

# LIPSCOMB ACADEMY

## UPPER SCHOOL

### 2018-19 STUDENT HANDBOOK

The intent of this handbook is to provide information about the policies of Lipscomb Academy Upper School. This handbook will be reviewed annually, and this handbook is subject to amendment at any time by Lipscomb Academy without prior notice. Any amendments will promptly be communicated or disseminated within 30 days of adoption. This handbook 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 expected and 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, 2018. 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

#### Lower School

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

#### Upper School 5-8

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

#### Upper School 9-12

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

Lipscomb Academy's website address is <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](mailto:john.smith@lipscomb.edu)

### 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.

## **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.

## **Animals and Pets**

Lipscomb Academy is committed to allowing individuals with disabilities the use of a service animal on campus to facilitate their full participation and equal access to Lipscomb's programs and activities. Other than service animals, pets and animals not used for academic instructional purposes are not permitted in offices or buildings on campus. A service animal may be excluded from a building or classroom if the animal poses a direct threat to the health or safety of others or the animal's behavior is disruptive to other participants within the facility. All service animals must be on a leash at all times, unless a leash would interfere with the service animal's work, in which case the service animal must be under the control of the owner and/or user at all times. The service animal must be clean, in good health, with current rabies vaccination. All owners and/or users of service animals are responsible for any property damage or injury caused by the service animal and are responsible to clean up after and properly dispose of their animal's feces while on campus.

## **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**

The members of this committee are members of Lipscomb University's Board of Trustees who are appointed by the board chair. Its purpose is to represent the interests of Lipscomb Academy to the University's Board of Trustees.

## **Organizations**

### PTO

The Parent-Teacher Organization of Lipscomb Academy Upper School is composed of parents who work together with teachers for the betterment of Lipscomb and its students.

## 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.

# ADMISSIONS

## 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 above average work, consistently score in the average to above 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.

The Mission Appropriate Student:

- Is academically successful
- Adds to the school's existing student body through strength of Christian character. Also adds to the student body in other ways; such as, fine arts, athletics, academics, diversity, etc.
- Possesses Christian character that reflects the mission of our school
- Engages in positive relationships with others socially and emotionally
- Should be college bound in ability and thinking
- Have a history of regular attendance

## Re-enrollment & Withdrawal from school

Students who intend to return to Lipscomb Academy are not required to notify the admissions office of their intent. There is no deposit required for U.S. students and the admissions office will assume every student is returning unless they are informed otherwise. Families who intend to withdraw simply need to notify the admissions office by March 8, 2019 of their intent and there will be no further financial obligation for the following school year. Families who withdraw without proper notification will be responsible for paying 25% of tuition and 100% of fees for the next school year. Withdrawing student transcripts will not be released until the exit survey is completed and the account is paid in full.

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

1. Obtain a 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
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2.	Semester payments due on June 6 and November 6
3.	Twelve monthly payments due June through 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 in full. 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, the student will be responsible for three months of tuition and fees.

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

## **Visitors**

Due to Lipscomb Academy's commitment to provide a safe and secure environment for students, all visitors, including parents, are required to check-in at the school office and will be processed through the Raptor security system. Visitors will be given a lanyard to wear during their visit in the school. Visitors should enter the building using the main entrances

for grades 5 through 8 and grades 9 through 12. For security purposes, most doors to the building will be locked at 8:00 a.m. each day.

Any student from another school should generally be approved by the Head of Upper School 24 hours in advance. 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.

