



**2018-2019**

**Student Life Handbook**

***Lower School***



## Campus Phone Numbers

Lower School (MR) Office:	Donna Branney	(803) 807-4311
Lower School (SAR) Office:	Gwen Cornwell	(803) 807-4351
School Receptionist:	Christy Lambert	(803) 807-4000

## Other Important Numbers

Admissions – Day Students	Kelly Adams	(803) 807-4110
FACTS and Tuition Payments	Susan Carpenter	(803) 807-4129
Financial Aid	Business Office	(803) 807-4103
Development	Kelly Davis	(803) 807-4114
Health Services	Michelle Harris	(803) 807-4126
Lost and Found	Contact School Office	
Marketing and Communications	Rebecca Austin	(803) 807-5510
RenWeb	Contact School Office	

## Office Hours

8 a.m. – 4 p.m.

## School Hours

Monday: 9:20 a.m. – 3 p.m.  
Tuesday – Friday: 8:20 a.m. – 3 p.m.

*Ben Lippen has late start for all students every Monday. School begins one hour later and ends at the regular time. This allows the faculty and staff time for professional development.*

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# **Ben Lippen School Mission Statement**

Ben Lippen School seeks to glorify God by educating students from a biblical worldview to impact the nations with the message of Christ and by assisting the family and church in equipping students spiritually, academically, socially, and physically under the Lordship of Jesus Christ.

# Ben Lippen School Statement of Faith

The following, together with other Christian principles of doctrine and practice, including the affirmation of the full trustworthiness of Scripture, which in its original writing was verbally inspired and without error, shall be the basis of the faith and doctrine of Ben Lippen School:

1. The Bible is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content, and without any errors in its teachings;
2. All men in their natural state are lost, alienated from God, spiritually dead: "All have sinned and fall short of the glory of God" (Rom. 3:23);
3. Salvation is only by grace, a free gift of God, through faith in the Lord Jesus, who died for our sins according to the Scriptures (1 Cor. 15:3); Those who thus receive Christ by faith have their sins forgiven (Eph. 1:7), their hearts cleansed (Acts 15:9), are born of the Spirit, become children of God (Jn. 1:12,13), and are made new creatures in Christ (2 Cor. 5:17);
4. God is One God, Who reveals Himself in three Persons: Father, Son and Holy Spirit. Jesus Christ, as the Scriptures affirm, is the Son of God and Son of man, was born of a virgin, and is Himself very God. The Scriptures also declare the deity and personality of the Holy Spirit;
5. Our Lord Jesus rose from the dead in the same body that was laid to rest in the tomb (Jn. 20:25-27); The bodies of all believers who die will be raised from the dead, and they will receive an incorruptible body like unto His glorious body (1 Cor. 15:53; Phil. 3:21). All other men shall be raised unto "the resurrection of judgment" (Jn. 5:28,29);
6. Christians, born of the Spirit, are to live the new life in the present power of the Spirit. "If we live by the Spirit, by the Spirit let us also walk" (Gal. 5:16-25; Col. 2:6). The Christian's responsibility and his normal attitude of life is to yield himself to God (Rom. 6:13), trusting God to keep him;
7. Christian "living" includes Christian service, the winning of souls around us, and the preaching of the Gospel in the uttermost parts of the earth. In carrying on this work there is needed the supernatural power of the Holy Spirit which is granted to every believer as he yields and trusts (Acts 1:8; 1 Cor. 12:7; Eph. 3:20; Acts 5:32). And in all of this service, prayer is to have the central place (Jn. 14:12-14; Eph. 6:18-19);
8. Jesus Christ will come again to earth a second time (Heb. 9:28), personally (Acts 1:11; 1 Thess. 4:16), bodily (Acts 1:11; Col. 2:9), visibly (Mt. 26:64; Rev. 1:7). His coming will precede the age of universal peace and righteousness, foretold in the Scriptures (Mt. 24:29,30,42; 1 Thess. 2:7,8; Rev. 20:1-6).

## **Notice of Nondiscriminatory Policy**

Ben Lippen School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, athletic or other school-administered programs.

## **Lifestyle Statement**

Ben Lippen School is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).



## Welcome

Welcome to Ben Lippen School. We are grateful for the opportunity to partner with you in the education of your child(ren). Ben Lippen School is comprised of teachers dedicated to the growth of students academically, spiritually, physically, and socially. It is our desire to provide a strong foundation for learning while challenging students in 21<sup>st</sup> century thinking. Critical thinking, collaboration, creativity, and communication are among the points of emphasis in 21<sup>st</sup> century thinking that helps us to instill a love for learning in our students.

It is our hope that through a Biblically integrated approach to teaching and learning, your child(ren) will receive foundational understandings that promote further growth. We look forward to working with you in the educational journey of your child(ren).

Sincerely,

Ben Porter, M.Ed.  
Lower School Principal  
Ben Lippen School

*Train up a child in the way he should go, Even when he is old he will not depart from it.*  
- Proverbs 22:6

# Primary Expectations of a BLS Student

Ben Lippen students **RESPECT** others, authority, self, and property. Ben Lippen students are open to differences in others (cultural, age, gender, religion, etc.) and purpose to interact with all types of people while taking care to communicate respectfully (Philippians 2:3).

Ben Lippen students are personally **RESPONSIBLE** for their own behavior and learning, as well as exercising self control over their actions and words. Ben Lippen students voluntarily follow Ben Lippen rules, willingly devote themselves to learning, and fulfill their responsibilities without being asked or reminded regardless of whether they will be held accountable for their actions. Ben Lippen students respond to both correction and consequence with a repentant attitude when correction is necessary (Titus 2:12; 2 Timothy 1:7).

