

Lipman Student Handbook

MISSION STATEMENT

Lipman Middle School strives to provide a nurturing, child-centered learning community where teachers and students engage in problem solving and share a passion for authentic learning in an environment of mutual respect. We encourage students to express themselves academically, artistically, musically, and physically. Our intent is that the “real-world” curriculum at Lipman encourages students to become responsible citizens who strive for their personal best.

MESSAGE FROM THE PRINCIPAL

Welcome to Lipman Middle School! The staff at Lipman Middle School is pleased to welcome you into our school community and we look forward to the year ahead. Our schoolwide theme at Lipman Middle School is *community*, and we truly believe in the importance of building a community on campus amongst the students and between home and school. Together with the families, we form a team that helps guide our adolescent learners in academic success, decision-making and character development. The middle school years, marked by the adolescent stage of development in a child’s life, are very important, identity-forming years of growth. We are here to support the families and students as they negotiate their way through these years. This handbook is a tool for our school community for it contains the basic guidelines that ensure academic growth and the safety of our community. Please review this handbook and become a positive, contributing member of our community!

Warmly,
Your principal, Jolene Heckerman

LIPMAN’S STUDENT EXPECTATIONS

BEHAVIORAL EXPECTATIONS

We expect the members of our school community (staff and students) to...

- Follow the rules and guidelines of the school community.
- Learn and follow the anti-bullying rules of our community.
- Be courteous, cooperative and respectful to all members of the school community.
- Return any found items to the rightful owner or turn items into front office.
- Take the responsibility to tell an adult if you see or hear anything that endangers another person or that worries you or makes you feel uncomfortable.
- Be responsible for your own actions and realize the consequences.
- Follow any posted procedures and/or procedures set by staff members.
- Walk in the halls and use quiet voices indoors.
- Practice Lifeskills in a positive manner.
- Follow the SMART Expectations
 - Smile
 - Make a difference
 - Act with integrity
 - Respect others and their right to learn
 - Tell others you care

ACADEMIC EXPECTATIONS

We expect the members of our school community (staff and students) to...

- Actively participate in classroom lessons and school activities
- Complete assignments and projects correctly and comprehensively and on time
- Bring the required materials to class

ONLINE GRADE PROGRAM

At the beginning of the year you will receive information regarding accessing your online grades. Please plan to check your progress with your parents/guardians using this system at least **once every two weeks**. If you notice missing assignments or low scores, please discuss this with your parents/guardians and attempt to remedy the situation. Parents and guardians should contact their child's teachers immediately if they have continued concerns.

REPORT CARDS & GRADE EXPECTATIONS

Formal progress reports are sent out at the midpoint of each trimester. Report cards are given out at the end of each trimester. 8th Graders who receive two or more unsatisfactory grades in the last two trimesters are placed on a probationary status, and unless improvement is made, may not receive a diploma. 8th graders with two or more failing grades at the end of the year may not receive a diploma.

ACADEMIC HONORS

We love to acknowledge the hard work of our students, so we hand out the following awards during Awards Ceremonies at the end of the first and second trimesters to students who have earned them:

- **Superintendent Scholar**= All "A"s in all subjects, including PE and electives
- **Scholastic Merit** = All "A"s in the 5 academic subjects (not including Spelling)
- **Honor Roll** = an over-all "B" average in the 5 academic subjects

*All the awards require *Satisfactory* or better in Lifeskills and Effort in all subjects.

HOMEWORK

Homework assignments are generally extensions of class work, make-up for work missed, and long-range projects and must be completed to pass the course.

- Time spent on homework will vary with an individual's rate of work, classes, and teachers. *However, as a general rule, we recommend that 7th/8th graders should average 1-1 1/2 hours; 6th graders 1 hour of nightly homework.*
- Parents/guardians should provide an efficient work area at home and monitor homework nightly. *If your child frequently says that he/she has no homework, a call to the teacher(s) is recommended. Students receive planners to record their daily homework assignments in. We encourage parents to check the planners.*
- Students are responsible for acquiring and completing homework missed during an **absence**. Parents and guardians may request homework in the morning of an absence. Homework should be ready for a 4:00 pick-up.

