all year long. For the safety of all our children, do not use cell phones in the traffic lanes. Traffic is congested and slow the first two weeks of school. Please be patient; it will improve.

### **Early Dismissal**

When it is necessary for a child to leave early, the parent should send a note or email the child's teacher. If given advance notice, the teacher can then prepare any materials that need to go home that day and have the child waiting in the office at the appointed time. Parents must enter the building and sign out the child.

### **ABSENCES**

Regular attendance is important for students to experience success in school. Students who are absent or tardy excessively will normally experience a negative impact on their academic development.

Parents must realize absences for causes other than illness or a family emergency are detrimental to a student's academic record and learning. Each student and parent should realize the necessity of regular attendance. LA students are required to attend all classes unless the student is excused or dismissed from school. If a student is going to be absent, the parent should notify the teacher by 9:00 a.m. on the morning of the absence.

Parents are expected not to extend vacations beyond the days allotted on the school calendar. Tests must be taken early or at the teacher's discretion if a student will be absent. If a student is going to be absent, the parent should notify the school by 9:00 a.m. on the morning of the absence.

After an approved absence, a student will have one day for each day absent to make up missed work and will be expected to be prepared to take a test the day he or she returns, unless the teacher makes a different arrangement with the student or parent.

In case of an absence of more than two (2) days, the parent may contact the office for assistance in scheduling make-up work.

### **Extenuating Circumstances Defined**

An extenuating circumstance includes the following:

- Serious illness or hospitalization
- Serious illness or death in the immediate family
- Special and recognized religious holidays observed by the student's faith
- Court order or other governmental mandates
- Conditions rendering attendance impossible or hazardous to student health or safety
- Circumstances for which a parent or guardian makes prior arrangements with the building level division head (e.g., legislative page service, special family occasions)

### **Make-up Work**

If a student has an approved absence, he or she will have the number of days absent, plus one, to make up the work that was missed. For example, if a student was absent for one day, he or she has two days to make up the work; if absent two days, three days will be allowed to make up the work, etc. A teacher may require that a student make up a test outside of class time. The following procedures for make-up work should be used by a student for an absence:

- A student who is absent should contact the teacher(s), or classmate to obtain assignments.
- On the day a student returns, he or she must see each teacher, ask for the assignments that were missed, and make arrangements to take any missed quizzes or tests.
- Quizzes and tests must be made up in the time period specified above.
- Students who appear to be developing a pattern of absences on test days or days when major projects are due will meet with the school principal.

### **CARPOOL DROP-OFF/PICK-UP (SEED School)**

The safety of your children is of paramount importance to us. Therefore, it is the shared responsibility of school and parents to see that the following policies are implemented:

- Students should only be dropped off by the curb and only after 7:00 a.m.
- It is important that parents have each child ready to exit from the curbside car door when the car is stopped.
- Parents must allow the students to come into the building by themselves. This helps to develop maturity and independence in children. Each teacher will be ready to greet the children at the classroom door every day.
- Pick-up and delivery of children at the Brewer campus will be made on the circle drive. Cars will enter from the north drive. All cars should pull forward as far as possible, using the middle lane when the outer-lanes are full.
- The speed limit will be 10 miles per hour. Please pay careful attention to those directing traffic, both on the street and at the crosswalks.
- Please place your child's name card (given to you at Registration) on the sun visor so that it is visible to the teachers working traffic.
- This card must be present all year in order for us to facilitate safe dismissal. If someone else occasionally picks up your child, please ask for a duplicate name card so that the person won't be questioned.
- Do not talk on your cell phone in the traffic line. Our teachers are watching your children and trying to facilitate a safe dismissal. It is necessary for all of us to make safety the priority when children are present and moving from place to place.
- PK and K students begin dismissal at 2:45 p.m. If you have a child in the SEED School and a child in Pre-First through Fourth Grade, you will pick up all of your children when the oldest child dismisses. At the 2:55 dismissal, the older sibling will proceed to the benches next to the SEED School to be picked up with your child so that you will have only one stop to make and traffic will move more smoothly.
- When you enter the drive to pick up a PK or K student, take the middle lane to the first crosswalk and then move to the right lane against the right curb. Be sure your nametag is affixed to your sun visor so that teachers can prepare your child for loading. Move forward as the cars are loaded. When you reach the next crosswalk, you will be directed to load at that time or to move forward around the curve in front of the benches for loading.
- Do not leave your car to help your child load. Your child must load from the curbside next to the curb.
- At 2:30 there is a crossing guard at the second crosswalk to direct you. At 2:55 there are crossing guards at both the first and second crosswalks. The first crossing guard will recognize the color of your name tag and direct you appropriately