Ben Lippen students demonstrate personal **INTEGRITY** by pursuing a wholeness of character, action, and thought, filtering personal choices through the lens of what is morally and justly right in God's eyes. Ben Lippen students do not lie, cheat, or steal, and they show moral integrity in their relationships with others including matters of sexual purity and propriety (Proverbs 22:1).

Ben Lippen students practice good **STEWARDSHIP** and are responsible to oversee, preserve, protect, and use wisely all resources God has provided them: God's creation, the Ben Lippen campus and community, their physical bodies, their finances, and their relationships with others (Colossians 3:23-24).

Ben Lippen students show **COMPASSION** and care in their relationships with others. They are sympathetic and empathetic in their response to the needs of others. Ben Lippen students treat others as they wish to be treated and consider the needs of others before they consider their own (Ephesians 4:32; 1 Thessalonians 5:11-14).

# Spiritual Life Expectations

Ben Lippen School (BLS) does not replace the role the local church plays in the life of its students and families. Instead, BLS hopes to come alongside its students and support their spiritual development. For that reason, we maintain the following expectations:

## Quiet Time

Developing the habit of meeting with God each day in Bible reading, meditation, and prayer can be the most important thing one learns while at BLS (Psalm 1:2; James 4:8; Mark 1:35).

## Church Attendance and the Sabbath Day

Regular attendance at a local church is expected of all BLS students. Participation in other activities of the church is highly encouraged (Hebrews 10:25). Additionally, while BLS is a busy, hard-working community throughout the work week, it seeks to make the Sabbath day a special day in which we spend more time in quiet rest, worship, and service for our Lord (Genesis 2:2-3; Exodus 20:8-11; Mark 2:27-28).

## Chapel Attendance

Chapel is required for all students. Chapel is generally held once a week for the purpose of worship and spiritual challenge.

## Other

The Bible is clear in its teaching that God created man in His own image, and in this creation He created male and female (Gen. 1:27; Mt. 19:4). His design from the very beginning was that a man and a woman would be joined together and become one flesh (Gen. 2:24). This expression of marriage is affirmed throughout Scripture and leaves no room for same-sex unions nor sexual expressions of intimacy between those of the same sex. Therefore, we hold that marriage is between one man and one woman. The idea that those of the same sex can marry is contrary to Scripture and unacceptable. Based on this, Ben Lippen School/CIU prohibits any form of homosexual behavior, as well as any public expression of support for such behavior or same-sex marriage.

As stated above, God created male and female when He created mankind. There is growing concern and discussion regarding gender identity. Some individuals believe they are trapped in a body of the opposite gender (i.e., a person with a male body feels that he is a female). Some people have had sex-change operations to deal with this disconnect. We believe that God's design in creation is clear and that seeking to change one's gender identity through surgery or any other means is prohibited, as well as any form of transgender expression, such as cross-dressing. Those associated with Ben Lippen School/CIU should not publically advocate for any type of transgender expression.

# Discipline and Conduct

God commands children to obey their parents and those in authority (Col 3:20; Heb 13:17). By enrolling their children in BLS, parents delegate aspects of their God-given authority for their children to the teachers and administrators. The BLS administration retains at their sole discretion the prerogative to assign specific consequences up to and including suspension/expulsion.

## Disciplinary Procedures

Classroom discipline is necessary to teach children respect for God and other people in authority, and to provide the best possible atmosphere for learning. Students are to be subject to the authority of all faculty and staff members. Each class has a discipline system based on class rules, consequences and positive rewards.

The steps outlined below are typical when responding to a situation where a student fails to follow the primary expectations of a BLS student: respect, responsibility, integrity, stewardship, and/or compassion.

- |         |  |
|---------|--|
| Step 1: | BLS lower school faculty and staff will, at a minimum, address incorrect student behavior when minor offenses occur by talking with student regarding primary expectations and/or school policy.   |
| Step 2: | BLS lower school faculty and staff will address incorrect student behavior when continued minor offenses occur by talking with student regarding primary expectations and/or school policy and contacting parents via email or phone call. The teacher will then record the offense and response in RenWeb and notify the parents. The BLS faculty or staff member may additionally choose either of the following courses of action: <ul style="list-style-type: none"><li>• Parent-teacher conference</li><li>• Other appropriate consequences at teacher discretion</li></ul> |
| Step 3: | BLS lower school faculty or staff will refer incorrect student behavior to administration when major or repeated offenses occur. Following a meeting with administration, any of the following courses of action may be taken: <ul style="list-style-type: none"><li>• A parent-teacher conference with administrative presence</li><li>• Isolated lunch</li></ul>   |

- Suspension from participation in specific activities for a designated period of time
- In-school suspension- including a \$60.00 fine
- Out-of-school suspension
- Behavioral contract between student, parent(s), and BLS
- Withdrawal from Ben Lippen
- Other appropriate consequences at administrative discretion

**Possible infractions include, but are not limited to, the following:**

- Class disruption
- Disobedience, disrespect, and/or insubordination
- Cheating – carries both academic and behavioral consequences
- Inappropriate language
- Lying
- A minor offense which has become a habit
- Stealing
- Uncontrollable behavior (physical-kicking, fighting, hitting; verbal-outbursts)
- Willful destruction of school property
- Harassment or Bullying
- Possession or use of knives, firearms, or any other weapons on campus

For major offenses, parents will be notified. Consequences may include loss of recess, after school detention or a supervised in-school suspension at the cost of \$60 a day, out-of-school suspension or expulsion.

