



# **PARENT - STUDENT HANDBOOK**

**2022-23**

**750 White Pond Drive**

**Akron, OH 44320**

**Phone: 330-836-0419**

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***[www.TheLippmanSchool.org](http://www.TheLippmanSchool.org)***

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The policies and procedures listed in this handbook are current as of *September 2022*. They are subject to revision throughout the year. All changes will be communicated in a timely fashion.

**Mission Statement:**

To create an inclusive, nurturing, and vibrant learning environment, anchored in Jewish traditions and values that provides all students with personalized educational experiences which prepare them to achieve their utmost potential throughout their lives as members of a 21<sup>st</sup> Century global society.

**Vision Statement:**

Our students will emerge from The Lippman School inspired to challenge their intellects, engage with our global society, and live fulfilling lives enriched through values and wisdom learned from Jewish traditions.

## NON-DISCRIMINATORY STATEMENT

Admission and participation in The Lippman School educational programs are open to all eligible students who meet our qualification requirements regardless of race, color, ethnicity, or national origin.

## SCHOOL HOURS / ARRIVAL AND DISMISSAL

The school office is open and staffed daily from 7:45 A.M. to 4:00 P.M.

School hours are 8:30 a.m. until 3:30 p.m. with Friday dismissals at 3 p.m. It is important that **students be on time**. Students may arrive as early as 8:15 a.m. **If you need childcare before that time, please call Lyndsey Heffern at the Shaw JCC (330-835-0064)**

Students arriving after 8:40 a.m. will be considered tardy. **After 8:40 parents** must come into the office to sign them in. **Please refer to the Attendance section below.** Please be sure to make arrangements for your child(ren) to be picked up on time at the end of the day!

In the morning, parents may walk their children into the building (**after parking in the Shaw JCC lot**) or drop children off in front of the school and follow the turnaround procedure described on page 7. At dismissal, all cars must follow the designated traffic pattern as illustrated on page 7. There will be **no parking in front of the school or across from the school at any time. If you need to come into the school, you must use the parking lot in front or back of the Shaw JCC.**

Pick up begins at 3:30 p.m. **except on Friday when dismissal is 3:00 p.m.**

Please check the calendar for early holiday dismissal days, as well as full days off. **Akron and Copley will not provide us with a bus on any of these early dismissal days.**

## ATTENDANCE

### Entering and Leaving School

Students may not leave the campus during the school day without adult supervision. If a child has an appointment during school hours, parents must remember to call the school office (330-836-0419), or send a note ([office@thelippmanschool.org](mailto:office@thelippmanschool.org)) before the school day begins, enabling the teachers to find out ahead of time.

Students who leave early, or leave and return during a given day, **must be signed out in the office** by a parent or an authorized adult. Upon return, a parent/guardian **must sign the student in at the office** before he/she returns to class.

Students arriving after 8:40 a.m. will be considered tardy. **After 8:40 a parent / guardian must come into the office to sign them in** and the student will receive an admission slip for class.

1. The following absences are considered "excused" and, provided all make-up work is completed on time, will not jeopardize a student's grade in class:
  - Funerals
  - Religious holiday
  - Medical/dental appointment
  - Eighth grade visitation to area high schools
2. When a child will be absent the parent must notify the school office by 8:40 a.m. that day.
3. Parents are requested to inform the school if their child has a communicable disease. The school will, in turn, notify the other parents in the school (without using the child's name) so that they may watch for symptoms.
4. If a student is to be excused early a written note must be submitted to the office and their teacher.
5. A doctor's note must be presented for an extended medical absence.
6. Parents who will be out of town must inform the school office of who will be responsible for their child(ren) during their absence and how to reach that person.
7. For unavoidable family trips or medical commitments, it is the parent's responsibility to contact the office and make *advance* arrangements with *each* teacher for their child(ren) to complete required class work.

