



# UPPER SCHOOL STUDENT LIFE HANDBOOK

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2024-2025

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# WAYS TO CONTACT

## Campus Phone Numbers

School Receptionist	Christy Lambert	(803) 807-4000
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## Other Important Numbers

Athletics	Elizabeth Fitts	(803) 807-4197
International Student Program Dir.	Steve Sark	(803) 807-4113
High School Office	Katie Pink	(803) 807-4141
Middle School Office		(803) 807-4200

## 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.*

## Office Hours

Monday – Friday:	8:00 a.m. – 4:00 p.m.
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## Mailing Address

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



# MISSION STATEMENTS

## Ben Lippen School Mission Statement

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

## Ben Lippen School Vision Statement

Ben Lippen School's vision is to be the premier Christian school in the Southeast identified by its intentional discipleship of students, varied college preparatory academic offerings, dynamic fine arts department, and competitive athletic program.

## Ben Lippen School Core Values

### **AUTHORITY OF SCRIPTURE**

The Bible is the ultimate foundation and the final truth in every aspect of our lives. We concentrate on mastering God's Word, learning to understand its meaning and apply its teaching.

### **VICTORIOUS CHRISTIAN LIVING**

Victory in Christ comes to those who yield humbly to the Holy Spirit who makes us more like Him in our daily lives.

### **WORLD EVANGELISM**

"For God so love the world He gave..." We prepare each student to have an impact as part of the "missions team," whether in a "sending church" or as one sent. The Holy Spirit dispenses blessings and works through us so that we are a blessing ourselves.

### **PRAYER & FAITH**

The CIU community seeks joyful reliance upon God for material provision, victory over sin, growth in Christlikeness, and fruitfulness in ministry. Our relationship with Him is expressed in daily prayers of a loving and needy heart.

### **EVANGELICAL UNITY**

Evangelical unity means accepting other Christians of evangelical conviction, regardless of denominational or theological affinity, for purposes of fellowship, encouragement, edification and ministry.



# Ben Lippen School Statement of Faith

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

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

## Notice of Nondiscriminatory Policy

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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

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





# INTRODUCTION

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

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

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

In Him,



**Max Russell**

*High School Principal*



**Corey Thompson**

*Middle School Principal*



# Primary Expectations of a BLS Student

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

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

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

Ben Lippen students practice good **STEWARDSHIP** and are responsible to oversee, preserve, protect, and use wisely all resources God has provided them: God's creation, the Ben Lippen campus and community, their physical bodies, their finances, and their relationships with others (Colossians 3:23-24; 1 Peter 4:10).

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

## Profile of a Ben Lippen Graduate

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A Ben Lippen graduate:

- **is prepared to thrive**, in college and beyond, striving for excellence, and displaying a teachable spirit.
- is armed with an **intimate knowledge of who God is** and desires continued growth in Christlike character.
- has the knowledge, skills, and experiences to **impact and lead in global professions and ministries**.
- **serves others** as a vehicle to expand God's kingdom.
- **utilizes God-given gifts and talents** to further His mission.
- intentionally and instinctively **seeks Christian community** in future life stages because of the love, acceptance, encouragement, and accountability of the Ben Lippen family.

# Spiritual Life Expectations

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

## QUIET TIME

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

## CHURCH ATTENDANCE AND THE SABBATH DAY

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

## SPIRITUAL LIFE ACTIVITIES

Chapel is generally held once a week and attendance is

required for all students. Students in grades 5-8 will sit with their classes and students in grades 9-12 will sit with their Family Groups. Students who do not sit with their assigned groups will be assigned a detention.

Outside of chapel, a variety of spiritual life events occur throughout the year. These events seek to provide opportunities for students to live in community, grow in relationships with each other, and grow in their relationship with Jesus Christ. These activities are, but not limited to, Camp Ben Lippen Retreat at Carolina Point (grades 9-12), Ben Lippen Challenge (grades 5-8), See You at the Pole, and National Days of Prayer. Camp Ben Lippen Retreat and Ben Lippen Challenge are required events for Ben Lippen students.

## MATTHEW 18 PRINCIPLE

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

# Academic Information

## FACTS

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

## ACADEMIC ASSESSMENT

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

## TESTS

A student scheduled to take tests (not quizzes) in three or more courses on a single day may go to the high school

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

## EXAMS

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

End of semester exams for students in grades 5-8 are given in the 8th grade Algebra I course and the 8th grade honors English course.





## EXAM EXEMPTION POLICY

Any student in grades 9-12 may be exempt from exams with a 90% average or better in the class.

If a student is exempt from an exam and chooses not to take it, the student's semester average will be computed by considering semester average.

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

## HOMEWORK

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

Homework will be given by teachers for specific purposes. It should never be considered busy work and should be done neatly, accurately, and on time. Homework is an opportunity to supplement classroom instruction. The extra study and assignment completion time helps students learn and achieve more effectively. An additional purpose of homework is to teach students to think more independently and to give them experience in following directions while enhancing self-discipline and responsibility.

### Grades 5-6

Homework is assigned in all academic classes, but not necessarily every night. Students are expected to use assignment books to carefully note assignments and due dates, and homework should average no more than 10 minutes per subject per night.

### Grades 7-8

Homework is assigned in all academic classes, but not necessarily every night. Students are expected to use assignment books to carefully note assignments and due dates, and homework should average no more than 15 minutes per subject per night.

### Grades 9-12

Homework is assigned in all academic classes, but not necessarily every night. Homework should average no more than 20 minutes per college prep (CP) subject per night. Students enrolled in honors and Advanced Placement (AP) courses should expect a heavier homework load due to the advanced academic rigor of these classes.

## CHEATING AND PLAGIARISM

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

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

- A student submits work using the words, sentences, ideas, conclusions, examples and/or organization of an assignment borrowed from a source (e.g. a book, an article, another student's paper, webpage, etc.), even with minor modifications, without properly acknowledging the source
- A student submits work done by another student or artificial intelligence (AI), in part or whole, as his or her own work.
- A student submits assignments received from commercial firms, AI, any other person or group
- A student knowingly aids another student in plagiarizing an assignment as defined above. This includes, but not limited to, sharing work with another to submit as their own.
- A student knowingly submits the same work for credit in two courses without obtaining permission from the teacher

Collaboration between students - working together on an assignment leading to a mutual and greater understanding where all parties are actively engaged in the learning process and approximately equal contributors - is acceptable *when given permission by the classroom teacher*. Students should take care to understand and follow the expectations of their teachers before collaborating on an assignment. Collaboration that is not approved by the teacher will be considered cheating.

Students involved in any form of cheating will receive a referral to the administration which will likely result in a zero on the assignment and a suspension. National Honor Society members may also lose membership per chapter bylaws. Any student knowingly allowing or aiding another student to cheat should expect a similar consequence. Multiple cheating incidents (including plagiarism) may result in further administrative action including the possibility of expulsion.

## MAKEUP WORK

If a student is absent from class, a one class-meeting



extension on assignments will be given for each class-meeting absent, if necessary. The student is responsible for scheduling a time to make up any missed assessment(s) with his/her teachers. If the student fails to make up the missed assessment(s) within the agreed upon timeframe, the student may not be permitted to take it; in which case, he or she will earn a “zero.”

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

Students must make up work missed during absences resulting from participation in any school-related academic, athletic, or co-curricular activity. Any assignment that is due on the day of a school-related absence must still be turned in on time. Students must contact the teacher prior to their absences to reschedule any missed assessments.

