

**BEN LIPPEN**

**ATHLETIC**

**HANDBOOK**



**Revised June 2009**

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## **Ben Lippen School History**

Ben Lippen School was founded in 1940 by the Columbia International University (CIU) board of trustees under the guidance of the first president, Robert C. McQuilkin. The evangelical Christian boarding school for boys was located at CIU's Ben Lippen Conference Center on a mountain near Asheville, North Carolina.

The name, 'Ben Lippen,' is a Scottish phrase, meaning 'Mountain of Trust,' captured the concept of faith so important to CIU. In 1952 when Robertson McQuilkin became Ben Lippen's headmaster, the school became coeducational. It flourished as a secondary school, mainly for missionary children, in the North Carolina mountains until 1980 when a fire destroyed Ben Lippen's major building. Plans were made to relocate nearby, but those plans were eventually abandoned, and Ben Lippen moved to new facilities in Columbia, S.C. in 1988.

Nearly 100 high school boarding students from around the world, as well as day students, entered school at the new campus.

The elementary program was launched in 1990 when Ben Lippen Elementary opened in the facilities of St. Andrews Presbyterian Church, Irmo, S.C. In 1996, a second elementary school, Ben Lippen Northeast, was opened in the facilities of Spears Creek Baptist Church, Elgin, S.C.

The vision for Ben Lippen was to establish a center of influence in the Christian school movement, and through a model school, to infuse into the movement three elements that are sometimes missing: thorough Christian discipleship, high academic standards, and a world vision.

Ben Lippen continues to strive to teach young people that there is 'life in abundance' (John 10:10) for those who follow Jesus Christ as Lord.

During the 2000-2001 school year, nearly 900 students were enrolled in the high school, middle school, and two elementary schools.

Ben Lippen School, providing interdenominational education for students in grades K-4 through 12, is a division of Columbia International University.

## **Ben Lippen School Athletic Department Staff**

Athletic Director: Bill Currier

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Associate Athletic Director for Administration: Christy Lambert

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Facilities Manager: Dr. Madidian Keita

## **Ben Lippen School Leadership Team**

Eric Alfrey – Elementary School Principal

Mickey Bowdon - Vice President for Christian School Education

Bill Currier - Athletic Director

Buzz Glies - Director of Technology

Les Lehman - High School Principal

Rob Settle – High School Principal

Brian Modarelli - Headmaster

Kelly Pengelly - Director of Resident Students

Polly Shoemaker - Director of Development

Jay Sikkema - Middle School Principal

## **Ben Lippen School Athletic Philosophy**

### **What We Believe**

We believe that the principles and lessons learned in the classroom, at home, and through the local church can be put in to practice through athletics. Athletics allow the student to develop and use his or her God-given ability to glorify God. Because the arena of competition is usually surrounded with pressure, the athlete is tested, and the true character revealed. Consequently, the opportunity for character growth readily presents itself through athletic competition.

### **Our Commitment to Excellence**

We believe as Christians we are commanded by Scripture always to do our best. As believers, we are not to waste the talent God has given us by giving anything less than total commitment, thorough participation, and maximum effort. Becoming the best may not always be the result of our athletic program, however doing our best must be!

### **Role Model Coaches**

Because of our commitment to excellence, coaches at Ben Lippen become one of the most significant components of our athletic program. They have the responsibility to model Christ-like attitudes, behaviors, and desires for our students-athletes, while under pressure themselves. They are participants and teachers at the same time. One of the coach's most pivotal roles is to work with athletes whose character, revealed under pressure, needs to become more Christ-like. The coach should use teachable moments that a team or individual face to impart Biblical principles. Coaches have great responsibilities, but also great opportunities, to mold young lives for Christ.

### **The Ben Lippen Athlete**

We believe all Ben Lippen athletes should learn to be diligent in preparation, relentless in effort, disciplined by nature, respectful in actions, self-controlled with words, humble in spirit, and aggressive in pursuit of excellence, without regard to the score, opponent, time, referee, etc. As Christian athletes display these characteristics, God is glorified no matter what the outcome of the game.

### **The Bottom Line**

In order for the Ben Lippen athletic program to be successful, we must equip our student-athletes for their real test: Life as a follower of Christ.

The primary purpose of school is education. The participation in athletics is a privilege for those students who are academically eligible. An ineligible player is not allowed to participate against another school in any competition whether practice sessions, scrimmages, jamborees, or scheduled games (SCISA or out-of-league games). An academically ineligible player may not take part in practice sessions.

**SECTION 1: ACADEMIC REQUIREMENTS: Academic achievement is a prerequisite to participation.**

- A. A student in grades 9-12 must take and pass at least four (4), one unit CORE courses or any five (5) one unit courses, each grading period (6/9/12 week) or semester to be eligible. Students below the 9<sup>th</sup> grade must pass four (4) subjects each grading period/semester. A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester. *Note: A student must have earned 4 core units or any 5 units of credit to be declared eligible at the start of a school year. Also, courses taken during the school year by the "Home School" method are not eligible for athletic eligibility determination. "Virtual school" course will be considered on a case by case basis and must receive prior approval.*
- B. Any student who did not receive credit for at least one-half of all courses taken the previous school year cannot be declared eligible until after the successful completion of the 1<sup>st</sup> semester. A Maximum of two credits earned during summer sessions may be accepted from an accredited school with an established summer school program.
- C. A student may use college credit courses for eligibility purposes provided the student has met or is meeting all requirements for graduation. A maximum of One (1) Correspondence Course per school year may be used for eligibility purposes.
- D. A one credit course is a course taken for 36 weeks, one period each day for a minimum of 45 minutes. A course taken each day as above for 18 weeks would be a half credit which when combined with another half credit course would be the equivalent of a one credit course. A course taken for 36 weeks but only three, 45 minute periods each week would not be a one credit course. *Note: A one credit course taken for 18 weeks, shall meet for one period each day for a minimum of 90 minutes. Dual credit courses are treated as one half of a carnige unit.*
- E. Core Courses: Those courses in English, Mathematics, Science, Social Studies, Computer Science and Foreign Language that are recommended by the Commission on Higher Education and are common to SCISA schools.
- F. Eligibility is to be declared on the fourth (4<sup>th</sup>) school day after the end of the marking period. A student shall become eligible or ineligible at 12:01 AM on the fourth school day after the end of the marking period. *Example 1: The marking period ends on Friday. Student X becomes eligible or ineligible at 12:01 AM on Thursday. Example 2: The marking period ends on a Monday and Tuesday is a holiday for students, Student Y becomes eligible or ineligible at 12:01 AM on the following Monday.*

