

LIPSCOMB ACADEMY

MIDDLE AND HIGH SCHOOL

2016-17 STUDENT HANDBOOK

The intent of this handbook is to provide information about the policies of Lipscomb Academy Middle and High Schools. The following pages will help you, as a student or as a parent of a student, to understand something of the standards that Lipscomb Academy seeks to maintain. The faculty and staff are dedicated to ideals of Christian education and seek to help each students realize their full potential.

When a student has applied and been accepted to Lipscomb Academy, it is understood that the parents and the student have read and accepted the regulations outlined in this handbook and agree to abide by these in full support of the school program from the time of acceptance until graduation or until a student terminates their attendance at Lipscomb Academy.

NOTE: The information contained in this handbook is accurate as of August 1, 2016. The requirements, rules, and provisions stated in this handbook and other publications of Lipscomb Academy are subject to change or modification at any time without notice.

Contact Information

Office Hours

7:00 a.m. to 3:30 p.m. - During holiday and vacation periods, office hours may vary.

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

High School

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

Web address: <http://www.lipscomb.edu/academy>

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 email address. Messages may be sent to them by simply typing: first name.last name@lipscomb.edu. Example: john.smith@lipscomb.edu

The School

Mission

Lipscomb Academy is an intentionally Christian community with a mission to equip students to love to learn, learn to love, and live to serve.

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 (NCSA)
- AdvancED - Southern Association of Colleges and Schools (SACS)
- Southern Association of Independent Schools (SAIS)

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

- Tennessee Association of Independent Schools (TAIS)
- Independent Schools of the Nashville Area (ISNA)
- Tennessee Secondary Schools Athletic Association (TSSAA)
- Harpeth Valley Athletic Conference (HVAC)

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.

Organizations

PTO

The Parent-Teacher Organizations of Lipscomb Academy Middle and High Schools are composed of parents who work together with teachers for the betterment of Lipscomb and its students.
<http://www.lipscomb.edu/academy/parents/pto>

Mustang Athletic Club

The Mustang Athletic Club is an organization composed of friends of Lipscomb Academy who work primarily in supporting Lipscomb athletic programs. Lipscomb Academy provides the necessities to operate its athletic programs. The Mustang Athletic Club is an organized effort by Lipscomb supporters to provide items not normally affordable, thereby upgrading the quality of the programs.

General Policies

Admissions

Lipscomb Academy is a college preparatory school and accepts those students of high character who can successfully complete a rigorous preparatory program. To qualify as a potential candidate, an incoming student must demonstrate average to high average work, consistently score in the average to high average range on standardized tests, and provide a copy of their birth certificate and their immunization record. Prospective candidates are required to take the Independent Schools Entrance Exam (ISEE).

- Students are expected to live with their parents or legal guardians. Administration must be notified and approve any exceptions to this policy.
- Students and their parents/guardians agree to abide by the regulations and requirements of Lipscomb Academy as a condition of admission.

The Mission Appropriate Student:

- Academically successful
- Adds to our existing student body through strength of Christian character. Also adds to our student body

in other ways; such as, fine arts, athletics, academics, diversity, etc.

- Possesses Christian character that reflects the mission of our school
- Socially and emotionally positive in relationships with others
- College bound in ability and thinking
- A history of regular attendance

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.

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.

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.

Per TSSAA rules, any student athlete with a delinquent account greater than 60 days will not be allowed to participate.

After School Hours

Students in grades 5-8 are expected to be in Extended Day if they are not picked up by 3:20pm. Faculty, staff and administration of Lipscomb Academy are not responsible for students who remain on campus after 3:20pm and are not involved in an approved school sponsored activity or in Extended Day (middle school). Students will not be allowed to loiter in Harding/Adams Hall, the Bennett Campus Center (university student center), the Student Activity Center (SAC), or the businesses adjacent to the campus. Middle School students who are observed loitering after 3:20pm will be escorted to Extended Day and the daily rate will apply.

Emergency Closings

The safety of your child is of utmost importance to the school administration. In the event of unplanned school closings or early dismissals, please check the school website, and local T.V. and radio stations for closing/dismissal information. Parents should use their own discretion based on conditions in their area.

Interpersonal Relationships and Dispute Resolution

Administrators, faculty, staff, and parents must build and maintain positive relationships in addressing important matters that affect the lives and well-being of everyone involved as well as the reputation of Lipscomb Academy. When issues arise, solutions should be sought that are ethical and acceptable to everyone involved; however, this is not always possible. The institutional structure requires that appeals follow the proper line of authority – teacher, assistant principal, principal, and head of school. During this process it is important that all participants model mutual respect, professionalism, patience, and understanding. It is especially important to maintain confidentiality in such matters.

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 University, including 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. .

Request for Teacher

It is the policy of Lipscomb Academy to discourage parental requests for a child to be assigned to the classroom of a specific teacher. At the same time, the school values parental input about the needs, interests, and abilities of children of which the school may not otherwise be aware. The goal is to provide the maximum opportunity for learning and growth for all children. Lipscomb Academy will strive to see that each child has an equal opportunity for the best placement.

Visitors

Due to Lipscomb Academy's commitment to provide a safe and secure environment for students, all visitors must report to the appropriate school office upon entering the building. Please enter the building using the main

entrances of the middle school or high school. For security purposes, most doors to the building will be locked at 8:00 a.m. each day. All visitors will be given a visitor's sticker or lanyard to wear during their visit.

Any student from another school must be approved by the administration and sign-in in the appropriate school office upon arrival. Visits must be confined to the cafeteria during the lunch period. Only students who have received approval from the administration are allowed to visit classes.

Campus Regulations

Students at Lipscomb Academy are expected to be citizens who influence their community for good. Lipscomb is concerned with the student's conduct both on and off campus. Students represent Lipscomb Academy off campus as well as on campus and Lipscomb Academy policies apply to both. When a student makes a mistake, he/she is expected to deal with the problem honestly, correct it, and accept the discipline. The goal is to show each student a vision of what they could be and then help them achieve it.

It is impossible to briefly write all regulations of proper behavior. These are four specific ones.