### **LATE WORK**

BL students are encouraged to practice consistent responsibility and diligence in their academic lives. Homework that is related to or will be applied to the daily classroom instruction will be assessed “as is” at the time it is due.

Other homework that is assigned to review or to supplement instructional content may be accepted but will incur a late penalty of 10 points per day for four days. After the fourth day, the assignment will earn a “zero.” The same penalty applies to other assessments, such as projects, essays, and presentations.

Teachers may not accept late work more than 2 weeks past the due date during the last week of the semester without the principal’s approval. Assignments such as ALEKS and Membean will not be accepted late.

### **COURSE LOAD**

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

### **DROP/ADD PERIOD**

Students may make schedule changes with no penalty during the first 8 school days (excluding days at the Camp Ben Lippen Retreat) of a course, first 5 school days for double-blocked AP courses. Students may not add new courses after this deadline has passed. If a student drops a course after the drop/add deadline, a grade of “Withdraw Failing” or WF will be given. A WF is factored into a student’s GPA as a failing grade and will not receive any Carnegie units for GPA. Adding and/or dropping courses, or changing course level may require the signature of a parent, teacher, and College Counseling department.

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

### **COURSES OUTSIDE BLS**

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

All classes taken outside of Ben Lippen must have prior administrative approval and may not interfere with daily BLS course schedule.



## GRADE LEVEL PLACEMENT

For classification in the 10th grade, a student must earn a minimum of six credits including one English, one Social Science, and one Math credit. 11th grade status requires a minimum of 13 credits including two English, two Math, one Lab Science, and two Social Science. 12th grade status requires a minimum of 19 credits including three English, three Math, two Lab Science, three Social Science, one Foreign Language.

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

## ADVANCED PLACEMENT (AP) COURSES

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

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

## DUAL CREDIT COURSES

Dual credit courses are those courses for which the student has been granted permission by the college counseling department and high school principal to earn both high school and college credit. Students taking dual credit courses are building two transcripts: the institution of higher education (IHE) transcript and the high school transcript. Dual credit courses may not overlap BLS course schedule.

### Dual Credit Policy

1. Students may only take Dual Credit courses through CIU, except with approval from the high school principal.
2. Students who wish to take Dual Credit classes must complete a Dual Credit Application (available in the College Counseling Office) and obtain parental consent.

3. Students are responsible for applying for admission to CIU and for all fees, books, and tuition incurred for the course(s) and for transfer of grades to Ben Lippen.
4. College remediation and orientation courses are not considered dual credit courses.
5. Dual Credit courses may be taken only if the student's Ben Lippen course schedule provides the needed flexibility. Required Ben Lippen courses are the priority and students may not miss class at Ben Lippen to attend Dual Credit courses. Students may not take college courses on their own time at an IHE with the expectation that the course will be transcribed back to Ben Lippen without first consulting the College Counseling department to determine if the course is part of the articulated agreement between Ben Lippen and the IHE.

### Grades

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

## GRADE LEVEL PLACEMENT FOR ENGLISH LANGUAGE LEARNERS

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

### TOEFL Policy for International Students:

1. ELL students with a TOEFL score of less than 80 are required to take the TOEFL each year that they are enrolled in high school at Ben Lippen. *Ben Lippen School recommends international students take the TOEFL at a minimum of twice a year, once a semester.*
2. Students must officially submit their scores to Ben Lippen using the school code 3307 when registering for the test.
3. Students who do not comply with this requirement will lose house privileges until the TOEFL is taken.
4. A TOEFL iBT score of 80 is highly recommended before beginning senior level coursework.



## GRADE POINT AVERAGE

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

## UPPER SCHOOL ACADEMIC GRADING SCALE

Ben Lippen School uses the South Carolina Uniform Grading Policy (UGP) for grades 5-12. The UGP designates the quality point range for each numeric grade and gives weighted credit. Only high school level courses will receive quality points and Carnegie Units.

Average	Grade	College Prep	Honors	AP
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600

Average	Grade	College Prep	Honors	AP
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100



## REPORT CARDS AND CREDIT

Report cards are issued quarterly for grades 5-8 and semesterly for grades 9-12 and are accessible through FACTS.

High school credit courses in grades 8-12 earn one half credit each semester in each course in which they earn a passing grade. Credit is awarded by the semester; final grades are not given. The minimum passing grade credited toward graduation is 60%. Semester grades are calculated by weighting the semester average at 90% and the exam at 10%. First Semester grades for AP courses are calculated by weighting the semester average at 80% and the semester exam at 20%. Second semester AP courses are calculated by weighting the semester average at 100%.

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

## TRANSCRIPT REQUESTS

Official Transcripts: Transcripts that must be signed, sealed, & mailed by Ben Lippen School Official

Transcript Request forms can be obtained from the Registrar's office and must be fully completed before any official transcript is released. A \$10 fee per transcript is charged; however, the fee for the first ten transcripts is waived for current seniors. All transcripts mailed internationally incur an additional \$45 fee per transcript. A minimum of a 48-hour processing time should be expected for all transcript requests.

Unofficial Transcripts: Transcripts that are unsigned and emailed or picked up by the student

Unofficial transcript requests can be made to the Registrar via email. There is no fee for these requests, but a minimum of a 48-hour processing time should be expected.

## CREDIT REDEMPTION POLICY

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

## CREDIT RECOVERY

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

### Credit Recovery Policy:

1. Parent must complete a Credit Recovery Application and give consent.
2. Student must have earned a grade of 50 or above to be eligible for Credit Recovery. Students earning lower than a 50 must re-take the course.
3. Students may not take more than two courses for remediation inside or outside Ben Lippen during their high school careers.
4. Credit Recovery is available through Seven Star, Virtual SC or an approved Ben Lippen instructor.
5. Credit Recovery courses must be completed prior to August 1 to be recorded during the current academic year. Courses completed after August 1 will be applied to the next academic year.
6. Credit Recovery Courses must have prior administrative approval.
7. Grades:
  - A. The original failing grade will remain on the transcript as is. A new course starting with the appropriate activity code, grades scale designation, and unit marker will be entered on the student record.
  - B. The Credit Recovery course will be marked as "CR" on the transcript (i.e. Algebra 1 CR).
  - C. If a student passes the Credit Recovery course with a 60 or higher, the passing grade is entered as a "P" as the final grade and transcribed to the numerical grade value of "0" as indicated by the addition of the "P" to the grade scale chart. Thus, the credit recovery course does not impact the student's GPA. If a student fails the credit recovery course, the failing grade is entered as an "NP" as the final grade and transcribed to the numerical grade value of "1" as indicated by the addition of "NP" on the grade scale chart.
  - D. A Student wishing to modify his or her GPA should repeat the full course for credit and not seek a credit recovery solution.



## **CLASS RANK**

Ben Lippen School utilizes the South Carolina Uniform Grading Policy; however, Ben Lippen does not rank students. It is our belief that rank neither provides a valid measure of performance nor offers a true distinction between members of a highly talented class. We do offer the data that should assist in the evaluation of performance. We humbly ask that college admissions staff take into consideration the rigor of curriculum at Ben Lippen as evidenced by class statistics and college matriculations.

## **NATIONAL HONOR SOCIETY**

Sophomores, Juniors, and Seniors are eligible to apply for membership in Ben Lippen's chapter of the National Honor Society if they have a minimum of a 4.500 weighted GPA or higher and demonstrate exemplary leadership, service, and character. Students meeting the academic requirement will be asked to complete an application providing evidence of their exemplary leadership, service, and character. A faculty council (appointed by the high school principal) reviews each student's documentation and makes the final decision for membership. The selection and application process takes place during the months of January and February. The induction ceremony for Ben Lippen's chapter of NHS is in late March or early April.

