



# 2024~2025 STUDENT HANDBOOK

Respect ~ Effort ~ Accountability ~  
Commitment ~ Honesty



Approved by the  
Greater Lowell Technical  
School Committee

June 20, 2024  
Revised: August 29, 2024

## HELP ("WHERE TO GO" LIST)

The following list is made up of the most commonly asked questions by students. This list will direct you to someone who can answer questions you may have or help to solve a problem you may be faced with.

After School – Detention Location	Cafeteria, First Floor (unless otherwise specified)
Arriving to School Late	Main Office, First Floor
Assembly - Location	Lecture Hall, Second Floor, Room 2370
Assistant Superintendent/Principal	Room 2260
Athletics	Athletic Director, Second Floor near Gym, Room 2282
The Main Office	First Floor, Visitor Entrance
Breakfast Program	Cafeteria, First Floor
Bullying/Harassment/Teen Dating Violence/ Reporting	Any Teacher, Counselor or Administrator
Bus Issues	Main Office
Clubs/Organizations/Extra-Curricular Activities/ Community Service	Coordinator of Student Activities, Second Floor, Room 2564
College/Scholarships/Career/ Armed Services Information	School Counseling Department, Third Floor, Room 3160
Cooperative Education Office	Director of Coop, Second Floor, Room 2255
English Learner Education	ELA Office, Second Floor, Room 2282
Free/Reduced Lunch Applications	Cafeteria Office, First Floor
Homework Assistance and Tutoring Center	Library Media Center (LMC) Third Floor
Illness/Medical Issues Injury/First Aid Treatment	Nurses' Offices, Rooms 2254, Room 2281 or First Aid Room 1325
Library Resources/Computer Labs	Library Media Center (LMC), Third Floor, Rooms 3240 & 3340
Lockers	Main Office, First Floor
Lost and Found	Library Media Center (LMC), Third Floor, Room 3240
Network Logon Password Reset	Information Systems, Second Floor, Room 2245
Restroom Facilities	Restrooms are Located on all Three Floors
Promotion/Graduation/Scheduling	School Counseling Department, Third Floor, Room 3160
Special Education	Special Education Office, Third Floor, Room 3464
Student Dismissal	Main Office, First Floor
Student Driving Privileges	Main Office, First Floor
Student Portal	Information Systems, Second Floor, Room 2245
Student Assistance/ Financial Based Needs	School Counseling Department, Third Floor, Room 3160
Substance Abuse Needs/Teen Pregnancy and Parenting	School Counseling Department, Third Floor, Room 3160
Work Permits/Part-time Jobs	Third Floor, Room 3257

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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 21<sup>st</sup> 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](http://www.gltch.org). 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 your child's school counselor at 978-441-4952.

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, parental status, 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 sex-based 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. The District's nondiscrimination policy and grievance procedures can additionally be located at [www.gltech.org](http://www.gltech.org).

## **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 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.

**2024-2025  
SCHOOL CALENDAR**

August 26-27, 2024	Monday-Tuesday	Teacher In-Service Days
August 28, 2024	Wednesday	1 <sup>st</sup> Day for All Students <b>(Begin on A Week Schedule)</b>
August 30, 2024	Friday	No School – Labor Day Recess
September 2, 2024	Monday	No School – Labor Day <b>(Reopens on A Week Schedule)</b>
September 6, 2024	Friday	End Exploratory 1
September 16, 2024	Monday	End Exploratory 2
September 23-27, 2024	Monday-Friday	Homecoming Week
September 24, 2024	Tuesday	End Exploratory 3
September 25, 2024	Wednesday	Early Release/In-Service (Periods 1,2,3,4)
October 1, 2024	Tuesday	Midpoint – Quarter 1 (Progress Reports available October 9)
October 2, 2024	Wednesday	Safety Team Meeting
October 3, 2024	Thursday	End Exploratory 4
October 3, 2024	Thursday	Back-to-School Parent Night for All Grades
October 7-8, 10, 2024	Mon-Tue, Thursday	PSAT
October 9, 2024	Wednesday	College & Career Fair
October 11, 2024	Friday	End Exploratory 5
October 14, 2024	Monday	No School – Columbus Day
October 17, 2024	Thursday	Fall Program Advisory Committee Meetings
October 22, 2024	Tuesday	End Exploratory 6
October 30, 2024	Wednesday	Early Release/In-Service (Periods 1,2,10,11)
October 30, 2024	Wednesday	End Exploratory 7
November 1, 2024	Friday	End – Quarter 1
November 6-7, 2024	Wednesday-Thursday	MCAS ELA Retest (Tentative)
November 7, 2024	Thursday	SkillsUSA Officer Installation Ceremony
November 7, 2024	Thursday	End Exploratory 8
November 11, 2024	Monday	No School – Veterans Day
November 12-13, 2024	Tuesday-Wednesday	MCAS Math Retest (Tentative)
November 13, 2024	Wednesday	Fall Sports Night
November 14, 2024	Thursday	NHS/NTHS Induction Ceremony
November 18, 2024	Monday	End Exploratory 9
November 26, 2024	Tuesday	End Exploratory 10
November 27, 2024	Wednesday	Early Dismissal at 10:43 am (Periods 1,2,3,4)
November 28-29, 2024	Thursday-Friday	No School – Thanksgiving Recess
December 5, 2024	Thursday	General Advisory Committee Meeting
December 6, 2024	Friday	Midpoint – Quarter 2 (Progress Reports available December 16)
December 9, 2024	Monday	End Exploratory 11
December 12, 2024	Thursday	8 <sup>th</sup> Grade Open House
December 16, 2024	Monday	8 <sup>th</sup> Grade Open House (Snow Date)
December 17, 2024	Tuesday	End Exploratory 12
December 20, 2024	Friday	Early Dismissal at 10:43 am (Periods 3,4,10,11)
Dec. 23, 2024 – Jan. 1, 2025	Mon.-Fri., Mon.-Wed.	No School – Winter Vacation
January 2, 2025	Thursday	School Reopens (A Week Schedule)
January 6, 2025	Monday	End Exploratory 13
January 6-17, 2025	Monday-Friday	Mid-Year Assessments
Jan. 6, 2025 – Feb. 14, 2025	Open Window	Access for ELL Test Sessions (Tentative)
January 14, 2025	Tuesday	End Exploratory 14
January 20, 2025	Monday	No School – Martin Luther King Day

**2024-2025  
SCHOOL CALENDAR (Cont'd)**

January 21, 2025	Tuesday	End – Quarter 2
January 23, 2025	Thursday	End Exploratory 15
January 24, 2025	Friday	Community College Career Fair
January 29, 2025	Wednesday	Early Release/In-Service (Periods 1,2,10,11)
January 31, 2025	Friday	End Exploratory 16
February 4-5, 2025	Tuesday-Wednesday	MCAS Biology Test (Tentative)
February 10, 2025	Monday	End Exploratory 17
February 12, 2025	Wednesday	Local SkillsUSA Awards Ceremony (Snow Date: February 13 <sup>th</sup> )
February 17-21, 2025	Monday-Friday	No School – February Vacation
February 25, 2025	Tuesday	End Exploratory 18
February 28, 2025	Friday	Midpoint – Quarter 3 (Progress Reports available March 10 <sup>th</sup> )
March 5, 2025	Wednesday	End Exploratory 19
March 6-7, 2025	Thursday-Friday	MCAS ELA Retest (Tentative)
March 11-12, 2025	Tuesday-Wednesday	MCAS Math Retest (Tentative)
March 12, 2025	Wednesday	Winter Sports Night
March 13, 2025	Thursday	End Exploratory 20
March 13, 2025	Thursday	Early Release/In-Service / SkillsUSA District 4 Comp (3,4,10,11)
March 19, 2025	Wednesday	Safety Team Meeting
March 21, 2025	Friday	End Exploratory 21
March 25-26, 2025	Tuesday-Wednesday	MCAS ELA Test (Tentative)
March 31, 2025	Monday	End Exploratory 22
April 1, 2025	Tuesday	End – Quarter 3
April 11, 2025	Friday	End Exploratory 23
April 12, 2025	Saturday	8 <sup>th</sup> Grade Placement Test
April 14, 2025	Monday	Begin Permanent Shop Placement
April 18, 2025	Friday	No School – Good Friday
April 21-25, 2025	Monday-Friday	No School – April Vacation
May 1-3, 2025	Thursday-Saturday	SkillsUSA State Leadership & Skills Conference
May 6, 2025	Tuesday	Teacher/Staff Appreciation Day
May 7, 2025	Wednesday	Spring Program Advisory/Cooperative Education Employer Appreciation Dinner and Meetings
May 8, 2025	Thursday	Military Career Fair
May 9, 2025	Friday	Midpoint – Quarter 4 (Progress Reports available May 19 <sup>th</sup> )
May 12-23, 2025	Monday-Friday	Final Assessments Grade 12
May 14, 2025	Wednesday	Accepted 9 <sup>th</sup> Grade Students & Families Night
May 20-21, 2025	Tuesday-Wednesday	MCAS Math Test (Tentative)
May 22, 2025	Thursday	Senior Scholarship and Awards Night
May 26, 2025	Monday	No School – Memorial Day
May 27 – June 6, 2025	Tuesday-Friday	Final Assessments – Underclass (Tentative) (Based on 180 day schedule)
June 4, 2025	Wednesday	Spring Sports Night
June 4-5, 2025	Wednesday-Thursday	MCAS Biology Test (Tentative)
June 5, 2025	Thursday	Graduation Rehearsal (Seniors Only)
June 6, 2025	Friday	Graduation – Early Dismissal at 12:33 pm (Periods 1-9)
June 12, 2025	Thursday	Last Day of Classes (180 Day Schedule)/Early Release (Pds 1-4-)
June 19, 2025	Thursday	Juneteenth Day
June 20, 2025	Friday	Last Day of Classes (185 Day Schedule)/Early Release

## 2024-2025 BELL SCHEDULE

7:40	7 minutes	Homeroom
7:47 - 7:49	2 minutes	Passing
7:49 - 8:31	42 minutes	Period 1
8:31 - 8:33	2 minutes	Passing
8:33 - 9:15	42 minutes	Period 2
9:15 - 9:17	2 minutes	Passing
9:17 - 9:59	42 minutes	Period 3
9:59 - 10:01	2 minutes	Passing
10:01 - 10:43	42 minutes	Period 4
10:43 - 10:45	2 minutes	Passing
10:45 - 11:05	20 minutes	Period 5 (Lunch)
11:05 - 11:07	2 minutes	Passing
11:07 - 11:27	20 minutes	Period 6 (Lunch)
11:27 - 11:29	2 minutes	Passing
11:29 - 11:49	20 minutes	Period 7 (Lunch)
11:49 - 11:51	2 minutes	Passing
11:51 - 12:11	20 minutes	Period 8 (Lunch)
12:11 - 12:13	2 minutes	Passing
12:13 - 12:33	20 minutes	Period 9 (Lunch)
12:33 - 12:35	2 minutes	Passing
12:35 - 1:17	42 minutes	Period 10
1:17 - 1:19	2 minutes	Passing
1:19 - 2:01	42 minutes	Period 11

**All students will be dismissed at 2:01 p.m.**



## CANCELLATION OF CLASSES/TWO HOUR DELAY/EARLY RELEASE

From time to time, there exists the possibility that school may be cancelled or delayed 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 delayed. 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 the towns of Dracut, Tyngsboro or Dunstable have changed their school schedule, it does not mean that Greater Lowell has made the same change. Please do not call your local police, school department or radio station.

### TWO-HOUR DELAY

If it is announced that the Greater Lowell Technical High School will have a two hour delayed start, it simply means that students get their buses two hours later than they usually do. Dismissals will be at the usual time. See schedule below.

Period 4	-	9:40	-	10:43
Period 5	-	10:45	-	11:05
Period 6	-	11:07	-	11:27
Period 7	-	11:29	-	11:49
Period 8	-	11:51	-	12:11
Period 9	-	12:13	-	12:33
Period 1	-	12:35	-	1:17
Period 2	-	1:19	-	2:01

Periods 3, 10 and 11 have been eliminated.

## **EARLY RELEASE DAYS/PERIOD SCHEDULES**

There are seven (7) Early Release days scheduled for the 2024-2025 school year.

In-Service/Early Release

**Wednesday, September 25, 2024**

**All students follow this period schedule:**

Period 1	-	7:40	-	8:31
Period 2	-	8:33	-	9:15
Period 3	-	9:17	-	9:59
Period 4	-	10:01	-	10:43

In-Service/Early Release

**Wednesday, October 30, 2024**

**All students follow this period schedule:**

Period 1	-	7:40	-	8:31
Period 2	-	8:33	-	9:15
Period 10	-	9:17	-	9:59
Period 11	-	10:01	-	10:43

Thanksgiving Recess Early Release

**Wednesday, November 27, 2024**

**All students follow this period schedule:**

Period 1	-	7:40	-	8:31
Period 2	-	8:33	-	9:15
Period 3	-	9:17	-	9:59
Period 4	-	10:01	-	10:43

Christmas Vacation Early Release

**Friday, December 20, 2024**

Period 3	-	7:40	-	8:31
Period 4	-	8:33	-	9:15
Period 10	-	9:17	-	9:59
Period 11	-	10:01	-	10:43

In-Service/Early Release  
**Wednesday, January 29, 2025**

**All students follow this period schedule:**

Period 1	-	7:40	-	8:31
Period 2	-	8:33	-	9:15
Period 10	-	9:17	-	9:59
Period 11	-	10:01	-	10:43

SkillsUSA Day – Early Release  
**Thursday, March 3, 2025**

Period 3	-	7:40	-	8:31
Period 4	-	8:33	-	9:15
Period 10	-	9:17	-	9:59
Period 11	-	10:01	-	10:43

Graduation – Early Dismissal  
**Friday, June 6, 2025**

Period 1	-	7:40	-	8:31
Period 2	-	8:33	-	9:15
Period 3	-	9:17	-	9:59
Period 4	-	10:01	-	10:43
Period 5	-	10:45	-	11:05
Period 6	-	11:07	-	11:27
Period 7	-	11:29	-	11:49
Period 8	-	11:51	-	12:11
Period 9	-	12:13	-	12:33

Last Day of School for Students – TBA

Period 1	-	7:40	-	8:31
Period 2	-	8:33	-	9:15
Period 3	-	9:17	-	9:59
Period 4	-	10:01	-	10:43

# 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 978-441-4420. If the parent or guardian does not contact the school, they will receive an automated phone message **on that same day** informing them that their child is not in school and requesting a return phone call to confirm the absence. If this automated message is received in the evening, the parent or guardian is to call the school the next morning. In addition, if a student has missed five unexcused absences in a school year

or two (2) or more periods in five (5) or more school days in a school year and said absences are unexcused, an automated phone message will be sent to the home instructing the parent/guardian to contact their son/daughter's Assistant Principal or Dean of Students to discuss the situation and jointly develop action steps for student attendance.

**To support good academic performance, students are held to the following Attendance Policy Standards and Procedures:**

**Perfect Attendance**

Students need to be in the building every day in order to achieve and be recognized as having perfect attendance for the school year. Excused absences are still considered an absence as it relates to achieving perfect attendance. The only exception to this would be approved educational exams (college entrance/placement exams) that require proper documentation and pre-approved college visits. Other educational related events causing a student to miss school will be addressed on a case by case basis.

**Excused Absences**

We believe consistent school attendance is essential for students to reach their full potential. For that reason, all non-essential appointments (i.e., dentist/orthodontic appointments, eye exams, routine doctor visits) should occur outside of the normal school day. Absences may be excused for the following reasons: death in the immediate family, emergency doctor's visits or illness documented by medical personnel, hospitalizations, religious holidays, legal matters, approved college visits, technical/licensure related exams, military visits, unit visits, unusual or mitigating circumstances, or other matters deemed educational by the Assistant Superintendent/Principal or designee. Students requesting that an absence be excused must submit the appropriate written documentation to the Main Office. This documentation will be forwarded to the Senior Assistant Principal, Assistant Principal or Dean of Students, who are responsible for granting excused absences. Excused absence documentation should be turned into the Main Office by the end of the marking period in which the absence occurred or within a three-week timeframe whichever is longer. Any exceptions to this will be determined by the Assistant Superintendent/ Principal or their designee.