## **Communication with Non-Custodial Parent**

Lipscomb Academy's first obligation is to its students. Regardless of the relationship of parents to each other, the Academy believes that a healthy partnership among the school and both parents is in the students' best interest. In cases of separation or divorce, the Academy will communicate with both parents about their student unless the Academy receives a signed, final court order prohibiting one parent from having contact with or receiving information about the student. Accordingly, regardless of who pays for a student's education, both parents will receive report cards, interim reports and general mailings relating to their student, and will have access to the student, teachers and administrators, unless directed otherwise by a valid court order. Such access will be provided without notification to the other parent or other parties. Given the unique legal situation of each family, the school may make exceptions to this policy in its sole discretion (e.g., if a court order is

ambiguous or does not fully address an issue). It is each parent's responsibility to provide the school office with copies of all final court orders, as well as current address, phone number and email address. When an important issue necessitates short notice, the Academy will attempt to reach both parents. Some situations warrant only calling or writing the custodial parent, such as phone calls that a student is sick, routine classroom matters (e.g., field trips, homework assignments, special dress requirements), and special requests. The Academy will use its judgment and discretion in deciding whether both parents need to know about a particular issue. The school endeavors to stay out of marital conflicts and settlements, and asks parents not to pull teachers or administrators into the middle of such disputes. Any attorney representing a parent or student must direct all questions or requests to Lipscomb University's Office of General Counsel.

## PROGRAMS

### 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, regularly asking questions about 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 a Dance Program, Visual Arts, Theater Arts and Forensics, and Vocal and Instrumental Music, including Band and Strings. 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.

#### 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 Lower and Upper 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.

## 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 8<sup>th</sup> 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 his or her peers.

Lipscomb Academy High School is a member of the TSSAA Division II and complies with its requirements. Students 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 Academy 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 unaltered practice gear and clothing at all times.

### 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.

## SERVICES

### 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. For 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.

## 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](mailto:dani.waites@lipscomb.edu) or 615-966-6472.

## 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 are 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 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 Academy. Lipscomb Academy 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.

## SAFETY

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. 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 consequence. The goal is to show students a vision of what they could be and then help them achieve it.

Here are some important safety guidelines:

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 main office to go to their cars at any time 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.	Personal belongings are not to be brought to school which may be hazardous or might interfere with the educational atmosphere. This includes, but is not limited to, 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.

## Identification Cards

For his or her protection and benefit, each Lipscomb Academy student is issued a photo identification card at the beginning of each school year. This identification card is to be carried at all times and upon request is to be shown to any administrator, faculty member and/or authorized representative or agent of Lipscomb Academy 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). Identification cards are also required for admission to school athletic events.

## **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 Hall on the university's campus.

- To contact Lipscomb Security and Safety, call 615-966-7600
- 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

## **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 television and radio stations or websites for closing/dismissal information. In the event of inclement weather, parents should use their own discretion in traveling based on conditions in their area and should avoid undue risks.

## **ATTENDANCE**

In an effort to provide the most effective instruction for your student, attendance in all classes is essential to the instruction process and absences of any kind will inhibit the teacher's ability to present the curriculum to all students in the most productive manner. Parents play a key role with attendance and are asked to schedule off-campus appointments (doctors, dentists, etc.) with this in mind. Students who miss class for any reason must take the initiative to communicate clearly with teachers and work with them to make up work missed in a timely fashion.

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

School begins promptly at 7:45 a.m. and teachers begin teaching at that time. It is advantageous for students to arrive by 7:30 a.m. in order to go to their locker and have appropriate time to prepare for first period. Arriving by 7:30 a.m. also allows students to spend time with friends, which is a key component to each student's school experience.

Students that arrive late to school in the morning are considered tardy after the 7:45 a.m. bell. If a student arrives after 7:45 a.m., he or she should:

- Check in the main office to receive a note before going to class
- Provide a reason why the student is tardy
- Enter class as quietly as possible
- Make up any work the student has already missed

Students may only be tardy to first period two times per nine weeks without penalty. This policy applies only to first period. Following each additional tardy, disciplinary action will be taken.

A student that is habitually tardy to first period (five or more times per nine weeks) will result in the parents and student meeting with the administration to develop a plan for improvement. If a student is habitually tardy for first period, the student may be placed on probation and his or her continued status as a student at Lipscomb Academy may be in jeopardy.

