

2018-2019



Boarding Program



Table of Contents

Who to Contact	3
School Hours and Address	4
Ben Lippen Mission Statements	5
Boarding Director Comments	6
Primary Expectations of a Boarding Students	7
The Green and Gold System	8
Discipline Structure and Administrative Prerogative	9
Student Leadership	10
Academic Life	11
Student Life	
Boarding Program General Daily Schedule	
Technology and Entertainment	
Campus Limits	
Safety Concerns	
Holidays and Travel Information	
Health Requirements and Services	

Who To Contact

Campus Phone Numbers

High School Office:	Sheri Zagata	(803) 807-4141
Middle School Office:	Barb Cochrane	(803) 807-4200
School Receptionist:	Christy Lambert	(803) 807-4000
Boarding Program Director:	Stephen Sark	(803) 807-4113
House 1A House Parents		(803) 807-4910
House 2A House Parents		(803) 807-4920
House 3A House Parents	James & Miki Naruke	(803) 807-4930
House 1B House Parents	Paul & Christie Kendall	(803) 807-4940
House 2B House Parents	Dean & Moni Wegren	(803) 807-4950
House 3B House Parents	Tim & Connie Lewis	(803) 807-4960

Other Important Numbers

Admissions:	Kelly Adams	(803) 807-4110
Campus Wear:	Sheri Zagata	(803) 807-4141
College Planning and Placement:	Kelly Werner	(803) 807-4108
FACTS and Tuition Payments:	Susan Carpenter	(803) 807-4129
Financial Aid:	John Hurd	(803) 807-4103
Guidance – Counselor:	Trisha Kirkland	(803) 807-4121
Guidance – Registrar:	Amanda Harmon	(803) 807-4119
Health Services:	Michelle Harris	(803) 807-4126
Lost and Found:	Contact School Office	
RenWeb	Contact School Office	

Upper School Fax Number: (803) 744-1387

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.

Boarding Office Hours

Monday - Friday 8 a.m. – 4 p.m.

Mailing Address

Ben Lippen School
(Student Name)
7401 Monticello Road
Columbia, SC 29203

Ben Lippen School Mission Statement

Ben Lippen School seeks to glorify God by assisting the family and church in equipping students spiritually, academically, physically, and socially under the Lordship of Jesus Christ.

Ben Lippen School Upper School Mission Statement

Within a culturally diverse learning community, Ben Lippen Upper School prepares young adults to be stewards of the gifts God has given them in preparation for the calling of God in their lives by training them as independent Christian scholars who seek God, love all people, demonstrate a zeal for learning, think analytically, and communicate effectively.

Ben Lippen Boarding Program Mission Statement

The Ben Lippen Boarding Program is a global learning community built around personal integrity, responsibility, and respectfully honoring one another. It seeks to complement Christian scholarship by providing love, discipleship, discipline, and care to each boarding student in a home-like atmosphere.

Notice of Nondiscriminatory Policy

Ben Lippen School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, athletic or other school-administered programs.

Lifestyle Statement

Ben Lippen School is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like.

On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school

(Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

Boarding Director Comments

I am very glad that you have chosen to study at Ben Lippen School. I trust your time at Ben Lippen will be marked by excellence in your academic work and memorable experiences with your friends. Your time here will be important for your future. Ben Lippen offers you many opportunities in its unique Christian environment to experience new things and be challenged to expand your worldview. While at Ben Lippen, you will engage with American culture and education, but we also hope you grow in your understanding of Jesus Christ and His love for each of us.

Boarding students at Ben Lippen School are encouraged to demonstrate respect, responsibility, and integrity in their lives. These values are important for the success of any individual. In community, these values will promote a positive and healthy lifestyle and trusting relationships. This handbook contains guidelines that each student is expected to know and live by while here at Ben Lippen. These guidelines are intended to provide a fair environment where respect, responsibility and integrity can be practiced and where each student understands what is expected of them. I hope you find the academic and student life at Ben Lippen to be an excellent and memorable experience where you will be prepared for your next steps in life.

Boarding students must know and follow the guidelines in this *Boarding Student Life Handbook* as well as the *Ben Lippen Upper School Student Life Handbook*, which contains guidelines applicable to both day and boarding Ben Lippen students. Parents and boarding students must sign and return the last pages of this *Boarding Student Life Handbook* containing the *Boarding Student Emergency/Medical Information Form*, *Boarding Student Medication/Immunization Form*, *Boarding Student Parental Permission Form*, and *Boarding Student Handbook Commitment Form*. Additionally, any student participating in athletics must submit four SCISA forms: *Pre-Participation History & Health Assessment*, *Agreement for Participation*, *Warning of Inherent Risk*, and *New Student/Transfer Student Form*.

Again, we are very glad to serve you during your time here at Ben Lippen School. I hope your time is full of great experiences, and that you are able to develop deep and lasting relationships.

Sincerely,

Stephen Sark

Boarding Program Director

Primary Expectations of Boarding Students

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

(Philippians 2:3)

Ben Lippen students are personally **RESPONSIBLE** for their own behavior and learning, exercising self-control over their actions and words. Ben Lippen students voluntarily follow Ben Lippen rules, willingly devote themselves to learning, and fulfill their household 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. (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)

The Green and Gold System

Ben Lippen on-campus boarding students are classified within one of two living systems. Students living in the Gold system consistently demonstrate the Primary Expectations (respect, responsibility, and integrity) in all areas of their life, so they are afforded greater privileges and freedoms. Students who do not consistently live out the Primary Expectations in all areas of their life - as judged by the expectations and guidelines in this *Boarding Student Life Handbook*, the *Ben Lippen Upper School Student Life Handbook*, and the decisions of BLS staff - live in the Green system. The Green system affords fewer privileges and less freedom because students in the Green system are still developing the necessary character and maturity to successfully handle greater freedom and responsibility.

New Ben Lippen boarding students typically begin life at Ben Lippen in the Gold system. If a student makes choices that cause Ben Lippen staff to reclassify the student to the Green system, the student will be given a review date when the Gold/Green status will be reconsidered. A new review date (in addition to other consequences) can be issued by Ben Lippen staff if the student makes additional poor choices while being classified as Green that do not demonstrate student compliance with the Green system or the Primary Expectations. Anytime on or after the review date, students need to complete a *Green-Gold Review Form* available from houseparents. After the form has been completed, a review with the boarding program director can be requested.

The boarding director will consider the student's *Green-Gold Review Form* and may seek the opinions of the student's houseparents and/or other BLS staff before making a decision. After considering the student's request, the boarding director will either maintain the student's Green status and issue a new review date or reclassify the student as Gold.

A student's Green status does *not* automatically expire on any given review date; a student must complete a *Gold/Green Review Form* as described above and wait for the decision of the boarding director. While waiting for the decision from the boarding director, the student remains on Green status.

Discipline Structure and Administrative Prerogative

Obedience to boarding program rules and respectful compliance to the direction of Ben Lippen staff is expected at all times from Ben Lippen students. As much as possible, consequences for any misbehavior will be naturally related to the offense. Boarding program consequences are meant to be formative, not punitive, in nature. Common consequences include loss of privileges, restriction from activities or interaction with others, work penalties, and/or behavioral probation. The BLS administration retains at their sole discretion the prerogative to assign specific consequences up to and including suspension/expulsion for boarding-related offenses. However, in cases warranting expulsion, the administration may, again at its own prerogative, choose to allow a student to withdraw in lieu of expulsion if circumstances warrant.

The formal discipline process to address disobedience or non-compliance in a particular area typically follows the four steps outlined below:

- First offense: BLS faculty/staff will counsel with the student regarding incorrect behavior. Student *may* be placed on Green status depending on the circumstances. Certain offenses, such as excessive lateness to school and technology offenses, carry an automatic penalty of at least one week on Green status even at the first offense.
- Second related offense: BLS faculty/staff will contact the student's parent(s) - usually via email or phone - to inform them of the incorrect behavior and request their support in working with their son or daughter. Student will be placed on Green status for a minimum of two weeks.
- Third related offense: BLS administration will counsel with the student regarding incorrect behavior and the student's parent(s) will be contacted again. The serious nature of the repeated offense will be clearly explained to both student and parent(s), and a formal behavioral contract may be written. Student will be placed on Green status for a minimum of three weeks.
- Fourth related offense: Fourth 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. Fourth offenses often result in suspension, expulsion, or other serious consequences. If a student is allowed to stay in the BLS boarding program despite a fourth similar offense, the student can expect to be placed on Green status for at least four weeks.

Student Leadership

The Prefect System of Student Governance

The Ben Lippen School (BLS) boarding program student government is composed of prefects. In the prefect system of student governance, students desiring to serve as a prefect submit an essay to the Prefect Selection Committee. The Prefect Selection Committee then considers the applications of those students and selects three junior or senior boarding students to serve as prefects with responsibilities in the following areas: Admissions, Events, and the Boarding/Day Bridge program. Each of these areas are described more specifically below.

1. Boarding Admissions - The prefects work in conjunction with the Admissions office, especially the Boarding Admissions Coordinator, to communicate with potential Ben Lippen boarding students, plan and execute New Boarding Student Orientation, and assist new students in acclimating to Ben Lippen when they first arrive on campus and throughout their first semester. The prefects also work with the boarding director to maintain the Ben Lippen website with current boarding program information.
2. Boarding Events - The prefects work with the boarding director and houseparents in planning, organizing, and executing boarding program activities and events throughout the year. They also serve as the student-managers at boarding events and are expected to support and attend all boarding events.
3. Boarding Bridge - The prefects work in conjunction with the day student Bridge Prefect to promote day student and boarding student community. They are also responsible for organizing a committee to plan and execute international week.