**College Visitation**

Juniors and seniors may be allowed two (2) excused college visitations per school year. All college visitations require pre-approval from the Assistant Superintendent/ Principal or their designee and will not impact perfect attendance. The student must be passing all subjects including their technical program area. Verification of attendance at this appointment must be submitted to one of the Assistant Principals or Dean of Students following the absence (i.e., college letterhead signifying a statement of attendance with an official signature). Failure to comply with the above regulation will result in an unexcused absence.

**Unexcused Absences**

Absences considered not excused include, but are not limited to: truancy, vacations other than during vacation periods, routine dental and medical appointments, and sickness not documented by a physician.

### **Unexcused Absences per Quarter**

During the 2024-2025 school year, students are limited to three (3) unexcused absences per quarter. Students exceeding this limit will not receive academic credit for all courses for the quarter. (See Credits and Grading for additional details.) For this reason, an automated phone message is sent to all students and parents/guardians once a student receives their third unexcused absence for the quarter.

Students who receive 'No Credit' for the quarter due to attendance will be considered ineligible for athletics and participation in the Cooperative Education Program.

### **Unexcused Absences per Year**

Students exceeding 12 days of unexcused absences for the year may not receive credit for all courses for the year.

### **Student Access to Educational Services and Exclusion from School**

A student who is absent from school for ten or more unexcused consecutive days (including students who are out of school because of suspension or expulsion) and is at risk for not completing their high school diploma requirements or is considering dropping out will receive notice along with their parent/guardian within a period of five (5) days from the student's tenth consecutive absence. The notice shall initially offer two dates and times to attend an "exit interview" and how to contact the school to set up the meeting. The "exit interview" will occur within ten (10) days after the sending of the notice and may be extended at the request of the parent /guardian no longer than fourteen (14) days. The "exit interview" will include a team of relevant school personnel lead by the Director of School Counseling. This team will provide the student and their parent/guardian information about the benefits of earning a high school diploma, the detrimental effects of leaving school, and alternative education programs and services available to the student.

During the "exit interview" meeting, the student will be offered the opportunity to express their challenges, concerns and needs which will be documented in order to create an action plan or an Individual Learning Plan (ILP) that will offer supports and resources to keep the student engaged in school. The school staff will make every effort to keep the student in school and support their needs, providing interventions to help the student succeed.

Any student, parent/guardian, instructor, counselor or administrator can refer a student at risk for dropping out to the Director of School Counseling at 978-441-4955 to initiate an "exit interview" meeting.

### **Truancy**

Students absent from school without permission of a parent or guardian will be subject to appropriate disciplinary and legal action. A day of truancy is counted as an unexcused absence.

## **Tardiness**

### **Tardiness to School Policy**

Four (4) unexcused tardies to school per quarter will count as one day of unexcused absence. Unexcused tardiness after 10:43 a.m. will count as one day of unexcused absence. Students who receive their sixth (6) tardy to school for the year will be subject to the progressive discipline policy (three (3) or more in a marking period will result in suspension of driving privileges).

### **Tardiness to School Procedure**

Students who are tardy after homeroom must immediately report to the Main Office. If there are extenuating circumstances that caused the tardiness, students should provide a note from their parent/guardian on that same day explaining the reason for the tardiness.

### **Tardiness to Class Policy**

Students have two minutes to travel from one class to the next. This is sufficient to be punctual no matter where in the building your next class is located. Students are responsible for determining what materials from their lockers should be carried in order to arrive to class on time.

### **Tardiness to Class/Homeroom Procedure**

Students arriving after the bell will sign the classroom tardy log and proceed directly to their assigned work area. Classroom management procedures will be followed for students exhibiting a pattern of tardy arrivals. Three tardies to class/homeroom per quarter may result in progressive discipline.

## **Dismissals**

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 school is not in session. Excessive dismissals (more than 2) for routine appointments will be referred to the Senior Assistant Principal, Assistant Principal, or Dean and Attendance Monitor for review and a parent/guardian will be contacted to address the issue and to find a solution. It is essential for students to be in school every day all day. Chronic absenteeism and dismissals have a direct impact on the student's grades and overall success.

If transportation to school is a challenge after a routine appointment, students/parents should contact the Assistant Principal/Dean to discuss the matter.

## **Policy**

Dismissal before 10:43 a.m. will count as an unexcused absence unless proper documentation is provided to qualify as an excused absence, (e.g., an appointment note from a medical professional). Four (4) unexcused dismissals from school per quarter will count as one day of unexcused absence. In order to be considered present for the day, you must be in attendance in the learning environment at least half of the scheduled school day. In the event

that a student appears to be impaired, they will be subject to an involuntary dismissal for safety reasons.

\* Seniors will be dismissed (excused) after the completion of the senior meeting or no later than 11:27 a.m. on the day of the senior prom.

### **Medical Dismissals**

The school nurse will contact the parent/guardian if it is determined that dismissal due to illness/injury is necessary. A nurse's dismissal is documented as excused.

### **Planned, Unplanned or Emergency Dismissals**

All students getting dismissed are required to drop off a written note to the Main Office in the morning before 9:00 a.m. The note must state the date, the time the student is being dismissed, it must be signed by a parent/legal guardian and have a valid working telephone number where the parent/guardian can be reached to verify such dismissal. If the student is a self-driver the parent also must indicate this in the note. If an emergency arises during the day and a student must be dismissed, a parent or guardian must come to the school to pick up their child (dismissal notes through e-mail should only be used in emergency situations and must come from an e-mail address on file with the school).

Only a parent/guardian/ or a person on the emergency contact list may dismiss a student. Exceptions to this can only occur if there is something in writing by the parent/guardian (and confirmed by phone) indicating the student may be dismissed to the given individual. The person dismissing will need to present valid identification matching the name identified on the note. The parent/guardian/emergency contact person will also need to present a photo I.D. to the Main Office secretary when they come to dismiss a student. If the necessary required Identification is not provided the student will not be dismissed.

### **Attendance/Extra-Curricular Activities**

Students are not allowed to attend school sponsored activities if they do not attend school on the day of the activity, or are considered absent in accordance with the above tardiness and early dismissal provisions. Any exception must be approved by the Assistant Principal(s) or Dean of Students.

### **Absences/Make-Up Work**

Classwork, homework, and tests missed because of absences must be made up commensurate with the time absent. Arrangements for extension of this time may be granted in cases of prolonged illness. It is the student's responsibility to contact his/ her teachers about work missed during an absence. In the majority of courses, the make-up work will require the student to stay after school hours. Late buses are available for students who must stay after school to make-up work.

### **Appeal Process for Students Who Lose Credit Due to Excessive Absenteeism**

Students wishing to appeal a loss of credit for the year must submit a written petition to the Assistant Superintendent/Principal.



## Department of Elementary and Secondary Education MCAS Attendance Requirements

All eligible students who are present in school must participate in testing, with the exception of students who have been diagnosed with a concussion. No test session may extend beyond the end of the regular school day, and any individual test session must be completed on the same day on which it begins. Students who are absent on the scheduled testing date for any reason (including illness or other medical condition) must be scheduled for make-up testing as soon as they return to school. Make-up tests may be administered at any time **after** the scheduled testing date and before the end of the test administration window.

If a student is absent for a session of a test, they should take the remaining session(s) of the test according to the school's administration schedule and take the missed session during the make-up period.

### Department of Elementary and Secondary Education Attendance Requirement for MCAS Appeals Attendance Eligibility Criteria

For a performance appeal to be considered, a superintendent or executive director must submit evidence that shows that the student meets the following eligibility requirements:

1. The student has taken the test/retest in the content area of the appeal, as follows:
  - For **English Language Arts**, at least **three** times (or completed the MCAS-Alt twice) at the high school level.
  - For **Mathematics**, at least **three** times (or completed the MCAS-Alt twice) at the high school level.
  - For **Science and Technology/Engineering**, at least **once** (or completed the MCAS-Alt once) at the high school level and is **currently enrolled** in a high school STE course or has completed grade 12. The appeal must be in the same STE discipline as the MCAS test taken by the student.
2. The student has maintained a minimum attendance rate of 95% during the school year prior to and during the year of the appeal (e.g., no more than nine days absent from school during a 180-day school year).
3. The student has participated in school-sponsored tutoring or other academic support services in the content area of the appeal.

The Commissioner of the Massachusetts Department of Elementary and Secondary Education (DESE) has the authority to waive one or more of the eligibility requirements described above if there are extenuating circumstances such as serious illness, childcare commitments, hardship, or disability. In such cases, the superintendent or executive director must include a written justification for a waiver with the appeal application.

## CREDITS, GRADING, AND ASSESSMENT

### PROMOTION AND GRADUATION REQUIREMENTS

Each student must pass their technical area each year in order to be promoted. A student must have successfully completed a minimum of 400 hours of technical instruction during their sophomore year and 400 hours of technical instruction during their junior year and attained the prescribed annual competencies to receive credit for the year. In order to receive credit for the senior year, a student must have successfully completed a minimum of:

- a) 400 hours of technical instruction and the prescribed competencies or
- b) a cooperative work experience or
- c) a combination thereof.

In accordance with state law, students must earn Competency Determination (CD) by passing MCAS subject tests in English Language Arts (ELA), Mathematics, and Science and Technology/Engineering (Greater Lowell Technical High School students take the Biology MCAS) in order to receive a high school diploma. Based on student performance, they may be required to fulfill an Educational Proficiency Plan (EPP); in which case they must successfully complete their English and/or math classes both junior and senior year.

To be promoted to the next grade level, a student must receive passing grades totaling credits according to the chart below:

<b>(Cumulative)</b>	<b>Minimum Cumulative Credits</b>
Freshman Year	39
Sophomore Year	81
Junior Year	123
Senior Year *	165

*\*Of the 165 cumulative credits required to graduate, it is recommended at least thirty-nine (39) be earned in senior year.*

A student who does not achieve the minimum cumulative credits during a given year, but who acquired the necessary credits as a result of successful completion of summer school, will be considered for promotion and/or graduation.

Seniors who are not eligible to graduate at the time of "senior early release" will not be allowed to attend senior week activities and will be encouraged to continue attending school in order to earn the necessary credits to graduate.

A parent/teacher meeting will be scheduled in the School Counseling Department for any student who does not achieve the minimum credits required for promotion but chooses to remain at Greater Lowell Technical High School. This meeting may include a recommendation to consider a change in technical program placement.

Any extenuating circumstances will be reviewed by the Assistant Superintendent/Principal.

## **COLLEGE PREPARATORY PROGRAM**

Greater Lowell Technical High School offers a Massachusetts High School Program of Studies including MassCore which is intended to help high school graduates arrive well prepared for college. Courses are rigorous, engaging, and are aligned to the Massachusetts Curriculum Frameworks high school level standards. The recommended program of studies includes; four years of English, four years of math, three years of lab-based science, and three years of social studies. Students are scheduled in academic classes based on their course of study.

Changes in schedules should not occur beyond the end of the 2nd quarter. The only exceptions would be if a student is serviced under an Individual Education Program, 504 Accommodation Plan, or under the direction of the Director of School Counseling.

In order to meet admissions standards for Massachusetts State Colleges and Universities (four-year colleges) student should complete the following courses:

1. Four courses of college preparatory English
2. Four courses of college preparatory Mathematics
3. Three courses of college preparatory Science (including three labs)
4. Two courses of college preparatory Social Studies (including one course in U.S. History)
5. Two years of technical program theory courses plus one additional course in Mathematics, Science (no lab required), or Computer Science are accepted in lieu of foreign language for admissions to Massachusetts State Colleges/Universities.

## **COURSE REQUIREMENTS**

All students are required to take four (4) years of English Language Arts, four (4) years of Mathematics, three (3) years of lab based Sciences, two (2) years of History/Social Sciences, and three (3) years of a Technical Program. Students must receive a passing grade in English Language Arts for all four years, freshman and sophomore Science, and three years of Mathematics in order to graduate from Greater Lowell. Students must also pass their Technical Program to be promoted to the next grade level. The only exceptions would be a student who may be serviced under an Individual Education Program, a 504 Accommodation Plan, or receiving English Language Education services. All decisions regarding these students are made by Teams as required by Special Education, Section 504, and English Language Education regulations.

It should be noted that some students may have to participate in a mandatory competency based course to ensure that they remain on track to meet admissions standards for four (4) year Massachusetts State Colleges and Universities.

## **ATTENDANCE REQUIREMENTS FOR CREDIT**

To support good academic performance, students are limited to three (3) unexcused absences per quarter. Students exceeding this limit will not receive academic credit for all courses for the quarter.

Tardiness and dismissals may also prevent a student from receiving course credits. Please refer to the Attendance Policy for complete details.

A grade of NC (no credit) on a report card indicates that the student did not meet the attendance requirement. If the attendance requirement is met in the subsequent quarter, the NC will be changed to the actual grade earned. If the attendance requirement is not met in the subsequent quarter, the NC will be converted to 59 for all courses where students earned a passing grade prior to the attendance penalty. For any course where students were not passing prior to the attendance penalty, the actual failing grade will be substituted for the NC. Students not meeting the attendance requirement in the fourth term are not eligible for a no credit status and will receive a 59 in place of any passing grade. Students may be eligible to take a Summer School course to reinstate their grades from the fourth quarter.

Students exceeding 12 days of unexcused absences for the year may not receive credit for all courses for the year.

Students wishing to appeal a loss of credit for the year must submit a written petition to the Non-Promotion Review Committee through the School Counseling Department.

As required by M.G.L. c. 71, § 37H¾, students who are suspended or expelled shall be provided the opportunity to make academic progress during their removal from schools. Students who are expelled or suspended for more than 10 consecutive days will be provided an opportunity to receive education services and make academic progress toward meeting state and local requirements through the school-wide education services plan. See Suspension and Expulsion Policies on pages 48-58 for more information.

### **SUMMER SCHOOL CREDIT**

Students may be eligible to attend Summer School in order to earn the necessary credits needed to be promoted. Summer School courses are offered for students who have failed at least one course during the school year. Only a total of two failed courses can be made up during summer school. A technical shop cannot be made up during summer school.

### **MARKING PERIODS – GRADING**

August 28, 2024 – November 1, 2024  
November 4, 2024 – January 21, 2025  
January 22, 2025 – April 1, 2025  
April 2, 2025 – Last day of school

### **Quarterly Progress Reports**

Progress reports are issued four (4) times a year at the mid-point of the marking period.

### **Report Cards**

Report cards are issued four times a year at the end of each marking period. Parents and students should carefully examine all information on the report card. Please note that any grade below of 60% is a failing grade.

## **Grading Key**

90-100	-	Excellent
80-89	-	Good
70-79	-	Average
60-69	-	Below average
59 and below	-	Failing
Inc.	-	Incomplete
Med.	-	Medical
Wdn.	-	Withdrawn
Cop.	-	Co-op
NC	-	No credit due to absenteeism

## **Honor Roll – High Honor Roll**

Honor roll and high honor roll are determined at the end of each marking period. Students can achieve honor roll status by obtaining a grade of 80 or above in all academic and technical courses. Students can achieve high honor roll status by obtaining a grade of 90 or above in all academic and technical courses.

## **Incomplete Grades**

The grade of "Incomplete" is given to those students who because of absence(s) from school are unable to complete the required assignments within the marking period. The student receiving the "Incomplete" must make arrangements with their subject teacher and make up the work missed within ten (10) school days after grades are posted with the exception of the fourth marking period when no "Incompletes" can be given. Make-up in technical programs will consist of alternative instructional activities designed by the technical teacher which relates to the work missed. Teachers must change the "Incomplete" to a numerical grade, when the work is made up according to the time line below.