ATTENDANCE EXPECTATIONS

BELLS & TARDIES

The first warning bell rings at 8:25 and class begins promptly at 8:30 AM. Students should be in their assigned homerooms before the final bell rings. If a student arrives after the bell, he or she must sign in at the office and receive a pass to class. **Two or more tardies in one week will result in a detention.**

ABSENCES

If a student is absent from school, we will call his or her parent/guardian at home or work to verify the absence *unless* we receive a call by 9:00AM.

- **A parental note is required within a day of a student's return.** Illness or doctor/dental appointments, attendance at funeral services of a member of their immediate family, and religious holiday observances are some of the only excused absences the State of California recognizes. Verification of absences is accepted only from parents or guardians.
- Students who are **chronically absent or tardy** will be visited at home by the school resource officer, and will be required to attend a mandatory meeting with their parents and the administration to address the problem.
- If a student has had **14 absences or more** in the school year for illness, any further absences for illness must be verified by a physician.

INDEPENDENT STUDY *(5 or more successive days absence)*

Please notify the school office at least one week prior to scheduled departure.

Assignments are due the scheduled day the student returns from the absence.

PERSONAL APPEARANCE EXPECTATIONS

The principal has the authority to call a student's parents to pick up a student who is improperly dressed or have the parent bring appropriate clothes to the office. The administration reserves the right to make individual determinations affecting dress code policy.

STUDENT DRESS CODE

- **Shirts-** Plunging necklines, bare shoulders and/or midriffs, and spaghetti straps are not allowed. Logos, designs, etc. that represent drug, alcohol and or/tobacco products, profanity, vulgarity or sexually suggestive statements are inappropriate.
- **Pants and shorts-** all pants must be properly fitting. Excessively tight pants or "low rider" (sagging) pants are not permitted. No cut offs, torn or ripped clothing, or short shorts are allowed.
- **Head Gear-**hats, caps, hoods, visors, bandanas, do-rags and sports headbands are not to be worn inside the school building. Students that violate this policy will have the head covering confiscated. Head coverings that are worn for religious beliefs/customs are permissible.
- **Dresses and Skirts-**Dresses and skirts may be worn as long as they are modest in design. Sheer fabrics, excessive slits, exposed thighs and extremely tight fitting clothing are not allowed. Keep in mind that students do not change clothes for PE classes, and clothing worn should allow movement and stretching.
- **Shoes--MUST** be worn at all times for safety reasons. Athletic (soft rubber-soled) shoes are required for all P.E. classes (no flip flops, boots, or sandals allowed).

BUS SAFETY PROCEDURES AND RULES

These rules and procedures are in effect for all transportation either by school bus or SamTrans bus:

- 1. Follow the driver's instructions. Be respectful and kind to the bus driver and fellow bus riders.**
- 2. Remain seated until the bus driver arrives at the stop and the bus door is opened.**
- 3. Keep head, arms, hands, and legs in the bus while on board.**
- 4. Eating and drinking are not permitted on the bus.**
- 5. Cross the road in front of the bus AFTER the driver has signaled it is safe.**
- 6. While waiting for the bus, remain out of the road but away from private property.**
- 7. All passengers should use care when getting on and off the bus.**
- 8. Talk quietly; use no profane language.**
- 9. Pushing, fighting, or shouting are prohibited.**
- 10. All school rules apply while riding the bus to and from school.**
- 11. Report any issues, concerns or misbehaviors to Mrs. Heckerman or school staff as soon as possible.**

Students who violate these rules will lose District school bus privileges after the first incident. SamTrans drivers may pull a bus off the road and radio for police assistance if students create a disturbance on the bus. Students who vandalize the bus will be required to pay for damages.

BULLYING BEHAVIOR PREVENTION EXPECTATIONS

Bullying behavior is not tolerated at Lipman Middle School. We recognize bullying behavior as a form of peer abuse and request all students to report bullying behavior immediately to an adult on campus and an adult at home. Students may also anonymously report bullying behavior or other safety concern incidents using sprigeo.com, although we may not be able to intervene as effectively based on anonymous tips. Any staff member who witnesses bullying behavior will follow the agreed upon intervention steps to stop and report the behavior.

The rubric at the end of this handbook clearly shows the types of bullying behavior that are not tolerated on campus as well as the consequences that will be given. If a pattern of behavior emerges, greater consequences such as suspension may result.

Lipman Middle School's Anti Bullying Rules

- 1. We will not bully others.**
- 2. We will help students who are bullied.**
- 3. We will include students who are left out.**
- 4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.**

Note: The Lipman staff will file Incident Reports regarding any students that do not follow these rules. It is the responsibility of all students to stop and report bullying behavior.