NHS members remain in good standing by paying yearly dues of \$25, completing 30 service hours (10 hours of which must be done through Ben Lippen NHS events), maintaining a minimum 4.500 weighted GPA, and attending NHS meetings and events. After a probation period, students may be dismissed from NHS if they do not remain in good standing. While not solely an academic award, NHS members are honored at graduation.

## **BEN LIPPEN JUNIOR HONOR SOCIETY (BLJHS)**

Selection for the Ben Lippen Junior Honor Society (grades 6-8) is based on scholarship and character. To be eligible, students must achieve and maintain a standard of 4 A's and 1 B in their core courses (English, Math, Science, History, and Bible). Grades will be reviewed and evaluated each semester by the Middle School Director of Academics. Additional consideration will be granted in cases where students are taking Honors courses (7th and 8th grades). If a student falls below the stated standard, he or she may be given a probationary warning and counseled on the expectations for participation. After a probation period, students may be dismissed

from the BLJHS if they do not remain in good standing. Students who are selected and choose to participate will be expected to attend meetings and designated service opportunities.

## **MIDDLE SCHOOL HONOR ROLLS**

Each quarter, Honor Roll lists will be compiled for the Middle School. The "A Honor Roll" list will consist of students in grades 5-8 who have achieved an A (90% or greater) in all of their core courses (English, Math, Science, History, and Bible). The "A/B Honor Roll" list will consist of students in grades 5-8 who have achieved all A's and B's (80% or greater), with a minimum of one A, in their core courses.

## **HIGH SCHOOL HONOR ROLL**

Each semester, an Honor Roll list will be compiled for the high school consisting of all students in who have achieved a 4.700 GPA or greater for that semester.

## **ACADEMIC PROBATION**

Academic probation is designed to assist students in becoming more responsible for their academic progress. Academic probation also promotes important communication among students, parents, and the school. Academic probation may be invoked throughout the school year and/or as a condition of admittance to the school. Students in grades 5-8 will be placed on academic probation if their end of quarter average falls below a 70. Students in grades 9-12 will be placed on academic probation if they fail two or more courses in one semester OR if their semester GPA falls below 2.0.

Students on academic probation are required to have an initial meeting with a College Counseling counselor who will establish an accountability plan that must be implemented by the student and his/her family at home to ensure academic improvement. Students may be required to attend weekly study sessions before or after school as part of the accountability plan. A tutor will be suggested to assist in deficient subject areas and the student will meet regularly with the teacher(s) of the failing class(es). Students remaining on academic probation who do not raise their GPA above 2.0 by the end of the second semester may be asked to withdraw from BLS.

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



## EXTRACURRICULAR ACTIVITIES ELIGIBILITY

- Academic Eligibility: Students must pass five (5) courses each semester AND maintain a 2.0 semester GPA (70 average for students in grades 5-8 per quarter) to participate in athletics and/or extracurricular activities (fine arts and clubs).
  - Students who have a 2.0 GPA but have a failing grade in individual subjects will be considered on a case-by-case basis by the athletic director and the principal.
- Students who are ineligible:
  - may not play in any games or participate in any performances;
  - may not miss class time to attend any athletic/extracurricular game, practice, or event.
- Students who are ineligible are placed on suspension from extracurricular activities and re-evaluated five weeks and nine weeks from the first day of the semester. If the athlete's GPA is above a 2.0 and he/she is passing five courses after five weeks, the athlete is deemed eligible at that time.
  - Students who were ineligible at the beginning of their sports/activities season, regained eligibility after re-evaluation, but then who fell below eligibility standards on their next report card will be evaluated by the Principal to determine whether they may continue to participate.
- Any courses taken during the summer must be approved by the administration. A maximum of two summer school courses may be used for athletic eligibility purposes during a student's high school career.

## STANDARDIZED TESTING

All students in grades 5-8 take the MAP test three times a year. The purpose of this standardized test is to assess student growth and performance at the time of the test and allows the school to identify strengths and weaknesses at an individual and group level.

During the Fall semester juniors take the Preliminary Scholastic Aptitude Test (PSAT/NMSQT). During the Spring semester sophomores will take the PSAT 10 and the freshmen will take the Pre-ACT9. There are no makeups for these tests and will be administered at BLS.

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

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



# Graduation Requirements/Awards

Ben Lippen's college preparatory academic program is designed to encompass a full four years of education. Students are required to complete all four years of high school. The following is a list of minimum course work required to receive a diploma of graduation from BLS. A minimum of 26 credits is required for a college preparatory diploma, and a minimum of 28 credits is required for a college preparatory diploma with honors distinction. For more detailed graduation requirements, please reference the Course Catalog. All Ben Lippen students must additionally complete Naviance Assignments through the College Counseling office.

	College Preparatory Diploma Credit Requirements	College Preparatory Diploma with Honors Distinction Credit Requirements*
<b>Bible**</b>	<b>4</b>	<b>4</b>
<b>English***</b>	<b>4</b>	<b>4 or 5</b>
<b>Mathematics***</b>	<b>4</b>	<b>4 or 5</b>
<b>Lab Science</b>	<b>3</b>	<b>4</b>
<b>Social Science</b>	<b>4</b>	<b>4</b>
<b>Foreign Language</b>	<b>2</b>	<b>3</b>
<b>Fine Arts</b>	<b>2</b>	<b>2</b>
<b>Technology</b>	<b>1</b>	<b>1</b>
<b>Personal Finance</b> (starting with class of 2027)	<b>0.5</b>	<b>0.5</b>
<b>Physical Education††</b>	<b>1</b>	<b>1</b>
<b>Innovation</b>	<b>0.5</b>	<b>0.5</b>
<b>Electives</b>	<b>2</b>	<b>0 or 1</b>
<b>Minimum Total Credits</b>	<b>26</b>	<b>28</b>
<b>Community Service†††</b>	<b>30 hours</b>	<b>30 hours</b>

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

## Honors Distinction:

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

## Honors Distinction beginning with Class of 2027:

1. A student must earn at least a 4.500 cumulative SCUGP GPA.
2. A student must have passed a minimum of 15 credits classified as honors (H), Advanced Placement (AP), or dual credit (DC).
3. Students must take a minimum of two Advanced Placement Course.



- \*\* 0.5 credits of Bible must be earned for each semester a student is enrolled at Ben Lippen. Regardless of how many Bible credits a student is required to earn, the minimum total credits does not change. Additional credits needed to meet minimum total credit requirements may be from any academic category listed.
- \*\*\* Regardless of the number of high school English or math credits earned prior to the ninth grade, all students are required to enroll in both an English and a math course each semester they are enrolled at Ben Lippen. Seniors who have earned a full credit of English or Math in the first semester of the school year are not required to be enrolled in a 2nd semester English or Math.
- †† One half credit is given for participation in three seasons of any JV or Varsity sport played during grades 9-12. One full credit is given for participation in five or more seasons of any JV or Varsity sports. The maximum number of credits earned through participation in JV or Varsity sports is one full credit. Either the half or full credit earned in this way fulfills the physical education graduation requirement but does not fulfill the health graduation requirement.
- ††† Senior Community Service Hours are required for graduation and must be completed before May 1. Students may begin satisfying these hours during the summer before their senior year. Participation in certain official functions such as Cedar Creek Classic, as well as Winterim missions trips during both the junior and senior years, also may count toward the Senior Community Service Hours requirement. Students are responsible for recording their Senior Community Service Hours in Naviance.