First Marking Period	-	November 15, 2024
Second Marking Period	-	February 4, 2025
Third Marking Period	-	April 16, 2025

## **Medical Grades**

The grade of "Medical" is given to those students who because of physician documented absence from school are unable to complete the required assignments within the marking period. Make-up work may need to be completed in order for the student to be promoted to the next grade level or to graduate. Students should complete make-up work as soon after their return to school as possible but "medical" grades may remain until the end of the school year at which time all make-up work must be submitted.

## **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.

## **ACCESS Testing Grades 9-12**

*(Assessing Comprehension and Communication in English State-to-State for English Language Learners)*

Federal and state laws require that English Learners (EL's) be assessed annually to measure their proficiency in reading, writing, listening, and speaking English, as well as the progress they are making in learning English. In fulfillment of these laws, EL's are required to participate in the ACCESS for ELLs tests. ACCESS for ELLs will be administered once annually in January-February. ACCESS for ELLs tests are based on the WIDA (World-Class Instructional Design and Assessment) English Language Development standards.

## **Career Interest Survey – Grade 9**

The career planning and assessment tools in Naviance allow students to realize their strengths, goals, knowledge, values, and interests in future careers and help them work towards a path that is inspiring to them.

## **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. This online program will enable all students to view their competency profiles from their computer or phone indicating the level of competency they have attained in their technical program. These competencies will be available to parents twice yearly (January and June). Competency profiles regularly become portfolio entries to indicate progress in technical programs. Students also can access their competency profile online to share with a potential employer or college interview.

## **Massachusetts Comprehensive Assessment System (MCAS)**

All Massachusetts students who are seeking to earn a high school diploma must meet the Competency Determination (CD) standard, in addition to meeting all local graduation requirements. To earn their CD, students must meet the requirements below:

	Option 1	Option 2
Classes of 2025	<ul style="list-style-type: none"><li>• ELA: Earn a score of 472 or higher</li><li>• Math: Earn a score of 486 or higher</li><li>• STE: Earn a score of 467 or higher</li></ul>	<ul style="list-style-type: none"><li>• ELA: Earn a score between 455 and 471 and fulfill the requirements of an EPP</li><li>• Math: Earn a score between 469 and 485 and fulfill the requirements of an EPP</li><li>• STE: N/A (only one option for STE)</li></ul>
Classes of 2026 to 2030	<ul style="list-style-type: none"><li>• ELA: Earn a score of 486 or higher</li><li>• Math: Earn a score of 486 or higher</li><li>• STE: Earn a score of 470 or higher</li></ul>	<ul style="list-style-type: none"><li>• ELA: Earn a score between 470 and 485 and fulfill the requirements of an EPP</li><li>• Math: Earn a score between 470 and 485 and fulfill the requirements of an EPP</li><li>• STE: N/A (only one option for STE)</li></ul>

Classes of 2031 and Beyond	<ul style="list-style-type: none"> <li>• ELA: Earn a score of 500 or higher</li> <li>• Math: Earn a score of 500 or higher</li> <li>• STE: Earn a score of 470 or higher</li> </ul>	<ul style="list-style-type: none"> <li>• ELA: Earn a score between 470 and 499 and fulfill the requirements of an EPP</li> <li>• Math: Earn a score between 470 and 499 and fulfill the requirements of an EPP</li> <li>• STE: N/A (only one option for STE)</li> </ul>
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High school students with disabilities who are unable to participate in standard MCAS tests, even with accommodations, can satisfy the CD requirement if they can demonstrate in their MCAS Alternate Assessment (MCAS-Alt) portfolio a level of achievement comparable to that of a student who has met the CD requirement by taking the standard test.

Please see the MA DESE website for specific MCAS Participation Guidelines.

### **MCAS Appeals Process**

The purpose of the MCAS appeals process is to provide an opportunity for high school students who have not yet passed MCAS tests in one or more of the required subjects to demonstrate through their coursework that they have the knowledge and skills necessary to meet the academic standards in the subject of the appeal. A student who is having difficulty passing one or more of the required high school MCAS tests may have an appeal filed on their behalf if the student meets all eligibility requirements. Only the student's school district may initiate the appeal process. However, parents and students (if age 18 or over) may request that the district file an appeal. If an appeal is granted, the student is deemed to have met the requirements for the CD in the subject of the appeal.

### **MCAS Retest**

Retests in ELA and Mathematics are offered in November and March, and students may participate in STE tests in February) and June each year.

Individuals may continue to participate in ELA and Mathematics retests and STE tests after leaving high school. Adults who want to earn a high school diploma and have not yet met the testing requirements of the CD may participate in testing at the high school they most recently attended, another high school, or an adult/external diploma program.

Please see the MA DESE website for specific MCAS Retest Participation Guidelines.

### **MCAS/Scholarship Opportunities**

#### **The John and Abigail Adams Scholarship**

The John and Abigail Adams Scholarship provides a tuition credit for up to eight semesters of undergraduate education at a Massachusetts state college or university. The scholarship covers tuition only; fees and room and board are not included. The scholarship must be used within six years of a student's high school graduation. Eligibility to earn a John and Abigail Adams Scholarship is based on students' first-time scores on high school MCAS tests.

In order to earn the John and Abigail Adams Scholarship, Massachusetts public high school students must meet the Department of Elementary and Secondary Education's eligibility requirements:

**Classes of 2025-2027**

The Department of Elementary and Secondary Education has not released scholarship requirements for the Class of 2025 and beyond.

In order to receive the scholarship, a student must be enrolled in a Massachusetts public high school in their senior year.

In order to claim the Adams Scholarship, the student must

- be a permanent legal resident of Massachusetts for at least one year prior to entering college as a freshman;
- United States Citizen or a non-citizen authorized by the federal government to live and work in the United States on a temporary or permanent basis;
- be a graduate of a Massachusetts public high school;
- be accepted at a Massachusetts public college or university;
- complete the online Free Application for Federal Student Aid (FAFSA);
- submit the Adams Scholarship award letter to the financial aid office; and
- enroll as a full-time student.

To continue receiving the Adams Scholarship, a student must

- be enrolled full-time at a public higher education institution;
- maintain a cumulative Grade Point Average (GPA) of 3.0 on all college work; and
- annually complete the FAFSA.

Eligible students who first enrolled in a private college or public university in another state may activate their Adams Scholarship upon transfer to a Massachusetts public college or university, provided they have previously maintained a cumulative 3.0 GPA.

Please see the Massachusetts DESE website for additional information about the John and Abigail Adams Scholarship.

**The Stanley Z. Koplik Certificate of Mastery Awards**

The Stanley Z. Koplik Certificate of Mastery provides a credit toward tuition at Massachusetts public colleges and universities.

The purposes of the Certificate of Mastery are to:

- Recognize high academic achievement on MCAS and other measures of academic achievement;
- Recognize high academic achievement as identified by outside forums including competitions, student publications, and awards;
- Provide an incentive for students to perform to their best abilities on MCAS and on the course of studies beyond grade 10; and
- Recognize high academic achievement in areas not included in MCAS.



In order to earn the Stanley Z. Koplik Certificate of Mastery Award, Massachusetts public high school students must meet the Department of Elementary and Secondary Education's eligibility requirements.

**Classes of 2025-2027**

The Department of Elementary and Secondary Education has not released scholarship requirements for the Class of 2025 and beyond.

In order to claim the Koplik tuition credit, the student must meet the following criteria:

- be a permanent legal resident of Massachusetts for at least one year prior to entering college as a freshman;
- be a United States citizen or a non-citizen authorized by the federal government to live and work in the United States on a temporary or permanent basis;
- complete and submit the Koplik Certificate of Mastery application by May 1, 2025
- be a graduate of a Massachusetts public high school;
- be accepted at a Massachusetts public college or university;
- complete the online Free Application for Federal Student Aid (FAFSA);
- enroll as a full-time student at an eligible public high education institution; and
- submit the Stanley Z. Koplik award letter **and** Certificate of Mastery to the financial aid office.

To continue receiving the Koplik tuition credit, a student must meet the following criteria:

- be enrolled full-time at a public higher education institution;
- maintain a cumulative Grade Point Average (GPA) of 3.3 on all college work; and
- annually complete the FAFSA and provide the completed FAFSA application to their higher education institution, along with the tuition credit award notification letter.

Please see the Massachusetts DESE website for additional information about the Stanley Z. Koplik Certificate of Master Award.

### **Midterm/Final Exams**

Midterm and Final Exams will be administered to all students in both academic and technical areas. Midterm and Final Exam grades will be posted on report cards.

### **Incoming Freshman Placement Test – Grade 9**

This assessment provides data to help measure student progress toward content standards and high expectations. This multiple-choice assessment helps to identify student strengths and needs, leading to effective course placement and instructional planning.

# 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/sex-based 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.

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, religious creed, national origin, sex, sexual orientation, age, pregnancy or a condition related to pregnancy, parental status, socioeconomic status, homelessness, academic status, limited English proficiency, gender identity or expression, genetic information, 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](http://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 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, parental status, 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 sex-based 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 perpetrator, or to the School Committee or designee when the Superintendent-Director is the alleged perpetrator, 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 perpetrator, or to the School Committee or designee when the Superintendent-Director is the alleged perpetrator. Reports may be made oral or written. Reports may be made anonymously, but no disciplinary action will be taken against an alleged perpetrator 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 perpetrator, or to the School Committee or designee when the Superintendent-Director is the alleged perpetrator.

## **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 perpetrator 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 perpetrator’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 perpetrator (s) or perpetrator (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 perpetrator, 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.gltech.org](http://www.gltech.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 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 School Business Administrator, if a bus route change is needed at 978-441-4900.

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

## **CAUGHT DOING SOMETHING GOOD**

Greater Lowell Technical High School's mission statement highlights our commitment to ensure our student's readiness not only for career and/or college but also for **citizenship in the 21<sup>st</sup> century**. In promoting and encouraging our commitment to this mission, and our Core Values (REACH), we have requested that our staff report random, unprovoked acts of citizenship "Caught Doing Something Good" that are displayed by our students on a daily basis. This may include but not be limited to: turning in found items, holding the door for another person, sitting with a student at lunch who is eating alone, cleaning-up a mess that was made by other students. We recognize that our student population represents the future and we believe strongly in citizenship as a key to both the individual success of a student as well as the overall future of our society. For this reason, each quarter class meetings are held where we recognize our students who were "Caught Doing Something Good" throughout that particular quarter. During those meetings, students are provided T-Shirts identifying their positive behavior. We hope our students "Caught Doing Something Good" wear their shirts proudly!

## **CELL PHONES/OTHER PERSONAL ELECTRONIC DEVICES**

During the 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.

Cell phones/personal electronic devices may only be used:

- **Before school in the common areas** until the beginning of the school day (7:37 a.m. – Announcement to report to Homeroom).
- **After school as signaled by the 2:01 bell** or the bell indicating last period on early release days (unless staying for extra help or to serve a detention).
- **During a student's lunch period (cafeteria only)**.

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 the Main Office at (978) 441-4418.

## **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**

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.

### **Teaching about Alcohol, Tobacco, and Drugs**

Greater Lowell Technical High School provides age appropriate, developmentally appropriate, evidenced-based alcohol, tobacco, and drug prevention education to students in grades 9-12, as part of the Physical Education/Wellness Program. The alcohol, tobacco, and drug prevention education will address the legal, social, and health consequences of alcohol, tobacco and drug use with emphasis on nonuse by school age children. It also will include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of the alcohol, tobacco, and drug prevention education as stated below are rooted in the School Committee's belief that prevention requires education and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

## **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.

## SEX-BASED 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.

The District does not discriminate on the basis of sex, and prohibits sex discrimination in any program or activity that operates including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District's Title IX Coordinator is:

- Director of School Counseling and Health Services, School Counseling Suite, [tencarnacao@gltech.org](mailto:tencarnacao@gltech.org), 978-441-4955.

The District's Title IX Coordinator may delegate specific duties to one or more designees as the Title IX Coordinator finds appropriate.

### **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.

The District has adopted these grievance procedures to provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

### **Definitions:**

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

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 sex-based conduct that, based on the totality of circumstances, is subjectively and objectively offensive and is so severe or pervasive, that it limits or denies a person's ability to participate or benefit from the recipient's education program or activity ("hostile environment harassment");
- Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
  - The degree to which the conduct affected the complainant's ability to access the District's education program or activity;
  - The type, frequency, and duration of the conduct;
  - The parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
  - The location of the conduct and the context in which the conduct occurred; and
  - Other sex-based harassment in the District's education program or activity.
- Specific offenses:
  - Sexual assault meaning an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
  - Dating violence meaning violence committed by a person:
    - ✓ Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - ✓ Where the existence of such a relationship shall be determined based on a consideration of the following factors:
      - The length of the relationship;
      - The type of relationship; and
      - The frequency of interaction between the persons involved in the relationship;
  - Domestic violence meaning felony or misdemeanor crimes committed by a person who:
    - ✓ Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the District, or a person similarly situated to a spouse of the victim;
    - ✓ Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
    - ✓ Shares a child in common with the victim; or
    - ✓ Commits acts against a youth or adult victim who is protected from those.
- Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - Fear for the person's safety or the safety of others; or
  - Suffer substantial emotional distress.

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:

"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

- A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
- A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

"Complaint" means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX or its regulations. The Title IX Coordinator will file this complaint if the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the District from ensuring equal access on the basis of sex to its education program or activity.

The following factors go into the decision by the Title IX Coordinator:

- The complainant's request not to proceed with initiation of a complaint;
- The complainant's reasonable safety concerns regarding initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the District;

- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decision maker in determining whether sex discrimination occurred; and
- Whether the District could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

"Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the District's prohibition on sex discrimination.

"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.

"Parental status" means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is: a biological parent; an adoptive parent; a foster parent; a stepparent; a legal custodian or guardian; in loco parentis with respect to such a person; or actively seeking legal custody, guardianship, visitation, or adoption of such a person.

"Pregnancy or related conditions" means: pregnancy, childbirth, termination of pregnancy, or lactation; medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

"Relevant" means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

"Remedies" means measures provided, as appropriate, to a complainant or any other person the District identifies as having had their equal access to the District's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity after a District determines that sex discrimination occurred.

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

"Retaliation" means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid,

benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

"Supportive measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- Restore or preserve that party's access to the District's education program or activity, including measures that are designed to protect the safety of the parties or the District's educational environment; or
- Provide support during the District's grievance procedures or during an informal resolution process.

### **COMPLAINTS AND REPORTS OF SEX BASED DISCRIMINATION INCLUDING SEXUAL HARASSMENT:**

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee of the District; or
- Any person other than a student or employee who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

#### Students:

If any student believes that he or she has 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, Ms. Tracy Encamacao. 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 Guidance/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 he or she has been subjected sex-based discrimination, including



sexual harassment, the employee is encouraged to immediately report the conduct to the Director of Human Resources, Jeff Carlson. 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.

### **Supportive Measures:**

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.

### **Complaint:**

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. 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.

## **Grievance Process Overview:**

During the grievance process, the District will treat complainants and respondents equally. The District requires that any Title IX Coordinator, investigator, or decision maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decision maker may be the same person as the Title IX Coordinator or investigator. The District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures. The District has established the following timeframes for the major stages of the grievance procedures:

- Within five business days, the District will decide whether to dismiss or investigate a complaint.
- Within sixty business days, the District will investigate and decide on the complaint.
- The parties will have ten calendar days to appeal a decision from the decision-maker or of a decision to dismiss the complaint. The District will decide an appeal within thirty calendar days of receipt.