**SECTION II: AGE REQUIREMENTS/RESTRICTIONS FOR ATHLETIC PARTICIPATION:**

- A. A Student is INELIGIBLE to participate in athletics if his/her 19<sup>th</sup> birthday is before July 1, 2008.
- B. **Junior Varsity:** In order to participate in junior varsity athletics, a student must not have reached his/her sixteenth (16<sup>th</sup>) birthday before July 1, 2008.
- C. **B-team:** In order to participate in B-Team athletics, a student must not have reached his/her fifteenth (15<sup>th</sup>) birthday before July 1, 2008. *Exception: B-Team football. A student must not have reached his/her fourteenth (14<sup>th</sup>) birthday before July 1, 2008.*

**Note: The Athletic Committee shall not grant a waiver of the age requirements.**

### **SECTION III: GRADE LEVEL REQUIREMENTS/RESTRICTIONS FOR AHTLETIC PARTICIPATION:**

- A. **Varsity teams:** Eligible students in grades 8-10 may participate on varsity teams in baseball, basketball, softball, football and soccer. Eligible students in grades 6-12 may participate on junior varsity teams in tennis, golf, cross country, swimming, track, cheer and volleyball.

*Note: To address player safety, coaches and parents must carefully evaluate the skill level and physical competitiveness of students below the 9<sup>th</sup> grade before permitting participation on any varsity teams.*

- B. **Junior Varsity Teams:** Eligible students in grades 5-10 may participate on junior varsity team in all sports except football.
- C. **Junior Varsity Football:** Eligible students in grades 6-9 may participate in junior varsity football. *Note: To address player safety, coaches and parents must carefully evaluate the skill level and physical competitiveness of students below the 9<sup>th</sup> grade before permitting participation on any junior varsity team.*
- D. **B-Teams:** Eligible students in grades 5-8 may participate in B-Team football.
- E. **B-Team Football:** Eligible students in grades 5-7 may participate in B-Team football *Note: to address player safety, coaches and parents must carefully evaluate the skill level and physical competitiveness of students below the 7<sup>th</sup> grade before permitting participation on any B-Team.*

### **SECTION IV: EIGHT SEMESTER RULE**

The primary purpose of school is **EDUCATION**. The participation in Athletics is a privilege for those students who are academically eligible.

**EIGHT SEMESTER RULE:** All students will have (8) Consecutive Semesters of Eligibility beginning when he/she first enters the ninth grade, regardless of whether he/she participates in athletics or not. Exceptions to the *eight semester rule* may be granted by the athletic committee for a **DOCUMENTED MEDICAL CONDITIOIN, caused by an illness or injury**, which prevented his/her attending school sufficiently to pass.

A request for a waiver may be considered at the time that the facts have been determined. *Example: student A was unable to attend school during the tenth grade because of an extended illness. A request of a waiver could be made and considered as soon as he/she recovers. All requests for waivers must be made in writing by the Headmaster.*

Requests for an Eight Semester Waiver must contain the following:

1. A written request from the school for an Eight Semester Waiver.
2. A completed Form A- Eight Semester Waiver Request
3. A copy of: A. Birth Certificate; B. complete Transcript
4. Documented medical information from a licensed health care provider stating the causal relationship between the medical condition and the school absences.
5. Detailed attendance records clearly indication and corresponding to absences directly related to the documented medical condition.
6. Statement from the school administration attesting to the academic failure/retention due to excessive absences caused by a documented medical condition. Also, detailed information addressing how/why academic assistance would or would not be able to bring the student up to standard.
7. A written appeal brief must be filed, in its entirety, ten days prior to a scheduled meeting.
8. The school may request to personally appear before the Athletic Committee. Presentations to the Athletic Committee shall be limited to 15 minutes.

*The decisions of the Athletic Committee (whether appealed or not) to grant a waiver shall not be considered as a setting a precedent for other cases of somewhat similar nature.*

### **SECTION V; STUDENT ELIGIBILITY BELOW GRADE 9**

1. Students below the 9<sup>th</sup> grade must pass four (4) subjects each grading period/semester to be eligible for the next grading period
2. A student must have passed the previous school year to be eligible for athletic participation the first grading period
3. A student who repeats a grade below the ninth grade after having passed that grade would not be eligible during the year that is repeated. A waiver may be considered following the presentation of appropriate academic documentation detailing school's recommendation for repeating the grade.
4. All students must comply with the age requirements and grade level restrictions for each level of competition.

## **SECTION VI: AMAEUR STATUS**

A student-athlete must maintain an amateur status. A student may not have competed for money or valuable consideration other than prizes with symbolic value. Symbolic value is used to mean that the award must have some relationship to the sport being played. *Some examples are but not limited to: miniature gold and silver footballs, basketballs...,plaques, trophies, cups, ribbons, banners sweaters and jackets. Allowable travel, meals, and lodging expenses are acceptable.*

Accepting a fee for instructing, supervising or officiating in organized youth sports programs, camps or playground activities shall not jeopardize amateur status. Coaches are responsible for making this known to their players.

## **SECTION VII: RECRUITING**

The recruiting or proselytizing of student athletes shall be considered a violation of the spirit and philosophy of the rules and regulations governing SCISA athletics and considered unsportsmanlike conduct. A student should not be subjected to undue influence or any special inducement by any person or group in an attempt to entice the student to transfer primarily for athletic purposes. Recruitment in this manner shall cause the student to be ineligible upon transfer and shall jeopardize the standing of the school in the Association.

