



LIPSCOMB ACADEMY MIDDLE AND HIGH SCHOOL 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 student realize his/her 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, 2012. 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. If changes are made to this handbook prior to its next printing, such changes will be made available in the offices.

THE SCHOOL

MISSION

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

HISTORY

The Nashville Bible School was founded in 1891 by two preachers named David Lipscomb and James A. Harding. During the decade of the 1890's, the Nashville Bible School changed locations three times to accommodate its growing enrollment. Students, most of whom were interested in becoming preachers or missionaries, came from almost every southern state to study at the feet of David Lipscomb and his brother William.

The first property actually owned by the school was two and a half acres on Eighth Avenue near the present site of Greer Stadium. Nine thousand dollars was raised to purchase the campus. By 1896 the school had three divisions: collegiate, intermediate, and primary. Most of the primary students were children of faculty members. Although a section of the school equivalent to high school has always existed, there has not always been a strict curriculum and graduation requirements as seen today. In the very early years of the school, high school students selected their own courses and, when they felt ready, they went on to college level courses. High school students lived in dormitories with the college students until the 1950's.

In 1901, David Lipscomb deeded sixty-two acres of his seventy-three-acre dairy farm to the school, and it is the location of the present Lipscomb University campus. On March 4, 1918, the Board of Trustees officially changed the name of the school to David Lipscomb College. The Lipscomb home, known today as Avalon Hall, is still used by the school.

During the 1940's Lipscomb became a four-year senior college. The senior college status necessitated the addition of several new buildings. As the college constructed buildings to meet the new needs of the expanded institution, the high school received the benefit of

buildings vacated by the college. When the A.M. Burton Administration Building was built, the college left Harding Hall for the high school's use.

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

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

GOVERNANCE AND ASSOCIATIONS

Lipscomb Academy holds accreditation with the following associations:

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

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

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

Lipscomb Academy Board of Trustees Committee

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

ORGANIZATIONS

PTO

The Parent-Teacher Organizations of Lipscomb Academy Middle and High Schools are composed of parents and teachers who work together for the betterment of Lipscomb and its students.

Booster Club

The Mustang Booster Club is an organization composed of friends of Lipscomb Academy who work primarily in supporting Lipscomb athletic programs and cheerleaders.

Lipscomb Academy provides the necessities to operate its athletic programs. The Booster Club is an organized effort by Lipscomb supporters to provide items not normally affordable, thereby upgrading the quality of the programs.

SERVICES

Learning Enhancement Program

The Learning Enhancement Program seeks to address needs that are difficult to meet in the regular classroom. It provides on-campus instructional/tutorial programs in many subject areas for students with learning problems or unique learning styles. 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. Small group enrichment programs for middle school students who need extra challenges are periodically offered. ACT tutoring is offered at the high school level. For more information, contact the school principal.

Fine Arts

Genesis 1:1 records that “In the beginning, God created...” and in verse 27, “God created man in his own image...” 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. Just as He created, so we, in His image, are endowed with the gifts that range beyond a merely traditional academic education. In fact, it is through the Arts that we can more deeply touch our own core of God-likeness.

The components of the Fine Arts education at Lipscomb Academy include Visual Arts, Theater Arts 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.

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. 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 Office

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

At Lipscomb Academy we seek to foster the spiritual development of each child. Our goal is for each student to develop an authentic relationship with Jesus Christ. While we have made deliberate attempts to infuse faith formation throughout our curricular and co-curricular programs, the following are specific ways through which we seek to influence spiritual growth.

Chapel

Each regular school day students meet together for chapel. This time is given to Christian instruction and worship, which may include a variety of activities of interest and value. These are designed to contribute to the total program of Christian education.