The District will provide all parties with a reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. If a party is seeking an extension, they should request an extension from the Title IX Coordinator in writing, explaining the reasons for the requested extension. The Title IX Coordinator will rule on the extension in writing to all parties. If the District requires an extension for good cause, it will notify all the parties of the reasons.

The District will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

## **Written Notice:**

Upon initiation of the District's Title IX grievance procedures, the District will notify the parties of the following:

- the District's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence.

If, in the course of an investigation, the District decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the District will notify the parties of the additional allegations.

## **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 Guidance/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.

The District will objectively evaluate all evidence that is relevant and not otherwise impermissible - including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the District to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the District obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself

demonstrate or imply the complainant's consent to the alleged sex- based harassment or preclude determination that sex-based harassment occurred.

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 District will provide for adequate, reliable, and impartial investigation of complaints. The burden is on the District--not on the parties--to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The District uses a single investigator/decision-maker.

The District will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

The District will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- the District will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence;
- the District will provide a reasonable opportunity to respond to the evidence; and
- the District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

#### Questioning the Parties and Witnesses:

The District will require the investigator to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. The investigator will question witnesses and parties directly to make this determination.

After this process is complete, the investigator 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. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decision maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decision maker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decision maker will not determine that sex discrimination occurred. The investigator 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 investigator will:

- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
  - Coordinate the provision and implementation of remedies to a complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by sex discrimination;
  - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
  - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the District's education program or activity.
  - Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
  - Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

After the grievance process, the District may as appropriate, modify or terminate supportive measures. If the District does so, it will provide the parties to timely seek from an appropriate and impartial employee, modification or reversal of the District's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee will be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The District will also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.

## **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**

All employees will be trained annually and upon hire on:

- the District's obligation to address sex discrimination in its education program or activity;
- The scope of conduct that constitutes sex discrimination, including the definition of sex-based harassment; and
- All applicable notice and information requirements.

All investigators, facilitators of informal resolution, decision makers and other persons responsible for supportive measures/Title IX process will have additional training on:

- The District's grievance procedures;
- How to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interest, and bias;
- The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance; and
- rules and practices associated with the district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

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**

The District offers the following process for appeals from a determination whether sex discrimination occurred:

- The parties have the right to appeal the decision of the decision maker to the Superintendent in writing within ten (10) calendar days after the decision is formally made. The Superintendent of Schools will offer the other party an opportunity to respond in writing and then will send the parties a decision within thirty (30) calendar days.

The Superintendent-Director maybe 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, 8<sup>th</sup> 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

Retaliation:

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.

### **PREGNANCY**

GLTHS does not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions.

When a student or parent/guardian, informs any faculty/staff of the student's pregnancy or related conditions, unless the faculty/staff reasonably believes that the Title IX Coordinator has been notified, the faculty/staff will promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the education program or activity.

Reasonable Modifications: GLTHS will make reasonable modifications to its policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required, GLTHS will consult with the student. A modification that would fundamentally alter the nature of its education program or activity is not a reasonable modification. The student has discretion to accept or decline a reasonable modification.

Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

The student may voluntarily take a leave of absence from the District's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. When the student returns to the GLTHS, the student will be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began. To request tutoring in these circumstances, a family must fill out the home-hospital form.

GLTHS will ensure that the student can access a lactation space, which will be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

GLTHS will only require supporting documentation that is necessary and reasonable to determine reasonable modifications. GLTHS will not request documentation for reasonable modifications such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the recipient with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs.

GLTHS will not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the recipient's class, program, or extracurricular activity unless:

- The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- The recipient requires such certification of all students participating in the class, program, or extracurricular activity; and
- The information obtained is not used as a basis for discrimination.

## **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 perpetrator 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.

### **DETENTION**

Detention is an extension of the school day assigned to provide consequences and deter violations of school rules/policies of class rules. Detention is held Monday - Friday from 2:07 p.m. - 2:55 p.m., approximately 50 minutes. Transportation home is available to students by a late bus which leaves school at approximately 3:00 p.m. Teachers and administrators can assign detentions. Detentions can be changed only by a student's Assistant Principal or Dean of Students. Request from the student's parent may be required. A student's due process rights under M.G.L. c. 71, §§ 37H, 37H1/2, and 37H3/4 are not triggered by the imposition of detentions.

#### **Teacher Detention**

When a teacher assigns a detention for minor discipline problems and/or academic issues evolving from non-compliance (i.e. repeatedly not completing work), the student is expected to report to the teacher's classroom (unless asked to report to the designated detention area to serve the detention) by 2:07 p.m., and remain until detention ends at approximately 2:55 p.m. If a student does not attend the assigned detention(s), they will be referred for a detention cut and the discipline report will be forwarded to the students assigned Assistant Principal or Dean of Students for further disciplinary action. A teacher detention does not become part of a student's permanent disciplinary record.

#### **Office Detention**

The Main Office will assign a student one or more detentions for violation of school rules. A parent/guardian will be notified of the detention. Office detentions start promptly at 2:07 p.m. and end at 2:55 p.m. Students must be on time for detention, be prepared to work quietly, and remain for the allocated time. There is no talking, eating, drinking, sleeping or listening to or using any electronic device during detention. All school rules apply during detention. Students can be referred for a disciplinary infraction that occurs in the detention room to the Main Office. An accumulation of school detentions can lead to more serious levels of discipline, such as suspension, and may limit a student's opportunities to participate in school functions, such as athletics and cooperative work assignments (co-op). School detentions are part of a student's permanent disciplinary record.

#### **Three-Hour Detention**

For various conduct offenses, students may be requested to attend a three-hour detention after school where they will work with a Behavior Intervention Coordinator who will address

topics such as: decision-making, goal setting and Character Education. Students assigned to this 3-hour detention will have the opportunity to take the Sports Bus home eliminating any transportation concerns.

Examples of Specific Offenses that may result in detention and/or suspension:

- Tardy for class
- Not prepared for class, gym or shop
- Being in an unauthorized area
- In corridor without a pass
- Cafeteria, corridor, technical programs, classroom, or bus disturbance
- Not following safety regulations
- Offensive language
- Major class disruption
- Not reporting to teacher/school detention
- Skipping class
- Insolent and disrespectful behavior
- The administration reserves the right to rule on any incident that may arise as the year progresses.

## **SUSPENSION**

M.G.L. c. 71, §§ 37H, 37H $\frac{1}{2}$ , and 37H $\frac{3}{4}$  and 603 CMR 53 provide the legal framework for suspension of students in Massachusetts. It is the policy of Greater Lowell Technical High School to follow those laws and regulations. Below is an overview of those laws and how they will be implemented by Greater Lowell Technical High School. Where possible, safe, supportive and non-exclusionary remedies and processes should be attempted before students are removed from class at all. The principal or designee will consider ways to re-engage the student in the learning process and shall not suspend the student until alternative remedies have been employed and their use and results documented. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. Principals or designees will document the use and results of alternative remedies. Principals or designees do not have to utilize alternative remedies in the following situations: 1) if the alternatives are unsuitable or counter-productive, and 2) in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

Any suspensions will be imposed at the discretion of the Assistant Superintendent/Principal or their designee.

## **IN-SCHOOL SUSPENSION - UNDER CHAPTER 71, SECTION 37H $\frac{3}{4}$**

An "in-school suspension" is defined as removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. In-school suspension for ten (10) school days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under 603 CMR 53.02. If a student is placed in in-school suspension for more than ten (10) school days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

A student who receives an in-school suspension ten (10) school days or fewer, consecutively or cumulatively during a school year for a disciplinary offense is entitled to the following due process procedures:

1. The Assistant Superintendent/Principal or their designee shall inform the student of the disciplinary offense charged and the basis for the charge.
2. The student shall be permitted a fair and reasonable opportunity to dispute the charge(s) and to explain the circumstances surrounding the alleged incident.
3. If the Assistant Superintendent/Principal or their designee determines that the infractions occurred, the Assistant Superintendent/Principal or designee shall inform the student of the length of the in-school suspension (not to exceed 10 school days).
4. On the same day as the in-school suspension decision, the Assistant Superintendent/Principal or designee shall make two attempts to notify the parent/guardian orally of the offense, the reasons for their conclusion, and the length of the in-school suspension.
5. The Assistant Superintendent/Principal or their designee shall also invite the parent/guardian to a meeting on the day of the suspension, if possible, or as soon as possible thereafter to discuss the incident, the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior.
6. The Assistant Superintendent/Principal or their designee shall send written notice of the in-school suspension, including the reason and length of the suspension, and inviting the parent/guardian to a meeting with the Assistant Superintendent/Principal (described above), if such meeting did not already occur.

Students must follow the procedures below when placed into in-house suspension:

1. Reports to homeroom for attendance then proceeds to the in-school suspension room for the entire school day.
2. Maintains silence at all times.
3. Completes his or her daily class assignments, and assessments including some work provided by the in-house coordinator.
4. Eats lunch in the in-house suspension room.
5. Attends the regular afternoon session of detention.
6. Students will be required to leave all electronic devices in the Main Office. They will be allowed to retrieve their electronic device(s) after they complete detention as detention always follows an In-School Suspension assignment. This process is done to prevent issues while students are placed into In-House Suspension. Failure to comply with this protocol may lead to further consequences including removal from school.

#### **OUT-OF-SCHOOL SUSPENSION - UNDER CHAPTER 71, SECTION 37H3/4**

"Suspension" for the purpose of this section means short-term suspension and long-term suspension. It should be noted that a re-entry meeting with a parent is required for all out-of-school suspensions.

## Short-Term Suspension

A short-term suspension is defined as the removal of a student from the school premises and regular classroom activities for ten (10) consecutive days or less.

The student does not attend school for the duration of the suspension and is not allowed on the school property.

A student must be picked-up by a parent/guardian or designee listed in the computer once a short-term suspension is imposed. Any exception to this policy will be determined by the Assistant Superintendent/Principal or their designee. A parent conference is required before a student can return to school from a short-term suspension unless the student or parent provides a good faith basis why such a conference is not possible and the Assistant Superintendent/Principal or their designee agrees to waive the conference.

A student who receives a short-term suspension for a disciplinary offense is entitled to the following due process procedures:

1. The Assistant Superintendent/Principal or their designee shall provide oral and written notice to the parent/guardian, offering an opportunity to meet and to discuss the violation as charged, prior to the suspension taking place. The notice shall set forth in plain language in English and the home language (if different than English) the disciplinary offense: the basis for the charge; the potential consequences (including the potential length of the suspension); the opportunity for the student to have a hearing with the Assistant Superintendent/Principal (including the opportunity to dispute the charges and present the student's explanation of the alleged incident and the opportunity for the parent to attend); the date, time, and location of the hearing; and the right to interpreter services for the student or parent, if necessary. Written notice to the parent/ guardian may be made by hand delivery, first class mail, email or by any other method of delivery agreed to by the Assistant Superintendent/Principal or their designee and the parent.
2. The student shall meet with the Assistant Superintendent/Principal or designee regarding the alleged offense. The Assistant Superintendent/ Principal or designee shall make a reasonable effort orally and in writing to include the student's parent/guardian in this meeting. At the meeting, the student shall be told the basis for the nature of the disciplinary offense, and any other pertinent information. The student, and their parent if present, shall have the opportunity to dispute the charges, present additional information and to offer mitigating facts. 603 CMR 53 does not confer the right to counsel or cross-examine witnesses. The Assistant Superintendent/ Principal or their designee, in their sole discretion, may permit the student to question their accuser or present their own witnesses.
3. The Assistant Superintendent/Principal or designee will issue a written determination of the suspension to both the student and the parent/guardian, including the key facts and conclusions reached, the reasons for the determination, and length and effective date of the suspension, a date of return to school, and the opportunity to make-up assignments and other needed school work. In normal circumstances, when students return from a short-term suspension they have one day to make-up work for each day of the suspension.

## Long-Term Suspension

A long-term suspension is defined as the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year.

The student does not attend school for the duration of the suspension and is not allowed on the school property. A parent conference is required before a student can return to school from a long-term suspension unless the student or parent provides a good faith basis why such a conference is not possible and the Assistant Superintendent/Principal or their designee agrees to waive the conference.

Except for students who are charged with offenses under M.G.L., Chapter 71, 37H or 37H1/2 (e.g., with possession of drugs or weapons on school grounds, assault on a staff member, or are charged with or convicted of a felony or felony delinquency), no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day the student is removed from school. Nor may long-term suspensions under M.G.L. Chapter 71 § 37H3/4 extend beyond the school year in which the suspension is imposed.

A student who receives a long-term suspension for a disciplinary offense is entitled to the following due process procedures in addition to those described for short-term suspensions:

1. The right to review the student's own record and any documents on which the Assistant Superintendent/Principal may rely, in making their decision regarding suspension;
2. The right to be represented by counsel (at the student's expense);
3. The right to present the student's own explanation of the alleged incident (but the student may not be compelled to do so);
4. The right to produce witnesses on their own behalf; and cross-examine witnesses presented by the school or district; and
5. The right to request the meeting be recorded and the student to receive a copy of the recording.
6. The Assistant Superintendent/Principal shall also provide the parent (if present) an opportunity to discuss the parent's conduct and offer information, including mitigating circumstances.
7. In addition, for long-term suspensions, the Assistant Superintendent/Principal's written notice of suspension shall contain all of the information listed in 603 CMR 53.08(3) (d), found at [www.doe.mass.edu/lawsregs/603CMR53](http://www.doe.mass.edu/lawsregs/603CMR53). As part of that information it shall include:
  - notice of the student's opportunities to receive educational services to make academic progress during the removal period
  - notice of the right to appeal the Assistant Superintendent/Principal's decision of long-term suspension with the Superintendent.
  - notice of right to make academic progress during suspension and notice of school-wide education service plan.



## **Appeal of Long-Term Suspension**

A student placed on long-term suspension following an Assistant Superintendent/ Principal's hearing has the right to appeal the suspension to the superintendent. The long-term suspension will remain in effect unless and until the superintendent reverses the Assistant Superintendent/Principal's decision on appeal.

The appeal of long-term suspension must be in writing, within five calendar days of the effective date of the long-term suspension. If the student's or parent's notice of appeal is not timely the superintendent may deny the appeal, or allow the appeal at their discretion. The student or parent/guardian may request an extension of up to seven (7) calendar days to submit this request for an appeal.

The superintendent or their designee shall hold an appeal hearing within three (3) school days of receiving the student's request for an appeal. The student or parent/guardian may request an extension of up to seven (7) calendar days for this appeal hearing to be held. The superintendent or their designee must include the parent/guardian in this appeal hearing, or else must show a good faith effort to include them. At the hearing, the student has the same rights afforded them at the Assistant Superintendent/Principal's meeting prior to issuing the long-term suspension. The Superintendent-Director's meeting will be audio recorded and the student/parent may request a copy of the recording.

The superintendent will issue a written decision within five (5) calendar days of the hearing, either upholding or lessening the suspension. This will be the school district's final decision on the matter.

## **School Offenses Which May Result in Suspension**

The following offenses may result in a school suspension of one or more days. The length of the suspension, which can be either an in-school suspension or an out-of-school suspension, will be determined by the Assistant Superintendent/Principal, Senior Assistant Principal, Assistant Principal or Dean of Students. In some instances, if the offenses listed below are of an extreme and very serious nature, the student may be expelled pursuant to M.G.L. c. 71, §§ 37H and 37H1/2:

1. Any act which endangers the health and the safety of the student and/or other members of the school community, whether within the school building itself, on school grounds or on school buses or school sponsored events.
2. Willful destruction of school property, including school buses. Restitution must be made.
3. Insubordination towards school employees.
4. Disorderly, vicious, illegal or immoral conduct in the building, on school grounds, on school buses, or school sponsored events.
5. Pulling false alarms.
6. Leaving school grounds without permission.
7. Profanity directed toward any school employee.
8. Fighting on school property, including school buses.
9. Assaulting another person on school property, including school buses.
10. Not reporting to the Main Office when instructed to do so.
11. Possession, use or sale of alcohol or a controlled substance in the school building, on school grounds, on school buses, or school sponsored events.
12. Weapons carried or used in the school building, on school grounds, or on school buses.
13. Calling in a bomb threat.

