

# LWSH Student Handbook 2022-2023



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**Phone: 216- 838-7100 (Main Office)**

Greetings Scholars,

Welcome to Lincoln-West School of Science and Health! It is a pleasure to serve you for my second year and look forward to working with you and your families. The focus of LWSH is to transform yourself and your community in the healthcare industry in partnership with the vibrant MetroHealth System. Our primary goal is to prepare you for your post-secondary options and build you up as leaders in your community by pledging to be a Learner, a Leader, and a Citizen. By committing to LWSH, your pathway to success will be supported through MetroHealth experiences such as job shadowing, mentoring, and meaningful internships. Here at LWSH, you can explore the world of healthcare through Project Lead the Way courses such as Biomedical Science, Medical Interventions, and Human Body Systems. In addition to that, you will be engaged in your traditional curriculum that will be connected to various aspects of the healthcare industry. Whether you aim to work directly with patients or other healthcare career options such as Human Resources, IT, and Security, LWSH is the place for you!

While at LWSH, we have the expectation that ALL scholars will engage with our school to serve your community as you pursue your college and career goals. By choosing to be a Learner, a Leader, and a Citizen, you are agreeing to the following:

- **I have chosen to be a learner.** I will exhibit the ability to connect my education to meaningful experiences and productive citizenship. I will demonstrate the ability, knowledge, confidence, creativity, and initiative to take ownership in problem solving and goal setting. I will thrive on challenge and celebrate success.
- **I have chosen to be a leader.** I will communicate and collaborate to effectively express my ideas through speaking, writing, and multimedia. I will respect, value, and embrace the diversity of others with an openness to new and unique ideas. I will create innovative solutions to problems.
- **I have chosen to be a citizen.** I will maintain healthy relationships and supportive personal, social, and professional networks. I will set goals to achieve my full potential as an empowered and committed person within my family, community, and the world. I will act with integrity, empathy, and flexibility in making reasoned, ethical, and responsible decisions.

Again, we welcome you to Lincoln-West School of Science and Health and look forward to seeing how you transform yourselves and your community throughout the 2022-2023 school year!

Sincerely,



Juliet King  
Principal LWSH

# Alma Mater

Lincoln-West, we sing thy praise,  
To thee our highest hopes we raise.  
Let us pledge our loyalty,  
United, strong, victorious be.  
Leading through the years ahead,  
With the Blue and White and Red.  
We will always do our best,  
To honor Cleveland's Lincoln-West.

## **Bell Schedule**

Time	Schedule
8:00am – 8:30am	Arrival and Breakfast
8:35am – 9:30am	1 <sup>st</sup> Period
9:35am – 9:55am	Advisory
10:00am – 10:55am	2 <sup>nd</sup> Period
11:00am – 11:55am	3 <sup>rd</sup> Period
11:55am – 12:35am	Lunch and Open Gym
12:40pm – 1:35pm	4 <sup>th</sup> Period
1:40pm – 2:35pm	5 <sup>th</sup> Period
2:40pm – 3:35pm	6 <sup>th</sup> Period
3:35pm – 3:40pm	Dismissal (All students must exit the building unless staying for a sport or after school club)

\*The Bell Schedule may be modified for testing, early dismissal, and special events / presentations. Communication can be found in our family newsletters on our website and letters sent home via email and with students.

## **Attendance**

State law requires school age children to attend school regularly. At Lincoln-West School of Science and Health we expect all students to be in school every day and on time. When your child is absent due to illness or personal emergencies, remember that excessive absences, regardless of the reason, will impede your child's ability to reach his or her academic potential in the classroom. Please help your child be successful by making sure they are in school every day and on time unless they are sick, there is a family illness, or a death in the family. In those cases, you will want to call the school at 216-838-7100 to report it as an acceptable "excused" absence.

Our goal is to help you track, monitor, and support your child's attendance to school. A District appointed attendance liaison works with our school to identify attendance barriers and to create systemic interventions to strengthen and return our families to regular school attendance.