## GRADUATION HONORS

As well as the Honors and Innovative Scholar distinction, Ben Lippen recognizes students at graduation with the following distinctions:

- Magna Cum Laude and Summa Cum Laude - Students earning a cumulative UGP GPA of at least 4.500 but less than 4.850 will be honored as magna cum laude graduates. Students earning a cumulative UGP GPA at or above 4.850 will be honored as summa cum laude graduates. All graduates, regardless of the amount of time they have spent at Ben Lippen, are eligible for these awards. Magna cum laude and summa cum laude graduates will receive a medal for graduation.
- Valedictorian and Salutatorian - The valedictorian and salutatorian will be selected from among the students earning Honors Distinction who have also been full time students at Ben Lippen for at least four high school semesters. The valedictorian will be the student(s) with the highest UGP GPA, and the salutatorian will be the student(s) with the second highest UGP GPA. Ben Lippen calculates GPA to the thousandths place, so more than one valedictorian and/or salutatorian may be honored in the case of a tie at the thousandths (0.001) place. The valedictorian and salutatorian will receive a medal for graduation. The valedictorian and salutatorian do not necessarily speak at the Ben Lippen graduation ceremony. Instead, each senior class elects a representative to speak at graduation.
- Innovative Scholar Distinction - A student may receive the Innovative Scholar Distinction if he/she completes the 21st Century Leadership and Communication course, two full-year, track-specific courses (Business, Robotics, Programming, Engineering, and/or Digital Media), and an internship. This distinction will be recognized by a cord at graduation.
- Athletic Distinction - A student may receive the Athletic Distinction at graduation if he/she plays on the same varsity team for three (3) seasons or any varsity team for six (6) seasons while at Ben Lippen School. This distinction will be recognized by a cord at graduation.



- Fine Arts Distinction - A student may receive the Fine Arts Distinction at graduation if he/she participates in the same fine arts curricular program for three (3) years or in any combination of fine arts classes and extracurricular programs for a total of six (6) semesters/seasons while in high school at Ben Lippen School. This distinction will be recognized by a cord at graduation.
- Leadership Distinction - A student may receive the Leadership Distinction if he/she maintains leadership positions for a combined 3 years in student government, Prefect council, fine arts leadership, honor society leadership, and/or captain of a varsity sports team. This distinction will be recognized by a cord at graduation.

### **SENIOR COMMUNITY SERVICE HOURS**

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

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

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

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



# Student Success Services

## BEN LIPPEN INDIVIDUAL LEARNING PLAN

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

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

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

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

Medical Condition: A medical condition is defined as any medical condition that makes it difficult for a student to accurately demonstrate learning at school. Common medical conditions among Ben Lippen students include concussions, seizures, surgeries that require prolonged absence, diabetes, and some chronic illness.

## INDIVIDUAL LEARNING PLAN APPLICATION PROCESS

Students interested in applying for an Individual Learning Plan should contact the Director of the Individual Learning Center ([leah.danford@benlippen.com](mailto:leah.danford@benlippen.com)) and ask for a Ben Lippen Individual Learning Plan Packet. This packet includes a detailed description of the process associated with Individual Learning Plans, as well as necessary forms. In general, in order to receive an

Individual Learning Plan, the school must have a copy of the psycho-educational report (for learning differences), of the medical report (for medical conditions), or of the medical/psychiatric report (for emotional challenges). The report must document the need for a plan. Psycho-educational reports need to be dated within the past three years. Dates for medical and psychiatric reports vary based on the concern.

Using data from the report and input from the student's teachers, the Director of the Individual Learning Center will write an Individual Learning Plan for the remainder of the school year. Parents and the student will meet with the teachers and an administrator to review the plan.

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

## NOTE ABOUT ADHD

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

## ACCOMMODATIONS FOR STANDARDIZED TESTING

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

### [College Board \(PSAT, SAT, AP Exams\)](#)

### [ACT](#)

- It is the responsibility of you as the parent, not Ben Lippen, to ensure that your student has appropriate psychoeducational testing that meets the documentation criteria for College Board and ACT.
- Because specific guidelines for documentation vary by disability, you will need to review the documentation guidelines that correspond with your child's diagnosis. You will find this information on the websites listed above.
- We recommend that you show these guidelines to the professional conducting your child's testing to ensure that all documentation criteria will be included in his/her report.

## SCHOOL COUNSELING

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

## School Records

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### CHANGE OF INFORMATION

Please contact the middle or high school administrative assistant immediately upon any change in address, phone number, church membership, or any serious change in family situations.

### STUDENT RECORDS

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

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



# Discipline and Conduct

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

## Possible Major Infractions May Include:

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

## Possible Minor Infractions May Include:

1. Class disruption
2. Using electronics, including the school-issued technology, when not permitted
3. Dress code violation
4. On-campus driving and/or parking violation
5. Excessive *tardiness* to or *skipping* of class.

*Additionally, being a party to another's wrongdoing is just as serious as actually committing the offense.* Actions such as hiding something for someone, concealing the truth to protect another person, giving or selling illegal or

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

## **DISCIPLINARY PROCEDURE**

The steps outlined below are typical when responding to a situation where students in grades 5-12 fail to follow the primary expectations of a BLS student: respect, responsibility, integrity, stewardship, and/or compassion. However, the administration reserves the right to elevate the level of response to a specific disciplinary situation at their discretion. Behavioral Reports are issued by faculty to students for offenses. Behavioral Reports are completed through FACTS, and a copy of the report, including the offense, and the resulting consequence is emailed to the parent. Certain offenses (e.g. cell phones in class, cheating/plagiarism, campus wear violations) have separate and specific response guidelines outlined elsewhere in this handbook.

Step 1: BLS faculty or staff will address incorrect student behavior by conversing with the student regarding primary expectations and or school policy. The faculty member will communicate with the student's parent(s) regarding the incorrect behavior and actions taken in response.

Step 2: Continued incorrect student behavior will result in the faculty or staff member recording the offense and response in FACTS. The faculty member will communicate with the student's parent(s) regarding the incorrect behavior and actions taken in response.

Step 3: An accumulation of write-ups in FACTS, for any offense, will typically result in detention and/or suspension.

Step 4: Repeated offenses in one general category are considered serious violations of school policy illustrating a student's inability or unwillingness to follow BLS rules and respond to correction. Such repeated offenses are major disciplinary offenses and often result in suspension, behavior contract, withdrawal, and/or other serious consequences.

## **DETENTION**

Students are required to attend detention when assigned. Students will be allowed to reschedule a detention one time during each marking period. Practices for a sport are not an excuse to miss detention. To reschedule a detention, students should contact the office. If a student misses detention, an additional detention will be assigned.

## **SATURDAY DETENTION**

Students assigned to a Saturday Work Detail will meet from 9 a.m. to 12 p.m. Manual labor and/or academic work will be assigned. Students who are assigned Saturday Work Detail will be charged \$30 to defray the cost of supervision. If a student fails to show up for a Saturday Work Detail, then the student will serve a suspension and will pay a fine of \$50.

## **SUSPENSION**

If a suspension is assessed, the student will not report to campus for class or any extracurricular activities (e.g., events, games, meetings, or practices) for the day(s) assigned. Any assignment that is due on the day of a suspension must still be turned in on time. All schoolwork missed during a time of a suspension may be made up for full credit. Students must contact the teacher to reschedule any missed assessments during their suspension.

