



2018-2019

Student Life Handbook

Upper School



Campus Phone Numbers

School Receptionist: Christy Lambert (803) 807-4000

Other Important Numbers

Admissions	Kelly Adams	(803) 807-4110
Athletics	Kim Carlen	(803) 807-4197
Attendance	Christy Lambert	(803) 807-4100
Boarding Program Director	Steve Sark	(803) 807-4113
Campus Wear	Upper School Office	(803) 807-4100
College Planning and Placement	Kelly Werner	(803) 807-4108
Communications	Rebecca Austin	(803) 807-4127
Development	Kelly Davis	(803) 807-4114
Discipline	Upper School Office	(803) 807-4100
Discipleship	Shannon Glenn	(803) 807-4132
FACTS and Tuition Payments	Business Office	(803) 807-4000
Financial Aid	Business Office	(803) 807-4000
Health Services	Michelle Harris	(803) 807-4126
High School Office	Sheri Zagata	(803) 807-4141
Lost and Found	Contact School Office	(803) 807-4000
Middle School Office	Barb Cochrane	(803) 807-4200
Registrar/Academic Guidance	Amanda Harmon	(803) 807-4116
RenWeb	Contact School Office	(803) 807-4000
School Counseling	Trisha Kirkland	(803) 807-4119

Office Hours

8 a.m. – 4 p.m.

School Hours

Monday: 9:10 a.m. – 3:15 p.m.

Tuesday – Friday: 8:10 a.m. – 3:15 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; gender identity different from one's biological gender; 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).

Introduction

It is our pleasure to welcome you to the Ben Lippen Upper School family. It is our desire that while at Ben Lippen, students receive a memorable educational experience that is Christ-centered and academically rigorous. We seek to provide a community that allows students to develop strong relationships with both God and others that will shape the rest of their lives. Upon leaving Ben Lippen, we desire to see the students grow spiritually, academically, and socially in Christ and pursue His Kingdom in all their future endeavors.

At Ben Lippen, we have developed guidelines - such as you will find outlined throughout this handbook - that encourage student responsibility and accountability in order to maintain an atmosphere of cooperation, mutual respect, personal integrity, spiritual growth, and learning at Ben Lippen School. We desire to see students to grow in the gifts and abilities that God has given them, and we believe that these guidelines will allow the students to grow and become diligent stewards of God's Kingdom.

We look forward to partnering with you in raising up Christian scholars that will go out into the world and impact it for Christ.

In Him,

Max Russell
High School Principal

Corey Thompson
Middle School Principal

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 demonstrate personal **RESPONSIBILITY** 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; 1 Peter 4:10).

Ben Lippen students show **COMPASSION** and care in their relationships with others. They are sympathetic and empathetic in their responses 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).

Profile of a Ben Lippen Graduate

A Ben Lippen graduate:

- **is armed with an intimate knowledge of who God is**, is personally committed to living a life centered on Jesus, and desires continued growth in Christlike character
- **is prepared to thrive**, in college and beyond, striving for excellence in all areas of life, taking responsibility for personal choices, and displaying a humble, teachable spirit
- **is comfortable in multicultural environments** and equipped with the knowledge, skills, and experiences to impact and lead in global ministries and marketplaces
- **understands that service is a tangible expression of God's love** and that true joy is found when we live to bless others
- **maintains an external perspective** and does not shrink back from utilizing the gifts and talents given by God to further His mission
- **instinctively seeks Christian community** in future life stages having experienced genuine love, acceptance, encouragement, and accountability of the Ben Lippen family.

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, the Sabbath day should be a special day with time for quiet rest, worship, and service for our Lord (Genesis 2:2-3; Exodus 20:8-11; Mark 2:27-28).

Chapel Attendance

Chapel is generally held once a week and attendance is required for all students. Students in grades 6-8 will sit with their classes and students in grades 9-12 will sit with their Family Groups. Students who do not sit with their assigned groups will be assigned a detention.

Discipline and Conduct

Obedience to BLS rules and respectful compliance to the direction of BLS faculty, staff, and administration is expected at all times. BLS students are expected to exhibit behavior that is supportive of scriptural guidelines and the school's mission and policies. BLS is systematic in its approach to discipline. Consequences levied for not exhibiting such behavior are meant to be formative, not punitive, in nature. ***Students may be held accountable for behavior both on and off campus, including when school is not in session.*** The BLS administration retains, at their sole discretion, the prerogative to assign specific consequences up to and including suspension/expulsion.

Possible Major Infractions May Include:

1. Disobedience, disrespect, and/or insubordination
2. Lying
3. Cheating/Plagiarism
4. Stealing
5. Destruction or misuse of school property or another student's property
6. Fighting
7. Harassment or Bullying
8. Inappropriate language or behavior (e.g. foul, disrespectful, abusive, or crude language and/or gestures) - including on social media
9. Leaving campus without proper permission
10. Possession or use of weapons on campus
11. Possession or use of alcohol, tobacco products, electronic cigarettes, other drugs, and/or paraphernalia associated
12. Possession or use of pornographic material
13. Inappropriately touching another person
14. Sexual impropriety, immorality, and/or harassment

Possible Minor Infractions May Include:

1. Class disruption
2. Using electronics, including the school-issued iPad, when not permitted
3. Not speaking English during school hours (excluding foreign language coursework and lunch)
4. Dress code violation
5. On-campus driving and/or parking violation
6. Excessive *tardiness* to, *sleeping in*, or *skipping* of class, chapel, advisor groups, or domestics

Additionally, being a party to another's wrongdoing is just as serious as actually committing the offense. Actions such as hiding something for someone, concealing the truth

to protect another person, giving or selling illegal or unacceptable items to someone, and/or enticing others to act contrary to the rules or expectations of Ben Lippen School are subject to disciplinary action.

Disciplinary Procedure

The steps outlined below are typical when responding to a situation where students in grades 6 - 12 fail to follow the primary expectations of a BLS student: respect, responsibility, integrity, stewardship, and/or compassion. However, the administration reserves the right to elevate the level of response to a specific disciplinary situation up to and including detention, Saturday detention, suspension, and expulsion at their sole discretion. Behavioral Reports are issued by faculty to students for offenses. Behavioral Reports are completed through RenWeb, and a copy of the report, including the offence, and the resulting consequence is emailed to the parent. Certain offenses (e.g. cell phones in class, cheating/plagiarism, campus wear violations) have separate and specific response guidelines outlined elsewhere in this handbook.

- Step 1: BLS faculty or staff will address incorrect student behavior by conversing with the student regarding primary expectations and/or school policy. The faculty member will communicate with the student's parent(s) regarding the incorrect behavior and actions taken in response.
- Step 2: Continued incorrect student behavior will result in the faculty or staff member recording the offense and response in Renweb. The faculty member will communicate with the student's parent(s) regarding the incorrect behavior and actions taken in response.
- Step 3: An accumulation of write-ups in Renweb, for any offense, will typically have the following results:
- 3 write-ups – Detention Hall assigned
 - 5 write-ups – Detention Hall assigned
 - 7 write-ups – Saturday Detention assigned
 - 9 write-ups – In-School Suspension
- Step 4: Repeated offenses in one general category are considered serious violations of school policy illustrating a student's inability or unwillingness to follow BLS rules and respond to correction. Such repeated offenses are major disciplinary offenses and often result in suspension, behavior contract, withdrawal, and/or other serious consequences.

Detention Hall (D-Hall)

Students are required to attend D-Hall when assigned. Students will be allowed to reschedule a D-Hall one time during each marking period. Practices for a sport are not an excuse to miss D-

Hall. To reschedule a D-Hall, students should contact the office. If a student misses D-Hall, an additional D-hall will be assigned. D-Hall sessions will be held every Wednesday as necessary from 3:30 p.m. to 4:30 p.m.

Saturday Detention

Students assigned to a Saturday Work Detail will meet from 9 a.m. to 12 p.m. Manual labor and/or academic work will be assigned. Students who are assigned Saturday Work Detail will be charged \$30 to defray the cost of supervision. If a student fails to show up for a Saturday Work Detail, then the student will serve an in-school suspension the following Wednesday and will pay a fine of \$50. If the student fails to show up for in-school suspension, he/she will not be allowed to return to school until the in-school suspension has been served.

In-School and Out-of-School Suspension

If an in-school suspension (ISS) is assessed, students will report to the designated area from 8:10 a.m. - 3:15 p.m. Manual labor and/or academic work will be assigned during the day(s). A student serving an ISS will not be allowed to participate in co-curricular activities (e.g. events, games, meetings, or practices) on the same day. All schoolwork missed during a time of an in-school suspension may be made up for full credit.

If an out-of school suspension is assessed, the student will not report to campus for class or any extracurricular activities (e.g. events, games, meetings, or practices) for the day(s) assigned. All schoolwork missed during a time of an out-of-school suspension may be made up for full credit.

Withdrawal

A student who has demonstrated an unwillingness to cooperate with the school through habitual disobedience and insubordination by maintaining an unrepentant, negative attitude or through any single major disciplinary offense may be dismissed from Ben Lippen School.