Prefects carry considerable responsibility in setting and maintaining the direction of the Ben Lippen boarding program. Prefects are responsible to exhibit proper student morale and school spirit as well as setting an excellent example of what it means to be a Ben Lippen student in both life and academics. Prefects who fail to exhibit these qualities or fail to execute their duties in a responsible manner may be removed from the prefect system via the Prefect Selection Committee.

New Student Orientation

In August, new international students arrive on campus several days before the returning students in order to help them acclimate and prepare for the school year at Ben Lippen. During this time, BLS staff members with assistance from the student prefects will help students become familiar with the campus, classroom expectations, school rules, and life in the Ben Lippen boarding program.

Students will also take placement tests to determine what courses they will be placed in. Schedules will then be created based upon placement test results. After meeting with the school registrar, class schedules will be created and provided to the student prior to the first day of classes.

New International students are also given the opportunity to open a student bank account, purchase cell phones, assist in buying school uniforms, and buy necessities with assistance from their house parents.

New students arriving for the second semester, will arrive the same day as returning students. The BLS staff will help these students acclimate to Ben Lippen on an individual basis.

Academic Life

English Language Use

Most international students enrolled in the BLS boarding program desire to improve their English language skills. For this reason the BLS boarding program expects students to use English as much as possible while at Ben Lippen.

English is expected to be exclusively used Sunday through Friday from 8:10 a.m. - 9:00 p.m. All languages are allowed each evening from 9:00 p.m. until lights out and all day Saturday. However, the “Golden Rule” (In everything, therefore, treat people the same way you want them to treat you. Matthew 7:12) is of utmost importance. Therefore, regardless of the time or day, BLS students are always expected to practice sensitivity and speak English when non-native speakers are around. During times designated as *All Languages Allowed*, students may congregate by language groups for discussions, study groups, games, etc in a language other than English. However, students are strongly encouraged to work with people outside of their nationality group and speak English. English should always be used if a group member from another language background or BLS staff is a part of (or becomes involved in) the discussion or activity.

All Languages are always allowed on school buses, during gym/field activities, and at the cafeteria for meals (both CIU and BLS), so long as all members of the group speak the same non-English language (maintaining respect). The English-only policy applies to all areas of campus except those listed above. English must be spoken throughout the boarding houses, including student rooms.

During *English Only* times, students may ask BLS staff for permission to use another

language briefly to aid in communication or understanding, but students who are heard by BLS staff speaking non-English without specific permission will be required within 24 hours to create a number of vocabulary notecards according to the student's ESL level. The vocabulary words will be provided by the houseparents. An offending student must study the cards until he or she knows the vocabulary to the satisfaction of the houseparents.

	Beginning ESL	Intermediate ESL	Advanced ESL	No ESL
Vocabulary Cards	5 cards	7 cards	10 cards	15 cards

Accumulated Cards in One Academic Quarter	Consequences
25	1 week Green status
50	parent notification + 2 weeks on Green status
75	behavioral contract + 3 weeks on Green status

A student who is uncooperative with the English language learning culture in the Ben Lippen boarding program may be asked to leave Ben Lippen.

TOEFL Requirements

Ben Lippen School has adopted specific standards in an effort to realistically inform BLS international students of their progress toward college readiness related to English proficiency. The reasoning behind these standards is simple: colleges and universities that consider the TOEFL in the admissions process will generally only *consider* admitting international applicants with TOEFL scores at or above 80.

ELL students with a TOEFL score of less than 80 are required to take the TOEFL *each* semester that they are enrolled in grades 9-12, at Ben Lippen. TOEFL test scores must be received at Ben Lippen School by December 15 during the fall semester and by June 15 during the spring semester. Ben Lippen School will only accept scores reported through an official score report from ETS. Screenshots and emails from student will not be accepted. Students need to use the **school code 3307** *each* time they register for the test in order to officially submit their test scores. Students who do not comply with this requirement will lose privileges until the TOEFL-iBT is taken.

TOEFL testing dates for Columbia, South Carolina can be found at www.ets.org/toefl. Sign up for tests offered at the Prometric Testing Center, 121 Executive Center Drive, Columbia, SC. The code for Ben Lippen is **3307**.

English As A Second Language (ESL) Placement

ELL's initial placement in the Ben Lippen ESL program is determined by TOEFL-iBT score (or an alternative placement assessment if a TOEFL-iBT score is not available). However, a new

student must take the TOEFL-iBT within their first semester at Ben Lippen and the TOEFL-iBT score will be used to validate the student's placement.

ESL placement changes and grade level changes cannot be made during the semester. Students may advance in their ESL level at the beginning of each semester by providing an official TOEFL-iBT on time and by performing at a satisfactory level on the appropriate performance exit assessment.

ESL students who officially submit an improved TOEFL-iBT score within one month prior to each semester's final exams, will be exempt from their ESL exam.

	TOEFL-iBT Score**	Typical Parallel English Course
ESL 1	0-49	None
ESL 2	50-59	None
ESL 3	60-79	English Fundamentals
No ESL Support Required	80+	English Seminars

**This score must come from a single test administration; we will not "superscore" the TOEFL for grade level or ESL placement.

Grade Level Placement

Before a student can register for classes classified as a grade level, the student must

1. provide official evidence that they have attained at least the minimum TOEFL score on a single administration of the iBT.
2. provide official transcripts from the student's prior school(s) demonstrating coursework that would allow a timely completion of BLS graduation requirements. Students may obtain information on specific graduation requirements from the BLS guidance office.

Grade Level	Minimum TOEFL-iBT Score Required**
6-8	None
9-10	50
11	60
12	70*
Required to begin college applications	80+

*TOEFL-iBT score of 80 is *highly* recommended *before* beginning senior level coursework.

**This score must come from a single test administration; we will not “superscore” the TOEFL for grade level or ESL placement.

Additionally, students who are placed in upper level ESL classes or mainstream classes but do not perform well may be required to return to lower level ESL classes at the discretion of the Academic Dean of English/ESL in coordination with their instructor(s).

The minimum TOEFL iBT score for each grade level is only one of the requirements for moving up a grade. Students must also have earned the number of class credits required for each grade level. Students cannot remain in one grade level for more than 3 semesters. After the 3rd semester with no new TOEFL score, the student will be un-enrolled from classes.

Junior and Senior Class Placement

Students entering 12th grade must be 20 years old or younger. Students may turn 21 during their 12th grade year, but can be no older than 21 to graduate. Qualifying TOEFL-iBT scores must be submitted by June 15 to be promoted to the 11th or 12th grade for the following school years. If a student desires to be promoted to the 11th grade for the spring semester, TOEFL-iBT scores must be submitted by December 15th.

Students seeking promotion to 12th grade for the *spring* semester must submit a qualifying TOEFL-iBT score of 70 or above, including minimum sub-scores of 20 on each section by December 15th. The student must be on track to meet all graduation requirements during the spring semester. The student understands that most university deadlines are in the fall, therefore, university application deadlines will have already passed and that university possibilities will be limited.

Grade Level*	Minimum TOEFL - iBT Score
Senior (12th Grade)	70
Junior (11th Grade)	60

* BLS reserves the right to classify a student below the grade level indicated in the above chart if a student’s credits toward graduation will not fulfill specific graduation requirements before the student’s projected graduation date.

Class Attendance

In order to promote a healthy learning environment and demonstrate academic responsibility, boarding students are expected to arrive to all classes in a punctual manner. Students who are marked tardy to the first period of the day more than two times in one academic quarter will be required to attend breakfast for one week (5 days). If late or missing a breakfast during that week, they will be additionally placed on Green status. Also, students who are marked as having an “unexcused absence” for first period but attend the remainder of the school day more than once per academic quarter will be classified as Green.

Academic Grading Scale

Ben Lippen School uses the South Carolina Uniform Grading Policy (UGP) for grades 6 - 12. A more detailed description of this scale is included in the Upper School Student Life Handbook.

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

After-School Study Hall and Evening Quiet Hours

Study Hall Guidelines and Requirements

Students achieving all A's and B's (80 or above) during the previous BLS academic quarter

New Students during the first quarter of their enrollment

AND

Students earning at least one previous BLS quarter grade at or below a C+ (79 or below)

Students are NOT required to attend after-school study hall and may use their after school time as they see fit, making sure to obtain permission from their houseparents and informing their houseparents of their physical location at all times.

Students are required to attend a formal supervised, 90 minute after-school study hall. Students are required to study for the entire 90 minutes. Students are responsible for bringing enough work to study hall to fill their time. If they do not have assigned work from their BLS courses, then they should bring a book to read or test preparation materials for upcoming standardized tests (e.g. SAT, ACT, TOEFL).

Graphing calculators and BLS-provided iPads are the only screened technology allowed during study hall, and they are only allowed for academic purposes.

Students using their graphing calculator or BLS-provided iPad for non-academic purposes (e.g. watching videos that are not related to schoolwork) will be counted as absent for that day, regardless of how long the student was present at study hall, and sent home by the study hall monitor. Other privileges may be removed if BLS staff believe it to be necessary.

Ben Lippen School provides a required after school

All Students Grades 6-8
Mandatory with Tutor

study time for grades 6-8 where students work with a tutor to receive additional support with an assignment or with the understanding of a particular concept.

Quiet Hours occur each evening, Monday through Thursday, in the boarding houses between the hours of 6:30 - 8:00 p.m. During this time, the houses strive to create an environment conducive to studying. Students may use this time to study in the houses alone or with others on group projects although the expectation is that the houses are quiet enabling all students to maximize this study time.