## **BEHAVIORAL PROBATION**

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

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

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

- Weekly meeting with the principal, dean of students, or school counselor
- Suspension from participation in all or specific athletic and/or extra-curricular activities

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

## **BEHAVIORAL CONTRACT**

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

## **WITHDRAWAL**

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

Immediate suspension and possible expulsion may be expected from the following offenses:

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

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

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

A student who has been asked to withdraw or expelled from Ben Lippen may not return to the Ben Lippen campus for any reason except (1) if accompanied by his or her parent(s) or guardian(s) to apply for re-admittance or (2) if accompanied by opposing coaching staff while

competing in an athletic contest as a member of an opposing team on the Ben Lippen campus. Students who have been expelled from Ben Lippen may not attend Ben Lippen sponsored events or athletic contests on the Ben Lippen campus as spectators. An expelled student may appeal to the administration in writing at least one week in advance for an exception to this policy if the student believes circumstances warrant, but exceptions to this policy are at the sole discretion of Ben Lippen administration.

### **STUDENT PRIVACY**

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

### **DRUG TESTING**

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

### **REPENTANCE AND RECONCILIATION**

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



# Interpersonal Relationships

BLS desires that every student learn to develop healthy relationships. Public displays of affection (including handholding, inappropriate hugging, kissing, etc.) are not acceptable (2 Timothy 2:22). This expectation is applicable on campus and at all BLS activities. Additionally, students should exercise proper postures and positions while in the presence of others to maintain modesty.

## **SOCIAL RESTRICTION**

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

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

## **MARRIED STUDENTS AND PREGNANCY**

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

## **SEXUAL IMMORALITY**

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

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

on this, CIU/Ben Lippen prohibits and retains the right to refuse enrollment or expel any student who engages in any form of homosexual or bisexual behavior, as well as any public expression of support for such behavior or same-sex marriage. Any sexual contact or intimacy with a person of one's same biological gender is homosexual conduct, regardless of one's "gender identity."

## **GENDER IDENTITY**

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

## **HARASSMENT AND BULLYING**

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

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

Bullying is "unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time." Bullies "use their power - such as physical strength, access to embarrassing information,

or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.” Bullying can be verbal, social, or physical, and can occur on or off campus, during or after school hours, and online or in person. “Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose,” actions that a reasonable person would consider inappropriate (definition and information from [www.stopbullying.gov](http://www.stopbullying.gov)). Any student initiating or persisting in any form of harassment (including bullying) - verbal, physical, or visual - is subject to immediate discipline by the principal.

If a student finds the environment hostile or offensive, if a student believes he/she has been harassed or bullied by another student or individual, or if a student knows another person who has been harassed or bullied, the student should promptly tell a teacher or administrator. Expressing disagreement with or disapproval of another’s actions, decisions, or lifestyle choice is not bullying/harassment. All reports will be promptly reviewed and investigated in as confidential a manner as circumstances permit, and appropriate action will be taken. If a student is dissatisfied with the investigation or action taken, the student should bring the matter directly to the principal.

## Social Events

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### GRADES 9-12 SCHOOL SOCIALS

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

### JUNIOR-SENIOR PROM

The Ben Lippen Junior-Senior Prom is for BLS juniors and seniors each spring. Attendance is expected. A Ben Lippen junior or senior may invite a Ben Lippen sophomore or a non-Ben Lippen guest as long as he/she is at least a sophomore in high school, is not over the age of 19, meets all standards established by Ben Lippen, and has been approved by the high school principal’s office. All female students who attend the Junior-Senior Prom must have their dresses approved prior to attendance. All attendees must purchase tickets prior to the event.

### DANCING

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

# Media Standards

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

## MOVIE GUIDELINES

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

## MUSIC/PODCAST GUIDELINES

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

## SOCIAL MEDIA USE

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

# Attendance

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## TIME OF SCHOOL DAY

Students should not arrive at school earlier than 7:30 a.m. Faculty/staff members will be on duty at 7:45 a.m. in the parking lot and throughout the building. The classrooms open at 8 a.m. and close at 4 p.m. Waiting for rides should be done outside, in the breezeway, or in the gymnasium building lobby. Classes begin at 8:10 a.m. and end at 3:15 p.m. for grades 5-8 and 2:45 p.m. for grades 9-12. On Mondays, there is a delayed start; classes begin at 9:10 a.m.

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

## MIDDLE SCHOOL AFTER SCHOOL PROGRAM

All students in grades 5-8 who remain on campus after 3:30 p.m. will be required to be in a supervised area. A supervised area includes: participation in school athletics; fine arts practices, extracurricular clubs or school-approved activities, tutoring/help sessions with a teacher, attending a BLS event, with a parent or guardian, or in any other capacity where there is clear (and approved) adult supervision. After School Study Hall will be available (for a fee) for students in grades 5-8 who are awaiting parent pick-up between 3:30-5:30 p.m.

## LATE ARRIVAL

High school students arriving after 8:10 a.m., 9:10 a.m. on Mondays, should go directly to the receptionist's desk and sign in before going to their scheduled classes. Middle school students arriving after 8:10 a.m., 9:10 a.m. on Mondays, should go directly to the Middle School Office and sign in before going to their scheduled classes. Any student arriving late to school will not be allowed into class unless he/she has a pass from the office.

## LEAVING CAMPUS

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

When leaving campus during the school day, specific parental permission is required. A student should present a note for early dismissal, written by a parent, to the middle school assistant (middle school students only) or upper school receptionist (high school students only) BEFORE the start of the school day. Each note should include the student's name, reason for early dismissal, and time to be dismissed. The student then will receive a pass that should be given to the teacher at the beginning of the



class from which the student will be leaving. Upon leaving class, the student MUST sign out with the middle school assistant (middle school students only) or upper school receptionist (high school students only). All high school students can be picked up in front of the school. All middle school students can be picked up at the middle school pickup and drop-off spot behind the school.

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

## **ABSENCES**

It is each student's responsibility to attend class. Students in grades 5-8 may not exceed 8 unexcused absences per semester in each course (16 total for the year-long course). Students in grades 9-12 may not exceed four unexcused absences per semester in each course (eight total for a year-long course). An absence will be assessed if a student misses more than 20 minutes of an individual class period. If the absence limit is exceeded for an individual course, credit may not be given unless appropriate academic remediation (as determined by administration) is successfully completed. Academic remediation may bear additional financial cost beyond regular tuition. The student may appeal loss of course credit due to excessive absences to the principal's office if there are extenuating circumstances explaining the excessive absences. For medical appointments, a doctor's note should be turned into the middle school assistant (middle school students only) or upper school receptionist (high school students only) upon arrival back at school.

High school parents should email the upper school receptionist and middle school parents should email the middle school office for any unplanned absences (illness or death in family). However, a doctor's note may be requested for excessive absences due to illness over 3 days.

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

## **DEFINITION OF ABSENCES**

### Excused Absences

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

Excusing an absence does not mean it is erased. Excusing the absence means there is a valid reason for the absence and the absence will not be held against the student for loss of credit. However, the absence remains on the student's record. Multi-day absences due to illness may require a doctor's note.

## **CAMPUS DAY PASS**

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

## **SCHOOL-RELATED ABSENCES**

Students must make up work missed during absences resulting from participation in any school-related academic, athletic, or co-curricular activity. Any assignment that is due on the day of a school-related absence must still be turned in on time. Students must contact the teacher prior to their absences to reschedule any missed assessments.