1.	Students are to stay on the campus at all times during the school day. The parking lots and university campus are off limits during the school day. Students must receive permission from the office to go to their cars during the school day. Students are not allowed to loiter in cars or in the parking lot before or after school. Faculty permission is required to visit the university campus.
2.	External doors are not to be propped open at any time.
3.	Articles are not to be brought to school which may be hazardous or might interfere with the educational atmosphere. This is not limited to but includes laser lights, fireworks, water pistols, lighters, matches, etc.
4.	The possession of firearms and/or other lethal weapons and devices on campus is prohibited. It is generally a felony for any person to possess or carry any firearm, explosive, bowie knife, slingshot, switchblade knife, knuckles or any other weapon of like kind on Lipscomb Academy's campus. STATE LAW PRESCRIBES A MAXIMUM PENALTY OF SIX (6) YEARS IMPRISONMENT AND A FINE NOT TO EXCEED \$3,000 FOR CARRYING WEAPONS ON SCHOOL PROPERTY.
5.	Advertisements or announcements of any type for outside agencies may not be made, distributed or posted on campus without prior administrative approval. Selling or distribution of merchandise without permission is not permitted on campus.

Respect for Property

Students are expected to respect the property of the school and others. Damage of someone else's property will result in restitution by the responsible party. Intentional acts of vandalism are subject to student dismissal. Posters, signs, etc. are not to be hung in the hallways or other locations in the building without permission of an administrator.

Respect for Self and Others

Alcohol/Drug/Tobacco Use Policy

Lipscomb Academy is affiliated with STARS (Students Taking a Right Stand) and a counselor is available to

support students and their families. Lipscomb Academy is extremely concerned about the increasing use of alcohol and other drugs in society. The school is committed to the health and safety of all members of the school community and will take action to safeguard their well-being. Lipscomb Academy seeks to enroll and support families who insist on a strictly drug-free lifestyle for their children. The academy takes steps to promote student welfare by: a) teaching the dangers of substance abuse; b) counseling students involved in or at risk for substance abuse; and c) disciplining those who endanger themselves and others through substance abuse. The following are examples of the most common ways in which student use of chemicals will be handled by the school. This list should not be taken to be all-inclusive, nor does it limit the possibilities of ways the school might choose to react in an effort to diminish the use of mood altering chemicals.

1.	If a student or parent voluntarily seeks help for use of alcohol/drugs/tobacco before he/she has been implicated by school personnel or arrested, he/she will be referred for appropriate help. If the student makes satisfactory progress in the help program, the student will not be dismissed for this incident.
2.	The school reserves the right to require any student to submit to a drug test. The test will be performed by a school-approved laboratory and may include a complete chemical dependency assessment. All findings and recommendations must be made available to the school. Failure to fully cooperate will result in dismissal.
3.	If a student is observed at any time in possession of or under the influence of alcohol/drugs/tobacco, including but not limited to e-cigarettes and/or paraphernalia, he/she will be subject to dismissal. If a student is observed on campus or while attending any school activity, on or off-campus, in possession of, or under the influence of alcohol/drugs/tobacco, he/she will be suspended from school and subject to dismissal. In both situations, the student's school history and behavioral record will be considered relative to a dismissal decision.

Harassment, Hazing, “Bullying”

Harassment will not be tolerated at Lipscomb Academy including harassment based on race, color, national origin, gender or disability. Harassing conduct creates a hostile environment and may take many forms, including verbal acts and name-calling, graphic and written statements, which may include use of cell phones or the Internet, display or use of insensitive symbols or gestures (including but not limited to the Confederate flag), or other conduct that may be physically threatening, harmful or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Neither sexual harassment or sexual misconduct of any kind will be tolerated. The Sexual Harassment and Sexual Misconduct Policy may be found on-line at: <http://www.lipscomb.edu/www/upload/file/73213/sexual%20harassment.pdf>. Any sexual harassment or sexual misconduct (as defined in such policy) will be subject to that policy, and none of the other procedures or guidelines outlined in this handbook will apply.

Hazing and/or “bullying” will not be tolerated at Lipscomb Academy. The school uses the Olweus Bullying Prevention Program and embrace the following definition: “Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.”

Sexual Conduct

All students should practice the highest standards of modesty and sexual morality. Lipscomb Academy supports Biblical principles of purity including but not limited to abstinence before marriage and refraining from homosexual behaviors.

Discipline

Many forms of discipline are used in an effort to deal with each individual properly. Student privileges may be suspended or revoked if deemed necessary. Other types of discipline may be utilized as work is continually done to improve efforts in altering improper behavior. Suspension, probation or dismissal may occur in certain cases.

Once a discipline decision is made, other than dismissal, any questions regarding the decision should be directed to the person who made the decision. If there are further questions, the appropriate principal and/or assistant principal may be contacted. The Head of School should be contacted only after these steps have been taken.

Academic Honesty (Student Expectations)

The value of academic honesty is of utmost importance. Inappropriate actions include, but are not limited to, the following examples:

- Taking a picture of any assignment without explicit permission of the teacher;
- 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.

Appeal Process for Dismissal Or Ineligibility To Re-Enroll

If preliminary facts suggest the possibility of dismissal or ineligibility to re-enroll, the parents will be notified and the student will be suspended. Facts are gathered and confirmed by the appropriate principal and/or assistant principal while the student is suspended. If the decision is made by Lipscomb Academy administration to dismiss or not allow re-enrollment, the student and the parents of the student are informed that the student has been dismissed (if appropriate, a withdrawal may be suggested). Parents have 24 hours to request an appeal in writing and submit it to the appropriate principal.

If an appeal is requested, the principal and/or assistant principal assembles an appeals committee composed of four faculty members from the involved school (one of which will serve as facilitator), arranges for a time and location for the appeals meeting, and informs the parents. The parents select one faculty member from the involved school to complete the committee of five. The principal and/or assistant principal will brief the committee. No attorney may be present at the appeal meeting on behalf of the parents or the student.