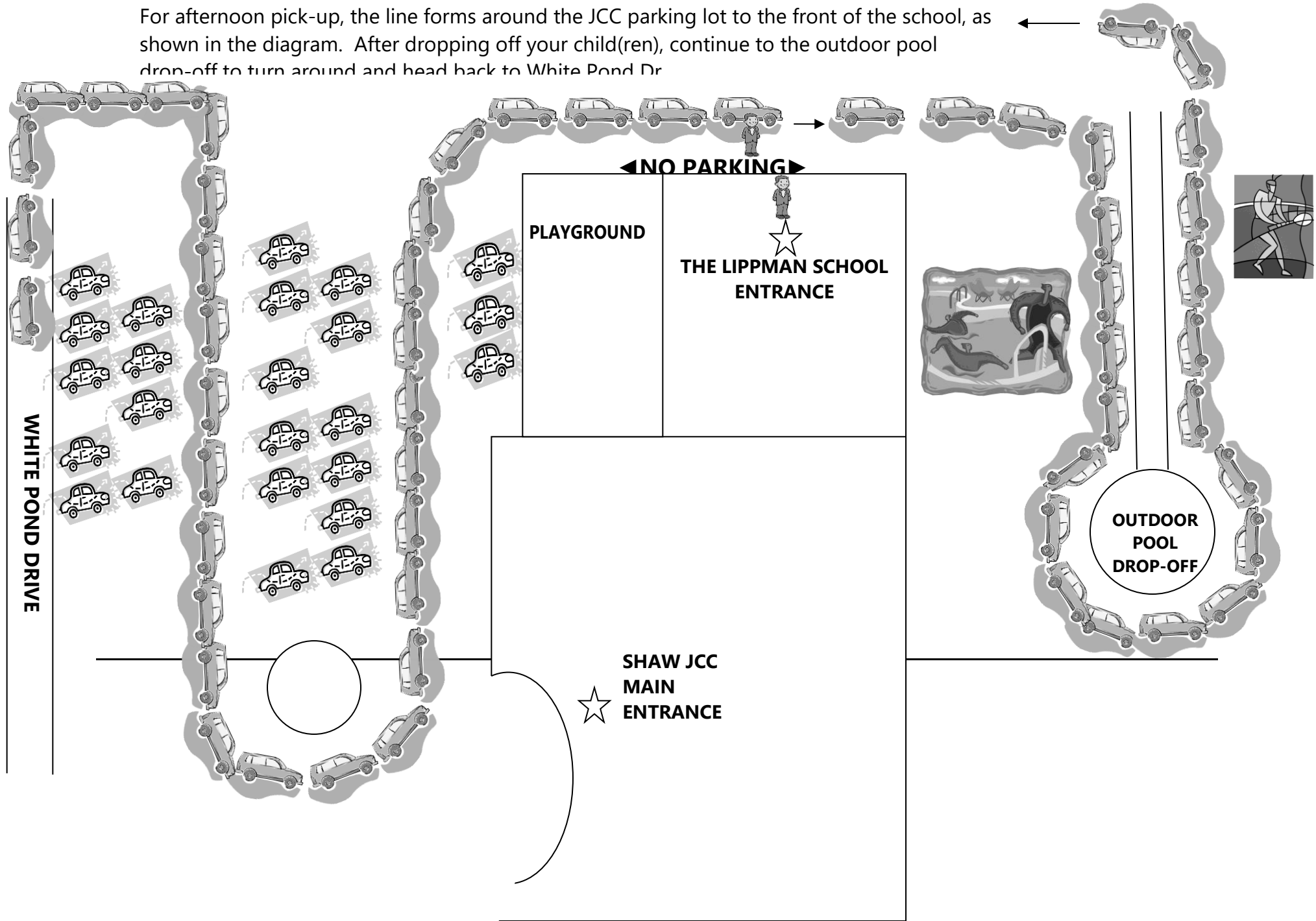
## **Weather/School Cancellation**

**If any two of the three public school systems (Akron, Copley and Revere) are closed, The Lippman School will be closed.** If school is cancelled for any reason, parents and students will be notified by public service radio and television announcements (Calling Post, WKYC, News Channel 5, WUAB, WTAM 1100, 98.1, 640-WHLO, 1590-WAKR), and/or email.

## CARPOOL DROP-OFF & PICK-UP

In the mornings you may drive straight to the front of the school, rather than circle around the JCC parking lot. Continue to the outdoor pool drop-off to turn around and head back to White Pond Dr.

For afternoon pick-up, the line forms around the JCC parking lot to the front of the school, as shown in the diagram. After dropping off your child(ren), continue to the outdoor pool drop-off to turn around and head back to White Pond Dr



## **APPROPRIATE ATTIRE – DRESS CODE**

Students at our school are expected to dress with good taste, modesty, and discretion, regardless of current fashions. Garments, hairstyles, jewelry, and other adornments that distract from learning are unacceptable.