CONSEQUENCES FOR BEHAVIOR

At Lipman Middle School students are taught and encouraged to make responsible decisions and to accept the logical consequences of these decisions. If a poor decision is made, it is important that students learn from these mistakes so that in the future, they will make better choices. We try very hard to be fair and logical in assigning consequences. The principal, classroom teachers, yard duty or instructional aides, the library aide, substitute teachers, or the school secretary may issue most of the consequences, including detentions. Some examples of consequences are listed below.

Examples of consequences:

- **Written Lifeskills Homework or a Reflection Paper**
- **Time out**
- **Quiet Recess and Lunch**
- **Detentions--** Must be signed and served within two days. Detentions are served after school, in homeroom classes and are thirty minutes in duration. Detentions are formally recorded.

Detentions may be issued for justifiable reasons including but not limited to violating school guidelines and/or behavioral expectations, disrespect, abusive behavior, insults (“put downs”), fighting, rule breaking, gum chewing, littering, profanity, and failing to return parent notices.

Progressive Detention Policy

- 3 detentions in one trimester = Parental contact by homeroom teacher.
 - 6 detentions in a trimester = In-school suspension. The principal will notify the parents in writing that this action will be taken.
 - 12 detentions in a year = Loss of end of the year privilege
 - Students whose citizenship reflects a continuing pattern of irresponsible behavior may, upon the judgment of staff, lose the privileges of student activities scheduled during any trimester including fieldtrips, picnic, Great America fieldtrip, the graduation dance, and the graduation ceremony.
 - 8th graders who are suspended or who accumulate 12 or more detentions may lose the privilege of fieldtrips and end-of-the-year activities including Great America and the Graduation Dance. 6th & 7th graders who are suspended or who accumulate 12 or more detentions may lose the privilege of fieldtrips and end-of-the-year activities including picnics and the Graduation Dance.
- **Class Suspension** – administered by the instructor. Duration: the rest of that instructor’s class and next day’s class. The principal must be notified. The instructor must notify the parent.
 - **Formal Suspensions** – defined by Ed. Code. A formal suspension can only be issued by the site administrator. Duration: Generally 1 to 3 days. This decision depends on the severity of the offense and whether there were prior suspensions. The length of the suspension is at the discretion of the site administrator.

GROUNDS FOR SUSPENSION

A pupil shall not be suspended from school unless the principal determines that the pupil has committed an act as defined pursuant to any of the subdivisions in Education Code Section 48900-48927. The following is a partial list of acts warranting suspension:

- Caused or attempted to cause damage to school property or stolen or attempted to steal school property.
- Caused or attempted to cause damage to private property or stolen or attempted to steal private property.
- Caused, attempted to cause, or threatened to cause physical injury to another person except in self-defense.
- Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil at school, or at a school activity off school grounds, as the case may be.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined under the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
- Possessed or used tobacco on school premises.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Disrupted school activities or else willfully defied the valid authority of supervisors, teachers, or administrators or other school personnel.
- Knowingly received stolen school property or private property.
- Sexually harassed another person (unwelcome sexual advances, request for sexual favors and other verbal, visual or physical acts of a sexual nature).
- Created a hostile school environment
- Willfully engaged in hate violence using force or threat of same because of an individual's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

During the period of suspension, the pupil is to remain away from school and school-sponsored activities unless authorized to be there by school officials. This includes school/park and rec. joint sponsored activities. Supervision of the pupil during the suspension is the responsibility of the parents or guardian. Additionally, parents are required to attend a re-entry meeting so that they can discuss their child's behavior with school authorities.

EXPULSIONS: Students who are repeatedly suspended for the same violation may be recommended for expulsion. Students who, bring a weapon of any type to school (including knives, and explosives), unlawfully possess a controlled substance, or participate in robbery or extortion may be recommended for expulsion.

For students who injure another student due to physical or sexual assault or battery, brandish a knife, sell a controlled substance on campus, or are found in possession of a firearm expulsion is mandatory.

CAMPUS PROCEDURES AND GUIDELINES

CLOSED CAMPUS

Students must remain on the school grounds from the time they arrive in the morning until they are dismissed in the afternoon, unless a parent has notified the office otherwise.