### **Late Arrivals and Early Dismissals**

We expect all scholars to arrive to school on time and remain for the entire day. We are attempting to curb the problem we observed last school year with many of our scholars arriving to school late and / or leaving early tied to a lack of motivation or high anxiety. It is imperative that they continue their learning even when it feels difficult. We are aware of the anxiety that many of our scholars have been facing since the start of the pandemic, but we are also aware that they can still be successful in school given the supports we provide. If you or your family need access to mental health services, community resources, or would like to create a family plan, please reach out to the school at 216-838-7100. If your child is to be dismissed early due to an appointment or family emergency, a legal guardian **MUST** contact and inform the school and/ or appear in person to sign your child out.

### **Cell Phone/Electronic Device Use**

Students may possess cellular phones and other electronic devices on school property and school-sponsored transportation, however, the use of the cell phone or electronic device is limited to appropriate uses as defined by this policy. Any other use of cellular phones and other electronic devices on school property, while on school-sponsored transportation, or while engaging in school-sponsored activities is prohibited. When not using their cell phone or other electronic device for an authorized, appropriate purpose, students are responsible for keeping their cell phones and electronic devices powered completely off (not simply in a "vibrate," "silent," or "airplane" mode) and stored securely in a purse, backpack, or locker. The school is NOT responsible for lost, damaged, or stolen phones that was not in possession by administration at the time.

The following policy will be instituted to reform non-adherence to the cell phone/electronic device policy:

- **Offense #1:** Warning; counseled by teacher and documented.
- **Offense #2:** Warning; teacher makes parent communication and documented.
- **Offense #3:** Teacher assigns Opportunity School (after-school detention) and documented.
- **Offense #4:** Teacher submits Office Referral Form to school administration within 24 hours and administration assigns student to Planning Center to receive behavioral support from PCIA.
- **Offense #5 and Future Offenses:** Teacher submits Office Referral Form to school administration within 24 hours and they will recommend a consequence aligning to Level II offenses prescribed by District Student Code of Conduct Handbook.

### **Opportunity School**

Students may now be assigned Opportunity School for low-level disciplinary offenses by teachers and school administration. Opportunity School is an after-school detention for 1-2 hours after school **(3:45pm - 4:45pm or 3:45pm - 5:45pm)**. During Opportunity School, scholars are given the "opportunity" to make different choices in the future to avoid further consequence. Students will be given a notice in advance of the date they are to serve, and parents will be called to ensure

arrangements are appropriate based on your family situation. In the case of those who cannot serve Opportunity School for family reasons may instead spend one full day in the Planning Center.

### **Change of Personal Information**

Each scholar is expected to notify their Advisory teacher if there is any change in address, telephone number, parent, or guardian occupation or any other pertinent information.

### **Device Replacement or Repair**

All LWSH scholars are expected to use Schoology to get and submit classroom assignments. Therefore, each scholar is to report any lost or defective device to their Advisory teacher who will contact our on-site IT support staff to either replace or repair. Failure to report a missing or defective device will result in the delay of receiving a working device to access course materials.

### **Child Abuse**

All school staff are Mandated Reporters. By law, the State of Ohio requires school personnel to inform the Department of Children and Family Services of any allegation or suspicion of child abuse or neglect.

### **Closed Campus**

Lincoln-West School of Science and Health is a closed campus school. Permission is needed for students to be off campus between the hours of 8:30 AM and 3:30 PM. Students leaving campus during school hours without permission may be subject to immediate disciplinary action. No student may reenter the building after 3:30 PM except for a scheduled school event or activity.

### **Disciplinary Policies and Procedures**

Lincoln-West School of Science and Health will use the district's disciplinary policies and procedures outlined in the Student Code of Conduct. The intent of this handbook is to assist students, parents, teachers, and school administrators in maintaining an environment conducive to student learning and positive behavior. School administration will conduct expectation assemblies at the beginning of the school year, where this document will be reviewed.