Bible Classes

When the founders, David Lipscomb and James A. Harding, opened the Nashville Bible School in 1891, Lipscomb set as its major purpose "to teach the Bible as the revealed will of God to man and as the only sufficient rule of faith and practice . . ." Because the Bible is the heart of Lipscomb's curriculum, each student studies the Bible every school day with the main focus being on life application of Christian principles. Of all the books studied at Lipscomb Academy, the Bible best equips the student with the knowledge necessary to build a successful life.

ADMISSIONS POLICY

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 or above 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. In addition, the Admissions Office may request the candidate take a placement test. Also there must not be disruptive behavior that has resulted in suspensions or dismissals. Exceptions to this policy may be made at the discretion of the administration.

Students are expected to live with their parents or legal guardians. Students and their parents/guardians agree to abide by the regulations and requirements of Lipscomb Academy as a condition of admission.

Notice of Nondiscriminatory Policy

Lipscomb University, including Lipscomb Academy, is a private Christian school open to any qualified student without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Lipscomb complies with all applicable federal and state nondiscrimination laws, and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its educational policies, programs and activities. This policy includes admissions policies, scholarships and loan programs, employment practices, and athletic and other school administered programs. Lipscomb Academy is affiliated with the fellowship of the Church of Christ. The university 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, including some provisions of Title IX of the Education Amendments of 1972.

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.

Any student from another school must sign in the appropriate school office upon arrival. Visits must be confined to the cafeteria during the lunch period. Only students who have applied for admission to Lipscomb Academy are allowed to visit classes with prior approval of the administration.

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

A late charge of \$35.00 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.

A billing charge of 1.50% per month (18% annually) will be assessed on any past due balance sent to collections. Unpaid accounts are also subject to collection by outside agencies. The parent/guardian is responsible for the payment of all collection costs, including attorney's fees.

The enrollment deposit is non-refundable. If a student leaves, the tuition will be prorated. Students participating in athletics cannot allow their tuition to become delinquent per TSSAA rules.

GENERAL POLICIES

After School Hours

Faculty, staff and administration of Lipscomb Academy are not responsible for students who remain on campus after 3:20 and are not involved in an approved school

sponsored activity or in Extended Day (middle school). Students are not 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.

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 you forget your password or suspect that it has been compromised, please notify Mr. Sanders or Mrs. Farmer. Any abuse of the privilege of a Lipscomb Academy email account will result in appropriate disciplinary action. You are encouraged to check your Lipscomb Academy email account regularly. You are allowed to add your school email account to your mobile device. You can find directions for most mobile devices by visiting <http://www.lipscomb.edu/lcc> and clicking on the “Gmail and Google Apps” link on the left side of the page.

Wireless Access Policy

Your network user ID and password are necessary to connect to the Lipscomb Academy wireless network. Students are expected to adhere to the school-wide Honor Code while using LA WiFi.

Laptop and Personal Electronic Device Use Policy

Laptops and personal electronic devices can be useful tools for education. It is imperative that students who choose to use a laptop or personal electronic device in class and in study hall 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 and personal electronic devices in class and in study hall. Failure to comply with these rules could result in loss of privileges.

- Ask for permission before using laptops or personal electronic devices in class or in study hall, and use only as directed and approved by the teacher.
- Arrange with the teacher or proctor the best place to sit in the classroom with respect to using an outlet, if necessary.
- Keep attention focused on the appropriate activity.

Cell Phones and Mobile Devices

The use of mobile devices (mobile tablets, e-readers, multimedia players, etc.) is permitted during school hours with explicit permission from a faculty member.

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:

- Play music or sounds that may disturb others. (Use earphones with teacher permission.)

- 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 on the network.
- 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.

Administrative Monitoring

Lipscomb Academy reserves the right to log 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.

Representation of Lipscomb Academy

Even when not on the school network, students should represent Lipscomb Academy in a manner that is consistent with our 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. Follow the rule: Do 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.

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.

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 (966-1825). I.D. cards are also required for admission to school athletic events.

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, e-Blast, and local T.V. and radio stations for closing/dismissal information. Additionally, text messages will be sent out through Mustang Alert. You may sign up for Mustang Alert at this website: <http://www.lipscomb.edu/academy/Page/Index/5670>

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.

