



2024~2025 AFTER DARK STUDENT HANDBOOK

Respect ~ Effort ~ Accountability ~
Commitment ~ Honesty



Approved by the
Greater Lowell Technical
School Committee
June 20, 2024

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INTRODUCTION

MESSAGE TO STUDENTS, PARENTS, AND GUARDIANS

Dear Students and Parents/Guardians:

Welcome to Greater Lowell Technical High School and the 2024-2025 school year. Established in 1974, Greater Lowell Technical High School is the leading provider of technical and postsecondary education for the Greater Lowell community. Our school offers twenty-three technical programs, a fully accredited and college preparatory academic program, a full range of specialized services and numerous extra-curricular and athletic activities to facilitate positive student development. We believe in educating students in a supportive and safe environment and providing distinct technical and academic experiences in order to assist all students in realizing a genuine focus for the future.

Providing a learning environment that increases student achievement and develops confident learners can only be achieved by working together. We must utilize all tools available to reach our goals. Developing a strong partnership between parents, students, faculty, administrators, and the community, is critical. Whether students choose to enter the job market or continue their education, it is essential they possess 21st century learning skills to succeed. Our job is to prepare students for adulthood by giving them the necessary literacy skills, teaching them how to problem solve and critically think, and instilling in them the importance of team work, communication, respect, and responsibility.

The handbook is a comprehensive guide to the policies and procedures currently in place at Greater Lowell Technical High School. Most answers to questions pertaining to our school can be found within this document. The handbook can also be found on the Greater Lowell Technical High School website at www.gltch.org/afterdark. Please take time to review the valuable and important information within the handbook with your child. **Please sign the Student Handbook Review Sheet in the back of the book and return to Greater Lowell Technical High School.** If you have any questions regarding items in the handbook, please feel free to contact the After Dark Coordinator at 978-441-4804.

Thank you for your support,
GLTHS Staff

Greater Lowell Technical School Committee

Fred W. Bahou, Jr.	-	Lowell
Lee Gitschier	-	Lowell
Ralph Hogan	-	Lowell
Curtis J. LeMay	-	Lowell
Paul E. Morin	-	Dracut
Steven A. Nocco	-	Tyngsboro
Raymond K. Richardson	-	Dunstable
Matthew J. Sheehan	-	Dracut

GREATER LOWELL TECHNICAL HIGH SCHOOL

MISSION STATEMENT

Greater Lowell Technical High School commits to ensure students' readiness for career, college, and citizenship in the 21st century. We challenge and support students as they realize their individual potential for personal and professional success.

PHILOSOPHY

Greater Lowell Technical High School believes in the philosophy and goals of the Massachusetts Common Core of Learning, the Massachusetts Curriculum Frameworks, and the Massachusetts Vocational Technical Education Frameworks to ensure that students attain the **academic and technical** skills required to secure employment, to continue post-secondary studies, or to pursue a combination of both. Greater Lowell Technical High School provides students with distinct **technical and academic** experiences in a supportive and safe environment to realize a focus for their future. Greater Lowell Technical High School actively strengthens community and business partnerships with service programs, career and employment opportunities, mentoring programs, advisory boards, grant partnerships, field placements, and volunteerism. Greater Lowell Technical High School's faculty commits to the highest quality of instruction in both **technical and academic** areas and the design of extra and co-curricular activities that positively influence students' intellectual, physical, social, and emotional development, to develop leadership, teamwork, and problem solving. Greater Lowell Technical High School promotes and enhances the learning process by providing academic, technical, and personal/social counseling to facilitate positive student development. Greater Lowell Technical High School believes that all students regardless of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness have the opportunity to succeed through **technical and academic** programs and extracurricular activities.

GOALS

Commit to a learning environment that increases student achievement and develops confident learners.

Develop staff and students to think critically and to communicate effectively through educational experiences that exercise teamwork, problem solving, and individual responsibility and pride in teaching and learning.

Incorporate proven instructional resources and technology into our technical and academic curriculum to prepare students to adapt to technological change and to broaden their awareness of career opportunities.

Encourage and facilitate increased parent/guardian involvement in the educational process, including extracurricular activities.

Staff and students will model standards of behavior that cultivate community, respect, and professionalism

CORE VALUES

A core value is a central belief deeply understood and shared by every member of an organization. Greater Lowell Technical High School has established a set of core values to guide the actions of all students and staff, and that are reflected daily in their performance building quality lives, and a positive school culture conducive to learning for all.

All members of the Greater Lowell Technical High School Learning Community will strive to:

R.E.A.C.H.

RESPECT - We treat ourselves, others and our surroundings with dignity through words and actions.

EFFORT - We work to the best of our abilities to make continuous progress without giving up or giving in.

ACCOUNTABILITY - We own our words and actions and have the courage to accept responsibility for our decisions.

COMMITMENT - We show dedication to our success, our school and our community.

HONESTY - We act with integrity and value the importance of truthfulness.

NOTICE OF NON-DISCRIMINATION

The Greater Lowell Technical High School does not discriminate on the basis of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by state and federal law. In addition, Greater Lowell Technical High School is committed to providing a work and learning environment free from sexual harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this Notice, or for assisting or assisting in the investigation of such a complaint.

PROCEDURES FOR REPORTS OF HARASSMENT, DISCRIMINATION, AND CIVIL RIGHTS VIOLATIONS

If any student believes that they have been the subject of harassment or discrimination based on race, color, homelessness, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition, parenting status, veterans status or genetics, the student is encouraged to immediately report the conduct to any faculty member, school nurse, school counselor, coach or other trusted employee of the District, who will refer the matter to the Director of School Counseling/Title IX Coordinator. This may be done in writing or orally. Please see Appendix A and Appendix B for the Title IX, Chapter 622, Grievance Procedure.

SCHOOLWIDE LEARNING EXPECTATIONS

Academic and Career

- **Staff and students will commit to a learning environment that increases student achievement and develops confident lifelong learners.**
- **Students will think critically and communicate effectively through educational experiences that exercise teamwork, problem-solving, individual responsibility, and pride in learning.**
- **Students will demonstrate adaptability and proficiency in academic and technical learning environments.**
- **Students will model our core values of Effort and Commitment in both academic and technical areas.**
- **Students will develop employability skills (leadership, reliability, professionalism, time management, etc.).**

Social

- **Students will develop technical skills that allow them to adapt to technological change, making them more marketable to career opportunities.**
- **Students will model our core value of Respect, allowing them to develop appropriate relationships with staff and peers.**
- **Students will learn to work collaboratively with others in both academic and technical areas, and by participating in our Cooperative Education Program.**
- **Students will cultivate a school culture where respect for diversity and one's social and emotional well-being are honored and embraced.**

Civic

- **Students will model standards of behavior that cultivate community, respect, and professionalism.**
- **Students will model our core values of Honesty and Accountability, allowing them to be productive members of our school community and society.**
- **Students will demonstrate an awareness of their community and civic responsibilities by participating in service learning opportunities and SkillsUSA.**

CANCELLATION OF CLASSES/EARLY RELEASE

From time to time, there exists the possibility that school may be cancelled due to severe weather conditions or unusual circumstances. These announcements will be sent to all students and staff by the use of a Connect-Ed automated pre-recorded phone call. The message will state specifically whether school is cancelled or released. In addition, cancellations or delayed openings will be broadcast through the radio, television, and on Greater Lowell Technical High School's official Twitter account @GrLowellTech_HS.

TV and Radio Stations	
WBZ TV - Channel 4	WCAP 980 AM Radio
WCVB TV - Channel 5	WBZ 1030 AM Radio
WHDH TV - Channel 7	WXLO 104.5 FM Radio
Fox TV - Channel 25	

Please note that the announcements on the radio and TV will specifically state the Greater Lowell Technical High School. Notification will air at regular intervals beginning at 6:00 a.m. If it is announced that the city of Lowell or Lowell High School is closed, The After Dark program will be cancelled that day. Please do not call your local police, school department or radio station.

ATTENDANCE POLICY AND PROCEDURES

PHILOSOPHY

Greater Lowell Technical High School is committed to the philosophy that attendance is of the utmost importance for academic achievement and future professional success. Our student attendance expectation, in compliance with the state of Massachusetts, is at least ninety-five percent (95%). Unnecessary absenteeism can lead to failing grades and place students in a situation where they become ineligible for various activities including sports, extracurricular activities, and cooperative education. Parents/guardians must require children of school age to attend school.

National research indicates students who miss over 10% (18 days) of the school year have lower academic performance and are at high risk of being dropouts later in life. Based on that knowledge, Greater Lowell Technical High School is strengthening its enforcement of Massachusetts General Law Chapter 76 Sections 1-4 regarding school attendance. These regulations require students to attend school on a daily basis, for parents to send their children to school daily and to contact the school on any day their child is absent.

M.G.L. Chapter 76, Section 1A: (in part)

The parents and guardians of each pupil shall, annually, at the commencement of each school year be provided notice instructing them to call a designated telephone number at a designated time to inform the school of the absence of a pupil and the reason therefore. Said notice shall also require such parent or guardian to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. If a pupil is absent and the school has not been notified by the designated time, the school shall call the telephone number or numbers furnished to inquire about said absence.

M.G.L. Chapter 76, Section 2 Duties of Parents; Penalty: (in part)

Every person in control of a child described in section one shall cause them to attend school as therein required, and, if they fail so to do for seven day sessions or fourteen half day sessions within any period of six months, they shall, on complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars.

M.G.L. Chapter 76, Section 4:

Whoever induces or attempts to induce a minor to absent themselves unlawfully therefrom, or unlawfully employs them or harbors a minor who, while school is in session, is absent unlawfully from school, shall be punished by a fine of not more than two hundred dollars (\$200).

Attendance/Pupil Absence Notification

If a student is going to be absent, a parent or guardian is encouraged to contact the school on the morning of the absence at 978-441-4804.

Dismissals

After Dark students should not be dismissed from school except in the case of an emergency. Routine dentist appointments, doctor appointments, and driver's license testing should be scheduled for days and/or times when not in session. Please call 978-441-4804 or e-mail cbomal@gltech.org or provide a written note for dismissal.

MARKING PERIODS – GRADING: Please see Lowell High School student handbook for grading and report card information.

STUDENT ASSESSMENT

Student assessment is a critical aspect of the teaching and learning process. It measures the extent to which students are learning course material and meeting expected standards in order to be college and career ready. All electronic devices must be removed in all testing environments.

Competency Reporting

Greater Lowell Technical High School uses an electronic program called SKILLS PLUS to chart student progress in acquiring the skills identified in the Massachusetts Vocational Technical Education Frameworks. Competency reports will be available at the end of the program.

CODE OF CONDUCT

OBJECTIVES

The student code of conduct meets the obligations of the Massachusetts General Laws and regulations that requires each school to adopt a set of rules and regulations designed to maintain order and mutual respect and maximize the potential use of the students and the school. Greater Lowell Technical High School's primary concern is that students who wish to learn can do so in an environment conducive to learning and that both prescriptive and disciplinary means be employed to deter those who would disrupt such an environment. Greater Lowell Technical High School reserves the right to impose discipline for any conduct which is unlawful or illegal, which is inappropriate in the school setting, which poses any threat of danger or harm to another, or which is disruptive to the educational environment. Greater Lowell Technical High School also reserves the right to impose a level of discipline which is appropriate to the conduct involved based on all of the facts and circumstances.

These policies and their provisions shall be applicable during regularly scheduled school hours on school grounds, as well as such other times and places, including, but not limited to: school sponsored events; field trips; and athletic and club activities where appropriate school personnel have jurisdiction over students. This includes any activities in which Greater Lowell Technical High School students participate as individuals or as groups that have in any way been facilitated by school personnel or where students may be identified as representing Greater Lowell Technical High School. Jurisdiction also includes students on, at or around school buses and school bus stops. In some instances, a student may be disciplined for out

of school conduct. All of the provisions of the code of conduct apply in any and all applicable situations, even if those situations are not explicitly cited in a section of the code.

BULLYING/HARASSMENT

Philosophy

Greater Lowell Technical High School will not tolerate bullying/cyberbullying, harassment/sexual harassment, hazing and teen dating violence of any kind. Substantiated bullying/cyberbullying, harassment/sexual harassment, hazing and teen dating violence incidents may result in a warning, detention(s), and/or suspension(s).

Definitions

Bullying

The repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- i. causes physical or emotional harm to the victim or damage to the victim's property;
- ii. places the victim in reasonable fear of harm to themselves or of damage to his property;
- iii. creates a hostile environment at school for the victim;
- iv. infringes on the rights of the victim at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking action against their will, oral or written threats, teasing, put-downs, name-calling, stalking, threatening looks, gestures, actions, cruel rumors, false accusations and social isolation, based on a student's identification with any protected classes.

We recognize that certain students may be more vulnerable to become victims of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, sexual orientation, socioeconomic status, homelessness, academic status, limited English proficiency, gender identity or expression, physical appearance, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school or district will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing. For more details, please view Greater Lowell Technical High School's Bullying Prevention and Intervention Plan on our school website at www.gltech.org.

Cyberbullying

Cyberbullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in any part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to,

electronic mail, internet communication, instant messages or facsimile communications. Cyberbullying shall include (i) the creation of a web page or blog in which in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons. Cyberbullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages or text messages, creating websites that ridicule, humiliate or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Harassment

Harassment is defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim.

Hostile Environment

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff

School staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Victim

Victim is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Prohibiting the Practice of Bullying

Chapter 92 of the Acts of 2010 of the General Laws provides as follows:

Section 5(b)

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device

that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

Reporting Bullying/Harassment or Retaliation

Reports of bullying/harassment or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written.

The Greater Lowell Technical High School does not discriminate on the basis of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by state and federal law. In addition, Greater Lowell Technical High School is committed to providing a work and learning environment free from sexual harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this Notice, or for assisting or assisting in the investigation of such a complaint.

1. Reporting by Staff

A staff member will report immediately to the Assistant Superintendent/ Principal or designee, or to the Superintendent-Director or designee when the Assistant Superintendent/Principal or the Assistant Principal is the alleged aggressor, or to the School Committee or designee when the Superintendent-Director is the alleged aggressor, on the electronic *Conflict Resolution Report Form*, when their witnesses or becomes aware of conduct that may be bullying/harassment or retaliation. The requirement to report to the Assistant Superintendent/Principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management and discipline.

