

2019-2020

Student Handbook



Michelle Kirkwood-Hughes, Principal

3202 West 30th Street, Cleveland, OH 44109

Phone: (216) 838-7100

Dear Student,

I am humbled by the opportunity to serve as school leader to this great family for a third year. It is our goal to create learning experiences that transform you into a strong leader who will excel in your future college and career pursuits and more importantly serve our community to make the greater Cleveland area a better place. This work will require more than simply showing up, simply making it through four years, and simply passing each course. Being a part of our school community requires you to be committed to your future success and willing to put in the extra work to get there.

By choosing Lincoln-West School of Science and Health, you are not choosing the easiest path, but rather a challenging one with great opportunities. This path requires a student who is willing and committed to being here, staff who are willing and committed to helping you reach your goals, and parents and guardians who are willing and committed to supporting both. While the handbook lays out our expectations, they can be summarized by the **Lincoln-West School of Science and Health Pledge** below:

- **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.

Welcome to Lincoln-West School of Science and Health and I am looking forward to witnessing your transformation of self and your impact on our community!

Sincerely,

Michelle L. Kirkwood-Hughes

Principal

Lincoln-West School of Science and Health

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.

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 in order to remain eligible and in good-standing with OHSAA guidelines for participation in athletics:

- 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; and
- Ensure a copy of your OHSAA Physical Form is current and completed by a licensed physician.

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.

Our goal is to help you track, monitor, and support your child's attendance to school. Our school works with a District appointed Attendance Liaison who is responsible for identifying attendance barriers and working with our Student Support Team to create systemic interventions to strengthen and return our families to regular school attendance.

Bell Schedules

First Week of School Schedule					
Freshmen ONLY Return on Monday, July 29, 2019			Upperclassmen Return Return on Tuesday, July 30, 2019		
Workshop 1	8:30 a.m.	9:56 a.m.	Workshop 1	8:30 a.m.	9:56 a.m.
Workshop 2	10:00 a.m.	11:26 a.m.	Workshop 2	10:00 a.m.	11:26 a.m.
Lunch	11:26 a.m.	12:06 p.m.	Lunch	11:26 a.m.	12:06 p.m.
Advisory	12:10 p.m.	12:30 p.m.	Advisory	12:10 p.m.	12:30 p.m.
Workshop 3	12:34 p.m.	2:00 p.m.	Workshop 3	12:34 p.m.	2:00 p.m.
Workshop 4	2:04 p.m.	3:30 p.m.	Workshop 4	2:04 p.m.	3:30 p.m.

Normal Bell Schedule					
Mondays-Thursdays			Fridays		
Period 1	8:30 a.m.	9:56 a.m.	Period 1	8:30 a.m.	9:13 a.m.
Period 2	10:00 a.m.	11:26 a.m.	Period 2	9:15 a.m.	9:58 a.m.
Lunch	11:26 a.m.	12:06 p.m.	Period 3	10:00 a.m.	10:43 a.m.
Advisory	12:10 p.m.	12:30 p.m.	Period 4	10:45 a.m.	11:28 a.m.
Period 5	12:34 p.m.	2:00 p.m.	Lunch	11:28 a.m.	12:08 p.m.
Period 6	2:04 p.m.	3:30 p.m.	Advisory	12:10 a.m.	12:30 p.m.
			Period 7	12:32 p.m.	1:15 p.m.
			Period 8	1:17 p.m.	2:00 p.m.
			Period 9	2:02 p.m.	2:45 p.m.
			Period 10	2:47 p.m.	3:30 p.m.

Early Dismissal Schedule					
Mondays-Thursdays					
Period 1	8:30 a.m.	9:13 a.m.	Advisory	10:30 a.m.	10:50 a.m.
Period 2	9:15 a.m.	9:58 a.m.	Period 5	10:52 a.m.	11:35 a.m.
Lunch	9:58 a.m.	10:28 a.m.	Period 6	11:37 a.m.	12:20 p.m.

Cell Phone/Electronic Device Use

Students may possess cellular phones and other electronic devices on school property and school-sponsored transportation, if the student's 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 following policy will be instituted to reform non-adherence to the cell phone/electronic device policy:

- **Offense #1:** Warning; counseled by teacher documented in OTUS.
- **Offense #2:** Warning; teacher makes parent communication documented in OTUS.
- **Offense #3:** Teacher assigns lunch detention documented in OTUS.
- **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.

Change of Personal Information

Each student is expected to notify the Main Office promptly if there is any change in address, telephone number, parent or guardian occupation or any other pertinent information.

Child Abuse

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 a.m. and 3:30 p.m. Students leaving campus during school hours without permission may be subject to immediate disciplinary action. No student may reenter the building after 3:30 p.m. except for a scheduled school event or activity.