TOBACCO-FREE CAMPUS

Effective January 1, 1995, Lipman is a tobacco-free campus. This rule holds for all activities that take place on campus, whether school-sponsored or not. Employees and students found to violate this ordinance will be subject to disciplinary action.

PERSONAL PROPERTY ON CAMPUS

To prevent a loss, valuables and anything else you do not want to lose should be left at home. We do not have lockers; therefore, all personal belongings that are brought to school should be labeled with the student's name and room number. Lipman Middle School is not responsible for lost or stolen property. Parents are liable financially for misconduct resulting in injury to any student, school personnel or property. (Ed Code 48904) **Anyone who takes property that belongs to someone else is guilty of theft. If someone finds lost property and makes no attempt to locate its owner, he/she is also guilty of a theft.** Theft is regarded as a serious, suspendable offense. Any lost property should be turned into the school secretary so that the owner may claim it.

ELECTRONICS ON CAMPUS

Ipods, laser pointers, MPEG players, cameras, and all other electronic equipment are prohibited on campus. **Cell Phones are prohibited** unless specifically authorized for emergency use only by the principal or a staff member with written parental consent. **Students who are authorized to have cell phones on campus may not use them during lunch or recess, and may not receive calls or text messages during the school day. Cell phones must remain off during the school day. Violations will result in the revoking of the authorization.** Teachers, staff, or administration will confiscate electronic equipment, including cell phones, and require parents to come and pick it up.

TELEPHONE/CELL PHONES

School office phones are available for student use upon approval by school personnel. If you desire to reach the school, the school number is 415- 467-9541. A note from the parent must be on file each year for a student to have a cell phone on campus. (Ed. Code 48901.5). The school is not responsible for lost or stolen cell phones.

DRUG FREE CAMPUS

It is illegal and cause for suspension, expulsion, and/or other legal action through the courts for any student to use, possess, possess for sale, sell or furnish narcotics, hallucinogens, dangerous drugs, controlled substances, drug paraphernalia while on school grounds, school bus, or at any school-related events. (Ed. Code 48900). Lipman has been designated a Drug-free Zone by the City of Brisbane.

CLEAN CAMPUS

All of us need to do our part in keeping our school grounds clean and safe. Lipman has an active recycling and composting program with bins located in the classrooms and on the yard. It is a misdemeanor for anyone to leave litter on school property, public or private property. (Penal Code 3476.)

INTERNET USE

All students whose parents have signed an "Acceptable Use Contract" will have access to the Internet both in their classrooms and the media center. **STRICTLY FORBIDDEN:** use of "chatrooms" and visits to inappropriate sites.

BICYCLES/SCOOTERS

Students may bring bicycles or scooters to school at their own risk. The school assumes no responsibility for damage to or loss of a bicycle or bicycle accessories. Safety helmets are mandatory, and bike racks are provided. All bikes must be locked. Bikes and scooters are not to be ridden on the ramp, the field, or school grounds. **For reasons of safety, skateboards are not allowed at school.**

LIPMAN'S PROGRAMS AND ODDS & ENDS

ACTIVITIES

We have a wide variety of activities that includes lunchtime intramural games, student government, yearbook publication, Lipman School Musical, Spirit Weeks, after-school sports (sponsored by Brisbane Rec. Dept.), snack bar, Spring Day, Youth in Business Week, assemblies and field trips.

COMMUNITY SERVICE

Community service is defined as volunteer service outside of the family with an organized non-profit group for the good of the community, and Lipman Middle School students are highly encouraged to get involved. Students must bring a verification letter or certificate of hours served (from the organization) to earn points towards our Overall Achievement Awards. Teachers may award points for service to the school and/or service learning projects. Students earn five points for every hour of service.

STAFF DEVELOPMENT DAYS

These are teacher in-service days. On those days students do not report to school or may be dismissed early. Students will receive an academic year calendar showing staff development days at the beginning of the school year. **Students are dismissed early on Wednesday for staff development and curricular meetings.**

STUDENT GOVERNMENT

Student Government at Lipman is composed of a President, Vice-President, Secretary/Treasurer, Activities Officers, and Representatives from each homeroom elected by the student body. Student Government performs the important functions of relating student concerns to the principal and planning student activities. A "B" average and all "satisfactorious" in citizenship are required for candidacy.