**Matthew 18 Principle**

When questions or problems arise, please make arrangements to speak first with the teacher or responsible party. ***Please refrain from talking to other parents about a problem; it is divisive and not unifying.*** If a problem persists, then make an appointment to speak to the principal, with the teacher or responsible party present.

## **Interpersonal Relationships**

**Harassment Policy and Bullying Policy**

We protect the right of every student to have an environment that respects human dignity. Harassment of students is contrary to Scripture, morally wrong, and illegal. We expressly forbid sexual harassment (opposite sex or same sex) or any threatening and offensive conduct or

expressions with respect to gender, race, color, national origin, disability, or age.

Harassment can include a pattern of remarks, gestures, jokes, physical contact, teasing, excessive attention, bullying, picture or written material that you find personally threatening, derogatory, offensive, or unwanted. Sometimes individuals responsible for these actions may not know that they are offensive. Students feeling harassed should tell the person harassing that he/she is being offensive as well as notify a teacher or administrator.

Bullying is “unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.” Bullies “use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.” Bullying can be verbal, social, or physical, and can occur on or off campus, during or after school hours, and online or in person. “Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose,” actions that a reasonable person would consider inappropriate. (Definition and information from [www.stopbullying.gov](http://www.stopbullying.gov))

Any student initiating or persisting in any form of harassment – verbal, physical, or visual – is subject to immediate discipline by the administration.

If a student finds the environment hostile or offensive, if a student believes he/she has been harassed or bullied by another student or individual, or if a student knows another person who has been harassed or bullied, the student should promptly tell a teacher or administrator. All reports will be promptly reviewed and investigated in as confidential a manner as circumstances permit, and appropriate action will be taken. If a student is dissatisfied with the investigation or action taken, the student should bring the matter directly to the administration.

## **Media Standards**

Media that is not consistent with Christian living is not to be brought onto campus. Faculty and administrative discretion will be the guiding factor in determining the appropriateness of any media item.

### **Movie Guidelines**

PG-13 and R-rated movies are not permitted on campus or at any BLS sponsored activity unless approved by the administration. BLS students are not permitted to view movies rated NC-17 and X.

## Music Guidelines

- Personal listening devices are not acceptable during school hours except when a designated purpose has been stated by faculty.
- Music with inappropriate lyrics or themes is not permitted on campus or at school events.

## Attendance

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study to achieve the goal of maximum educational benefit for each child. Essential to this process is the regular contact of students with one another in an appropriate learning environment and their participation in planned instructional activities under the leadership of a teacher. For a student to have a quality educational and academic experience, he/she needs to be in school when school is in session.

To maintain high standards of Christian scholarship, as well as to comply with the South Carolina Compulsory School Attendance Law, BLS expects each student to attend school daily for the entire school day except in cases of illness, family emergency, or other excused reason.

### Definition of Absences

#### *Excused Absences*

1. Student illness where attendance in school would endanger his/her health or the health of others (more than three consecutive days must have a doctor's note)
2. Death or illness in student's family
3. Medical or dental appointments (with a doctor's note)
4. Pre-approved absences (one week in advance)
5. Other: court proceedings, religious observations, family emergencies

Excusing an absence does not mean it is erased. Excusing the absence means there is a legal/valid reason for the absence, but the absence remains on the student's record.

#### *Planned Absences*

Absences, such as those for family trips may be excused by the school if the student meets the established criteria. Parents need to submit a written request to the principal at least one week in advance of the absence. For the request to be approved, a student must be in good standing with each teacher/class, not have a problem with tardies, and not be in danger of exceeding the number of absences allowed by policy to earn credit. Due dates for homework, tests, and other assignments are to be arranged with the teacher on the student's or parent initiative before the student departs on the planned absence.

## **Tardies, Late Arrivals, and Early Dismissals**

Punctuality is an important character trait that we are seeking to instill in our students at BLS. The tardiness of one person can disrupt an entire class and therefore the school community. Parents are encouraged to assist in making sure that students are prompt in arriving to and departing from school. The goal is to create and maintain an educational environment that is orderly, dynamic, and conducive to learning.

### **Tardies**

Any arrival after 8:20 a.m. (9:20 on late start days) will be counted as tardy. Students must be in their designated classroom at 8:20 a.m. Tardies due to medical, verified by doctor statements, sickness may be excused. Tardies due to traffic (unless an accident), running out of gas, oversleeping, etc. are not excused. Please note arriving late or leaving early is not an acceptable reason to delay due dates of assignments, tests, projects, etc. Students are fully responsible to seek out their teachers to fulfill these responsibilities.

### **Late Arrivals/Early Dismissals**

Students must attend school at least five hours to be counted present for a full day of school.

## **Procedures Expectations & Consequences**

1. Students may not receive academic credit when there are more than 10 absences per semester not excused by a physician or 17 absences in a year for any reason. In some cases, a student with excessive absences may not be promoted to the next grade level.
2. A written note should be sent to the school office with the student on the first day back after an absence stating the reason for the absence. Student absences will be considered unexcused until this note is received from the parents or absences are excused by the administration. A note does not excuse an absence; rather, classification is determined by the nature of the absence. Failure to do so will result in an unexcused absence.
3. The parent will need to sign in and give a written explanation of why the student is late. The student will be given a pass before going to class. In cases where a parent assumes responsibility for the student's lateness (an emergency, not just "running late"), the reason for the lateness should be noted in the student sign-in notebook or a note must be presented on the same day in order to be listed as excused. Failure to provide explanation will result in an unexcused lateness.
4. Early dismissal should always be done through the main office. If a student must leave during school hours, a note to the teacher will be required from the parents prior to dismissal. Parents must sign their child out in the school office and office personnel will contact the classroom teachers. If a student returns to school the same day, the parent

must sign him/her in at the office upon return to school.