It is our goal to provide the maximum opportunity for learning and growth for all children. We will strive to see that each child has an equal opportunity for the best placement.

Personal Appearance Code

The Personal Appearance Code has a dual purpose: 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. Teachers and administrators reserve the right to determine what is appropriate attire or appearance for our educational setting. Inappropriately dressed and/or groomed students may be prohibited from attending class.

There are required and optional items for each student. The optional items are intended to provide variety and are also offered in consideration of various body types. All oxford cloth, knit shirts, and blouses will display the same Lipscomb Academy logo. All items, unless otherwise noted, must be purchased through Parker Uniforms. Parker clothing items will be available both at their store and on-line. (Incidentally, June and December are 10% discount months at Parker.) Their store is located at 204 Ward Circle in Brentwood. You may purchase clothing on-line at www.parkersu.com using the following PIN: NA267130. Approved outerwear items may be purchased from the Lipscomb Academy Booster Club.

Required Attire for ALL Students

Short-sleeved purple knit shirt

Khaki pants – Purchased from Parker or the store of your choice. Pants must be similar in color and style to the traditional khaki pants offered by Parker, with a pleated or plain front. No cargo pants are allowed.

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; i.e., similar to the traditional khaki color offered by Parker Uniforms.

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 un-cuffed, and must be made of cotton or a cotton blend. Cargo pants are not allowed. Pants may not be cut vertically at the hem.

All boys' shirts are to be tucked in and be long enough to remain tucked in throughout the school day.

Girls' skirt, and skort length must be no more than 3" (three inches) from the top of the knee cap. If you choose to hem the skirt, please leave adequate room for growth.

Belts are required for middle and high school boys. Belts are also required for middle and high school girls when their shirts are tucked in. Belts must be black or brown and may be purchased from any vendor.

For students in grades 5-12, only closed-toe shoes are permitted. No heels over 2" (two inches) are permitted.

Approved Lipscomb Academy sweatshirts and jackets purchased through the Booster Club may be worn throughout the school day. All other outerwear must be placed in lockers during the school day.

T-shirts and camisoles worn under collared shirts must be white or of the same color as the outer shirt and have no visible lettering. Short-sleeved shirts may be worn with a long-sleeved T-shirt of the same color underneath.

Hair must be clean and neat, and not extreme in color or style. Boys must have hair that is above the collar in the back, no longer than the bottom of the 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

Required Attire

Short-sleeved purple knit shirt

Khaki pants – Purchased from Parker or the store of your choice. Pants must be similar in color and style to the traditional khaki pants offered by Parker, with a pleated or plain front. No cargo pants are allowed.

Shoes (See Guidelines)

Belts (See Guidelines)

Optional Attire

Khaki shorts (grades 5-6 only) - Shorts may be purchased from Parker or from the store of your choice, but must be similar in color and style to Parker shorts. Cargo shorts are not allowed in grades 5-6.

Long-sleeved white oxford cloth shirt

Long- or short-sleeved white or black knit shirts

Black V-neck sweater

Black sweater vest

Approved Lipscomb Academy sweatshirt or jacket purchased from the Booster Club

Spirit tie

Girls

Modesty shorts are required with a skirt or skort

Required Attire

Short-sleeved purple knit shirt

Khaki pants – Purchased from Parker or the store of your choice. Pants must be similar in color and style to the traditional khaki pants offered by Parker, with a pleated or plain front. No cargo pants are allowed.

Shoes (See Guidelines)

Optional Attire

Khaki shorts (grades 5-6 only) – Shorts may be purchased from Parker or from the store of your choice, but must be similar in color and style to Parker shorts. Cargo shorts are not allowed in grades 5-6.