At the appeals meeting, only the student, parents, committee members and necessary Lipscomb Academy administration will review the case. The principal and/or assistant principal introduces and presents the case. The explanation is given as to how the decision was reached.

Dialogue among the committee, the child/parents and the administration occurs for as long as the facilitator deems reasonable. The appeal meeting will not follow a courtroom model and formal rules of evidence will not be observed. Following the presentation of information, the facilitator concludes the meeting.

The administration, parents and child leave the meeting. The committee will deliberate and make a final determination about the allegations based on a preponderance of the evidence (i.e., whether it is more likely than not that the improper conduct occurred), and notify the principal and/or assistant principal of their decision. The decision of the committee to uphold, overturn or modify the administration's decision shall be final.

The principal and/or assistant principal calls the parents and informs them of the committee's decision. The confidentiality of the committee's information and deliberation is critical.

As warranted, appropriate faculty and staff at the discretion of Lipscomb Academy administration are informed of the committee's decision.

Personal Appearance Code

The Personal Appearance Code has a dual purpose and is designed to foster a positive educational environment of high academic standards where students and teachers can focus on learning and to encourage Christ-like attitude and behavior. Personal appearance should not in any way distract from the learning environment.

Parents are expected to play an active role in the enforcement of the Personal Appearance Code. Questions about the appropriateness of particular clothing or personal appearance may be answered by school administrators. Administrators reserve the right to determine what is appropriate attire or appearance for the educational setting. Inappropriately dressed and/or groomed students may be prohibited from attending class.

There are required and optional items for each student. All oxford cloth, knit shirts, and blouses will display the same Lipscomb Academy logo. Uniform clothing items may be purchased from Parker School Uniform. Approved outerwear items can be purchased from the Mustang Marketplace store.

Required Attire for ALL Students

- Short-sleeved purple knit shirt
- Khaki pants – traditional style khaki pants purchased from the store of choice. No cargo pants are allowed.
- Uniform shirts must be worn under school approved outerwear.

Guidelines for All Students

- All clothing must be of appropriate size, worn modestly, and in good repair.
- All khaki pants and shorts must be the traditional khaki color.
- All pants must have waist bands, 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 uncuffed, and

must be made of cotton or a cotton blend. Pants may not be cut vertically at the hem.

- All boys' shirts are to be tucked in and be long enough to remain tucked in throughout the school day.
- Girls' skirt length must be no more than 3" (three inches) from the top of the knee cap.
- Belts are required for middle and high school boys and must be visible at all times. Belts are also required for middle and high school girls when shirts are tucked in. For students in grades 5-12, only closed-toe shoes are permitted. No heels over 2" (two inches) are permitted.
- Any outerwear that is worn in the school building from 7:45-3:00 must be approved by the school administration and purchased from the Mustang Marketplace. Hoodies are not approved outerwear. All other outerwear must be placed in lockers during the school day.
- T-shirts and camisoles worn under collared shirts must be white, black, gray or the same purple as the Lipscomb uniform shirt and have no visible lettering or logos.
- 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 ear, and above the eyebrows. Boys must be clean-shaven and sideburns must not extend beyond the bottom of the ear. Boys are not allowed to wear earrings or fingernail polish. Other visible body art or body piercing is not allowed for boys or girls.
- Hats are not permitted during the school day.
- Buttons, badges, or pins are not allowed.
- All questions and concerns relating to the appropriateness of dress and personal grooming at school shall be determined by Lipscomb Academy administration in its sole discretion.

Boys

Optional Attire

- Khaki shorts (grades 5-6 only) - Shorts may be purchased from the store of your choice. Cargo shorts are not allowed in grades 5-6.
- Items to be purchased from Parker School Uniform
 - Long-sleeved white or lavender oxford cloth shirt
 - Long- or short-sleeved white or black knit shirts
 - Black V-neck sweater or black sweater vest
- Items to be purchased from the Mustang Marketplace
 - Approved Lipscomb Academy sweatshirt or jacket
 - Lavender oxford cloth shirt
 - Spirit tie or bowtie
 - Belts and socks

Girls

Modesty shorts are required with a skirt

Optional Attire

- Khaki shorts (grades 5-6 only) – Shorts may be purchased from the store of choice, but must be traditional in color and style. Cargo shorts are not allowed.
- Solid black or white, opaque, non-ribbed tights or leggings (toed or non-toed), purchased from any vendor, may be worn with uniform skirts. Black sweatpants with no visible logos or lettering may be worn under uniform skirts.
- Belts (See Guidelines)
- Items to be purchased from Parker School Uniform
 - Plaid uniform box-pleated skirt
 - White oxford cloth shirt (short- or long-sleeved)
 - White ¾-sleeved overblouse
 - Short-sleeved white or black knit shirts
 - Black cardigan sweater, black v-neck sweater, or black sweater vest
- Items to be purchased from the Mustang Marketplace

- Approved Lipscomb Academy sweatshirt or jacket
- Spirit tie

Health Center/School Nurse

A registered nurse is on duty each school day. The nurse is available to assist with any questions regarding the school clinic policies and guidelines. Please let the school nurse know of any serious health problems, health changes, or other health needs.

The school clinic is not a primary care facility. First aid and medical care provided by the school nurse is primarily for illnesses and injuries that occur during the school day. By law, the nurse is not allowed to make a medical diagnosis, prescribe any medications or treatments, or administer any prescription medications without a doctor's order.

A student must have signed consent forms for supervised self-administration of prescription and nonprescription medication on file with the school nurse. Health Services of Lipscomb Academy follow the guidelines of the Tennessee Department of Health and the Tennessee Department of Education; therefore, all prescription medications taken by a student during the school day must be supervised by the school nurse or by a trained school employee. These medications must be kept in a locked cabinet. The medicine must be in the prescription bottle and a permission slip for that particular medicine must be filled out by the parent/guardian. Copies of these forms will be available in the nurse's office, or may be downloaded from the website at <http://www.lipscomb.edu/academy/Page/Index/9925>. Please return the form to the nurse. All prescription medications must be kept in the clinic. The only exception should be either inhalers for asthma, Epi-pens for anaphylaxis, or diabetic medications (these items must be registered with the school nurse).