*Some examples of undue influence are:*

1. *The student is asked by a member of the school faculty, a coach or member of a "booster club" to transfer from one school to another. School personnel cannot make the initial contact.*
2. *Special Privileges given to parents such as employment or financial aid.*
3. *Financial aid for transportation, room, board, or tuition.*
4. *Given any consideration not afforded other students.*

Note: Prior to enrollment a prospective student-athlete may visit a school provided th arrangements for the visit are cleared through the school administration of the school to be visited.

A pattern of transfers impacting the athletic program should and will draw scrutiny and an evaluation by SCISA.

## **SECTION VIII: SCHOLARSHIPS AND FINANCIAL AID**

A school shall have a standard procedure for the awarding of scholarships and financial aid. An acceptable school financial aid procedure/plan must:

1. Be in writing and on file in the school office.
2. Be approved by the school board.
3. Contain details of the qualifying criteria for aid
4. Include all students in the grade structure of the school
5. Demonstrate through documentation the application and approval process.
6. Show evidence of including non-athletes.
7. Copy with SCISA athletic eligibility reporting.

Many SCISA member schools utilize Financial Aid Evaluation Process out of Princeton, New Jersey. This organization will evaluate the need for financial aid based on information provided to them by parents on a standardized application. Those qualifying for financial aid are determined by the Princeton group, not he the school or one person, putting the school out of the decision process as to who gets help.

### **Warning Signs and Red Flags**

1. A pattern of transfers into an athletic program, especially at the senior high level.
2. Shear number of athletes receiving financial aid. 3
3. Involvement of booster Clubs with financial aid.
4. No evidence of inclusion of non-athletes.

**Each school is required to file an Annual Financial Assistance Report.**

## **SECTION IX: ESTABLISHING ENROLLMENT FOR ATHLETIC PURPOSES**

1. A student is considered to have enrolled in a school if they:
  - A. File a completed Agreement for Participation From and attends a practice at any time during the defined sport season (including the first day of a fall athletic practice regardless whether class is in session); or
  - B. Attends school during a class day counted toward the gross days requirement.
2. Sixty day Rule: a student who enrolls (see #1 for definition of enrolls) and then transfers must wait sixty (60) calendar days before establishing eligibility (to be eligible to participate in athletics).
3. Any student who transfers from a member school to a member school much complete FORM 3.

4. The athletic committee may waive these requirements if a Bona Fide change in residence is determined.
5. A transfer is ineligible to participate in the play-offs or state championship unless he/she has enrolled and attended classes at the member school for thirty (30) calendar days prior to the start of the play-offs.

A transfer student must have been eligible to represent his/her former school academically as well as eligible under any school, student, or athletic policies that was in place when the student transferred or the student must wait for ninety (9) calendar days to be declared eligible for athletics

## **BLS Amendments to SCISA Constitution**

### Article VI: Eligibility Rules: Student

#### Section I. Academic Requirements

##### Athletic and Co Curricular Eligibility

- Athletes must pass six subjects each year to participate in athletics;
- Athletes must maintain a 77 average (unweighted) from the previous year to be eligible for the first quarter of the next year;
- Any courses taken during the summer must be approved by the administration. A maximum of two summer school courses may be used for athletic eligibility purposes;
- Academic status for athletes will be evaluated at each nine-week grading period. All athletes must have a 77 average (unweighted) during the grading period being evaluated;
- Athletes who have a 77 average but have a failing grade in individual subjects will be considered on a case-by-case basis by the Athletic Director and the Principal;
- Athletes will be suspended from all games (including pep rallies for cheerleaders) if their average is below a 77. Athletes placed on suspension will be re-evaluated five weeks from the first day of the quarter;
- Part time students must enroll and pass 4 core classes or 5 of any classes offered.

#### Section II: Age Requirements – No Changes

#### Section III: Grade Level

It is very difficult to define strict across-the-board standards when dealing with men and women's sports, different sports, and individual development. Guidelines have been developed that will be used by the coaching staff

and the Athletic Director to determine if a player should play at a higher level when he/she is eligible to play on a lower level team.

The make up of the teams involved, the physical and emotional maturity of the player involved, and most importantly, the input of the player's parents will be considered when making this decision.

Coaches and parents must carefully evaluate the skill level and physical and emotional competitiveness of a student below the ninth grade before permitting participation on a varsity team. Factors that will be used in this evaluation are:

- Athlete must either start or be part of a starting rotation on the higher level team
- Physical maturity to handle play at a higher level
- Emotional maturity to handle the pressure on and off the field
- Decisions will never be made with next year in mind. They will always be made by putting the best team on the court or field.
- When ability is the same, upper classmen will always get the spot.
- It is important to keep teams competitive (especially in women's programs). On teams with limited students involved, some students are placed to maintain balance on such a team.
- All decisions will be made prior to the season. Players will not move from a lower level team to a higher level team once the season has begun. An exception would be the playoffs where athletes could dress out for a playoff game but would not be allowed to enter the contest.

If the decision is made to move a player to a lower level team, this move must be done before the half-way point of the lower level team's season.

## Academic Elective PE Credit

A student will receive **one-half** of one elective physical education credit if:

- He or she participates in three or more sport seasons of the same junior varsity and/or varsity sport.
- He or she participates in two sport seasons of two different junior varsity and/or varsity sports.

A student will receive **one full** elective physical education credit if:

- He or she participates in four seasons of two different junior varsity and/or varsity sports.

## Apparel

All apparel (tee shirts, sweatshirts, warm-ups) that will be worn as a team apparel must be coordinated by the coach and approved by the Athletic Director. This includes color as well as slogans used. Only Ben Lippen school colors will be approved for team tee shirts, sweatshirts and warm-ups.

## Awards

### Middle School Team Awards

The coach will select the following award recipients to receive a plaque:

- Most Improved Player
- Coaches Award
- Hustle Award

A maximum of eight plaques will be awarded. No more than half of the team will receive a plaque. These awards will be given at an informal awards dinner after the completion of the season. The Awards Banquet will be potluck or pizza only – No catered events. The Awards Banquet will be coordinated by the coach and the team mom. The banquet date will be coordinated by the Athletic Department, the coach and the team mom. Any banquet date must be cleared by the Athletic Department.