Plaid uniform box-pleated skirt

Plaid uniform single-pleated skort

White oxford cloth shirt (short- or long-sleeved)

White $\frac{3}{4}$ -sleeved over blouse

Short-sleeved white or black knit shirts

Black cardigan sweater

Black V-neck sweater

Black sweater vest

Approved Lipscomb Academy sweatshirt or jacket purchased from the Booster Club

Modesty shorts

Spirit tie

Solid black, opaque, non-ribbed tights or leggings (toed or non-toed), purchased from any vendor, may be worn with uniform skirts. Black sweatpants with no logos may be worn under uniform skirts from October 15 through March 31.

Belts (See Guidelines)

Web Page Information

Web page addresses:

- Lipscomb Academy - <http://lipscombacademy.org>
- Elementary School - <http://lipscombacademy.org/elementary>
- Middle School - <http://lipscombacademy.org/middleschool>
- High School - <http://lipscombacademy.org/highschool>

E-mail addresses for faculty and staff - firstname.lastname@lipscomb.edu

Health Center/School Nurse

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

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, our 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 non-prescription 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 your child 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 you may download them 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 or Epi-pens for anaphylaxis (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 we know what medications your child is taking. This information will be held in confidence. Also, the nurse needs to know of any medical conditions that your child may have, such as diabetes, seizure disorder, asthma.

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

It is not necessary for your child to bring over-the-counter medicines to school. We have a variety of medicines which are available at no charge. These are listed on the Lipscomb Academy Health Form. If there is a medicine which your child takes that is not available, you may bring the OTC medicine to the clinic in its original container where you will complete the correct form for its dispensing.

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.

Please reference the website for suggestions of when to send your child to school and when to keep your child at home.

Health Record

Students admitted to Lipscomb Academy must present medical records indicating that they are physically and psychologically capable of attending school and present no hazard to other students. Immunizations as required by the State of Tennessee must be current and an immunization record must be on file by the date of registration.

CAMPUS REGULATIONS

It is impossible to briefly write all regulations of proper behavior. These are five 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. Faculty permission is required to visit these areas.

2. 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, video games, fireworks, water pistols, weapons, knives, lighters, matches, etc.
3. The possession of firearms and/or other lethal weapons and devices is prohibited. It is a felony for any person to possess or carry any firearm, whether openly or concealed. 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.
4. 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.

Christ-like Behavior

Students at Lipscomb Academy are expected to be ladies and gentlemen who 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 each student a vision of what they could be and then help them achieve it.

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.

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 our society. We are committed to the health and safety of all members of the school community and will take action to safeguard their wellbeing. We seek to enroll and support families who insist on a strictly chemical-free lifestyle for their children. We take steps to promote student welfare by: a) teaching the dangers of substance abuse; b) counseling students involved in 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, 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 bear weight relative to a dismissal decision.

Hazing and/or "Bullying"

Hazing and/or "bullying" will not be tolerated at Lipscomb Academy. We use 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

Lipscomb Academy supports Biblical principles of expecting students to abide by a personal policy of abstinence before marriage. Sexual harassment of any kind will not be tolerated. This will include any physical conduct, or verbal innuendo – whether implicitly, or explicitly, sexual in nature – which manipulates, intimidates, controls or in any way creates a hostile/offensive environment for another person. The entire Lipscomb University Sexual Harassment, Abuse and Molestation Policy may be found on-line at:

<http://generalcounsel.lipscomb.edu/Uploads/29267.pdf>

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 severe 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 Headmaster 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.

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. Following the presentation of information, the facilitator concludes the meeting.

The administration, parents and child leave the meeting. The committee deliberates, decides and informs the principal and/or assistant principal of their decision. The decision of the committee to uphold, overturn or modify the administration's decision is 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.

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.

When there is disagreement, the principle set forth in Matthew 18:15-16 should be followed:

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”

This passage establishes a protocol of going to the source of the issue to seek a resolution first. If the issue is not resolved, then other witnesses or a higher authority should be involved. The institutional structure requires that appeals follow the proper line of authority – teacher, assistant principal, principal, and headmaster. During this process it is important that all participants model mutual respect, professionalism, patience, and understanding. It is especially important to maintain confidentiality, avoid gossip, and refrain from publicizing such matters.