5. 4 unexcused tardies per semester = notification by email

6 unexcused tardies per semester = one unexcused absence

Excessive tardies per semester = require administrative intervention

### **Carpool Drop-Off and Pick-Up**

Students are released to an adult in charge from 8:00 a.m. - 8:17 a.m. (Monday, 9:00 a.m. – 9:17 a.m.). All children should arrive by 8:17 a.m. (Monday, 9:17 a.m.) in order to be seated and ready to begin the day at 8:20 a.m. (Monday, 9:20 a.m.) sharp. Parents should never leave a child without making visual contact with one of the BLS staff members. If you cannot see a teacher or staff member stationed at the outside door, please park and bring your child to the office.

Both half-day and full-day dismissals will be by a pick-up line. In order to keep the car pool line moving, the teachers and staff need their full attention directed toward the students. Please do not use this time to confer with them. No student will be released to anyone other than his/her pre-arranged carrier (parent, car pool, sitter, etc.) without a note from the parent and proper identification of that person (driver's license, car description, etc). Your child must bring a note signed by his/her parent similar to this:

My child, (name, grade), will be picked up by (driver, relation). He/she will be driving a (make and model of car). Signature and date.

A phone call will suffice only in an emergency. The safety of your child is a priority.

### **Extended Care Program**

Ben Lippen lower School is pleased to offer morning and/or afternoon extended care for our lower school students. Extended Care registration forms are available through the lower school campuses.

#### **Morning Extended Care**

An early drop-off, from 7:15 to 8 a.m. is made available through the extended care program. Students may not enter their classrooms until 8 a.m. There is no fee for this service. *Non-extended care students may not be dropped off in the mornings until 8 a.m.*

#### **Delayed Start**

Extended care is provided without charge on Mondays from 7:15 a.m. to 9:00 a.m.

#### **Afternoon Extended Care**

The afternoon extended care will begin after school at 3:00 p.m. and close at 5:45 p.m. There is a fee for this service. *Please Note: Afternoon extended care will not be offered on early dismissal days.*

### **Late Pick-Up**

Students must be picked up within 10 minutes after classes finish for the day. Parents must make contact with school personnel if they are going to be late picking up their child. Students who have not been picked up by 3:15 p.m. will be escorted to Extended Care and hourly charges will be assessed. Parents must make contact with school personnel if they know that they are going to be late picking up their child. If you have an emergency, please call the office.

## **Technology Policy**

Technology is an integral part of our society and an important tool in education, the workplace, and daily life. As such, BLS embraces and utilizes technology in order to enhance the pursuit of the BLS mission and vision. At the same time, BLS recognizes the need to exercise caution and restraint when technology interferes with the primary expectations of a BLS student.

### **Expectations of Student User**

The student user of the BLS technology network is expected to regard use of computer network as a privilege. The student user accepts all responsibility for the use of his or her account and therefore, he or she must not allow others to use their individualized network access.

### **Expectations for Use through the Authorization of Supervising Faculty**

Student users may occasionally be granted permission from their supervising faculty member and the director of IT to use the BLS technology network for non-educational activities. Permission must be granted on a per occurrence basis.

### **Legal Expectations Regarding Ben Lippen School's Liability**

BLS is legally responsible for the technology network. Because of this, it is expected that student users do not infringe on the copyrighted works of others. This includes plagiarism, file-sharing, file swapping, and downloading copyrighted materials. BLS reserves the right to monitor the network. The community of users is not to expect privacy in their files which are stored on the technology network. Should a problem arise, BLS will cooperate fully with local, state, and federal officials in all investigations related to any illegal activities conducted through the school technology network.

### **Consequences for Misuse**

If misuse is suspected, student technology use will be suspended immediately, and student

equipment can be confiscated, until clarification and resolution can be reached through the school personnel. Students may be disciplined for misusing school owned technology. They may also be disciplined for inappropriate actions stemming from non-school owned technology use (example: demeaning statements on Facebook).

### Cell Phones

As a rule, there is no need for a lower student to have a cell phone at school. However, if a student does bring a cell phone, it must be turned off and out of sight during the school day.

## Campus Wear

Our desire at Ben Lippen is to do everything in a way which is pleasing to the Lord and in a manner which will honor Him and uphold His testimony. While recognizing that true Christianity is a matter of the heart and not the outward appearance, it is nonetheless true that our appearance is important.

To assist in creating an environment which promotes learning, students will choose their school clothing from the variety of campus wear styles available through Land's End ([www.LandsEnd.com](http://www.LandsEnd.com)).

### All attire should be:

- Modest
- Neat
- Demonstrate propriety (suitability to the occasion).

Ben Lippen requires a campus wear “top” and “bottom” for students in Pre-K through 12th grade.