- Footwear is required and must be safe and appropriate for indoor and outdoor physical activity. Please avoid flip flops or heels.
- Clothing or accessories may not display offensive, profane language or images, violence, suggestive content, or drug-related sayings, symbols, or pictures including references to tobacco and alcohol.
- Thursdays are our School Spirit days. Students are encouraged to wear their school shirts.
- Students are encouraged to wear “nice school attire” on Fridays for our whole school TGIS programming.

## **ACADEMICS**

### **Homework**

Homework is assigned to reinforce content. Homework provides practice and challenging opportunities and allows students to pursue interesting topics through research and creativity.

Unless otherwise specified, homework is most productive when it is accomplished independently. Teachers prefer to see a student’s own work, *including* the errors.

Individual teachers determine homework criteria, how much homework impacts academic grades, and how much weight is given to neatness, mechanics, and correctness. Questions about these policies should be addressed with the appropriate teacher.

### **Report Cards and Conferences**

Report Cards are our way of communicating how students are doing. Teachers don’t “give” grades; rather, students “earn” grades. The school year is divided into three grading periods (Trimesters) of approximately 60 school days each.

### **2022-23 Grading Period Schedule:**

Trimester 1: August 24 – November 22

Trimester 2: Nov. 28 – March 10

Trimester 3 – March 14 - June 2

Individual parent conferences are held virtually twice a year in November and March.

## **COMPUTERS (LAPTOPS, DESKTOPS, IPADS, KINDLES)**

Computer usage is regularly integrated into classroom studies, with specific projects coordinated with the students' technology classes. Using the computers correctly and responsibly is very important. Students will follow these rules:

### **ACCEPTABLE USE POLICIES**

All forms and signature pages are in TADS. Digital signatures on these forms are required.

#### **ACCEPTABLE USE POLICY (GRADES TK-2)**

- Students will use the computers carefully.
- Students will only work on the programs and web pages that the teacher tells them to use.
- Students will ask teachers for help if they don't know what to do.
- Students will tell an adult if they read or see something on the computer that makes them feel bad.
- Students will never use the computer to hurt, frighten, or bully others.
- Students will print only when the teacher tells them to print.

#### **ACCEPTABLE USE POLICY (GRADES 3-4)**

- Students will use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network. If something seems to be wrong with their computers, students will tell the teacher.
- Students will never use the computer to hurt, frighten, or bully anyone.
- Students will use the computer and the Internet for schoolwork only. Students will use the programs and websites that the teacher has approved.
- Students will not share passwords with anyone except parents, teachers or school administration.
- Students will not view, send or display inappropriate messages or pictures. Students will tell an adult if they read or see something on the computer that is inappropriate.
- If a student uses pictures or words from a webpage, he/she will show where they were found.
- Students will print only when their teacher tells them to print.

#### **ACCEPTABLE USE POLICY (GRADES 5-8)**

- The Internet is to be used positively and for educational purposes.
- Students may not visit any sites that are blocked by The Lippman School's filtering system, nor view sites that are not related to a school assignment or project.
- Students may not visit websites or send or receive email during class unless instructed by the teacher.
- Instant messaging and social networking is prohibited unless instructed by the teacher.

- The school reserves the right to monitor Internet usage of all students who are using a computer owned by The Lippman School.
- Students are responsible for protecting the confidentiality of all passwords as well as for any information stored on a school computer.
- Students may not eat or drink while using the computers and may not take a computer into the lunchroom.
- Headphones may only be used with a teacher's permission.
- Music or software may not be downloaded onto a computer without a teacher's permission.
- Plagiarism is unacceptable. Students will give credit for pictures and information obtained from the Internet.
- Students will not use any computer at any time to bully or harass someone.
- The Lippman School is the owner of the computers provided to students and teachers may deny students the use of a school computer.
- Cheating using technology is a serious violation and will result in serious consequences.
- Students who do not follow these rules may lose computer/technology privileges.

**If the misuse of a computer results in loss or damage, the student/family may be asked to pay to have it replaced.**

## **Personal Technology Device Policy (Grades 5-8)**

### Cell Phones

I understand that my child may carry a cell phone for safety reasons as they travel to and from school. Once they are on school grounds, the cell phone must be turned off, put away, and not used during school hours **unless specified by a teacher. This includes before school, at all times during the school day, and during afternoon dismissal.**

If emergencies arise during the school day, I will be contacted by the school.

If my child feels that they need to contact me during school hours, they will request permission from their teacher to do so and use a school phone to make the call.