### **Tardy to class (arriving late to periods 2-7):**

Class begins promptly five minutes after the previous period ends. Teachers begin teaching immediately. It is advantageous for students to arrive on time in order to prepare for that period of instruction. Permission must be granted from the upcoming period's teacher if a student needs extra time between classes. A student that is tardy to class without permission will receive two demerits.

### **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, or other activities where the student is representing the school), the student should notify affected teachers in advance to get any missed assignments. These assignments are due upon arrival back in class unless otherwise specified by the teacher or administration. It is the student's responsibility to contact the teacher in such cases.

### **Absent from school (excused):**

Excused absences include family emergencies, sickness, extreme weather conditions, pre-approved absences, and school-sponsored 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.

### **Absent from school (unexcused):**

Absences that do not fall in the categories listed above will be considered unexcused and will result in disciplinary action.

### **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 school offices. The form should be completed two weeks prior to the anticipated absence to be approved by the Upper School Director as an excused absence. Unexcused absences will result in disciplinary action.

### **Early Arrival (Grades 5 and 6):**

Early arrival supervision of our fifth and sixth grade students is provided in the cafeteria beginning at 7:15 a.m. Parents should direct those students who are dropped off prior to 7:30 a.m. to go to this supervised location.

### **After School Hours:**

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

### **Extended Day (Grades 5-8)**

Since it is not in the best interest of the student, parent, or the school for students to be on campus unsupervised after 3:20 p.m., provision has been made for students in grades 5 through 8 who need a place to stay after school hours. This program is directed by a Lipscomb Academy faculty member and provides supervision for students until 5:30 p.m. 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 3:05 p.m. 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 university Student Activity Center (SAC), or the businesses adjacent to the campus. The costs for Extended Day are \$1,115.00 annually, \$145.00 monthly, or \$14.00 daily.

# CODE OF CONDUCT

Lipscomb Academy seeks to create an intentionally Christian community and educationally focused environment. 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. Our goal is to show students a vision of what they could be and then help them achieve it. As a result, any behavior that distracts from this goal will be addressed by the administration. While it is the administration's desire that all students voluntarily support this goal, there are times when interventions will occur.

Level I disruptions in the classroom, hallways, or assemblies are typically dealt with through faculty intervention. Demerits are used as a behavior modifier. Demerits can be given for infractions such as dress code or unauthorized use of electronic devices and other similar behaviors. Parents will be notified of all demerits, and are asked to partner with the school in assisting students in adhering to school policies.

<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>
<i>Defiance / Disrespect</i>	<i>Open / public defiance or disrespect with malicious intent</i>	<i>Inciting major disorder</i>
<i>Inappropriate / insensitive comments</i>	<i>Inflammatory or racially / ethnically charged comments</i>	<i>Racially motivated threats or violence</i>
	<i>Inappropriate representation of the school (including social media)</i>	<i>Slandering the school (including social media)</i>
<i>Presence in unauthorized areas</i>	<i>Failure to report to assigned area (class, gym, cafeteria, etc.)</i>	<i>Truancy</i>
<i>Dishonesty</i>	<i>Cheating / Plagiarism</i>	<i>Large scale cheating / plagiarism with malicious intent</i>
<i>Use of property without owner's permission</i>	<i>Theft of property valued \$500.00 or less</i>	<i>Theft of property valued over \$500.00</i>
<i>Inappropriate language</i>	<i>Cursing /abusive / vulgar language (may include social media)</i>	<i>Obscene / profane language (may include social media)</i>
<i>Inappropriate public display of affection</i>	<i>Sexually explicit text messages / social media posts / comments*</i>	<i>Transmission of pornographic or obscene content through social media*</i>
<i>Inappropriate sexual comments*</i>	<i>Sexual harassment*</i>	<i>Sexual assault*</i>
<i>Inappropriate behavior on / off campus</i>	<i>Inappropriate behavior resulting in bodily injury</i>	<i>Negligence or reckless behavior resulting in severe injury</i>
<i>Abuse of school property</i>	<i>Threats of or actual damage to school property</i>	<i>Threats of or actual vandalism</i>
	<i>Possession of tobacco in any form (including e cigarettes)</i>	<i>Possession of drugs, alcohol or drug paraphernalia on / off campus</i>
<i>Possession of unauthorized items on campus (laser pointers, fireworks, etc.)</i>	<i>Possession of dangerous items on campus (pocket knives, etc.)</i>	<i>Possession of weapons (firearms, knives, explosives, etc.) on campus</i>
<i>Aggressive altercations between students</i>	<i>Fighting</i>	<i>Physical assault of another student</i>
<i>Parking violations (see Traffic and</i>	<i>Parking lot violations (see Traffic and</i>	<i>Reckless driving (see Traffic and</i>