- **Tops** – All shirts, tops, and blouses must be purchased from Lands' End.
- **Bottoms** – All skirts must be purchased from Lands' End. Pants and shorts may be purchased from any vendor as long as the clothing falls into specific guidelines.
- **Jumpers/Dresses** – All jumpers and dresses must be purchased from Lands' End.
- **Pre-K – Second Grade** – Skirts/Shorts/Dresses/Jumpers need to be at least mid-thigh in length and loose. Shorts and skirts may be no more than 3 inches above the knee.
- **Pre-K – Fifth Grade** – Skirts/Dresses/Jumpers should be to the knee.
- **Outerwear** - All outerwear that does not have a half or full zipped, buttoned, or snapped front (e.g. a sweatshirt) must have the Lands' End Ben Lippen School logo, or originate from a sanctioned Ben Lippen venue and promote a Ben Lippen team or organization.

- **P.E.** – All shirts, shorts and sweatshirts must be purchased from Lands’ End. Sweatpants maybe purchased from Lands' End or from any vendor as long as the sweatpants are solid black or green loose fitting material and no logo larger than two inches. No words maybe written on the pants. Leggings maybe worn underneath Land's End PE shorts as long as they are in the BLS color palette.

### **Additional items which do not have to be purchased from Lands’ End:**

- **Tights/leggings** – All leggings and tights must be of a solid color within the BLS Campus Wear color palette (black, grey, green, yellow, or white).
- **Approved Outerwear** – In addition to outerwear purchased from Lands’ End, students may wear jackets and sweaters with a full length front closure (i.e. buttons, snaps or zipper) which are not purchased from Lands’ End. These jackets and sweaters must be a *solid* color within the BLS Campus Wear color pallet, and are not required to bear the Ben Lippen logo or promote a BLS team or organization. Company logos (e.g. The North Face) are acceptable and can be no larger than pocket size. *Colors in the Ben Lippen color palette for outerwear include black, grey, green, yellow, and white.*
- **Shoes and hair accessories** can be any color. They must be clean and in good repair, and should not be a source of distraction in the classroom. Beach-style or bathroom flip- flops, athletic sliders, and slippers (including moccasin style) are not permitted.
- **Tennis shoes** must be worn for P.E. Please be reminded that our students are active learners and both campuses have flights of steps to be maneuvered. To provide a safe environment, it is strongly recommended that students not wear open-back shoes or shoes with heels higher than one inch.
- Acceptable tops must cover the shoulder completely and should not be too open under the arm pit. Tank tops, muscle shirts, and spaghetti straps are not acceptable.
- Tops may not be longer than shorts or skirts and must cover the midriff.
- **Belts** are required for loose fitting pants and shorts. “Sagging” is unacceptable.
- Extremes in clothing and hair are to be avoided.
- Any clothing with questionable writing or pictures which contradict Christian standards or school policies is not permitted. Clothing which advertises tobacco, the drug culture, lifestyles or sentiments associated with social or spiritual rebellion, the occult or that which has slogans with ungodly or unsavory double meanings is strictly forbidden. The school reserves the right to decide what is considered inappropriate attire.
- No hoods or hats are to be worn in the building.

### **Friday Spirit Wear**

Students are allowed (not required) to wear jeans on Friday with any shirt that has the Ben

Lippen logo. This can include sports event and other shirts.

### **Hair Standard**

All students are to keep their hair neat and well-groomed. Extreme hair styles are not acceptable.

## **Lunch**

Students are to bring or purchase their own lunches. We request that students not bring carbonated drinks to school. Please be sure to have food cut and peeled if needed (oranges, eggs, etc.). We ask that there be no food sharing during lunch unless it can be shared with the whole class. Please do not send food to school that needs to be heated on the stove or in the microwave. We do not have the facilities to heat your child's lunch. The school does not provide spoons, forks, napkins, cups, straws, etc. for students who bring their lunch from home. The lunch period is 25 minutes. Parents are welcome to enjoy lunch with their children. However, they should expect to follow the same guidelines expected of all students.

SAR Campus- Student lunches can be purchased from School House Fare. To learn more about lunch menus and the procedures for purchasing lunches, contact the SAR campus secretary.

MR Campus- Student lunches can be purchased from School House Fare. To learn more about lunch menus and the procedures for purchasing lunches, contact the MR campus secretary.

## **Care of Property**

The Lord has entrusted the property of BLS to us and everyone is to be responsible for its care. Willful damage to school property or to the property of another student will result in disciplinary action. The cost of the damage due to willful acts will be charged to the student(s) at fault.

Students are asked to assist in caring for our property through accepting the challenge of good stewardship by:

- Walking on the sidewalks;
- Bringing food and drink only into designated areas;
- Refraining from chewing gum in classrooms and areas of public use.

# Security

Concealed weapons are not permitted on any of the Ben Lippen campuses unless carried by a professional law enforcement or CIU security officer. The phone number for BLS security is (803) 807-5555.

# Health Requirements and Services

It is mandatory that the school receive a copy of the South Carolina Department of Health and Environmental Control Certificate of Immunization for each *new* student on or before the first day of school. This form is available at a physician's office or can be obtained from the Health Department if other proof of immunization is provided.

A physical is required for all new students, resident students, rising sixth and ninth graders, and students who participate in athletics. A vision and hearing screening should be a part of that physical. BLS accepts records of a physical given on or after April 1 prior to the start of school.

All students must be covered by health/accident insurance, or approved group share plan, to attend BLS. Families will be asked to submit their insurance company name and policy number or given the option of purchasing insurance through the school.