On the Lipscomb Academy Health Permission Form there is a section labeled, PLEASE LIST ALL MEDICATIONS THE CHILD TAKES. It is imperative in the event of an emergency that Lipscomb Academy knows what medications a student is taking. This information will be held in confidence. Also, the nurse needs to know of any medical conditions that a student may have, such as diabetes, seizure disorder, asthma.

If a student has a condition, such as diabetes, seizure disorder, life-threatening allergies, etc. it would be beneficial for the child's teachers to have this information. This information would help the student receive the medical help needed in an emergency. It is the responsibility of the parent to notify the teacher.

It is not necessary for a student to bring over-the-counter medicines to school. The clinic has a variety of medicines which are available at no charge. These are listed on the Lipscomb Academy Health Form.

In the event a student has been found to have an infestation of head lice (pediculosis), the student will be sent home immediately. The parent or guardian will be required to receive training from the nurse regarding the best way to remove the lice. Permission to return to school will be determined by the school nurse and school administration based on the written policy on file in the nurse's office. Lipscomb Academy has a nit-free policy. Students exhibiting hair nits will not be allowed to return to school.

Please do not send a child to school if he or she is sick. The following are a few guidelines to follow:

- Temperature - a student must remain home if he or she has an elevated temperature (100.2 degrees or higher). Students should be fever-free, without taking any medication for 24 hours, before returning to school. If a student comes to the health clinic with a temperature of 100.2 or higher, the parent will be

called to pick him/her up.

- Diarrhea - if a student has diarrhea that cannot be controlled, he or she should remain home, or the parent will be called to pick him/her up.
- Vomiting - students must not have vomited for 24 hours prior to returning to school.
- Contagious diseases - a student 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 a student exhibits any of the above illnesses, the parent will be called to pick up the student. If a parent cannot be reached within a reasonable amount of time, the emergency contact listed on the Student Health Form will be contacted.

Health Record

Students at Lipscomb Academy must be physically and psychologically capable of attending school and managing the rigors of the college preparatory environment at Lipscomb. Lipscomb may request medical/psychological records, history, evaluations, etc. if deemed necessary to ensure the safety of all students at the academy. Immunizations as required by the State of Tennessee must be current and an immunization record must be on file by the date of registration.

Services

Identification Cards

For his/her protection and benefit, each Lipscomb Academy student is issued a photo identification card at the beginning of each school year. This card is to be carried at all times and upon request is to be shown to any officer and/or authorized representative or agent of the university or any law enforcement officer of the federal, state, or local government.

Identification cards may be used to purchase lunch by depositing money through Sodexo (615-966-1825). I.D. cards are also required for admission to school athletic events.

EQUIP

EQUIP provides academic support for students. The program provides on-campus tutoring in many subject areas for students who seek to improve their academic performance. EQUIP also provides accountability for the student who may have difficulty with organization and study skills. Individual or small group instruction is provided during study hall or before/after school hours. Students are admitted to this program upon referral from the school principal, parent or classroom teacher. Fees beyond the normal tuition are paid for these services. For more information, contact Dani Waites at dani.waites@lipscomb.edu or 615-966-6472.

Music Academy

The Music Academy at Lipscomb Academy is a program offering private instruction in a variety of musical instruments and voice. Adjunct instructors who are specialists in their field are secured by the Music Academy Director. Lessons are given primarily in the after school hours at both the Elementary and Middle/High School campuses. Students supply their own instruments, though pianos are provided for the actual piano lessons. Tuition is set each semester for a package of 12 lessons. For complete and up to date information on all policies as well as registration forms, visit the Music Academy web page on the Lipscomb Academy web site <http://finearts.dlcs.lipscomb.edu/page.asp?SID=170&Page=10023> or contact the Music Academy Director.

Middle and High School Media Centers

All students using the media center should come prepared to work, read, or study. Quiet is maintained in the media center at all times for the convenience of those who wish to study. Students may use the library computers for research or other school projects, but computer games are not allowed during the school day. All books except reference books may be checked out for two weeks. Ebooks from Overdrive: students may check out two books at a time on their personal devices with a two week checkout period and no renewal. Books are considered overdue the first day following the due date. Each student will be charged a rate of ten cents per day for each day the book is overdue. A rate of \$20 per book, (with the exception of \$10 per book from the paperback section) will be charged for any lost or unreturned book. Reference books may not be taken from the media center without permission.

Lipscomb Security and Safety

Accidents, thefts, or any unusual situation or condition should be reported immediately. Lipscomb Security and Safety is located in the basement of Elam near the nurse's office.

- To call Lipscomb Security and Safety – 966-7600
- To report a fire or medical emergency – Call 911; on-campus extension 7600; or 966-7600 from your cell phone.

Be ready to give:

- Your Name
- Phone Number Calling From
- Nature of the Emergency
- Location of the Emergency

Spiritual Life

Spiritual Formation at Lipscomb Academy

Spiritual Formation can be a strange and unfamiliar term to describe what's central to the life of Lipscomb Academy. Simply put, *spiritual formation is a process of growing more aware of God's presence and becoming more like Christ, through the Spirit, in order to live in right relationship with God, ourselves, and others, in every dimension of life.*

During every class, in every subject, at athletic events, practices and school sponsored activities, Lipscomb Academy seeks to provide an opportunity for our students to become more like Christ. Bible classes allow students to study the story of God in an academic setting, and gives they are regularly asked how their lives are a part of God's bigger story. Students meet regularly for a variety of chapel formats. These range from large gatherings for prayer, singing and hearing from speakers to participation in small group discussions. For more information about the role of spiritual formation at Lipscomb Academy, please see the [Spiritual Formation Handbook](#).

Fine Arts

The Fine Arts Department at Lipscomb Academy is privileged to assist our students as they discover ways in which they are made in the image of God. The components of the Fine Arts education at Lipscomb Academy include Visual Arts, Theater Arts and Forensics, and Vocal and Instrumental Music. Students are led in both the

appreciation of art for art's sake, and taught skills to pursue artistic expression through the actual creation and/or performance of art, becoming a part of the creative process. These activities range from the curricular to the extra-curricular. However, perhaps the Arts at Lipscomb Academy are best described as "co-curricular", not in competition with a traditional academic program, but rather the completion of a school that seeks to educate the whole child.