\* *These offenses may be subject to the Sexual Harassment and Sexual Misconduct Policy. For more information, see the section below entitled "Respect for Self and Others -- Sexual Conduct."*

***Level II, III, and IV infractions require intervention by the Lipscomb Academy administration. Actions by the administration include, but are not limited to, student and/or parent conferences, detentions, on or off campus suspensions, or expulsion.***

## **Academic Honesty (Student Expectations)**

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

- Copying another student's work;
- Taking a picture of any assignment without explicit permission of the teacher
- Lending another student an assignment, to be copied;
- Completing work for another student;
- Completing assignments for another student;
- Plagiarizing;
- 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.

## **Interpersonal Relationships and Dispute Resolution**

Administrators, faculty, staff, and parents must strive to 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 are 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, dean, head of upper school, associate head of school for academics, 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.

## **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, student locker decorations, 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 certain substances 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 substances.

1.	If a student or parent voluntarily seeks help for use of alcohol/drugs/tobacco before he or she has been implicated by school personnel or arrested, the student will be referred for appropriate help. This may include but is not limited to a behavior contract and/or request for information release from appropriate medical professionals. If the student makes satisfactory progress in the help program, the student will not be dismissed for this incident, although a behavior contract may be required.
2.	The school reserves the right to require any student who is reasonably suspected of drug use 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 reasonably suspected to be in possession of or under the influence of alcohol/drugs/tobacco, including but not limited to e-cigarettes and/or paraphernalia, he or she will be subject to dismissal. If a student is on campus or while attending any school activity, on or off-campus, and reasonably suspected to be in possession of, or under the influence of alcohol/drugs/tobacco, he or 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.

Hazing and/or “bullying” will not be tolerated at Lipscomb Academy. The school uses the Olweus Bullying Prevention Program and embraces 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. Neither sexual harassment or sexual misconduct of any kind will be tolerated. Any sexual harassment or sexual misconduct will be subject to

the terms of the sexual harassment and sexual misconduct policy, and none of the other procedures or guidelines outlined in this handbook will apply. Lipscomb's complete policy on sexual harassment and sexual misconduct may be found [HERE](https://www.lipscomb.edu/safety/sexual-misconduct-prevention/title-ix-policy). <https://www.lipscomb.edu/safety/sexual-misconduct-prevention/title-ix-policy>

## **Involuntary Withdrawal**

### Standards for Involuntary Withdrawal

Lipscomb Academy is committed to legal and ethical principles respecting individual rights and human dignity. However, there are situations which require the Academy to protect not only individuals, but the community at large. Such situations include evidence which is brought before the administration indicating that the continued presence of a student at school poses a significant threat to others or to the stability and continuance of normal school functions. Accordingly, a student may be subject to mandatory withdrawal from the Academy whenever there is convincing evidence that the student:

1. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to others; or
2. Engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others.

### Procedures for Withdrawal

Any individual who believes that such a student poses such a threat, as described above, should contact the Dean of Student Life, Associate Head of School for Academics and Student Life, or the Head of School. The matter may be delegated to the Behavior Intervention Team ("BIT") or a preliminary investigation may be conducted, if necessary and in consultation with the BIT, convene a Behavior Evaluation Committee, which will be composed of appropriate faculty and staff, including a member of Lipscomb University's Counseling Center staff, whom the administration believes can provide significant input regarding the student.