2. Reporting by Students, Parents/Guardians, and Others

Greater Lowell Technical High School expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the Assistant Superintendent- Principal or designee or Superintendent-Director or designee when the Assistant Superintendent/Principal or the Assistant Principal is the alleged aggressor, or to the School Committee or designee when the Superintendent-Director is the alleged aggressor. Reports may be made oral or written. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. *The Bullying Prevention and Intervention Incident Reporting Form* can be found on the GLTHS website, in the School Business Office, the School Counseling Department, the Main Office and in Appendix A of this handbook. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and appropriate ways

to report and discuss an incident of bullying/harassment with a staff member, or with the Assistant Superintendent/Principal or designee, or Superintendent-Director or designee when the Assistant Superintendent/Principal or the Assistant Principal is the alleged aggressor, or to the School Committee or designee when the Superintendent-Director is the alleged aggressor.

Responding to Reports of Bullying/Harassment or Retaliation

1. Safety

Before fully investigating the allegations of bullying/harassment or retaliation, the Assistant Superintendent/Principal or designee/Superintendent-Director or designee/School Committee or designee, with assistance of appropriate support staff will take prompt steps to assess the need to restore a sense of safety to the alleged victim and/or to protect the alleged victim from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the victim and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the victim; and altering the aggressor’s class schedule and access to the victim. The Assistant Superintendent/Principal or designee/Superintendent-Director or designee/ School Committee or designee, will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Assistant Superintendent/Principal or designee/Superintendent-Director or designee/School Committee or designee, will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying/harassment or retaliation, a student who has witnessed bullying/ harassment or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying/harassment or retaliation. The student will have the opportunity to meet with a Counselor in collaboration with the Assistant Principal or Dean of Students to determine the need and type of safety plan that will best meet their needs. The confidentiality of students and witnesses reporting alleged acts of bullying and /or retaliation will be maintained to the extent possible given the school’s obligation to investigate the matter.

2. Obligations to Notify Others

a. Notice to parents or guardians

Upon determining that bullying/harassment or retaliation has occurred, The Assistant Superintendent/Principal or designee/Superintendent-Director or designee/School Committee or designee, will promptly notify the parents or guardians of the victim(s) and the student aggressor(s) or aggressor(s) of the report and of the procedures for responding to it. There may be circumstances in which the contacts to parent or guardians will occur prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00. The Assistant Superintendent/Principal or designee/ Superintendent-Director or designee/School Committee or designee, shall also inform the parent or guardian of the victim about the Department of Elementary and Secondary Education’s Problem Resolution System and the process for accessing that system.

b. Notice to another school or district

If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or

residential school, or collaborative school, the Assistant Superintendent/Principal or designee first informed of the incident will promptly notify by telephone the Principal or their designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

c. Notice to law enforcement

At any point after receiving a report of bullying or retaliation, including after an investigation, if the Assistant Superintendent/Principal or designee/Superintendent-Director or designee/School Committee or designee, has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the Assistant Superintendent/Principal or designee/Superintendent-Director or designee/School Committee or designee, will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency.

3. Disciplinary Measures

If the Assistant Superintendent-Principal or designee/Superintendent-Director or designee/School Committee or designee, decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Assistant Superintendent-Principal or designee/Superintendent-Director or designee/School Committee or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan, disciplinary policies and the school's code of conduct, up to and including long-term exclusion from school.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the Assistant Superintendent-Principal or designee/Superintendent-Director or designee/School Committee or designee, determines that a student or staff knowingly made a false allegation of bullying or retaliation, that student or staff may be subject to disciplinary action consistent with the school's code of conduct/student handbook, including long-term exclusion from school for students and up to and including termination for employees.

NOTE: For more details, please view Greater Lowell Technical High School's Bullying Prevention and Intervention Plan on our school website at www.glttech.org.

BOMB SCARE

Any student who communicates a false bomb scare will be subject to disciplinary action and will be referred to the proper authorities.

BUS CONDUCT

While riding school buses, you are expected to be well behaved, courteous and concerned for the safety of you, as well as for others. School buses are an extension of the school day and you are under the jurisdiction of the school while riding. The bus driver is the school official in

charge and is responsible for your safe passage. The driver needs no distractions and your cooperation is necessary for them to effectively do this job.

This means that you must:

1. Arrive at the bus stop 10 minutes prior to the scheduled arrival of the bus.
2. Avoid rough-housing while waiting.
3. Not push or shove while getting on the bus.
4. Take your seat promptly on boarding the bus and remain seated.
5. Keep arms and head inside the bus.
6. Keep aisle clear of athletic equipment.
7. Not wear athletic shoes with cleats or spikes.
8. Not litter or deface the bus.
9. Not smoke, rough-house, or throw things.
10. Not use or tamper with emergency doors except in case of an emergency.
11. Not handle bus safety equipment except in case of an emergency.
12. When leaving the bus, cross the road at least 10 feet ahead so the driver can see you.
13. Look both ways for approaching vehicles when going towards or leaving the bus.
14. Stay away from the side of the bus as it stops or pulls away.
15. Call the After Dark Coordinator, if a bus route change is needed at 978-441-4804.

Repeated or egregious violations of appropriate bus conduct may result in any of the following:

- 1) Assigned seating on the bus
- 2) Re-assignment of a bus/bus stop
- 3) A suspension from riding the bus

CELL PHONES/OTHER PERSONAL ELECTRONIC DEVICES

During the After Dark school day all cell phones/personal electronic devices including audio devices and other similar devices should be on silent (or preferably turned off) and not visible in all classrooms, shops, hallways, media centers, gymnasiums, restrooms and locker rooms. This includes ear-buds. Cell phone boxes are available and are located in classrooms and technical programs for staff members to implement and manage cell phone procedures and policy.

Wireless speakers and other audio devices that can be heard by more than one person are strictly prohibited. Other electronic devices, including but not limited to gaming systems, video viewing/recording equipment, or cameras/camcorders are also strictly prohibited. Students should not under any circumstances photograph or film other students or staff unless it is for a school sanctioned class assignment and with consent. This includes the unauthorized taking and/or posting of pictures or video of staff or students.

A student who uses a cell phone/personal electronic device in violation of GL Tech Policy will have the device confiscated and further disciplinary action may occur. The student's parent/guardian may be notified by the appropriate Assistant Principal and/or Dean of

Students and the parent/guardian may be required to pick up the confiscated device at the end of the school day or at another time convenient to them. The administration, faculty and staff are not responsible for any items that are lost, stolen or damaged when confiscated.

The above does not apply to the use of electronic equipment or assistive technology devices to accommodate a disability. Personal Computers, laptops, tablets, hotspots, etc. are not permitted.

The use of electronic devices during MCAS testing is strictly prohibited. Students in violation of this policy will be subject to the nullification of test results by the Department of Elementary and Secondary Education and may be subject to discipline, up to and including suspension for cheating.

See Search and Seizure of Students and School for additional information regarding searches of cell phones.

To avoid disruption to the learning process, we encourage parents/guardians not to contact their child during the school day via cell phone. If an emergency arises and there is a need to speak with your child, please contact Security at (978) 441-4995.

CHEATING

Whenever a student is found guilty of cheating, copying assignments, or plagiarizing material either in written form or electronically, the student's work will be confiscated. The instructor will have the discretion to give a zero for the assignment or re-assign the work and/or exam. Cheating is a serious offense that may result in disciplinary action.

CORRIDOR AND CAFETERIA BEHAVIOR

Proper behavior in the corridors and cafeteria is of the utmost importance. Students must be orderly and keep the noise level to a minimum. It is essential that proper behavior be maintained during the lunch periods. Students who are unruly during lunch periods will be escorted to the Main Office immediately for appropriate action which may include discipline. During lunch periods, students must remain in the cafeteria (unless otherwise specified by school administrator), or have a preapproved pass from the Main Office to go to the library.

DISRUPTION OF SCHOOL

A student shall not use violence, force, threat, fear, passive resistance or any other conduct in order to cause the disruption or obstruction of any lawful mission, process, or function in school. Students who violate this rule will be subject to discipline, up to and including expulsion. Additionally, they may be subject to a criminal charge of "Disrupting School Assembly."

DISPLAYS OF AFFECTION

Physical displays of affection on school property are not appropriate and are not allowed.

DRESS CODE

A student has the responsibility to present a neat, clean, and non-offensive appearance that is not distracting to teachers and other students or detrimental to the educational process of the

school. Individual attire that is disruptive to the educational process or causes distraction to others will not be tolerated. Each individual technical program may impose additional restrictions on required dress for safety and health reasons. The following dress code should be followed:

- Clothing which displays tobacco or alcohol advertising, profanity, racial, ethnic, or other inappropriate slurs, disruptive images or words, drug or gang related symbols as determined by the Main Office is strictly prohibited.
- Clothing or accessories that display offensive images or words that would be considered socially, culturally, or ethnically inappropriate and disrupt the educational process is strictly prohibited.
- Clothing that is excessively frayed or torn, as well as clothing made of sheer fabrics that can be seen through revealing undergarments are not to be worn.
- Hair and/or beard styles must not present a safety hazard.
- **Hats, bandannas, headbands, hoods, visors,** and any items that may help conceal one's identity (wigs, masks, etc.) may not be worn by the students in school during normal school hours (7:00 a.m.-2:01 p.m.) or in detention or other structured activities, such as tutoring, which occurs outside of normal school hours, except for headwear being worn for safety reasons (as decided by Cluster Chairpersons). An exception to this due to a pandemic or other health-related reason(s) will be determined by the Superintendent or their designee. Any hats, bandannas, headbands hoods and visors worn will be confiscated and will require the parent/guardian to reclaim it at the school. Hats not claimed by parent/guardian, will be returned to the student on the last day of school. If that does not happen, the hat will be destroyed. The prohibition on headwear at school does not apply to headwear being worn for religious reasons.
- Jewelry, charms, or other adornments, including any type of piercing(s) may not be worn, if they create a health or safety hazard while in school or while on co-operative education placement. Students will follow all industry standards.
- Shirts that are too short or are unbuttoned revealing the chest/stomach are prohibited. Torsos must be covered. Shirts must have some form of sleeve (no tank tops) and technical program shirts must be tucked in when required.
- Shorts, dresses and skirts must be no shorter than mid-thigh.
- Teachers have the right to prohibit coats in the classroom.
- Tube tops, halter tops and backless shirts and dresses are prohibited.
- Pants, shorts, etc., should be worn at the hip in a professional manner and should cover any undergarments.
- Blankets should not be brought to school and are prohibited.

Students who do not comply with the dress code will be subject to disciplinary action beginning with a warning and an opportunity to rectify the dress code violation (change of clothes).

Additional violations of the dress code guidelines or an inability to immediately rectify the dress code violation will result in disciplinary actions including detention and/or suspension.

DRIVING/PARKING RULES – Please see After Dark Coordinator for a sticker.

Driving to school is a privilege which can be revoked at any time. Students who drive to school must maintain a good conduct and attendance record and arrive at school on time. Students who drive automobiles and are tardy to school three (3) times in a marking period will receive a verbal warning and may have their privilege to drive suspended until the end of that marking period. Students who continue to arrive tardy six (6) times will receive a written warning and additionally, anyone who reaches 9 unexcused tardies for the year may have their driving privilege suspended for a length determined by the Assistant Superintendent/Principal or their designee.

The following rules apply:

1. We reserve the right to suspend driving privileges based on student behavior, especially in cases involving drugs/alcohol at school.
2. There is to be no loitering in or near cars on the school grounds.
3. Students are not permitted to go to vehicles during the school day without administrative permission.
4. Students will leave via the student parking area exit.
5. Automobiles are to be driven with extreme caution. Students must not exceed 15 mph or drive so as to endanger.
6. Students are forbidden to drive cars in the bus depot.
7. When buses begin to leave the grounds, vehicles in the students' area will remain in the area until the last bus has departed.
8. No vehicles will be permitted to pass school buses while said buses are loading or discharging students. Any violation of this regulation may result in referral to the police.
9. Students are required to park in the designated student parking lot (back lot) only. Cars parked improperly can be towed at the owner's expense.
10. Reports of speeding or any other unsafe driving to and from school may result in loss of driving privileges.
11. If you are involved in an accident, please report it immediately to the Main Office.

Violation of any of the rules and responsibilities listed above may result in suspension or revocation of a student's parking permit. It may also result progressive disciplinary action up to and including suspension and/or in having their vehicle towed. The Greater Lowell Technical High School is not responsible for vandalism or any type of damage done to any vehicle while parked on this campus.

Student driving violations are subject to disciplinary action up to an including suspension and/or revocation of parking permit privileges.

DRUG AND ALCOHOL USE

A student who uses or consumes, possess, buys or sells, or attempts to purchase or sell; or gives away any beverage containing alcohol; marijuana; steroids; or any controlled substances and drug paraphernalia regardless of the quantity on school premises, on a school bus or during a school-sponsored activity/event, will be barred from the activity and will be

subject to disciplinary action up to and including expulsion. The student will also be mandated to attend a substance abuse intervention program offered by the school. Failure to complete the program may prevent a student from participating in graduation.

Students should note that unauthorized possession or distribution of prescription medication may result in suspension and/or expulsion as certain prescription medication is considered to be a controlled substance.

Additionally, the Tyngsboro Police Department or the local police department where the offense occurred may be notified and further criminal action may be pursued. In cases of possession/distribution of controlled substances, the police department will be provided with a complete report and confiscated substances.

Drug Free School Zone

Any person possessing with intent to sell or selling drugs within three hundred (300) feet of school property whether school is in session or not is subject to a mandatory minimum sentence of two years imprisonment. Lack of knowledge of school boundaries is no defense.

School Committees may apply and enforce discipline codes against student conduct occurring after school hours and off school grounds. See (Nicholas B. v. The School Committee of Worcester) decided February 24, 1992.

FIGHTING

No fighting will be tolerated in the building, on the school grounds, or at school sponsored activities. Students participating in a fight, regardless of who initiates the altercation, may result in discipline, up to and including suspension. **Students should note that the definition of fighting or assault may include not only harmful or offensive contact, but also threatening such contact.** A re-entry meeting to school is mandatory for each student involved in the fight.

FIRE ALARM/UNAUTHORIZED USE OF FIRE EXTINGUISHERS

Tampering with the fire alarm system and/or fire extinguishers throughout the building may result in discipline, up to and including suspension, arrest, prosecution and possible expulsion.

FOOD AND DRINK

Absolutely no food or drink is to be brought into hallways, classrooms or technical areas, LMC or lecture hall.

Students are not allowed to sell food or drinks at Greater Lowell Technical High School, whether for profit or nonprofit, unless approved by the Superintendent or their designee.

FOOT BAGS

Foot bags are not to be used inside the building.