Athletics

Athletics at Lipscomb Academy are an important part of the overall educational process. Teams and individuals are challenged to reach their full potential in each sport. Christ-Like behavior is both modeled and taught by coaches and athletes. Lifelong values are emphasized as well as the short term goals of fielding competitive teams.

Lipscomb Academy Middle School offers a well-rounded interscholastic athletic program for students in 7th and 8th grade. Sixth graders may be allowed to try-out for some sports. Since Lipscomb Academy Middle School is on the same campus with the high school, an 8th grader may be eligible to compete on some high school teams, although we feel that it is in the student's best interest to participate with their peers.

Lipscomb Academy High School is a member of the TSSAA Division I and complies with its requirements. Students receiving financial aid, or whose tuition accounts become 60 days delinquent, are ineligible to participate in varsity athletics.

The athletic program is not a reward for academic excellence or ideal conduct. It is an important part of a well-rounded education. Athletics teach the intrinsic lessons of life that cannot be taught in the classroom and reinforces the lessons that are taught there. Lipscomb has a rich tradition in athletics, and every student is urged to enhance that heritage by participating in as many sports as his/her ability allows.

Athletic Personal Appearance Code

While conditioning, practicing or competing both on and off campus all athletes should dress modestly. All athletes are required to wear shirts at all times. Females are to wear shirts over sports bras.

Spectator Expectations

Lipscomb Academy encourages the entire Lipscomb family to demonstrate attitudes and behaviors befitting servants of the Heavenly Father. One "life-building" behavior is the practice of good sportsmanship. Everyone (athletes, officials, and fans) who attends an athletic event at Lipscomb should be treated the way Jesus would treat them.

Technology Acceptable Use Policy

Administrative Monitoring

Lipscomb Academy reserves the right to monitor network, Internet and email use. This means that the administration may, at its discretion, review the sites, programs and emails accessed by individual users. Such monitoring may be conducted without notice.

Cell Phones and Mobile Devices

The use of cell phones and mobile devices (mobile tablets, e-readers, multimedia players, etc.) is only permitted during school hours with permission of a faculty member. Lipscomb Academy reserves the right to confiscate

and investigate cell phones and mobile devices with reasonable suspicion of improper activity.

Email

Lipscomb Academy email accounts are granted to faculty, staff and students in Grades 5 – 12. This Lipscomb Academy account is for academic use only and should not be distributed publicly or submitted to any mail lists, or solicitation. This account should not be used to distribute spam, jokes, viruses, chain letters, etc. All passwords should be kept private. If a student forgets their password or suspects that it has been compromised, the Technology Director should be notified. Any abuse of the privilege of a Lipscomb Academy email account will result in appropriate disciplinary action.

Any information sent to student email accounts by school personnel is vital and important. It is the student's responsibility to check their school email frequently. If a student is in a dual enrolled class or a university class, the student will most likely receive a university email address in addition to the Lipscomb Academy email address. It is the student's responsibility to check the university email address also. If the password is changed for the university, it will also change the academy email password as well as the wifi password.

Laptop and Personal Electronic Device Use Policy

Laptops, tablets and personal electronic devices can be useful tools for education. Students using a laptop, tablet or personal electronic device in class and in study hall should do so in a fair and effective way to enhance their learning experience, while not disrupting the learning experience of others. Students should adhere to the following guidelines for using laptops, iPads, and personal electronic devices in class and in study hall. Failure to comply with these rules could result in loss of privileges.

- Use personal devices only as directed and approved by the teacher.
- Keep attention focused on the appropriate activity.
- All middle school students should follow the iPad and cell phone guidelines found here: <http://www.lipscomb.edu/academy/inow-at-lipscomb-academy/inow-rules-and-guidelines-middle-school>
- High school students should follow the iPad guidelines found here: <http://www.lipscomb.edu/academy/inow-at-lipscomb-academy/inow-rules-and-guidelines-high-school>.

Representation of Lipscomb Academy

Even when not on the school network, students should represent Lipscomb Academy in a manner that is consistent with school rules and expectations. Students are expected to understand that their actions outside of school reflect directly on the entire school community and on each student. Users need to think carefully about what and how something is said. Students should not say something electronically if it would not be said in person. Information posted to the Internet is persistent and replicable and can be forwarded, copied or traced. A piece of gossip, an insult or unflattering video will last forever on the Internet. Users should be mindful of this.

Student Responsibilities

Students are expected to follow the guidelines stated below as well as those given orally by the faculty, administration, and parents and to demonstrate ethical behavior in using computers and mobile devices on campus. The use of Lipscomb Academy computers implies agreement to respect the equipment and the rights of other users in accordance with the following rules:

Students should not:

- Message other people during class time without permission.
- Use other students' mobile device or allow other students to use their mobile device.
- Play music or sounds that may disturb others.
- Use earphones in classrooms, except with teacher permission. Earphones are not to be used while

walking down the hall or between classes.

- Attempt to gain unauthorized access to information on any device that is not their personal device.
- Use the Lipscomb Academy network to write or distribute viruses, spyware, malware, etc.
- Circumvent the Internet filtering software to access blocked websites.
- Use the network to harass, bully or discriminate against others.
- Use profanity, obscenity, discriminatory language, vulgarities and other inappropriate language or graphics.
- Reveal any personal, confidential or private information about other individuals.
- Violate any federal or state copyright laws.
- Plagiarize information that you find on the Internet.
- Take pictures of any course material, assignment or person without permission.

Wireless Access Policy

The student network user ID and password are necessary to connect to the Lipscomb Academy wireless network. Students are expected to adhere to the school-wide Technology Acceptable Use Policy while using LA WiFi.