### Junior Varsity Team Awards

The coach will select the following award recipients to receive a plaque:

- Most Improved Player
- Coaches Award

- Leadership Award
- Spirit Award

A maximum of eight plaques will be awarded. No more than half of the team will receive a plaque. These awards will be given at an informal awards dinner after the completion of the season. The Awards Banquet will be potluck or pizza only – No catered events. The Awards Banquet will be coordinated by the coach and the team mom. The banquet date will be coordinated by the Athletic Department, the coach and the team mom. Any banquet date must be cleared by the Athletic Department.

### Varsity Team Awards

The coach will select the following award recipients to receive a plaque:

- Most Improved Player
- Coaches Award
- Outstanding Player Award

A maximum of eight plaques will be awarded. No more than half of the team will receive a plaque. These awards will be given at an Awards Banquet after the completion of the season. The Awards Banquet will be coordinated by the Athletic Department, the coach and the team mom. The banquet date will be coordinated by the Athletic Department, the coach and the team mom. Any banquet date must be cleared by the Athletic Department.

\*\* Any change, including coaches not giving individual awards, must be approved by the Athletic Director.

### **Athletic Department's End-of-the-Year Awards**

Each year the Athletic Department presents three major awards.

- Academic award – Female and Male

This award is presented to the female and male senior with the highest cumulative grade point average. Recognizing the huge time commitment involved in balancing both academics and athletics, this award is given to a student that has participated in two varsity sports during his/her senior year.

- Athlete of the Year – Female and Male

This award is presented to the female and male athlete for participation in all three sports seasons. Post season awards figure highly into the selection for this award. The post season awards we recognize are individual team awards, The All Area Team selected by The State Newspaper, The All Region Team selected by the schools in the Region, the All State Team selected by the Coaches' Association and participation in State All Star Games. Any student grade nine through twelve is eligible to receive this award.

- Gail Councill Award and the Patterson Award

The most prestigious athletic awards presented each year are the Gail Councill Award to a female athlete and the Patterson Award to the male athlete.

These awards are given to a female and male senior athlete for participation in athletics from their 9<sup>th</sup> through 12<sup>th</sup> grade. Athletes that receive these awards are the best representation of what we hope Ben Lippen's athletic department produces.

# Schedule Changes and Accessing Athletic Information



## Via Phone:

- Bill Currier, Athletic Director: 803-807-4198 (office); 803-600-9020 (cell)
- Christy Lambert, Assoc. Athletic Director: 803-807-4197 (office); 803-422-7336 (cell)
- Ben Lippen Receptionist: 803-786-7200, extension 4100 (high school)
- Middle School Secretary: 803-786-7200, extension 4200 (middle school)



## Website: [www.benlippen.com](http://www.benlippen.com)

Click on the “Athletics” picture. Then click “Go To Page.” On the left side of the Athletics Main Menu Page are athletic information tabs. “Sports Schedules” and “Away Directions” are two tabs that should prove very helpful to you.

### Sports Schedules:

To access sports schedules, or to view calendars with sporting events scheduled for the next two days, the week, the month or the entire season, click on "Sports Schedules." (This page may some time to load). To view a team’s schedule for the entire season, select SEASON. Then select SPORT, LEVEL (Varsity, JV or MS), GENDER, and click GO. On the calendar, home events are shown in blue. Away events are shown in red.

- When viewing the week or the month you may click on an individual event to view transportation information for that event (Departure time and the form of transportation the team is taking). If you click on the red thumbtack you will be given driving directions for away venues as entered by your athletic department.
- **IMPORTANT NOTE: You must allow pop-ups** on your computer in order to view schedule information on the athletic web pages. You will not be able to view schedules if you have your pop-up blocker on.

### Away Directions:

The “Away Directions” folder is located on the left side of the athletics homepage. Click on the “Away Directions” folder. Schools/locations are listed in alphabetical order. You will find directions to the school/location by clicking on the name. There are some venues that are not listed due to infrequent play at that venue. If this is the case, directions to those venues will be posted on the “Announcements” Page.

## **SCHEDULES ARE SUBJECT TO CHANGE!**

Schedule changes and cancellations will be posted under the “Announcements” Page. Please note that these postings usually are necessary due to inclement weather. On occasion, internet connection is unavailable when inclement weather occurs. If the date of the website posting does not match the date of the day in question, it would be beneficial to double check with the athletic department via phone.



## **Conflict Resolution**

1. Commit the situation to prayer, seeking God's direction in dealing with the situation.
2. Go directly to the person involved (Matthew 18:15-17).
3. If resolution does not occur, take your concerns to the next level. The athletic department will not entertain most matters unless a meeting with the primary coach has taken place.
4. Support is expected. Well placed criticism given privately to a coach is welcome. Simply airing negative opinions to others (children included), however, should not be done.

## **Discipline**

### Late to practice and games

1. Definition of an unexcused lateness or absence – Any lateness or absence that the coach is not made aware of prior to its happening. Also, any situation based on the coach's discretion that is not excusable.
2. Definition of an excused lateness or absence – Any situation brought to the coach's attention prior to its happening in which the coach verbally tells the athlete (in person or over the phone) that it is acceptable that he/she miss the practice/game or allows the athlete to come late to the practice/game.

Excused absences or lateness include the following:

- Illness accompanied with a note from the parents (with a doctor's excuse when possible)
- Family emergencies
- Other conflicts brought to the coach's attention before they occur

3. Important Note: All excused situations are up to the coach's discretion. It is similar to the privilege policy for missing class. An athlete may come to the coach with proper motives and with proper timing, but the coach always maintains the right to make the final decision (Much like the teacher not having to let a student out of class because he/she has a privilege).

4. D-Halls are never excused situations.

## Consequences for Unexcused Absences and Latenesses

Step Level	Lateness		Missed Practice(s)		Missed Game(s)	Discipline
Step 1	1	or	N/A	or	N/A	Coach's Discretion
Step 2	2	or	1	or	N/A	Miss next playing rotation (1/4)
Step 3	3	or	2	or	N/A	Miss next playing rotation (1/2)
Step 4	4	or	3	or	1	1 Game Suspension
Step 5		or	4	or	2	Dismissal from Team

Note: Any athlete quitting a team after the roster is chosen may not participate in the next sports season. The three sports seasons are fall, winter, and spring. An athlete quitting a fall sports team may not participate in a winter sports team and so on. There are NO exceptions to this rule without a personal meeting between parents or guardians, the coaches involved, the athlete and the Athletic Director.