Students who are not going home in the regular carpool must have a parental note that explains the temporary arrangements. We cannot release a child to anyone other than a parent or regular carpool driver without written permission. There will be **NO EXCEPTIONS**, without proper notification. Please advise regular carpool drivers if a change is being made concerning your child.

Tennessee Law requires children under the age of eight years old (and less than 4' 9") to ride in the rear seat of a vehicle in an appropriate child passenger restraint system. We ask that all parents abide by this law for the safety of their own children and any others they may transport.

### **CARPOOL DROP-OFF/PICK-UP (Pre-first - Grade Four)**

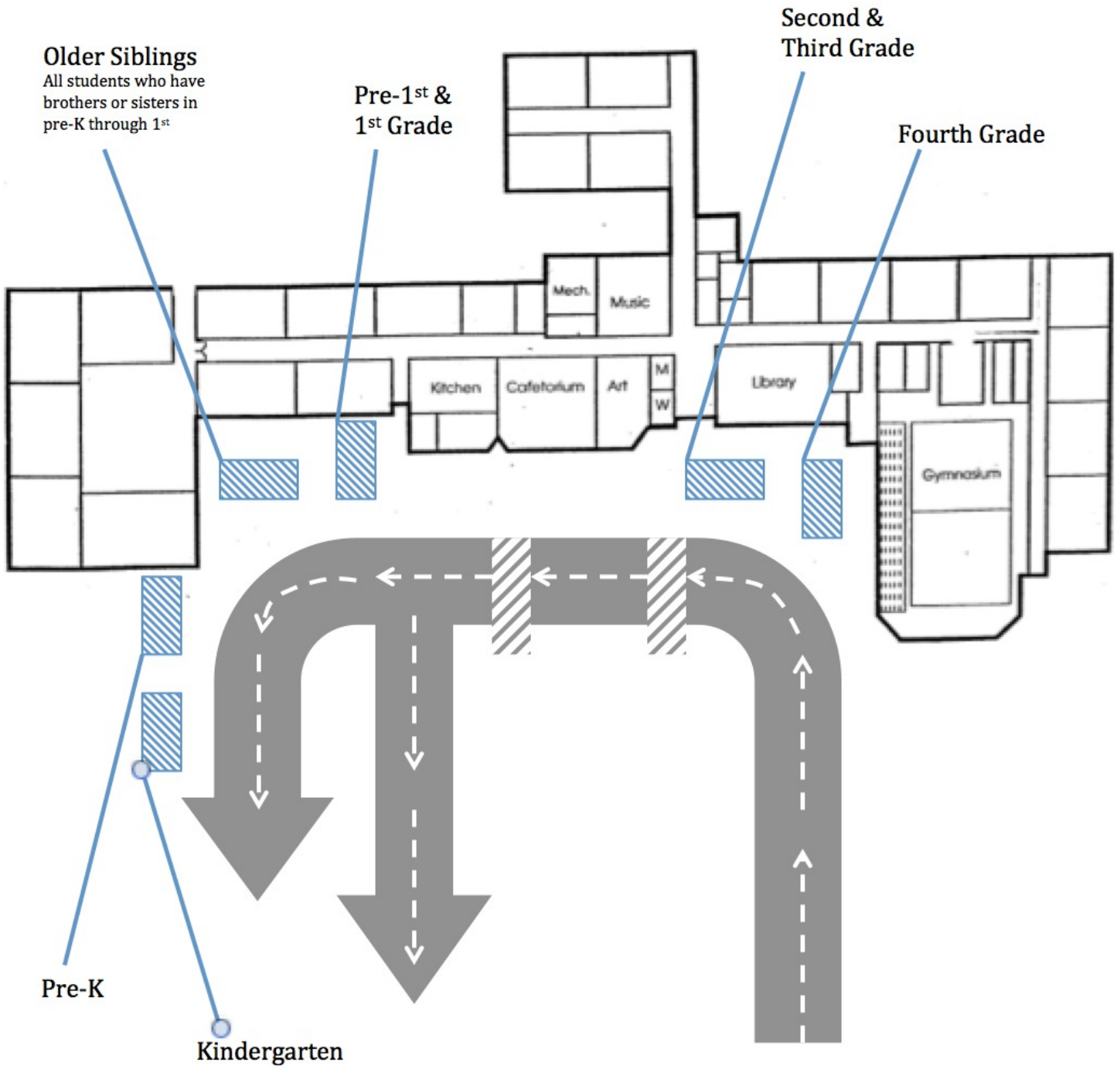
- Students should only be dropped off by the curb and only after 7:00 a.m.
- It is important that parents have each child ready to exit from the curbside car door when the car is stopped.
- Parents must allow the students to come into the building by themselves. This helps to develop maturity and independence in children. Each teacher will be ready to greet the children at the classroom door every day.
- Pick-up and delivery of children at the Brewer campus will be made on the circle drive. Traffic will enter from the north drive. All cars should pull forward as far as possible, using the middle lane when the outer-lanes are full.
- The speed limit is 10 miles per hour. Please pay careful attention to those directing traffic, both on the street and at the crosswalks.
- Please place your child's name card (given to you at Registration) on the sun visor so that it is visible to the teachers working traffic.
- This card must be present all year in order for us to facilitate safe dismissal. If someone else occasionally picks up your child, please ask for a duplicate name card so that the person won't be questioned.
- Do not talk on your cell phone in the traffic line. Our teachers are watching your children and trying to facilitate a safe dismissal. It is necessary for all of us to make safety the priority when children are present and moving from place to place.
- Children must exit and enter cars directly to and from the sidewalk. In other words, children leaving vehicles in the right lane may only exit to the right; children leaving vehicles in the left lane may only exit to the left. Children are not allowed to enter or exit a car in the middle lane. Students who enter or exit cars in the left lane must cross the driveway at the crosswalk where a crossing guard is present. Vans or other vehicles that do not allow exit from the left should use the right or middle lanes. The person directing traffic at the crosswalk will guide such vehicles in the middle lane to openings in the right lane beyond the first crosswalk. Please use your indicator when you need to make a lane change or to show that you are ready to exit the area.
- At the time of dismissal, each student will go to a specific area of the sidewalk to wait. Students must stay in that area until their ride arrives. At that time, they will ask permission from the supervising teacher to go to their cars.
- If you need to leave your car for any reason, please park in one of the lots in front of the school or in the one to the south of the kindergarten wing.
- When vehicles are ready to leave, they should exit via the drive between the parked cars, avoiding the last loop of drive that curves beside the kindergarten wing.