## Medication

A prescription medication authorization form must be filled out by both the parent and the physician in the following cases only:

- If your physician has prescribed a medication (prescription or non-prescription) that will require in-school administration for an indefinite period of time.
- If your child has been prescribed a medication without a clearly marked prescription bottle.

A prescription medication authorization form does not need to be filled out if medications are to be given for a limited number of days (i.e., 10 or 12), as long as they are brought to the office in a clearly marked prescription bottle stating the correct dosage and times of administration accompanied by a note from the parent.

During school hours students are not allowed to have in their possession medication/drugs of any kind (prescription and/or non-prescription) except:

- Rescue inhalers for asthma; and/or
- An EpiPen for allergic emergencies.

All medications (including over the counter medications) must be given to the school nurse for distribution. **Inhalers and EpiPens must be cleared through the school nurse** for a student to have them in their possession.

### **Services**

The health services room is open to all Monticello Road day and boarding students during specific, posted hours each day. The nurse is available for limited hours but remains available on campus at other times for emergencies and urgent needs. Please note that a completed, signed parental consent form must be on file before medications will be dispensed to a student.

## **CIU Campus**

Students are not permitted to be on the campus, or to use the facilities, of Columbia International University without BLS faculty supervision.

## **Academic Information**

### **RenWeb**

The internet based school management system used by Ben Lippen is Renaissance Web (RenWeb). It may be accessed through a link on the school webpage or directly at [www.RenWeb.com](http://www.RenWeb.com). Parents and students may access grades, lesson plans, homework assignments, attendance and behavior reports through RenWeb.

### **Academic Assessment**

Ben Lippen School seeks to provide academic assessment and evaluation through multiple methods and types with the goal to promote academic success in our students. While some uniformity is needed, teachers are encouraged to exercise professional judgment in developing assessment standards in their courses.

### **Academic and Behavioral Probation Policy**

Students on academic or behavioral probation will be evaluated at each nine-week interval. An administrator may place students on probation if grade averages fall below a C or if behavior is consistently unacceptable. At the end of the semester, probation may be lifted or continued with or without recommendation for tutoring, retention or referral to other professionals, or the student may be asked to withdraw from the school.

### **Grading System**

Ben Lippen uses letter grades on progress reports in academic subject areas, starting in the second grade. Report cards for Pre-K and Kindergarten are evaluated by teacher observations

and developmental checklist. Report cards for first grade are geared to developmental and academic progress.

**Grades 2-5 Grade Scale**

LETTER		PENMANSHIP	
A	90-100	E+	99
B	80-89	E	91
C	70-79	G	85
D	60-69	S+	81
F	59 or Below	S	75
I	Incomplete	S-	71
		N	60
		U	60 or Below
		I	Incomplete

**Grade 1-5 Enrichments**

- Excellent = E+ or E
- Good = G
- Satisfactory = S+, S or S -
- Needs Improvement = N
- Unsatisfactory = U

**Homework Assignments**

Homework assignments are given for reinforcement of learning, projects, and remedial activity. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child.

The only acceptable excuses for late homework are illness of the student on the previous evening or an emergency which prevented his/her studying. In such cases, a note from the parent must be provided. At the beginning of the year, teachers are to communicate clearly the classroom policy regarding late assignments in accordance to the BLS Assessment Policy and grade level procedures.

Students should be given assignments that average 10 minutes for first grade, 20 minutes for

second grade, 30 minutes for third grade, etc. This does not include work time for pre-announced projects or regular outside reading requirements. Homework will be given on Monday, Tuesday, and Thursday evenings. Homework will not be given on Wednesday or Friday unless it is pre-assigned.

### **Honor Roll**

The honor roll in the lower school is only for grades 3-5. It is as follows:

- Principal's List All A's
- Honor List All A's and B's

### **Late Work**

The purpose of late work penalties is to encourage faithfulness and responsibility. Students are encouraged to turn in their work, even if it is late, to demonstrate their mastery of learned content. The standard late work penalty for students in third – fifth grades is a grade point reduction of up to ten percent per day for three days, after which time, completed work may not count for more than 69 percent of the original grade for up to two weeks. Teachers are not permitted to accept late work during the final week of each quarter without the principal's approval.

### **Make-Up Work**

Two days will be given to students to make up the work for each day of excused absence. Please call the school office before 11 a.m. if you want to pick up materials after 3 p.m. Parents can check RenWeb for their students' daily assignments.

Parents who have prior knowledge of their child's absence, due to long-term illness (more than two days), may request make-up work by calling or sending a note to the school office. The assignment will be ready the following day for pickup.

### **Physical Education**

Physical Education is a vital component of the BLS curriculum. Students are expected to be active participants during class. Attention should be given to appropriate campus wear for a P.E. class. Students are allowed to wear the P.E. uniform all day if they would like. All students are expected to wear tennis shoes for P.E.

### **Promotion Policies**

- Student entering Pre-Kindergarten must be four years old on or before September 1.
- Students entering Kindergarten must be five years old on or before September 1.
- Students entering first grade must be six years old on or before September 1.

Students may be retained in kindergarten (Pre-K and Kindergarten) primarily for developmental reasons. Although teachers evaluate students in several developmental areas, emphasis regarding academic promotion is placed on the social/emotional maturation process, in addition to achievement of knowledge and skills. As learners develop socially and emotionally, they become ready to learn academically. In cases where students do not show sufficient evidence of social/emotional development, or if they lack sufficient achievement in fundamental skills, teachers may encourage families to allow their children to remain in kindergarten another year.

A student will be promoted to the next grade level upon satisfactory completion of work required by the curriculum.