SAFE SCHOOL AMBASSADORS

The **Safe School Ambassadors®** (SSA) program empowers leaders from the diverse groups on campus and equips them with nonviolent communication and intervention skills to stop bullying and violence among their peers.

COMMUNICATION

Every Thursday, the school will send out an e-packet containing important news, information, and other data. If you wish to obtain a hard copy of the weekly packet, please contact the school secretary or administration. (415)467-9541

BACK TO SCHOOL NIGHT/OPEN HOUSE

An evening meeting is scheduled in the fall (Back To School Night) and spring (Open House) to acquaint parents with their child(ren)'s teachers, curriculum, and expectations for that grade level.

Lipman Lifeline Homework Center

The Lipman Lifeline Homework Center is open Monday-Friday from 12:40-1:05 at lunch and after school for one hour. **Attendance at lunchtime** is required of students who did not complete their homework and also available for students who want to attend voluntarily. The **afterschool Homework Center** is for registered students or students referred by teachers only. Priority registration forms will be sent home on the first week of school, and open enrollment begins the second week of school. If there are more signups than spaces available, students will be put on a waiting list. Strict procedures will be enforced and appropriate conduct and regular attendance is required for continued participation in the program.

"LIPMAN FAMILIES"

Twice a month the staff and students at Lipman Middle School meet in "Families". "Families" are small, multi-age groupings of students that meet with an assigned teacher to develop community, social awareness and emotional intelligence, among other needs pertinent to middle schoolers. Through collaboration and teambuilding activities, the students develop friendships with other 6th, 7th, and 8th graders in a small group setting.

COUNSELING

Lipman Middle School provides counseling services to students in need to the greatest extent possible. Please contact the school staff if you are interested in this service. We also provide services, programs and counseling dealing with substance abuse as well as drug avoidance techniques presented in health and family life class. Students who are victims of drug/substance abuse may contact their homeroom teacher, the principal, or counselor for assistance and information. Lipman also works with and informs our parents in our continuing emphasis on a drug-free life.

TEXTBOOKS/LIBRARY BOOKS

Textbooks are ordered from a State Adopted List. Supplemental texts are used from a District Core Reading List, and students must also read library books as part of their Language Arts course. **Any textbook or library material that is lost or damaged must be paid for by the student/parent.**

PARENT/TEACHER CONFERENCES

Conferences are held when there is a need expressed by either the parent or the teacher. Formal conferences are scheduled in the middle of the first trimester and at the end of the second trimester. Notices will be sent home inviting parents to conferences. Informal conferences are encouraged whenever deemed necessary; please call ahead.