FAILURE TO FOLLOW THIS POLICY:

Consequences

All violations of Lipscomb Academy rules involving the use of computer facilities will result in the same disciplinary actions that result from similar violations in other areas of Lipscomb Academy life. Lipscomb Academy reserves the right to determine if an action not mentioned is inappropriate and subject to discipline. The school may determine that a student is suspended from using certain devices.

MIDDLE SCHOOL

Purpose of the Middle School

The middle school seeks to be the link between self-contained classrooms in the elementary school with the diversified structure of the high school environment. The right learning environment for these students must be unique for this special period in life.

Middle school students begin to broaden their perception of the world in which they live. Independence, responsibility, decision making, and individualism become integral components in the middle school student's development. The plea is, "Let me be an individual, but please don't let me be different from anyone else." They are pre-adolescents and the school in which they function must be ready to meet the needs which arise during these transitional years.

General Policies

Early Arrival

Early arrival supervision of our fifth and sixth grade students is provided in the cafeteria beginning at 7:15am. Parents should direct those students who are dropped off prior to 7:30am to go to this supervised location. Seventh and eighth graders are allowed to wait by their lockers in Harding / Adams Hall.

After School Hours

Faculty, staff and administration of Lipscomb Academy are not responsible for students who remain on campus after 3:20pm and are not involved in an approved school sponsored activity or in Extended Day.

Since it is not in the best interest of the student, parent, or the school for students to be on campus unsupervised after 3:20pm, provision has been made for students who need a place to stay after school hours. This program is directed by an adult and provides supervision for middle school students until 5:30pm. The same rules for school behavior apply during Extended Day hours. To provide for the safety of middle school students, they are expected to be in Extended Day by 3:20pm unless they are involved in a school-sponsored activity or en route home. Students are not allowed to loiter in or around Harding/Adams Hall, the Bennett Campus Center (university student center), the Student Activity Center (SAC), or the businesses adjacent to the campus. The costs for extended day are \$1115.00 annually, \$145.00 monthly, or \$14.00 daily.

Middle School Attendance

Tardy for 1st period (arriving late to school):

School begins promptly at 7:45am. Teachers begin teaching at 7:45am. It is an advantage for students if they arrive by 7:30am in order to go to their locker and have the appropriate school supplies ready for first period. Arriving by 7:30am also allows students to spend time with friends, which is a key component to middle school.

Students that arrive late to school in the morning are considered tardy after the 7:45am bell. If a student arrives after 7:45am, they should be prepared to:

- Check in the office to receive a note before going to class
- Provide a reason why they are tardy
- Enter class as quietly as possible
- Make-up work they have already missed

Students may receive **two** tardies per nine weeks without penalty. This policy applies only to first period. **Five** demerits will be given for each tardy beginning with the third tardy of the nine weeks. For every **ten** demerits received, students will be required to attend afternoon school. (See Afternoon School guidelines)

A student may be excused for being tardy for the following reasons:

- Family emergencies
- Sickness

Emergencies and illnesses before school are rare – these reasons should not be used often.

A student that is habitually tardy to first period (five or more per quarter) will result in the parents and student meeting with the administration to develop a plan for improvement. Tardies as a result of school activities the night before, oversleeping, recurring traffic problems, or other habitual or preventable reasons are not excused. The student may be placed on probation and their continued status as a student at Lipscomb Academy may be in jeopardy.

Excused Absences

Excused absences include family emergencies, sickness, and school-sponsored / pre-approved activities. These absences carry no penalty, provided all missed work is made up in a timely manner as determined by the teacher. A physician's statement may be required.

Anticipated student absence

Families that plan special trips that conflict with regular school days will need to fill out the Anticipated Student Absence Request form that can be obtained in the middle school office. The form should be **completed two weeks prior** to the planned trip to be approved as an excused absence. Unexcused absences will require one day of afternoon school for each day missed.

Student Awards

AB Achievement List

Students are chosen for the AB Achievement List at the end of each grading period. They must have made as many A's as B's in the academic subject areas and have no grade lower than a B-.

Principal's List

Students who have made all A's in all subject areas for the grading period.

Qualifications For Elections

Because of the high standards of the middle school, grade requirements for positions of leadership and honor shall be an overall average of C. Bible stands alone as a subject, and a student must have a C in Bible to be considered. The average shall be based on the previous semester's grades. Along with the academic requirements, students must maintain a satisfactory record in conduct in all classes for the previous semester.

The School Principal and the teachers the principal so designates to aid in this regard direct all elections and honors at the middle school.

Student Conduct

Christ-like Behavior

Students at Lipscomb Academy are expected to influence their community for good. Lipscomb is concerned with the student's conduct both on and off campus. When a student makes a mistake, he/she is expected to deal with the problem honestly, correct it, accept the discipline, and get on with life. Our goal is to show students a vision of what they could be and then help them achieve it.

Discipline

Demerits may be used as a behavior modifier. Upon accumulation of ten or more demerits, a student will be required to attend afternoon school. All subsequent demerits may lead to another afternoon school requirement, suspension, or expulsion. Afternoon school is defined as: a student reports to a specific classroom after school and sits for one hour. It is not study hall and students are not permitted to do homework. **The student is not excused from afternoon school for sports or any other type of performance or practice.**

HIGH SCHOOL

Purpose of the High School

Lipscomb Academy High School exists to equip students to love to learn, learn to love, and live to serve. It offers a learning community enriched with challenging academic courses, experiences that significantly impact students' spiritual development, and competitive and rewarding extracurricular activities.

Lipscomb Academy is a college preparatory school with all classes and experiences directed toward preparing students for postsecondary study. Students at Lipscomb Academy are provided many opportunities to develop their decision making skills in preparation for college and adult life. Allowing them to make decisions and assume leadership roles is an integral part of the high school experience. Students will be afforded more opportunities to offer insights and input into the decisions that affect their high school experience and preparation for college and career. The goal is for students to continue to develop and use their abilities and talents to advance God's kingdom both while in high school and throughout their life.