FORGERY

Forgery of documents, including but not limited to excused absence documents, corridor passes and field trip sign-out sheets, may result in discipline up to and including suspension.

GAMBLING

Any form of gambling within the school building is strictly prohibited. Violators will be subject to disciplinary action.

HATE CRIME

Any activity which meets the Massachusetts General Law definition of a "hate crime," will be subject to discipline up to and including suspension and will be referred to the proper authorities. Massachusetts General Law defines "hate crime" as any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated, at least in part by racial, religious, ethnic, handicap, gender, gender identity or sexual orientation prejudice or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.

HAZING

Definition

The term hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other persons. Such conduct shall include whipping, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Hazing that occurs on the school bus, at the school bus stop, on school grounds, during, before and after school and through cyber bullying occurring on private property or school property may be grounds for disciplinary action up to and including suspension.

Prohibiting the Practice of Hazing

Chapter 269 of the Massachusetts General Laws:

Section 17

Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organizations, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other persons. Such conduct shall include whipping, beating,

branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to themselves or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of

hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Disciplinary Policies Pertaining to the Organizers and Participants in Hazing

In accordance with Chapter 269 of the General Laws, Section 19, the Greater Lowell Technical High School Committee has adopted the following disciplinary policies pertaining to organizers and participants in hazing. Hazing can occur at any time in varied situations throughout the course of the normal school day and when school is not in session, or when the school campus is being utilized by an outside organization. Examples of situations where hazing can take place are as follow:

1. Classrooms
2. Corridors
3. On campus-outside of building
4. Athletic activities (Physical Education)
5. Extra-Curricular organizations
6. Sporting events
7. Use of school facilities by outside organizations
8. Sports practices before, during or after school, on campus or off campus
9. Locker rooms

It should be understood that any individual accused of the act of hazing will have a right to a due process hearing and a right to be represented by an attorney at their own cost. Should the end result of due process determine the hazing has occurred, appropriate disciplinary action, up to and including suspension, will be taken depending on the totality of the circumstances, including but not limited to the severity of hazing previous instances of hazing, and mitigating circumstances.

Outside Organizations

Outside organizations will be denied of the use of school facilities (length of time depending on severity of hazing incident).

Due Process Hearing

The decision-making committee and due process hearing participants may include, but not be limited to, the Assistant Superintendent/Principal, the Senior Assistant Principal, Assistant Principal, the Dean of Students, the Director of School Counseling, any witnesses, and other appropriate school authorities responsible for individuals in the alleged hazing incident. Any disciplinary action shall be consistent with all rights accorded to the affected individuals by Massachusetts General Laws and by applicable union contracts.

IDLING OF MOTOR VEHICLES

Operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, are prohibited from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the Department of Elementary and Secondary Education.

INSUBORDINATION

To maintain a mutually respectful, supportive and safe school environment, students will adhere to the following expectations:

1. Following directions given by any faculty or staff member, administrator, hall monitor, custodian, cafeteria staff, secretary, paraprofessionals, or any other personnel associated with Greater Lowell Technical High School.
2. Providing correct name on request of any of the above personnel.
3. Responding with appropriate language towards any of the above personnel. Profane language or gestures will not be tolerated.
4. Reporting to an administrator's office or faculty's classroom when instructed to.

Failure to comply with the above expectations may result in disciplinary action.

OFFENSIVE LANGUAGE/GESTURES

Profane language or gestures will not be tolerated in the classroom, hallways, mall or cafeterias or on school grounds. Any student who violates this policy will be subject to disciplinary action based upon the circumstance, including any mitigating circumstances, and the student's overall discipline record.

OUTSIDE FOOD ORDERS AND SERVICES

Food is not to be ordered from outside the building unless it is approved by the Assistant Superintendent/Principal or their designee. Technical program or classroom parties of any nature are not allowed at any time during the school year.

PHYSICAL ASSAULT ON A SCHOOL EMPLOYEE

A student shall not cause or attempt to cause physical injury to a school employee on or off the school grounds or during school situations or school-related situations including, but not limited to, travel to and from the situation. Any student who assaults any school employee or any student, who assaults a principal, teacher, instructional assistant, or other educational staff on school premises or at school sponsored or school-related events, including athletic games, may be subject to a long-term suspension or expulsion from school.

PHYSICAL ASSAULT ON A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL

A student shall not cause or attempt physical injury to another student or any other person on or off school grounds at any school-related situation including, but not limited to, travel to and from the situation. A student who violates this rule will be subject to discipline, up to and including suspension.

REASONABLE FORCE

In accordance with M.G.L. c. 71 and 37G (b) any staff member may use "reasonable force as is necessary to protect pupils, other persons, and themselves from an assault by a pupil."

RESTRAINT OF STUDENT POLICY

The Greater Lowell Technical High School is committed to maintaining an orderly, safe environment that is conducive to learning. All students of the district are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. A verbal notice to the parent/guardian of the use of restraint must be given within (24) twenty-four hours followed by written notice within three school working days. As defined in 603 CMR 46.02:

- Physical restraint: Direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.
- Extended restraint: A physical restraint the duration of which is more than twenty (20) minutes. Staff must obtain approval of the Assistant Superintendent/Principal or Designee.

Conditions under which physical restraint shall not be used, including as a standard response for any individual student. No written individual behavior plan or IEP may include physical restraint as a standard response to any behavior. Specifically:

- As a means of punishment; or
- When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting; or
- As a response to property destruction or the refusal to comply with the school rule or staff directive could escalate into, or could itself lead to serious, imminent harm to the student or others, physical restraint is appropriate; or
- As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

The use of mechanical, chemical or seclusion restraint is prohibited. The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."

The district acknowledges that non-physical interventions should result in resolution of behavioral management issues most of the time. Thus, staff needs to be trained in proactive, de-escalation techniques. To that end, the Administration will develop procedures identifying:

- Appropriate responses to student behavior;
- Methods of preventing student violence;
- Descriptions and explanations of the school's method of physical restraint;
- Descriptions of the school's training and reporting requirements;
- Procedures for receiving and investigating complaints.

Each staff member will be trained regarding the district's physical restraint policy. A designated administrator will arrange training to occur in the first month of each school year; employees hired during the school year will be trained within thirty (30) days of their employment.

The Senior Assistant Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth program in the use of physical restraint.

Physical restraint is prohibited as a means of punishment or as a response to destruction of property or disruption of school order, including a student's refusal to comply with a school rule, staff directive, or verbal threats.

Ultimately, staff should employ physical restraint only when they have exhausted all other forms of non-physical intervention or when threatened with imminent, serious physical harm to themselves and/or others.

RESTRICTED AREAS

To gain access to the gym, students must cross over from the main building via the corridor from the second floor. No student is to go into the gym from outside the building. The only time a student may enter the gym from outside the building is if they have been participating in an outside athletic activity.

Students are not to cut through the nurse's area to go to their lockers. Students should enter this area only if going to the nurse or entering a classroom. When going to the nurse, it is your responsibility to be sure your time with the nurse has been recorded.

SALE OF ITEMS

Selling of any items in school is prohibited at Greater Lowell Technical High School, whether for profit or nonprofit, unless approved by the Superintendent or their designee.

SCHOOL SPONSORED FUNCTIONS

Every student should understand that they are subject to all regular rules and regulations contained in this Student Handbook while they are involved in athletics, extra-curricular activities, class trips and other school sponsored events including the prom. Any money collected for an event where a student's inappropriate behavior causes their removal from the event or prevents them from attending an event may not be reimbursed.

SEARCH AND SEIZURE OF STUDENTS AND SCHOOL

The Greater Lowell Technical High School recognizes that students have a reasonable expectation of privacy in their person and contents of their personal belongings. However, student lockers, as well as desks, cabinets, and similar areas, are part of school property and are subject to search by school officials at any time. These searches may be conducted without warning. If school administrators have a reasonable suspicion that a student **has violated school rules and/or committed a criminal offense**, including but not limited to possession of weapons, controlled substances, and other drug paraphernalia and/or prohibited items, or possesses evidence of a school rule violation or commission of a criminal offense, that student and their personal belongings, may be subject to a search. The search may, depending on the circumstances, include the student's clothing, locker, personal belongings, including cell phones and their contents, and automobile, if the vehicle is parked on campus. **The search is justified whenever there is reasonable suspicion to suspect that the search will uncover evidence that a school rule and/or a criminal offense has been committed, and whenever the scope of the search is reasonable under the circumstances.** If a student refuses to be searched it will be presumed that they have the item being searched for and discipline will be taken accordingly.

SEXUAL HARASSMENT - TITLE IX

Purpose:

Greater Lowell Technical High School ("the District") is committed to maintaining an educational and working environment that is safe, supportive and free from discrimination based on sex, including sexual harassment, in accordance with appropriate Federal and State laws.

Policy:

Sex discrimination, including sexual harassment, of students and employees occurring in the school's programs and activities, including locations, events, and/or circumstances in which the school district exercises substantial control, is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sex discrimination including sexual harassment, or retaliation against an individual for cooperating with an investigation is unlawful and will not be tolerated. Similarly, if an investigation results in a finding that the complainant knowingly and falsely accused another person of discrimination or sexual harassment, the complainant will be subject to disciplinary action.

Because the School District takes allegations of sex discrimination including sexual harassment, seriously, we will respond promptly to complaints of such and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective actions as is necessary, including disciplinary action up to and including termination of employment or dismissal of a student from the District where appropriate.

Please note that while this policy sets forth our commitment of maintaining an educational and working environment that is free of sex discrimination including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct or student conduct we deem is unacceptable, regardless of whether that conduct satisfies the definition of sex discrimination including sexual harassment.

Definitions:

In the employment context, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment under Massachusetts law when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's advancement (quid pro quo harassment);
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions;
- Such conduct interferes with an individual's job duties; or
- The conduct creates an intimidating, hostile or offensive work environment.

In the educational context, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct ("quid pro quo harassment");
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity ("hostile environment harassment"); or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30)

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- Inquiries into one's sexual experiences, and
- Discussion of one's sexual activities

The following additional definitions apply:

"Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to any employee of the district, except that this standard is not met when the only official of the district with actual knowledge is the respondent (where the respondent is an employee). Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. Complaints will be addressed whenever the district has actual knowledge of the allegation.

"Administrative leave" means placing an employee on leave pursuant to state law. Nothing in the Title IX regulations precludes a recipient from placing a non-student employee respondent on administrative leave during the pendency of a grievance process, provided that Massachusetts laws are followed.

“Consent” means cooperation in act or attitude pursuant to an exercise of free will of a conscious person with informed knowledge of the nature of the act or actions. A current or previous relationship shall not be sufficient to constitute consent. Consent will not be found when submission to the act or actions is undertaken due the influence of fear, fraud, forcible compulsion, threats, and/ or the complainant possessed any legal incapacity to consent at the time of the act or actions. Consent is a defense to all types of sexual harassment.

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Deliberate indifference” means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.

“Emergency removal” means the suspension or expulsion of a student on an emergency basis, consistent with state law. Nothing in the Title IX regulations precludes a district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district follows all procedures under Massachusetts law, undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

COMPLAINTS AND REPORTS OF SEX BASED DISCRIMINATION INCLUDING SEXUAL HARASSMENT:

Students:

If any student believes that they have been subjected to sex-based discrimination, including sexual harassment, the student is encouraged to immediately report the conduct to any faculty member, school nurse, school counselor, coach or other trusted employee of the District, who will refer the matter to the Director of School Counseling/Title IX Coordinator. This may be done in writing or orally.

Upon receiving actual notice of alleged sexual harassment without a formal complaint, staff members must notify the Director of School Counseling/Title IX Coordinator. The Director of School Counseling/Title IX Coordinator will contact the complainant within two school days of receiving the complaint and do the following:

- Discuss and offer supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Explain that supportive measures may be received with or without filing a formal complaint;
- Determine whether the complainant wishes to file a formal complaint; and
- Explain to the complainant the purposes of filing a formal complaint.

Employees:

If any employee believes that they have been subjected sex-based discrimination, including sexual harassment, the employee is encouraged to immediately report the conduct to the Director of Human Resource. This may be done in writing or orally.

The Director of Human Resources will:

- Discuss and offer supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Explain that supportive measures may be received with or without filing a formal complaint;
- Determine whether the complainant wishes to file a formal complaint; and
- Explain to the complainant the purposes of filing a formal complaint.

In addition, any other person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to have been the victim of the conduct. A minor student's parent or guardian (including the parent or guardian of a minor complainant, minor respondent, or minor third party) may act on the student's behalf at any point in the District's reporting, investigating, and/or grievance process.

Whether the complaint is reduced to writing by a student, parent, guardian, or employee/staff member, the written complaint should include the name of the complainant, the name of the alleged victim (if different), the name of the respondent, the description of the conduct including date, time and location where the alleged discriminatory action occurred, names of any witnesses, and the corrective action the complainant is seeking.

The Director of School Counseling /Title IX Coordinator (for student complaints) or Director of Human Resources (for employee complaints) will document in writing the supportive measures offered/provided or why no supportive measures were offered/provided. The complainant and respondent must be offered supportive measures even if they do not file a formal complaint.

If the complainant declines to file a formal complaint, the Director of School Counseling/Title IX Coordinator (for student complaints) or Director of Human Resources (for employee complaints) must consider whether to sign a formal complaint and start an investigation despite the complainant's preferences. This decision may be appropriate when safety or similar concerns lead the District to conclude that a non-deliberately indifferent response to actual knowledge of Title IX sexual harassment could reasonably require the school district to investigate and potentially sanction a respondent. The Director of School Counseling/Title IX Coordinator's decision or that of the Director of Human Resources, to override the complainant's decision not to file a formal complaint must be documented in writing along with an explanation of why this decision was necessary in order to avoid deliberate indifference.

Formal Complaint

A formal complaint is a written document or electronic submission (such as an email) that alleges sexual harassment against a respondent and requests the District conduct an investigation into the allegation. A complainant can file a formal complaint with the Director of School Counseling/Title IX Coordinator (for students) or Director of Human Resources (for employees) in person, by mail, telephone, or by email. The Director of School Counseling/Title IX Coordinator or Director of Human Resources can also sign a formal complaint on behalf of a complainant.

There is no time limit or statute of limitation on timing to file a formal complaint. However, at the time of filing a formal complaint, an alleged victim must be participating or attempting to participate in a program or activity of the school district. Additionally, the district has discretion to dismiss a formal complaint where the passage of time would result in the district's inability to gather evidence sufficient to reach a determination regarding responsibility, or when the district loses responsibility for the respondent (ie. the respondent no longer attends or is employed by the district.)