### **Dress Code**

Lincoln-West School of Science and Health and the MetroHealth System have worked together to develop a professional dress protocol to support our students with maintaining a professional image for themselves while they routinely interact with the public and other professionals throughout their work experiences with our school and our partner. Students are expected to adhere to the professional dress guidelines defined below:

- **Tops:** Solid-colored navy-blue, white, or gray button-down style, collared, long or short sleeved shirts are acceptable. All LWSH shirts are acceptable. Shoulders, midriffs, and cleavage should be covered. No crop-tops, see-through, spaghetti straps, tube tops, or revealing undergarments are allowed.
- **Sweaters:** Cardigan, pullovers, or vests in solid color black, navy, red, white, or gray. Any outerwear, jackets, coats, or hoodies/sweatshirts are not permitted.

- **Bottoms:** Loose-fitting khaki, black, or blue dress pants, skirts, capris, or shorts (fingertip length) are acceptable. Undergarments showing or ripped jeans that show excessive skin as determined by administration are not permitted.
- **Shoes and Accessories:** Shoes must be closed-toed. No open-toed shoes, flip-flops, slide-ins, house shoes, etc. Tennis shoes, Toms, boots, and loafers are all acceptable. No hats or sunglasses of any kind.
- **Headgear:** No headgear for either males or females including, but not limited to scarves, rags, or wraps unless a need has been identified for religious purposes.

The following policy will be instituted to reform habitual non-compliance with dress code:

- **Offense #1:** Warning; counseled by staff member and documented.
- **Offense #2:** Warning; counseled by staff member administrative phone call placed to parent/guardian and documented.
- **Offense #3:** Planning Center placement to receive behavioral support from PCIA.
- **Offense #4 and Future Offenses:** Administrative consequence aligning to Level II offenses prescribed by District Student Code of Conduct Handbook.

Although our school is preparing our students for the professional world, we also recognize the need and value of allowing our students to express themselves through dress. Throughout the school year students will be given these opportunities as our Student Council plans Spirit Days to enhance the student experience within our community and raise money for student activities.

### **Field Trip Permission**

An Annual Parental Field Trip Permission Form will be used at Lincoln-West School of Science and Health that gives staff permission to take students off campus for school approved field trips. The permission applies to all field trips occurring within the school year. This permission is valid for only one school year. Parents will be notified at least 48 hours in advance of field trips. At that time, parents will have the option to withdraw permission for any individual field trip by completing the field trip Opt-Out Notice which is available on the school website. If a parent or guardian submits the Opt-Out Notice for a specific field trip, the annual field trip consent remains valid for all other field trips.

### **Media Consent**

All scholars fall under the consent of being filmed or photographed for promotional purposes. If you DO NOT wish for your child to be seen or filmed for any reason, you must complete an Opt-Out form provided on the district's website. You may also call us at 216-838-7100 to inform us that you do not want your child to appear in any forms of media associated with the school. This information will be documented in our school management system and upheld to honor your request.

### **Grades**

GPA is computed using a four-point scale. Beginning with ninth grade, all subjects, whether passed or failed, are included in the computation. A minimum of 22 credits are required for graduation. In addition, each student must complete a 200-hour internship experience requirement. Honors, AP®, and CCP classes are weighted by one point. Grades are recorded on the transcript and GPA is computed in January and June of each school year.

## Graduation Requirements

Students must complete and earn a minimum of 22 credits in specific subjects detailed below:

- English: 4 credits
- Spanish: 1 credit
- Mathematics: 4 credits
- Visual Art: 1 credit
- Science: 4 credits
- Physical Education: 0.5 credit
- Social Studies: 3 credits
- Health 0.5 credit
- Electives 3 credits
- Senior Capstone 1 credit; includes 120-hour internship

Additionally, all students must demonstrate they are academically ready to graduate through three pathways detailed by Ohio law:

- Earn 18 out of 35 points on seven end-of-course state tests. You can earn up to five points on each test. You need a minimum of four (4) points in math, four (4) points in English language arts and six (6) points across science and social studies.
- Earn remediation-free scores (evidence-based reading/writing 480 or higher and mathematics 530 or higher) in math and English language arts on the SAT.
- Earn an industry-recognized credential and an ACT WorkKeys score of 13 or higher.