14. The intentional spreading of rumors which disrupts the overall safety of the students and staff at Greater Lowell Technical High School.
15. Sexual harassment or any teen dating violence complaints which include a pattern of harassment, stalking, physical or emotional intimidation and fear for safety on the part of the reporting student.
16. Harassment/Bullying.
17. Improper use of the school's computer system.
18. Forgery of school documents and excused absence notes.
19. Cheating, including plagiarism.
20. Stealing.
21. Smoking (see Smoking Policy for possession of tobacco related paraphernalia.)
22. Repeated minor infractions that may not have been resolved through other means.
23. Derogatory comments regarding staff and/or students posted for public display such as Facebook or other media devices.
24. Unauthorized photos or videos of staff or students.
25. Audio recording a staff or student without their knowledge is strictly prohibited and is a criminal offense as well as an infraction that will result in suspension.
26. Any other offenses deemed appropriate to impose a suspension by the Assistant Superintendent/Principal or designee.

### **In-House Suspension, Short-Term and Long-Term Suspension/Extracurricular Activities and Athletics**

A student who receives an in-house suspension, or a short or long-term suspension or expulsion will not be allowed to participate in any and all extra-curricular activities and social activities. If a student is an athlete, they will not be able to participate in any scheduled practices or games during the time of the suspension. This includes the last day of suspension when the school day has ended. If a student is suspended at the end of a school week (i.e., Thursday or Friday), and the length of the suspension carries over the next school week, the student cannot participate in any extra-curricular activities or, if the student is an athlete, any practices or games over the weekend.

### **EXPULSION**

Expulsion is defined as the removal of a student from the school premises, regular classroom activities and school activities for more than ninety (90) school days, indefinitely, or permanently as permitted under M.G.L., Chapter 71, 37H or 37H1/2 for:

- a) possession of a dangerous weapon;
- b) possession of a controlled substance;
- c) assault on a member of the educational staff; or
- d) a felony charge or felony delinquency complaint or conviction or adjudication or admission of guilt with respect to such felony, if the Assistant Superintendent/Principal determined that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L., Chapter 71, 37H or 37H1/2. A student may be expelled only pursuant to M.G.L. c. 71, §§ 37H and 37H1/2.

Offenses under M.G.L., Chapter 71, Sections 37H or 37H1/2 are not subject to 37H3/4 as to the duration of a child's removal from school, and may result in an expulsion for longer than 90 days or that extends beyond the school year.

## MASSACHUSETTS GENERAL LAWS, CHAPTER 71, SECTION 37H

Massachusetts General Laws, Chapter 71, Section 37H, provides as follows:

- (a) 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 or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Assistant Superintendent/Principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Assistant Superintendent/Principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Assistant Superintendent/Principal.

After said hearing, an Assistant Superintendent/Principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the Assistant Superintendent/Principal to have violated either paragraph (a) or (b).

- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
- (f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

- (g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

## **MASSACHUSETTS GENERAL LAWS, CHAPTER 71, SECTION 37H1/2**

Massachusetts General Laws, Chapter 71, Section 37H1/2, provides as follows:

- (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

- (2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or

guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

### **EMERGENCY REMOVAL – M.G.L. c. 71, § 37H3/4**

A temporary emergency removal of a student is within the Assistant Superintendent/Principal's or designee's authority when a student is charged with a disciplinary offense and, in the Assistant Superintendent/Principal's or designee's judgment, the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school, and there is no adequate alternative to alleviate that danger. The emergency removal shall not exceed two (2) school days following the day of the emergency. During this time the Assistant Superintendent/ Principal or designee shall do the following:

- Make adequate provisions for the student's safety and transportation before removing them from school on an emergency basis.
- Make immediate reasonable efforts to orally notify the student and parent/guardian of the emergency removal and the reason for it.
- Provide written notice to the student and parent/guardian as provided in 603 CMR 63.06(2).
- Provide an opportunity for a hearing before the Assistant Superintendent/ Principal (with the process due for a short- or long-term suspension, based on the expected duration of the suspension), with the parent/guardian in attendance, within two school days of the emergency removal (unless the parties agree to an extension of time).
- Render a decision orally on the same day as the hearing, and a written notice of the hearing no later than the following school day.

### **ACADEMIC PROGRESS**

Any student who is serving an in-school suspension, short-term suspension, long-term suspension or expulsion under M.G.L. c. 71, §§ 37H, 37H1/2, and 37H3/4 shall have the opportunity to earn credits, as applicable, make up tests, assignments, papers, and other school work as needed to make academic progress during the period of their removal.

Students who are expelled or suspended for more than 10 consecutive days will have an opportunity to continue to receive education service during their removal from school pursuant

to the school-wide education service plan. The plan is available in the Assistant Superintendent/Principal's Office.

### **Procedural Requirements Applied to Students with disabilities and Students Not Yet Determined to Be Eligible for Special Education**

1. If, prior to a disciplinary action the GLTHS District has knowledge that the student involved, may be a student with a disability, then all procedural protections available to a student with a disability will be available to this student until and unless the student is subsequently determined not to be eligible. The GLTHS district may be considered to have prior knowledge if:
  - a. The parent had expressed concern in writing; or
  - b. The parent had requested an evaluation; or
  - c. GLTHS District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The GLTHS District may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the GLTHS District had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district will conduct an evaluation in an expedited manner to determine eligibility. During that interim period, the student will receive all the protections available to that student until and unless the student is subsequently found to be not eligible for special education.
3. If the student is found eligible as a result of the evaluation, they will receive all procedural protections subsequent to the finding of eligibility and the GLTHS District will provide services to allow the student to continue to participate in the general education curriculum and to progress toward IEP goals and as appropriate will conduct a functional behavioral assessment and behavioral intervention services and modifications to address the behavior so that it does not recur.
  - When a suspension constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file.
  - If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer:
    - services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
    - as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
    - Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days.
      - the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.

- Except when they have been placed in an interim alternative educational setting, the student returns to the original placement if it is a manifestation of the disability unless the parents and district agree otherwise or the hearing officer orders a new placement.
- Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

In the case of a student with a disability (IEP or 504), a suspension of more than 10 days (or a suspension that would, with previous suspensions that year, total more than ten days) or expulsion (which is viewed as a change of placement) requires an emergency Team meeting to convene within 10 days of the decision to suspend. The purpose of this Team meeting is to make a manifestation determination. The members of the Team shall review all relevant information in the student's file. This information may include the IEP, teacher observations, and any information provided by the parents that may assist in determining if the conduct in question is caused by or had a direct and substantial relationship to the child's disability or if it was the direct result of the LEA's failure to implement the IEP. If any of those circumstances are found, long-term suspension or expulsion may not be imposed.

If the behavior in question is not a manifestation of the student's disability, the student may be disciplined under the general conduct code of the school. The IEP Team considers all relevant information, including evaluation/diagnostic results, observations of the student, and the student's IEP and placement.

No later than the date of the decision to take disciplinary action, the school district notifies the student and parents of that decision and provides them with written notice of procedural safeguards. Students and parents are also notified of their right to request an appeal to the Superintendent, once it has been decided that the student will have a long term suspension. Whenever possible, alternatives to suspension may be considered. In some cases, in lieu of and/or in addition to suspension, students may be required to participate in an anger management class or substance abuse class provided by the district. If it is decided that the student will have a long term suspension, a copy of the School Wide Service Plan is provided to the parent and student. Follow up occurs to identify the option chosen and to confirm that the student is receiving the service.

### **Student Violates School Discipline Code 45 School Day Rules**

School personnel may remove a student to an appropriate interim alternative educational setting for not more than 45 school days if the student:

- carries a weapon;
- possesses or sells illegal drug(s) or controlled substance(s);
- causes serious bodily injury upon another person at school, on school premises, or at a school function.

The Team must conduct a Functional Behavioral Assessment and manifestation determination. The hearing officer can extend the 45-day period.

The hearing officer may order a 45 school day placement in an interim alternative educational placement if the district proves that the presence of the student poses a danger. Danger is considered as:

- Likelihood to result in injury to the student or others
- Appropriateness of the student's current placement
- Reasonable efforts made to minimize risk of harm
- The interim alternative education placement meets requirements – access to curriculum and program designed to address behavior

The Team must conduct a Functional Behavioral Assessment (FBA) and manifestation determination. The hearing officer can extend the 45-day period.

The district uses interim alternative educational settings when students are removed from their current placement. The district has used collaborative programs and approved private schools, but may use other placements.

When a student with a disability is reported to the police for an alleged crime, special education and disciplinary records must be furnished to the police.

### **Functional Behavioral Assessment (FBA)**

Functional Behavioral Assessment (FBA) is a process for addressing student problem behaviors, the settings under which the problem behaviors may or may not be observed, and the function (the why) of the problem behaviors. This information is obtained by collecting data from direct observation and is used to develop an effective plan to reduce the frequency or severity of the problem behavior. A Behavior Intervention Plan (**BIP**) is developed and implemented, if appropriate. Functional behavioral assessment should be integrated, as appropriate, throughout the process of developing, reviewing, and, if necessary, revising a student's IEP.

The **Individuals with Disabilities Education Act Regulations** at 34 CFR § 300.529 state the following:

Nothing in this part prohibits an agency from reporting a crime committed by a child with a disability to appropriate authorities or to prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a child with a disability.

An agency reporting a crime committed by a child with a disability shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom it reports the crime.

An agency reporting a crime under this section may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act. (Authority: 20 U.S.C. 1415(k)(9))



# **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, Athletic Director, a coach, a security guard or Dean of Students. Abuse of this rule will result in disciplinary action.

## **ANNOUNCEMENTS**

The Public Address System (P.A.) is used for brief daily announcements during homeroom. Daily announcements will also be posted on our school website. Only emergency announcements and cancellations will be made by the Senior Assistant Principal, Assistant Principal or Dean of Students during school hours. Daily announcements are also posted on the digital signage monitors throughout the building.

## **ARRIVAL**

Students arriving at school are to gather in common areas. No student should be in classrooms unsupervised or in areas designated unauthorized. All students must be in their homerooms by 7:40 a.m.

## **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. On days when there are assemblies, the schedule of classes may change. Schedule changes will be announced by the Assistant Principals or Dean of Students. Any student not adhering to this policy will be referred to the Main Office 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 identified below:

### **Eligibility Requirements for Seniors**

1<sup>st</sup> term eligibility is based on the following:

#### **Attendance**

- Maximum of 12 total unexcused days absent during junior year.

#### **Grade Requirements**

- Pass all technical and theory courses with a grade of 70 or higher.
- Pass all academic courses in junior year.

#### **Discipline**

- No out-of-school suspensions in term 4 of junior year.

### **Instructor/Administrator Recommendations and Verifications**

- Recommended by technical instructor (junior and senior), theory instructor, academic instructors, and administrators.
- Verification of completion of 1 ½ years in the technical program of study.
- Students must have taken and successfully completed a 10-hour OSHA Safety Training Program or a 10-hour Career Safe Training.
- Must be at least 16 years of age.

2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Term Eligibility is based on the following:

#### **Attendance**

- Maximum of three (3) unexcused days absent during the previous term.

#### **Grade Requirements**

- Pass all technical and theory courses with a grade of 70 or higher.
- Pass all academic courses at the end of previous term.

## **Discipline**

- No out-of-school suspensions within the previous term to the present.

## **Instructor/Administrator Recommendations and Verifications**

- Recommended by technical instructor, theory instructor, academic instructors, and administrators.
- Verification of completion of 1 ½ years in the technical program of study.
- Students must have taken and successfully completed a 10-hour OSHA Safety Training Program or a 10-hour Career Safe Training.
- Must be at least 16 years of age.

## **Eligibility Requirements for Juniors**

3<sup>rd</sup> term eligibility is based on the following:

### **Attendance**

- Maximum of six (6) total unexcused days absent during 1<sup>st</sup> and 2<sup>nd</sup> term junior year.

### **Grade Requirements**

- Pass all technical and theory courses with a grade of 70 or higher.
- Pass all academic courses at the end of 2<sup>nd</sup> term.

## **Discipline**

- No out-of-school suspensions within the previous term to the present.

## **Instructor/Administrator Recommendations and Verifications**

- Recommended by technical instructor, theory instructor, academic instructors, and administrators.
- Verification of completion of 1 ½ years in the technical program of study.
- Students must have taken and successfully completed a 10-hour OSHA Safety Training Program or a 10-hour Career Safe Training.
- Must be at least 16 years of age.

4<sup>th</sup> term eligibility is based on the following:

### **Attendance**

- Maximum of three (3) unexcused days absent during previous term.

### **Grade Requirements**

- Pass all technical and theory courses with a grade of 70 or higher.
- Pass all academic courses at the end of 3<sup>rd</sup> term.

## **Discipline**

- No out-of-school suspensions within the previous term to the present.

## **Instructor/Administrator Recommendations and Verifications**

- Recommended by technical instructor, theory instructor, academic instructors, and administrators.
- Verification of completion of 1 ½ years in the technical program of study.
- Students must have taken and successfully completed a 10-hour OSHA Safety Training Program or a 10-hour Career Safe Training.
- Must be at least 16 years of age.

## **Extenuating Circumstances**

Any extenuating circumstance may be appealed to the Assistant Superintendent/ Principal.

## **Obtaining Employment**

Cooperative Education is an optional program for qualifying seniors and juniors. Instead of coming to school on their shop week, students are hired to work for a company and perform tasks that are directly related to their technical program. Students should be communicating with their technical Instructors on whether they want to participate in the Co-op Program when opportunities arise. Students must meet all eligibility requirements at all times to participate in the Co-op Program. There are a few ways students can obtain co-op employment.

1. The Co-op Office works with employers in the area to hire our students through the Co-op Program. Once a co-op opportunity comes through, the Co-op Office contacts the technical Instructor for student recommendations.
2. Technical instructors work with their field contacts.
3. Students secure a co-op opportunity through their own resources.

It is each students' responsibility to find and obtain employment, related to their program of study, with a qualified employer who is in compliance with federal and state discrimination, wage and workers' compensation. Employers must meet the requirements as listed on the Cooperative Education Site Agreement: (Labor Laws, Health and Safety Regulations and Workplace Harassment Policies).

## **Parents/Guardians**

Parents/guardians should be part of the student's academic and technical education. To ensure success it is necessary that parents/guardians approve and support the student's placement. In addition, parents/guardians should:

- be familiar with the student's Career Plan.
- sign all required documentation.
- ensure student follows all school rules regarding the Cooperative Education Program.
- check on the student's progress including the progress in implementing the Career Plan.

## **Removal from Participation**

The student may be removed from Cooperative Education for:

- Failure to maintain punctuality, attendance and passing grades.
- Failure to present themselves as mature and responsible representatives of Greater Lowell Technical High School.
- Failure to follow the Code of Conduct listed in the Student Handbook.
- Failure to turn in the **Co-op Weekly Attendance and Evaluation Form** to homeroom teacher and/or the Director of Cooperative Education.
- Failure to call the Cooperative Education Director and Employer when not in school or at work.
- Employer dissatisfaction with student performance.

Students who have not passed the Math, Science or English Language Arts (ELA) MCAS test must attend MCAS support classes during their academic week. Students who have an academic course (other than Health or PE) scheduled on their shop week, may not be able to participate in the Cooperative Education Program.

## **Resigning from Cooperative Education Employment**

Students who do not provide appropriate two (2) week notice when leaving their position of employment, per Cooperative Education Student Guidelines, will not be eligible for reassignment within the previous term to the present and must complete a self-reflection on employability expectations within ten (10) school days of their last day of employment.