Attendance

Absence/Tardy Policy

Excused Absences/Tardies:

Excused absences or tardies include:

- Illness/Medical Appointments
- Death of a Loved One
- Required Court Appearances
- Extreme Weather Conditions
- Absences Approved by Principal

These excused absences or tardies will be recorded as **Absent/Tardy Unexcused** until an **email** from a parent/guardian is sent to the high school office identifying one of the above reasons for the absence or tardy. Once an email has been received, the record will be changed in RenWeb to **Absent/Tardy Excused**. A physician's statement may be required.

Make up work:

In order to receive full credit for missed work, students will be given one day per day absent to turn in missed assignments. Make up time allowance begins for each absence upon student's return to school.

After the fifth absence in a class, the parents will be contacted by the office. After the tenth absence in a class, (**excused or unexcused**) subsequent absences will be marked unexcused. Parents of a student who has otherwise been regular in attendance may appeal to the administration to extend the maximum number of absences due to accident, lengthy illness, or other serious circumstances. It is the parent or guardian's responsibility to file such appeals immediately upon receipt of notification of excessive absences.

Tardies:

Students that arrive late to school in the morning are considered tardy after the 7:45 bell. If students arrive after 7:45 to their first period class, they must present an admit slip from the office to their teacher. Tardies as a result of school activities the night before, oversleeping, recurring traffic problems, or other habitual or preventable reasons are not excused. On the third unexcused tardy a detention will be given.

A tardy to class during the school day is defined as *a student not being in the classroom when the tardy bell rings*. Tardies to class during the school day will be excused if the student has a note from a Lipscomb Academy faculty/staff member.

Pre-Approved Absences:

These are absences known in advance (i.e. family trips) and must be approved by the principal two weeks before the date of the absence by sending an email to the high school office. Assignments are due upon arrival back in class.

School Sponsored Absences:

If a student is not in class because of an event that is essentially part of the school day (school sponsored trips, athletic or fine arts contests, are other activities where the student is representing the school), the student should notify affected teachers in advance to get assignments. These assignments are due upon arrival back in class unless otherwise specified by the administration. It is the student's responsibility to contact the teacher in such cases.

Unexcused Absences:

Absences that do not fall in the categories listed above will be considered unexcused. The time missed on any unexcused absences must be made up.

NOTE: Parents play a key role with attendance and are asked to schedule off campus appointments (doctors, dentists, etc.) with this in mind. Attendance in all classes is essential to the instruction process and absences of any kind inhibit the teacher's ability to present the curriculum to all students in the most productive manner.

Student Employment

Lipscomb Academy students are expected to be full-time students. They are expected to give their best academically, spend time developing spiritually and socially, and contribute to Lipscomb's heritage through extracurricular accomplishments. It is difficult for students to work during the school week and properly fulfill these obligations. Off-campus jobs will not be considered an excuse from any school responsibility.

Student Discipline

Lipscomb Academy seeks to create an intentionally Christian community and educationally focused environment. As a result, any behavior that distracts from these goals will be addressed by the administration. While it is the administration's desire that all students voluntarily support these goals, there are times when interventions will occur. (The high school bullying rubric will be used to address related concerns.)

Minor disruptions in the classroom, hallways, or assemblies are typically dealt with through faculty intervention. Tardies to school and other attendance issues are usually processed through the main high school office. Good punctuality is expected from all students and parents have a responsibility to encourage their students to be where they are supposed to be, when they are supposed to be there, at all times. Parents will be notified of other issues, such as dress code or unauthorized use of electronic devices and other similar behaviors, and are asked to partner with the school in assisting students in adhering to school policies.

Other issues will require intervention by Lipscomb Academy administration. Some examples are listed below:

- Repeated issues as listed above
- Defiance or disrespect to an adult
- Inappropriate public displays of affection or touching
- Presence in unauthorized areas
- Inappropriate behavior at school events off campus
- Dishonesty - includes but is not limited to cheating on daily grades or homework assignments
- Possession of unauthorized items - including but not limited to those listed in the student handbook.
- Abuse of school property
- Inappropriate language and/or gestures - including social media posts

Issues, such as the ones below, will result in more significant interventions:

- Repeated issues as listed above
- Inappropriate behavior resulting in injury
- Fighting
- Reckless driving and/or speeding on or near campus
- Possession of dangerous unauthorized items including but not limited to those listed in the student handbook.
- Truancy
- Cheating on tests, plagiarism, or forgery
- Obscene, vulgar or profane language and/or gestures
- Sexual or physical harassment
- Inciting major student disorder
- Minor theft
- Destruction of property
- Tobacco in any form, including e cigarettes
- Nonemergency pulling of emergency station or tampering with security or safety devices

Behavior, such as is listed below, which is not mission appropriate will likely result in the student being dismissed from school:

- Repeated behavior as listed above, if interventions are not successful
- Firearms, explosives, knives, etc. on campus or school trips
- Drugs and /or alcohol on or off campus

- Sexual or physical assault
- Sexual acts on campus
- Major theft
- Possession of drug or alcohol paraphernalia
- Threats, attempted or actual assaults on any individual or property
- Vandalism
- Criminal acts

Student Activities

Policies for Student Activities

1.	Since sponsors must accept responsibility for insuring that all activities contribute to the purposes and aims of the school, students must work with them in all activities.
2.	Student groups must be under the complete supervision of the sponsor. The sponsor and the administration must approve all programs, projects, and parties.
3.	Lipscomb provides many opportunities for social growth. Attendance at social functions that are not sponsored by Lipscomb is the responsibility of the parents. However, parental approval does not invalidate the provisions of this handbook.