## SKIPPING CLASS

Once a student is already on campus, intentional failure to attend class is considered skipping class. Leaving campus without permission is also automatically considered skipping class. The consequence for a student who skips an academic class or chapel is up to a suspension. Students who intentionally skip Family Groups will receive a detention.

## TARDIES

Students arriving after 8:10 a.m., 9:10 a.m. on Mondays, should go directly to the office and sign in before going to their first block class. Students arriving late to school or a block during the school day will not be allowed into class unless they have a pass from the office. A tardy is defined as missing up to the first 20 minutes of the class.

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

# Campus Wear

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

Ben Lippen requires a campus wear “top” and “bottom” for all students Monday through Thursday.

## TOPS

Students must wear a polo shirt or oxford style shirt with the Ben Lippen logo purchased from the Ben Lippen Lands’ End website or polos from the Ben Lippen Fan Shop. A maximum of one button may be left unbuttoned at the neck.

## BOTTOMS

Pants and shorts may be purchased from any vendor but must conform to the guidelines listed below in order to maintain a tailored/traditional uniform look for campus wear. Skirts (girls only) may not be shorter than 3” above the knee while student is standing up straight. Slits are not allowed. Students who cannot obtain skirts that are appropriate length may wear pants instead.

### Pants/Shorts:

- khaki, twill or denim fabric within the BL Campus Wear color palette limited to black, white, gray, or khaki
- hang no lower than the top of the hip bone
- shorts must be no shorter than 3” above the knee
- without holes and in good repair

- no leggings unless worn underneath a skirt
- no embellishments (e.g. sequins, labels, etc.)
- no athletic pants/shorts
- blue jeans are only acceptable on Fridays
- undergarments should not be visible
- recommended that shorts be worn under skirts

## SHOES

Shoes must be clean and in good repair. Flip-flops, slippers (including moccasinstyle), and shoes with wheels are not permitted.

## OUTERWEAR

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

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

\*Beginning the Fall of 2025, only Ben Lippen School branded outerwear will be allowed.





## ACCESSORIES

Tights, leggings, and knee socks may be worn if the colors are within the Ben Lippen color palette. Acceptable colors are limited to dark green, yellow/gold, gray, black, and white. Hats are not to be worn in the school building. Tights and leggings are not to be worn as pants but under skirts. Belts may be required to be worn if pants/shorts are not able to stay on or above the top of the hip bone.

## SPIRIT WEAR FRIDAYS

On Fridays, students may wear properly-fitted, modest jeans without holes, frays, rips, etc. along with a BLS t-shirt originating from a sanctioned Ben Lippen venue and clearly promoting Ben Lippen or a Ben Lippen team/organization. Jean shorts are not allowed. Outerwear worn on Fridays must fall within the guidelines for outerwear as noted above. Any special “jeans” days given throughout the school year must follow Spirit Wear Friday guidelines.

## PE DRESS

PE clothes do not have to be from Lands’ End. However, students will be graded on dress and participation each day. The appropriate attire for upper school PE classes consists of any BLS tshirt (Friday shirt) and shorts that are mid-thigh or longer in length (or shorts with leggings/spandex under them). During cooler months, athletic sweatpants, long sleeve t-shirts, and sweatshirts are appropriate. Shorts or sweatpants may have no wording other than Ben Lippen logos or small brand marks (ex. Nike Swoosh, Under Armor symbol, etc.) on the front. PE clothes must not have any inappropriate writings, sayings, or pictures. The PE instructor retains full discretion and regulatory authority in determining appropriateness.

## CASUAL DRESS FOR ALL STUDENTS – AFTER SCHOOL HOURS

Modest clothing is expected at all Ben Lippen events. Shirts must be neat, appropriate in size and cover the midriff. Shirts may not cover shorts completely. Shorts must be visible at all times.

## FORMAL DRESS FOR YOUNG LADIES

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

- Formal dresses must be no shorter than 3” off the knee.
- No cleavage is to be seen.
- Dresses should not be too low, too tight, too loose, too transparent, etc.

- Dresses may only have cut-outs (open or covered with transparent material) on the back of the dress near the bra-strap. Fully open-back dresses, cut-outs below the back brastrap, and cut-outs in the side or front of the dress are not allowed.
- Feminine pantsuit may be worn if approved by administration. No tuxedos are permitted for ladies.

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

### Candlelight Service Attire for Biological Girls (Seniors only)

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

### Graduation Attire for Biological Girls (Seniors only)

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

## FORMAL DRESS FOR YOUNG MEN

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

### Candlelight Service Attire for Biological Boys (Seniors only)

- Students must wear dark suits with white dress shirts and dark ties or bowties.



- Dark dress shoes are required (no athletic shoes, Rainbows, or Sperrys allowed).

#### Graduation Attire for Biological Boys (Seniors only)

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

### **HAIR STANDARD**

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

### **PIERCINGS**

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

### **CAMPUS WEAR DISCIPLINARY PROCEDURE**

If a student comes to school wearing clothes that do not meet the campus wear standards described above, he/she will be sent to the office and not be permitted to return to class until he/she is wearing proper campus wear.

If necessary, the student will be required to call home and wait in the office until proper campus wear can be brought to school for him/her. Absences or tardies for each class or partial class missed will accrue for students who must leave class due to campus wear violations.

- 1st Offense: The student will be sent to administration and may not return to class until wearing appropriate campus wear. The student will receive a tardy and/or absence depending on how much class time is missed and a warning will be put in FACTS.
- 2nd Offense: In addition to the first offense, the student may lose privileges of wearing certain items of clothing for the remainder of the semester, even if those items are normally approved campus wear.
- 3rd Offense: Consequences from step 2 in “Disciplinary Procedures” will be considered.
- 4th Offense: A fourth offense will be considered a major disciplinary offense as described in “Disciplinary Procedures.”

## **Lunch**

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

Students in grades 5-12 may not be on the athletic fields, in the gym, on the FORCE, or in the parking lots without faculty/staff supervision during their assigned lunch time. Students who are in these areas unsupervised can expect, at minimum, a detention.

### **SENIOR OFF-CAMPUS LUNCH**

Seniors with parental permission on file in the Ben Lippen office may leave campus on the day assigned. Students may not bring off-campus food into the classroom. Those who return late for the class following lunch more than once will have the privilege of leaving campus for lunch rescinded. A senior may not ride to lunch with another student unless parental permission is granted and is on record with the school. Additionally, a international student may not ride with other students unless the driver has the required background check on file. **Underclassmen are not permitted to leave Ben Lippen campus for lunch.**



# Technology Policy

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

## SCHOOL-ISSUED TECHNOLOGY ACCEPTABLE USE POLICY

BL students must sign the School-Issued Technology Acceptable Use Policy committing to the statements below before receiving their school issued device.

- I understand the School-Issued Technology I have been issued is owned by Ben Lippen School and I will return it at the end of the school year.
- I will take proper care of my School-Issued Technology and its accessories, and will do my best to protect them from damage.
- I will bring my School-Issued Technology to school with me every day, and I will charge it before I come to school.
- I will not attempt to access websites, apps, or services that are blocked by the school or by my parents. I will not use my School-Issued Technology to access content that is graphic, sexually-explicit, or otherwise inappropriate.
- I understand only school-approved apps are to be downloaded on student's School-Issued Technology.
- I understand that any school employee has the right to inspect my School-Issued Technology at any time.
- I will not share account login information with any other students.
- I will not lend my School-Issued Technology or borrow someone else's.
- During class, I will only use apps or websites that are approved by that teacher.
- I will never take pictures or make recordings in class without the explicit permission of the teacher.
- I will not take pictures or video in restrooms, locker rooms, or any other private areas. I will not post any pictures taken at school to social media sites without permission.