- Students are allowed in the parking lots only under the direct supervision of their parents

Students who are not going home in the regular carpool must have a parental note that explains the temporary arrangements. We cannot release a child to anyone other than a parent or regular carpool driver without written permission. There will be **NO EXCEPTIONS**, without proper notification. Please advise regular carpool drivers if a change is being made concerning your child.

Tennessee Law requires children under the age of eight years old (and less than 4' 9") to ride in the rear seat of a vehicle in an appropriate child passenger restraint system. We ask that all parents abide by this law for the safety of their own children and any others they may transport.

# CARPOOL DROP-OFF/PICK-UP MAP



## **SAFETY**

In order to ensure the safety of the children, all of the outside doors will remain locked. To enter, proceed to the main school doors, press the button on the panel next to the door at the main entrance.

All visitors must sign in at the main office. Visitors will be issued a pass.

## **CHAPEL AND BIBLE**

At Lipscomb Academy the spiritual formation of students is the core mission that permeates every area of our school. We intentionally provide many means, instructions, and disciplines for the purpose of deepening faith in God as well as developing close relationship with God. Daily Bible study in an academic setting teaches students the story of God and is an important tool as students also see how their own stories are a chapter in the greater story of God's kingdom. A variety of worship and chapel experiences, both age appropriate and relevant to students' interests and needs, are a part of the fabric of our school life. Mission trips, service learning opportunities, and spiritual mentoring by teachers, coaches, and campus ministers are key elements offered to students in discovering their value in the eyes of God. Spiritual life at Lipscomb Academy is intended to develop students into young men and women of strong faith and personal belief in God through Christ Jesus who will serve as sources of life and light as they become leaders in their world.