If two major subjects are failed, the student may be asked to repeat the grade upon the teacher's recommendation and administrative approval.

Class placement will be determined by the administration in consultation with the faculty. Parent requests for specific teachers are not encouraged.

### **Report Cards**

Report cards are available online through RenWeb.

### **Standardized Tests**

Students in grades K-5 will take MAP assessments each semester.

Students in grades 2-5 will take the ERB each spring.

### **Textbooks**

Hardcover textbooks should be covered at all times. Please do not use tape or contact paper anywhere on the book cover. Books will be evaluated at the end of each year, and charges for damages will be assessed if necessary.

## **Conferences and Addressing Problems**

Parents are always welcome to call or email a teacher when necessary. In fact, many parents contribute to the school by graciously donating their time and talents on a regular basis. To assist teachers in devoting their full attention to the students during regular classroom hours, we ask that parents who would like to have a private conference, contact the teacher in advance to make an appointment.

When questions or problems arise, in keeping with the principle outlined in Matthew 18, please make arrangements to speak first with the teacher or responsible party. *Please refrain from*

*talking to other students, parents, or families about a problem; it can easily become divisive and destructive.* If a problem persists after speaking to the responsible party, please make an appointment to speak with the principal, with the teacher or responsible party present.

## Communication

Regular forms of communication include the school website ([www.BenLippen.com](http://www.BenLippen.com)), RenWeb, and “Talon Times” (weekly email).

## Visitors and Guests

BLS permits volunteers and visitors on campus with the following guidelines:

- Approved volunteers have completed the application procedure.
- All school volunteers and visitors are required to report to the office upon arrival to receive an ID sticker.
- Before inviting or allowing anyone to be a guest to classes or lunch, students must get permission from the administration. Guests are expected to abide by the guidelines and regulations of the school while on campus.
- If family members or friends are to eat in the dining room, arrangements should be made one day in advance, if possible.
- Sometimes students will be asked to host a prospective student during the day. Students are asked to help orient these guests and accompany them through the daily routines of school life.

## Volunteers

Volunteers must complete a volunteer application, obtain two references and interview as well as submit to a background check before they can be approved to serve the school in any capacity. Volunteer applications are available in the school office.

## School Closings

In case of inclement weather or emergency, Ben Lippen’s Communication Department will issue a parent alert by text, email, and phone call. To that end, please make sure Ben Lippen always has current email address and phone numbers for you in RenWeb. Closings will also be posted to the Ben Lippen website and social media as well as issued to television stations WLTX (channel 19), WIS (channel 10), or WOLO (channel 25).

# School Records

## Change of Information

Please contact the school immediately upon any change in such matters as address, phone number, church membership or a serious change in family situations.

## Student Records

The school maintains a complete record, including a cumulative academic record, for each student. All materials in these files are treated as strictly confidential and are available only according to the following guidelines:

- Students who have withdrawn from BLS may have their cumulative records sent directly to the new school upon the school's request, *provided their BLS tuition is paid in full*.
- Administrative permission will be needed for parents wishing to "hand carry" a stamped sealed copy of their child's cumulative record.

# Field Trips

All class trips will be planned with extreme care for the safety of your child. The students will be transported by buses. On occasion, cars driven by volunteer parents who are approved drivers will be used. Parents are asked to sign a permission form prior to each field trip. Most of our field trips will need some parent chaperons. For safety reasons, siblings are not permitted to attend field trips as the full attention of the chaperon is needed toward the students. Ben Lippen campus wear is required for most field trips.

# Withdrawal Procedures

Student withdrawals are to be initiated through the principal's office and will be subject to the terms outlined in the Ben Lippen School Education Agreement.

# Supplementary Education Program

Private supplementary services are available through Discovery Therapies, Inc. DT utilizes a therapy approach developed by National Institute for Learning Disabilities (NILD). This program is not covered by BLS tuition.

# Financial Policies and Procedures

## Payment Plans

Families may choose one of four payment plans available:

- **Annual Tuition Payments:** Full (100%) tuition is drafted through FACTS in July. The \$500 per student continuing enrollment deposit for the following school year is drafted in February.
- **Semester Tuition Payments:** Sixty percent (60%) of tuition is drafted through FACTS in July. The remaining forty percent (40%) is drafted in December. The \$500 per student continuing enrollment deposit for the following school year is drafted in February.
- **10-Month Payment Plan:** Monthly drafts through FACTS are made July through May. Senior (12th grade) students' tuition payments are drafted July through April. The \$500 per student continuing enrollment deposit for the following school year is drafted in February in lieu of the regular tuition payment. The payment plan fee for monthly payers is \$125 per family, applied annually.
- **11-Month Payment Plan:** Same as 10-month Payment Plan except drafts begin in June and are spread over 11 months.

## Tuition Deposits (for New Families)

Upon acceptance, a \$500 tuition deposit per student is due in order to secure the student's enrollment.

## Continuing Enrollment Deposits (for Returning Families)

A \$500 per student continuing enrollment deposit for the 2019-20 school year is due by February 28, 2019.

## Delinquent Accounts - Tuition and/or Incidental Fees

- Students with delinquent accounts may be denied access to RenWeb. Students and parents/guardians will not have access until a certified check or cash is rendered to Accounts Receivable.
- If your RenWeb account has been deactivated due to delinquency, you must bring a certified check or cash to the Tuition and Billing Office in order to have the account reactivated.
- Students with delinquent accounts may be suspended from school-sponsored activities, sports participation, field trips, and academic classes.
- Families will be charged any penalty fee assessed by the bank caused by NSF (non-sufficient funds) transfers.
- Students with an outstanding balance from the previous year will not be re-enrolled until the balance is paid in full.