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.

Lipscomb Academy Middle School is committed to the following goals:

1. Providing a strong academic program that allows each student the opportunity to achieve.
2. Providing an environment in which a student can grow "in wisdom and stature and in favor with God and man."
3. Guiding students in formulating values and attitudes that will enhance their lives by making them better servants of others and the Lord.
4. Helping students feel good about themselves as individuals who have personal needs but who also share many social responsibilities.
5. Offering opportunities to explore a wide range of activities from which the student may develop a lifelong personal interest.
6. Encouraging students to think for themselves, to make sound decisions, understand cause and effect and to accept the consequences of the decisions they make.
7. Providing competitive and non-competitive opportunities for spiritual, intellectual, and physical development.

Early Arrival

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. 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 3:20 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 3:20 p.m., 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 5:30 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 3:20 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 Student Activity Center (SAC), or the businesses adjacent to the campus.

The costs for extended day are \$1075.00 annually, \$140.00 monthly, or \$14.00 daily.

Middle School Attendance

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

School begins promptly at 7:45. Teachers begin teaching at 7:45. It is an advantage for students if they arrive by 7:30 in order to go to their locker and have the appropriate school supplies ready for first period. Arriving by 7:30 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 7:45 bell. If a student arrives after 7:45, 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 tardy to first period more than **six** times per quarter will result in the parents and student meeting with the principal to develop a plan for improvement. 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. All work can be made up with faculty assistance.

Anticipated student absence

Families that plan special trips that conflict with regular school days will need to fill out the Anticipated Student Absence Parent Request form that can be obtained in the middle school office. The form should be completed two weeks prior to the planned trip.

Unexcused Absences

Six unexcused absences to 1st period or school carries the penalty of an unexcused absence. Unexcused absences carry a two-point deduction from the nine-week 100-point average in each class. The second unexcused absence per semester will result in an additional three-

point deduction, and the third unexcused absence per semester will result in an additional four-point deduction. Work can be made up at the discretion of each teacher and without faculty assistance.

STUDENT CONDUCT

Christ-like Behavior

Students at Lipscomb Academy are expected to be ladies and gentlemen who 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 each student a vision of what they could be and then help them achieve it.

Student Awards

Honor Roll

Students are chosen for the Honor Roll 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-. They must have had no F's in conduct for the grading period.

Principal's List

Students who have made all A's in all subject areas for the grading period and have no F's in conduct for the grading period make the Principal's List.

Special efforts are made to encourage and recognize students who have made the Honor Roll and Principal's List. Those who have made these lists are given special recognition during the school year.

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.

Athletics

Athletics at Lipscomb Academy Middle School 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. Middle school teams include baseball, basketball, cheerleading, cross-country, football, golf, soccer, softball, tennis, track, volleyball, and wrestling. 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.

Athletic Personal Appearance Code

While conditioning, practicing or competing both on and off campus all athletes should dress modestly. Female athletes should wear shorts/skirts that are modest in length and loose fitting. All athletes are required to wear shirts at all times. Sports bras are not to be worn without a shirt covering them.

Spectator Expectations

We encourage the entire Lipscomb family to demonstrate attitudes and behaviors befitting servants of our Heavenly Father. One "life-building" behavior is the practice of good sportsmanship. Our desire is that everyone (athletes, officials, and fans) who attends an athletic event at Lipscomb be treated the way Jesus would treat them. Please help us follow His gracious example of love, kindness, and selflessness.

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 nurture students' growth to adulthood in a Christian environment. 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. Our 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

Excused Absences

Excused absences include family emergencies, sickness, and school-sponsored/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. All work can be made up with faculty assistance.