### Detentions and Suspensions

- Detention is considered an unexcused lateness to practice. If transportation to an away game is missed due to an athlete serving a D-Hall, parents will be expected to provide alternate transportation.
- No athlete may participate in an athletic event on the day he/she is suspended (either in-school suspension or out-of-school suspension), nor may he/she attend any Ben Lippen athletic activity without administrative permission.
- An athlete suspended twice will meet with the Athletic Director and the Principal to determine dismissal from the team. A mandatory two game suspension will be imposed.
- Foul language or unsportsmanlike conduct will not be tolerated. Athletes will be removed from the contest and remain on the bench at the coach's discretion based on the seriousness of the offense. If this behavior takes place in practice, the punishment will be imposed the next scheduled game. Continual abuse of this policy will result in missed games and eventual dismissal from the team.

### Technical Foul/Cautions/Ejections

1. Any athlete receiving a conduct technical foul in basketball, a caution in soccer (yellow card), a caution in volleyball (yellow card), or a verbal caution in baseball or softball will immediately be removed from the contest and will remain out of the contest for a period deemed necessary by the head

coach. Any basketball, volleyball, softball or baseball player receiving a caution or conduct technical in two consecutive contests will be removed for the remainder of that contest and be suspended from the next scheduled contest. Any soccer player receiving yellow cards in consecutive contests for unsportsmanlike conduct or verbal responses will be removed for the remainder of the contest and be suspended from the next contest.

2. An athlete who is ejected for using personal abusive language, flagrantly or maliciously contacting another person, making obscene gestures to opponents or spectators, shall be ineligible for a minimum of the next contest to the maximum of one year depending on the seriousness of the violation. Any attempt to verbally abuse, make obscene gestures to, threaten or strike an official or member of the opposing coaching staff, shall be considered a serious violation making the athlete ineligible for a minimum of the next two contests to the maximum of one year.

3. Any athlete who leaves the bench area to become involved in a fracas will be disqualified from that game and will be subject to a minimum of a next game suspension depending on his or her involvement.

4. An athlete who is ejected for the second time in the same sport will have his or her athletic eligibility removed for a minimum of two weeks. An athlete who has been ejected from three contests during a school year (all sports) shall become ineligible for the remainder of the school year.

5. If at the discretion of the upper school principal, the Athletic Director or the head coach, an athlete's play or attitude displays a direction, which is contrary to the direction of the athletic program of Ben Lippen School, he/she may be removed from a team or squad. A parent conference will precede this action.

**Ben Lippen School**  
**Emergency Action Plan – Indoor Athletics**

**Equipment**

Two (2) AEDs are located at the Ben Lippen School. One is in the main office behind the receptionist’s desk. The other AED is located in the gymnasium lobby beside the girls’ bathroom (Enter lobby and turn left; the AED is at the end of the hall on the right on the wall).

**Plan**

**CALL 911:** Provide EMS with directions below, your name, age and number of individuals injured, condition of injured, and first aid treatment being provided.

**CALL CIU Security:** Call **803-513-3967** and tell them to meet EMS at corner of International Boulevard and Monticello Road to direct EMS to Ben Lippen School entrance.

**STAND by the entrance** of Ben Lippen School and direct EMS when they arrive to the appropriate venue.

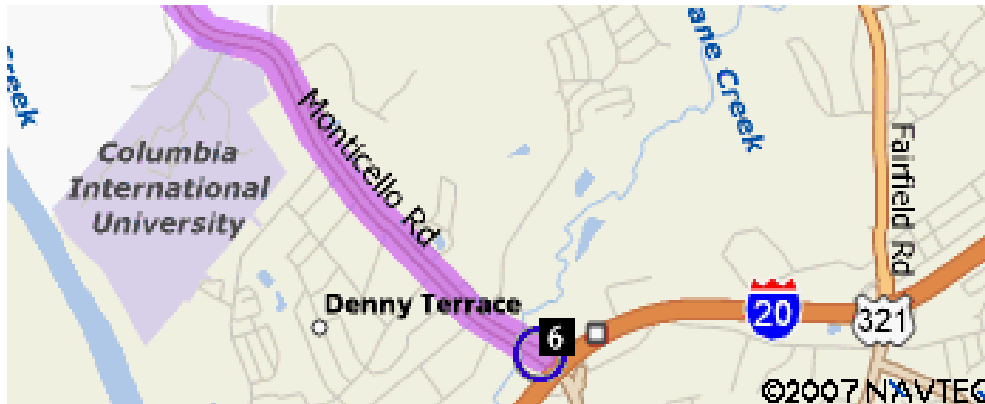
**Directions for EMS**

The address is **7401 Monticello Road**.

**Exit 68 from I-20** on the campus of **Columbia International University**.

Turn **LEFT** onto International Boulevard and then your first **LEFT** onto the Ben Lippen School Campus.

When entering the school take **RIGHT** towards buildings and **GYMNASIUM** is the **SECOND** building on the **RIGHT**.



**Emergency Telephone Numbers**

Palmetto Richland Emergency Services.....	703-434-6350
Palmetto Poison Control.....	800-222-1222
<b>CIU Health Services (9am-5pm).....</b>	<b>803-600-4076</b>
CIU Security.....	803-513-3967
Main School Office.....	803-786-7200
Athletic Office.....	803-774-1383
Athletic Director, Bill Currier.....	803-600-9020

**Ben Lippen School**  
**Emergency Action Plan – Outdoor Athletics**

**Equipment**

Two (2) AEDs are located at the Ben Lippen School. One is in the main office behind the receptionist’s desk. The other AED will be with the Certified Athletic Trainer (ATC) outside during practice and home events. If the ATC is not present, the AED will be located in the gymnasium lobby beside the girls’ bathroom (Enter lobby and turn left; the AED is at the end of the hall on the right on the wall).

**Plan**

**CALL 911:** Provide EMS with directions below, your name, age and number of individuals injured, condition of injured, and first aid treatment being provided.