Athletics, Extracurricular Activities and Academic Eligibility

Ben Lippen School is a college preparatory environment. It is our aim to help students focus on academic performance for college admission while healthily balancing extracurricular involvement. Students who participate in athletics or extracurricular activities who would normally be required to attend study hall are permitted to miss study hall for club meetings, practices or contests, but student grades will be regularly evaluated according to a schedule produced by the boarding director and house parents to ensure that students are fulfilling their academic responsibilities. At any evaluation, students with grade(s) in the D or F range (grades of 69 or below) will be placed on probation for a length of time decided by the boarding director in conjunction with the teacher(s) of the subject(s) in which the student is receiving a D or F. Grades will be re-evaluated at the end of the probation, and any student who still has grade(s) in the D or F range will be removed from extracurricular activities for the remainder of the season and will be required to attend evening study hall. Students may only go on probation

in this manner once during a given extracurricular season or once per semester if the activity is year-long. Grades warranting a second probation during one season will result in immediate removal from extracurricular activities for the remainder of the season and placement in after-school or evening study hall.

These same standards of probation will also apply to electronic gaming privileges. The length of probation will be determined by both the Boarding Director and the Houseparents.

Student Life

Housing Assignments

Each new boarding student is placed in one of the boarding houses by the boarding program director based on a variety of factors including age, interests, and personality. Changes to houses are rare because of the family-like nature of our boarding program and are discouraged. However, if a student wishes to change boarding houses after a minimum of one full semester at Ben Lippen School, the following procedure applies:

1. The student must present the reasons for their request to change houses with their current houseparents and the houseparents of the house they desire to move into.
2. Both sets of houseparents discuss the possible move with the boarding director.
3. Houseparents and the boarding director will come to a decision on the student's request to move houses. If the request is granted, the boarding director will send an email to both sets of houseparents and the student approving the move. If the request to move is not granted, the boarding director will send an email to the student and both sets of houseparents explaining why the request was not approved.

Unless special permission is granted by the BLS administration, all BLS students are required to live throughout the school year with at least one parent or legal guardian as a day student, in BLS boarding houses on campus as a boarding student, or with an approved BLS homestay family as a boarding student.

House Responsibilities and Guidelines

It is the desire of the Ben Lippen Boarding Program that all houses are comfortable and have a family-like atmosphere. Students are expected to contribute in the houses by keeping their rooms and the common areas clean and orderly. They will be held responsible for the condition of the walls, floor, furniture, appliances, and other items in the common area of the houses, as well as their bedroom and bathroom. Repair fees will be assessed if damages occur through the year.

Each student is responsible for specific chores called "domestics." All students are responsible for straightening their own room and for cleaning their shared bathroom. Houseparents will assign specific, rotating bathroom domestic duties and train students in how to clean the bathroom. Domestic duties will also be assigned in the common area of the boarding house. A student's domestic duties change periodically according to a schedule set by BLS staff.

Rooms will regularly be inspected by BLS staff who have the authority to require a student to clean or re-clean his or her room. Before leaving for school breaks, students will be expected to clean their rooms thoroughly.

Limited space and fire code prohibit any additional furniture in the bedroom (other than the furniture provided by the school). Removal of furniture that is provided by the school must be

approved by BLS staff.

All decorations are subject to BLS staff approval and must be in good taste and of high moral standard. No items should be displayed which advertise tobacco, alcohol, drugs, or anti-Christian sentiments associated with spiritual rebellion. Posters or any other type of picture of nude or scantily dressed men/women are not allowed. Roommates should seek mutual agreement before decorating the room. Command Strips should be used when hanging decor on the walls. No tape or nails may be used.

Any electrical appliance (such as room heater, iron, steamer, humidifier, curling iron) not provided by the school must be approved by BLS staff. All electrical appliances and lights should be turned off when students are out of the room. For obvious safety considerations, the following are forbidden in student rooms: any cooking apparatus, open flames, lighters, candles, smoking, and burning incense. Additionally, since room temperatures are controlled by central thermostats, windows may not be opened without BLS staff permission. If students desire a temperature adjustment, they should see their houseparents.

Check In/ Check Out of Houses

Upon check-in to the dorm each year, houseparents, along with the student, will inspect their assigned dorm room and note its condition. Prior to the student's departure at the end of the school year, an inspection will be completed and any damages will be noted. Repair fees will be assessed if damages have occurred through the year.

Houseparents will inform students of expectations for checkout procedures at the end of the year. Students should expect to have a regular and year-end common area domestic, a bathroom domestic, and a room inspection. Fines will be assessed in the case where a student fails to properly clean his or her room prior to leaving for summer vacation.

Personal Property

Ben Lippen is not responsible for a student's personal property. Students are encouraged to keep valuables in a lock box or with the houseparents for safekeeping. Students should keep money in their personal checking accounts rather than cash in their rooms. A student should obtain his roommate's or fellow student's permission before borrowing or lending any of his possessions.

Each bedroom in the boarding houses has a door with a lock. These locks should only be used in the event of an emergency.

While the BLS boarding program and personnel will make every effort to preserve student dignity and protect general student privacy, students cannot expect absolute privacy in the boarding houses. BLS reserves the right to search student rooms and student personal belongings (e.g. bags, vehicle, computer files, etc) if BLS staff suspect there is contraband (e.g. tobacco products, weapons, pornography, etc.) and/or any materials, substances, or information that could pose a safety risk to students. Additionally, a student's electronic devices may be

scanned randomly and without warning for inappropriate material. Every effort will be made to have the student present during any search and at least two non-related BLS employees will be present during a formal search.

Dress Code Policy

BLS boarding students should dress and present themselves in a modest and neat manner. BLS staff have the authority to disallow boarding students from wearing a specific item of clothing or dressing a certain way.

The *Ben Lippen Upper School Student Life Handbook* contains additional information on the dress code during school hours and for Ben Lippen sponsored special events such as the Christmas Social and the Junior/Senior Prom.

Students are required to wear appropriate clothing to weekly church services. The school's "Friday wear" dress guidelines are expected as a minimum when students attend church. Students may not wear athletic wear. Students should check with houseparents to ensure their clothing is appropriate for church. Students may also be required to wear appropriate clothing on special occasions. Again, students should check with houseparents to ensure their outfit is appropriate for such occasions.

Meals

When eating at BLS or CIU, cafeteria guidelines must be observed, and students must respect cafeteria personnel. There should be no running or horseplay, and shoes must be worn at all times. Meal manners should show respect for others, and a quiet, calm atmosphere free of disruptive behavior and loud noises is expected. Everyone should be included in conversation.

Students should plan to eat meals at BLS or CIU according to the meal chart. On occasion, houseparents may grant interested students the privilege of staying in the boarding house during meal times to cook or order food (at student expense). Houses are closed during lunch and dinner meal times while assistant houseparents are on duty and all students are expected to attend these meals.

Houseparents will communicate any exceptions to these times and locations (e.g. CIU school breaks) in advance to their students.

	BLS School Days <i>(generally Monday-Friday)</i>	Non-School Days <i>(generally Saturday and Sunday)</i>
Breakfast	BLS Cafeteria 7:30 - 7:55 a.m. (8:30 -8:55 a.m. on late start days)	CIU Cafeteria 7:30 - 8:30 a.m. Monday - Friday 8:30 - 9:00 a.m. Saturday Boarding House 8:30 - 10:30 a.m. Sunday
Lunch	BLS Cafeteria (time varies with student schedules)	CIU Cafeteria 11:45 a.m. - 1:30 p.m. Monday - Friday 12:30 - 1:30 p.m. Saturday & Sunday
Dinner	CIU Cafeteria 5:15 p.m. - 6:30 p.m.	CIU Cafeteria 5:30 p.m. - 6:00 p.m. Saturday 5:00 - 5:30 p.m Sunday

Breakfast Guidelines for Students on Green Status

- Must arrive and report to the houseparent on duty at breakfast on school days between 7:30 and 7:35 a.m.
- If arriving between 7:36 - 7:40 a.m., the student will be given one point. Should a student sign in late twice while on Green status, they will have their Green status extended one day.
- If a student arrives after 7:40 a.m., they will be considered absent and will have their Green status extended one day for each absence.

Food In-House and Student Cooking

All student cooking in the resident house must be done in the student kitchenette/laundry room. Students may not cook in their individual suites or rooms. Cooking is not permitted after lights out.

All cooking appliances, including hot water pots and rice cookers, must be stored and used in the kitchenette/laundry room and all student-provided cooking appliances must be approved by BLS staff before use. Hot plates and any appliances with a heating element, but no automatic shut-off, are prohibited due to the potential risk of fire.

Clean-up must occur immediately after meals in the boarding houses. Clean-up includes washing, drying, and putting away cooking utensils, cleaning the counter, sink and floors (if necessary), cleaning the inside and outside of the microwave (if used), and hanging any towels to dry.

Food kept anywhere in the boarding houses must be kept in sealed packages or containers with

tight lids.

In-House and Lights-Out

In-house is the time when students must be physically located inside their own boarding house. Students should be at their houses one hour before lights-out and begin preparing for bed 30 minutes before lights-out so that all students are in bed with their lights out at the time outlined.

	In-House	Prepare for Bed	Lights Out
Nights prior to a school day <i>(generally Sunday through Thursday)</i>	10:00 p.m.	10:30 p.m. (10:00 p.m. for grades 6-7)	11:00 p.m. (10:30 p.m. for grades 6-7)
Nights with no school or church following <i>(generally Friday)</i>	11:00 p.m.	11:30 p.m. (11:00 p.m. for grades 6-7)	12 midnight 11:00 p.m. for grades 6-7)
Saturday	10:00 p.m.	10:30 p.m.	11:00 p.m. (10:30 p.m. for grades 6-7)

Students on Gold status may occasionally request additional study time after lights-out from their houseparents, but a student staying up to study may not affect another student's ability to sleep. Responsible usage of time throughout the day is a prerequisite to receiving additional study time at night.