LIPMAN LIFESKILLS

LifeSkill	What It Is	What It Looks Like	What It Sounds Like	What It Feels Like
Caring	<ul style="list-style-type: none"> to feel concern for others, thoughtful, considerate 	<ul style="list-style-type: none"> helping others being nice not putting down 	<ul style="list-style-type: none"> <i>Can I help you with that?</i> <i>I'm sorry you didn't do well</i> 	<ul style="list-style-type: none"> being supported people care about me
Common Sense	<ul style="list-style-type: none"> to use good judgment, clear thinking, wise 	<ul style="list-style-type: none"> staying away from drugs, alcohol, tobacco 	<ul style="list-style-type: none"> <i>I'm not going to abuse my body's well-being</i> 	<ul style="list-style-type: none"> I'm proud I didn't get a detention this quarter
Cooperation	<ul style="list-style-type: none"> to work together for a common goal/purpose teamwork 	<ul style="list-style-type: none"> everyone in a group doing work 	<ul style="list-style-type: none"> <i>I'll do that part</i> <i>That's a great idea -- let's use it.</i> 	<ul style="list-style-type: none"> having fun doing better job more ideas
Courage	<ul style="list-style-type: none"> to make difficult decisions and sometimes resist peer pressure 	<ul style="list-style-type: none"> saying "no thanks" when necessary Not going with the group 	<ul style="list-style-type: none"> <i>No thanks, I don't feel like doing that now</i> <i>It's tougher but I think it's the right way to do this</i> 	<ul style="list-style-type: none"> lonely but right stronger respected
Courtesy	<ul style="list-style-type: none"> to be polite and pleasant to all 	<ul style="list-style-type: none"> saying "please," "thanks," "pardon me" 	<ul style="list-style-type: none"> <i>May I please borrow this?</i> <i>Thanks for helping</i> <i>Pardon me for interrupting</i> 	<ul style="list-style-type: none"> respected & respectable being appreciated
Curiosity	<ul style="list-style-type: none"> to have a desire to know more about the world and people 	<ul style="list-style-type: none"> reading magazine visiting new places meeting new friends 	<ul style="list-style-type: none"> <i>Why do moths fly to a light?</i> <i>Who's the new student?</i> 	<ul style="list-style-type: none"> inquiring thinking discovering
Effort	<ul style="list-style-type: none"> strive; try your hardest to do your best 	<ul style="list-style-type: none"> assignments reflect your personal best 	<ul style="list-style-type: none"> <i>Great job!</i> <i>Your work is complete, comprehensive & correct</i> 	<ul style="list-style-type: none"> pride confidence
Flexibility	<ul style="list-style-type: none"> the ability to change plans when necessary adjustable 	<ul style="list-style-type: none"> willingness to alter time or work to help a better plan 	<ul style="list-style-type: none"> <i>That's OK; I'll finish the dishes before I phone back</i> <i>Let's try it Sue's way</i> 	<ul style="list-style-type: none"> being agreeable
Friendship	<ul style="list-style-type: none"> to make and keep a friend through mutual help and trust 	<ul style="list-style-type: none"> helping each other with problems being an active listener 	<ul style="list-style-type: none"> <i>Would like some of my pizza?</i> <i>Maybe I could talk to Bill about how you feel</i> 	<ul style="list-style-type: none"> caring about someone understanding
Initiative	<ul style="list-style-type: none"> to do something because it needs to be Done 	<ul style="list-style-type: none"> picking up litter finding materials for the group project 	<ul style="list-style-type: none"> <i>I'll volunteer to go to the library</i> <i>I'll be group leader if you want</i> 	<ul style="list-style-type: none"> giving support taking leadership

LIPMAN LIFESKILLS

LifeSkill	What It Is	What It Looks Like	What It Sounds Like	What It Feels Like
Integrity	<ul style="list-style-type: none"> • to be honest, sincere and of sound moral principle • honorable 	<ul style="list-style-type: none"> • standing up for a belief even if others disagree • never lying 	<ul style="list-style-type: none"> • <i>I believe in you</i> • <i>It's the right thing to do</i> 	<ul style="list-style-type: none"> • supporting • courageous • just
Organization	<ul style="list-style-type: none"> • to plan, arrange and work in an orderly way • to keep things ready 	<ul style="list-style-type: none"> • binders with papers in order • bedroom picked up 	<ul style="list-style-type: none"> • <i>I like the way you turned in your report</i> • <i>Wow! I can see the titles of all your tapes</i> 	<ul style="list-style-type: none"> • being calm and peaceful because you're prepared
Participation	<ul style="list-style-type: none"> • to participate actively in your group and classes • to involve yourself in extra-curricular activities 	<ul style="list-style-type: none"> • playing on teams • volunteering for service • working with a group for a common goal 	<ul style="list-style-type: none"> • <i>I'll volunteer to help you with that.</i> • <i>I think I'll run for student council</i> • <i>I'd like to be in the play</i> 	<ul style="list-style-type: none"> • satisfied with your efforts • recognized for your extra efforts
Patience	<ul style="list-style-type: none"> • to wait calmly for someone or something • tolerance 	<ul style="list-style-type: none"> • standing without pushing • waiting for others 	<ul style="list-style-type: none"> • <i>You go ahead, I'll wait for my turn</i> • <i>Take your time, I'll wait</i> 	<ul style="list-style-type: none"> • being calm and peaceful
Perseverance	<ul style="list-style-type: none"> • to continue in spite of difficulties • patience 	<ul style="list-style-type: none"> • practicing a new skill • pushing yourself harder like the mile run 	<ul style="list-style-type: none"> • <i>I can almost do it</i> • <i>I know it's going to be tough but I'm going to keep at it</i> 	<ul style="list-style-type: none"> • confidence • success • sense of accomplishment
Problem-Solving	<ul style="list-style-type: none"> • to seek solutions for difficult problems • discover new ways 	<ul style="list-style-type: none"> • figuring out a task • putting an object together 	<ul style="list-style-type: none"> • <i>I get it now</i> • <i>It fits</i> 	<ul style="list-style-type: none"> • challenging • confidence • frustrating
Responsibility	<ul style="list-style-type: none"> • to respond when appropriate • to be accountable for your actions and words 	<ul style="list-style-type: none"> • doing all your homework • taking care of your behavior 	<ul style="list-style-type: none"> • <i>Thanks for doing a great job on the assignment</i> • <i>That's great that you kept your temper</i> 	<ul style="list-style-type: none"> • reliable • trustworthy • caught up in work
Sense of Humor	<ul style="list-style-type: none"> • to laugh and joke without hurting others • good spirit 	<ul style="list-style-type: none"> • laughing with not at others • smiling • showing spirit 	<ul style="list-style-type: none"> • <i>That was really funny?</i> • <i>I can tell you're in a really good mood</i> 	<ul style="list-style-type: none"> • friendship • joy • being liked and appreciated