Likewise, if I need to contact the school or speak with my child in the event of an emergency during school hours, I will call the school's main line at (330)836-0419.

### Other Devices

I understand that my student should not bring with them to school: their personal computer, iPad/tablet, or iPod/MP3 player, or any other personal device.

If a student does bring personal devices to school for the purpose of using them after school at an outside school function, they must be turned off, put in their locker or kept in the front office, and not used during school hours. No exceptions. This includes **before school**, at all times **during the school day**, and **during afternoon dismissal**.

Students may use an e-reader (kindle, nook, etc.) with the supervision and permission of a teacher.

**Any violation of this policy will result in the confiscation of the device.** I also understand that I may have to retrieve the device from the school office if the device is out at an inappropriate time.

The district, the school and its staff shall not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy.

By signing this form, I am indicating my understanding of an agreement to The Lippman School's Personal Technology Device Policy.

### **Cell Phones and Electronic Devices**

The Lippman School does not permit students to use any electronic device such as cell phones, iPods© or handheld electronic games on campus between the hours of 8:15 a.m. and 3:30 p.m., or during school-sponsored activities unless approved by school staff. Any student using one of these devices during the school day (without teacher permission) will have the item confiscated until the end of the day. If there is a subsequent offense, the item will be returned only to the parent/guardian.

**If the misuse of a computer results in loss or damage, the student/family may be asked to pay to have it replaced.**

### **LIBRARY**

Library books are borrowed for one to two weeks, depending on the student's grade. When a student checks books out of the library, he/she assumes responsibility for their care. The replacement cost of a book will be charged if it is lost or damaged.

### **TEXTBOOKS**

Textbooks are loaned to Lippman students. When textbooks are loaned to individual students, we expect that they will be covered, used carefully, and returned in good condition. When a borrowed book is lost or damaged, the student is charged for the cost of replacement.

### **LOCKERS**

Lockers are to be kept neat and undamaged. Students should arrive at school with enough time to unpack backpacks so that books and materials are accessible.

PE clothing should be taken home regularly for laundering.

### **SCHOOL COMMUNICATIONS**

Throughout the year, we use email to notify parents of school events, policies, and important opportunities. We ask that parents check their emails daily and respond promptly to email communications if needed.

## LUNCHES

If a student has opted out of the lunch program and forgets a lunch, he/she will be given a peanut-butter and jelly sandwich, and parents will be charged \$3.75.

The Lippman School participates in the Free Milk Program through the Ohio Department of Education. Each student may have 1% white or chocolate milk with their packed or purchased **dairy** lunch. Juice is available for students who have purchased a non-dairy lunch.

## SCHOOL KOSHER FOOD POLICY

Students are required to bring only dairy, fish, or **parve** (see definition below) items into the facility for lunches and snacks, or to eat food prepared at the JCC or by the school. **No meat or shellfish products may be packed for school lunches or snacks.** These rules also apply to field trips.

This year we request that sweet treats not be sent to school on your child's birthday. The Lippman staff recognizes that birthdays are important, so we are developing ways to make our students feel special, unique and appreciated through words and actions rather than sweet treats. It is also important to note that in our school there are many students who have not been able in the past to enjoy sweet treats because of medical concerns or allergies.

### DEFINITION OF PARVE:

A food product containing neither meat nor milk. Parve includes (1) everything which grows from the soil: vegetables, fruits, nuts, coffee, spices, sugar, salt, (2) all kosher fish, (3) eggs, (4) items manufactured from chemicals. Parve foods may be eaten or cooked with either dairy or meat products.

## MAINTAINING A SAFE ENVIRONMENT

### HEALTH/ILLNESS

If a student feels ill during class time, he/she must obtain permission from his/her teacher to go to the office. The office administration will help students who feel ill or are injured.

When the office administration deems it necessary, a student may be sent home from school for illness. Parents will be notified; a student **may not** contact his/her parent directly. It is important that any student going home during the day be signed out in the office by a parent/guardian. **If a student has been ill, he/she may not return to**

**school until he/she has been diarrhea-free and fever-free without medication for 24 hours. If your child has a fever over 98.6 in the morning, please keep them home. Do not give them medication and send them to school.**

If a student acquires or is exposed to a communicable disease other than a cold or the flu, parents should notify the school. The school will, in turn, notify the other parents in the school (without using the child's name) so that they may watch for symptoms. In some instances, the school is required by law to receive a doctor's statement certifying that the student may safely return to school.