For more information, contact the Director of Cooperative Education at 978-441-4959.

## **DISMISSAL**

All students will be dismissed at 2:01 p.m. unless otherwise specified. Any student who remains after school for detention, LMC use, extra help, extracurricular activities, athletics, or to attend the Homework Assistance and Tutoring Center, should report to the M.E. Mall by 2:55 p.m. in order to board the late bus or wait until their transportation arrives.

## **DISSECTION POLICY**

All public schools that offer dissection as a learning activity should, upon written request by a student's parent or guardian, permit a student who chooses not to participate in Dissection to demonstrate competency through an alternate method. Complete information can be found in the Massachusetts General Law, Chapter 272, Section 80 G.

## **DRIVING/PARKING PERMISSION**

Those students wishing permission to bring their cars to school must apply in the Main Office. The student's parents must sign the application indicating approval and that the vehicle is properly insured for a teenage driver. (Every approved applicant will be provided with a parking placard that will be hung on the back of the rear view mirror. When the car is on campus this placard must be displayed at all times. If a student's privilege to drive is suspended, the placard will be removed by the student and returned to the Main Office. The price of the placard is \$1.00. The replacement cost of a placard is \$3.00.) Students are responsible to apply for a new placard each school year.

## **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 Main 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 on during the regular school day or as an extension of the regular school day. There are two types of field trips:

### **Co-Curricular Field Trips**

Co-Curricular field trips are integrally related to a student's technical or academic program. An eligible student should be allowed to attend provided they makes arrangements to complete all work missed during the absence.

### **Extra-Curricular Field Trips**

Extra-Curricular field trips are associated with a club. Individual instructors have the option to evaluate whether or not eligible students can be excused from their class/shop. Excused students must make arrangements to complete all work missed during the absence.

Field trips will be approved at the discretion of the Department/Cluster-Chairs, the Senior Assistant Principal, Assistant Superintendent/Principal and the Superintendent-Director. All overnight and out-of-state field trips and excursions, including those required for student participation in tournament competition, contests or workshop presentations must have advance approval of the Superintendent-Director. Any field trips outside of New England must also have School Committee approval. A teacher, coach or counselor must accompany each group of students while on a field trip. Students shall be appropriately dressed when on field trips and must always have appropriate parent/guardian permission and consent forms completed and submitted. It is expected that the Greater Lowell Technical High School Code of Conduct will be followed on all school sponsored trips and/or events.

## **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 with a combination at the beginning of the school year. 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 it is necessary that you must do so, these valuables should be left in the Main Office or with a person in authority.

If a student has trouble with a locker or the combination is locked inside, the student may make a report to the Main Office.

## **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.

## **PASSES**

A corridor pass is a permit to allow a student to be out of a classroom or technical program area. At no time should a student be out of a classroom or technical program area without a pass. Students must take the most direct route to their destination. Requests for passes must be kept to a minimum since they reduce time in learning.

## **PERIOD OF SILENCE IN ALL PUBLIC SCHOOLS**

In accordance with Chapter 71 of the General Laws, Section 1A, at the commencement of the first class of each day in all grades in all public schools the teacher in charge of the room in which each such class is held shall announce that a period of silence not to exceed one minute in duration shall be observed for personal thoughts, and during any such period, silence shall be maintained and no activities engaged.

## **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 Library Media Center (LMC), room 3240.

## **PHYSICAL EDUCATION**

Physical Education is mandatory at the Greater Lowell Technical High School with health education being an integral part of the program.

A wide variety of activities are included in the program covering: Lifetime Fitness Activities, Project Adventure rope course, Adaptive Physical Education, C.P.R., First Aid, Health Fitness,



and Fitness Testing. Locker room facilities are excellent and each student is provided a locker for use during PE classes. If a student wishes to be assigned a locker to leave items in for the duration of their time enrolled in a PE course, they should speak with their instructor about an assigned locker. The Physical Education department cannot be responsible for articles left overnight in half-lockers, as well as items left unsecured during the course of PE classes.

Students are expected to change into athletic wear, shorts, Tee shirts, sneakers and white socks for physical education classes. Students are given one no dress excuse per marking period before they are assigned to detention for not meeting this expectation. Students who are non-compliant regarding the required physical education attire will be subject to progressive disciplinary action as determined by the instructor's classroom management plan or the Senior Assistant Principal, Assistant Principal or Dean of Students.

Students are expected to participate in the American Red Cross Learn-To-Swim program that evaluates student swim proficiency levels and provides instruction based on American Red Cross Learn-To-Swim Standards. Students are expected to meet the following requirements:

- In general, participation in 12 out of approximately 15 class meetings per unit.
- At the completion of each unit, students will be identified in need of make-up classes and a schedule developed.
- Students identified as requiring additional swim skill development based on the American Red Cross Learn-To-Swim standards will also be assigned to make-up classes.

Classes are 44 minutes in length so students are allowed 6-8 minutes to change and 8-10 minutes for showering. A parent's note may excuse a student up to three (3) days from Physical Education classes. After three (3) days a physician's note is required.

Students who are not able to participate in class due to medical reasons must have their physician's permission in writing. This may be taken care of by having the physician contact the school nurse by letter or telephone. A parent/guardian note may not be substituted for a physician note.

### Physical Education Curriculum

FRESHMEN	SOPHOMORES	JUNIORS & SENIORS
Badminton	First Aid/CPR	Badminton
Basketball	Fitness Testing	Basketball
Cross Country	Project Adventure	Cross Country
Football	Swimming	First Aid/CPR
Health Fitness		Fitness Testing
Fitness Testing		Floor Hockey
Floor Hockey		Soccer
Soccer		Swimming
Swimming		Volleyball
Track and Field		Weight Training
Volleyball		
Weight Training		

**NOTE:** Students should ask their instructor to hold any money or valuables while in class.

## **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.

### **SEX EDUCATION POLICY**

Parents or guardians may exempt their children from any portion of the curriculum which primarily involves human sexual education or human sexuality issues through written notification to the school Assistant Superintendent/Principal. No child so exempted shall be penalized by reason of such exemption.

To the extent practicable, program instructional materials for said curricula shall be made reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review.

## **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 come to the Main Office to do so. Except in cases of Emergency, students are not called to the telephone during 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 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.

## **STUDENT SERVICES**

### **AFTER SCHOOL HELP DAYS**

Extra help is available after school most days with the exception of Friday. Each teacher will post their after school help day(s) in their classrooms at the start of the school year. In addition, please see the school website [www.glttech.org/students](http://www.glttech.org/students) for teacher after school help day schedules. Students should report promptly after school for extra help appointments. Late buses are provided Monday through Thursday to accommodate students requiring extra help. The buses depart at 3:00 p.m. from the tunnel area.

### **BANKING SERVICES**

Students are allowed to use the Lowell Five bank and ATM machine during lunch periods only, once the school day begins. Students must have a pass from their assigned teacher to use the bank or ATM during regularly scheduled class times.

### **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.

## **COSMETOLOGY SERVICES – HAIRCUTS AND STYLING**

Students may make appointments for hair services at the “Senior Shears Salon” run by the Cosmetology technical program located on Street 3. The Cosmetology instructor will issue the student a pass indicating the amount of time needed to complete the hair service. It is the responsibility of the student to obtain a written signature from each instructor granting them permission to be excused from class or technical program to have the hair service done. A list of fees for each service is posted in the Senior Shears technical area. In the event that a student is asking to have a permanent or hair color, a permission slip will be given to the student to be signed by the parent. It must be returned to the Cosmetology instructor before the service will be performed. A complete retail line of beauty products may be purchased at reduced rates at the Senior Shears Salon along with gift certificates available in increments of \$5.00. Students from other schools are not allowed to have appointments, if their school is in session. School aged persons not currently enrolled in school are not allowed to have an appointment. Any student that is on the ineligibility list is not allowed to have an appointment.

## **EDUCATIONAL STABILITY FOR STUDENTS**

### **Homeless**

The Greater Lowell Technical High School complies with all requirements of the McKinney-Vento Homeless Assistance Act, reauthorized in January 2002. This requires that school districts immediately enroll and provide support to homeless students. Parents/Guardians should contact Director of School Counseling (Homeless Liaison) at 978-441-4955 regarding information.

### **Foster Care Students**

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the students best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student’s best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district designate points of contact; and also that the district collaborate with DCF to ensure that students will receive transportation to the school of origin if needed. GLTHS has established a point of contact for foster care students through the Director of School Counseling at (978) 441-4955.

### **Military Children and Families**

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of districts because of their parents/guardians being on active duty in the U. S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The School Committee believes it is appropriate to remove

barriers to educational success imposed on children of military families because of their parents/guardians frequent moves and deployment. Parents/Guardians should contact the Director of School counseling at 978-441-4955 regarding information.

## **FOOD SERVICES**

### **Breakfast and School Lunch Program**

Greater Lowell Technical High School is committed to providing students with healthy, nutritious meals each day. All enrolled students are entitled to receive (1) free breakfast and (1) free lunch through the Community Eligibility Provision. Students seeking additional meals or a la carte items will be charged accordingly for those items

Breakfast is available to all students in the cafeteria before homeroom is called. A lunch period is included in all students' schedules.

### **Charges, Balances and Payments**

While one breakfast and one lunch will be provided to all students free of charge, it remains important that families still complete the application. The application allows the school District to serve families more effectively for other assistance programs such as fee waivers for SATs/PSATs, AP Tests, EBT, and many more assistance programs. The Household Application for Free and Reduced-Price Meals can be found on the school website on the Parent tab under Forms. It is provided to freshman on the first day of school.

All students participating in the School Lunch Program are required to have identification badges to receive/purchase school meals. The cost of the lunch program is determined by the School Committee each year and a single breakfast and lunch will be free of charge for each student daily. The cost of additional student breakfast is \$1.00, lunches \$2.75 and adult lunches are \$4.00. There are three methods of payments available to students: 1) pay cash at any register during breakfast or lunch service, 2) pre-pay at any register with cash or check or 3) pre-pay online at [www.myschoolbucks.com](http://www.myschoolbucks.com). If parents/guardians have issues with student purchases, they should contact Food Services at 978-441-4917 or toll free at 888-857-1740.

Notifications informing parent/guardian that a meal account has an overdue balance will be sent out monthly once an overdue balance exceeds \$5.00. Overdue account balances should immediately be paid in full. Students with overdue balances will not be allowed to purchase a la carte items, including but not limited to, a second entrée, snack, ice cream, or an additional beverage (including bottled water). The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate, based on their meal status. The parent/guardian is responsible for any meal charge incurred beyond the free meals provided. If there is a financial hardship, the parent/guardian should contact food services at (978) 441-4917 to discuss payment options such as an individualized repayment plan.

### **Refunds**

A refund of any money remaining in their account for a withdrawn student requires an emailed request to Elizabeth Partridge at [epartridge@gltech.org](mailto:epartridge@gltech.org). Graduating students will have all funds refunded after the completion of the school year. Graduating students may have their funds transferred to a siblings account with a written request by a parent/guardian to Elizabeth Partridge at [epartridge@gltech.org](mailto:epartridge@gltech.org).



## **SCHOOL COUNSELING DEPARTMENT SERVICES**

The School Counseling Department at Greater Lowell Technical High School provides a variety of student and community based services including, academic, career and post-secondary planning, and crisis intervention/resources. The School Counseling Department offers a comprehensive developmental guidance program consisting of individual and group sessions with students, as well as parent/guardian evening informational presentations.

Students are assigned alphabetically to an individual school counselor for their freshman year, and will continue with that counselor until graduation. The focus of the school counselor is to work with the students and their parents/guardians in matters pertaining to academic advising, career and post-secondary planning, and personal/social counseling. This could include adjustment to school, registering for courses, placement in classes, college and career exploration, testing, tutoring, and personal/emotional issues. School counselors have access to a wide variety of community and collegiate resources in order to provide the students with the best possible options for all their needs. In the event the student is in need of more in depth counseling, they may be referred to Adjustment Counselors by the parent, student, instructor, administrator or school counselor. Students referred to an Adjustment Counselor will complete a series of questionnaires/surveys and/or assessments to assist in collaboration between counselor and student to ensure appropriate services.

Students should schedule appointments to see their counselor unless the reason for the meeting is of a critical nature. Students can make an appointment with their counselor by visiting the School Counseling Department on the third floor before or after school, during lunch or with the permission of their instructor. Parents are encouraged to call or email their child's counselor to make an appointment to discuss any areas of concern.

Students seeking college and employment recommendations must give at least five (5) days' notice to counselors for completion.

### **Naviance Student**

Naviance Student is a web-based service designed especially for students and parents. It is a comprehensive website that students and parents can use to help make decisions about colleges, careers, and post-secondary plans. Each student has a profile on Naviance Student and is linked directly to the counseling office so that the counselors can monitor each student's progress in the career and college process. Naviance Student allows students and families to: build a resume, complete on-line interest, personality and career inventories, and manage your timelines and deadlines for college admissions. To access our school's Naviance Student site, please visit: <http://connection.naviance.com/glths>. Each student and parent will have his or her own access code to this site; however, you may also access it as a GUEST. Just use password: gryphons.

### **Standardized Testing**

The following is a summary of the testing programs available to the students. These testing program may be required or may be helpful in the college application process and in postsecondary planning. Most of this testing is voluntary; however, students who plan to attend college after high school should take full advantage of all the testing opportunities available. These tests are usually a requirement for college admissions, so students must do their research to see what is required by each school or organization.

Information about testing will be available on Naviance Student; however, it is the responsibility of the student to register for these exams, watch their deadlines, and to research which colleges require additional testing (such as the SAT Subject Test). The standardized tests recommended by the School Counseling Department are:

- **ACT** - The ACT is also a nationally accepted college entrance exam and is looked at interchangeably with the SAT. It assesses high school students' general education development and their ability to complete college-level work. The multiple choice test covers four skill areas: English, mathematics, reading, and science. The writing test, which is optional, measures skills in planning and writing a short essay. In order for the ACT to be considered in place of the SAT for college admissions, the student **MUST** take the optional writing section. Visit [www.actstudent.org](http://www.actstudent.org) for additional information, practice tests, and registration information.
- **Advanced Placement (AP) Exams** - AP exams are offered in May to all students who have participated in an AP course throughout the school year. Through AP's college-level courses and exams, you can earn college credit and stand out in the admission process.
- **Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test (PSAT/NMSQT)** - It is highly recommended that students take this test in October of their junior year. For juniors, the National Merit examination is utilized by scholarship program sponsors for applicants who may qualify for scholarship consideration in their senior year. A detailed individual report is provided to each participant highlighting their weaknesses and strengths, and also offers them information about how to begin their college admissions journey. This test is offered only once per year. Registration information is available in the School Counseling Department at the beginning of each school year.
- **Standardized Aptitude Test (SAT)** - The SAT is a globally recognized college admission test that shows colleges what you know and how well you can apply that knowledge. It tests your knowledge of reading, writing and math -- subjects that are taught every day in high school classrooms. Most students take the SAT during their junior or senior year of high school, and many colleges and universities use the SAT to make admission decisions. Practice tests, tips, as well as registration information, are available at [www.collegeboard.com](http://www.collegeboard.com).

## Student Records

Your student record consists of all information kept by the school and organized in a manner such that you may be individually identified. Your student record includes both the permanent record (transcript) and your temporary record. The transcript shall contain the minimum data necessary to reflect your educational progress and to operate the educational system. This data shall be limited to your name, address and phone number; your birth date; the name, address, and phone number of your parent/guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed. Your temporary record contains the majority of your student information maintained by the school. This information is not contained in the transcript, however, it would be considered of importance to the educational process. This record may include information

such as your standardized test results, MCAS scores, extracurricular activities, and evaluations by teachers, counselors or other school staff.