Boarding Program General Daily Schedule

Monday - Friday

6:30 - 7:30 a.m.	Rising and dressing
7:30 - 7:55 a.m.	Breakfast at the BLS cafeteria
8:10 a.m. - 3:15 p.m.	Academic School Day (lunch included)
3:15 - 5:45 p.m.	Sports and other extracurricular activities
5:15 - 6:00 p.m.	Dinner at the CIU cafeteria
6:00 p.m.	Computer Check-Out
6:30 - 8:00 p.m.	Boarding House Quiet Hours (Monday - Thursday)
6:30 - 8:00 p.m.	Study Hall (Monday - Thursday)
9:30 p.m.	Computer Turn-In (10:30 p.m. on Friday)
10:00 p.m.	Screened Technology Turn-In; In-House (11 p.m. on Friday)
10:30 p.m.	Students begin getting ready for bed (11:30 p.m. on Friday)
11:00 p.m.	Lights-Out (12 midnight on Friday)

Saturday

8:30 - 9:00 a.m.	Breakfast in the CIU cafeteria
10:00 a.m.	Technology Check-Out
12:30 - 1:30 p.m.	Lunch in the CIU cafeteria
1:00 p.m.	Shopping Bus
5:30 - 6:00 p.m.	Dinner in the CIU cafeteria
10:00 p.m.	Screened Technology Turn-In; In-House
10:30 p.m.	Students begin getting ready for bed
11:00 p.m.	Lights-Out

Sunday

8:00 - 8:30 a.m.	Breakfast (in-house)
10:30 a.m. - 1:15 p.m.	Participate in a local Christian church
1:15 - 1:45 p.m.	Lunch in the CIU cafeteria
3:00 p.m.	Technology Check-Out
5:00 - 5:30 p.m.	Dinner in the CIU cafeteria
10:00 p.m.	Screened Technology Turn-In; In-House
10:30 p.m.	Students begin getting ready for bed
11:00 p.m.	Lights-Out

Exceptions to the above schedule frequently occur. BLS staff will inform students of changes to the normal schedule above when necessary. The schedule is provided as a general sample only.

Students on Gold status must check in with their houseparents in their resident house before 4 p.m. on school days unless they are required to be elsewhere because of specific activities such as an organized athletic practice or an off-campus field trip. Students on Green status must check in with their houseparents before 3:30 p.m.

Weekends at Ben Lippen

Weekend Shopping Trips and Other Activities

Most weekends, generally on Saturdays, transportation is provided to a local shopping center so that students may purchase necessary items. Students should stay in groups of at least two when shopping. These shopping trips are optional, but students in need of necessities (e.g. school supplies, personal items, etc.) must take advantage of these trips to buy such items. Students are encouraged to plan ahead for anything that they will need for the upcoming week and purchase these items on this shopping trip. Students should not expect their houseparents or assistant houseparents to provide transportation for shopping needs other than the shopping bus provided.

The shopping bus schedule is posted on the online student calendar according to posted times.

Students who go on the weekend shopping bus may return to BLS on the shopping bus or may choose to return to BLS later by hiring an approved taxi (if they have obtained prior houseparent permission). Students on Green status who have lost the privilege of going on the weekly shopping trip will need to make other arrangements should they have any shopping needs.

Some academic classes may be scheduled on the weekend, individual houses may plan weekend trips and activities, and the BLS boarding program sometimes plans activities for the entire boarding student body. Student participation in these events is expected unless they are clearly publicized as optional events.

Sunday Morning Church Attendance

Weekly church attendance is required of all BLS students. A student in Beginning or Intermediate ESL will attend a Christian church that operates in the student's primary language if such an approved Christian church is within a reasonable driving range from BLS and transportation is available. A student in Advanced ESL or not enrolled in ESL may choose an approved English speaking Christian church or attend an approved Christian church in the student's primary language. Students not required to attend an available non-English speaking church are given several weeks to attend a variety of churches at the beginning of the year, but after that time students are expected to commit to attend a specific Christian church for the remainder of the year. Transportation is provided to a number of local English-speaking churches, and students may arrange their own transportation to other Christian churches with BLS staff approval.

Students are expected to behave in a respectful manner when attending weekly church services. As outlined in the Dress Code previously stated, students are required to wear appropriate clothing to weekly church services.

Student Visits to Other Boarding Houses

A student who wishes to visit another boarding house must obtain permission from (1) his or her own houseparent or assistant houseparent on duty and (2) the houseparent or assistant houseparent on duty in the house the student wishes to visit.

Students of the opposite gender may visit other boarding houses until 9:00 p.m. Students of the opposite gender should knock on the front main entry door, not the glass door at the back of the house, and wait until they have received permission from a BLS staff member to enter the house. Students of the opposite gender should not, under any circumstances, enter a house of the opposite gender without the direct permission of the houseparent or assistant houseparent on duty. Additionally, students of the opposite gender should only visit in the main common area of the house or the back porch. While on the back porch, students must be in groups of three or more students. One-on-one mixed gender socializing or studying on the back porch is not allowed. Students of the opposite gender should never be in a student room or suite; that is, male students can never visit a female room or suite nor can female students visit a male room or suite.

Overnight Visits Off-Campus

The privilege of leaving campus can be given to students who have built a level of trust by demonstrating responsibility, respect, and integrity. In an effort to encourage all students to engage fully in boarding life, it is recommended that overnight visits are allowed after a student has lived on campus for at least thirty days. The frequency of off-campus overnight visits is determined on a case-by-case basis. Frequent overnight visits are subject to special approval from the boarding director.

Students must submit specific overnight plans to their houseparents at least one week in advance for approval to stay overnight off-campus. Plans should include the overnight location (address), the telephone number of an adult who will be in charge during the overnight, and a list of all people going to be present at the overnight. All people present at the overnight age 18 and over (except current Ben Lippen students) must pass through a background check before an overnight is allowed. Houseparents must be contacted before plans are changed or when problems arise during the overnight. On a weekend overnight, students should arrive back on campus and check in with their houseparents no later than 8:00 p.m. on Sunday.

Overnights are allowed for a student on Gold status to go home for a weekend, to stay with relatives or friends, or to be guests in another student's home.

Overnights off campus are only permitted for a student on Green status to visit parent(s)/guardians(s), and the request for the overnight must be initiated by the parent(s)/guardians(s) to the houseparents.

Overnight visits are not permitted when there is a required BLS event, the student has an academic, athletic, or social obligation to fulfill, or the student has a disciplinary restriction. Male and female students are not permitted to visit together overnight under any circumstances.

All off-campus visits are subject to the *Parental Permission Form* on page 55 of this handbook.

Boarding Program Visitors

Houseparents may approve the visit of a friend who is an enrolled student at Ben Lippen. Any visitor who is not enrolled as a student at BLS must receive approval by the houseparents and the boarding director prior to staying overnight. If a friend wants to visit the BLS boarding program for more than one night, the request must be initiated through the boarding director and the following three requirements must be met before the visit:

1. Basic information must be collected, including name, home address, home telephone number, and other pertinent emergency and health data.
2. Any financial obligations must be finalized in advance.
3. Class visitation approvals must be made through the principal. Visiting students are required to attend classes during the period of time they are living in the boarding program.

Male and female students are not permitted to visit together overnight under any circumstances on or off campus.

Socializing and Dating

As stated in the Upper School handbook BLS desires that every student learn to develop healthy relationships. Public displays of affection (including inappropriate hugging, kissing, etc.) are not acceptable (II 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. Students may be held accountable for behavior outlined in the Upper School handbook at all BLS activities both on and off campus, including when school is not in session. Any non-boarding student socializing with or dating a boarding student must abide by the following boarding program guidelines.

Socializing is a description for anytime a group consisting of both male and female students hang out together whether simply talking or participating in an activity. All socializing after dark must be in well-lit, public areas, and it is not a time for male and female students to be alone together. Students are accountable to their houseparents regarding the amount of time spent with the opposite gender, and houseparents have the authority to limit a student's socializing time when appropriate.

Dating is any kind of formal, planned socializing involving students of both genders. *Boarding students age 16 and younger* are limited to dating in group-type activities where five or more students meet somewhere such as a park, a restaurant, an approved activity, or a school-sponsored function. Students are not granted the privilege of non-group dates simply because of their age. Each student must earn this privilege by demonstrating responsibility in the area of relationships.

In addition to Gold/Green status, all dating is subject to the *Parental Permission Form* at the end of this handbook.

When going to and from the CIU campus for an approved purpose with a mixed-gender group, students must walk in groups of three or more.

Large group dating and double-dating is still encouraged, but non-group dating is allowed for students on Gold status age 17 and older with parent and BLS staff approval.

Dating is not allowed for students on Green status.

Senior Privileges

The boarding program recognizes that balancing supervision with freedom is key to raising responsible and well-adjusted students. In that seniors will soon be facing the demands and challenges of their college years, it is our desire to further promote life skills, time management, responsibility, and initiative. The following privileges are granted to seniors in good standing:

1. Senior iPad privilege: Seniors on Gold status **and** not required to attend evening study hall have the privilege of being able to keep their school-issued iPad in their room overnight. This is the only overnight technology privilege at BLS. Seniors are expected to keep the room and suite door open and to ensure the iPad screen is visible from the doorway when in use. This senior privilege may be lost for a variety of reasons such as lending underclassmen the iPad after technology is turned in at night, staying up past lights out without permission, repeatedly being tardy to school, using a mobile hotspot, etc. A violation of this senior privilege will result in a loss of privilege for six weeks in addition to possible Green status.
2. A Senior who successfully completes the fall semester without being placed on Green status and who is in good standing with both Ben Lippen School and the Boarding Program, may have overnight access to all of their technology during the spring semester. It is the expectation of the Boarding Program that seniors will take personal responsibility to maintain their individual grades. Seniors who were placed on Green status at any time during the fall semester will have an opportunity to gain the same privilege, but the privilege will be delayed one month for every week they were on Green during the fall semester. If a senior warrants being on Green status during the spring semester, the privilege is forfeited for the balance of the semester. If a senior shares the privilege with another student, the privilege is forfeited.
3. Senior on Gold status who have a first block study hall may choose to stay in their boarding house during first block and go to school at the beginning of second block. More than one tardy to second block can result in the loss of this privilege.
4. Seniors age 16 or older and underclassmen on Gold status age 18 or older may use the Columbia International University gym without a supervising BLS staff member by signing the Moore Fitness Center Waiver **and** obtaining houseparent permission.
5. Seniors on Gold status may also use the Columbia International University Library to study with houseparent permission.