**CALL CIU Security:** Call **803-513-3967** and tell them to come unlock the gate past the football stadium. Then tell them to meet EMS at corner of International Boulevard and Monticello Road to direct EMS to Ben Lippen School entrance.

**STAND by the entrance** of Ben Lippen School and direct EMS when they arrive to the appropriate venue.

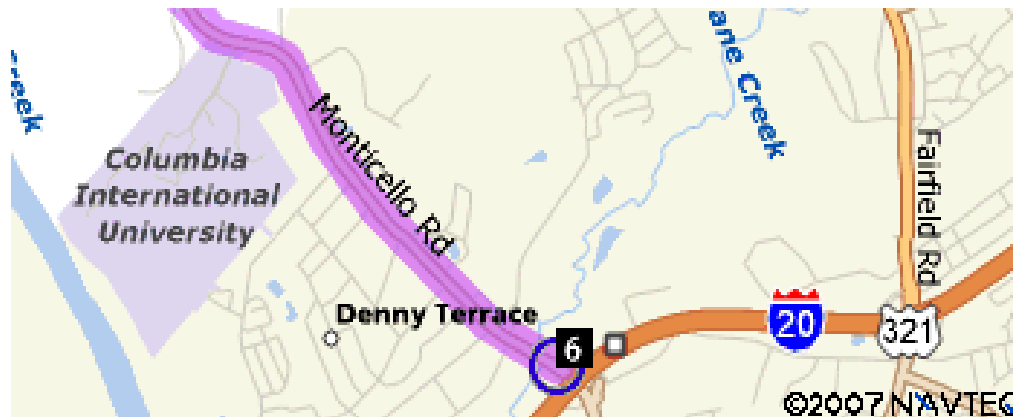
**Directions for EMS**

The address is **7401 Monticello Road**.

**Exit 68 from I-20** on the campus of **Columbia International University**.

Turn **LEFT** onto International Boulevard and then your first **LEFT** onto the Ben Lippen School Campus.

When entering the school go past the football stadium located on the left and take the **LEFT** past it onto a dirt road. This allows access to all of the outdoor fields.



**Emergency Telephone Numbers**

Palmetto Richland Emergency Services.....	703-434-6350
Palmetto Poison Control.....	800-222-1222
<b>CIU Health Services (9am-5pm).....</b>	<b>803-600-4076</b>
CIU Security.....	803-513-3967
Main School Office.....	803-786-7200
Athletic Office.....	803-774-1383
Athletic Director, Bill Carrier.....	803-600-9020

## **Fund Raising**

All fund raising for any team must be coordinated through Ben Lippen School's Office of Development, the Athletic Department and Ben Lippen School's administration. Fund raising forms may be secured from the Associate Athletic Director for Administration and should be filled out and returned to the Athletic Department.

## **General Rules for Players**

1. All players are required to attend all practices and games unless given prior permission to miss by the coach.
2. Players are to attend all End-of-the-Year activities. Players who do not attend may forfeit individual awards.
3. Players are to follow team dress standards established by the coach.
4. Players are responsible for the proper care and return of uniforms. Players will be charged for damaged or lost uniform or equipment items.
5. Players who quit after the roster is finalized, without approval of the coach and Athletic Director, will be ineligible to participate in a Ben Lippen Sport during the next season they try out, or ineligible to participate the next year in the sport they quit.
6. If a player requires academic help after school at a time which would make him/her late to practice, he/she must receive prior permission from the coach and bring a note from the teacher who provided the academic help.

# Heat Stress and Athletic Participation

## The South Carolina Independent School Association

### Heat Stress and Athletic Participation

Early fall football, cross country, soccer and field hockey practices are conducted in very hot and humid weather in many parts of the United States. Due to the equipment and uniform needed in football, most of the heat problems have been associated with football. From 1995 through the 2004 football season there have been at least 15 high school heat stroke deaths in football. This is not acceptable. There are no excuses for heatstroke deaths, if the proper precautions are taken. During hot weather conditions the athlete is subject to the following:

**HEAT CRAMPS** – Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

**HEAT SYNCOPE** – Weakness fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heat stroke.

**HEAT EXHAUSTION (WATER DEPLETION)** – Excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

**HEAT EXHAUSTION (SALT DEPLETION)** – Exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

**HEAT STROKE** – An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heat stroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above-mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. ( Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics, July 2000). The following practices and precautions are recommended:

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State High School Associations recommendations should be followed.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the **PHYSICAL CONDITION** of their athletes and set practice schedules accordingly.
3. Along with physical conditioning the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for **GRADUAL ACCLIMATIZATION TO HOT WEATHER**. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7-10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.

4. The old idea that water should be withheld from athletes during workouts has **NO SCIENTIFIC FOUNDATION**. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum 10-minute water break be scheduled for every twenty minutes of heavy exercise in the heat. Athletes should rest in a shaded area during the break.

**WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES.**

5. Check and be sure athletes are drinking the water. Replacement by thirst alone is inadequate. Test the air prior to practice or game using a wet bulb, globe, temperature index (WBGT index) which is based on the combined effects of air temperature, relative humidity, radiant heat and air movement. The following precautions are recommended when using the WBGT Index: (ACSM's Guidelines for the Team Physician, 1991)

Below 65 – Unlimited activity

65-73– Moderate risk - Allow fluids as needed.

73-82 – High risk - Frequent hydration. Schedule 5 minute breaks every 25-30 minutes of activity. Monitor athletes.

82 plus – Very high risk - Assess practice activities, modify practice as necessary. Extend cool down breaks.

90+ - Changing practice time and moving to indoor facility recommended. Modify practice schedule . Extend cool down period breaks to 7-10 minutes every 10-15 minutes. Frequent hydration. Monitor athletes.

6. An alternative method for assessing heat and humidity is the weather guide or heat index. Refer to the Sports Medicine Handbook section on heat related illness published by the NFHS. Figure I is an example of a heat-humidity index table that defines low, moderate, high, and extreme risk zones.

7. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. **NEVER USE RUBBERIZED CLOTHING.**

8. Athletes should weigh each day before and after practice and **WEIGHT CHARTS CHECKED**. Generally a 3 percent weight loss through sweating is safe and over a 3 percent weight loss is in the danger zone. Over a 3 percent weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions. Do not allow athletes to practice until they have adequately replaced their weight.