Greater Lowell Technical High School has designated certain information contained in the education records of its students as “Directory Information” for the purposes of the Family Education Rights and Privacy Act (FERPA) and the Student Records Regulations at 603 CME 23.00 et seq.

The following information regarding students is considered “Directory Information”: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) class, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) degrees, honors and awards received, (11) post high school plans of the student.

Directory information may be released for any purpose without the consent of a parent of a student or eligible student. Parent(s)/Guardian(s) of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as “Directory Information”. In that case, this information will not be disclosed except with the consent of Parent(s)/Guardian(s) or student, or as otherwise allowed by FERPA and 603 CME 23.00 et seq.

**Any parent/guardian or eligible student refusing to have any or all of the designated “Directory Information” disclosed must file written notification to this effect with the Director of School Counseling before October 1 of each school year.**

**In the event a refusal is not filed, it is assumed that neither parent/guardian of a student nor eligible student objects to the release of the directory information designated.**

Custodial parents should provide the school district with certified copies of any court orders prohibiting distribution of student record information to non-custodial parents.

For further information on Students Records, please see Appendix E.

## **Work Permits**

All minors between the ages of fourteen and seventeen are required to have a work permit to obtain employment. A student may obtain a work permit from the Career Coordinator on the third floor by the School Counseling Suite. In order to obtain a work permit, a student must have a legal job in the state of Massachusetts and submit proof of age and residence in the city or town where applying. Examples of proof of age include a birth certificate, baptismal record, immigration record, or passport.

## **HEALTH SERVICES**

The purpose of Health Services is to assess students who are ill, to give first aid to those who are injured; give student physical exams with the school doctor and dispense medication. An emergency health form will be given to each student during the first week of school. This form must be filled out completely as soon as possible. This form must also include the name of someone other than parent or guardian, who is available and can assume responsibility for the student in the case of sudden illness or accident. It is **imperative** that this information be updated by the student and parent throughout the year.

There are three school nurses and one LPN. The school nurses are on duty from 7:00 a.m. to 3:00 p.m. They serve as a liaison between home and school regarding health concerns and to serve as a health resource for you and your child. The school nurses complete mandated state screenings, provide care for accidents, illnesses, and other medical situations, and assist in promoting good health and maintaining a healthy, safe environment for staff and students. Please notify the nurses if there is any change to your child's medical history.

There are three (3) nursing stations available at Greater Lowell Technical High School. A first floor office (ext. 4411) located diagonally across from the Information Desk, a second station on the first floor (extension 4422) located across from the culinary shop and another second floor station located beside the Cooperative Education Office (extension 4455). Students should report all accidents immediately. Students should go to the Nurses' Office closest to their classroom or shop with a signed pass with the exception of a medical emergency. Students should not go to the nurse's office to use the bathroom. Bathrooms are provided elsewhere for students' use. Parents will be notified in writing of their child's excessive nurse visits.

### **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.

### **Interview Screening (Verbal) for Substance Use Disorders**

The Massachusetts General Laws, Chapter 71, Section 97, requires that all public schools utilize a verbal screening tool to screen students annually at two different grade levels for substance use disorders.

Each school year, Greater Lowell Technical High School counseling staff will be providing interview based screening for 10<sup>th</sup> grade students utilizing the CRAFFT-II Screening Interview,

a behavioral health screening tool for use with children under the age of 21. The CRAFFT-II is recommended by the American Academy of Pediatrics' Committee on Substance Abuse for use with adolescents and is the most commonly used substance use screening tool for adolescents in Massachusetts. Student screening sessions will be brief (approximately five (5) minutes) and conducted by either a school counselor, adjustment counselor, or school psychologist in one-to-one scheduled sessions. Screening is voluntary and students may choose not to answer any or all of the screening questions. All students will receive some educational material and a resource list at the time of screening.

Parents will be informed of the screening in advance and given the opportunity to opt their child out of the screening.

Results of the screening will not be included in your student's school records, nor will it be shared with any staff other than the Screening, Brief Intervention Referral to Treatment (SBIRT) Team composed of the nursing staff, the school adjustment counselors, and your child's school counselor. A screener will provide brief feedback to any student who reports using substances, or is at risk for future substance use. If needed, the student will be referred to the appropriate school resource for further evaluation.

Additionally, if you have any questions or concerns regarding the verbal screening tool for substance use disorders, please feel free to contact the Director of School Counseling.

### **Universal Screenings**

GLTHS School Counseling Department conducts universal screenings to monitor student success and social emotional concerns. Student screening sessions will be brief (approximately five (5) minutes) and conducted by either a school counselor, adjustment counselor, or school psychologist in one-to-one scheduled sessions. Screening is voluntary and students may choose not to answer any or all of the screening questions. Students who score higher in areas of concern will be referred for follow up and additional screening. **If you do not want your child to participate, please notify your students school counselor in writing via email.**

### **Mandated Screening Program**

In accordance with Mass Law 105 CMR 200.00 and M.G.L., Chapter 71, Section 57, the school nurses will be conducting mandated screening throughout the school year, as noted below. All information will be kept confidential. **If you do not want your child to participate, please notify the nurse in writing.**

### **Heights, Weights/BMI**

All tenth grade students will be screened.

### **Postural Screening**

All ninth grade students will be screened for scoliosis. Screening will take place during physical education class. Parents/guardians will be notified of any problems that necessitate medical follow-up.

### **Vision and Hearing**

All tenth grade students will be screened. Parents/guardians will be notified of any problems that necessitate medical follow-up.

## **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.

### **Physical Examinations**

All students participating in athletics must have a current physical examination on file prior to the beginning of practice of the sport they are participating in. Students are encouraged to see their own physician to perform their physicals. The school doctor is available for sports physical examinations for those students who pre-register with the nurse.

### **HOME OR HOSPITAL EDUCATIONAL SERVICES**

Students who must be absent from school or remain in the hospital for medical reason will be provided with educational services in the home or hospital. To be eligible for these services, students need to have a physician's written order and to be in the home or hospital for a period of fourteen (14) school days or more, or recurring home/hospital stays of less than fourteen (14) school days with a cumulative total of fourteen (14) school days, in any school year. To obtain home or hospital services, parents should contact their child's school counselor or the Director of Curriculum, Instruction, and Assessment and provide the requested written documentation from the physician. The School Counseling Department will send the Department of Elementary and Secondary Education for Medically Necessary Purposes document directly to the Physician's office for completion. Once that is returned, it will be determined by the GLTHS District the number of tutoring hours per day or week.

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.

### **HOMEWORK ASSISTANCE AND TUTORING CENTER**

The Homework Assistance and Tutoring Center is located in the Library Media Center and is available to all students Monday through Thursday from October until June. The afternoon program starts at student dismissal and ends at 3:00. The morning program runs Monday through Friday starting at 7:00 a.m. until homeroom is called. Students do not need to sign up – they can just go and sign into the center when they need assistance. Late buses are provided to accommodate students who wish to attend the afternoon program. The buses depart at 3:00 p.m. from the tunnel area.

## **LIBRARY MEDIA CENTER (LMC)**

The Library Media Center (LMC) is located on the third floor, in room 3240. A variety of materials and services are available in the LMC including: books, eBooks, magazines, databases, reference materials, shop specific tools, board games, engineering kits, and I.D. replacements. For questions or more information about the LMC, please call (978) 441-4975 or see our website at [www.gltech.org/library](http://www.gltech.org/library).

The LMC is open from 7:00 a.m. until 3:00 p.m. every school day. Days that the LMC will be closed will be posted on the monitors and an announcement will be made the morning of the closing. The LMC is closed the last week of school except for material returns.

During class time, students must have a pass from their teacher to be admitted into the media center. Students must also sign in when they arrive and sign out when they leave. During lunch periods, students must have a pre-approved pass from the Main Office in order to go to the Library.

1. Students must present their pass when signing into the LMC.
2. Students must sign out of the LMC with a pass from the Circulation Desk to use the bathrooms.
3. Bags must be left in the cubbies when entering the LMC.
4. Food or drinks are not allowed in the Library Media Center.
5. Students who are unable to follow the LMC posted guidelines will be asked to leave.

## **Borrowing Procedures**

The Greater Lowell Technical electronic catalog may be viewed using any internet browser at <https://www.gltech.org/library>

1. Print, electronic, and audio books may be borrowed for two weeks. At the end of this period, books may be renewed.
2. Magazines may be borrowed overnight.
3. The student is responsible for all materials signed out and will be charged for those items lost or damaged.
4. Students must present their I.D. before they take any library materials.

## **Overdue or Lost LMC Materials**

The following policy has been instituted to ensure the return of materials or the monetary value of school property not returned.

1. See Textbooks, Tools, Equipment and Library Materials, page 81.
2. Students with outstanding overdue materials will not be able to check out any other materials until the overdue materials are returned or replaced.

## **Public Libraries**

The Greater Lowell Technical LMC works with the Dracut, Dunstable, Lowell, and Tyngsboro Public Libraries to provide a full range of library services to all students.

1. Materials that have been checked out through Dracut, Dunstable, Lowell, or Tyngsboro Public Libraries may be returned to the Greater Lowell Tech LMC.



2. Library card applications for each of the public libraries are available at the Circulation desk and on the LMC website.

## **LOST AND FOUND**

Any student who finds a lost article is requested to turn in this item at the circulation desk in the Library Media Center. A student who has lost an article is to check the LMC before or after school or during their lunch period. Clothing will be cleaned and held until the end of the quarter when it will be donated if left unclaimed. All electronics, sports equipment, eyeglasses, etc., will be held until the end of the year.

## **MARKETING MALL STORES**

The GLTHS Marketing Mall stores are open Monday – Friday during the school year from 9:00am – 1:15pm. The GLTHS Marketing Mall consists of 4 stores: including the Varsity Store selling a variety of GLTHS sports apparel, the holiday and gift stores with variety of seasonal merchandise for sale changing daily. In addition, you will find our CVS store selling a variety of school supplies, holiday cards, and personal hygiene items. Students who are interested in shopping in any of the GLTHS Mall stores can do so during their lunch period or at other times during the day with a **pass** from their instructor. School aged persons not currently enrolled in school are not allowed to visit the GLTHS stores unless accompanied by an adult.

## **PREGNANT STUDENTS ACCESS TO PROGRAMS AND ACTIVITIES**

Pregnant students are encouraged to continue to attend school. Every effort will be made to see that the educational program of the student is disrupted as little as possible, that return to school after delivery is encouraged, and that every reasonable opportunity to complete high school is provided. In accordance with Federal Law and Massachusetts Department of Elementary and Secondary Education regulations and guidance, a student who is pregnant at Greater Lowell Technical High School is permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout her pregnancy. After giving birth, a student is permitted to return to the academic and technical programs in which they were enrolled and is permitted to participate in extracurricular programs. The district does not require that a pregnant student obtain certification from a physician that they are physically 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.

## **SPECIAL EDUCATION REFERRAL FOR EVALUATION TO DETERMINE ELIGIBILITY**

A full continuum of Special Education services is provided for students with disabilities who have been found eligible for Special Education. Please contact the Special Education Department at 978-441-4853 for more information.

### **Referral Process**

#### **School Referral**

If a teacher or another school personnel member of the Greater Lowell Technical High School expresses concern about a student's development or suspects a student may be eligible for Special Education services, the Assistant Superintendent/Principal shall ensure that the student's school counselor and teacher(s) work together to offer all possible instructional

support services (which may include accommodations found in the **District Curriculum Accommodation Plan**) in order to meet the needs of the student within the general education program. After the Assistant Superintendent/Principal determines that all efforts have been made to meet the needs of the student within the general education program, and these efforts have not been successful, a student should be referred for an evaluation to determine eligibility for Special Education. The Assistant Superintendent/Principal shall then ensure that the school counselor in conjunction with the referring person(s) completes the *Referral for Evaluation* process and submits the appropriate documentation to the Director of Special Education to begin the evaluation process.

### **Referral by a Parent or any Person in a Caregiving or Professional Position Concerned with the Student's Progress in School**

If a parent (including foster parent, guardian, or an individual legally responsible for the student's welfare) or someone outside of the Greater Lowell Technical High School District, has any questions or concerns about a student's school progress or suspects a student may be eligible for Special Education services, that person should contact the student's School Counselor at (978) 441-4952. It is the responsibility of the student's school counselor to listen to the concerns of the parent and together with the student's teachers offer the appropriate instructional support services in order to meet the needs of the student within the general education program. If, at any time, the discussion results in a request for an evaluation, the Assistant Superintendent/ Principal shall ensure that the School Counselor completes the Referral for Evaluation process and submits the appropriate documentation to the Director of Special Education to begin the evaluation process.

### **SECTION 504 - AMERICANS WITH DISABILITIES AMENDMENT ACT**

It is the policy of the Greater Lowell Technical High School to comply with Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act (as amended by the ADAA, 2008) in all aspects of its programming, including academic, technical, athletics and extra-curricular activities. The Rehabilitation Acts of 1973, also known as "Section 504," is a non-discrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination by institutions that receive federal funding and to assure that qualified disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities. An eligible student under Section 504 is a student who:

- a. has a physical or mental impairment that substantially limits one or more of such person's major life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- b. has a record of such an impairment?
- c. is regarded as having such an impairment major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Under the ADA Amendments Act, whether impairment substantially limits a major life activity is to be determined without reference to the ameliorative effects of mitigating measures. This means that the school cannot consider the ameliorative effect of mitigating measures with the exception of eyeglasses and contact lenses in determining whether someone has a qualifying disability.

## **Eligibility**

If you believe that your child may qualify for a 504 accommodation plan in order to access programs activities at Greater Lowell Technical High School, please notify the Director of School Counseling /504 Coordinator. If you have medical or other documentation about the disabling condition, it is helpful to bring this to the Director of School Counseling/504 Coordinator, although a medical diagnosis is not required. The 504 Coordinator, along with the student's school counselor, will review the concerns and gather data from teachers, school nurses, parents or others working with your child. This information will assist the 504 Eligibility Committee in determining how and whether your child's impairment substantially limits a major life activity. The 504 Eligibility Committee will then meet with you to determine the student's eligibility under Section 504 and to develop a plan of appropriate accommodations for your child. If it is determined that your child is not eligible, you will be provided this decision in writing and receive information concerning your procedural rights.

## **STUDENT INSURANCE**

School insurance is limited in nature. It is called "excess insurance" and covers expenses not covered by any other insurance policy the parent(s)/guardian(s) may have, e.g., Blue Cross, Travelers, etc. This type of insurance is a matter between the insurance company and the parents. The school does not take part in claim processing with the exception of providing parent(s)/guardian(s) with a claim form.

**PLEASE SUBMIT THE CLAIM FORM PROVIDED FOR YOU BY THE SCHOOL TO OUR INSURANCE CARRIER LISTED ON THE CLAIM FORM, WITH ALL APPROPRIATE BILLS. IF YOU DO NOT FOLLOW THIS STEP, YOUR CLAIM WILL BE DELAYED UNTIL THIS VERY IMPORTANT STEP IS FOLLOWED.**

All accidents must be reported to the school nurse. Accidents that occur within one hour after school or during sports activities must be reported to the school nurse the next day. Parent(s)/Guardian(s) must submit a claim to their own insurance company and any item that is not covered in their policy will then be covered under the aforementioned policy within the limits established. **ALL BILLS CONCERNING A PARTICULAR CLAIM MUST BE SUBMITTED TO THE INSURANCE COMPANY WITHIN 90 DAYS OF THE TREATMENT.** Parent(s)/Guardian(s) should also know that there is no school medical coverage for treatment that occurs one year from the date of the accident.

## **STUDENT PORTAL**

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.

Please see Appendix F for the Student Portal Procedures/Student Portal Acceptable Use Policy.