The District will dismiss a formal complaint if the conduct alleged would not constitute sexual harassment as defined in this policy even if proved, did not occur in the school district's education program or activity, or did not occur against a person in the United States. It could investigate the conduct under other school policies and procedures. The District may dismiss the formal complaint or any allegation in the complaint, if at any time during the investigation or appeal: a complainant notifies the Director of School Counseling/Title IX Coordinator (for students) or Director of Human Resources (for staff) in writing that the complainant would like to withdraw the formal complaint or any allegations in the complaint. The school district must send written notice of any dismissal.

Written Notice

Before any investigation begins, the District will provide prior written notice to both parties including sufficient details. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sex-based discrimination or sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.

If additional allegations are added during the course of the investigation, additional written notice must be provided.

Option for Informal Resolution

Where appropriate after notice has been given, the district may consider offering the parties an option for informal resolution (ie. mediation), that does not involve a full investigation and adjudication. Informal resolution may only be offered after a formal complaint is filed, and the parties must give written consent to engage in this process. Complainants may elect to pursue formal procedures at any step in the process of making their complaint, even if informal resolution has already begun. Respondents may elect to follow formal procedures and decline informal resolution.

Informal resolution may not be used if the allegation is against an employee respondent. Facilitators of informal resolution will be designated by the Director of School Counseling/Title IX Coordinator and must not be biased against any of the parties.

If the complainant and the respondent feel that their complaint has been sufficiently addressed through informal resolution, then no further action needs to be taken. This voluntary informal resolution must occur within five (5) school days after receiving the complaint of discrimination unless both parties agree otherwise. The results of the informal resolution will be maintained by the facilitator, in writing.

Investigation

If informal resolution is not offered to or accepted by the parties, the Title IX Coordinator will designate an investigator and a decision maker, who may not be the same person. The Title IX Coordinator is free to cast himself/ herself in either role, where appropriate.

The investigator must not be biased against any of the parties at the outset of the investigation. The investigator will be responsible for interviewing parties and witnesses, finding facts, and making determinations related to credibility, all of which will go into a written report. The investigator must avoid all questions that are protected by legal privilege, unless the privilege has been waived, and should avoid asking about the complainant's sexual history unless it is directly relevant to prove consent to the conduct at issue or to prove that the conduct was committed by someone other than the respondent.

Prior to completion of the investigative report, the school district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) days to submit a written response to the evidence, which the investigator will consider prior to completion of the investigative report.

The investigator must avoid making any final determinations of responsibility for sexual harassment.

Findings should be written in a factual way in an investigative report. Credibility determinations may not be based on an individual's status as complainant, witness, or respondent.

During the investigative process and any further hearings, complainants and respondents have a right to have advisors of their choice participate in all aspects of the proceedings. The district will provide both parties with written notice of investigative interviews, meetings, and hearings, with sufficient time to prepare.

After the investigator has completed the investigation, the designated decision maker will be assigned to determine final responsibility or lack thereof for violating this policy. The decision maker must not be biased against any of the parties.

Before the district may determine responsibility, an investigative report will be sent to the parties and the decision maker will offer both the complainant and respondent the opportunity to submit proposed relevant, written questions to ask of any party or witness, to respond to questions posed by another party, and to offer additional limited follow-up. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

After this process is complete, the decision-maker will create a written determination regarding whether sexual harassment has occurred using a preponderance of the evidence standard.

A "preponderance of the evidence" means that it is more likely than not that the alleged conduct occurred. The decision-maker shall further recommend what action, if any, is required. If it is determined that sexual harassment occurred, the District will take steps to prevent the recurrence of the harassment and correct its discriminatory effect on the complainant and others if appropriate.

The written determination must be issued to both parties simultaneously and must include:

- (A) Identification of the allegations potentially constituting sexual harassment;
- (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- (C) Findings of fact supporting the determination;
- (D) Conclusions regarding the application of the recipient's code of conduct to the facts;
- (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- (F) The district's procedures and permissible bases for the complainant and respondent to appeal (a copy of, or direct reference to, this policy will suffice).

If there is a finding that sex based discrimination or sexual harassment occurred, the school district will provide remedies to the complainant designed to restore or preserve equal access to the school district's education program or activity. Such remedies may include supportive measures.

Formal disciplinary actions may be imposed in the event that the preponderance of the evidence indicates a violation of this policy, up to and including expulsion or termination. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement.

As indicated above, these procedures do not limit the District from removing a student or employee from a program or activity on an emergency basis based on immediate threats to people's physical health or safety or placing an employee on administrative leave during the pendency of the investigation.

Records

A record will be maintained for a period of seven years of any actions, including supportive measures, taken in response to a report or formal complaint of sex-based discrimination or sexual harassment and district staff will document the basis for the district's conclusion that its response was not deliberately indifferent.

Training

The district will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sex-based discrimination including sexual harassment, the scope of the recipient's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The district will ensure that decision-makers receive training on any technology to be used in interviews and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

The district also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sex-based discrimination including sexual harassment.

These training materials will be posted on the school district's website.

Appeals

Either party may appeal the decision to dismiss a formal complaint or from the decision maker's determination of responsibility in writing to the Superintendent-Director within fifteen (10) calendar days of receipt of the notice of dismissal or determination of responsibility. Appeals will only be allowed for the following reasons:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

- (C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The school district will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Both parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The Superintendent-Director or designee, as a further impartial decision-maker, will review the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings to both the complainant and respondent within thirty (30) calendar days of the appeal.

The Superintendent-Director may be reached at (978) 441-4800.

External Grievance Procedure

Any student, parent or employee who chooses not to use the District's internal grievance procedures or who is not satisfied with the District's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

The Massachusetts Commission Against Discrimination
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Phone 617-994-6000, TIY: 617-994-6196

The Equal Employment Opportunities Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000

Referral to Law Enforcement, Other Agencies

Some alleged conduct may constitute both a violation of District policies and criminal activity. The Assistant Superintendent-Principal, Superintendent-Director, or designee will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant/ alleged victim of the right to file a criminal complaint.

Cooperating with an Investigation

It is expected that employees and students will cooperate fully in the investigation of a complaint of sex-based discrimination including sexual harassment, harassment and discrimination. Employees are expected to do all that they can to prevent and discourage sexual harassment, harassment and discrimination from occurring.

SKATEBOARDS

Skateboards are not allowed in the building unless approved by the Assistant Superintendent/Principal or their designee. If approval is granted, the skateboard should remain in the student's locker until the end of the school day.

SMOKING/USE OR POSSESSION OF TOBACCO PRODUCTS

Greater Lowell Technical High School remains committed to maintaining a smoke-free environment and recognizes that the smoking of tobacco or the use of any tobacco product including smokeless/chewing tobacco or electronic devices (i.e., vapor/E-cigarettes) can have serious health implications for everyone in the school community. Smoking or use of any tobacco product including chewing tobacco and any (M.G.L., Chapter 71, Section 2A), electronic smoking device (i.e., vapor/E-cigarettes) whether it contains tobacco or not, is not allowed within the school building, on school grounds, school sponsored events or school transportation vehicles. Students found in possession of any tobacco product or tobacco related paraphernalia in the building, on school property or on school buses will have the product confiscated by an administrator and will be subject to discipline, up to and including suspension. All confiscated tobacco will be destroyed and all electronic smoking devices will be turned over to the school resource officer for destruction.

Tobacco related paraphernalia includes but is not limited to cigarette lighters, cigarette holders, pipes, and cigarette papers. Students who are frequent offenders of this policy may be subject to additional administrative intervention.

Students repeatedly (2 or more times) violating our policy on possessing or smoking tobacco or other unlawful items/products may be subject to random searches. In these instances, we will always try to work cooperatively with parents/guardians to get their support.

STEALING

Stealing personal property or school property will result in disciplinary action. Students are expected to make full restitution.

TECHNOLOGY/STUDENT VIOLATIONS OF SCHOOL NETWORK/INTERNET AND STUDENT PORTAL ACCEPTABLE USE POLICIES

Any student who deliberately attempts to degrade or disrupt the GLTHS communication or information system performance or integrity will face at a minimum immediate termination of system/network access privileges. All students are expected to adhere strictly to the School Committee's School Network/Internet Acceptable Use Policy and the Student Portal Acceptable Use Policy.

TEEN DATING VIOLENCE

Definition

Teen Dating and Domestic Violence (also referred to as relationship violence or interpersonal violence) is defined as a pattern of coercive control one person exercises over another with whom they have or have had an intimate relationship to gain power and control. These behaviors range from verbal and emotional abuse, to physical assault, to murder and rape. Abusive pre-teen and teen dating relationships can affect

people from all socio-economic, racial, and ethnic groups. Such violence can occur in heterosexual and same sex relationships. These relationships generally exhibit a pattern. Common elements may include:

- use of emotional and verbal abuse, destruction of property, and/or other means of intimidation to assert control over a partner;
- use of technology and/or verbal abuse to control partner's behavior;
- repeated violence and/or threats of violence that escalate over time;
- violence that increases in severity the longer the relationship continues, which is important to know for safety planning concerns;
- violence, abusive behaviors, or threats are interchanged with apologies and promises to change; and
- increasing danger for the victim when trying to terminate the relationship.

Prevention/Intervention Policy

Greater Lowell Technical High School is committed to the prevention and/or intervention of Teen Dating Violence in every form. Teen Dating Violence is prohibited on school grounds, at school sponsored events, or at school related activities, functions or programs. Any and all incidents of dating violence about which a student or staff member becomes aware (both those that occur in and out of school) should be reported to the Director of School Counseling where such matters will be fully investigated and appropriate intervention taken. Greater Lowell Technical School is committed to providing access to safe and confidential intervention, resource and referral services to youth who exhibit abusive behaviors as well as for those who are survivors of abusive behaviors.

Reporting Teen Dating Violence

Reports of Teen Dating Violence may be made by staff, students, parents or guardians, or others, and may be oral or written.

1. Reporting by Staff

A staff member will report immediately to the Director of School Counseling, on the electronic *Conflict Resolution Report Form*, when they witnesses or becomes aware of conduct that may be a warning sign of Teen Dating Violence. The requirement to report to the Director of School Counseling does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management and discipline.

2. Reporting by Students, Parents or Guardians, and Others

Greater Lowell Technical High School expects students, parents or guardians, and others who witness or become aware of a suspicion of Teen Dating Violence involving a student to report it to the Director of School Counseling through the *Bullying Prevention and Intervention Incident Reporting Form* which can be found on the GLTHS website, in the Business Office, the School Counseling Department, the Main Office and in Appendix C of this handbook. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and appropriate ways to report and discuss an

incident of Teen Dating Violence with a staff member, or with the Director School Counseling.

THREATENING BEHAVIOR

Any student who engages in threatening behavior directed at any student or adult within the GLTHS community will be subject to disciplinary action, including suspension and, in certain circumstances, expulsion. The decision will be at the Assistant Superintendent/Principal's or designee's discretion and will be based on the circumstances, including any mitigating circumstances and on the student's overall discipline record. If the threatening behavior is sufficiently severe and is made toward a member of the school staff, expulsion proceedings may be initiated.

Written Threat

A student shall not threaten or intimidate in writing, any person on or off school grounds at any school-related situation including, but not limited to, travel to and from the situation. Written threats may be in the form of hard copy documents, e-mails, text messages, social media posts, or any other cyber-related communications.

TRESPASSING

A student is considered trespassing if they are withdrawn, suspended, expelled or excluded and is seen on school property without prior approval. The student will be given oral notification by an administrator that they is trespassing and will be asked to vacate the school and grounds immediately. If the student does not comply with these directives, the Tyngsboro Police will be notified.

Students who are withdrawn, suspended, expelled or excluded and need to come to school for any reason must bring a note from a parent or guardian explaining the circumstances and must report directly to the Main Office to receive approval from one of the Assistant Principals or Dean of Students. Students who do not comply with this regulation will be subject to disciplinary action.

VANDALISM/SCHOOL PROPERTY

It is the responsibility of every member of the school community to report any acts of vandalism which they witness. Malicious destruction and defacing of any school, faculty, staff or other student's property or equipment will not be tolerated. Students who willfully damage or destroy personal or school property will be subject to disciplinary action up to and including suspension/expulsion depending on the circumstances of the vandalism and will also be held financially responsible for repairs and/or replacement. The original condition of the property and the extent of the damage determine the assessment. (Example: Each student is responsible for the desk that they use and will be required to refinish or pay for refinishing a desk if it is defaced.)

Textbooks and other school property found in the school should be turned in to the IMC.

POSSESSION OR USE OF WEAPONS/DANGEROUS OBJECTS

A student shall not possess, use, or attempt to use, any weapon on school premises or at a school-related situation, including but not limited to travel to and from the situation. In order to protect the students of Greater Lowell Technical High School, any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun, knife, or explosives can involve police action and will most likely result in disciplinary action up to and including expulsion.

For purposes of this policy, a dangerous “weapon” includes but is not limited to a gun (including a B.B., pellet or other replica device), a knife, explosives, or any other device or object used or attempted to be used to inflict bodily harm on a person.

The Gun Law

M.G.L. c. 269 § 10(j) provides:

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by them under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.

1. Students responsible for violating this law will be subject to suspension, expulsion and prosecution (due process will apply).
2. Employees of the school district will be subject to suspension, dismissal and prosecution (due process will apply).

DISCIPLINARY PROCEDURES, DUE PROCESS AND APPEAL RIGHTS

STEPS OF THE PROGRESSIVE DISCIPLINE SYSTEM

A progressive discipline system enables students to correct behavioral problems before they become severe. The process begins with the teacher identifying a problem and taking a number of steps with the student to correct the problem. These increasingly formal steps may include: verbal warning, student/teacher conference, parent contact, detention and office referral. If the problem persists, the Main Office becomes involved and additional progressive steps are taken. These steps include detention, in-school suspension, out-of-school suspension, and, when available, expulsion. Parent meetings, and counseling sessions may also be utilized during the progressive disciplinary process.

OPERATIONAL PROCEDURES

ACCESS TO SCHOOL BUILDINGS

No student is allowed in the building when school is closed. Only athletes participating in either practices or games or students participating in organized extra-curricular activities will be allowed in the building. Access must be approved by the Assistant Superintendent/Principal, Senior Assistant Principal, Assistant Principal, Director of Plant Services, or After Dark Coordinator. Abuse of this rule will result in disciplinary action.