Traffic & Parking Regulations

General Information

1. Lipscomb reserves the right to regulate the use of motor vehicles on the campus and to forbid the use of a motor vehicle by any person whose conduct in any way indicates that he/she is not complying with Lipscomb University and/or Lipscomb Academy regulations. The observance of these rules and regulations is indicative of good citizenship on the part of the student or employee of Lipscomb. In addition, all federal, state, and local laws governing the operation of a motor vehicle must be observed.
2. Lipscomb assumes no financial responsibility for theft or damage to motor vehicles or their contents when the vehicles are parked or operated on campus or elsewhere.
3. The registrant of a motor vehicle shall be held responsible for all parking citations issued against the vehicle. Moving violations will be charged to the operator of the vehicle, if known. Otherwise, the registrant of the vehicle will be responsible for the fine.
4. The use of loud mufflers or other unusual noise-making devices on a motor vehicle is not permitted on campus.
5. Speeding and/or reckless driving is a violation of safety standards. Improperly starting a vehicle (squealing tires, sliding vehicle, etc.) is a serious safety hazard, and persons responsible will be disciplined and/or cited for the specific violation.
6. A student's possession and use of a motor vehicle on the campus is a privilege, which may be revoked at any time by the Administration. Reasons for revoking the privilege may include, but are not restricted to, the following:
 - a. Possession or use of alcoholic beverages or drugs while operating a vehicle. This would follow the action taken by the appropriate administrator.
 - b. Irresponsible operation of a vehicle.
 - c. Leaving the scene of an accident.
 - d. Falsifying vehicle registration or gaining such registration under a false pretense.

- e. Loitering in the parking lot before or after school.
7. By registering and/or operating a vehicle on campus, each student grants to Lipscomb the right to search the vehicle with or without the student's or parent's presence. All evidence found in such searches will be normally deposited with the Lipscomb Security and Safety Office. The Vice President and Head of School of Lipscomb Academy or the appropriate School Principal will normally issue search authorization. Except under an emergency situation, a vehicle search will be conducted by at least two Lipscomb representatives. A student who refuses permission for a vehicle search is subject to immediate disciplinary action.

Registration

1. Registration of motor vehicles for all students is required at the beginning of the school year and must be maintained throughout the year. Each vehicle must be registered during the week of academic registration or immediately after the vehicle is brought to the campus, even if it has temporary license plates. Registration of all vehicles is required to operate them on campus.
2. The motor vehicle registration decal must be obtained and completely attached to the outside lower left-hand corner of the rear windshield (driver's side) of the vehicle. (A decal affixed by scotch tape is not acceptable.) For convertibles and soft-top Jeeps, the sticker should be affixed to the rear driver's side bumper. The Director of Lipscomb Security and Safety must authorize any exception of this policy. The decal is not transferable and must be on the vehicle that the student drives. All vehicles without a decal will be ticketed or may be towed.
3. Decals are not transferable. Each vehicle operated on campus must have a decal, permanent or temporary. Additional vehicles may be registered, with the appropriate decal being displayed, for the price of one vehicle registration.
4. There are two types of high school student decals:
 - a. SENIOR decals (Seniors may park in any high school area lot EXCEPT in faculty, guest, reserved, or university parking spaces.)
 - b. UNDERCLASSMEN DECALS (Underclassmen have the same privileges and restrictions as seniors EXCEPT they may not park in the lot between the high school gym and Granny White Pike.)
5. All students operating a vehicle on campus on a temporary basis, as a substitute for a permanently registered vehicle, will be issued a temporary permit upon application to the Lipscomb Security and Safety Office at no charge.
6. Motorcycles, motor scooters, and motorbikes will be registered as motor vehicles, and the decal will be affixed to a prominent place on the vehicle.
7. Any person who obtains a different vehicle must register it in the Lipscomb Security and Safety Office in the basement of Elam.
8. Temporary registration is required for any vehicle parked on campus. Temporary registration will normally be issued for 1 to 14 days at no charge.

Parking

1. Unless a space is marked for parking, it is not a parking space. The school does not guarantee an on-campus parking space for all registered vehicles.
2. Vehicles blocking driveways, mailboxes, sidewalks, or dumpsters will be cited for illegal parking and/or towed.
3. Vehicles are to be parked within marked spaces and are not to protrude into another marked space.
4. Vehicles parked on the sidewalks along Granny White Pike are subject to being ticketed and/or towed by the Metro Police Department.
5. The Granny White Church of Christ requests students park on the Mayfair Avenue side of the fellowship building. Students are NOT permitted to park next to the building on the north side, or the drive on the south side of the building. Students are not allowed to park in any of the spaces around the Granny

White church building marked GWCC as these spaces are reserved for church use only.

6. Merchants across the street request no parking on Granny White south of Morrow Avenue. Violators are subject to being ticketed by Lipscomb Security and Safety and/or towed by the Metro Police Department.

Penalties

1. Registration violations.
 - a. Failure to register vehicle or decal not displayed -- \$20.00
 - b. Improper registration or decal not properly displayed/mutilated -- \$20.00
2. Parking violations.
 - a. For reserved, faculty spaces, and no parking areas the fines are progressive.
 - i. Penalty for FIRST violation -- \$10.00
 - ii. Penalty for SECOND violation --\$20.00
 - iii. Penalty for THIRD violation -- \$40.00
 - iv. Penalty for the FOURTH violation -- \$80.00
 - v. Penalty for the FIFTH violation -- \$160.00
 - vi. Penalty for the SIXTH -- \$320.00
 - vii. Maximum fine \$320.00
 - b. Parking in fire lanes, by a fire hydrant, blocking a dumpster, blocking driveways, mailboxes, sidewalks, traffic or another vehicle or driving on sidewalks or grassed areas:
 - i. Penalty for FIRST violation -- \$50.00
 - ii. Penalty for SECOND violation --\$100.00
 - iii. Penalty for THIRD violation -- \$150.00
 - iv. Penalties after third violation continue to increase by \$50 per violation.
 - c. Moving traffic violations. Fines are progressive.
 - i. Penalty for FIRST violation -- \$50.00
 - ii. Penalty for SECOND violation -- \$60.00
 - iii. Penalty for THIRD violation -- \$75.00
3. In an effort to prevent a student from accumulating excessive fine balances, once a fine balance reaches \$250, the student and/or his parents will be notified. Should a fine balance reach \$1000, the student's vehicle is subject to being towed at the owner's expense each time it is parked illegally.

Towing

Vehicles parked in fire lanes, by fire hydrants, blocking dumpsters, blocking traffic or where deemed necessary may result in towing of vehicle. Vehicle will be towed at owner's expense. A charge for towing must be paid in cash when the vehicle is picked up. There is a per day storage fee.