9. Observe athletes carefully for signs of trouble, particularly athletes who lose significant weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.

10. Teams that encounter hot weather during the season through travel or following an unseasonably cool period, should be physically fit but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.

11. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.

12. Warn your athletes about the use of any products that contain ephedra. Ephedra has been associated with two heat stroke deaths in athletes. Ephedra speeds metabolism and increases body heat, constricts the blood vessels in the skin preventing the body from cooling itself, and by making the user feel more energetic it keeps him/her exercising longer when they should stop. Do not use ephedra or ephedra products.

**HEAT STROKE – THIS IS A MEDICAL EMERGENCY – DELAY COULD BE FATAL.** Immediately cool body while waiting for transfer to a hospital. Remove clothing and immerse torso in ice/cold water. Immersion therapy has the best cooling rates. A plastic baby pool can be available at all practices and games, and can always be ready for immersion procedures. If not available apply ice packs in armpits, groin and neck areas. Continue cooling efforts until EMS arrives.

**HEAT EXHAUSTION – OBTAIN MEDICAL CARE AT ONCE.** Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

**SUMMARY** – The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times every hour are better than one break an hour. Probably the best method is to have water available at all times and to allow the athlete to drink water whenever he/she needs it. Never restrict the amount of water an athlete drinks, and be sure the athletes are drinking the water. The small amount of salt lost in sweat is adequately replaced by salting food at meals. Talk to your medical personnel concerning emergency treatment plans.

These guidelines are included for reference purpose only. Many factors contribute to potential heat stress such as age, medical history, whether the athlete is acclimated to the heat, type of activity, etc. It is recommended that all athletes be closely monitored at all times for the early signs of heat stress.

## **Insurance**

Each family is responsible for providing their own health insurance. Ben Lippen does **not** offer a supplemental policy to cover the deductible.

Each student is covered by a catastrophic policy with a \$25,000.00 deductible. This is provided through SCISA, paid for by Ben Lippen School.

## **Lettering**

Certificates for varsity sports letters will be presented to lettermen at the Awards Banquet. The athlete returns this certificate to the Athletic Department in order to receive the letter. First time letterman receive a letter and a pin. Every year an athlete letters in the same sport, he/she receives a bar. To qualify for a varsity letter, an athlete must play on a varsity team and participate in one half of the playing periods. To get credit for a playing period, an athlete must simply enter the game – it does not matter how long the athlete is in the game. The second year an athlete is on the same team, he/she will letter in that sport. There is no playing time requirement for this letter.

# Guidelines for Game Officials and Game Management to Use Regarding Lightning

The purpose of these guidelines is to provide information to those responsible for making decisions about suspending and restarting games based on the presence of lightning. If at all possible, staff should monitor local weather conditions before and during events.

1. The current recommendation of the National Severe Storms Laboratory (NSSL) is to consider terminating play when the lightning is six miles away (flash-to-bang time of 30 seconds or less). This recommendation was developed as a practical way to make a judgment in situations where other resources such as technology and instrumentation are not available.  
*Therefore, a 30-second or less flash-to-bang count calls for the removal of the athletes from the field to an appropriate shelter.*
2. Schools should develop an evacuation plan and identify appropriate shelters
3. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.
4. Thirty-minute rule. When considering resumption of a game, SCISA **REQUIRES** that everyone wait at least 30 minutes after the last flash of lightning or sound of thunder.

## **Parents**

With full recognition of and respect for parental responsibility under God, it must be kept in mind that for athletic participation, parents have delegated the responsibility and authority to the coach.

Please avoid the following:

- Parental coaching “from the stands”
- Negatively approaching a coach or athlete on the bench during the game, at half-time, or immediately following the game.
- Express openly to children a lack of faith in the coach.

## **Playing Time Policy**

Middle School and Junior Varsity:

The coach will choose a starting team for each game and play the best players. Substitution will be made as much as possible, while remaining competitive.

Varsity:

The coach will choose a starting team for each game and play the best players. These players are chosen based on ability and performance in practice and games and team chemistry. Substitutes will be played when an injury occurs, when a player is tired or not performing well, or when the outcome of the game is out of question.

The sole discretion regarding playing time lies with the head coach and his/her assistants.

## **Practice**

The first practice date for each of our three sports seasons is set by SCISA. These dates will be posted on the Ben Lippen athletic website.

- Practices are to last a maximum of two hours. Weight lifting/team meetings may be held before practice begins. Ending time of practice will be strictly enforced.
- Saturday practice is allowed until games begin and then again when post-season play begins. After the preseason, Saturday practice is allowed only when approved by the Athletic Director.
- Saturday games are allowed.
- Attendance is required at all practices.
- Sunday practices or meeting by players or coaches is never permitted.
- All practices on Wednesday must conclude by 6:00 p.m.

## **Holiday Games and Practices**

Not all teams will practice during holiday breaks, but some teams will. Middle School and Junior Varsity teams may have voluntary practice for those team members who are in town.

Varsity teams will be allowed one out of town tournament and one in town tournament during the holidays.

At Christmas break varsity teams will have a week where no games or practices are scheduled.

Spring Break tournaments will be scheduled at the beginning or at the end of the break so that at least half of the break will be open for family vacation.

## **Press Day**

Before each sport season begins, a day will be scheduled well in advance for Press Day. Press Day is a day that players, parents and coaches meet to organize for the season. On this day, coaches will cover team philosophy and season expectations as well as enlist help from parents.

Team and individual pictures will be taken at this time and parents will attend a mandatory sportsmanship meeting with the Athletic Director. SCISA requires all parents to attend at least one sportsmanship meeting per year.

This will also be a time to review policies and procedures of the Athletic Department.

## **Prospective Students**

No student will be allowed to work out or take part in any team activity until he/she has completed the enrollment process. A letter will be given to the student clearing them to participate in team work outs or activities. This letter should be given to the coach. Coaches must have this letter before allowing the new student to participate.