If a student does not earn 18 OST points, a remediation-free SAT score, or an industry-recognized credential and an ACT WorkKeys score of 13 or higher, they must complete one of the graduation pathways below to demonstrate competency:

- **Option 1:** Show competency by earning proficient score on the Algebra I and English II OSTs. If retakes are necessary, and you still do not earn the score, then you must choose one of the other options listed.
- **Option 2:** Enlist in the military. Show evidence that you have signed a contract to enter a branch of the US armed services upon graduation.
- **Option 3:** Complete college coursework. Earn credit for one college-level math and/or college-level English course through CCP.

In addition to demonstrating competency, a student who does not earn 18 OST points, earn a remediation-free SAT score, or earn an industry-recognized credential and an ACT WorkKeys score of 13 or higher, must earn two of the following diploma seals to demonstrate readiness:

- OhioMeansJobs Readiness Seal
- Industry-Recognized Credential Seal
- College-Ready Seal
- Military Enlistment Seal
- Citizenship Seal
- Science Seal
- Community Service Seal

### **Credit Flexibility**

Students at Lincoln-West School of Science and health can show what they know and that they are ready to learn in ways that are not limited solely to seat time in our high school classrooms. Ohio Senate Bill 311 allows our students to earn high school credit in the following ways:

- Complete traditional coursework
- Complete assigned credit recovery modules
- Test out and otherwise show mastery of course content during Mastery Weeks.
- Pursue an educational option such as distance learning, post-secondary coursework, internship, or research-based project.

Students interested in utilizing credit flexibility options must consult our guidance counselor for guidance.

### **Honor Roll, Merit Roll, and Perfect Attendance**

Honor Roll is posted at the end of each semester. It is based upon individual grade point averages for that grading period:

- High Honor Roll: 4.0 or higher
- Honor Roll: 3.5 – 3.99
- Merit Roll: 3.0-3.49

Anyone receiving an “F or I” in any course is not eligible for the Honor Roll regardless of her/his grade point average. Perfect attendance includes no tardies and/or absences.

### **Guidance Procedures**

Any student wishing to request assistance from the guidance counselor must fill out an Appointment Request Form. The guidance counselor will process and honor requests for assistance in the order in which they are received or, in extremely rare cases, based upon need.

### **Athletic Eligibility**

Participation in athletics is encouraged by Lincoln-West School of Science and Health. However, students are reminded that such participation is a privilege and not a right. Students' academic welfare takes precedence over their participation in a sport or an activity. This policy is meant to encourage students who are active in a sport or an activity to maintain their academic standing. All student-athletes must adhere to the following criteria to remain eligible and in good-standing with OHSAA guidelines for participation in athletics:

- Ensure a copy of your OHSAA Physical Form is current and completed by a licensed physician. (Can be completed through MetroHealth during the school day if consent form is completed)
- Earn passing grades (no I or F) in a minimum of five courses each semester to maintain continued eligibility.
- Maintain a 2.0 or higher GPA.



### **Hall Passes**

This school year, we will be using eHallPass, which is an online device used by staff to document and track students who have been given a pass to leave the classroom. Only one (1) student may be issued a hall pass at a time in each classroom. Hall passes will not be given out during the first and last ten (10) minutes of class, except for in the case of emergencies.

### **Health Services**

Lincoln-West campus has a full-time school nurse on site who oversees student health services. The primary role of the school nurse is to support student learning and to promote the health and safety of individual students and the school community. If a student becomes ill at school the student should ask permission to see the nurse. If it is determined that the student should not remain at school a call will be made to the parent/guardian to release the student to their care. If a parent/guardian or emergency contact cannot be reached, the student will remain in the nurse's office either until the end of the day or until someone can be reached.

Lincoln-West campus also participates in the MetroHealth School Health Program where your student can receive a physical exam, an immunization, or a little help with an ongoing illness, in the convenient place of school. to prevent your student from missing work, taking a long trip on the bus, or both. Any student enrolled at Lincoln- West can participate in this program through receiving an enrollment packet from the school nurse and returning the completed packet to him.

### **Mental Health Services**

Ohio Guidestone also provides school-based services at Lincoln-West campus where mental health counselors work within schools to address the needs of students through individual, group, parent, and family counseling to help improve students' ability to learn and thrive in an academic setting. Any student enrolled at Lincoln-West can participate in this program through receiving an enrollment packet from the school counselor and returning the completed packet to her.