The administration or the BIT may choose to require an assessment of the student by making an administrative referral to Counseling Center staff or to a licensed professional counselor or psychiatrist. If the student fails to undergo such an evaluation and permit the professional to disclose the evaluation to the Academy, the administration may implement a withdrawal immediately if the student meets the conditions set forth in "Standards for Involuntary Withdrawal."

At the conclusion of its investigation, the administration or the BIT may:

1. Find that no action is necessary;
2. Establish conditions under which the student may continue at the Academy and procedures for enforcement of those conditions;
3. Recommend voluntary withdrawal of the student from the Academy; and/or
4. Implement involuntary withdrawal procedures.

### Process for Readmission to the Academy

Readmission of a student who has been involuntarily withdrawn from the Academy is subject to the approval of the Head of School or Associate Head of School for Academics and Student Life who, with consultation of appropriate medical and psychological services, may require such psychological and/or medical evaluation as he or she deems necessary.

The Head of School or Associate Head of School may also choose to refer the issue of readmission to a Behavior Evaluation Committee or the BIT for its review and recommendation. In assessing the student's fitness to resume academic life at the Academy, the Academy has the right to require an evaluation by a licensed

counselor, physician or psychiatrist of the Academy's own choosing.

If the decision is not to readmit the student, the Academy may specify the conditions that need to be met before readmission will be considered. If the decision is to readmit, the Academy will specify the stipulations, if any, that the student must meet in order to return and continue as a student (e.g., continuing psychotherapy on a regular basis). Responsibility for payment of off-campus treatment will rest with the student.

#### Deviations From The Established Procedures

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

## **DISCIPLINE GENERAL**

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. 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, contact the Dean of Student life office. The Associate Head of School should be contacted only after these steps have been taken.

### **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 student/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 student leave the meeting. The committee will deliberate in private and make a final determination about the allegations by a majority vote 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 the Dean of Student Life office. This office reserves 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 must be purchased from the Mustang Marketplace. 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, when kneeling, can be no higher than 7 inches when measured from the ground.
- Belts are required for middle and high school boys and must be visible at all times. When wearing khaki pants or shorts, 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.
- Any outerwear that is worn in the school building from 7:45 a.m. to 3:00 p.m. must either be athletic outerwear approved by the school administration or approved outerwear purchased from the Mustang Marketplace.
- 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 may not be worn 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**

### Additional Attire Guidelines

- 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 available for purchase from the Mustang Marketplace
  - 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
  - Approved Lipscomb Academy sweatshirt or jacket
  - Lavender oxford cloth shirt
  - Spirit tie or bowtie
  - Belts and socks

## Girls

### Additional Attire Guidelines

- 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.
- Modesty shorts or solid black opaque leggings (toed or non-toed), purchased from any vendor, must be worn with a skirt. Note: During severe low temperature periods, the administration reserves the right to approve the the wearing of black sweatpants with no visible logos or lettering.
- Items available for purchased from the Mustang Marketplace
  - Plaid uniform box-pleated skirt
  - White oxford cloth shirt (short- or long-sleeved)
  - White <sup>3</sup>/<sub>4</sub>-sleeved overblouse
  - Short-sleeved white or black knit shirts
  - Black cardigan sweater, black v-neck sweater, or black sweater vest
  - Approved Lipscomb Academy sweatshirt or jacket
  - Spirit tie

## Policies for Student Activities

1.	Since activity sponsors must accept responsibility for ensuring 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 activity sponsor. The sponsor and the administration must approve all programs, projects, and parties in advance.
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.

## 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**

Non-instructional, personal use of cell phones for students in grades 9-12 will be limited during the school day (7:45 a.m. to 3 p.m.) to the lunch period location or when given specific permission by a teacher or administrator. Approved devices such as iPads and laptops will continue to be appropriately used for instruction when under the supervision of a teacher or administrator and instruction-related activities in classrooms before and after class. This policy will provide better social interaction in the hallways and attention in the classroom during instructional times while providing an appropriate time to check messages. Use of any technology device in a manner that is distracting to the learning environment or that promotes an unhealthy community is strictly prohibited at all times.