Bullying Behavior Rubric

Verbal/Cyber	Physical	Social/Relational	Sexual	Consequence
<i>Harm to someone's self-esteem or feeling of safety</i>	<i>Harm to someone's body or personal property</i>	<i>Harm to someone's group acceptance</i>	<i>Harm of a sexual nature to someone's self-esteem, safety, or body</i>	
LEVEL 1				
<ul style="list-style-type: none"> • Teasing/taunting • Name calling • Insulting remarks, verbal or written • Posturing/ mean facial expressions 	<ul style="list-style-type: none"> • Pushing/shoving • Tripping, causing a fall • Taking/throwing/hiding personal property 	<ul style="list-style-type: none"> • Purposeful exclusion • Gossiping, spreading or starting rumors 	<ul style="list-style-type: none"> • <i>Automatic Level 2</i> 	<ol style="list-style-type: none"> 1. Incident Report Form filed. 2. Student Reflection Form 3. Clarify Behavioral Expectations 4. Warning OR Time-out
LEVEL 2				
<ul style="list-style-type: none"> • Insulting remarks/pictures about intelligence, size, ability, appearance, race, religion, ethnicity, gender (harassment) • Slander • <i>Any level 1 infraction that has occurred more than 2 times</i> 	<ul style="list-style-type: none"> • Hitting/slapping • Threatening gestures/threatening physical harm • Damaging property • Restraining by clothes/backpack • <i>Any level 1 infraction that has occurred more than 2 times</i> 	<ul style="list-style-type: none"> • Purposefully embarrassing or humiliating another student • <i>Any level 1 infraction that has occurred more than 2 times</i> 	<ul style="list-style-type: none"> • Sexual comments, drawings or gestures • Leering • <i>Any level 1 infraction that has occurred more than 2 times</i> 	<ol style="list-style-type: none"> 1. Incident Report Form filed. 2. Student Reflection Form. 3. Clarify Behavioral Expectations 4. Parent/Guardian contacted 5. Quiet Recess/lunch (2 days)
LEVEL 3				
<ul style="list-style-type: none"> • Threats • Physical, verbal, or forced silence • Harassing racial or religious slurs. • <i>Any Level 2 infraction that has occurred more than once.</i> 	<ul style="list-style-type: none"> • Physical fighting • Assault • Intentional destruction of property • <i>Any Level 2 infraction that has occurred more than once.</i> 	<ul style="list-style-type: none"> • Extortion • <i>Any Level 2 infraction that has occurred more than once.</i> 	<ul style="list-style-type: none"> • Displaying sexually explicit pictures or objects. • Physical harrassment • <i>Any Level 2 infraction that has occurred more than once.</i> 	<p>All of the above <u>and...</u></p> <ol style="list-style-type: none"> 1. In-house suspension until meeting with parents/guardians is scheduled and Individual Plan is developed. 2. Or Alternative Consequence (may include suspension)

Lipman Middle School Handbook and School Guidelines Acceptance

2013-2014 School Year

Please confirm that you and your child have completed the following:

- We have read and discussed the Lipman Middle School Student Handbook.
- We have reviewed and understand the academic and behavioral expectations, Lifeskills, and Bullying Behavior Rubric.
- We agree to honor and follow the school guidelines and expectations as part of the Lipman Middle School Community.
- We understand how to use this planner as a tool throughout the school year.

Parent or Guardian Signature

Date

Student Signature

Date

Homeroom Teacher Signature

Date

Please sign this and keep it in your planner.

Thank you for your support and collaboration!