ARRIVAL

Students arriving at school are to gather in the After Dark area. No student should be in classrooms/shops unsupervised or in areas designated unauthorized. All students must remain in the After Dark Area until brought to the After Dark shop areas.

ASBESTOS NOTIFICATION

A copy of our districts Asbestos Management Plan is available in our school and located in our Plant Services Department office during the hours of 7:00 a.m.-3:00 p.m. Monday-Friday.

The school district continues to update and improve the (AHERA) Asbestos Management Plan. Part of the Management Plan call for periodic re-inspection (every three years) and surveillance (every six months) to insure the integrity of all identified asbestos-containing building materials. Any inquiries regarding the management of asbestos-containing materials in our school should be directed to our school district coordinator AHERA designated person, the Director of Plant Services, who can be reached at 978-441-4999.

ASSEMBLIES

School assemblies are designed to provide a variety of experiences for students. Whatever the assembly's purpose (educational, information-sharing, entertainment, honoring student achievement, showcasing student talent or celebrating traditions), students are expected to behave politely, demonstrating that they have learned how to be an appropriate, responsive and courteous audience. Any student not adhering to this policy will be referred to the Principal for appropriate action.

COOPERATIVE EDUCATION PROGRAM AND PROCEDURES

The Cooperative Education Placement Program provides students with an exciting opportunity to expand their educational knowledge and experience in a real work environment that directly relates to their career goals. Students gain valuable employability experience while furthering their understanding of their occupational field within a structured, supervised environment. Students participating in the cooperative education program are expected to work a minimum of six (6) hours every day that school is in session. If a student is going to miss a day of work, the student must notify the employer and Director of Cooperative

Education at 978-441-4959 that morning so the student can be marked absent for that day. If a student is not scheduled to work on a school day, that student must report to school. Students must turn in weekly time cards to the Director of Cooperative Education every academic week.

Students interested in participating in a Cooperative Education Placement must have possession of an updated Career Plan and resume and meet the eligibility requirements.

DISMISSAL

All students will be dismissed at 5:30 p.m. unless otherwise specified.

DRIVING/PARKING PERMISSION

Those students wishing permission to bring their cars to school must apply in the After Dark Coordinator's Office. The student's parents must sign the application indicating approval and that the vehicle is properly insured for a teenage driver. Please call 978-441-4804 for more information and to receive a parking sticker.

ELEVATORS

The elevators in our building are used for the transportation of cafeteria products, maintenance of our building and special circumstances. The only exception to these three (3) situations involves students who are physically disabled. Permission is granted through the Main Office. Physician's verification may be requested.

1. A physician's note must be submitted to the After Dark Office indicating what the impairment is and when the student will be able to function without the assistance of the elevator.
2. Students fitting into the category of disabled will be allowed to bring one other student in the elevator with them for the purpose of assistance. The name of this student must also be submitted to the Attendance clerk. This student must have written permission from their parent(s)/guardian(s) to ride the elevator with the injured student. This note must be given to the Attendance Monitor.
3. Misuse of this privilege will result in disciplinary action.

Under no circumstances should the elevator be used during a school evacuation or emergency.

FIELD TRIPS

The Greater Lowell Technical High School recognizes that field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students. A field trip is defined as any school-sponsored activity carried out during the After Dark program.

FIRE DRILL/EVACUATION PROCEDURES

An Evacuation Plan is posted in each room of the school building. Students should familiarize themselves with the evacuation plan of each classroom and technical area to which they are assigned. Every classroom, technical area and laboratory, as well as other building locations, prominently display exit signs indicating the exit to be used during building evacuations. In the event an emergency occurs in a location to which students normally evacuated, the teacher or supervisor in that area will immediately direct the students to the nearest safe exit. Elevators are not to be used during an evacuation (real or drill) except as directed by firefighters or by Administrative decision as a last means of egress in extreme conditions.

Upon hearing the signal, all teachers will immediately instruct students to stand and will accompany students in their class to designated assembly points outside away from the building. Students are **not** to stop at lockers. No one should stop evacuating or return into the building until they have been notified to do so.

All school personnel on lunch duty in the cafeteria will exit doors in cafeteria and escort students to the designated points of assembly outside away from the building.

All students in pool area will remain in designated area in hallway outside pool area.

Students must remain with their teacher or school personnel on lunch duty in their designated area until/unless otherwise instructed. Attendance will be taken. Students must remain quiet throughout the entire drill so that instructions from their teacher and/or fire officials can be heard. The recall signal will be sounded when students and school personnel are able to safely return to the building. (Lack of cooperation in any form by students during a building evacuation will be considered a serious matter and appropriate disciplinary action will be taken.)

Evacuation of the Physically Handicapped

(Students, staff members, and visitors, rendered disabled by physical limitations; permanent or temporary)

- a. If a student(s), staff member(s), or visitor(s) are on the first floor:
They will evacuate using the nearest exit. Students should remain with their class.
- b. If a student(s), staff member(s), or visitor(s) are on the second and third floors they should report directly to the "Areas of Safe Refuge":

Second Floor, Primary Area - Science Room #2157 (West end of Street 3)

Secondary Area - Engineering Room #2560 (East end of Street 3)

Third Floor, Primary Area - Science Lab West Room #3150

Secondary Area - Science Lab East Room #3642

- c. Elevators are not to be used during an evacuation (real or drill) except as directed by firefighters or by Administrative decision as a last means of egress in extreme conditions.

Periodic fire drills will be conducted by the school and the Tyngsboro Fire Department.

LOCKERS AND PERSONAL PROPERTY

Each student is assigned a locker at the beginning of the program. Lockers are not to be shared with other students. Students should be conscious of locking up any valuables or keeping them in their possession to prevent theft of personal belongings. There is no special school insurance that covers your personal property. The school is not responsible for any items taken from lockers. Large sums of money or items of significant value should not be brought to school

If a student has trouble with a locker or the combination is locked inside, the student may make a report to their After Dark Instructor.

NO PASSING TIME

In the event there is a situation where we may want to prevent the movement of students in the school, we may announce over the PA system that we are currently in “No Passing Time”. During this time frame, students will need to remain in their current location (class, shop, library, etc.) and ignore the bells until an announcement is made stating the “No Passing Time” is complete.

PHOTO IDENTIFICATION CARD

All students of the Greater Lowell Technical High School will be issued a photo identification card. This identification card must be in their possession at all times during the course of the school day.

Students who do not have their photo identification cards will face disciplinary action. Progressive Discipline Procedures and classroom management plans will be followed for students exhibiting a pattern of non-compliance regarding photo identification cards. Students who lose their photo identification card should report to the After Dark Coordinator, room 3248.

RESTROOMS

Restrooms are located on all floors. Students must always have a corridor pass when excused to go to the restroom. Students in technical programs should use restrooms within that area. Students in academics should use the restroom closest to their classroom. Also, gender neutral restrooms are available. Students may access the restroom, locker room, and changing facility that correspond to the student’s gender identity. Students are responsible for assisting in keeping the restrooms clean. Smoking is strictly prohibited in restrooms and will result in disciplinary action. Only one person is allowed in a bathroom stall at one time. If more than one person is in a stall, students are subject to being searched and/or progressively disciplined for failing to follow this policy.

RIGHT TO KNOW LAW – M.G.L., CHAPTER 111F

On September 26, 1984, Massachusetts enacted the Right to Know Law. The Act requires all employers, public and private, who make, process, use or store substances which the Department of Public Health deems toxic or hazardous, to label the substances, to inform students and employees about the substances and safety precautions and to provide detailed written information to these individuals upon request.

SAFETY IN ACADEMIC AND TECHNICAL PROGRAMS/SAFETY GLASSES

Each department will post its own set of safety rules. It is the responsibility of each student to know thoroughly and observe completely the safety rules of their department. Individual departments will give safety tests, both written and performance, to each student, which they must pass in order to use the machinery, tools and equipment in the technical program area.

SAFETY GLASSES MUST BE WORN IN ALL TECHNICAL PROGRAMS AND LABORATORIES AS REQUIRED BY MASSACHUSETTS LAW, CHAPTER 71, PARAGRAPH 55C, WHICH READS:

"Each teacher and pupil of any school, public or private, shall while attending school classes in industrial art or technical programs or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals, or explosives are used or in which welding of any type, stamping or cutting of solid materials, or any similar process is taught, exposure to which may be a source of danger to the eyes, wear industrial quality eye protective device."

Accordingly, Greater Lowell Technical High School will provide each student with one (1) pair of eye protection device, upon enrollment in the school. Should the student damage, break or lose their eye protection device, it will be the student's responsibility to acquire a new pair. Safety glasses are available in the School Counseling Office. The following technical programs require safety glasses to be worn at all times: Automotive Collision, Automotive Technology, Carpentry, Electrical, Electronics, HVAC & R, Machine Technology, Masonry, Painting and Design, Plumbing, and Metal Fabrication.

SCHOOL SAFETY PROTOCOLS AND PROCEDURES

In the event that there is a threat of violence in or around the school, the procedures below will be followed. If the threat is **outside of the school building, a Soft Lockdown** will be put into effect. If the threat is **in the school, A.L.I.C.E. Protocols will be initiated.**

A.L.I.C.E. Protocols

1. If you are in a classroom, shop, or office space facing a corridor, immediately check the corridor outside of your classroom or office and bring students into your room.
2. Lock doors including securing doors between adjoining classrooms, turn off all lights, and pull shades.
3. Listen carefully to communications broadcast over the loudspeaker by the Administration and initiate:

ALER T - Use plain and specific language to *Alert* others to the danger.

LOCKDOWN - Barricade the room. Prepare to *Evacuate* or *Counter*, if needed.

INFORM - Communicate the violent intruder's location and direction in real time.

COUNTER - Create noise, movement, distance and distraction.

EVACUATE - When safe to do so, remove yourself from the danger zone.

Soft Lockdown Procedures

1. All exterior doors will be locked and monitored throughout Soft Lockdown.
2. Students may be required to remain in their classroom or shop.
3. Teachers may continue teaching.
4. No one leaves the building.
5. All outside activities cease during Soft Lockdown and all students and staff must be in the building.
6. Cell phone use is strictly prohibited.
7. Follow directions given over the public address system.

SECURITY OF STUDENTS AND SCHOOL PERSONNEL

To assure school-building security for the students and school personnel, the Greater Lowell Technical High School uses the following system:

1. All employees and students of the Greater Lowell Technical High School must wear a photo identification card every day.
2. Security guards.
3. Instructional Staff and Hall Monitors who proctor the building during the school day.
4. The Senior Assistant Principal, Assistant Principal and Dean of Students who proctor the building during the school day, as well as a School Resource Officer.
5. Instructional staff assigned to the main lobby of the building during school day.
6. Visitors to the building must register at the main entrance security booth and wear visitor identification badges.
7. Emergency telephone system.
8. Appropriate signs informing all persons that if they have no purpose to be on school grounds, they should leave immediately. Trespassers will be prosecuted.
9. Passing bell system overseen by Instructional Staff and Hall Monitors.
10. Security video cameras.
11. Security is now stationed at the front gate to control who enters and leaves the campus.
12. Students and staff A.L.I.C.E. protocols and soft lockdown procedures.

School Resource Officer

The Greater Lowell Technical High School, in partnership with the Tyngsborough Police Department, has a School Resource Officer(s) onsite to promote school safety, help maintain a positive school climate for all students, families and staff, enhance cultural understanding between students and law enforcement, and promote school participation and completion by students to best serve the school community.

Reports of complaints that may arise with respect to the School Resource Officer(s) shall be made directly to the Assistant Superintendent/Principal. Reports may be made by phone: 978-441-4807 or by utilizing the SRO Complaint Resolution Form (see Appendix K) which can be found on the GLTHS website. A translator shall be made available in the most prevalent language(s) of origin of students and parents/guardians and in a confidential manner that protects the identity of the complaint from the SRO consistent with the SRO's due process rights and any applicable employment protections.

The School Resource Officers shall follow the same procedures above to register concerns including concerns about misconduct by staff that may arise. When the concern involves the Assistant Superintendent/Principal, it shall be made to the Superintendent-Director and when the concern involves the Superintendent-Director, it shall be made to the Chairman of the School Committee.

This Complaint Resolution System shall comply with Police Department policies and shall provide for timely communication of the resolution of the complaint to the complainant.

TELEPHONE CALLS

The Office phones are business lines, students should notify parents and employers that only attendance calls or emergency calls should be transmitted through the Main Office. If it is necessary for you to use the telephone for an emergency at any time during the day, you should let your After Dark Instructor know. Except in cases of Emergency, students are not called to the telephone during After Dark school hours and messages will be conveyed to the students by the end of the day.

TEXTBOOKS, SCHOOL-ISSUED DEVICES, TOOLS, EQUIPMENT, AND LIBRARY MATERIALS

Textbooks, school-issued devices, tools, equipment, and library materials are the property of the school district. Students are responsible for ensuring that materials loaned to them are returned in good condition. Materials that are lost or damaged must be paid for by the student by the close of each school year. In addition, all books, tools and other school property must be returned before graduation. Violation in returning school materials may prevent the student from participating in graduation exercises.

VENDING MACHINES

Vending machines are available to students at designated stations, as well as the Sports Pavilion. Students are not allowed to purchase items from these machines except before and after school and during lunch periods.

It is the responsibility of students to properly dispose of all articles (papers, plastic containers, etc.) in the appropriate way. Vending machines are a privilege granted to students. This privilege can be taken away if these rules are abused.

VISITORS

Students of the Greater Lowell Technical High School may not bring students from other schools or friends or acquaintances to visit the school during the school day. They may visit only during scheduled Open Houses. No After Dark student of Greater Lowell Technical High School may bring their own child to the building at any time. Violators of this policy may be given "notice of trespass". In the event that the unauthorized visitor should return to the campus, they may be subject to arrest.

Parents, outside vendors or visitors entering the Greater Lowell Technical High School must immediately report to the main entrance security booth and show picture identification (driver's license or picture identification card) to Security personnel. Security personnel will enter the visitor's information into our database and issue the visitor an I.D. badge. All visitors must wear the I.D. badge while in the building. When leaving the building, the badge must be returned to the security booth.

COMPUTER, NETWORK, INTERNET AND E-MAIL USE

The sole purpose of the Network/Internet connection is educational. The school will not provide access to non-instructional websites (e.g., Facebook, Instagram, Snapchat, TikTok, Twitter, YouTube, etc., forums, blogs, chat rooms, or similar social websites). Should a user happen to find materials which may be deemed inappropriate while using a Greater Lowell Technical High School Internet account, the user shall refrain from downloading this material and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of materials is illegal and punishable by fine or jail sentence. The School Committee has passed a district wide policy regarding Network/Internet Use (see Appendix D). In order to use the Internet, students must have a signed Internet Acceptable Use Policy on file. In addition to signing the policy, any student under 18 years of age must have the policy signed by their parent(s)/guardian(s). Students using computers at Greater Lowell Technical High School should not improperly access, misappropriate, or misuse-files or data.