Immediate out-of-school suspension and possible expulsion may be expected from the following offenses:

- Possession of knives, firearms, or any other weapons on campus, or at any school function
- Possession or use of alcohol, illegal drugs, and/or abuse of prescription or nonprescription drugs on or off campus
- Any misdemeanor or felony on or off campus
- Sexual immorality on or off campus, including but not limited to extra-marital sexual activity, homosexual activity, and transgender behavior.
- Communicating a threat to another person or the BLS community

The administration may, at its own prerogative, choose to allow a student to withdraw in lieu of expulsion if circumstances warrant.

A student who has been expelled may apply to return to BLS after one full semester. Evidence of changed behavior and positive references will be considered in a re-application, but there is no guarantee of re-admission.

A student who has been expelled from Ben Lippen may not return to the Ben Lippen campus for any reason except (1) if accompanied by his or her parent(s) or guardian(s) to apply for re-admittance or (2) if accompanied by opposing coaching staff while competing in an athletic contest as a member of an opposing team on the Ben Lippen campus. Students who have been expelled from Ben Lippen may not attend Ben Lippen sponsored events or athletic contests on the Ben Lippen campus as spectators. An expelled student may appeal to the administration in writing at least one week in advance for an exception to this policy if the student believes circumstances warrant, but exceptions to this policy are at the sole discretion of Ben Lippen administration.

Behavioral Probation

Behavioral probation may be applied at the discretion of the principal. Behavioral probation can be expected for, but not limited to, the following:

- The student has demonstrated a pattern of disobedience or insubordination.
- The student has demonstrated an unrepentant and/or negative attitude.
- The student has committed a single major offense.

The conditions of such probation would likely include, but are not limited to, the following:

- Weekly meeting with the principal or guidance counselor
- Suspension from participation in all or specific athletic and/or extra-curricular activities

Additional conditions may be applied at the principal's discretion. The probation period will be for a period of time designated by the principal.

Behavioral Contract

Students who demonstrate a pattern of disobedience or insubordination, and a habitual unrepentant and/or negative attitude, will likely be required to sign a Behavioral Contract, along with their parents and the principal. Signing this document indicates the student's commitment to change and subsequently applying themselves to the behaviors and attitude to which God has called them. This contract will indicate the specific area(s) being addressed and the time frame for monitoring and evaluating the student's progress. Not honoring the contract would likely result in the student's dismissal from the school.

Disciplinary Appeals

A student may appeal any disciplinary action after the student has spoken directly with the faculty member or administrator who assigned the consequence (in keeping with Matthew 18). This gives the student an opportunity to explain the circumstances and listen to the faculty member's response. If the student still wishes to appeal, an appeal can be submitted to the principal.

Student Privacy

While BLS will make every effort to preserve student dignity and protect general student privacy, students cannot expect absolute privacy. BLS reserves the right to search student lockers and student personal belongings/possessions (e.g. clothing, bag, vehicle, digital files, electronic devices, etc.) if there is reason to suspect contraband, inappropriate materials, and/or any materials, substances, or information that are not allowed at Ben Lippen, could pose a safety risk to students, or may be illegal to possess. Every effort will be made to have the student present during any search, and at least two BLS employees will be present during a formal search.

Drug Testing

Ben Lippen reserves the right to randomly drug test any student at any time.

Repentance and Reconciliation

When a student voluntarily chooses to come forward and confess to a BLS faculty or staff member his/her involvement in a misdemeanor or felony on or off campus, sexual immorality, or use of alcohol or drugs, the opportunity for reconciliation may be available. Consequences (such as suspension, drug testing, counseling, and other measures of accountability sometimes including expulsion) can be expected with offenses of this nature, but students who have confessed and repented *may* be allowed to continue their enrollment at BLS if fruits of repentance are evident. Whether a student will be allowed to continue at BLS, be required to withdraw from BLS for a predetermined length of time (e.g. one full semester), or be expelled from BLS will be based on an evaluation by the administration taking into account both the individual(s) and the school as a whole.

Interpersonal Relationships

BLS desires that every student learn to develop healthy relationships. Public displays of affection (including handholding, inappropriate hugging, kissing, etc.) are not acceptable (2 Timothy 2:22). This expectation is applicable on campus and at all BLS activities. Additionally,

students should exercise proper postures and positions while in the presence of others to maintain modesty.

Social Restriction

Students who demonstrate difficulty in maintaining appropriate boundaries in their relationships may be placed on social restriction. Such restriction prohibits all social interaction between the persons involved while on campus or attending BLS activities.

Relationships/friendships that are perceived to be unhealthy or are heading in an unhealthy direction may result in a social restriction placed on the persons involved. This restricts any social contact between the persons involved while on campus or attending BLS activities.

Married Students and Pregnancy Policy

Married students may not attend BLS for their secondary education. Also, any student who is pregnant or a student with a child may not be enrolled at BLS. If a student becomes pregnant or causes a pregnancy while attending BLS, he/she will be asked to withdraw.

Sexual Immorality

While enrolled at BLS, all students are expected to exhibit purity in their relationships. BLS retains the right to refuse enrollment or expel any student who engages in sexual immorality (1 Corinthians 6:18).

The Bible is clear in its teaching that God created man in His own image, and in this creation, He created biological male and biological female (Gen. 1:27; Mt. 19:4). His design from the very beginning was that a biological man and a biological 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 biological man and one biological woman. The idea that those of the same sex can marry is contrary to Scripture and unacceptable. Based on this, CIU/Ben Lippen prohibits and retains the right to refuse enrollment or expel any student who engages in any form of homosexual or bisexual behavior, as well as any public expression of support for such behavior or same-sex marriage. Any sexual contact or intimacy with a person of one's same biological gender is homosexual conduct, regardless of one's "gender identity."

Gender Identity

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 the bodies of the opposite gender (i.e., a person with a male body feels that he is a female). Some 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 CIU/Ben Lippen should not publically advocate for any type of transgender expression and BLS retains the right to refuse enrollment or expel any student who engages in such behavior.

Harassment and Bullying Policy

BLS protects the right of every student to have an environment that respects human dignity. Harassment of students is contrary to Scripture, morally wrong, and illegal. Ben Lippen expressly forbids sexual harassment (opposite sex or same sex) or any threatening and offensive conduct or expressions with respect to gender, gender identity, sexual orientation, race, color, national origin, disability, or age.

Harassment can include a pattern of remarks, gestures, jokes, physical contact, teasing, excessive attention, bullying, picture(s), or written material that a person finds 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)

Any student initiating or persisting in any form of harassment (including bullying) - verbal, physical, or visual - is subject to immediate discipline by the principal.

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. Expressing disagreement with or disapproval of another’s actions, decisions, or lifestyle choice is not bullying/harassment. 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 principal.

Social Events

Grades 9-12 School Socials

A variety of social events occur throughout the year. These events help to develop school spirit, build lasting friendships, and promote positive relationships. Some events are more formal, such as the Christmas Social and the Junior-Senior Prom. For formal social events, dress approvals for female students are required. Other socials are planned for class fellowship, such as the Senior Retreat and class parties.

Junior-Senior Prom

Only BLS juniors and seniors attend the formal Junior-Senior held each spring. Attendance is required.

Dancing

Modest dancing is allowed at some school functions and is monitored by faculty and parent chaperones. The song list for dancing at school functions must be pre-approved by administration before the event, and deviation from the approved song list by the DJ is not allowed (i.e. no requests outside the pre-approved song list). The DJ must understand Ben Lippen's Christian mission and preferences in dance and music, and a Christian DJ is preferred for all Ben Lippen events. Explicit songs in any genre (whether the explicit or "clean" version), or any songs that promote inappropriate dancing, are not allowed. Inappropriate behavior at a dance will result in appropriate consequence as determined by the administration.

Media Standards

Media that is not consistent with Christian living is not permitted on campus. Appropriateness of any media item is determined solely by faculty and administrative discretion.

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 or X.

Music Guidelines

Music with inappropriate lyrics or themes is not permitted on campus or at school events.

Attendance

Time of School Day

Students should not arrive at school earlier than 7:30 a.m. Faculty/staff members will be on duty at 7:45 a.m in the parking lot and throughout the building. The classrooms open at 8:00 a.m. and close at 4:00 p.m. Waiting for rides should be done outside, in the breezeway, or in the gymnasium building lobby. Classes begin at 8:10 a.m. and end at 3:15 p.m. On Mondays, there is a delayed start; classes begin at 9:10 a.m. and end at 3:15 p.m.

Students staying on campus after school hours must do so for a specific purpose such as library study, athletic practices or events, music or drama practices, or school-sponsored social events. All students not required to be on campus for a specific activity should be off the campus by 4:15 p.m.

Late Arrival

Students arriving after 8:10 a.m. should go directly to the main office and sign in before going to their scheduled classes. Any student arriving late to school will not be allowed into class unless they have a pass from the office.

Leaving Campus

Students are not permitted to leave campus during school hours without permission; this includes going to CIU's campus or the boarding houses. Once a student has arrived at school, the student should stay at school until the completion of his or her classes that day unless circumstances *require* his or her leaving. Students violating this policy should expect consequences up to an ISS for the first offense.