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
- Test out and otherwise show mastery of course content
- 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 school counselor for guidance.

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. LWSH sweatshirts are also acceptable. Solid navy-blue polo or solid gray sweatshirt with Lincoln-West School of Science and Health's logo visible are to be worn at the MetroHealth Campus. Red shirts and any t-shirts are not permitted.
- **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. Jeans, jeggings, leggings, skinny leg, rivet, body-con or cargo pants 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 need identified for religious purposes.
- **Belts:** Required for all pants, skirts, capris, and shorts with belt loops.

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

- **Offense #1:** Warning; counseled by staff member documented in OTUS.
- **Offense #2:** Warning; counseled by staff member administrative phone call placed to parent/guardian documented in OTUS.
- **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. On these days students should adhere to the following guidelines:

- **Tops:** Lincoln-West gear. Shoulders, midribs, and cleavage should be covered. No crop-tops, see-through, spaghetti straps, tube tops, and no undergarments showing.
- **Bottoms:** Lincoln-West gear. Jeans & sweatpants are acceptable. Rips/tears in jeans should fall at the knee or below. Skirts are acceptable but must fall at the knee or below.
- **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.
- **Belts:** Required for all pants, skirts, capris, and shorts with belt loops.

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.

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	Visual Art or CTE Pathway	1 credit
Mathematics	4 credits	Senior Capstone	1 credit; includes 120-hour MH internship
Science	4 credits	Health	0.5 credit
Social Studies	4 credits	Physical Education	0.5 credit; includes 120 contact hours
Spanish	1 credit	Electives	2 credits

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; or
- Earn an industry-recognized credential and an ACT WorkKeys score of 13 or higher.

Guests for School Dances

In order 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.

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.

Hall Passes

Only one (1) student may be issued a hall pass at a time in each classroom. In order to leave the classroom, a student needs to have their planner signed by a teacher with where the student is going, and the time left. Students will have a limited number of hallway passes in their planner and once a student runs out of passes, no more will be issued. 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 in order 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.

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.

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
- Merit Roll: 3.0-3.49
- Honor Roll: 3.5 – 3.99

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.

Interim Progress Reporting

LWSH does not send home interim progress reports in lieu of using OTUS, our online learning management system. Parents/guardians may track their student's academic progress on an ongoing basis via OTUS. Additionally, parents/guardians are encouraged to contact their student's teachers and/or counseling staff if they have questions about academic concerns.

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.

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.

- 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 the office for any reason and should not be sent to the Main Office by staff.

Mastery-Based Learning Model

Our school community uses mastery-based learning to ensure all students are better prepared for life after high school. We have established a pedagogical foundation for our work, which describes the features of our mastery-education system:

- Teachers utilize "backward design", to design learning experiences to achieve specific learning goals. Teachers first design a cognitively rich performance task (Costas' Level Three of Questioning) aligned to critical concepts for their course. This task should be shared with students before teaching and learning occurs and used to create a series of lessons and supporting instructional strategies intended to progressively move student understanding and skill acquisition closer to the desired learning goals of the unit.
- All course learning goals and performance scales used in the teacher's grading system are clearly and consistently communicated to students and families. Student achievement is evaluated against proficiency scales that outline performance expectations that are consistently applied to all students.
- All forms of assessment are criterion-referenced and success is defined by the achievement of expected performance, not relative measures of performance or student-to-student comparisons.
- Performance tasks are a summative demonstration of learning that students will complete to show that they have learned what they were expected to learn.
- Formative assessments measure learning progress during the instructional process and these results are used to inform instructional adjustments, teaching practices, and academic support.
- Academic progress and achievement are monitored and reported separately from work habits, character traits, and behaviors such as attendance and class participation, which are also monitored and reported.
- Academic grades communicate learning progress and achievement to students and families and grades are used to facilitate and improve the learning process.
- Students are given multiple opportunities to improve their work when they fail to meet expected standards.
- Students are given opportunities to make important decisions about their learning, which includes contributing to the design of learning experiences and learning pathways.

Students who do not earn proficiency for a course in an academic school year will be assigned to academic resource. Students work with an academic intervention teacher who provides instructional support on learning goals needed for course mastery and increases the time dedicated to personalized learning plans.

Mission Statement

In partnership with the MetroHealth System, Lincoln-West School of Science and Health will prepare students for college and careers in the healthcare industry. We will

offer a dynamic, interactive education environment that engages students in modern science, health, and medicine through relevant workplace and community experiences.

Physical Education/Gym Attire

All students enrolled in Physical Education classes must be dressed properly for class. Students should be in the required school gym attire and non-marking athletic shoes.