### **COVID Vaccinations**

Because of our unique programming and on-site campus at MetroHealth Hospital, all scholars must have their COVID vaccinations according to the MetroHealth System of requirements for all employees, volunteers, and contractors. This measure is intended to keep vulnerable patients at MetroHealth safe. Therefore all juniors, seniors, and visiting freshman and sophomores must be fully vaccinated prior to attending or visiting the MetroHealth campus.

### **Guests for School Dances**

To ensure the safety of each member and guest of the Lincoln-West school community, all students who wish to bring a guest to a school dance must accept the following guidelines. All guests must receive approval from the Assistant Principal to attend the dance and adhere to the guidelines listed below:

- All students and guests must abide by the rules outlined in the District Student Code of Conduct.
- Lincoln-West School of Science and Health students who bring a guest are responsible for the actions of the guest and will be held accountable if the guest violates any school rules.

- Any student who wishes to bring a guest must submit a Guest Registration Form, complete and signed by all parties, and submit to the Assistant Principal by the last Wednesday before the dance.
- Upon arrival at the dance, the guest must submit an official photo ID, such as a school ID or driver's license. The ID will be held by a school staff member until the guest leaves the dance.
- All guests must be enrolled in high school and/or not older than 20 years old. This must be verified by an administrator from the high school attended by the guest and recorded on the Guest Registration form. Guests no longer in high school must be approved by the Assistant Principal. Any student that has withdrawn from Lincoln-West School of Science and Health may or may not attend the dance at the discretion of school administration.
- A Lincoln-West School of Science and Health student may bring up to two guests to a dance. The Guest Registration form must be completed for each guest and the guest must receive final approval from the Assistant Principal.
- The school reserves the right to determine what constitutes appropriate dress. Students and/or guests may be denied admittance to the dance if clothing is deemed inappropriate.

### **Locker Assignments**

Lockers will be distributed to students by advisors. All students are expected to have a lock on their lockers to properly secure their items. Students are not allowed to share lockers. Failure to follow this policy may result in lost or stolen items and the school will not be held liable.

### **Main Office**

When visiting the Main Office, please keep in mind that this space is the center of operation for all business conducted, as well as the site of initial contact for all visitors to our school.

- Office hours are from **8:00am – 12:00pm and 1:00pm – 4:00pm**. All calls and visits made outside of these hours may experience a short delay in our response.
- It is the responsibility of our staff and student body to present a professional, yet welcoming atmosphere always. There should be no loitering or participating in sidebar conversation in the Main Office from students.
- Only office personnel should be behind the Main Office counter.
- Students are not allowed in the Main Office without administrative approval.
- Students are prohibited from sitting in or across from the office for any reason and should not be sent to the Main Office by staff.
- All visitors must report to the Main Office to sign in and receive a visitor's pass to indicate their presence at school. The visitor's pass must always be visible while in the building.

### **RTA Passes**

All eligible CMSD students in grades 7-12 who live greater than one mile away from the school will be issued an RTA bus pass. Out of district students will not receive an RTA bus pass. The initial bus pass is free for students. Bus passes for the week are distributed each Monday during lunch. Anyone not available or absent during this time must retrieve their bus passes by the secretary after school. Bus passes will not be supplied for days missed.

### **Trespassing**

Trespassing is defined as entering a school/class/floor to which the student is not assigned without signing in at the office, entering a school from which the student is suspended without permission from the Principal, or bringing an unauthorized visitor to the school and consequences for such behavior will be aligned to Level II offenses prescribed by District Student Code of Conduct Handbook. Trespassing also includes being present in Lincoln-West School of Global Studies classrooms and restricted areas.

### **Withdrawal Policy**

Any family wishing to withdraw their child must contact the school office and complete a Withdrawal Form that will require a picture of your driver's license or other valid ID. The name and address of the entering school will be required to transfer a student from Lincoln-West School of Science and Health. The building principal must approve the release of academic records. Transfers between Lincoln-West campuses may be limited or restricted based on circumstances as determined by administration of both campuses.