## **School Attendance**

1. In order to play in a game or participate in practice, a student must arrive at school by fourth period.
2. If a student has a scheduled appointment that keeps him/her out of school beyond fourth period, the student must make the coach aware of this situation ahead of time in order to participate. A note from the doctor/dentist must be given to the coach by the student.
3. If a student has an early dismissal for athletics he/she must arrange to make up any missed work or tests with the teacher and be informed of any missed homework assignments.

4. Students are not excused from early classes because of returning home late from an athletic event the night before.
5. Any student with ten or more absences in a semester class may not miss an academic class to participate in an athletic event.

### **Substance Abuse**

Substance abuse and all major violations of the Ben Lippen School Handbook will be handled through the appropriate channel in keeping with the policies of the Student Handbook.

### **Summer Camps and Workouts**

Individual and team camps are a very valuable activity in the summertime. All summer participation is voluntary but highly encouraged. Coaches may schedule one week long and one week-end camp, or just several week-end (three day) camps during the summer. The cost of summer camps is at the parent's expense. Coaches will be allowed to ask a maximum of \$300.00 per camper per sport for summer camps. Any amount over this maximum will be subsidized by the team.

Coaches of different sports will work together to coordinate summer camps so as not to conflict with each other – though avoiding calendar conflicts is the goal, it is not always possible to do so.

SCISA guidelines will be followed for summer workouts, all of which are voluntary, but again, highly encouraged. There is no cost for summer workout participation.

### **Team/Player Selection**

All teams shall have a designated tryout period determined by the Athletic Director. Academically eligible students will be selected based on attitude, coachability, talent and team needs. Team selection will be face to face whenever possible. When team numbers are too large to meet with every individual, rosters will be posted on the website the last night of tryouts.

Website: [www.benlippen.com](http://www.benlippen.com); click on athletics; click on the sport on the left hand side of the page; click news.

Each player will sign a Statement of Commitment (found at the back of this handbook).

## **Transportation**

Transportation will be arranged for all off campus games and practices during normal school days.

Transportation will be provided by Ben Lippen bus or in a Ben Lippen school car. On occasion a Ben Lippen vehicle may not be available for use. During this time a coach or assistant coach may drive his/her vehicle. The only other exception will be for a parent (who has undergone a security background check) to drive and help out.

The only time a student will be allowed to drive his/her own vehicle to an away game or practice is if home is closer to the away site than Ben Lippen.

Students will never be allowed to transport another student unless they normally carpool to school together.

There will be times when a game is late and students go off campus after school but before the game to eat on their own. The Athletic Department has no authority during such times and the decision for the students to leave campus is left to the parent's discretion.

## **Travel**

Transportation for all away athletic events, both off campus games and practices, will be arranged by the Athletic Department. Students must ride the provided transportation to the event and back to Ben Lippen School after the event is over.

Two exceptions to this policy are:

- Students who drive to school and the away event is closer to their home. With coach's permission, these students may drive to and from the event in their own vehicle. These students will not be allowed to transport other students, and the student must follow the bus to the event.
- Students who ride home with parents or with another adult (with coach's permission).
- When leaving from home, either on a school day or on a weekend, transportation is at the parents' discretion. (unless coach requires you to travel from school).

## **Websites**

Schedules, schedule changes, game or practice cancellations, away directions, scores and even pictures can be found on Ben Lippen's website:

**[www.benlippen.com](http://www.benlippen.com)**

Click athletics to navigate the athletics homepage.  
(Note: See Communication for specifics of the website)

Athletic information can also be found on SCISA's website:

**[www.scisa.org](http://www.scisa.org)**

Immediate email notification of any schedule change is available through:

**[www.highschoolsports.net](http://www.highschoolsports.net)**

# STATEMENT OF COMMITMENT

I, \_\_\_\_\_, as a member of a Ben Lippen athletic team, do agree to abide by the following rules and standards of conduct. I realize that athletic involvement is a privilege, and not a right, and carries with it responsibilities. I further acknowledge that there will be consequences for misconduct or not fulfilling my commitment.

- A. I agree to attend and be on time for all practices, meetings, and games. This includes awards programs, team parties, team pictures, and all other team functions. Though I may have outside activities, I will not allow them to interfere with my BLS commitment.
- B. I agree to provide a current physical prior to the beginning of tryouts for a team.
- C. I agree to personally gain prior permission from my coach if extenuating circumstances arise where I must be late or miss a team function (i.e., academic help, family emergency, etc).
- D. I agree to give 100% effort during practices and in games.
- E. I agree to inform my coach of an illness or injury that I feel may affect my ability to participate fully. I recognize that lack of practice due to an injury may limit my playing time and that I am still responsible to attend practices and games when injured unless excused by my coach. I understand that if excused from practices or games by a physician, I must supply a physician's written release to resume participation.
- F. I agree to keep an attitude of encouragement towards my teammates in every situation.
- G. I agree to refrain from smoking, drinking, and profanity anytime and anywhere. According to scriptural mandate to flee from even the appearance of evil, I agree to avoid situations (parties, informal gatherings, etc.) where alcohol and drugs may be present.
- H. I realize that being late due to a detention will not be tolerated, and I will avoid actions/attitudes that may lead to detention.
- I. I agree to maintain my academic eligibility as outlined in the Student and Athletic Handbooks and to inform my coach of any academic problems that I may encounter, such as: term paper due or upcoming tests, which may necessitate help in managing my time properly or include tutoring.
- J. I agree to take care of any uniforms or equipment that may be issued to me and will return them when I am asked. If any damage occurs during my possession, I agree to pay for repair or replacement. I agree not to use any school issued equipment for any outside activities unless approved by my head coach and/or the Athletic Department.
- K. I agree to remember who I represent as I wear the name Ben Lippen on my uniform.
- L. I understand if I am not in school attendance for four periods, I will not be allowed to participate, unless prior arrangements have been made.
- M. I understand that if I break my commitment to my teammates, coaches, and Ben Lippen by quitting a team, my participation on BLS teams will be restricted as outlined in the Athletic Handbook.

I have read and understand the Ben Lippen Athletic Handbook. In signing this document, I agree to do my best to abide by its guidelines.

\_\_\_\_\_  
(Student-Athlete Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)