The Bible is a focal point of our curriculum. Every student studies the Bible each day. We seek to learn the stories and the facts, the history and literature, but most highly value personal faith and application of Christian principles. Children participate in chapel one or two days a weeks. Chapel consists of singing, scriptural reading, prayer, and devotional talks. Sometimes drama or puppet shows are used to illustrate Christian principles.

## **LUNCH**

Each class has a 25-minute lunch period every day. Monthly menus are accessible on the website, [www.lipscombacademy.org](http://www.lipscombacademy.org). Students may purchase their lunch or bring one from home. Students may purchase milk or juice to go with a packed lunch if they desire. Ice cream, cookies, etc. may be purchased, but we do ask that a child not buy more than one dessert. Third and fourth graders have additional sandwich and salad choices and receive the details about them at the beginning of school. We take a lunch count early so that adequate food is prepared. If your child is going to arrive late, please call the office and order a lunch. You are welcome to join your child for lunch. Again, just be sure a lunch is ordered for you. The easiest way to pay for lunches is by using the student ID card to charge food purchases. Parents may activate a card in any of the following ways: Call Sodexo at 966-1825 and provide a major credit card number, mail or bring a check to Sodexo Lipscomb University, Student Center Basement, One University Park Drive, Nashville, TN 37204-3951. Bring a check to our elementary office or the cafeteria manager or call the elementary office at 966-1783 and provide a major credit card number. Students may bring cash for their lunches, in which case sending only the amount needed prevents extra money from being left on a lunch tray and dumped in with the garbage. If you are packing a lunch at home, please do not send glass containers, carbonated beverages, or any food that needs additional preparation (such as cutting or heating). Metal pull-top, snack-



pack cans often leave a very sharp edge and can be dangerous. Paper and foil pull-tops are fine if your child is able to handle these independently.

### **Cafeteria Student Behavior**

The cafeteria rules:

1. Eat only your own food. No trading.
2. Raise your hand if you need help.
3. Use positive, helpful words only.
4. Use voices that can only be heard at your own table.
5. Eat with appropriate table manners.

## **RESPECTFUL COMMUNITY COMMITMENT**

Our goal is to ensure that every student has an optimal educational experience cognitively, socially, and spiritually. Respect for all community members is of prime importance. We believe children need to be responsible to and for themselves as well as to and for all others within the school. All members of the community are treated with respect and valued.

Lipscomb Academy holds common expectations for all adults and children who are part of our community. In all interactions we expect and promote grace, honesty, understanding, friendliness, respect, gratitude, service and perseverance. All of these are qualities of Christ.

At LA we believe that God planted inherent goodness in people. We strive to understand what is motivating colleagues and students to help each other learn appropriate strategies for dealing with feelings.

We are all educators. Learning about oneself, acting with self-control, and turning negative situations into positive ones are some of the competencies our students strive for. Children need to understand themselves so they can be positive members of the community. We respect children for the people they are and believe that our work with them enables them to become the best they can be.

When a child acts in an inappropriate manner, school adults respond with action appropriate to the situation. These actions are intended to help the child increase his/her self-awareness.

Actions may include discussion, reflection, written reflection, or removal from the setting.

Relevant and/or logical consequences will be assigned in order to help a child reinforce his understanding of his behavior and find appropriate coping strategies if future frustrations arise.

## **SCHOOL-WIDE DISCIPLINE PLAN: PATHWAYS TO SELF-CONTROL**

### ***PATH 1: Remind and Redirect \*classroom managed***

- Student is reminded and redirected to make good choices.

### ***PATH 2: Logical Consequences \*classroom managed***

- You break it, you fix it: Student cleans up his own mess
- Apology: Student apologizes when she hurts another child's feelings
- Loss of Privilege: Student loses a privilege as a consequence of his actions
- Take a Break (in the classroom): Student is temporarily removed from the activity.