- I will use my School-Issued Technology to communicate only in ways that are kind and respectful. I will not bully others online, nor will I tolerate those who do.
- I understand that it may become necessary during the year for the school to modify or add to this document.
- I understand that if I choose to violate any of these statements, I will be subject to discipline as deemed appropriate by the school.

## CONSEQUENCES FOR MISUSE

If misuse is suspected, student technology use will be suspended immediately, and student equipment can be confiscated, until clarification and resolution can be reached through the school personnel. Students may be disciplined for misusing school owned technology.

## PERSONAL TECHNOLOGY

All students in grades 7-12 are supplied with a school-issued device to use both at school and at home. Students in grades 5 and 6 are provided a school-issued device while at school and must be stored in their homeroom at the end of the day. The school-provided device should be the primary device used by a BLS student. Laptops, Android tablets, iPads, and other such devices are generally not allowed. Teachers may, at their own discretion, choose to allow devices in the classroom for specific purposes as they deem necessary.

Upper school students are permitted to wear smartwatches during the school day, yet with respect for the same expectations and school policies that are in place for cell phones. Students in grades 5-8 may only use smartwatches as a traditional watch during the entire school day. During class time, high school students should turn off notifications and alerts and turn in the smartwatch to the assigned location for the duration of class. They are not to be used for academic assistance, communication during class, or for listening to music, playing games, etc. during class. Teachers and school administrators reserve the right to determine when having access to a smartwatch during class time. Consequences for violating these expectations will adhere to the BLS policies for cell phones and school-issued technology.

Earbuds/headphones may only be used for educational purpose and with teacher approval. They may not be

worn or used during the transition between classes. Consequences for violating these expectations will adhere to the BLS policies for cell phones and school-issued technology.

### **PERSONAL WI-FI HOTSPOTS**

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

### **SOCIAL MEDIA USE**

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

### **CELL PHONES**

Students in grades 5-12 are not permitted to use or display phones for any reason during the school day.

1. Smartphones must not be seen or heard during the school day. Phones must be in the “off” position during school hours. Any phone that is visible or heard by a teacher/staff member will be confiscated. Phones are to be kept in either a student’s locker or backpack.
2. Earbuds, earphones or any audio device must not be visible during the entire school day.
3. Smartwatches or any other cellular devices are not permitted to be worn or accessible during the school day.

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

- 1st Offense: The teacher will confiscate the student’s cell phone, document the offense in FACTS, and give the phone to administration. The student can retrieve the phone from the office after the end of the school day.
- 2nd Offense: The teacher will confiscate the student’s cell phone, document the offense in FACTS, and give the phone to administration. The student can retrieve the phone from the office after the end of the school day and a \$10 fine will be assessed. The student will be required to turn in the cell phone the next school day when he/she arrives at school and can pick it up at the end of the day.
- 3rd Offense: The teacher will confiscate the student’s cell phone, document the offense in FACTS, and give the phone to administration. The student can retrieve the phone from the office after the end of the school day and a \$20 fine will be assessed. The student will be required to turn the cell phone in to the office for five school days when he/she arrives at school.
- 4th Offense: The teacher will confiscate the student’s cell phone, document the offense in FACTS, and give the phone to administration. A parent/guardian of the student will be contacted and can retrieve the phone from administration after the end of the school day and a fine of \$50 is paid. The student will receive a detention and will not be allowed to carry a cell phone on campus until administration permits.

### **CELL PHONE CONSEQUENCES**



## Care of Property

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

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

## Lockers/Cubicles/Bookbags

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Lockers, with a combination lock, are available on a first come, first serve basis for students in grades 9-12. Lockers must be locked at all times with BLS-issued locks. Students can check-out a locker from the school receptionist. All locks are to be returned at the end of the school year or purchased from the school for \$5.

Students in grades 5-8 are each assigned a “cubbie” in their classrooms. Students are responsible for their personal items. While items left in the cubbies are generally secure, students are advised not to leave expensive or valued personal items.

### **LOCKER, COMPUTER, AND BOOK BAG DECORATION**

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

## Security

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Ben Lippen School has security officers on each of our campuses during the school day. Concealed weapons are not permitted on any of the Ben Lippen campuses unless carried by a professional law enforcement or CIU security personnel. The phone number for BLS Security is (803) 807-5555.



# Health Services and Requirements

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

Students participating in athletics must receive an annual physical on or after April 1 prior to the start of school. The SCISA Physical Form is available on the Ben Lippen Sports website under the "More" menu. Once completed, the physical form must be submitted to Family ID which is accessible under the "More" menu on the Ben Lippen Sports website.

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

## SERVICES

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

## MEDICATION

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

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

A prescription medication authorization form must be filled out by both the parent and the physician when the physician has ordered a medication (prescription or over-the-counter) that will require in-school administration for an indefinite period of time. However, a prescription

medication authorization form is not needed if a medication is to be given for a limited number of days (up to two weeks), as long as the medication is brought to the nurse's office in an approved container (see above) and accompanied by a parent note indicating the purpose of the medication and the time(s) it should be given to the student.

## EXCLUSION FROM SCHOOL FOR MEDICAL REASONS

The South Carolina Department of Health and Environmental Control (SC DHEC) publishes the School and Childcare Exclusion List each year for parents and schools. Please follow this link to access the list and read important information from DHEC about the illnesses that require students to be excluded from school: [scdhec.gov/health/child-teen-health/schoolexclusion](https://scdhec.gov/health/child-teen-health/schoolexclusion).

In addition to the illnesses on the list, BLS excludes students from school if they have vomited in the last 24 hours or has a fever of 100 degrees Fahrenheit or higher until the temperature is below 100 degrees for 24 hours without the use of fever-reducing medication.





# Vehicles and Road Safety

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

- Students who wish to drive to school must register with the office any vehicles they plan to drive. Decals must be placed on the driver's side lower corner of the rear window.
- Students who are temporarily driving another vehicle must register the vehicle with the main office and hang a temporary tag in the vehicle while it is parked on campus.
- Student-driven vehicles lacking decals will be ticketed.
- Students must park in their designated areas or in the BLS overflow lot. Parking in an unapproved spot could result in a fine.
- Student drivers may not:
  - Take another student off campus without written parental permission.
  - Leave the campus during the school day without written parental permission.
  - Lend their vehicles to other students.
  - Drive their vehicles on campus during the week to go to such places as the chapel, the athletic field, other accademic buidlings or meals.
  - Go to the parking area or sit in their cars during the day without permission from the high school office.
  - Allow students to ride in a potentially dangerous manner (e.g. riding on the hood of any vehicle, riding in the back of a truck, or hanging out of a vehicle).
- Students must abide by the following guidelines when on the Columbia International University (CIU) campus:
  - The campus speed limit is 15 mph.
  - Faculty/Staff/Visitor spaces are not to be used during the hours of 7:30 a.m. to 5:00 p.m., Monday through Friday.
  - Spaces marked Reserved may not be used at any time.
  - Vehicles may not be operated or parked on the grass.
  - Curb parking is not permitted.
- School authorities or campus security officers have the right to check cars at any time.
- Drivers are responsible for the actions of their passengers.
- Parking regulations are enforced seven days a week.
- Students wishing to appeal a ticket must speak with the administration within 24 hours or pay the fine.
- Driving a boarding student off campus requires prior administrative approval.