- **Tops:** Any unaltered Lincoln-West t-shirt. Shoulders, midriffs, and cleavage should be covered. No crop-tops, see-through, spaghetti straps, tube tops, and no undergarments showing.
- **Bottoms:** Any unaltered Lincoln-West shorts, yoga, or sweatpants. Shorts should fall at the knee. Non-Lincoln-West sweatpants can be worn with approval from the PE teacher. Jeans, leggings, and skirts are not allowed. Rips/tears are not allowed.
- **Shoes:** Any athletic shoe that is closed-toe. No open-toed shoes, flip flops, slide-ins, or house shoes are permitted.

Plagiarism

Copying homework, cheating on tests or quizzes, plagiarism (presenting the work of others as your own), and any other form of academic dishonesty could result in failure for an assignment.

Punctuality

Being on time is essential to achieving your goals. Tardiness is defined by arriving to class and/or not being in assigned seat by the time the tardy bell rings for the period.

The following policy will be instituted to reform habitual tardiness practice:

- **Tardy #1:** Warning; counseled by teacher documented in OTUS.
- **Tardy #2:** Warning; teacher makes parent communication documented in OTUS.
- **Tardy #3:** Teacher assigns lunch detention documented in OTUS.
- **Tardy #4:** Teacher submits **Office Referral Form** to school administration within 24 hours and administration will assign student to Planning Center to receive behavioral support from PCIA and submit recommendation to Student Support Team.
- **Tardy #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.

School Calendar

Quarter 1	
Saturday, July 20 Meet and Greet: 12:00-3:00 p.m.	Monday, August 26 First Day of Fall Tri-C Classes
Tuesday, July 30 First Day of School for Upperclassmen	Monday, August 26 – Friday, August 30 WEBXAM Pre-Test: PLTW Students ONLY
Monday, August 5 – Friday, August 9 OELPS Screening: ESL Students ONLY	Friday, August 30 Quarter 1 Progress Reports Due
Thursday, August 15 Early Dismissal 12:20 p.m. and Open House 6:00-8:00 p.m.	Monday, September 2 Labor Day: School Closed
Monday, August 19 – Friday, August 23 NWEA Testing: Grades 9 and 10 ONLY	Friday, September 27 Last Day of Quarter 1
Monday, August 26 First Day of Fall Tri-C Classes	Monday, September 30 – Friday, October 11 Fall Break: School Closed

Quarter 2	
Monday, October 14 First Day of Quarter 2 Conditions for Learning Survey	Wednesday, November 20 – Tuesday, November 26 NWEA Testing: Grades 9 and 10 ONLY
Wednesday, October 16 PSAT/NMSQT Testing: Grades 9, 10, and 11 ONLY	Wednesday, November 27 – Friday, November 29 Thanksgiving Break: School Closed
Monday, October 21 Quarter 1 Progress Reports Due	Saturday, November 30 Fall OST Bootcamp: 9:00-12:00 p.m.
Thursday, October 24 Early Dismissal 12:20 p.m. and PTCs 1:00-5:30 p.m.	Monday, December 2 – Friday, December 6 OST English and History Retakes
Saturday, October 26 PTCs Weekend Option: 9:00-12:00 p.m.	Monday, December 9 – Friday, December 13 OST Math and Science Retakes
Tuesday, November 5 Staff PD Day: No School for Students	Friday, December 13 Last Day of Tri-C Classes
Monday, November 11 Veteran's Day: School Closed	Friday, December 20 Last Day of Quarter 2/First Semester
Monday, November 15 Quarter 2 Progress Reports Due	Monday, December 23 – Friday, January 10 Winter Break: School Closed

Quarter 3	
Monday, January 13 First Day of Quarter 3 First Day of Spring Tri-C Classes	Thursday, February 6 No School for Students and PTCs 12:30-7:00 p.m.
Monday, January 20 MLK Day: School Closed	Friday, February 14 Staff PD Day: No School for Students Quarter 3 Progress Reports Due
Tuesday, January 21 Semester 1 Grades Due	Monday, February 17 President's Day: School Closed
Wednesday, January 22 WorkKeys Test: Grade 11 ONLY	Wednesday, March 4 SAT Day: Grade 11 ONLY
Friday, January 24 Semester 1 Report Cards Mailed Home	Friday, March 13 End of Third Quarter 3
Monday, February 3 – Friday, February 14 OELPA Testing: ESL Students ONLY	Monday, March 16 – Friday, April 3 Spring Break: School Closed
Tuesday, February 18 – Friday, February 28 AASCD Testing: MD/MF Students ONLY	