When leaving campus during the school day, specific parental permission is required. A student should present a note for early dismissal, written by a parent, to the upper school receptionist BEFORE the start of the school day. Each note should include the student's name, reason for early dismissal, and time to be dismissed. The student then will receive a pass that should be given to the teacher at the beginning of the class from which the student will be leaving. Upon leaving class, the student MUST sign out with the upper school receptionist. All students can be picked up in the front of the school.

Except for designated days for senior off campus lunches, students are not allowed to leave campus in the middle of the day for lunch.

Absences

It is each student's responsibility to attend class. Students in grades 6 - 12 are allowed four unexcused absences per semester in each course (eight total for a year-long course). An absence will be assessed if a student misses more than 20 minutes of an individual class

period. If the absence limit is exceeded for an individual course, credit may not be given unless appropriate academic remediation (as determined by administration) is successfully completed. Academic remediation may bear additional financial cost beyond regular tuition. The student may appeal loss of course credit due to excessive absences to the principal's office if there are extenuating circumstances explaining the excessive absences.

Whenever possible, medical and dental appointments should be scheduled when school is not in session. For medical appointments, a doctor's note should be turned into the upper school receptionist upon arrival back at school.

Parents should email the upper school receptionist by 9 a.m. for any unplanned absences (illness or death in family). These absences may not be held against the student for loss of credit. However, a doctor's note may be requested for excessive absences due to illness.

Students who miss the last half of the academic day may not practice or play sports, or attend any school functions that day without specific administrative approval.

Definition of Absences

Excused Absences

1. Student illness where attendance in school would endanger his/her health or the health of others (more than two 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 and the absence will not be held against the student for loss of credit, but the absence remains on the student's record.

Campus Day Pass

Students who will be absent from school due to a planned activity are required to complete a "Campus Day Pass" or a "College Visit Pass" in order to notify teachers and administration of upcoming absence(s). Prior to the pass being issued, parents are to provide by note or email a brief description of the activity to include the dates of the student's absence. Once issued, the "Campus Day Pass" or "College Visit Pass" is to be signed by the teachers of the classes from which the student will be absent and returned to the office at least one day prior to the planned absence. Teachers may require work to be completed during the absence. If a teacher is not notified prior to the absence, all assignments will be subject to the late work policy for that class.

School-Related Absences

Students must make up work missed during absences resulting from participation in any school-related academic, athletic, or co-curricular activity. Students must contact the teacher prior to their absences to reschedule any missed assessments.

Skipping Class

Once a student is already on campus, intentional failure to attend class is considered skipping class. Leaving campus without permission is also automatically considered skipping class. The consequence for a student who skips an academic class or chapel is up to an ISS. Students who intentionally skip study halls, family groups, and reading groups will receive a detention.

Tardies

Students arriving after 8:10 a.m. should go directly to the office and sign in before going to their first block class. Students arriving late to school or a block during the school day will not be allowed into class unless they have a pass from the office. A tardy is defined as missing up to the first 20 minutes of the class.

Continued tardiness is considered a disciplinary matter. Students can expect to receive a detention for every three unexcused tardies they accumulate. Additionally, one class absence will be assessed for every three tardies accumulated in a specific class in one semester.

Campus Wear

The purpose of campus wear is to promote modesty, neatness and appropriateness in order to support a positive learning environment. Campus wear can help reduce tension in the home regarding what is and is not appropriate to wear to school, and supports school unity and identity.

Ben Lippen requires a campus wear “top” and “bottom” for all students Monday through Thursday, including fall and spring exam days and AP exam days.

Tops

Students must wear a polo shirt, oxford style shirt, or blouse (biological girls only) with the Ben Lippen logo purchased from the Ben Lippen Lands’ End webpage. A maximum of one button may be left unbuttoned at the neck.

Bottoms

Pants and shorts may be purchased from any vendor but must conform to the guidelines listed below in order to maintain a tailored/traditional uniform look for campus wear. Skirts (girls only) may only be purchased from the Ben Lippen Lands’ End webpage and must reach the knee

while student is standing up straight. Students who cannot obtain skirts that reach the knee while standing straight may wear pants instead.

Pants/Shorts:

- solid color fitting within the BL Campus Wear color palette limited to black, gray, or khaki
- Shorts must be no shorter than 3" above the knee
- no holes, rips, or frays
- no spandex
- no embellishments (e.g. sequins, labels, etc.)
- no athletic pants/shorts
- blue jeans are only acceptable on Fridays

Shoes

Shoes must be clean and in good repair. Beach-style or bathroom flip-flops, athletic sliders, and slippers (including moccasin style) are not permitted.

Outerwear

An outer layer of clothing (e.g. a jacket, a sweater, etc.) may be worn in the school building so long as the clothing meets all the guidelines outlined below. Even when wearing an outer layer of clothing, students are required to wear a campus wear top underneath it.

All outerwear must be solid color in the BL Campus Wear color palette limited to green, yellow/gold, gray, black, or white. Company logos (e.g. The North Face) must be no larger than pocket-size for any outerwear that is not issued by a Ben Lippen team or program.

Accessories

Tights, leggings, and knee socks may be worn if the colors are within the Ben Lippen color palette. Acceptable colors are limited to dark green, yellow/gold, gray, black, and white. Hats are not to be worn in the school building. Tights and leggings are not to be worn as pants.

Spirit Wear Fridays

On Fridays, students may wear properly-fitted, modest jeans without holes, frays, rips, etc. along with a BLS t-shirt originating from a sanctioned Ben Lippen venue and clearly promoting Ben Lippen or a Ben Lippen team/organization. Outerwear worn on Fridays must fall within the guidelines for outerwear as noted above. Any special "jeans" days given throughout the school year must follow Spirit Wear Friday guidelines.

PE Dress

PE clothes do not have to be from Lands' End. However, students will be graded on dress and participation each day. The appropriate attire for the upper school PE classes consist of any BLS t-shirt (Friday shirt) and shorts that are mid-thigh or longer in length (or shorts with

leggings/spandex under them). During cooler months, athletic sweatpants, long sleeve t-shirts, and sweatshirts are appropriate. Shorts or sweatpants may have no wording other than Ben Lippen logos or small brand marks (ex. Nike Swoosh, Under Armor symbol, etc) on the front. PE clothes must not have any inappropriate writings, sayings, or pictures. The PE instructor retains full discretion and regulatory authority in determining appropriateness.

Casual Dress for All Students – After School Hours

Modest clothing is expected at all Ben Lippen events. Extremely short shorts or skirts, strapless tops or tops with only skinny straps, etc. do not generally conform to this expectation.

Formal Dress for Young Ladies

Modest formal or evening dresses may be worn to special events. Strapless and asymmetrical dresses are permitted, but all dresses should meet the following guidelines:

- Formal dresses must be no shorter than to the knee.
- No cleavage is to be seen.
- Dresses should not be too low, too tight, too loose, too transparent, etc.
- Dresses may only have cut-outs (open or covered with transparent material) on the back of the dress near the bra-strap. Fully open-back dresses, cut-outs below the back bra-strap, and cut-outs in the side or front of the dress are not allowed.

Biological girls wearing dresses that do not conform to the guidelines above may be asked to change before being allowed to participate in the occasion. In order to avoid this, dress approvals are required for formal Ben Lippen social events. A deadline two to three weeks prior to each social event will be announced, and unless prior arrangements are granted, all dresses must be approved before the deadline or a per day fine will be issued.

Candlelight Service Attire for Biological Girls (Seniors only)

- Dresses must be semi-formal, white in color, and at least to the knee. Dresses must remain at or below the knee when seated.
- No cleavage is to be seen.
- Dresses should not be too low, too tight, too loose, too transparent, etc.
- Dresses may only have cut-outs (open or covered with transparent material) on the back of the dress near the bra-strap. Fully open-back dresses, cut-outs below the back bra-strap, and cut-outs in the side or front of the dress are not allowed.
- Shoes must be a neutral tone such as black, white, gold, silver, or nude; flip flops or colored shoes are not permitted.

Graduation Attire for Biological Girls (Seniors only)

- Dresses should be to the knee (no floor-length).
- Shoes must be a neutral tone such as black, white, gold, silver, or nude; flip flops or colored shoes are not permitted.

Formal Dress for Young Men

For formal events, biological boys should wear jackets and ties with dress pants and dress shoes (no athletic shoes, Rainbows, or Sperrys allowed) or a tuxedo. Dark suits or tuxedos is required for the Junior-Senior Prom and Christmas Social. Biological boys are not permitted to have visible piercings or gauges (gages) at formal events.

Candlelight Service Attire for Biological Boys (Seniors only)

- Students must wear dark suits with white dress shirts and dark ties or bowties.
- Dark dress shoes are required (no athletic shoes, Rainbows, or Sperrys allowed).

Graduation Attire for Biological Boys (Seniors only)

- Students must wear dark dress pants (no khakis) with white dress shirts and dark ties or bowties.
- Dark dress shoes are required (no athletic shoes, Rainbows, or Sperrys allowed).

Hair Standard

All students are to keep their hair neat and well-groomed. Extreme hairstyles and unnatural hair color (blue, green, etc.) are not acceptable, unless prior administrative approval is given.

Piercings and Body Art

Biological boys are not permitted to have visible piercings or gauges (gages). Wearing a bandage to cover ear ornamentation is also not allowed. Biological girls are only allowed to have pierced ears visible. No gauges (gages) are permitted. Visible tattoos or body art are not allowed.