Driving Responsibilities and Transportation

Boarding Student Obtaining a Driver's Permit

According to the South Carolina Department of Motor Vehicles, an international resident must be at least 18 years of age to obtain a driver's license without a South Carolina resident assuming legal responsibility. (see SCDMV Form 447-NC - Consent for Minor Section).

<http://www.scdmvonline.com/DMVNew/Forms/447-nc.pdf>

Ben Lippen School Houseparents and staff are not permitted to sign the DMV Form 447-NC for a boarding student. Students are not allowed to use either a school vehicle or the vehicle of BLS Houseparents or staff to practice driving. BLS houseparents and staff are **not** able to assist boarding students by allowing them to practice their driving or log hours to satisfy South Carolina DMV requirements. Students must use a certified private driver training school to meet these needs. The boarding student must sign up and successfully complete a driver's education course that is a state approved course with both classroom and driving instructions. After 180 days (6 months) from the day the student gets their beginner's driving permit, the student should be able to take the road test.

Boarding Student Drivers Keeping an Automobile on Campus

It is a privilege and responsibility to drive an automobile while living on campus. Only junior and senior boarding students who have completed one full semester on Gold status and continue to be on Gold status, and are in good standing with both the boarding program and Ben Lippen School are permitted to drive a personal car.

All South Carolina Department of Motor Vehicle regulations and state laws must be followed. In addition:

1. The minimum limits of liability are 100/300/100 for any vehicle driven by a boarding student.
2. Description of car, photo of the car, current insurance information, a photocopy of student's current driver's license, and a duplicate set of car keys must be given to the boarding program director, at which time these items will be stored in a secure place.
3. Student drivers must report to their houseparents and boarding director whenever a traffic citation for a moving violation has been issued to them. A copy of the citation will be kept on file.
4. The student is responsible for maintenance upkeep for their vehicle.
5. The student is responsible to keep up payments for insurance and taxes on their vehicle. Copies will be kept on file in the Boarding office.
6. First year drivers who complete a minimum of 20 documented trips and have held their license without any citations for three months will then be permitted to carry up to three passengers. The driver is responsible for the actions of their passengers.
7. Boarding students are only permitted to drive their own vehicles. A student should not allow another student to drive their vehicle.
8. Student vehicles are not allowed for students on Green status. The keys to any student-

owned vehicle on campus must be surrendered to the boarding director or houseparent for the duration of Green status.

9. Boarding students are not permitted to drive a borrowed vehicle under any circumstances.

All driving and riding guidelines are subject to the *Parental Permission Form* at the end of this handbook.

Riding in a BLS Approved Driver's Vehicle

Students may leave campus with an approved student or adult driver if parent permission grants this privilege and permission is first sought from the student's houseparent. Parent/Legal Guardian permission must be given by signing the Vehicle portion of the Boarding Student Parental Permission Form in order for any boarding student to ride in a BLS approved driver's vehicle. Boarding students must have specific permission from their houseparents **each time** they ride in any vehicle as either a passenger or the driver. When students of the opposite gender request to ride together, dating guidelines are applicable.

Taxi Service

With parent permission, students may use an approved taxi service (Blue Ribbon Cab Company) to leave campus for movies, shopping, dinner, etc. The use of a taxi service must be approved by BLS staff **before** a taxi is called. Dating guidelines are applicable when mixed gender groups of students leave campus in a taxi.

The use of Uber Lyft or other rideshare companies are expressly prohibited when either leaving or returning to campus.

Technology and Entertainment

Telephones

All students must have a mobile phone with a US phone number and calling capability with a US phone number. If the student does not purchase such a phone, one will be provided at the student's expense. Students are required to share their mobile phone number and email address with their houseparents and the boarding director.

Technology Policies

BLS embraces the benefits - while at the same time recognizing the dangers and potential inappropriate uses - of modern technology. For example, organization and communication allowed by modern technology enhances the BLS upper school experience, but pornography (including suggestively dressed men or women not necessarily portraying actual nudity) is explicitly prohibited in the BLS boarding program. In addition to content concerns, scientific research shows that healthy living requires limiting time absorbed in technological devices.

Students must provide their houseparents a list of all technological devices in their possession capable of accessing the Internet (e.g. smartphone, iTouch, iPad, computer, smart watch, etc.)

or any device that has a screen that can display video or photographs (e.g. personal gaming device or video player). Students must update their list whenever they obtain a new technological device. Students discovered with an unregistered technological device will be placed on Green status, and the unregistered device may be confiscated.

For safekeeping and accountability, all electronic devices having a screen and all cell phones (regardless of whether the cell phone has a screen) must be placed in the boarding house computer closet at or before the check-in time noted in the technology chart. This rule is enforced to encourage sleeping during nighttime hours so that students can be awake and fully engaged in academic or other activities the following day as well as in support of scientific research showing that adolescent screen time should be limited. Failure to turn in all electronic devices each night will result in a student being classified as Green status.

All student Internet access while on campus should be through the BLS-provided WiFi network. Devices that can access the Internet through another network (e.g. a cell phone or other device with Internet access) should be set to use the BLS WiFi network whenever available on campus. Using mobile hotspot or MiFi settings on smartphones or other similarly enabled devices is prohibited. Any personal device broadcasting a WiFi network to other devices is prohibited.

If a student's device or any account is used to access inappropriate online materials, all technological devices belonging to that student that can access the Internet or store digital files will be taken to an external computer service to be searched for inappropriate materials at the student's expense (regardless of whether inappropriate materials are found on the student's devices). Other consequences, including Green status, may also be levied. It is each student's responsibility to keep his or her digital devices and accounts secure so as to avoid being falsely flagged for inappropriate use.

In order to promote academic responsibility, healthy social interaction, as well as to encourage appropriate technology use, students must use their screened technology in the living room and other common areas of the boarding houses (i.e. porch, laundry room, etc.). There are special privileges listed below, however, any student using a screened device inside a bedroom suite that has not earned appropriate privileges will be placed on Green status.

When using technology in a dorm room, students are expected to keep both the room and suite door open. Students must also situate themselves in their room in such a way that the technology screen is visible from the doorway when in use

BLS has adopted the following technology privileges:

1. Senior iPad privilege: Seniors on Gold status **and** not required to attend evening study hall have the privilege of being able to keep their school-issued iPad in their room overnight. This is the only overnight technology privilege at BLS. This senior privilege may be lost for a variety of reasons such as lending underclassmen the iPad after technology is turn in at night, staying up past lights out without permission, repeatedly being tardy to school, using a mobile hotspot, etc. A violation of this senior privilege will

result in a loss of privilege for six weeks in addition to possible Green status.

2. Mobile phone privilege: This privilege may be given to students on Gold status in grades 9-12 **and** not required to attend evening study hall. Students may take their personal mobile phone into their bedroom suite. A violation of this privilege will likely result in Green status and a loss of this privilege for the remainder of the quarter or six weeks, whichever is longer. Violations include but are not limited to viewing inappropriate material, not keeping door open or lending out their phone to students who have not earned this privilege. Students with this privilege must store their mobile phone in the technology closet overnight based on the times in the technology hours chart.
3. iPad privilege: this privilege may be given to students on Gold status in grades 9-11 **and** not required to attend evening study hall. Students may take their school-issued iPad into their bedroom. Students are expected to use their iPad for academic purposes with this privilege. A violation of this privilege will likely result in Green status and a loss this privilege for the remainder of the quarter or six weeks, whichever is longer. Violations include but are not limited to viewing inappropriate material, not keeping door open or lending out their iPad to students who have not earned this privilege. Students with this privilege must store their school-issued iPad in the technology closet overnight based on the times in the technology hours chart.

Students on Gold status may check out their BLS-issued iPad and any other non-computer technology to bring to school each morning, and they do not have to check them in with the houseparents again until the evening check-in time previously stated.

Students attending evening study hall or have been placed on Green status may request permission to use their technology in their room from BLS staff. Requests for permission to use technology in a student's room should be seldom and only for parent communication or to aid completion of a specific academic assignment.

From 6:30-8:00 p.m. Monday through Thursday preceding a school day, technology may be used only for academic purposes unless special permission is granted; videogames and other non-academic uses are not permitted in order to promote an atmosphere conducive to studying for all students.

Student technology and computer use is limited to the times listed in the technology hours chart. BLS staff may announce special technology schedules for certain occasions or holidays.

Technology Hours

	Check-Out	Check-In
School Days <i>(generally Monday through Thursday)</i>	Computers: 6:00 p.m. Other Devices: before breakfast	Computers: 9:30 p.m. Other Devices: 10:00 p.m. (9:30 p.m. for grades 6-8)
Friday <i>(or other day when school or church is not on the following day)</i>	Computers: 4:00 p.m. Other Devices: before breakfast	Computers: 10:30 p.m. Other Devices: 11:00 p.m. (10:30 p.m. for grades 6-8)
Saturday	All Devices: 10:00 a.m.	All Devices: 10:00 p.m. (9:30 p.m. for grades 6-8)
Sunday	All Devices: 3:00 p.m.	All Devices: 10:00 p.m. (9:30 p.m. for grades 6-8)

**Upon special request, houseparents may permit individual students to use their technology outside the times outlined above, especially for academic reasons.*

Technology use is significantly restricted for students on Green status. These students may only use technology under direct BLS staff supervision (except for the BLS-provided iPad during the school day) and only for academic purposes or for communication with parent(s)/guardian(s). Students may only bring their BLS-provided iPad to school each day for academic use, but Green students must turn in their BLS-provided iPad to their houseparents when they return from school and obtain specific permission each time they wish to use it or any other technology for academic or parent communication purposes outside of school hours. The BLS-provided iPad is the only technology that students on Green status are allowed to bring to school.