- Grade reports, official transcripts, and diplomas for students with delinquent accounts will not be released until all accounts are cleared. This includes senior transcripts for college admission.

### **Termination of Contract Fee**

The deadline for withdrawal notice for the 2019-2020 school year is February 28, 2019. A withdrawal after February 29, 2019 results in a withdrawal fee of \$1000.

### **Financial Assistance**

Families desiring to apply for financial assistance may do so as part of the application or re-enrollment process. Applications are accepted online through FACTS. (An application fee is assessed and payable to FACTS.) A link to FACTS is available on the Ben Lippen website. Families are encouraged to apply by February 28 in order to have the greatest opportunity for assistance.

Financial aid is offered on the basis of demonstrated financial need and is limited. The following are the conditions for financial aid:

- No family will be awarded financial assistance or need-based scholarships without applying through FACTS.
- Should a student withdraw, financial aid will be applied toward the pro-rated tuition due. Financial aid can only be applied to balance due at date of withdrawal.
- Families may not receive financial assistance over and above the amount for which they have qualified.
- Only the parent(s) or legal guardian(s) may apply for aid.
- Financial aid may not be applied to accounts that are in arrears.

### **Late Fees**

A \$25 late fee may be assessed on tuition payments more than 30 days past due.

### **Returned Checks (NSF)**

A \$30 service charge will be assessed on all returned checks and returned FACTS withdrawals. After two NSF, only cash, cashier's check, or money orders will be accepted for all payments through the remainder of the school year.

## Parties/Holiday Celebrations

Parties will be planned for the students throughout the year. While classroom parties are generally not an open invitation to all parents due to lack of classroom space, a few parents may be asked to help in the planning and preparation. There will be several special school socials and events planned for the whole family. We encourage families to attend these celebrations.

Ben Lippen lower school does not celebrate Halloween. Parents are reminded that snacks, room decorations, and student clothing should not represent this holiday in any way. Harvest celebrations may include pumpkins as an autumn food. Jack-O-Lanterns may be used by the classroom teacher in order to share a gospel message.

- Christmas and Easter activities should reflect the biblical purpose and meaning.
- We ask parents not to send balloons, as they present a hazard to young children.
- Invitations to home parties cannot be sent through the school unless the entire class is invited, or all of the girls, or all of the boys are invited.
- All notes sent by the homeroom mothers/fathers in regard to class activities should be approved by the teacher or administration before being sent home to parents or discussed with students.
- Parents are invited to send a special snack (cupcakes, cookies, drink, etc.) for their child's birthday (or half-birthday for summer birthdays).

## Teacher Appreciation

Over the years, parents have been very gracious and thoughtful in doing special things for our teachers. We ask, however, that all special projects such as collection of money by the parents be cleared through the principal and reserved for occasions such as Teacher Appreciation Week (not for an individual teacher's birthday). Individual gift giving is still your prerogative. We want to be sensitive to all parents when asking for donations of any kind, knowing that some families are on a very tight budget.

## Toys and Games

Please do not bring toys, electronic devices or computerized games to school unless approved by the teacher in advance for school purposes.

***Please complete the Handbook Commitment Form.***

**This form must be signed and returned each year**

to BLS before the start of classes.

Please return the form to the school office.

# Lower School Handbook Commitment Form

## Parental Commitment

Please initial next to each statement indicating agreement, and sign where indicated.

### As parent(s) or legal guardian(s) of a Ben Lippen School student, I (we):

- \_\_\_\_\_ Commit to participate in the Christian education of our son or daughter by regular attendance at a local church and exemplify Christian principles of life in our home.
- \_\_\_\_\_ Commit to support the principles contained in the *Statement of Faith* and *Mission Statement* of BLS.
- \_\_\_\_\_ Commit to support Ben Lippen School and Ben Lippen policies as set forth in the *Lower Student Life Handbook*.
- \_\_\_\_\_ Commit to support Parent/Teacher Fellowship (PTF) by regular attendance at meetings.
- \_\_\_\_\_ Commit to communicate directly with BLS teachers and/or administrators in the event of conflict or disagreement before involving other parties.
- \_\_\_\_\_ Approve the publication of pictures of our son/daughter taken during the year.
- \_\_\_\_\_ Approve establishing a Ben Lippen technology account, including email, for my student(s).

***I (we) have read, understand, and agree to support the Lower School Student Life Handbook policies.***

_____	_____	_____
Father or Guardian Signature	Father or Guardian Printed Name	Date
_____	_____	_____
Mother or Guardian Signature	Mother or Guardian Printed Name	Date

## Student Commitment

Please initial next to each statement if you agree, and sign where indicated.

### As a student at Ben Lippen School, I:

- \_\_\_\_\_ Commit to do my best in all my studies.
- \_\_\_\_\_ Commit to obey the biblical and community standards set forth in the *Lower School Student Life Handbook* without complaint.
- \_\_\_\_\_ Commit to maintain a high standard in accordance with the social life guidelines and entertainment standards outlined in the *Lower School Student Life Handbook*.
- \_\_\_\_\_ Commit to appropriate technology usage in line with Ben Lippen's technology policies.

***I have read, understand, and agree to support the Lower School Student Life Handbook policies.***

_____	_____	_____
Student's Signature	Student's Printed Name	Date