Campus Wear Disciplinary Procedure

If a student comes to school wearing clothes that do not meet the campus wear standards described below, he/she will be required to leave class and will not be permitted to return until he/she is wearing proper campus wear. If necessary, the student will be required to call home and wait in the office until proper campus wear can be brought to school for him/her. Absences or tardies for each class or partial class missed will accrue for students who must leave class due to campus wear violations.

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| 1st Offense: | The student will be sent to the assistant principal or dean of women and may not return to class until in appropriate campus wear. The student will receive a tardy and/or absence(s) depending on how much class time is missed. |
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- 2nd Offense: In addition to the natural consequences outlined above for the first offense, the student may be disallowed from wearing certain items of clothing for the remainder of the semester, even if those items are normally approved campus wear. For example, a student may be disallowed from wearing a skirt for the remainder of the semester for a second skirt violation, or a student may be disallowed from wearing a Ben Lippen hoodie for a second violation of wearing a hoodie with no campus wear beneath it.
- 3rd Offense: Consequences from step 2 in “Disciplinary Procedures” will be considered.
- 4th Offense: A fourth offense will be considered a major disciplinary offense as described in “Disciplinary Procedures.”

Lunch

Lunch is provided for all students on full school days when school is in session. Day students may eat weekday breakfast by notifying the cafeteria staff in advance and paying the posted price. Students should not be in the cafeteria during mealtimes unless it is their assigned period to eat. Food - *including ice cream and fruit* - must be eaten in the cafeteria or in the designated picnic areas in the breezeway and the LGI courtyard area. Any dishes or utensils taken out of the cafeteria must be returned by the end of the lunch period. Failure to return dishes or utensils could result in privilege of eating outside the cafeteria. Orderliness and good manners are essential to maintaining a pleasant eating environment. Breaking in line, running, and loud behavior are not acceptable. Students are expected to demonstrate good stewardship and a grateful attitude by not wasting or complaining about the food that is provided for them. After lunch, students are expected to use the restrooms located in the gym area rather than re-entering the classroom building.

Students in Grades 6-12 may not be on the athletic fields, in the gym, or on the FORCE without faculty/staff supervision during their assigned lunch time. Students who are in these areas unsupervised can expect, at minimum, a detention.

Senior Off-Campus Lunch

Seniors with parental permission on file in the Ben Lippen office may leave campus on Mondays for lunch. Seniors leaving campus for lunch must sign out and sign in upon return in the front office. Students may not bring off-campus food into the classroom. Those who fail to sign out, fail to sign in, or return late for the class following lunch more than once will have the privilege of leaving campus for lunch rescinded. A senior may not ride to lunch with another student unless parental permission is granted and is on record with the school. Additionally, a boarding student

may not ride with other students unless the driver has the required background check on file.
Underclassmen are not permitted to leave Ben Lippen campus for lunch.

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.

iPad Acceptable Use Policy

BL students must sign the iPad Acceptable Use Policy committing to the statements below before receiving their school issued iPad.

- I understand the iPad I have been issued is owned by Ben Lippen.
- I will take proper care of my iPad and its accessories, and will do my best to protect them from damage. This includes keeping the iPad in a case at all times and all four corners of the student's iPad is wrapped.
- I will bring my iPad to school with me every day, and I will charge it before I come to school.
- I will store my iPad in my locker during lunch or other activities.
- I will not attempt to access websites, apps, or services that are blocked by the school or by my parents. I will not use my iPad to access content that is graphic, sexually-explicit, or otherwise inappropriate.
- I understand only school-approved apps are to be downloaded on student's school-issued device.
- I understand that any school employee has the right to inspect my iPad at any time.
- I will not share account login information with any other students.
- I will not lend my iPad or borrow someone else's.
- During class, I will only use apps or websites that are approved by that teacher.
- I will never take pictures or make recordings in class without the explicit permission of the teacher.
- I will not take pictures or video in restrooms, locker rooms, or any other private areas. I will not post any pictures taken at school to social media sites without permission.
- I will use my iPad to communicate only in ways that are kind and respectful. I will not bully others online, nor will I tolerate those who do.
- I understand that it may become necessary during the year for the school to modify or add to this document.
- I understand that if I choose to violate any of these statements, I will be subject to discipline as deemed appropriate by the school.

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.

Personal Technology

All BLS upper school students are supplied with an iPad to use both at school and at home. The school-provided iPad should be the primary device used by a BLS student. Laptops, Android tablets, personal iPads, and other such devices are generally not allowed. Teachers may, at their own discretion, choose to allow devices in the classroom for specific purposes as they deem necessary.

Earbuds/headphones may only be used for educational purpose. They may not be worn or used during the transition between classes.

Personal Wi-Fi Hotspots

Students may not bring mobile or portable WiFi hotspots on campus. All internet access on campus should be through the Ben Lippen network. If a student has a smartphone with WiFi hotspot or tethering capability, this feature may not be used on campus.

Social Media Use

The same expectations that apply to direct, face-to-face communication also apply to digital communication and social media. Misuse of digital communication by BLS students will be addressed and any inappropriate actions stemming from non-school-owned technology use (example: demeaning statements on Facebook, Twitter, or Instagram) could be disciplined.

Cell Phones

Upper school students may carry a cell phone during school hours. Students in grades 6 - 8 are not permitted to use or display the phone for any reason during the school day.

In grades 9 – 12, cell phone use is only allowed during a student's lunchtime hour and transition time between classes. During class, cell phones must be silent and out of sight. Phones with photo capabilities are never permitted to be used in restrooms or locker room areas. Earbuds/headphones may not be used during the transition between classes.

Students who do not conform to Ben Lippen's cell phone policy may expect the following consequences:

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| 1st Offense: | The teacher will confiscate the student's cell phone, document the offense in RenWeb, and give the phone to administration. The student can retrieve the phone from the office after the end of the school day. The |
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student will be required to turn in the cell phone the next school day when he/she arrives at school and can pick it up at the end of the day.

2nd Offense: The teacher will confiscate the student's cell phone, document the offense in RenWeb, and give the phone to administration. The student can retrieve the phone from the office after the end of the school day. The student will receive a detention and be required to turn the cell phone into the office for five school days when he/she arrives at school.

3rd Offense: The teacher will confiscate the student's cell phone, document the offense in RenWeb, and give the phone to administration. A parent/guardian of the student will be contacted and can retrieve the phone from administration after the end of the school day. The student will receive a Saturday d-hall and will not be allowed to carry a cell phone on campus until administration permits.

4th Offense: The teacher will confiscate the student's cell phone, document the offense in RenWeb, and give the phone to the office staff. A fourth offense will be considered a major disciplinary offense as described in step 4 in "Disciplinary Procedures," and the student should expect, at minimum, an in-school suspension.

Care of Property

All students, faculty, and staff are stewards of the property of BLS and are responsible for its care. Willful damage to school property or to the property of another student will result in disciplinary action, and the cost of repairing the damage due to willful acts will be charged to the student(s) at fault.

Food and drink should only be taken into approved and designated areas. Food or drink from the cafeteria should not be taken into the classroom buildings or the gym, but should be confined to the designated areas in the cafeteria, breezeway, and outside the LGI. All dishes, trays, cups and silverware should be returned to the cafeteria after lunch. Failure to do so may result in the privilege of eating in the designated outside areas being revoked.

Lockers/Cubicles/Bookbags

Every student in grades 9 - 12 has the option of being issued a classroom building locker and combination lock. Only BLS-issued locks may be used on the lockers. All locks are to be returned at the end of the school year or purchased from the school for \$5.

Students in grades 6 - 8 are assigned a “cubbie” in their classrooms. Students are responsible for their personal items. While items left in the cubbies are generally secure, students are advised not to leave expensive or valued personal items.

Locker and Book Bag Decoration

Anything decorating a locker should not damage the locker or paint surface when it is removed. Lockers and book bags may not include any advertisement or promotion of tobacco, alcohol, illegal substances, non-Christian musical groups, crude images, slogans, or symbols with ungodly or double meanings.

Library

BLS encourages students to check out books for pleasure and coursework. Checking out library materials properly and promptly makes it possible for everyone to benefit from the library’s resources. The library does not charge overdue fines. If a student has an overdue book, however, he or she will not be able to check out another until that book is returned or paid for if lost. Additionally, the librarian will not sign the end-of-the-year check-out sheet if a student has outstanding materials.

While in the library, students should keep their voices to a level that will enable others to read, do research or take tests. It is important that students respect others as they are studying or taking tests.

Safety Considerations

Students in Grades 6-12 may not be on the athletic fields, in the gym, or on the FORCE without faculty/staff supervision. Students who are in these areas unsupervised can expect, at a minimum, a detention.

Students may only use skateboards, rollerblades, scooters, and bicycles with proper safety equipment, written parental permission, and administrative permission. Properly fitted and

secured safety helmets must be worn when riding, and students must have their own equipment to participate.

Security

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

Health Services and Requirements

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.

Students participating in athletics must receive an annual physical on or after April 1 prior to the start of school. The physical must be recorded on the "Athlete Physical Form" found on the Ben Lippen website under the "Athletics" tab on the main menu.