## **MEDICATIONS**

Medications must be safeguarded in the office. Students **are not allowed to keep medications** in their lockers, purses, or pockets. If your child needs to take **any** medication at school, a "physician's request for the administration of medication by school personnel" form must be completed. This form is available in the school office. Students may obtain their medication from the administration at a pre-designated time.

## **VISITORS**

The safety and security of our students and faculty is our utmost priority. The doors and hallways are locked and monitored by closed circuit camera, and no one is allowed onto the premises without proper identification. While we encourage your presence in the school, **IT IS CRITICAL THAT YOU CHECK IN WITH THE OFFICE BEFORE PROCEEDING TO CLASSROOMS.**

## **SHABBAT OBSERVANCE (SUNDOWN FRIDAY THROUGH SUNDOWN SATURDAY)**

Please keep in mind that some Lippman students come from families that keep kosher and observe Shabbat. When inviting school friends to birthday parties and weekend outings, we encourage you not to plan those activities on Shabbat. This way, regardless of personal practice, we can avoid excluding any member of our Lippman community for religious reasons.

## **STUDENT EXPECTATIONS**

We hold personal integrity to be one of the highest values at Lippman.

We expect students to act kindly toward each other and toward adults on campus. It is the responsibility of each of us to safeguard the dignity of others by carefully selecting the words we use.

We expect Lippman students to treat school property, as well as the property of others, with care and respect.

We expect students to be cautious and to use good judgment about safety so as not to endanger themselves or others.

We expect students to produce independent and original work on all papers, projects, homework, quizzes, and examinations unless the assignment is specified by the teacher as cooperative group work.

The school considers it cheating to copy another student's test or homework, even with the permission of the other student. In fact, a student who willingly shares his or her work is also performing a dishonest act.

### **DISCIPLINE**

In every school experience, discipline plays an important role. An unmanaged or mismanaged discipline issue not only distracts the individual from learning, but it can also have an adverse effect upon other students.

Our goal is always to correct inappropriate behavior in a manner that is sensitive to the student, while at the same time providing for the interest of the greater student body, in order to help our students, learn and grow.

### **Behavior Standards**

The following infractions may result in suspension or expulsion.

- Open, persistent defiance of authority of school personnel or disruption of school activities
- Bullying behavior (physical or other)
- Habitual profanity or vulgarity
- Using or possessing tobacco, lighters, alcohol, drugs, or paraphernalia on school grounds
- Possession of weapons on campus
- Stealing
- Damaging or defacing the property of the school or of other students
- Truancy
- Other offenses as determined by the administration

### **Birthday Celebrations and Bar/Bat Mitzvah Celebrations**

Students and parents must be considerate of others in the class. Please do not exclude students from parties/celebrations. **Only invitations that include the whole class should be passed out in the school.** In the middle school Bar/Bat Mitzvah celebrations are an important Jewish life cycle event. We strongly encourage the inclusion of all classmates in Bar/Bat Mitzvah celebrations.

## **TUITION AND FEES**

The Lippman School Enrollment Contract must be returned to the office, and online payment set-up must be completed before the start of the school year. Failure to maintain your payments in accordance with your plan may result in your child's dismissal from school. See the Accounts Receivable Policy on your Enrollment Contract.

**The Lippman School Staff**  
**2022-23**

**Main Phone 330-836-0419**

<b>STAFF MEMBER</b>	<b>POSITION</b>	<b>ROOM / EXT. #</b>	<b>EMAIL</b>
Lital Azoulay-Pearson	Hebrew/Spanish	212, 209	lzaoulaypearson@thelippmanschool.org
John Bennett	Technology & Partnerships		jbennett@thelippmanschool.org
Juliana Beck	Reading Specialist		jbeck@thelippmanschool.org
Linda Brotsky	Outreach & Funding Coordinator	Ext. 402	lbrosky@thelippmanschool.org
Sam Chestnut	Head of School	Ext. 401	schestnut@thelippmanschool.org
Leora Cohen	Science	211	lcohen@thelippmanschool.org
Bridget Cook	K Assistant/Library		bcook@thelippmanschool.org
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Tracy Finn	Admissions and Office Coordinator	Ext. 404	tfinn@thelippmanschool.org
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Sarah Greenblatt	Hebrew	212	sgreenblatt@thelippmanschool.org
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Lanae Joyce	Medical Support Specialist		ljoyce@thelippmanschool.org
Josh Kogan	Core Values		jkogan@thelippmanschool.org
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