Video Games

Electronic games with mature or content warnings such as suggestively dressed characters with full or partial nudity, graphic violence, or demonic or satanic content are not allowed. Appropriate recreational video gaming is allowed in the BLS boarding program, but time devoted to this activity should be limited. Students are accountable to their houseparents for the amount of time they spend playing video games. Houseparents have the authority to limit a student's video game use if it is excessive or if a student's grades are being negatively impacted.

Television, Videos, DVDs, Movies, etc.

Television programs viewed in the house lounge area are monitored by the houseparents. Students should limit their time engaged in television viewing. General viewing times are subject to houseparent approval. Students may not have personal television sets. DVDs and other visual media disks viewed in the boarding house must be appropriate and approved by the houseparents prior to viewing. All video and movie viewing is subject to the *Parental Permission Form* at the end of this handbook, and television and/or video viewing during English only times must be in English using English subtitles if necessary. According to the

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

Music

Students may not play music in the boarding houses after lights out without houseparent permission or during evening quiet hours in the boarding houses. Earphone use is permissible during the above time periods, but regardless of whether a student is using earphones, the volume of a student's music should never disturb other students. BLS staff may monitor student music for both content and volume.

Summary Chart of Green Status*

- Students may only bring their BLS-provided iPad to school each day for academic use and must return it to their houseparents when they return from school.
- Phones will be turned in to the houseparents for the length of the Green status. Students may ask for permission to use it in order to communicate with their parents.
- Students may only leave campus for BLS activities and events accompanied by BLS staff OR with their parent(s)/guardian(s).
- Students must check in with their houseparents in their resident house before 3:30 p.m. on school days.
- Students must go to bed at lights-out.
- Dating is not allowed.
- Students must sign-in at breakfast by 7:35 a.m. on school days (one hour later on late start days).
- Students may only use technology for academic or parent communication purposes under direct BLS staff supervision.
- Students may not drive. Students must give their car keys to their houseparent or the boarding program director for the duration of their Green status.

** This list is a summary only and does not contain complete information regarding the restrictions of students on Green status. More detailed explanations and requirements can be found throughout this handbook.*

Campus Limits

Ben Lippen School is located on the 400-acre campus of Columbia International University (CIU). Unless granted an exception by BLS staff, BLS students may only be on the CIU campus for meals offered to BLS boarding students in the CIU cafeteria, class(es) a student is taking that meets on the CIU campus, use of the CIU library for junior and senior students on Gold status with houseparent permission, or the use of the CIU gym for seniors, students over the age of 18, or when it is open to BLS boarding students and a BLS staff member is supervising. Students may also use the billiards and table tennis tables at the CIU student center from 5:00 p.m. through 6:30 p.m. Students may not leave the BLS/CIU campus for any reason without houseparent permission.

BLS boarding students are expected to stay on the BLS academic campus throughout the school day. If it is necessary for a BLS boarding student to return to a boarding house before school is out, the student should first seek permission from the upper school administrative assistant who will contact houseparents to see if it is possible for the student to return home at that time. Students are not allowed to be in the boarding program area during school hours without special permission.

Safety Concerns

Boarding students regularly perform mandatory safety drills. These drills may occur throughout the campus. Student participation is mandatory and helps each student know how to respond to a variety of emergencies.

Boarding students are not permitted to possess weapons of any form (e.g. knives, guns, martial arts implements, etc) in the boarding houses. This includes but is not limited to decorative weaponry, recreational weaponry, and non-lethal weaponry such as pellet, BB, airsoft, or paintball guns. Weapons are prohibited on the BLS campus except when carried by a professional law enforcement or CIU security officer. Under the direction of BLS faculty and staff, students may participate in airsoft or paintball activities on or off campus, but all airsoft or paintball guns must be stored in a secure location by a faculty or staff member. Appropriate eye protection must be worn during any airsoft or paintball activities. Students possessing weapons are subject to serious consequences including immediate expulsion.

BLS maintains a drug (including tobacco products) and alcohol free campus. Regardless of age, possession and/or use of drugs (including tobacco and smokeless electronic cigarette products) and/or alcohol is strictly prohibited on the BLS campus. BLS reserves the right to search student rooms and student personal belongings (e.g., but not limited to, bags, vehicles, computer files, etc). Students possessing or using any of the contraband listed above are subject to serious consequences including suspension or immediate expulsion.

Skateboards, roller blades, non-motorized scooters, and bicycles may only be used with written parental permission as indicated on the Parent Permission form and with proper safety equipment. Properly fitted and secured safety helmets must be worn when riding and students must have their own equipment to participate. Students are not permitted to possess or operate any kind of non-automobile motorized or electric vehicle (scooters, e-bikes, motorcycles) on campus.

When going to and from the CIU campus for an approved purpose with a mixed-gender group, students must walk in groups of three or more. It is recommended that students walk in groups of 2 or more while walking on campus. Use the “buddy system”. Be aware of your surroundings and stay in well-lighted areas.

Water Safety

Wading or swimming in the BLS boarding program lake is not permitted under any circumstances. Sunbathing is allowed only behind house 3B for girls and behind 3A for boys. Swimsuits must be modest. Girls are permitted to wear one-piece suits or tankinis.

BLS provides paddle boats and canoes for students to enjoy on the BLS pond with House Parent permission. There is a limit of 2 students per canoe and 4 persons per paddle boat not exceeding the stated maximum weight capacity as noted on the paddleboat. Students must

wear life jackets at all times while in the boats or canoes. Equipment should be properly stored after use.

Harassment

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, 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. (The above definition and information is taken 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 houseparent, teacher or administrator. All reports will be promptly reviewed and investigated in as confidential 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 boarding program director or principal.

Sports and rough play are not permitted inside boarding houses.

Holidays and Travel Information

School Breaks and Arrival/Departure From Campus

Boarding houses opening and closing dates and times are posted well in advance online on the Ben Lippen School website calendar (www.BenLippen.com) to allow parents to save money by planning ahead and booking flights according to the opening and closing dates and times. Any exceptions to the posted dates must be submitted in advance to the boarding director in writing and pre-approved by the boarding director. In addition, unless prior written approved arrangements are made, students will be charged a fee of \$20 per hour that they are in the boarding house after 12:00 p.m. following the day the houses are closed.

To ensure that Ben Lippen staff will be available to provide transportation both to and from the Columbia (CAE) airport, the Boarding Program provides a Travel Communication form. This form is for students and parents to complete prior to purchasing airline tickets for travel throughout the school year. Once Houseparents have approved the student's travel plans, confirmation will be given so that flights can be purchased.

Ben Lippen School is not responsible to provide host homes for students who want to stay in the United States during the Christmas and/or summer break.

Transportation

BLS provides transportation for boarding students to and from the Columbia Metropolitan Airport (CAE) and local bus and train stations. Transportation to and from other airports or transit centers (e.g. Charlotte, Atlanta, etc) are not provided and therefore, are the student's responsibility. BLS is not responsible to provide airport pick up or on-campus housing for students outside of the posted dates. Unless prior approved arrangements are made, any student who does not arrive before the first day classes begin will be responsible for their transportation to campus.

Unaccompanied Minors

Although most airlines allow children 12-15 years old to travel unaccompanied, they do charge an "Unaccompanied Minors" service fee. In addition, most airlines will also require an adult to sign a Form of Indemnity the day of flight departure at the airport check-in desk. Children without this completed form will not be allowed to fly. Parents should check the individual airline's policy for children who must travel as an unaccompanied minor. If your child must travel as an unaccompanied minor, please call the Boarding Office at (803) 807- 4145 to make special arrangements with the Boarding Director.

Host Families for Thanksgiving and Spring Break

Boarding houses are closed for Thanksgiving and Spring break. Parents/Legal Guardians must give their written permission for their student to stay in a BLS approved host family's home by signing the *Boarding Student Parental Permission Form*. BLS will assist boarding students in finding host homes if they opt not to travel during Thanksgiving and Easter/Spring break,

however BLS cannot guarantee that a host family can be secured. A \$35 per day payment will be taken from the student's emergency fund to reimburse a BLS approved host family during school breaks (including any portion of Thanksgiving and Spring/Easter break). Students should also have enough money to cover their own expenses, such as personal shopping or admissions to a movie they want to see.

Students Traveling on Their Own During School Holidays

Students age 16 and older wishing to travel on their own or in groups during a BLS break (i.e. Thanksgiving, Christmas, and Easter) must submit a *Parental Permission Form* at least three weeks prior to the beginning of the BLS break. Parental permission forms may be faxed to BLS at (803) 744-1387 or emailed to the student's houseparents from the parent communication email address on file. Students may request the *Parental Permission Form* from their houseparents. Students under the age of 16 are only permitted to travel with a parent, BLS staff member, or approved adult volunteer. Any student traveling to his or her home is exempt from being required to turn in a *Parental Permission Form*.

Travel Dates and Classroom Requirements

Students are strongly encouraged to arrive on campus at or near the time that the boarding houses reopen after school breaks. This is essential in order to maintain continuity within the academic classrooms, and it can be very difficult for a student to catch up academically if he or she is late returning to BLS after a school break. All classes missed due to late arrivals or returns will be recorded as absences, and after a two day grace period, a fine of \$100 per day will be assessed. For example, a student arriving late enough after a break to miss four class days would receive absences in all classes during those four days and be assessed a \$200 fine. Students may appeal the fine to the boarding director within one week of arriving on campus if the late arrival is attributable to extenuating circumstances beyond the student's control.