### ***PATH 3: Individual Intervention \*classroom managed***

- Problem-Solving Conference: Student & teacher discuss the problem area & set goals
- Individual Written Agreement: If problem continues then a behavior contract is written
- Take a Break (in a buddy teacher's classroom): Student is temporarily removed from the activity in a buddy teacher's classroom

### ***PATH 4: Office Intervention \*Office managed***

- Three Strikes: After three documented interventions in one quarter the principal becomes involved. Severe or intense misbehavior could result in a visit to the office without the accumulation of three behavior strikes.
- Office Fast Pass: If there is imminent physical aggression or severe misbehavior, the student is escorted to the office.

### ***PATH 5: Behavior Support Plan \*Office managed***

- Further Office Intervention: For students with ongoing behavior challenges a contract will be written up that identifies specific behaviors and strategies to help the child develop self-control.

Behavior expectations are based upon Lipscomb Academy's Respectful Community Commitment. A student's attitude and behavior toward other students and the faculty and staff is expected to reflect a Christ-like.

All students must understand clearly that in order to maintain its high standards, Lipscomb Academy reserves the right to discipline, suspend, or expel a student who is guilty of major misconduct of any magnitude. The application of major misconduct is left to the discretion of Academy officials. Failure to cooperate in any school investigation may result in disciplinary action and/or expulsion from the Academy.

Various consequences, administered with care and concern for the student, are used after counseling with the student to be certain he/she related the consequence to the misbehavior. The following are considered serious offenses.

- Defying authority
- Lying
- Fighting
- Using profanity

- Inappropriate language/gestures
- Demeaning another student
- Deliberately hurting someone
- Bringing an explosive device or weapon to school
- Destroying property
- Cheating
- Stealing
- Bullying
- Name calling
- Making threats
- Continuously exhibiting disruptive behavior

Most discipline is handled on individual basis with the teacher and the child. If problems persist, the principal is advised, parents are informed and, on occasion, may be asked to remove the child for the remainder of the day. Continued aggressive behavior can result in administrators requesting outside psychological assistance or placement of the student in a different school.

Teachers and school administrators use a variety of disciplinary methods however; LA does not use corporal punishment. The corrective measures are determined by the teacher or administrator involved. Examples of corrective measures that are typically utilized by school officials include, but not limited to, the following:

- Student-teacher conference
- Student-administrator conference
- Logical Consequences
- Removal from the activity or classroom
- Discipline referral / RenWeb documentation
- Parent-teacher-administrator conference
- Behavioral contract
- Loss of privilege
- In-School suspension
- Out-of-School suspension

Misconduct of a more serious nature may warrant an immediate intervention by the principal. Very serious or repeated violations of rules cannot be tolerated, and in such circumstances, students are subject to suspension or dismissal.

Students suspended are required to complete all work assigned during the suspension period.

There is an established dismissal appeal process that will be presented in writing to parents in any circumstance where dismissal is being considered. Copies of the process are also available at any time upon request from the office.

## **SCHOOL ACTIVITIES**

### **Field Trips**

The school principal approves all field trips. Behavior on field trips must be exemplary in compliance with the Honor Code. The school rules and policies, especially the dress code, will be strictly enforced on field trips. Disregarding or disobeying rules and policies will result in disciplinary measures.

## **MISCELLANEOUS**

### **Birthdays**

Invitations for after-school parties may not be distributed at school unless each child in the classroom is included. No limos or party buses allowed on campus due to traffic and carpool constraints.

### **Holiday Parties**

Parents are asked to adhere to policies set by the school when planning special holiday and end-of-the-year parties. All other events will be coordinated with the individual classroom teacher.

## **DRESS CODE**

### **Uniform Requirements**

Parents are requested to play an active role in the enforcement of the Dress Code. School administrators may answer questions about the appropriateness of particular clothing or personal appearance. Teachers and administrators reserve the right to determine what is appropriate attire or appearance for our educational setting. Inappropriately dressed and/or groomed students may be prohibited from attending class. There are required and optional uniform items for each student. The optional items are intended to provide variety and are also offered in consideration of various body types. All oxford cloth, knit shirts, and blouses will display the same Lipscomb Academy logo. All items, unless otherwise noted, must be purchased through the Mustang Marketplace, located on the High School campus, or at Parker Uniform. The uniform should be worn as intended and be clean, neat, and not tattered. Sleeves (long or short) or skirt waistbands may not be rolled up.