Software

Software will not be installed on any terminals without the express permission of the Information Systems Network Manager. Student requests for software installation must be submitted by a teacher. Students should not be using a computer without permission/supervision.

Email

Internal and external email facilities are provided for instructional purposes only. Each Greater Lowell Technical High School student has access to an e-mail account to improve communication between students and faculty. This account will be used to support positive communications and must be utilized consistent with the School Network/Internet Acceptable Use Policy. All communications and the content attached, drafted, sent, or received, on this

school account or school network are the property of Greater Lowell Technical High School and may be reviewed or monitored at any time by authorized personnel.

Any abuse or violation of the Network/Internet Acceptable Use Policy will be dealt with through the Main Office and appropriate administrators and may result in discipline up to and including suspension, and notification to law enforcement authorities.

See Appendix D for School Network/Internet Acceptable Use Policy for students.

Concussion

In the event that your child suffers a head injury out of school, it is imperative that you notify the school nurse as soon as possible. If the injury occurs during the school day, parents will be notified and instructed to pick up their child for medical evaluation. All medical documentation must also be forwarded to the school nurse.

In order to keep your child safe, some information may be shared with the school counselor and teachers in order for the school to provide appropriate educational services during the healing phase. Students with a concussion will not be allowed to participate in physical education or athletics until they are medically cleared by their own physician.

First Aid

In the case of sudden illness or accident, first aid will be administered and, if necessary, the parent/guardian will be notified. First aid is immediate temporary care. The nurses do not treat illness or accidents that have occurred outside the school's jurisdiction.

HIV-AIDS Policy

The Greater Lowell Technical High School's policy reflects that of the Massachusetts Department of Elementary and Secondary Education's Policy on AIDS (acquired immunodeficiency syndrome) and HIV (human immunodeficiency virus) of April 1990, and is in keeping with state law regarding the confidentiality of medical information. Students with AIDS/HIV infection have the same right to attend classes and participate in school programs and activities as any other student.

Administering of Medications to Students

Medication Administration

1. No one but the school nurses or trained nursing-supervised unlicensed school personnel may give any medications to any student.
2. Parent/guardian consent must be completed before any medication can be given at school.
3. A physician's order is required for **ALL** prescription medications.
4. Medications must be delivered to the school nurse by the parent or Guardian. All medication is required to be in a pharmacy or manufacturer labeled container with the current order date. If a student is found carrying medication for delivery it will not be

accepted, and the parent/guardian will be called to come immediately to school to follow the proper guidelines. **No medications may be kept by the student during the school day** (exceptions: asthma inhalers, epi-pens, enzyme supplements, glucose monitoring tests and insulin delivery systems).

5. Students must have a current picture on file.
6. The only non-prescription medications the nurses will distribute to students are acetaminophen, cough drops, Midol and antacids. If any student uses an over the counter medicine (Advil or any aspirin substitute; or cold or sinus medication) and wishes to have it in school, the medication must be left in the nurse's office with a note from the parent/guardian.

Self-Administration of Medication

1. Students must have a completed physician order and written parent consent indicating the student may self-administer medications.
2. In accordance with 105 CMR 210.006, the school nurse will evaluate the student's health status and abilities and deem self-administration as safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the prescription medication. Students who fall into the following exceptions may self-administer medications:
 - a. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
 - b. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
 - c. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

Medication Pick-Up

Parent/guardian may retrieve medications from the nurse at any time. All unused, discontinued, or outdated medication must be picked up by the parent/guardian at the end of the school year or it will be discarded.

Narcan Administration

Nasal Naloxone also commonly known as Narcan is a medication that can reverse an overdose that is caused by an opioid drug. When administered during an overdose, nasal naloxone blocks the effects of opioids on the brain and respiratory system in order to prevent death. Nasal naloxone has no potential for abuse and is a non-narcotic and non-addicting prescription drug.

Greater Lowell Technical High School in conjunction with the school physician will stock nasal naloxone and permission to carry and administer nasal naloxone to a person (student, staff member, visitor) in the school and on school grounds in the event of respiratory depression, unresponsiveness, or respiratory or cardiac arrest when an overdose from opioid is suspected shall be limited to medical personnel, the athletic trainer, and the school resource officer.

The medical personnel, the athletic trainer, and school resource office will all complete a Department of Public Health approved Naloxone training prior to carrying and/or administering nasal naloxone and the training shall be repeated every three years.

Such educational services shall not be considered special education unless the student has been determined eligible for such services and the services include requirements of the student's IEP.

and emotionally able to continue in school unless certification is required for all students with other physical or emotional conditions requiring the attention of a physician.

ameliorative effect of mitigating measures with the exception of eyeglasses and contact lenses in determining whether someone has a qualifying disability.

TRANSPORTATION SERVICES

Bus transportation to and from school is provided by the district for all students. Bus schedules are mailed to each home prior to the opening of school. Every student is expected to board the bus and leave the bus at his or her designated stop. Students should be at their bus stop at least five (5) minutes before the scheduled pick up time. Missing a bus is not an acceptable reason for being tardy. Riding the bus is a privilege. Students are expected to be well behaved and courteous. If an individual is reported to school authorities as unruly or for endangering the safety of others, they will have their bus privilege taken away. Students are the responsibility of the school from the time they get on the bus in the morning until the time they get off the bus in the afternoon. The bus driver has the same authority on a bus that a teacher has in the classroom.

APPENDIX A

GREATER LOWELL TECHNICAL HIGH SCHOOL POLICY ON HARASSMENT AND NONDISCRIMINATION

Purpose:

Greater Lowell Technical High School (“the District”) is committed to maintaining an educational and working environment that is safe, supportive and free from discrimination on the basis of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness in accordance with appropriate Federal and State laws. In addition, Greater Lowell Technical High School is committed to providing a work and learning environment free from sexual harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this Notice, or for assisting or assisting in the investigation of such a complaint.

Policy:

The District’s policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. It is the policy of the District not to discriminate or exclude any person in any express or implied manner, admission to, access to, treatment in, or employment in its services, programs, and activities on the basis of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, genetics, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness.

It will be a violation of this policy for any student, district employee, or third party, based on a student’s, employee’s, or third party’s actual or perceived race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, genetics, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness, to: harass, to inflict or threaten to inflict violence, or discriminate against a student, employee, or third party

Harassment and discrimination of students, employees or third parties, occurring in school or in other settings in which students and employees may find themselves in conjunction with their education or employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about harassment or discrimination, or any retaliation against an individual for cooperating with an investigation of harassment or discrimination is similarly unlawful and will not be tolerated.

Because the School District takes allegations of harassment and discrimination seriously, we will respond promptly to complaints of harassment and discrimination and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective actions as is necessary, including disciplinary action up to and including termination of employment or dismissal of a student from the District where appropriate.

Please note that while this policy sets forth our commitment to maintain an educational and working environment that is free of harassment and discrimination, the policy is not designed

or intended to limit our authority to discipline or take remedial action for workplace conduct or student conduct we deem is unacceptable, regardless of whether that conduct satisfies the definition of harassment or discrimination.

DEFINITIONS:

Discrimination:

Unlawful discrimination means an adverse decision made against a person for reasons related to their actual or perceived race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, genetics, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness. past involvement in a discrimination complaint.

Harassment:

Harassment is a form of unlawful discrimination when the verbal or physical conduct that denigrates or shows hostility or aversion toward an individual is based on his or her actual or perceived race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, genetics, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness. past involvement in a discrimination. Harassment has the purpose or effect of unreasonably interfering with an individual's work or academic performance or otherwise adversely affecting an individual's employment or student's opportunities for learning. Harassment may take the form of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts. It may also take the form of written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, genetics, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness.

- All employees and students should take special note that retaliation against an individual who has complained about harassment or discrimination, and/or retaliation against individuals for cooperating with an investigation of harassment or discrimination complaint is unlawful and will not be tolerated.

APPENDIX B

COMPLAINTS OF HARASSMENT OR DISCRIMINATION GRIEVANCE PROCEDURE

The following grievance procedures relate to all complaints except those that are explicitly addressed under the District's Title IX-Sexual Harassment Policy. Please refer to the District's POLICY ON TITLE IX-SEXUAL HARASSMENT for Title IX complaints.

- If any student believes that they have been the subject of harassment or discrimination based on race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, genetics, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness, the student is encouraged to immediately report the conduct to a faculty member who will refer the matter to the Director of School Counseling/Title IX Coordinator, ext. 4955, third floor, School Counseling Department. The student may also report directly to the School Counseling Department with their complaint. This may be done in writing or orally.

If any employee believes that they have been subjected to harassment or discrimination based on race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness the employee has the right to file a complaint with the Human Resource Director, ext. 4892, first floor. This may be done in writing or orally.

These persons are available to discuss any concerns you may have and to provide information to you about our policy and complaint process.

Students and employees will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

Harassment and Discrimination Investigation

Greater Lowell Technical High School has informal and formal procedures for employees and students who believe they have experienced or are experiencing unlawful discrimination or harassment in the school or at any school sponsored activity or event. When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. To that end, the School District will attempt to complete the informal and formal investigation of complaints within 30 working days. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include private interviews with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed harassment or discrimination. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

The informal process, set forth below, offers a way for individuals to resolve their concerns without initiating an extensive investigation. If the informal process fails to bring about a satisfactory resolution for the individual bringing the complaint or when the informal process

is not appropriate for resolving a particular complaint, then the formal process is available. The formal process, set forth below, also is available without having pursued some type of informal resolution of a complaint.

The School District imposes no deadline for reporting allegations of unlawful discrimination or harassment. However, to ensure that memories are fresh and to provide an opportunity for the alleged harasser to adequately respond, it is strongly recommended that complaints be reported within 60 days after an incident has occurred or a pattern of unlawful discrimination or harassment has become apparent. If there is any fear or threat of imminent physical danger, then the complaint should be reported immediately.

If an investigation confirms that inappropriate conduct has occurred, the School will take prompt corrective action to eliminate the offending conduct, and where appropriate we will impose disciplinary action up to and including immediate dismissal or termination of employment.

Informal:

The School District's informal process is one option available to members of the School District to resolve complaints. The first step in the process is reporting the behavior as soon as possible. While some situations may be appropriately resolved through informal means, others may require immediate action and will be resolved only through the formal process. For example, in instances of imminent danger or in which there arise concerns about safety, it is unlikely that informal resolution would be appropriate.

Step 1: Students should talk with a faculty member, a member of the School Counseling Department or the Director of School Counseling/Title IX Coordinator, at (978) 441-4955. The staff member hearing the complaint will immediately report it to the Director of School Counseling. The School Counseling Department is located on the third floor of the School. Employees should talk with the Human Resource Director at (978) 441-4892 located on the first floor.

Step 2: The Director of School Counseling and/or Human Resource Director shall make every effort to resolve the matter informally. For example, informal resolution may take the form of separate meetings with the individual bringing the complaint and with the person against whom the complaint is brought; a three-way meeting with the complainant and the person against whom the complaint is brought, a meeting with the appropriate administrators, or some other mutually agreeable course of action to resolve the complaint.

Step 3: Should the matter not be resolved to the satisfaction of the student or employee bringing the complaint, the employee or student may request that a formal investigation be initiated.

If the matter is resolved using the informal process, the investigating administrator shall retain a written confidential record of the informal process.

Formal:

Step 1: A student who wishes to initiate a formal complaint should report his or her concerns to the Director of School Counseling/Title IX Coordinator, , or their designee.

An employee who wishes to initiate a formal complaint should report his or her concerns to the Human Resource Director.

Upon receipt of an oral or written complaint by any of the designated administrators the Superintendent-Director shall be notified. Once the formal complaint process is initiated, the employee or student will be asked to prepare a written statement of his or her allegations. This written statement shall serve as the basis for the investigation of the complaint.

Step 2: The Investigating Administrator shall meet with the employee or student bringing the complaint to explain the formal complaint process, to answer any questions that the employee may have, and then shall interview them about the allegations contained in her or his written statement.

Step 3: The Investigating Administrator shall notify the person against whom the complaint is filed of the complaint and meet with them to discuss the matter. At this meeting, the Investigating Administrator shall provide them with a copy of the written statement and review the procedures of the formal process. The person against whom the complaint is made may then have ten (10) business days from the date of this meeting to submit to the Investigating Administrator a written response to the charges.

Step 4: After reviewing the charges and the response and meeting with both parties, the Investigating Administrator shall determine whether there is reasonable, credible evidence to support the allegation(s). If necessary, the Investigating Administrator may confer again with either or both parties and may interview others who may have relevant information. The Investigating Administrator shall also review any materials and documents, which may be relevant to the complaint. The Investigating Administrator reserves the right to determine who shall be interviewed and the number of interviews necessary to make the necessary findings and recommendations.

Step 5: After the Investigating Administrator has completed his or her investigation, they shall prepare a written report. The report shall be submitted to the Superintendent-Director and shall include the Investigating Administrator's findings as well as his or her recommendations for disciplinary and/or remedial action (if necessary and appropriate).

Step 6: The Superintendent-Director shall review the Investigating Administrator's report and may conduct such further investigation of the facts as they deem appropriate. If there is reasonable credible evidence to support the allegation(s) and if the perpetrator of the unlawful discrimination or harassment is a Greater Lowell Technical High School student, then the Superintendent-Director shall determine the sanction to be imposed in consultation with the Assistant

Superintendent-Principal. The sanction imposed shall be in accord with all applicable state statues, School District rules, policies, and regulations pertaining to students.

If there is reasonable credible evidence to support the allegation(s) and if the perpetrator of the unlawful discrimination or harassment is a vendor, contractor, service person, or anyone else who has a recognized connection with the School District, then the Superintendent-Director or his or her designee shall take all reasonable and necessary steps to end the harassing behavior.

A permanent, confidential written record of the formal complaint process shall be retained by the Superintendent and the Investigating Administrator.