Students in grades 5-8 are not allowed to use cell phones during the school day. And, to help our students manage their technology use, we will continue to provide and enhance our age-appropriate education regarding digital citizenship and healthy ways to use technology in daily life.

## **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 students forget 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:

- Give their username or password to another student.
- Use another person's username or password.
- Message other people during class time without permission.
- Use other students' mobile devices 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.
- Create or subscribe to offensive or objectionable electronic sites
- 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 found 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 Lipscomb's 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.

## 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 or 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 appropriate school administrator 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 through Lipscomb Safety and Security for all students is required at the beginning of the school year and must be maintained throughout the year. Each vehicle must be registered 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 Hall.
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, in a reserved spot 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.

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 or FERPA is a federal law that provides, generally, that the Academy will maintain the confidentiality of student education records. Lipscomb Academy accords all the rights under the law to students who are not dependent (as defined in the Internal Revenue Code). No one outside the Academy shall have access to nor will the Academy disclose any information from students' education records without the written consent of the parent or student, as applicable, except to school officials with a legitimate educational interest, to officials of other educational institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a subpoena or court order, to parents or legal guardian of a dependent student (as defined in the Internal Revenue Code), and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions and certain others are permitted under FERPA.

Within the Lipscomb Academy community, only those officials, individually or collectively, with a legitimate educational interest may access student education records. These officials are deemed by the Academy to include all personnel in the offices of the Head of School, Associate Heads of School, Dean of Student Life, finance, financial aid, admissions, advancement, counseling, general counsel, human resources, information systems, the director of athletics, members of the Behavioral Intervention Team and academic support personnel within the limitations of their need to know. A school official has a legitimate educational interest if the official needs information to fulfill his or her professional responsibility.

At its discretion, the Academy may provide directory information to third parties without the written consent of a parent or student in accordance with FERPA. In this regard, the Academy has deemed directory information to include student name, e-mail address, local and permanent address, telephone number, date and place of birth, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, social club, academic club/society memberships, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information, however, by notifying the Head of School's office in writing.

FERPA provides parents and students, as applicable, with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Dean of Academics has been designated by the Academy to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic and financial files, and academic, cooperative education and placement records. Parents and students, as applicable, wishing to review their education records must make written request to the Dean of Academics listing the item or items of interest. Only records covered by FERPA will be made available within 45 days of the request.

Parents and students, as applicable, may have copies made of their records except when a financial "hold" exists, or a transcript of an original or source document exists elsewhere. These copies would be made at the parent's expense. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or

alumni records. Physicians of the students' choosing, however, may review health records.

Neither parents nor students may inspect or review the following as outlined by FERPA: confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the Academy will permit access only to that part of the record which pertains to the inquiring student.

Parents and students, as applicable, who believe that their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Dean of Academics. If the decisions are in agreement with the parents' or students' requests, the appropriate records will be amended. If not, the parents and/or students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the office of the Academic Dean of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Principal, who, within a reasonable period of time after receiving such requests, will inform the parents and/or student of the date, place, and the time of the hearing. Parents and/or students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one person, who may not be an attorney. The hearing panels that will adjudicate such challenges will be a committee appointed by the Dean of Academics within 60 days of such request being submitted in writing, subject to extenuating circumstances (including, without limitation, holiday and summer breaks).

Decisions of the hearing panels will be final, will be rendered within a reasonable time after the hearing, will be based solely on the evidence presented at the hearing based on a preponderance of the evidence (i.e., whether it is more likely than not that the education record should be amended), and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the parents or student, as applicable, may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Parents or students, as applicable, who believe that the adjudication of their challenges were unfair or not in keeping with the provisions of FERPA may request in writing an appeal with the Dean of Academics. Further, students who believe that their rights have been abridged may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, DC 20201, concerning the alleged failures of Lipscomb Academy to comply with FERPA.