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

Services

The health services office, staffed by a registered nurse, is open to all Monticello Road day and boarding students during school hours. Please note that the RenWeb Student Medical Form must be completed before medication will be dispensed to a student.

Medication

Students may not have medication in their possession at school except their own Epi-Pens, insulin, or rescue inhalers, unless approved by the school nurse. All other medication(s) must be dispensed by the school nurse or her designee.

All medication dispensed at school must be in the *original* container. Prescription medication must be in a current, completely-labeled (date, pharmacy, physician, student, medication, full dosing instructions) prescription container. Over-the-counter medication must be in clearly labeled original packaging.

A prescription medication authorization form must be filled out by both the parent and the physician when the physician has ordered a medication (prescription or over-the-counter) that will require in-school administration for an indefinite period of time. However, a prescription medication authorization form is not needed if a medication is to be given for a limited number of days (up to two weeks), as long as the medication is brought to the nurse's office in an approved container (see above) and accompanied by a parent note indicating the purpose of the medication and the time(s) it should be given to the student.

Vehicles and Road Safety

Permission to drive a vehicle or to have a vehicle at BLS is a privilege. As such, vehicles should be handled with responsibility because the privilege may be withdrawn if regulations are violated. These regulations include the following:

- Students who wish to drive to school must register with the office any vehicles they plan to drive. Decals must be placed on the left lower corner of the rear window.
- Students who are temporarily driving another vehicle must register the vehicle with the main office and hang a temporary tag in the vehicle while it is parked on campus.
- Student-driven vehicles lacking decals will be ticketed.
- Students must park in their designated areas or in the BLS overflow lot.
- Student drivers may not:
 - Take another student off campus without written parental permission.
 - Leave the campus during the school day without written parental permission.
 - Lend their vehicles to other students.
 - Drive their vehicles on campus during the week to go to such places as the chapel, the athletic field, or meals.
 - Go to the parking area or sit in their cars during the day.
 - Allow students to ride in a potentially dangerous manner (e.g. riding on the hood of any vehicle, riding in the back of a truck, or hanging out of a vehicle).
- Students must abide by the following guidelines when on the Columbia International University (CIU) campus:
 - The campus speed limit is 15 mph.
 - Faculty/Staff/Visitor spaces are not to be used during the hours of 7:30 a.m. to 5:00 p.m., Monday through Friday.
 - Spaces marked Reserved may not be used at any time.
 - Vehicles may not be operated or parked on the grass.
 - Curb parking is not permitted.
- School authorities or campus security officers have the right to check cars at any time.
- Drivers are responsible for the actions of their passengers.
- Parking regulations are enforced seven days a week.

- Students wishing to appeal a ticket must speak with the administration within 24 hours or pay the fine.

Parking

All upper school student drivers are required to have a parking decal on their vehicles for identification purposes. Parking decals are available from the upper school receptionist and must be displayed on the driver's side back bumper or back window.

The lower parking area in front of the upper school is designated for seniors and staff/visitors only. No underclassmen may park in this area during school hours. Underclassmen may only park at the entrance to the football/baseball complex and the area adjacent to the baseball field. Parking on the grass hill is not permitted. Parking at CIU or behind the grades 6-8 buildings is strictly forbidden for BLS students.

CIU Campus

It is a privilege to have access to the facilities on the CIU campus. In order not to be disruptive to the activities of the university, the following guidelines are required:

- Students are not permitted to be on the campus or to use the facilities (including the vending machines) of CIU without BLS faculty supervision.
- Students must have a specific, approved purpose for being on the CIU campus.
- Students must receive written permission from the principal and sign out in the office to go on the university campus during or after school.

Conferences and Addressing Problems

Parents are encouraged to communicate directly with their child's teachers, and email or phone is often an efficient way to do this. Parents who would like to arrange a conference with a teacher should make arrangements in advance. During school hours, teachers need their full attention directed toward their students. Please do not drop by class during school hours to talk with your child's teacher(s).

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 webpage (www.BenLippen.com), RenWeb, and the Talon Times (weekly email). Parents are always welcome to call or email a teacher when necessary; however, parents who would like a conference with a teacher are asked to make arrangements in advance. During school hours, teachers need their full attention directed toward their students. Please do not drop by the class during school hours to talk with the teachers.

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. The Ben Lippen security system, "LobbyGuard," issues an ID sticker after completion of an instant security check. A valid driver's license is required for the security check to be completed.
- Before inviting or allowing anyone to be a guest to classes, students must get permission from the principal. 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 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).

Academic Information

RenWeb

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

Academic Assessment

BLS seeks to assess and evaluate student academic performance using multiple methods and styles. While some uniformity is needed, teachers are encouraged to exercise professional judgment in developing assessment standards in their courses. All assessment and evaluation procedures are outlined in the syllabus published at the beginning of the course.

Tests

A student scheduled to take tests (not quizzes) in three or more courses on a single day may go to the upper school office to request an extension for the test or tests assigned last (as determined by the upper school office) bringing the total for one day to tests in no more than two subjects. Students must request this extension at least 24 hours prior to the test being delayed. Students are not permitted to request extensions on tests or quizzes because they are not ready to take them (except after an absence due to illness).

Exams

Exams for students in grades 9 - 12 are held at the end of each semester according to a published schedule. Students who do not have a scheduled exam may be excused from school with written parental permission. Makeup exams will be permitted for sickness, death in the family, or other circumstances approved through the principal's office. All rescheduled exams must be approved through the principal's office, and the rescheduling of exams may result in a \$250 per exam fee. Campus wear expectations continue through exam week.

End of semester exams for students in grades 6 - 8 are given in the 7th and 8th grade Algebra I course, the 8th grade Algebra II course, and the 8th grade Physical Science course.

Exam Exemption Policy

Juniors and Seniors may be exempt from exams *with teacher approval* and a 90% average or better in the class.

If a student is exempt from an exam and chooses not to take it, the student's semester average will be computed by considering each quarter of the semester as fifty percent of the semester grade.

There are no first semester exam exemptions in AP classes for either juniors or seniors. All students enrolled in AP courses are expected to take the AP exam in May.

Homework

Homework is an important aspect of the learning process. It is carefully assigned to help the students gain the most out of their classroom time. All homework is expected to be completed on time, thoroughly and neatly.

Students in grades 6-8 will not be assigned homework, projects, or assessments that are due on Monday. Also, outside of assessments, no homework will be assigned in grades 6-8 Bible, Fine Arts, PE, Technology, or World Language classes any day of the week.

Cheating and Plagiarism

BLS does not tolerate cheating of any form. Since the root issue is one of *integrity*, BLS does not distinguish in consequences between cheating on homework, classwork, formal assessments, papers, projects, exams, etc.

Plagiarism is a form of cheating. Plagiarism, regardless of intent, is the presentation of words or ideas of another as one's own. For example:

- A student submits work using the words, sentences, ideas, conclusions, examples and/or organization of an assignment borrowed from a source (e.g. a book, an article, another student's paper, webpage, etc.) without properly acknowledging the source
- A student submits work done by another student, in part or whole, as his or her own work
- A student submits assignments received from commercial firms or any other person or group
- A student knowingly aids another student in plagiarizing an assignment as defined above
- A student knowingly submits the same work for credit in two courses without obtaining permission from the teacher

Collaboration between students - working together on an assignment leading to a mutual and greater understanding where all parties are actively engaged in the learning process and

approximately equal contributors - is acceptable *when given permission by the classroom teacher*. Students should take care to understand and follow the expectations of their teachers before collaborating on an assignment. Collaboration that is not approved by the teacher will be considered cheating.

Students involved in any form of cheating will receive a referral to the administration which will likely result in, at minimum, a zero on the assignment, an in-school suspension, and the student will be required to take the semester exam regardless of final semester average. National Honor Society Members may also lose membership per chapter bylaws. Any student knowingly allowing or aiding another student to cheat should expect a similar consequence. Multiple cheating incidents (including plagiarism) may result in further administrative action including the possibility of expulsion.

Makeup Work

If a student is absent from class due to illness, a one class-meeting extension on assignments will be given for each class-meeting absent, if necessary. The student is responsible for scheduling a time to make up the test with the teacher. After the time frame to make up the test has expired, the student may not be permitted to take it; in which case, he or she will earn a “zero.”

An absent student is individually responsible to get the notes and/or announcements from other students and/or ask the teacher for missed work. The student is responsible for any material covered during the absence which may be on a future test/quiz. Additionally, the student is responsible for all homework, class work, and long-term projects as well as for taking any assigned quizzes or tests on time.

If a student is absent the day before a test/quiz because of an athletic event, school activity, or college visit, the student is responsible to collect all assignments and make arrangements for taking tests and quizzes before the scheduled absence OR to take the test/quiz on the day that he/she returns unless prior arrangements were made with the teacher.

Late Work

The purpose of late work penalties is to encourage faithfulness and responsibility. BL students are encouraged to practice consistent responsibility and diligence in their academic lives. Homework that is related to or will be applied to the daily classroom instruction will be assessed “as is” at the time it is due. If a student has not completed the assignment he or she may submit it by the next class period, but will be deducted 10 points per day. After the following class period, the grade will remain “as is”. Other homework that is assigned to review or to supplement instructional content may be accepted but will incur a late penalty of 10 points per day for four days. After the fourth day, the assignment will earn a “zero.” This includes, but is not limited to, projects, essays, and presentations.