At the end of a semester, students are not allowed to reschedule semester exams in order to leave earlier. Semester exams must be taken at the scheduled time. Students who feel that there are extenuating circumstances that make it necessary for them to leave earlier than their last exam at the end of a semester must seek an exception to this policy from the upper school principal. Such an exception is the only method by which a student's final exam may be rescheduled. Please note that according to the Upper School Student Life handbook, a rescheduling of exams may result in a fee.

	Ben Lippen Break Begins (Departure Days)	Ben Lippen Break Ends (Arrival Days)
2018 Summer Break	May 25, 2018 Houses close at 12:00 p.m.	New Students: August 8, 2018 Returning Students: August 13, 2018 Houses open at 5:00 p.m.
Thanksgiving	November 16, 2018	November 25, 2018

<p>Break <i>(local host families available)</i></p>	<p>School in session until 3:15 p.m. Houses close at 5:00 p.m.</p>	<p>Houses reopen at 5:00 p.m.</p>
<p>Christmas Break End of First Semester</p>	<p>December 19, 2018 Half-day of School Houses close at 5:00 p.m. (Flights should be scheduled after completed exams on December 19 and by 12:00 p.m. on December 20.)</p>	<p>January 6 , 2019 Houses reopen at 5:00 p.m. (both new and returning students)</p>
<p>Easter/Spring Break <i>(local host families available)</i></p>	<p>April 12, 2019 School in session until 3:15 p.m. Housed close at 5:00 p.m.</p>	<p>April 22, 2019 Houses reopen at 5:00 p.m.</p>
<p>2018 Summer Break End of Second Semester</p>	<p>Underclassmen: May 22, 2019 Houses close at 5:00 p.m. (Flights must be scheduled after 12:00 p.m. on May 22 and by 12:00 p.m. on May 23.)</p> <p>Graduation: May 24, 2019</p> <p>Seniors: May 25, 2019 Houses close at 12:00 p.m. (Flights must be scheduled on May 25 by 12:00 p.m.)</p>	<p>-----</p>

Health Requirements and Services

All new boarding students must meet the following requirements. Please e-mail proof of all requirements to debbie.austin@benlippen.com at least four (4) weeks before August 1, 2017. Students must bring the original documents with them to Ben Lippen School.

All new boarding students must submit a health physical exam, including a vision and hearing screening, given on or after April 1 prior to the start of the new school year. The BLS *Health Assessment and Physical Examination Form* is provided near the end of this handbook.

International students must provide documentation signed by a doctor of a negative tuberculosis (TB) PPD skin test within three (3) months before arriving at Ben Lippen School. If the skin test is positive, then documentation of a negative chest x-ray is required. All new students must also submit official vaccination/immunization records in English, signed by a doctor, and documenting all shots received since birth. The required immunizations are listed in the chart below:

Four (4) doses of any combination of DTP, DT, DTP-Hib, DTap, Td or Tdap vaccine with at least one (1) dose received on or after the fourth birthday, and there must be one Tdap on or
after the seventh birthday
Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday
Three (3) doses of Hepatitis B vaccine
Two (2) doses of Varicella (Chickenpox) vaccine received on or after the first birthday and the second dose received at least three months later if the student is younger than age 13 or one month later if age 13 and older OR a positive history of disease with written documentation signed by a physician.
One (1) dose of the Meningococcal Conjugate vaccine (MCV4 - Menactra or Menveo) received on or after the seventh birthday.
Two (2) doses of Rubeola (Measles) vaccine with both doses received on or after the first birthday and separated by at least one month. *
One (1) dose of Mumps vaccine received on or after the first birthday *

* Two (2) doses of MMR (measles, mumps, rubella) meet the requirements for the last three vaccines, each marked with an asterisk, listed in the table above.

After the student arrives on campus, the school nurse will arrange for the administration of any undocumented but required vaccinations/immunizations at student expense.

All boarding students (new and returning) must annually submit an *Emergency Medical Information Form* and a *Medication/Immunization Consent Form*. Failure to submit these forms will result in restriction to on-campus events; students without both of these current medical forms on file will not be allowed to leave the BLS campus for any reason. All boarding students must also purchase health/accident insurance through BLS or request an exemption to this policy by providing proof of other comparable coverage (at least \$500,000 USD in coverage per illness or injury).

When a student is sick in the morning before school, the student must personally notify his or her houseparents. The houseparents will decide whether the student should go to school. Students who are allowed to stay home due to sickness will remain in their rooms. They are not allowed to leave their house for the entire day except to see the nurse or doctor. If sickness occurs during the school day, a boarding student should notify a BLS faculty or staff member in direct authority over the student at the time the student feels sick or is in need of medical aid. Usually this means that the student should notify a classroom teacher, the upper school office secretary, or the nurse directly if the student is in need of medical attention. No boarding student should leave school to go to his or her house due to sickness without the nurse's permission. The school nurse determines if an illness requires a student to return to the boarding house and miss school or other activities.

If a student is in need of medical attention during non-school hours, the student should first seek aid from a houseparent or assistant houseparent. The houseparent or assistant houseparent will contact the on-call nurse and/or arrange for medical treatment as needed.

No student should possess any medication without the nurse's approval. All medications (including traditional and herbal medicines) should be kept and dispensed by the houseparent or the assistant houseparent on duty. Prescription medications must be prescribed for the specific student and should be in clearly labeled (in English) original pharmacy packaging. A physician letter explaining the reason for the medication is required before medication from home can be given to a student. The letter should include the diagnosis and the treatment plan. Antibiotics will not be dispensed unless prescribed by a local medical doctor and filled by a local pharmacy.

In the case of a life-threatening or potentially life-threatening medical emergency, the telephone number for ambulance response is 911. Anytime 911 is called in reference to a boarding student, the houseparents, nurse, and boarding director must be notified as soon as safely possible.

Athletic Requirements

All BL boarding students who participate in athletics must submit to the athletic department a yearly health physical given on or after April 1 prior to the start of the new school year and signed by a physician. Two forms required for this purpose, the *SCISA Pre-Participation History and Health Assessment* and the *SCISA Medical Examination Form*, can be found near the end of this handbook. In addition to an annual physical, BLS students are not permitted to participate in athletic practices or contests without submitting the *SCISA Agreement for Participation* and the *SCISA Warning of Inherent Risk*, also located near the end of this handbook. Further, in order to participate in athletic practices or contests, new BLS students must first submit to the athletic department the *New Student/Transfer Student SCISA Form* which is also printed near the end of this handbook.

Forms Required for New Boarding Students

1. Boarding Student Health Assessment
2. Boarding Student Medical Examination
3. Boarding Student Emergency/Medical Information
4. Boarding Student Medication/Immunization Consent
5. Boarding Student Parental Permission Form
6. Boarding Student Handbook Commitment Form

2017-2018 Immunization Requirements For Boarding Students

To be enrolled, ALL new boarding students must meet the following requirements. Please email proof of all requirements to debbie.austin@benlippen.com at least four (4) weeks before August 1, 2017. Students must bring the original documents with them to Ben Lippen School.

1. The school must be given a complete official record of immunizations from birth which shows that the student has received all the required vaccinations listed below.
2. The supplied record of immunizations MUST be in English and have a physician's signature.
 - a. Four (4) doses of any combination of DTP, DT, DTP-Hib, DTap, Td or Tdap vaccine with at least one (1) dose received on or after the fourth birthday, and there must be one Tdap on or after the seventh birthday
 - b. Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday
 - c. Two (2) doses of Rubeola (Measles) vaccine with both doses received on or after the first birthday and separated by at least one month ***
 - d. One (1) dose of Rubella (German Measles) vaccine received on or after the first birthday ***
 - e. One (1) dose of Mumps vaccine received on or after the first birthday ***
 - f. Three (3) doses of Hepatitis B vaccine
 - g. Two (2) doses of Varicella (Chickenpox) vaccine received on or after the first birthday and given at least one month apart – if student had the chicken pox, written documentation from a physician is required
 - h. One (1) dose of the Menactra (Meningococcal ACYW135) vaccine

***Two (2) doses of MMR (measles, mumps, rubella) meet requirements c-e

3. Students must have a negative PPD skin test within three (3) months before their arrival at Ben Lippen School. The school must be given official written documentation of the negative PPD skin test. If the PPD test is positive, documentation of a negative chest x-ray must be supplied. The PPD skin test documentation MUST be in English and have a physician's signature.

INFORMATION SUPPLIED BY:

Michelle Harris, RN, School Nurse
Ben Lippen School
7401 Monticello Road
Columbia, SC 29203
(803) 807-4126
Michelle.Harris@BenLippen.com

Boarding Student Health Assessment

Required for all students participating in athletics and all new boarding students

Student Name _____

Grade _____ Date of Birth _____

Health Assessment – To Be Completed by Student and Parents

YES NO (Check one – give details for all YES answers and include date of occurrence)

____ ____ Did your grandparents, parents, brothers or sisters have heart problems or high blood pressure before the age of 50?

Have you ever had OR do you presently have:

____ ____ Heart murmur, high blood pressure, extra heartbeats, or heart abnormality?

____ ____ Current medications? _____

____ ____ Concussion or problem passing out? _____

____ ____ Allergies? Name: _____

____ ____ Significant illness, condition, or injury? _____

____ ____ Hospitalization or surgery? Why _____

____ ____ Chickenpox? (list year): _____

____ ____ A dental appliance? _____

____ ____ Contacts or eyeglasses? _____

____ ____ Need to stop while running around a quarter mile track twice? _____

____ ____ An illness or injury that caused you to miss a game? _____

____ ____ Congenital absence or loss of function of one organ (eye, ear, kidney, etc.)?

____ ____ Headaches (frequent)? _____

____ ____ Asthma? Current treatment: _____

____ ____ Convulsions (seizures)? How many? _____

____ ____ Neck or spine injury? _____

____ ____ Broken bones? _____

____ ____ Sprains or dislocations? _____

____ ____ Sickle Cell Disease or Trait? _____

____ ____ Tested positive for Tuberculosis (TB)? Date _____ Treatment _____

____ ____ FEMALES: Have you had a period in the last six months? How many? _____

____ ____ FEMALES: Do menstrual cramps keep you from your regular activity? _____

I certify that the above medical history is correct to the best of my knowledge.