- All clothing must be of appropriate size, worn modestly, and in good repair
- All khaki pants and shorts must be the traditional khaki color; i.e., similar to the traditional khaki color sold at Parker Uniform.
- All pants must have waistbands, should be purchased at the proper waist size so as to eliminate sagging, and must be worn at the waistline. Pants may have a pleated or flat front, be cuffed or un-cuffed, and must be made of cotton or a cotton blend. Cargo pants are not allowed. Pants may not be cut vertically at the hem.
- Elementary School students should wear tennis shoes for P.E. class.
- On non-P.E. days student must wear sturdy, closed toe shoes
- Boys are not allowed to wear earrings or visible necklaces on campus or during School related trips.
- Skirts must be no more than three (3) inches above the top of the kneecap. If you choose to hem the skirt leave adequate room for growth.

- All girls' jewelry must be in keeping with the style of the uniform.
  - Jewelry designed for pierced ears is to be worn only in the ear lobes.
  - No long, over-sized, or dangling earrings; small studs or small hoops (no larger than a dime) are acceptable for Elementary School.
  - No large necklaces or chokers; conservative necklaces are acceptable.
- All clothing should have student's name in them including outerwear.
- With the exception of girls' ears, no visible body piercing is permitted.
- Hats are not permitted during the school day without special permission
- No unusual hairstyles, hair color, or make-up are permitted for boys or girls. The maximum hair length for boys is no longer than top of eyebrow or top of shirt collar. The school administrators are the final judges concerning the suitability of all grooming.
- Belts are not required for our elementary students.
- T-shirts worn under collared shirts must be white or of the same color as the outer shirt and have no visible lettering.
- Short-sleeved shirts may be worn with a long-sleeved T-shirt of the same color underneath.
- Hair must be clean and neat, and not extreme in color or style.
- Boys must have hair that is above the collar in the back, no longer than the bottom of the ears, and above the eyebrows. Boys are not allowed to wear earrings or fingernail polish
- Lipscomb Academy sweatshirts and fleece jackets may be purchased at the Mustang Marketplace. These may be worn during the school day over the uniforms. Other non-Lipscomb lightweight jackets and heavy jackets are acceptable at the elementary level; parents are encouraged to send heavy jackets for elementary students since outside play occurs throughout the year.

#### PK-4 BOYS REQUIRED ATTIRE

- Short-sleeved purple, white, or black knit shirt
- Khaki pants – Purchased from the Mustang Marketplace or the store of your choice. Pants must be similar in color and style to the traditional khaki pants offered at the Mustang Marketplace, with a pleated or plain front. No cargo pants are allowed.
- Shoes from any vendor are to be close-toed athletic shoes or sturdy play shoes with enclosed heels.

#### PK-4 BOYS OPTIONAL ATTIRE

- Khaki shorts – Purchased from the Mustang Marketplace or the store of your choice, but must be similar in style and color to the uniform shorts.
- Khaki cargo shorts – Purchased from the store of your choice. Cargo shorts must have a finished edge with no frays, holes or tears.
- Black pullover sweater
- Black sweater vest
- Lipscomb Academy sweatshirt or fleece jacket purchased through the Mustang Marketplace or Parker Uniform
- Belts (See Guidelines)

#### PK-4 GIRLS REQUIRED ATTIRE

- Long or short-sleeved purple, white, or black knit shirt
- Khaki pants – Purchased from the Mustang Marketplace or the store of your choice. Pants must be similar in color and style to the traditional khaki pants offered at the Mustang Marketplace, with a pleated or plain front. No cargo pants are allowed.
- Shoes from any vendor are to be close-toed athletic shoes or sturdy play shoes with enclosed heels.

#### PK-4 GIRLS OPTIONAL ATTIRE

- Khaki shorts – Purchased from the Mustang Marketplace or the store of your choice, but must be similar in style and color to the uniform shorts.
- Khaki cargo shorts – Purchased from the store of your choice. Cargo shorts must have a finished edge with no frays, holes or tears.
- Plaid uniform jumper
- Plaid uniform skirt
- Long- or short-sleeved white over-blouse or Peter Pan collared blouse
- Black cardigan sweater
- Black V-neck sweater
- Black sweater vest
- Lipscomb Academy sweatshirt or fleece jacket purchased from the Mustang Marketplace
- Modesty shorts
- Belts (See Guidelines)
- Solid black, opaque, non-ribbed tights or leggings purchased from any vendor

#### **Pre-K Clothing**

All students should have a change of clothing that includes underwear and socks, to be kept in their school tote bags at all times. All children are required to be fully toilet-trained prior to enrollment at Lipscomb Academy.