If the complainant or the student's parents/legal guardians are dissatisfied with the decision of the Superintendent-Director, the grievant may appeal the decision to the full School Committee. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The request for said hearing shall be made not later than five (5) days after receipt of the Superintendent-Director's written decision on the complaint. The review hearing will be held within fourteen (14) days after receipt of written request from the aggrieved.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees or students, we will take action as is appropriate under the circumstances. Such action may range from counseling to termination from employment or dismissal from school, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

Conflict of Interest

If at any time during an investigation of a complaint of harassment or discrimination, the Investigating Administrator believes that they can no longer investigate a complaint in an appropriate and impartial manner, they may ask that a new Investigating Administrator be appointed.

Also, if the Superintendent-Director has grounds to believe that the Investigating Administrator may no longer be able to conduct the investigation in a proper and impartial manner, they may appoint another to investigate the complaint. In addition, the Superintendent-Director shall have the authority to designate a third party, including legal counsel, to investigate a complaint of harassment and discrimination and report his or her findings to the Superintendent-Director.

Cooperating with an Investigation

It is expected that, at the request of the School District, employees and students will cooperate fully in the investigation of a complaint of harassment and discrimination. Employees are expected to do all that they can to prevent and discourage harassment and discrimination from occurring.

Referral to Law Enforcement, Other Agencies

Some alleged conduct may constitute both a violation of the District's policies and criminal activity. The Assistant Superintendent-Principal, Superintendent-Director or designee, will refer matters to law enforcement or other agencies as appropriate under the law or District policy.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to harassment or discrimination, you may file a formal complaint with the federal and/or state agency listed below that enforces the anti-discrimination law that protects your rights. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of these agencies has a short period for filing a claim: 300 days with the MCAD and/or 180 days with the EEOC. This 180-day filing deadline is extended if the charge is also covered by state law.

US Equal Employment Opportunity Commission (EEOC- Employment claims only)
One Congress Street
Boston, MA 02114
(617) 565-3200

U.S. Department of Education, Office for Civil Rights, Region 1
33 Arch Street
Boston, MA 02110-1491
(617) 289-0111
Time limit to file: 180 days

Massachusetts Commission Against Discrimination (MCAD).

Boston Office:
One Ashburton Place
Boston, MA 02108
(617) 994-6000

Springfield Office:
424 Dwight Street
Springfield, MA 01103
(413) 739-2145

Worcester Office:
22 Front Street
Worcester, MA 01641
(508) 799-6379

APPENDIX C
GREATER LOWELL TECHNICAL HIGH SCHOOL



BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

- 1. Name of Reporter/Person Filing the Report:** *Student* *Parent* *Teacher*
 Bus Driver *Aramark Staff* *Other:* _____

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

- 2. Check whether you are the:** *Victim of the behavior* *Reporter (not the victim)*

3. Your contact information/telephone number: _____

- 4. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional sheet if necessary.**
(Word for word: what victim said; what witnesses said, what aggressor said; facts only)

- **Victim of the behavior:** _____
- **Name of Alleged Aggressor:** _____
- **Date(s) of Incident(s):** _____
- **Time When Incident(s) Occurred:** _____
- **Location of Incident(s) (Be as specific as possible):** _____

- 5. Witnesses (List people who saw the incident or have information about it):**

Name: _____ **Student** **Staff** **Other** _____

Name: _____ **Student** **Staff** **Other** _____

Name: _____ **Student** **Staff** **Other** _____

6. Signature/Name of Person Filing this Report: _____

- Incident serious enough to require immediate action (if checked, please complete Safety Plan)

APPENDIX C (Cont'd)

For Administrative Use Only

II. INVESTIGATION

1. Investigator(s): _____

- Position(s): _____

2. Interviews:

Interviewed aggressor Name: _____ Date: _____

Interviewed victim Name: _____ Date: _____

Interviewed witnesses Name: _____ Date: _____

3. Any prior documented incidents by the alleged aggressor? Yes No

List incident numbers: _____

If yes, have incidents involved victim or victim group previously? Yes No

List incident numbers: _____

Any previous incidents with findings of BULLYING, RETALIATION: Yes No

Summary of Investigation (*Examples*)

- Witnesses confirmed allegation Cameras confirmed Teacher confirmed
- Witness could not confirm Witness contradicted Aggressor admitted to incident
- Aggressor denied allegation
- Other: _____

4. Safety Plan attached: Yes No

Contacts:

Victim's parent/guardian: _____ Date: _____

Alleged Aggressor's Parent/Guardian: _____ Date: _____

Law Enforcement Yes or No Date: _____

5. Follow-up with Victim: Scheduled for _____ Initial and date when complete: _____

Follow-up with Aggressor: Scheduled for _____ Initial and date when complete: _____

APPENDIX C (Cont'd)

Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION:

(Director of Guidance; Principal; Assistant Principal; Dean of Students)

1. Finding of bullying or retaliation:

Yes No

Bullying Incident documented as _____

Retaliation Discipline referral only _____

2. Action Taken:

Loss of Privileges Detention In House Suspension Out House Suspension

Community Service Education Other _____

Signature and Title: _____ Date: _____

Report forwarded to Director of Guidance: Yes No Date: _____

(If principal was not the investigator)

APPENDIX D
SCHOOL NETWORK/INTERNET ACCEPTABLE USE POLICY
FOR STUDENTS

Greater Lowell Technical High School policy provides that all technology that is used to access the network will be used in a responsible, legal, and ethical manner. Failure to do so will result in the termination of network and email privileges for the user and/or other disciplinary action including notification of law enforcement authorities. Individual users of the network, both students and adults, are responsible for their use of the network at school, home or at any location. Use of the network must support education and must be consistent with academic actions of the Greater Lowell Technical High School. Its use will be supervised by Greater Lowell Technical High School staff. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Use of the network for any illegal or commercial activities is prohibited.

A responsible network user will:

- Use language that is considered appropriate
- Be polite
- Not transmit information that other users will find hurtful or offensive
- Conform with copyright laws and always give credit to the author of the material used
- Never reveal personal information about yourself or any user, such as address, telephone number, credit card numbers, social security number, etc.
- Never copy, download or install software without the authorization of the network administrator
- Never use computers for personal communications: gaming, personal email, chat, personal blogs, etc.
- Neither tamper with the system nor alter, delete, or destroy anyone else's files, data, or images
- Never access another individual's materials, information, or files without permission or share passwords
- Never use the account or identity of another user
- Never share their username and password with others; you are responsible for all activities done through your account

A responsible network user must be aware that:

- Use of the network and email is a PRIVILEGE, not a RIGHT;
- The Greater Lowell Technical High School network is to be used only for educational purposes
- Email is not guaranteed to be private and may be inspected either for cause or due to routine maintenance
- It is important to log off the computer at the end of every session, so another user cannot use your account
- Identifying photos of students with their first and last names may not be used on a website
- Violation of this policy will result in the possible loss of Internet privileges and/or disciplinary action pursuant to the Discipline Code and/or prosecution under state and federal law
- Persons issued an account are responsible for its use at all times

APPENDIX D (Cont'd)

The Acceptable Use Policy (AUP) was developed to ensure the safety of all users. All Network/Internet users should read the AUP carefully and understand it. As parents/guardians, please review it in detail with your children before they begin using the Internet in school.

It is important that you and your children understand that any violation of the AUP may result in the loss of Internet and email privileges or other disciplinary action. We ask that you work with your children in reinforcing the behaviors associated with the AUP.

It is the policy of Greater Lowell Technical High School that students and staff will use all technology to access electronic ("computer") networks, including the Internet and email, in a responsible, legal, and ethical manner. Failure to do so may result in the loss of network privileges for the user, disciplinary action under the Code of Discipline, and/or prosecution under federal or state law.

Greater Lowell Technical High School requires that you agree to this contract before the district can provide you with access to the internet and email. Please read this contract carefully. Once you have read and understand this Appendix, please sign your name at the bottom of the form located at the end of this Handbook to indicate that you agree with these terms. When you agree to this contract's content, it becomes a legally binding contract.

APPENDIX E

STUDENT RECORDS

ACCESS TO STUDENT RECORDS

Greater Lowell Technical High School follows all applicable state and federal laws concerning the confidentiality of and access to student records. 603CMR 23.00 contains the Massachusetts regulations with respect to student records.

Authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

A School Resource Officer(s) (SROs), consistent with 34 C.F.R. § 99.31 (a)(1)(i)(B) of FERPA and 603 CMR 2307(3) of the Massachusetts Student Records Regulations, qualifies as an “authorized school personnel” by providing to the Greater Lowell Technical High School District the institutional service of school safety. As a result, the SRO(s) is able to access, without consent, Student PII (Personally Identifiable Information) contained in education records about which the SRO has a “legitimate educational interest”. The SRO(s) will not re-disclose student personally identifiable information contained in education records to outside parties who are not “authorized school personnel” without consent or unless the disclosure satisfies an exception to FERPA or the Massachusetts Student Records Regulations.

Student Record Log

A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to: (a) authorized school personnel who inspect the student record; (b) administrative office staff and clerical personnel who add information to or obtain access to the student record; and (c) school nurses who inspect the student health record.

Access of Eligible Students and Parents

The eligible student or the parent shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents. Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- a. Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.

Any student, regardless of age, shall have the right to receive a copy of their transcript.

- b. The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- c. The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel

Authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties

Except for the provisions stated above, no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described below, personally identifiable information from a student record shall only be released to a third party on the condition that they will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

- a. A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent.
- b. Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.
- c. A school may release information regarding a student upon receipt of a request from the Department of Children and Families, a probation officer, a justice of any court, or the Department of Youth Services.
 - a. Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.
 - b. A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Children and Families.

APPENDIX E (Cont'd)

- f. Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of such child to the appropriate law enforcement authority.
- g. Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.
- h. School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for Non-Custodial Parents

- a. A non-custodial parent is eligible to obtain access to the student record unless:
 - 1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - 2. the parent has been denied visitation, or
 - 3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - 4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- b. The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted.
- c. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school Assistant Superintendent/ Principal.
- d. Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the Assistant Superintendent/Principal with documentation that the non-custodial parent is not eligible to obtain access.
- e. The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- f. Upon receipt of a court order that prohibits the distribution of information pursuant the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Amending Student Records

The student and/or his or her parent/guardian shall have the right to add information, comments, data or any other relevant written material to the student record. The above persons have the right to request deletion or amendment of any information contained in the

student record. They shall also have the right to a conference with the Assistant Superintendent/Principal to make objections known regarding material contained in the record. The Assistant Superintendent/Principal or their designee shall make a decision within one week after that conference or after receipt of an objection in writing. The Assistant Superintendent/Principal's decision must be in writing and must state the reasons for the decision. If the decision is in favor of the student/parent, then the Assistant Superintendent/Principal will promptly take the necessary steps to put the decision into effect.

In the event any decision of the Assistant Superintendent/Principal is not satisfactory, the student and his or her parent/guardian may then appeal to the Superintendent in writing for a review of the objections. A further appeal is possible to the School Committee if the Superintendent's response is not satisfactory. See below for discussion of the appeals process.

Privacy and Security of Student Records

1. The Assistant Superintendent/Principal or their designee shall be responsible for the privacy and security of all student records maintained in the school.
2. The Superintendent-Director or their designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school Assistant Superintendent/Principal, for example, former students' transcripts stored in the school department's central administrative offices or student records of school-age children with special needs who have not been enrolled in a public school.
3. The Assistant Superintendent/Principal and Superintendent-Director shall insure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H and are educated as to the importance of information privacy and confidentiality; and that any computerized systems employed are electronically secure.

Appeals

1. In the event that any decision of the Assistant Superintendent/Principal or their designee regarding any of the provisions contained in 603 CMR 23.00 is not satisfactory in whole or in part to the eligible student or parent, they shall have the right of appeal to the superintendent of schools. Request for such appeal shall be in writing to the superintendent of schools.
2. The Superintendent-Director or their designee shall within two weeks after being notified of such appeal (longer should the appellant request a delay) review the issues presented and render a written decision to the appellant, stating the reason or reasons for the decision. If the decision is in favor of the appellant, the superintendent of schools or their designee shall promptly take such steps as may be necessary to put the decision into effect.
3. In the event that the decision of the superintendent of schools or their designee is not satisfactory to the appellant in whole or in part, the appellant shall have the right of appeal to the school committee. Request for such appeal shall be in writing to the chairperson of the school committee.
4. The school committee shall within four weeks after being notified of such appeal (longer should the appellant request a delay) conduct a fair hearing to decide the issues presented by the appellant.

- a. School officials shall have the burden of proof on issues presented by the appellant.
 - b. The appellant shall have the right to be represented by an advocate of their choosing, to cross-examine witnesses, to present evidence, to make a tape or other recording of the proceedings, and to receive a written decision within two weeks after the hearing.
 - c. If the appeal concerns statements by an employee of the school committee, such person(s) shall have the right to be present and to have an advocate of their own choosing.
5. Nothing in 603 CMR 23.00 shall abridge or limit any right of an eligible student or parent to seek enforcement of 603 CMR 23.00 or the statutes regarding student records, in any court or administrative agency of competent jurisdiction.

Destruction of Student Records

1. The student's transcript shall be maintained by the school department and may only be destroyed 60 years following their graduation, transfer, or withdrawal from the school system.
2. During the time a student is enrolled in a school, the Assistant Superintendent/Principal or their designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and their parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record.
3. The temporary record of any student enrolled on or after the effective date of 603 CMR 23.00 shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and their parent of the approximate date of destruction of the record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the routine information letter required by 603 CMR 23.10.
4. In accordance with M.G.L., Chapter 71, Section 87, the score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of said student at the end of the school year in which such test was so administered.

Any questions regarding Student Records can be made to the Director of School Counseling at 978-441-4955.

APPENDIX F

STUDENT PORTAL ACCEPTABLE USE POLICY



Greater Lowell Technical High School
250 Pawtucket Blvd.
Tyngsboro, MA 01879
(978) 454-5411

Student Portal Acceptable Use Policy

To assist students in monitoring their progress, enhance communication with teachers and further promote educational excellence, Greater Lowell Technical High School is pleased to provide access to student records through the Aspen Student Portal. The Aspen Student Portal permits students access to their attendance, conduct, schedules and grades. Students can login anytime from anywhere they have a secure Internet connection and view current information about their classes. Most importantly, the Aspen Student Portal allows for students to be partners in their education.

The district's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied.

1. **Privileges.** The online access to the information is a privilege, not a right, and inappropriate use will result in a cancellation of access to the Aspen Student Portal. Students will be expected to act in a responsible, ethical, and legal manner. The administration, staff or faculty of Greater Lowell Technical School may request that the system administrator deny, revoke, or suspend a specific user account for any use deemed inappropriate.
2. **Services.** Greater Lowell Technical High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. GLTHS will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, unauthorized third party access to your account, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Greater Lowell Technical High School specifically disclaims any responsibility for the accuracy of information obtained through its services.
3. **Security.** Students will not share their password or PIN number with anyone. Security on any computer system is a high priority because there are so many users. If you identify a security problem, please see your school counselor. Never demonstrate the problem to other users. Never use another individual's account.