Teachers may not accept late work more than 2 weeks past the due date the last week of the quarter without the Principal's approval. Assignments such as ALEKS or Membean will not be accepted late.

Course Load

Full-Time Students

All full-time freshmen, sophomores, and juniors are required to take a minimum load of seven classes each semester. Seniors are encouraged to take a minimum load of seven classes each semester, but a minimum of six classes is required for seniors both semesters in order to graduate with a Ben Lippen diploma.

Part-Time Students

Students who take **three (3) or fewer** classes at Ben Lippen School are eligible for part-time tuition and fees. Students who wish to take **four (4) or more** classes at Ben Lippen School will be considered full time students and pay regular tuition fees.

Drop/Add Period

Students may make schedule changes with no penalty during the first 8 - 10 school days of a course. Students may not add new courses after this deadline has passed. If a student drops a course after the drop/add deadline, a grade of "Withdraw Failing" or WF will be given. A WF is factored into a student's GPA as a failing grade and will not receive any Carnegie units for GPA. Adding and/or dropping courses, or changing course level may require the signature of a parent, teacher, and guidance department.

Dropping a year-long AP course after the first semester may require that class to be re-classified as an Honors level class on the transcript.

Courses Outside BLS

While enrolled as a full-time student at Ben Lippen, all courses required for graduation must be taken at Ben Lippen except in the case of extenuating circumstances and with the approval of the upper school principal. This includes summer school courses.

All classes taken outside of Ben Lippen must have prior administrative approval.

Grade Level Placement

For classification in the 10th grade, a student must earn a minimum of six credits including one English, one Social Science, and one Math credit. 11th grade status requires a minimum of 13 credits including two English, two Math, one Lab Science, and two Social Science. 12th grade status requires a minimum of 19 credits including three English, three Math, two Lab Science, three Social Science, one Foreign Language. Students who are English-language learners have additional requirements explained in the Grade Level Placement for English Language Learners section of this handbook.

Students may be disallowed from returning to Ben Lippen if they are not on track to meet all graduation requirements.

Advanced Placement (AP) Courses

Ben Lippen School offers a variety of AP level courses for students to take. These courses are weighted one quality point above the CP weighting. Students who drop an AP course during the school year may not receive AP credit for the portion of the class already completed. There are no first semester exam exemptions for AP courses.

Students who sign up and take an AP course are required to take the AP exam in May. Ben Lippen families are responsible to pay an AP exam fee for each exam taken. This fee is set by the College Board, the nonprofit organization that oversees the AP exams. Specific information regarding the exam fee can be found on the College Board's website. The AP exam fee(s) will be billed to the student's FACTS account in early spring. Considering the cost per credit hour for college courses, the fee for an AP exam by a well-prepared student is an excellent investment.

Dual Credit Courses

Dual credit courses are those courses for which the student has been granted permission by the guidance department and upper school principal to earn both high school and college credit. Students taking dual credit courses are building two transcripts: the institution of higher education (IHE) transcript and the high school transcript.

Dual Credit Policy:

1. Students who wish to take Dual Credit classes must complete a Dual Credit Application (available in the Guidance Office) and obtain parental consent.
2. Students are responsible for applying for admission to the IHE where they intend to earn credit and for any fees and tuition incurred for the course(s) and for transfer of grades to Ben Lippen.
3. College remediation and orientation courses are not considered dual credit courses.
4. Dual Credit courses may be taken only if the student's Ben Lippen course schedule provides the needed flexibility. Required Ben Lippen courses are the priority and students may not miss class at Ben Lippen to attend Dual Credit courses.
5. Students may not take college courses on their own time at an IHE with the expectation that the course will be transcribed back to Ben Lippen without first consulting the guidance department to determine if the course is part of the articulated agreement between Ben Lippen and the IHE.

Grades

1. Dual Credit courses receive one quality point above the CP weighting (equal to an AP course).
2. The student is responsible for providing Ben Lippen with a transcript from the IHE showing the grade earned in the Dual Credit course.
3. When possible, a numeric average will be used for the purpose of recording the grade on the Ben Lippen transcript. If a numeric grade is not possible, the UGP conversion rule for other grades will be applied.

Other High School Credit Courses

While enrolled as a full-time student at Ben Lippen, all high school level courses required for graduation must be taken at Ben Lippen except in the case of extenuating circumstances and with the approval of the upper school principal. This includes summer school courses from community or online high schools.

Grade Level Placement for English Language Learners

In order to track student achievement and help the Ben Lippen guidance office with college and university placements, all international students are required to officially submit their TOEFL scores to Ben Lippen School (TOEFL School Code #3307) each time the TOEFL exam is taken.

TOEFL Policy for International Students:

1. ELL students with a TOEFL score of less than 80 are required to take the TOEFL each year that they are enrolled in high school at Ben Lippen. *Ben Lippen School recommends international students take the TOEFL at a minimum of twice a year, once a semester.*
2. Scores must be received by December 15 in the fall and by June 15 in the spring.
3. Students who take the TOEFL within one month of final exams each semester will be exempt from their ESL exam, not ESL World Cultures or ESL Bible classes.
4. Students must officially submit their scores to Ben Lippen using the school code 3307 when registering for the test.
5. Students who do not comply with this requirement will lose house privileges until the TOEFL is taken.
6. A TOEFL iBT score of 80 is highly recommended before beginning senior level coursework.

English as a Second Language (ESL) Placement

For English Language Learners (ELL's), placement in the Ben Lippen ESL program is determined by TOEFL-iBT score. All ELL's are required to take the TOEFL-iBT at least once per year to document student progress in language development. Students will progress through ESL/TOEFL Prep courses sequentially.

Initial Course Placement at Admission	TOEFL-iBT Score at Admission	Typical Parallel Mainstream English course
ESL 1	0-49	-
ESL 2	50-59	-
ESL 3	60-79	English Fundamentals
TOEFL Prep	80+	English Seminars

Grade Point Average

The guidance office computes each student's grade point average (GPA) at the end of each semester. Each student transcript includes two GPA calculations: the South Carolina Uniform Grading Policy GPA (UGP GPA) and an unweighted GPA (UGPA) on an absolute 4.000 scale.

Upper School Academic Grading Scale

Ben Lippen School uses the South Carolina Uniform Grading Policy (UGP) for grades 6 - 12. The UGP designates the quality point range for each numeric grade and gives weighted credit. Only high school level courses will receive quality points and Carnegie Units.

Average	Grade	College Prep	Honors	AP	Average	Grade	College Prep	Honors	AP
100	A	5.000	5.500	6.000	75	C	2.500	3.000	3.500
99	A	4.900	5.400	5.900	74	C	2.400	2.900	3.400
98	A	4.800	5.300	5.800	73	C	2.300	2.800	3.300
97	A	4.700	5.200	5.700	72	C	2.200	2.700	3.200
96	A	4.600	5.100	5.600	71	C	2.100	2.600	3.100
95	A	4.500	5.000	5.500	70	C	2.000	2.500	3.000
94	A	4.400	4.900	5.400	69	D	1.900	2.400	2.900
93	A	4.300	4.800	5.300	68	D	1.800	2.300	2.800
92	A	4.200	4.700	5.200	67	D	1.700	2.200	2.700
91	A	4.100	4.600	5.100	66	D	1.600	2.100	2.600
90	A	4.000	4.500	5.000	65	D	1.500	2.000	2.500
89	B	3.900	4.400	4.900	64	D	1.400	1.900	2.400
88	B	3.800	4.300	4.800	63	D	1.300	1.800	2.300
87	B	3.700	4.200	4.700	62	D	1.200	1.700	2.200
86	B	3.600	4.100	4.600	61	D	1.100	1.600	2.100
85	B	3.500	4.000	4.500	60	D	1.000	1.500	2.000
84	B	3.400	3.900	4.400	59	F	0.900	1.400	1.900
83	B	3.300	3.800	4.300	58	F	0.800	1.300	1.800
82	B	3.200	3.700	4.200	57	F	0.700	1.200	1.700
81	B	3.100	3.600	4.100	56	F	0.600	1.100	1.600
80	B	3.000	3.500	4.000	55	F	0.500	1.000	1.500
79	C	2.900	3.400	3.900	54	F	0.400	0.900	1.400
78	C	2.800	3.300	3.800	53	F	0.300	0.800	1.300
77	C	2.700	3.200	3.700	52	F	0.200	0.700	1.200
76	C	2.600	3.100	3.600	51	F	0.100	0.600	1.100

Report Cards and Credit

Report cards are issued quarterly and are accessible through Renweb.

High school credit courses in grades 7 - 12 earn one half credit each semester in each course in which they earn a passing grade. Credit is awarded by the semester; final grades are not given. The minimum passing grade credited toward graduation is 60%. Semester grades are calculated by weighting each quarter at 40% and the exam at 20%.

Students may be disallowed from returning to Ben Lippen if they are not on track to meet all graduation requirements.