Unexcused Absences

Five unexcused tardies carries the penalty of an unexcused absence. Unexcused absences carry a two-point deduction from the nine-week 100-point average in each class. The second unexcused absence per semester will result in an additional three-point deduction, and the third unexcused absence per semester will result in an additional four-point deduction. Work can be made up at the discretion of each teacher and without faculty assistance.

High School Attendance

Absence/Tardy Policy

A tardy is defined as "a student not being in the classroom when the tardy bell rings." Each teacher will determine if a tardy to class is excused or unexcused. Students who are tardy to high school must report to the office. Tardies as a result of school activities the night before, oversleeping, recurring traffic problems, or other habitual or preventable reasons are not excused.

Excused absences or tardies include family emergencies, sickness, and school-sponsored/approved activities. These absences or tardies carry no penalty, provided all missed work is made up in a timely fashion. A physician's statement may be required. All work can be made up with faculty assistance.

Four unexcused tardies carries the penalty of an unexcused absence. Unexcused absences carry a two-point deduction from the nine-week 100-point average in each class. The second unexcused absence per semester will result in an additional three-point deduction, and the third unexcused absence per semester will result in an additional four-point deduction. Work can be made up at the discretion of each teacher and without faculty assistance. All suspensions, in-school or out of school, are counted as unexcused absences.

All students must present a note in the high school office either prior to or immediately following a tardy or an absence. Parents play a key role in this 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. 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) the absence must be made up in order to receive credit for the class. This may be done by attending before school, after school or Saturday School. In the event of a major medical issue, special arrangements can be worked out between the administration and the student and/or parent.

Discipline

Lipscomb Academy seeks to create a Christ centered and educationally focused environment. As a result, any behavior that distracts from these goals will not be tolerated. While it is the administration's desire that all students voluntarily support these goals, the following framework will be used to keep students accountable in our pursuit of these goals. Other appropriate consequences may also occur. For behavior that is determined to be bullying, refer to the high school bullying rubric.

Level One Offenses: *Consequence = Detention (supervised by assigned teacher)*

Offenses include but are not limited to...

- Minor class disruptions
- Failure to sign-in or check-out of school, classroom etc.
- Minor disruptions in hallways, assemblies, etc.
- Dress code violations
- Failure to bring appropriate material and/or equipment to class
- Unauthorized use of electronic devices

Level Two Offenses: *Consequences=Campus Cleanup (supervised by administration) and parent conference with administrator present*

Offenses include but are not limited to...

- Repeated Level One offenses 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

Level Three Offenses: *Consequence=Suspension on or off campus and or placement on behavior probation*

Offenses include but are not limited to...

- Repeated Level Two offenses 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
- Sexual, or physical harassment
- Inciting major student disorder
- Minor theft
- Gambling
- Vandalism
- Non-emergency pulling of emergency station

Level Four Offenses: *Consequences=Immediate suspension with possible expulsion*

Offenses include but are not limited to...

- Repeated Level Three offenses as listed above
- Firearms, explosives, knives, etc. on campus or school trips
- Drugs and /or alcohol on or off campus
- Sexual acts (on campus)
- Major theft
- Tobacco (in any form)
- Threats, attempted or actual assaults on any individual or property
- Criminal acts

Student Organizations and 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.

Student Awards

General Qualifications for Elections

1. Because of the school's desire to see the best candidates for each office selected and because of the demands on student time imposed by leadership positions, minimum grade requirements for positions of leadership and honor shall be a C+ average. Bible stands alone as a subject, and a student must have at least a C+ in Bible to be considered. The average shall be calculated from the preceding semester's grades.

2. Along with the academic requirements, students must maintain a satisfactory record in conduct in all classes for the previous semester.
3. All students must be enrolled at Lipscomb for one semester before being eligible.

Runoffs

1. If a student has 51% or more of the votes, he/she will be declared the winner.
2. If no student gets a majority, runoff elections will be held. The election committee will determine the number in the runoff.
3. The student receiving the most votes in the runoff will be declared the winner.