All shoelaces should be tied in double knots and should not drag on the floor. Inappropriate footwear such as boots, clogs, slides, and flip-flops are not safe for school and hinder active outside play. Label all removable clothing, especially sweaters, raincoats, and jackets. Umbrellas are not necessary and take up too much space in the classrooms.

School tote bags are required for all SEED School students and are provided as a part of the supply fee. Please avoid placing key chains on these as they pose a safety hazard as well as a distraction in the classroom.

#### **Spirit Days**

Occasionally, the elementary school will have non-uniform days. Spirit Day attire should consist of any Lipscomb Academy top (i.e., t-shirt, sweatshirt with any LA insignia) worn with nice jeans (no torn, tattered, baggy, etc.), uniform khaki pants, uniform skirt, uniform shorts, or uniform skorts.

#### **Physical Education Requirements**

All students must wear tennis shoes to participate in P.E.

# AFTER SCHOOL & ENRICHMENT

## **EXTENDED DAY**

The Elementary Extended Day Program is designed to provide after school care for working parents and for those who may need occasional care. The program offers a wide variety of academic and fun filled activities, such as arts and crafts, games, homework assistance/ study hall, outdoor activities, movies and special events. A daily snack is provided only for children in Pre-k through Pre-First. All other students are encouraged to bring a healthy snack.

Our extended day staff members are experienced teachers and university students who provide a fun, loving and safe environment.

## **Hours**

Monday – Friday, 2:30 p.m. - 5:30 p.m. for Pre-K through 4th grade.

The extended day program is not available when the school is officially closed, (e.g. holidays, teacher in-service and inclement weather).

## **Conduct**

Extended Day uses the same discipline policy that the children follow during the school day. The children are expected to listen, obey show love patience, and kindness toward their friends and the staff.

## **Enrollment**

Children may enroll on a yearly or a monthly contract. If you need care only on a specific afternoon, send a note, email or call the office. Payments for drop-ins are to be made at the time service is rendered. Reservations for half-days are required at least two days in advance for all students, including those who are enrolled on a contract basis and children of faculty/staff members.

Students who are not picked up by 3:30 p.m. will join the Extended Day Program. Because of the anxiety this causes students, this should not be a regular practice.

For more information about the program you may contact Cynthia Harvey at 966-6313 or by email [cynthia.harvey@lipscomb.edu](mailto:cynthia.harvey@lipscomb.edu).

## **EXPLORATIONS**

Explorations are a program for PreK-4<sup>th</sup> grade students offering enrichment opportunities after school hours. To that end, a variety of special interest activities are offered on a regular basis after school. Either Lipscomb Academy faculty or specialty instructors hired by the school sponsor these activities. The activities are scheduled for approximately six-week periods,

although some of the activities span more than one of those periods, and they generally run from 3:00 p.m. to 4:00 p.m., usually one day per week.

## **EQUIP**

EQUIP provides academic support services to students. Certified teachers provide on-campus instruction in many subject areas for students with a unique learning profile. EQUIP offers both intervention and enrichment services. Students are admitted upon referral from the principal or classroom teachers. Fees beyond the normal tuition are paid for these services.

## **MUSIC ACADEMY**

The Music Academy at Lipscomb Academy is a program offering private instruction in a variety of musical instruments and voice. The Music Academy Director secures adjunct instructors, who are specialists in their field. Lessons are given primarily after school at both Lipscomb Academy campuses. Students supply their own instrument except pianos, which are provided for the piano lessons. Tuition is set each semester for 12 lessons. For complete and current information, as well as registration forms visit the Music Academy web page at [www.lipscombacademy.org](http://www.lipscombacademy.org) or contact the Music Academy Director at [robert.king@lipscomb.edu](mailto:robert.king@lipscomb.edu) or 966-6410.