Parent Signature

Date

Boarding Student Medical Examination

PLEASE HAVE YOUR PHYSICIAN COMPLETE AND SIGN THIS PAGE

Student Name _____

Grade _____ Date of Birth _____

Medical Examination – To Be Completed by Physician

VITAL SIGNS (REQUIRED)	PHYSICAL	MUSCULOSKELETAL
Height	Appearance	C Spine
Weight	Pupils	T Spine
Blood Pressure	EENT	LS Spine
Heart Rate	Dental	Shoulders
Respiratory Rate	Heart	Elbows
Vision R20/ L20/	Lungs	Wrists
Corrected R20/ L20/	Abdomen	Hands
	GU	Hips
	Skin	Knees
	Lymph	Feet

Notes: _____

Cross out any sport in which the student is not able to compete

Baseball	Cheerleading	Football	Soccer	Swimming	Track & Field	Weightlifting
Basketball	Cross Country	Golf	Softball	Tennis	Volleyball	Wrestling

I certify that I have, on this date, examined this student and find him/her physically able to compete in the Ben Lippen P.E./sports program.

 Physician's signature Date _____ Ph

 Physician's Name Phone _____ Pri

Forms Required for All Boarding Students Annually

1. Boarding Student Emergency/Medical Information
2. Boarding Student Health Assessment
3. Boarding Medication/Immunization Consent
4. Boarding Student Parental Permission Form
5. Boarding Student Handbook Commitment Form

Ben Lippen School Boarding Student Emergency/Medical Information

Student Name _____

Grade _____ Date of Birth _____

EMERGENCY CONTACTS

Father's Information	Mother's Information
Name:	Name:
Contact Phone:	Contact Phone:
Contact Email:	Contact Email:
English Speaking: Yes/No	English Speaking: Yes/No
If "no," please list primary language:	If "no," please list primary language:

ALTERNATE EMERGENCY CONTACT(S) WITHIN THE UNITED STATES (OPTIONAL)

Other Emergency Contact	Other Emergency Contact
Name:	Name:
Contact Phone:	Contact Phone:
Contact Email:	Contact Email:

MEDICAL INFORMATION

Student Name _____

ALLERGIES

Please initial or sign if your child has no known allergies:

List any allergies (to food, insect stings, latex, medication, other):

NOTE: If your student has a life threatening allergy (e.g. bee stings), be certain that the school is provided with an emergency kit.

PRESCRIPTION MEDICATIONS

Please initial or sign if your child uses no prescription medications:

List all current prescription medications (including inhalers):

NOTE: Prescription medications will be dispensed by school personnel only when the medication is in the original prescription container with instructions. Students may not carry medications except EpiPens, insulin, and asthma rescue inhalers.

CHRONIC HEALTH CONDITIONS

Please initial or sign if your child has no current and/or chronic health conditions:

List current and/or chronic health conditions (such as ADD, ADHD, asthma, depression, diabetes, heart problems, migraine headache, seizure disorders, etc):

AUTHORIZATION FOR MEDICAL TREATMENT

In the event of an illness or injury, I hereby authorize Ben Lippen School to act on my behalf for the student named above in the securing of medical, surgical, and/or dental treatment. In the event of an emergency, I hereby give my permission to the physician selected by Ben Lippen School to hospitalize, secure proper treatment for, and to order injections, anesthesia, or surgery for the student named above. If such an event occurs, I understand that every effort will be made to contact me as soon as possible. I certify that I am the parent/guardian or have the legal ability to sign these authorizations on behalf of the student named above. I understand I am responsible for all expenses that my student's insurance does not pay.

Parent/Guardian Signature:

Date:

Boarding Student Health Assessment

Required for all students participating in athletics and all new boarding students

Student Name _____

Grade _____ Date of Birth _____

Health Assessment – To Be Completed by Student and Parents

YES NO (Check one – give details for all YES answers and include date of occurrence)

____ ____ Did your grandparents, parents, brothers or sisters have heart problems or high blood pressure before the age of 50?

Have you ever had OR do you presently have:

____ ____ Heart murmur, high blood pressure, extra heartbeats, or heart abnormality?

____ ____ Current medications? _____

____ ____ Concussion or problem passing out? _____

____ ____ Allergies? Name: _____

____ ____ Significant illness, condition, or injury? _____

____ ____ Hospitalization or surgery? Why _____

____ ____ Chickenpox? (list year): _____

____ ____ A dental appliance? _____

____ ____ Contacts or eyeglasses? _____

____ ____ Need to stop while running around a quarter mile track twice? _____

____ ____ An illness or injury that caused you to miss a game? _____

____ ____ Congenital absence or loss of function of one organ (eye, ear, kidney, etc.)?

____ ____ Headaches (frequent)? _____

____ ____ Asthma? Current treatment: _____

____ ____ Convulsions (seizures)? How many? _____

____ ____ Neck or spine injury? _____

____ ____ Broken bones? _____

____ ____ Sprains or dislocations? _____

____ ____ Sickle Cell Disease or Trait? _____

____ ____ Tested positive for Tuberculosis (TB)? Date _____ Treatment _____

____ ____ FEMALES: Have you had a period in the last six months? How many? _____

____ ____ FEMALES: Do menstrual cramps keep you from your regular activity? _____

I certify that the above medical history is correct to the best of my knowledge.

Parent Signature

Date

Boarding Student Medication/Immunization Consent

Student's Name _____ Date of Birth _____

List any major illness/injury/operation in the past year: _____

Confidential Medical Information:

Authorization for Medication/Immunization Administration:

I hereby authorize the school nurse to administer or oversee the administration of the following to my student who is named above:

1. Over-the-counter medications (including, but not limited to, those used for pain, allergies/colds, stomach/intestinal upset, and topical ointments/creams) as specified in written protocol approved by the Ben Lippen physician consultant.
2. Prescription medications as prescribed by a physician.
3. Any immunizations of which I have not provided documentation that are required by the state of South Carolina for school attendance and any recommended booster immunizations.
4. Any influenza vaccines as recommended.

Please list any medications you desire **NOT** to be given to your student:

Authorization for Counseling and Mental Health Referral

I hereby authorize the guidance counselor at Ben Lippen School to provide counseling services or make referrals to mental health professionals as necessary for my student who is named above.

_____ Sig
nature of Parent or Legal Guardian Printed Name of Parent or Legal Guardian Date

Boarding Student Parental Permission Form

Student's Full Name _____ Date of Birth _____

Parents: *Read the options carefully and mark the box beside the statement that has your approval. Please sign and date. You may also write your own guidelines on the bottom portion of this page.*

OFF-CAMPUS VISITS *(Including Overnight)*

- My student may visit any off-campus home with the approval of Ben Lippen School.
- My student may NOT visit any off-campus home without my specific permission.

DATING GUIDELINES

- My student may date within Ben Lippen Boarding Program guidelines.
- My student may NOT date at Ben Lippen.

VEHICLES

- My student may ride with Ben Lippen approved drivers, including student drivers.
 - My student may only drive with drivers I personally approve.
Please list any such drivers:
-

MOVIE VIEWING

- My student may view PG-13, PG and G rated movies.
- My student may only view PG and G rated movies.

BICYCLES AND SCOOTERS

- My student may ride his or her personal bicycle or scooter with a properly fitted helmet.
- My student may NOT ride a bicycle or scooter.

SKATEBOARDS AND ROLLERBLADES

- My student may use his or her personal skateboard or rollerblades with proper safety equipment.
- My student may NOT use a skateboard or rollerblades.

Parent Signature

Date

Boarding Student Parental Permission Form (cont.)

FIELD TRIPS

- My student may participate in any Ben Lippen sponsored on- or off- campus activity or trip. I further understand that I may still need to sign a liability waiver and email it to Ben Lippen for certain activities or trips when such a waiver is required by an organization outside of Ben Lippen. I understand that there are inherent risks in all activities and that injuries can occur. I agree not to hold Ben Lippen School or any of its agents, members, employees, or affiliate organizations responsible in the event of an accident or injury. I understand that this form is considered a binding contract.

- My student may NOT participate in any school-sponsored on- or off-campus activity or trip unless I personally give permission via email and/or fax a liability waiver as needed for every school-sponsored activity or trip.

Parent Signature

Date

Boarding Student Handbook Commitment Form

PARENTAL COMMITMENT

Please initial or sign 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):

_____ Understand, commit to and support our child's participation in Christian education and regular attendance at a local Christian church under the guidance of Ben Lippen house parents or host family.

_____ Have read, understand, and agree to support the principles contained in the *Statement of Faith* and *Mission Statement* of BLS (available online).

_____ Commit to support Ben Lippen policies as set forth in the *Ben Lippen School Handbook* and the *Ben Lippen Boarding Handbook*.

_____ Commit to communicate directly with Ben Lippen houseparents, teachers, and/or administrators in the event of conflict or disagreement before involving other parties.

_____ Approve the publication of pictures of our son/daughter during the year.

_____ Approve establishing a Ben Lippen computer account for my student(s).

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 Student Life Handbook* and the *Ben Lippen Boarding Handbook* without complaint.

_____ Commit to maintain a high standard in accordance with the social life guidelines and entertainment standards outlined in the handbooks.

_____ Commit to appropriate technology usage in line with Ben Lippen's technology policies.

Student's Signature Student's Printed Name Date

Forms Required for
Student Athletes Annually
(Found online at www.benlippensports.com)

1. SCISA Pre-Participation History & Health Assessment
2. SCISA Medical Examination Form
3. SCISA Agreement for Participation
4. SCISA Warning of Inherent Risk
5. SCISA New Student/Transfer Student Form (*only New Student Athletes*)