Transcript Requests

Official Transcripts: *Transcripts that must be signed, sealed, & mailed by Ben Lippen School* Official Transcript Request forms can be obtained from the college counselor office and must be fully completed before any official transcript is released. A \$10 fee per transcript is charged; however, the fee for the first ten transcripts is waived for current seniors. All transcripts mailed internationally incur an additional \$45 fee per transcript. A minimum of a 48-hour processing time should be expected for all transcript requests.

Unofficial Transcripts: *Transcripts that are unsigned and emailed or picked up by the student* Unofficial transcript requests can be made to the Academic Counselor/Registrar via email. There is no fee for these requests, but a minimum of a 48-hour processing time should be expected.

Credit Redemption Policy

Students who earn a failing grade of 55-59% during the first semester of a yearlong course may “redeem” that half credit by earning a grade of 70% or higher during the second semester of the same course with the same teacher. The failing grade will be replaced with a 60%.

Credit Recovery

Credit Recovery is defined as a course-specific, skill-based learning opportunity for students who have previously failed to master content or skills required to receive credit. The term “Credit Recovery” refers to a block of instruction that is less than the entirety of the course. Credit Recovery targets specific components or a subset of the objectives to address deficiencies necessary for student proficiency in the overall course.

Credit Recovery Policy:

1. Parent must complete a Credit Recovery Application and give consent.
2. Student must have earned a grade of 50 or above to be eligible for Credit Recovery. Students earning lower than a 50 must re-take the course.
3. Students may not take more than two courses for remediation inside or outside Ben Lippen during their high school careers.

4. Credit Recovery is available through Seven Star, Virtual SC or an approved Ben Lippen instructor.
5. Credit Recovery courses must be completed prior to August 1 to be recorded during the current academic year. Courses completed after August 1 will be applied to the next academic year.
6. Credit Recovery Courses must have prior administrative approval.
7. Grades
 - a. The original failing grade will remain on the transcript as is. A new course starting with the appropriate activity code, grades scale designation, and unit marker will be entered on the student record.
 - b. The Credit Recovery course will be marked as “CR” on the transcript (i.e. Algebra 1 CR).
 - c. If a student passes the Credit Recovery course with a 60 or higher, the passing grade is entered as a “P” as the final grade and transcribed to the numerical grade value of “0” as indicated by the addition of the “P” to the grade scale chart. Thus, the credit recovery course does not impact the student’s GPA. If a student fails the credit recovery course, the failing grade is entered as an “NP” as the final grade and transcribed to the numerical grade value of “)” as indicated by the addition of “NP” on the grade scale chart.
 - d. A Student wishing to modify his or her GPA should repeat the full course for credit and not seek a credit recovery solution.

Class Rank

Class rank is computed at the completion of a student’s sophomore and junior years prior to June 15, then revised after the first semester of senior year, and finally calculated at the end of senior year prior to June 15. Class rank information includes all full-time, diploma-seeking students who attended BLS that school year. Only diploma candidates are included in the class rankings. Class rank is based on the cumulative GPA (South Carolina Uniform Grading Policy) of all high school courses. Summer school coursework and new students transferring to BLS are not included in the prior year’s GPA calculation or class rankings, respectively.

National Honor Society

Membership in and selection for the National Honor Society is based on scholarship, service, leadership, and character. The selection and application process takes place during the months of January and February. The induction ceremony for Ben Lippen’s chapter of NHS is in March. NHS members remain in good standing by paying yearly dues of \$25, completing 30 service hours, maintaining a minimum 4.5 weighted GPA, and attending NHS meetings and events. After a probation period, students may be dismissed from NHS if they do not remain in good standing. While not solely an academic award, NHS members are honored at graduation.

Honor Roll and Principal’s List

Each quarter, an Honor Roll list will be compiled for the upper school consisting of all students in grades 6-8 who have achieved an A (90% or greater) in all their core courses and all students in grades 9-12 who have achieved an A (90% or greater) in all their academic subjects.

Additionally, each semester a Principal's List will be compiled honoring all students in grades 6-8 with a cumulative semester average of 97 or greater in core classes and all students in grades 9-12 achieving a 4.700 GPA or greater for that semester.

Academic Probation

Academic probation is designed to assist students in becoming more responsible for their academic progress. Academic probation also promotes important communication among students, parents, and the school. Academic probation may be invoked throughout the school year and/or as a condition of admittance to the school. Students will be placed on academic probation if they fail two or more courses in one quarter OR if their quarter GPA falls below 2.0 (70 average for students in grades 6-8). Students on academic probation are required to have an initial meeting with a guidance counselor who will establish an accountability plan that must be implemented by the student and his/her family at home to ensure academic improvement. Students may be required to attend weekly study sessions before or after school as part of the accountability plan. If deemed necessary, a tutor will be suggested to assist in deficient subject areas. Students remaining on academic probation for two consecutive quarters who do not raise their GPA above 2.0 by the end of the second quarter may be asked to withdraw from BLS.

Students with a diagnosed learning difference or difficulty who have a GPA below 2.0 are placed on academic review. Provided these students are working up to their expected ability level and are not exhibiting behavioral problems, they may remain on academic review indefinitely.

Extracurricular Activities Eligibility

- Academic Eligibility: Students must pass (60% average or better) six courses each quarter AND maintain a 2.0 quarter GPA (70 average for students in Grades 6-8) to participate in athletics and/or co-curricular activities (fine arts and clubs).
 - Students who have a 2.0 GPA but have a failing grade in individual subjects will be considered on a case-by-case basis by the athletic director and the principal.
- Eligibility for each season is established at the beginning of the season. Eligibility for fall sports/activities is determined by the final grades the previous school year; winter sports/activities eligibility is determined by report card grades from the first nine-week grading period; spring sports/activities eligibility is determined by report card grades from the second grading period.
 - Ben Lippen School is a member of the South Carolina Independent School Association (SCISA) and must comply with their academic standards for athletics. Per SCISA rules, students in grades 9-12 must take and pass at least four (4) core courses or five (5) of any courses each grading period or semester to be eligible. After each grading period, any student who falls below this standard will become automatically ineligible and will not be able to participate in any team activities (practice, travel, and games) for the remainder of the quarter.

- Students who are ineligible:
 - may not play in any games or participate in any performances;
 - may not miss class time to attend any athletic/extracurricular game, practice, or event.

- Students who are ineligible are placed on suspension from extracurricular activities and re-evaluated five weeks from the first day of the quarter. If the athlete's GPA is above a 2.0 and he/she is passing six courses after five weeks, the athlete is deemed eligible at that time.
 - Students who were ineligible at the beginning of their sports/activities season, regained eligibility after re-evaluation, but then who fell below eligibility standards on their next report card will be evaluated by the Upper School Principal to determine whether they may continue to participate.

- 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 during a student's high school career.

- In order to be eligible for athletics or co-curriculars at BLS as a part-time student, a student must enroll and pass four (4) core classes or five (5) of any classes offered. Core classes are English, math, science, social science, technology (1), fine arts (1), and foreign language.

Standardized Testing

All freshmen, sophomores, and juniors take the Preliminary Scholastic Aptitude Test (PSAT), also during the fall semester. There are no makeups for the PSAT. These tests are administered at BLS.

The SAT and ACT are administered to high school students throughout the school year according to the schedule provided by the College Board and ACT, respectively. Students are responsible for registering online and paying the registration fee before the deadline. Sophomores are strongly urged to take the SAT near the end of the academic year. Juniors must take the SAT and ACT at least once during their junior year. The BLS school code for reporting scores is 410501. Scores must be reported to the guidance office for college guidance purposes.

All international students must take the TOEFL (Test of English as a Foreign Language) each year. Ben Lippen's TOEFL School Code is 3307. Scores must be reported to the guidance office for ESL course advancement, class placement, and college guidance purposes.

Graduation Requirements/Awards

The following is a list of minimum course work required to receive a diploma of graduation from BLS. A minimum of 26 credits is required for a college preparatory diploma, and a minimum of 28 credits is required for a college preparatory diploma with honors distinction. For more detailed graduation requirements, please reference the Course Catalog. All Ben Lippen students must additionally complete Naviance Assignments through the guidance office.

	<i>College Preparatory Diploma</i> Credit Requirements	<i>College Preparatory Diploma with Honors Distinction</i> Credit Requirements*	<i>College Preparatory Diploma with Innovative Scholar Distinction</i> Credit Requirements*
Bible**	4	4	4
English***	4	4 or 5	4
Mathematics***	4	4 or 5	4
Lab Science	3	4	3
Social Science	4	4	4
Foreign Language	2	3	2
Fine Arts †	2	2	2
Technology	1	1	1
Physical Education††	0.5	0.5	0.5
Health	0.5	0.5	0.5
Innovation (Not required until Class of 2020)	1	1	4*
Electives	2	0 or 1	0-3
Minimum Total Credits	26	28	26
Community Service†††	30 hours	30 hours	30 hours

- * In addition to the specific credit requirements in the chart above, a student must meet the following requirements to earn:

Honors Distinction:

1. A 2019 graduate must earn at least a 4.400 UGS GPA. Any student graduating in 2020, and beyond, must earn at least a 4.500 cumulative UGS GPA.
2. A student must have passed a minimum of 12 credits classified as honors (H), Advanced Placement (AP), or dual credit (DC).
3. A student must have earned a minimum of 9 total credits in English and Mathematics with at least 4 credits in each discipline.