Quarter 4	
Monday, April 6 First Day of Quarter 4	Monday, May 11 Quarter 4 Progress Reports Due
Tuesday, April 7 – Tuesday, April 14 OST English	Monday, May 25 Memorial Day: School Closed
Friday, April 10 – Monday, April 13 Easter Break: School Closed	Friday, May 29 Senior Capstone Symposium
Tuesday, April 14 Quarter 3 Progress Reports Due	Thursday, June 11 Commencement Ceremony
Tuesday, April 21 – Friday, May 8 OST Science, Social Studies, and Math	Tuesday, June 16 Last Day for Students
Tuesday, April 28 SAT Makeup Day: Grade 11 ONLY	Wednesday, June 17 Staff PD Day
Wednesday, April 29 Early Dismissal 12:20 p.m. and PTCs 1:00-5:30 p.m.	Thursday, June 18 Last Day for Teachers Semester 2 Grades Due
Saturday, May 2 PTCs Weekend Option: 9:00-12:00 p.m.	Monday, June 22 Semester 2 Report Cards Mailed Home
Monday, May 4 – Friday, May 15 AP Exams	

School Hours

School hours are 8:00 a.m. - 4:00 p.m. During school hours, parents and visitors will be able to receive assistance from office staff either by telephone or in person. Students cannot arrive to school before 8:00 a.m., as there is no adult supervision prior to this time.

Breakfast is served from 8:00 a.m. - 8:20 a.m. Only those students who are eating breakfast will be allowed into the lunchroom during this time.

School starts at 8:30 a.m. Any student who arrives after 8:30 a.m. is considered tardy and must report immediately to the office and receive a tardy pass. Tardy students will not be accepted into class without a pass from the office.

Students who leave school at a time other than the regular dismissal time at 3:30 p.m. are to be released to a parents/guardian through the office. Telephone calls from individuals waiting on school premises will not be accepted. Dismissal notes from the parents should be brought to the school office in advance for approval. Students will be given an early release form to verify that they may leave. All notes will be verified.

Solicitations

Student solicitations (fundraisers, collections, etc.) of any kind are not permitted unless first approved by the building principal.

Student Laptops

Students are responsible for signing out their loaned laptops every morning during their first period. Students are responsible for the proper care and use of all computers issued to them for use. Students will be held responsible for any laptop damage due to dropping, spilling liquids, or exposing the unit to the elements that were in their care during sign-out including replacement costs at fair market value.

Students must return their loaned laptop at the end of each day or their first period teacher will submit an **Office Referral Form** to school administration within 24 hours, and they will recommend consequence aligning to Level III offenses prescribed by District Student Code of Conduct Handbook.

Technology Use

Lincoln-West School of Science and Health provides Internet access to students to facilitate resource-sharing, skills acquisition, and communication. Information gathered from the Internet is viewed in the same manner as other reference material in the school; such resources enhance the learning environment. School personnel provide guidance to the student in the use of the Internet and monitor usage to the best of their ability. Controlling all materials on a global network, however, is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions despite adult supervision.

All students are expected to comply with the **Acceptable Technology Use Policy** issued through the school. The policy is intended to apply to student use of any technology provided by the school or any technological access.

Transfer Credit

School administration will use its own discretion in accepting credits from incoming transfer students. Transfer credits are not included in GPA or class rank calculations.

Transportation of Students

No student is to be transported by any staff member in his/her personal vehicle. All Eligible CMSD students in grades 6-12 will be issued an RTA bus pass. Out of district students will not receive an RTA bus pass.

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.

Visitors

All guests to classes, including parents/guardians, must have approval from the Building principal prior to their visit. 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.

Withdrawal Policy

Any family wishing to withdraw their child must contact the school office and complete a **Withdrawal Form**. 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.



NAVIANCE

Freshmen Task Completion Checklist

Quarter 1 (July-September)

- Update Profile Information
- Establish SMART Goal
- Complete Learning Style Inventory 2.0
- Complete Career Interest Profiler

Quarter 3 (January-March)

- Complete Game Plan Survey
- Complete Career Key
- Compose My Personal Statement
- Complete a College Search

Quarter 2 (October-December)

- Complete Strengths Explorer
- Complete MI Advantage
- PSAT Practice (Test Prep Module)
- Watch 3 RoadTrip Nation videos

Quarter 4 (April-June)

- Add Colleges to My List
- Develop a Course Plan
- Complete 9th Grade Survey



NAVIANCE

Sophomore Task Completion Checklist

Quarter 1 (July-September)

- Update Profile Information
- Update SMART Goal
- Meet your College NOW Advisor
- Watch 3 RoadTrip Nation videos

Quarter 3 (January-March)

- Add Careers to My List
- Build Resume
- Revise Personal Statement

Quarter 2 (October-December)

- PSAT Practice (Test Prep Module)
- Take PSAT
- Establish CCR SMART Goal
- Complete Career Cluster Finder

Quarter 4 (April-June)

- Add Colleges to My List
- Meet a College Representative
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3202 West 30th Street, Cleveland, OH 44109

216.838.7100

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