APPENDIX F (Cont'd)

Security features of the Student Portal:

- Five unsuccessful log-in attempts will disable the Student Portal account. In order to use the Web Portal again, students will need to send an email, from their school provided email account, to students@gltech.org to have their X2 Aspen password reset.
- The system will automatically log off users that are **INACTIVE** for more than 20 minutes.
- All attempts at logging into the system are recorded and monitored-and a full audit trail is tracked on sensitive data.
- If any problems are encountered with access to your account, please contact your school counselor.

** Please note: Greater Lowell Technical High School is unable to provide any technical support other than help with login issues.

SECURITY

1. You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others. Anyone found to be violating laws will be subject to Civil and/or Criminal Prosecution.
2. You may not share your account information with unauthorized third parties, or leave the account open or unattended. You will not set your account to auto login.
3. You will keep all accounts and passwords confidential and not accessible to unauthorized third parties. You will not allow your computer to remember passwords when using the Aspen Student Portal.
4. You are responsible for making back-up copies of the documents critical to you.
5. Any user identified as a security risk or having a history of misuse of other computer systems may be denied access to the Aspen Student Portal.
6. You must take precautions to prevent viruses and/or unauthorized access on your own equipment.
7. The downloading of copyrighted material is prohibited.
8. Your Aspen Student Portal is active as long as you attend Greater Lowell Technical High School.

Greater Lowell Technical High School requires that you agree to this contract before the district can provide you with an access account. Please read this contract carefully. Once you have read and understand this Appendix, please sign your name at the bottom of the form located at the end of this Handbook to indicate that you agree with these terms. When you agree to this contract's content, it becomes a legally binding contract.

APPENDIX G

BULLYING PREVENTION AND INTERVENTION Summary for Parents/Guardians

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This new law prohibited bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents.

The Bullying Prevention and Intervention Plan is updated to reflect M.G.L.c.71, 37O as amended by Chapter 86 of the Acts of 2014 and Sections 72-74 of Chapter 38 of the Acts of July 2013, which changed the definition of “aggressor” to include “a member of a school staff, including, but not limited to an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional.” The amendment also made the plan applicable to school staff, including but not limited to, the individual listed in the amended aggressor definition. These requirements are included in Greater Lowell Technical High School’s Bullying Prevention and Intervention Plan (“the Plan”). The Plan includes the requirements of the law, and also information about the policies and procedures that the school will follow to prevent bullying and retaliation, and to respond to it when it occurs. This Plan will be reviewed biennially by the Assistant Superintendent/Principal and/or designee, as mandated by M.G.L. c. 71, § 370 sec. 5(d). Consultation will include, at a minimum, notice on the GLTHS website, and a public comment period prior to adoption.

DEFINITION OF TERMS

In order to work as collaboratively and as efficaciously as possible, to prevent and intervene on all acts of bullying, it is essential for school personnel, students, parents or guardians, law enforcement agencies, and other interested parties to use common language.

Aggressor, as defined in M.G.L. c.71, §370, is a student or a member of a school staff including, but not limited to, and educator, administrators, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional who engages in bullying or retaliation towards a student.

Bullying, as defined in M.G.L. c. 71, § 370, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

1. causes physical or emotional harm to the victim or damage to the victim’s property;
2. places the victim in reasonable fear of harm to themselves or of damage to his or her property;
3. creates a hostile environment at school for the victim ;
4. infringes on the rights of the victim at school; or
5. materially and substantially disrupts the education process or the orderly operation of a school.

APPENDIX G (Cont'd)

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking action against their will, oral or written threats, teasing, put-downs, name-calling, stalking, threatening looks, gestures, actions, cruel rumors, false accusations and social isolation, based on a students' identification with any protected classes.

Greater Lowell Technical High School recognizes that certain students may be more vulnerable to become victims of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, sexual orientation, socioeconomic status, homelessness, academic status, limited English proficiency, gender identity or expression, physical appearance, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school or district will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing. For more details, please view Greater Lowell Technical High School's Bullying Prevention and Intervention Plan on our school website at www.gltech.org.

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the internet. It includes, but is not limited to, email, instant messages, text messages, and internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Harassment is defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, and athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Victim is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

APPENDIX G (Cont'd)

PROHIBITION AGAINST BULLYING

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer),
- at any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

REPORTING BULLYING OR RETALIATION

To support efforts to respond promptly and effectively to bullying and retaliation, the Greater Lowell Technical High School has policies and procedures in place for receiving and responding to reports of bullying or retaliation. These policies and procedures will ensure that members of the school community – students, parents, and staff – know what will happen when incidents of bullying occur.

Reports of bullying/harassment or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. School staff members must report immediately to the Assistant Superintendent- Principal designee, or to the Superintendent-Director or designee when the Assistant Superintendent/Principal or the Assistant Principal is the alleged aggressor or to the School Committee or designee when the Superintendent-Director is the alleged aggressor, if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, and paraprofessionals.

Reports made by students, parents or guardians, or other individuals who are not school staff members, may be made anonymously, but no disciplinary action will be taken solely because of an anonymous report. Greater Lowell Technical High School will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form available in hard copy as well as electronically on the school website; www.gltech.org, and the phone numbers of the Superintendent-Director, Assistant Superintendent/Principal, Senior Assistant Principal, Assistant Principal, and the Dean of Students.

APPENDIX G (Cont'd)

Use of an Incident Reporting Form is not required as a condition of making a report. Greater Lowell Technical High School will:

1. Include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians;
2. Maintain Incident Reporting forms in the Main Office, School Counseling Department, Nurse's offices, and Business office;
3. Post it on the school's website;
4. Include in the student, teacher, and employee handbooks, and other locations determined by the Assistant Superintendent/Principal or designee. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

When the Assistant Superintendent-Principal designee/Superintendent or designee/School Committee or designee receives a report, they shall promptly conduct an investigation. If the Assistant Superintendent-Principal or designee/Superintendent or designee/School Committee or designee determines that a violation of the district's anti-bullying policy has occurred, they shall:

- Determine what remedial action is required, if any;
- Determine what responsive actions and/or disciplinary action is necessary including where appropriate consultation with the students' teacher(s) and/or school counselor, and the victim's or student aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development;
- Notify the parents or guardians of the victim(s) and the student aggressor(s) about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation;
- Notify the parents/guardians of the victim(s) of the action to be taken to prevent further acts of bullying or retaliation;
- Inform the parent or guardian of the victim about the Department of Elementary and Secondary Education's Problem Resolution System and the process for accessing that system regardless of the outcome of the bullying determination; and
- In the event of a staff member, the administrator will consult with the Director of Human Resources to determine the appropriate course of action.

PROFESSIONAL DEVELOPMENT FOR SCHOOL STAFF

Greater Lowell Technical High School will provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying.

The content of such professional development shall include, but shall not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, victim, and witnesses

APPENDIX G (Cont'd)

to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyberbullying; and (vi) internet safety issues as they relate to cyberbullying.

PROBLEM RESOLUTION SYSTEM

A parent/guardian who wishes to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). The information can be found at <http://www.doe.mass.edu>, emails can be sent to compliance@doe.mass.edu or individuals can call 781 338-3700.

GREATER LOWELL TECHNICAL HIGH SCHOOL CONTACT PHONE NUMBERS/ ONLINE RESOURCES

Administrative Office

Superintendent-Director	978-441-4800
Assistant Superintendent/Principal	978-441-4807

Main Office

Senior Assistant Principal	978-441-4416
Assistant Principal	978-441-4412
Assistant Principal	978-441-4415
Dean of Students	978-441-4414

School Counseling Department

Director of School Counseling / Title IX Coordinator	978-441-4955
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Special Education Department

Director of Special Education	978-441-4850
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On-Line Parent Resources

Common Sense Media	Http://commonsensemedia.org
Cyberwise	Http://www.cyberwise.org
Massachusetts Aggression Reduction Center	Http://marccenter.webs.com
Safe Teens	http://www.safeteens.com

APPENDIX H
GREATER LOWELL TECHNICAL HIGH SCHOOL
AFTER DARK
Family/Student School Compact
2024-2025

OUR AFTER DARK PROGRAM WILL:

1. Provide high quality instructional programs in a supportive and effective learning environment to meet the challenging state academic standards.
2. Encourage each student to work to their highest potential and provide quality learning experiences and clear expectations.
3. Provide Parent Liaison Services to help facilitate better communication and parent understanding of Greater Lowell student expectations.
4. Provide a Homework Assistance and Tutoring Program to help students reach academic success.
5. Show the importance of meaning full communication and provide frequent communication to parents on their child's progress in a language that family members can understand.
6. Strive to REACH: Respect – Effort – Accountability – Commitment - Honesty

AS A PARENT/GUARDIAN, I WILL:

1. Encourage my son/daughter to put forth good effort in school work, attendance, behavior, and show respect for all members of the school community and school property.
2. Support my child's learning and create a home atmosphere that supports learning.
3. Make every effort to attend parent conference nights, orientations, volunteer opportunities and other meetings arranged to keep me informed of my son's/daughter's progress.
4. Communicate with teachers and other school staff whenever I have a question about my son's/daughter's progress.

AS A STUDENT, I WILL:

1. I will put forth my best effort in school by having a positive attitude good attendance, doing my best in class and completing my homework assignments.
2. I will ask for help when needed and take advantage of the Homework Assistance and Tutoring Program if I need extra help or need to make up some assignments.
3. I will show respect for my teachers and classmates, will be respectful to all school members and property and adhere to the rules in the student handbook.
4. I will strive to REACH: Respect – Effort- Accountability-Commitment- Honesty.

APPENDIX I

GREATER LOWELL TECHNICAL HIGH SCHOOL STUDENT PHOTO RELEASE GUIDELINES

As an integral part of the Greater Lowell Technical High School curriculum, teachers and staff members will, from time to time, use technology such as videoing and/or photographing within the context of the curriculum and the learning environment. Most often, this is done to enhance a lesson, or to share work with another class, the entire school, or with parents.

In addition, students may occasionally be photographed or videoed by a radio or television reporter and/or photographer in publicizing to the community (via newspaper, brochures, the school website, television, etc.) special events and programs that take place during the school year.

We welcome these opportunities and hope that all students will be able to participate to showcase their accomplishments and the quality of the academic and technical programs at Greater Lowell Technical High School.

Kindly review and check the appropriate box on the form at the end of this Handbook to indicate whether you consent to your child being photographed or videotaped in school and for those images to be published with or without the student's name.

If you have any questions or concerns about this Photo Release Form, please contact the Assistant Superintendent/Principal at 978-441-4807.



APPENDIX J
Greater Lowell Technical High School
SCHOOL RESOURCE OFFICER (SRO) COMPLAINT RESOLUTION FORM

COMPLETE THIS SECTION OF THE COMPLAINT RESOLUTION FORM TO REPORT A COMPLAINT ABOUT GREATER LOWELL TECHNICAL HIGH SCHOOL'S SCHOOL RESOURCE OFFICER(S) (SRO)

School Resource Officer Staff Parent Student Other _____

First Name: _____ Last Name: _____

Address: _____

Phone: _____ Email: _____

Primary Language: _____

SRO Involved _____

Brief Statement of Complaint: _____

Signature of Person Filing this Report: _____ Date _____

All complaints regarding an SRO(s) should be sent to the Assistant Superintendent/Principal.

SRO'S SHOULD COMPLETE THIS SECTION OF THE COMPLAINT RESOLUTION FORM TO REPORT A COMPLAINT ABOUT GREATER LOWELL TECHNICAL HIGH SCHOOL STAFF MEMBER(S).

First Name: _____ Last Name: _____

Address: _____

Phone: _____ Email: _____

Primary Language: _____

Staff Member Involved _____

Brief Statement of Complaint: _____

Signature of SRO Filing this Report: _____ Date _____

Complaints should be sent to the Assistant Superintendent/Principal. When the concern involves the Assistant Superintendent-Principal, it shall be sent to the Superintendent-Director and when the concern involves the Superintendent-Director it shall be sent to the Chairman of the School Committee.

**PARENT/GUARDIAN AND STUDENT SIGN-OFF FORM FOR
REVIEW AND RECEIPT OF THE GREATER LOWELL TECHNICAL HIGH SCHOOL
2024-2025 AFTER DARK STUDENT HANDBOOK**

The Student Handbook will only be available electronically for students and parents/guardians to review. The Student Handbook can be found on the Greater Lowell website at www.gltech.org/afterdark. Student tab, Quick Links. A hard copy of the Student Handbook may be requested by calling 978-441-4804.

PLEASE PRINT CLEARLY

Student's Name: _____ Grade: _____

Parent/Guardian Name: _____

PARENT/GUARDIAN AND STUDENT SIGNATURES BELOW INDICATE:

1. We have received, read, and agree to abide by all of the school policies and operational procedures as set forth in the 2024-2025 Greater Lowell Technical High School After Dark Student Handbook, including but not limited to, the policies concerning Attendance, Grading, Core Values, Student Code of Conduct, Disciplinary Procedures and Laws.
2. We have received, read, and agree to abide by the School Network/Internet Acceptable Use Policy for students (Appendix D), the Student Portal Acceptable Use Policies (Appendices F) and the After Dark Family/Student School Compact (Appendix H) in the 2024-2025 Greater Lowell Technical High School Student Handbook.
3. We have received, read, and understand Student Photo Release (Appendix I) and give permission to the following:

Please check one:

- I **give permission** for my son or daughter to be photographed or videotaped and for images of my child to be published in print and/or electronically **with** their full name.
 - I **give permission** for my son or daughter to be photographed or videotaped and for images of my child to be published in print and/or electronically **without** their full name.
 - I **give permission** for my son or daughter to be published in print and/or electronically with their full name without photograph or videotape.
 - I **do not give permission** for my son or daughter to be photographed or videotaped.
4. We recognize that all students at Greater Lowell Technical High school are held accountable for acting in accordance with the contents of this student handbook, both during regularly scheduled After Dark school hours and at all school sponsored events.

Parent/Guardian Signature: _____

Student Signature: _____ Date: _____

**Please return this form to the After Dark Coordinator
no later than Monday, September 9, 2024.**

This form can also be found on the school website at www.gltech.org/afterdark