Specific Requirements for Certain Positions

Because of the significance of these honors, the following additional requirements are made:

Mr. Lipscomb and Miss Lipscomb

Only seniors who have been enrolled at Lipscomb Academy since the beginning of their 10th year and have at least a B average are placed on the ballot. The 12th grade students vote on these honors.

Homecoming Queen

The senior class elects a senior female with at least a C+ average.

Most Representative

Each class in grades 9-12 chooses a male and female with at least a C+ average.

Graduates of Distinction

A Graduate of Distinction is a student who has exhibited Christ-like behavior, been an exemplary citizen, and made positive contributions to the school. Seniors who have a C+ average or higher are eligible to be chosen by the faculty as a Graduate of Distinction.

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.

High School Athletics

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.

The goal continues to be that of David Lipscomb: "We can recommend no system of education which contemplates not the whole man--which does not regard physical, intellectual, and moral training as indispensable."

Since athletics builds physical, intellectual, and moral strengths, it is considered an important part of Lipscomb's educational program.

"We try to win humbly and would rather lose fairly than to win otherwise."

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. Female athletes should wear shorts/skirts that are modest in length and loose fitting. All athletes are required to wear shirts at all times. Sports bras are not to be worn without a shirt covering them.

Spectator Expectations

We encourage the entire Lipscomb family to demonstrate attitudes and behaviors befitting servants of our Heavenly Father. One "life-building" behavior is the practice of good sportsmanship. Our desire is that everyone (athletes, officials, and fans) who attends an athletic event at Lipscomb be treated the way Jesus would treat them. Please help us follow His gracious example of love, kindness, and selflessness.

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. The school feels 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.

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. The speed limit on campus, including Mustang Drive, is 10 MPH. 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.
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 parents' presence. All evidence found in such searches will be normally deposited with the Lipscomb Security and Safety Office. The Vice President and Headmaster 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.
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. The vehicle registration fee for high school students is \$45.00 for the year. This fee is charged for the first decal only. All other vehicle registrations are free. All registration fees and fines are charged to the student's account in the business office. The Lipscomb Security and Safety Office does not accept any monies.
8. Any person who obtains a different vehicle must register it in the Lipscomb Security and Safety Office in the basement of Elam.
9. 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.

For reserved, faculty spaces, and no parking areas the fines are progressive.

Penalty for FIRST violation -- \$10.00

Penalty for SECOND violation --\$20.00

Penalty for THIRD violation -- \$40.00

Penalty for the FOURTH violation -- \$80.00

Penalty for the FIFTH violation -- \$160.00

Penalty for the SIXTH -- \$320.00

Maximum fine \$320.00

3. 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:
 - Penalty for FIRST violation -- \$50.00
 - Penalty for SECOND violation --\$100.00
 - Penalty for THIRD violation -- \$150.00Penalties after third violation continue to increase by \$50 per violation.
4. Moving traffic violations.
 - Fines are progressive.
 - Penalty for FIRST violation -- \$50.00
 - Penalty for SECOND violation -- \$60.00
 - Penalty for THIRD violation -- \$75.00
5. 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.

Appeals

If a student believes a ticket issued for a parking violation is unwarranted because of extenuating circumstances, an appeal form may be filled out online via the University website. To appeal a ticket: go to [myLipscomb](#), select Student tab, select Banner self-service, click on Vehicle Registration, Citations & Appeals, then Appeal a Citation. The student will be notified of a decision concerning the written appeal. If that decision is not satisfactory, the student may ask for a date to make an oral appeal with the Traffic Committee. Failure to appear for this hearing constitutes a forfeit of all appeal privileges. The decision of the Traffic Committee is final.

Appeals must be initiated within five (5) school days of the date of the violations. After the five (5) day grace period has expired, the violator automatically loses the right to appeal and the violation fee becomes due. There are no exceptions to this policy.