## Parking

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All high school student drivers are required to have parking decals on their vehicles for identification purposes. Decals are available from the upper school receptionist and must be placed on the driver's side lower corner of the rear window.

The lower parking area in front of the upper school is designated for seniors and staff/visitors only. No underclassmen may park in this area during school hours. Underclassmen may only park in the terrace parking lots around the football complex and tailgating lots. Parking on grass is not permitted. Parking at CIU or behind the grades 5-8 buildings is strictly forbidden for BLS students. Parking in alternative locations could result in a fine and may result in loss of parking/driving privileges.

## CIU Campus

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

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

## Conferences and Addressing Issues

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

When questions or issues arise, in keeping with the principle outlined in Matthew 18, please make arrangements to speak first with the teacher or responsible party. Please refrain from talking to other students, parents, or families about a problem; it can easily become divisive and destructive. If a problem persists after speaking to the responsible party, please make an appointment to speak with the principal with the teacher or responsible party present.

## Communication

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Regular forms of communication include the school website ([www.benlippen.com](http://www.benlippen.com)), FACTS, and "Talon Times" (monthly email). Urgent communications such as school closures are sent to parents via text, email, and phone call using Parent Alert system.

Ben Lippen School also communicates through the following social media platforms:

- Facebook at <https://www.facebook.com/BenLippenSchool/>
- Instagram at <https://www.instagram.com/BenLippenSchool/>
- LinkedIn at <https://www.linkedin.com/school/ben-lippen-school/>
- Twitter at <https://twitter.com/BenLippenSchool>
- Vidigami at <https://www.vidigami.com/benlippen>

Additionally, Ben Lippen School Athletics communicates through the following social media platforms:

- Facebook at <https://facebook.com/BenLippenSports/>
- Instagram at <https://www.instagram.com/BenLippenSports/>
- Twitter at <https://twitter.com/BenLippenSports/>



## Visitors and Guests

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

- All visitors are required to report to the office upon arrival to receive an ID sticker. The Ben Lippen security system, “LobbyGuard,” issues an ID sticker after completion of an instant security check. A valid driver’s license is required for the security check to be completed.
- Before inviting or allowing anyone to be a guest to classes, students must get permission from the principal. Guests are expected to abide by the guidelines and regulations of the school while on campus.
- Sometimes students will be asked to host a prospective student during the day. Students are asked to help orient these guests and accompany them through the daily routines of school life.

## Volunteers

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Volunteers must complete a volunteer application and interview as well as submit to a background check before they can be approved to serve the school in any capacity. Volunteer applications are available on our website.

## School Closings

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

## Withdrawal Procedures

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

# Financial Policies and Procedures

## PAYMENT PLANS

Ben Lippen offers four payment plan options for Day Students. Please note that options 3 and 4 have time restrictions for eligibility. For all plans, payments made to Ben Lippen School become non-refundable, after February 29, (tuition insurance takes effect on August 28).

- **Annual Tuition Payments:** Full (100%) tuition is drafted through FACTS in July.
- **Semester Tuition Payments:** Sixty percent (60%) of tuition is drafted through FACTS in July. The remaining 40% is drafted in December. A payment plan fee of \$200 per family will be charged annually for this option.
- **10-Month Plan:** (Payments must begin in July to be eligible for this plan.) Monthly drafts through FACTS are made beginning in July. A payment plan fee of \$200 per family will be charged annually for this option.
- **11-Month Payment Plan:** (Payments must begin in June to be eligible for this plan.) Monthly drafts are made through FACTS beginning in June. A payment plan fee of \$200 per family will be charged annually for this option.

*Note for senior student accounts: All fees and tuition must be paid by April 30.*

### International Students:

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

## TUITION DEPOSITS (FOR NEW FAMILIES)

- **Day Students:** Upon acceptance, a \$500 tuition deposit per student is due in order to secure the student's enrollment.
- **International Students:** Upon acceptance, a \$3,000 tuition deposit per student is due in order to secure the student's enrollment.

## CONTINUING ENROLLMENT DEPOSITS (FOR RETURNING FAMILIES)

- **Day Students:** A \$500 per student continuing enrollment deposit for the upcoming school year is due by February 28.
- **International Students:** A \$3000 tuition deposit per student is due in order to secure the student's enrollment.

## DELINQUENT ACCOUNTS - TUITION AND/OR INCIDENTAL FEES

- Students with delinquent accounts may be denied access to FACTS. Students and parents/guardians will not have access until a certified check or cash is delivered to the BLS tuition and billing office.
- Students with delinquent accounts may be suspended from school-sponsored activities, sports participation, field trips, and academic classes.
- Families will be charged any penalty fee assessed by the bank caused by NSF (nonsufficient funds) transfers.
- Students with an outstanding balance from the previous year will not be re-enrolled until the balance is paid in full.
- Grade reports, official transcripts, and diplomas for students with delinquent accounts will not be released until all accounts are cleared. This includes senior transcripts for college admission.

## FINANCIAL ASSISTANCE

BLS uses Facts Grant & Aid to assess the financial needs of those who apply for financial assistance. Applications are accepted online through FACTS (<https://online.factsmgt.com/aid>) and are suggested to apply by February 28. Please contact the Business Office if you have questions on how to begin the process.

The following are the conditions for financial aid:

- No family will be awarded financial assistance or need-based scholarships without applying through FACTS.
- Families may not receive financial assistance over and above the amount for which they have qualified.
- Only the parent(s) or legal guardian(s) may apply for aid.
- Financial aid may not be applied to accounts that are in arrears.

## LATE FEES

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

## RETURNED CHECKS (NSF)

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



# Ben Lippen Upper School

## COMMITMENT FORM

### PARENTAL COMMITMENT

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

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

\_\_\_\_\_ Commit to participate in the Christian education of our child by regular attendance at a local church and exemplify Christian life principles in our home.

\_\_\_\_\_ Have read, understand, and agree to support the *Ben Lippen Upper School Student Life Handbook*. I (we) commit to support BLS and BL policies.

\_\_\_\_\_ Have read, understand, and agree to support the principles contained in the *Statement of Faith* and *Mission Statement* of BLS.

\_\_\_\_\_ Commit to communicate directly with BLS teachers and/or administrators in the event of conflict or disagreement before involving other parties.

\_\_\_\_\_ Approve establishing a Ben Lippen technology account, including email, for my student.

\_\_\_\_\_ Approve the publication of pictures of our son/daughter taken during the year.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Parent or Guardian Printed Name

\_\_\_\_\_  
Date

### STUDENT COMMITMENT

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

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

\_\_\_\_\_ Commit to do my best in all my studies.

\_\_\_\_\_ Have read, understand, and commit to obey the *Lifestyle Statement* as well as the biblical and community standards set forth in the *Ben Lippen Upper School Student Life Handbook* without complaint.

\_\_\_\_\_ Commit to maintain a high standard in accordance with the social life guidelines and entertainment standards outlined in the *Ben Lippen Upper School Student Life Handbook*.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Date

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



# *Equipping* **Students.**

# *Establishing* **Leaders.**



#### **Monticello Road Campus**

Pre-K3 through 12th Grade  
7401 Monticello Road  
Columbia, SC 29203

#### **Northeast Campus**

Pre-K4 through 4th Grade  
3513 Hard Scrabble Road  
Columbia, SC 29223

#### **St. Andrews Road Campus**

Pre-K3 through 4th Grade  
500 St. Andrews Road  
Columbia, SC 29210

## **BenLippen.com**

**PHONE: (803) 807-4000**

**FAX: (803) 744-1387**