Innovative Scholar Distinction Course Requirements

1. Foundations of Innovation (Class of 2019 and beyond)
2. 21st Century Leadership and Communication (Class of 2020 and beyond)
3. Two full-year, track-specific courses in one of the following concentrations:
 - a. Business
 - b. Robotics
 - c. Programming
 - d. Engineering
 - e. Digital Media
4. Capstone course to be completed in the 12th grade.

** 0.5 credits of Bible must be earned for each semester a student is enrolled at Ben Lippen. Regardless of how many Bible credits a student is required to earn, the minimum total credits does not change. Additional credits needed to meet minimum total credit requirements may be from any academic category listed.

*** Regardless of the number of high school English or math credits earned prior to the ninth grade, all students are required to enroll in both an English and a math course each semester they are enrolled at Ben Lippen.

† Fine Arts requirement for Class of 2019 is 1 Credit.

†† One half credit is given for participation in three seasons of any JV or Varsity sport played during grades 9-12. One full credit is given for participation in four or more seasons of any JV or Varsity sports. The maximum number of credits earned through participation in JV or Varsity sports is one full credit. Either the half or full credit earned in this way fulfills the physical education graduation requirement but does not fulfill the health graduation requirement.

- ††† Senior Community Service Hours are required for graduation and must be completed before May 1. Students may begin satisfying these hours during the summer before their senior year. Participation in certain official functions such as Cedar Creek Classic, as well as Winterim Missions Trips during both the Junior and Senior years, also may count toward the Senior Community Service Hours requirement. Students are responsible for recording their Senior Community Service Hours in Naviance.

Graduation Honors

Magna cum laude and *summa cum laude* - Students earning a cumulative UGP GPA of at least 4.500 but less than 4.850 will be honored as magna cum laude graduates. Students earning a cumulative UGP GPA at or above 4.850 will be honored as summa cum laude graduates. All graduates, regardless of the amount of time they have spent at Ben Lippen, are eligible for these awards.

Valedictorian and Salutatorian - The valedictorian and salutatorian will be selected from among the students earning *Honors Distinction* who have also been full time students at Ben Lippen for at least four high school semesters. The valedictorian will be the student(s) with the highest UGP GPA, and the salutatorian will be the student(s) with the second highest UGP GPA. Ben Lippen calculates GPA to the thousandths place, so more than one valedictorian and/or salutatorian may be honored in the case of a tie at the thousandths (0.001) place. The valedictorian and salutatorian do not necessarily speak at the Ben Lippen graduation ceremony. Instead, each senior class elects a representative to speak at graduation.

Senior Community Service Hours

All seniors must complete 30 Senior Community Service Hours prior to May 1. Senior Community Service Hours can be completed in the summer following the junior year or during the senior year. Thirty community service hours during the senior year or summer following the junior year are a mandatory graduation requirement for all seniors.

The intent of community service hours are to reach out to the community beyond a student's individual family, investing in the lives of others in a student's larger community, school, church, and/or society. Students are encouraged to serve broadly and creatively in a number of different venues to use and develop their gifts, talents, and a passion and heart for service.

Participation as a volunteer in a Ben Lippen fundraising event that wholly benefits financial aid during the Junior or Senior year qualifies for community service hours. Participation in a winterim missions trip during the Junior or Senior year qualifies for Senior Community Service Hours.

Please note that National Honor Society service hours cannot also count for the required 30 Senior Community Service Hours. Additionally, any service hours required for athletes cannot also count for the 30 required Senior Community Service Hours.

Early Graduation

Ben Lippen's college preparatory academic program is designed to encompass a full four years of education. Students are required to complete all four years of high school. Early graduation may be considered for students with extenuating circumstances and is reviewed on a case-by-case basis.

Guidance Services

Guidance services seeks to assist students and their parents in discovering the unique calling God has placed on each student. See the Ben Lippen website for additional information.

Ben Lippen Accommodation Plan (BLAP)

The Ben Lippen student body is comprised of a rich diversity of students, including students with challenges to their learning, such as learning differences, emotional challenges, and medical conditions. We believe all of our students are created in the image of God and are called by Him to steward their education in a manner that glorifies Christ. Our mission is to partner with parents in an effort to provide reasonable accommodations for students with documented need and to help these students develop educational ownership.

Ben Lippen is equipped to serve students with the following needs:

Learning Differences:

A learning difference is defined as any learning condition that makes it particularly difficult for a student to complete his/her work or adequately demonstrate learning. Common learning differences among students at Ben Lippen include ADHD and mild to moderate Specific Learning Disorders (reading, writing, math).

Emotional Challenges

An emotional challenge is defined as a condition that affects the student's ability to function well emotionally under normal circumstances at school or in school work. Common emotional challenges among students at Ben Lippen include depression and anxiety.

Medical Condition

A medical condition is defined as any medical condition that makes it difficult for a student to accurately demonstrate learning at school. Common medical conditions

among Ben Lippen students include concussions, seizures, surgeries that require prolonged absence, diabetes, and some chronic illness.

Accommodation Application Process

Students interested in applying for accommodations should contact the school counselor and ask for a Ben Lippen Accommodation Plan Packet. This packet includes a detailed description of the process associated with accommodations, as well as necessary forms. In general, in order to receive accommodations, the school must have a copy of the psycho-educational report (for learning differences), of the medical report (for medical conditions), or of the medical/psychiatric report (for emotional challenges). The report must document the need for accommodations. Psycho-educational reports need to be dated within the past three years. Dates for medical and psychiatric reports vary based on the concern.

Using data from the report and input from the student's teachers, the school counselor will write an accommodation plan for the remainder of the school year. Parents and the student will meet with the teachers and the school counselor to review the plan.

Parents and the student must complete the necessary paperwork each spring to ensure the continuation of accommodations the following academic year. The plan will be reviewed periodically and is expected to change as the student develops stronger skills and as his or her academic and behavioral needs change over time.

Note about ADHD

In order for a student to receive accommodations for ADHD, the student must have psycho-educational testing. At times, ADHD is co-morbid with other diagnoses, such as Specific Learning Disorders, Anxiety, and/or Depression. A thorough assessment, including achievement and aptitude, should be administered. Thus, a diagnosis from a medical doctor is not sufficient documentation to receive accommodations for an ADHD diagnosis.

Accommodations for Standardized Testing

Some students use their accommodations for the PSAT, SAT, AP Exams, and/or ACT. Please thoroughly read through the information on the websites listed below:

College Board (PSAT, SAT, AP Exams):

<https://www.collegeboard.org/students-with-disabilities/eligibility>

ACT:

<http://www.act.org/aap/pdf/ACT-Policy-for-Documentation.pdf>

- It is the responsibility of you as the parent, not Ben Lippen, to ensure that your student has appropriate psychoeducational testing that meets the documentation criteria for College Board and ACT.

- Because specific guidelines for documentation vary by disability, you will need to review the documentation guidelines that correspond with your child’s diagnosis. You will find this information on the websites listed above.
- We recommend that you show these guidelines to the professional conducting your child’s testing to ensure that all documentation criteria will be included in his/her report.

School Counseling

The school counselor serves the Ben Lippen community by providing a safe setting for students to receive support and Biblical counsel for relational, emotional, and behavioral issues. Long-term counseling for students is not provided. When deemed necessary, families will be advised to provide professional counseling for their student. In crisis, situations, Ben Lippen requires a professional evaluation for safety before a student can return to school. The Ben Lippen counselor also serves as a resource for families and teachers for consultations. The school counselor serves the student body at large through speaking with students on a variety of issues.

School Records

Change of Information

Please contact the upper school administrative assistant immediately upon any change in address, phone number, church membership, or any 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.

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 Academic and Educational Services, Inc. AES 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

Day students: 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.

Boarding students:

- **Annual Tuition Payments:** Full tuition is due July 1. The \$3,000 per student tuition deposit for the following school year is due in February.

Tuition Deposits (for New Families)

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

Boarding Students: Upon acceptance, a \$3,000 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

Day Students: 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.

Boarding Students: A withdrawal will result in the loss of the deposit (\$3,000) as well as any additional payments made for 2018-2019

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.

Upper 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 child by regular attendance at a local church and exemplify Christian life principles in our home.
- _____ Have read, understand, and agree to support the *Ben Lippen Upper School Student Life Handbook*. I (we) commit to support BLS and BL policies.
- _____ Have read, understand, and agree to support the principles contained in the *Statement of Faith* and *Mission Statement* of BLS.
- _____ Commit to communicate directly with BLS teachers and/or administrators in the event of conflict or disagreement before involving other parties.
- _____ Approve establishing a Ben Lippen technology account, including email, for my student.
- _____ Approve the publication of pictures of our son/daughter taken during the year.

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.
- _____ Have read, understand, and commit to obey the *Lifestyle Statement* as well as the biblical and community standards set forth in the *Ben Lippen Upper 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 *Ben Lippen Upper School Student Life Handbook*.
- _____ Commit to appropriate technology usage in line with Ben Lippen's technology policies.

Student's Signature Student's Printed Name Date

This Handbook Commitment form **must be initialed, signed and returned** to BLS before the end of the first week of classes. Please return this form to the upper school office.