## **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.

## ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

### ATHLETIC PROGRAM

The Interscholastic Sports Program at the Greater Lowell Technical High School is governed by rules set forth by the Massachusetts Interscholastic Athletic Association, as well as rules established by the Greater Lowell Technical High School Athletic Department. Greater Lowell's Interscholastic Sports Program is concerned with the total development of all students, girls and boys, in coordination with the instructional program. It is, in essence, an extension of that program. It intends to be the part which aids in the physical, emotional, and mental development of the students.

As a member of an interscholastic sports team, girls and boys are expected to demonstrate proper sportsmanship towards all coaches, teammates, officials, opponents, and spectators; as well as respect to all equipment. They must be aware of their obligation to maintain a satisfactory scholastic average, to demonstrate their loyalty to themselves, their school and their team. They must exhibit the highest level of conduct, both on and off the athletic field or court, as they are at all times representatives of their teams, school and community.

The Greater Lowell Technical High School is affiliated with the Commonwealth Athletic Conference.

The sports program offers to its girls and boys interscholastic competition in the following sports:

FALL	WINTER	SPRING
Boys Soccer	Boys Basketball	Baseball
Cheerleading	Cheerleading	Girls Flag Football
Boys Cross Country	Dance Team	Softball
Dance Team	Swimming ( <i>co-ed</i> )	Tennis ( <i>co-ed</i> )
Football	Wrestling	Boys Volleyball
Girls Soccer	Girls Basketball	Boys Lacrosse
Girls Volleyball	Ice Hockey *	Girls Lacrosse
Girls Cross Country	Boys Indoor Track	Boys Track and Field
Golf ( <i>co-ed</i> )	Girls Indoor Track	Girls Track and Field
Field Hockey	Swimming ( <i>co-ed</i> )	Unified Track
Unified Basketball	Unified Strength & Conditioning	

\* *Cooperative Team with Nashoba Valley Technical High School*

## **Athletic Eligibility, Clothing and Equipment**

In addition to any requirements imposed by MIAA regarding athletic eligibility, a student, to remain on or try out for a team, must be passing their technical program and may not fail two or more academic subjects. Any extenuating circumstances will be reviewed by the Assistant Superintendent/Principal. A student, who receives a failure in their technical program or two academic failures at the time report cards are issued, will be considered ineligible for participation in a team sport.

**NOTE:** A mark of incomplete is counted as a failing grade. Any extenuating circumstances will be reviewed by the Assistant Superintendent/Principal. All athletes must pass a physical examination. A physical examination is valid for 13 months and must be renewed immediately (should an athlete be "in season") to maintain eligibility. Physical examinations must be performed by a duly registered Physician, Physician's Assistant and/or Nurse Practitioner and a record should be given to the School Nurse.

An athlete will be responsible for payment for all lost, stolen and/or damaged clothing or equipment that has been issued to them.

## **MIAA Health Rule 62 regarding Alcohol/Tobacco/Drugs**

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is later), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product, marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". If a student who violates this rule is unable, at that time, to participate in interscholastic sports due to injury or academics, any penalty imposed will take effect only when the student is able to participate again. See Greater Lowell Athletic Handbook or the MIAA Handbook for additional information.

## **Head Injuries and Concussions in Athletics**

Consistent with the requirements of Chapter 166 of the Acts of 2010, An Act Relative to Safety Regulations for School Athletic Programs:

1. At or before the start of each sport, all students who plan to participate in athletics shall complete and submit to the coach or the athletic director, a current Permission Form, signed by both the student and the parent, that provides comprehensive history with up-to-date information relative to concussion history; any head, face or cervical spine injury history; and any history of co-existent concussive injuries.
2. Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.
3. The student shall not return to play unless and until the student provides medical clearance and authorization as specified in 105 CMR 201.011.

All head injuries must be reported to the school nurse, including those that occur outside of the school prior to the start of the sports season or physical activity. Parents must also complete the history of head injury section on the Athletic Activities Permission Form.

Additional information, including the Post Sports-related Head Injury Medical Clearance and Authorization Form can be found under Athletics at [www.gltech.org](http://www.gltech.org) or MIAA.net.

Please see the Greater Lowell Technical High School Athletic Handbook for all detailed Policies and Procedures regarding Athletics. The Athletic Handbook can be found on the Greater Lowell Technical High School website at [www.gltech.org](http://www.gltech.org). Copies can also be obtained through the Athletic Director by calling 978-441-4499.

## **EXTRA-CURRICULAR ACTIVITIES**

The following clubs, organizations and committees are currently active at the Greater Lowell Technical High School but are subject to change:

Anime Club	National Technical Honor
Art Club	Society/National Honor Society
Competitive Gaming Club	Outing Club
Dance Club	Peer Leaders
Drama Club	Peer Mentors
Educator Rising	Project Purple
Environmental Green Club	Robotics Club
Gender Sexuality Alliance	SkillsUSA
* Grace Unity Identity Devotion	Student Council
Elevation Deliverance Club	Yearbook Committee
Math Club	Freshman Planning Committee
Music Club	Sophomore Planning Committee
NABT Biology Club	Junior Planning Committee
	Senior Planning Committee

\* A staff member will be present in a custodial but non-participatory capacity to ensure the students' safety and compliance with school rules.

***NOTE:*** *The Greater Lowell Technical High School does not endorse the views of students or clubs simply by officially recognizing them, provides a staff advisor or monitor, allowing them to meet or conduct expressive activities on school premises or allowing them to disseminate information to students or on school premises.*

## **Conduct Requirement**

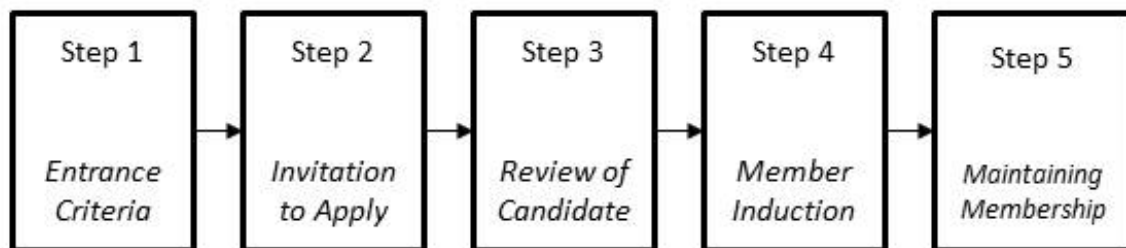
When a student of the Greater Lowell Technical High School is placed on a school suspension, they will not be allowed to participate in any extra-curricular activities or school sponsored functions including athletics during the time of their suspension. Participation in a previously planned school sponsored function may be allowed by a decision of the Assistant Superintendent/Principal.

***NOTE:*** If student should purchase a ticket, make reservations, etc., and then becomes ineligible due to their own inappropriate behavior or cannot attend for other reasons, before the event takes place, all monies (including class dues) are non-refundable. This includes events like the Senior Prom, Junior Prom and Harvest Dance.

## National Technical Honor Society/National Honor Society

Greater Lowell Technical High School is a charter member both the National Technical Honor Society and National Honor Society. Both societies are non-profit organizations honoring student achievement and leadership in career and technical education, promoting educational excellence, awarding scholarships, and enhancing career opportunities for its members. Membership into the societies is bestowed upon junior and senior students at Greater Lowell Technical High School who exhibit the qualities of *character*, *leadership*, *service*, and *scholarship*. During our school's graduation ceremony, members will be distinguished from their peers by wearing a special tassel and stole.

### Joining and Maintaining Membership to NTHS/NHS



#### Step 1: Entrance Criteria

NTHS/NHS advisors will review the following criteria for the entire incoming junior and senior classes:

1. Minimum cumulative GPA (grade point average) of 3.80 in alignment to the standards of *scholarship*.
  - a. Grade point averages will not be rounded up to meet the minimum GPA requirement.
2. No more than 8 unexcused absences in any prior school year in alignment to the standards of *character*, *leadership*, and *scholarship*. Every four (unexcused) tardies and/or early dismissals will be counted as one unexcused absence.
3. No discipline record during the current or prior school years in alignment to the standards of *character* and *leadership*. Character will automatically be questioned by events leading to suspensions, cheating in any form, or classroom behavioral issues.
4. Students' service records and school/community involvement will play a significant role in Step 2 of the application process. Students are advised to get involved and record their activities throughout their freshman and sophomore years.

#### Step 2: Invitation to Apply

1. Students who meet the criteria outlined in Step 1 should be notified in August (both electronically and with a letter mailed to the student's home) and invited to apply for membership. A second invitation will be distributed during September of the new school year.



2. The NTHS/NHS Advisors will hold a mandatory information meeting in early September for all potential applicants to review the application process, requirements, and timing.
3. The application will be used to assess the candidate's professionalism, school and community involvement, service record, and beliefs about the societies' ideals of *character, leadership, service, and scholarship*.
4. Interested applicants will be provided adequate time to complete the application and will submit it electronically by the due date (typically in September). No late applications will be accepted. No modifications can be made to the application after the final due date.
5. Students not invited to apply may ask the advisors for specific details on the decision. If a student wishes to appeal the decision, they may do so by submitting a written request to the Assistant Superintendent/ Principal in a timely manner, but no later than seven school days before the application due date.

### **Step 3: Review of the Candidate**

1. Each applicant's previous year's instructors will be asked to complete a confidential assessment form. The instructors' feedback will be used to assess candidates' character, scholarship, and leadership in the classroom.
2. The NTHS/NHS Faculty Council (consisting of various staff members) will review each student's application and instructor assessments. The selection committee will vote to accept or reject each applicant according to these criteria:
  - a. The candidate has demonstrated citizenship through significant community service and involvement in clubs and activities at Greater Lowell Technical High School or in the local community. Service hours performed prior to the candidate's high school years will not be considered.
  - b. The candidate has demonstrated excellence in the classroom, having received positive feedback from past instructors.
  - c. The candidate's application is complete and of high quality. This application is like a college or job application; students must follow directions carefully, be sure to answer each question completely, and take care with spelling, punctuation and grammar, and essay structure. The application will be rejected for missing or incomplete responses.

### **Step 4: Member Acceptance and Induction**

1. The chapter advisors will notify each applicant that his or her candidacy for membership has been accepted or rejected. Students selected for membership will be simultaneously inducted into both societies during a thoughtful ceremony attended by the school administration, staff, and the candidate's family. There is a one-time membership fee of \$30 per student inducted.
2. Students not selected for membership may ask the advisors for specific details on the decision. If a student wishes to appeal the decision of the selection team, they may do so by submitting a written request to the Assistant Superintendent/Principal within three days of receiving the decision.

## **Step 5: Maintaining Membership**

Each inducted member is expected to maintain the same criteria as for new members as outlined below. If a member fails to meet the criteria, they will be notified and may be put on probation. Students will have one term to meet the criteria or may be removed from the Society. Students are provided an opportunity for due process prior to removal from membership. Students may request a hearing with the Assistant Superintendent/Principal for consideration of reinstatement through the appeals process.

1. Minimum GPA requirement
  - a. Each junior member will demonstrate a minimum cumulative GPA of 3.7 at the midyear and final grades (posted term 2 and term 4 grades respectively);
  - b. Each senior member will demonstrate a minimum cumulative GPA of 3.7 at the midyear grades (posted term 2 grades).
  
2. Superior attendance record
  - a. For junior members, no more than 8 unexcused absences by the close of the junior year;
  - b. For senior members, no more than 8 unexcused absences by the close of the senior year;
  - c. Every four (unexcused) tardies and/or early dismissals will be counted as one unexcused absence.
  
3. Superior discipline record
  - a. No discipline record during the current junior or senior years.
  
4. Active NTHS/NHS membership
  - a. Members are required to actively participate in the GLTHS chapter by:
    - i. regularly attending monthly meetings;
    - ii. participation in community service activities (led by NTHS/NHS, GLTHS, or in the member's community);
    - iii. participating in our chapter's fundraisers.

## **PARENTS AND COMMUNITY**

### **ENGLISH LEARNER PARENT ADVISORY COUNCIL (ELPAC)**

In the fall of 2017, Governor Baker signed into law the Language Opportunity for Our Kids Act (LOOK Act) to enhance the education of EL students and to increase opportunities for parental/guardian input in language acquisition programs. All parents/guardians of EL students are welcomed to participate in the quarterly council meetings to discuss programming and issues regarding the ELE program. For more information, please contact the Director of Language Acquisition at (978) 441-5360.

### **PARENT/GUARDIAN CONFERENCES**

Parents are encouraged to confer with teachers, counselors, and administrators at any reasonable time during the course of the school day. Meetings with teachers or counselors must be made by appointment only. Please contact your child's school counselor to arrange a mutually convenient meeting date and time. If you wish to come to the school to discuss your son's or daughter's attendance or discipline record, please call the Main Office (978-441-4420) to make an appointment to speak with the Senior Assistant Principal, Assistant Principal or Dean of Students.

Periodically the school conducts open house programs. Notification of these program dates are on the school's calendar (page 4) and available on the GLTHS website: [www.gltech.org](http://www.gltech.org).

### **PARENT ORGANIZATION-GREATER LOWELL TECHNICAL PARENT ORGANIZATION (GLTPO)**

The Greater Lowell Technical Parent Organization (GLTPO) is an all-volunteer organization of parents whose goal is to create positive partnerships by promoting communication and encouraging parent involvement. The organization is focused on enhancing the educational and extra-curricular experience for students and bringing the community together through fundraising, family events and volunteer activities. Meetings are held once a month from September through June. Notice of the GLTPO meetings are posted on the school website, as well as on the Facebook Page – Friends of GLTHS. All parents/guardians are welcome.

### **PARENT PORTAL**

To assist parents/guardians in monitoring their children's progress, enhance communication with parents, and further promote educational excellence, Greater Lowell Technical High School is pleased to provide access to student records through the Aspen Family Portal. The Aspen Family Portal permits parents/guardians access to student attendance, discipline records, and grades. Parents/guardians can login anytime from anywhere they have a secure Internet connection and view current information about their children. Most importantly, the Aspen Family Portal allows for parents/guardians to be partners in their children's education.

Please see Appendix H for Parent Portal Procedures and Parent/Guardian Portal Acceptable Use Policy.

## **SCHOOL COUNCIL**

The Massachusetts Education Reform Act of 1993, Section 59C, requires the establishment of a school council in all schools, comprised of parents/guardians of students attending the school who shall be selected by the parents/guardians of students attending the school, teachers, students and community representatives and co-chaired by school principals. The council should be broadly representative of the racial and ethnic diversity of the school building and community. The council will meet with the principal and assist in identifying the educational needs of students, reviewing the annual school budget and in formulating a school improvement plan. For additional information, please contact the Assistant Superintendent/Principal at 978-441-4807.

## **SPECIAL EDUCATION PARENT ADVISORY COUNCIL**

Parents/Guardians of special education students meet monthly to discuss programs, concerns and issues related to various disabilities. For more information, call the Special Education Department at 978-441-4853.

## **TITLE I ANNUAL MEETING**

Parents and guardians will be invited to the Title I Annual Meeting held once a year to inform parents and guardians of Greater Lowell's school-wide participation in Title I, Part A.

## 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, parental status 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 sex-based 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, parental status 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, parental status 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, parental status 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, parental status 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, parental status 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, parental status 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, parental status 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 statutes, 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

**APPENIDIX 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 alleged perpetrator said; facts only)*

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- **Victim of the behavior:** \_\_\_\_\_
- **Name of Alleged Perpetrator:** \_\_\_\_\_
- **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)

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*For Administrative Use Only*

### II. INVESTIGATION

1. Investigator(s): \_\_\_\_\_

- Position(s): \_\_\_\_\_

2. Interviews:

Interviewed alleged perpetrator Name: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed victim Name: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed witnesses Name: \_\_\_\_\_ Date: \_\_\_\_\_

3. Any prior documented incidents by the alleged perpetrator?  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       Perpetrator admitted to incident
- Alleged Perpetrator denied allegation
- Other: \_\_\_\_\_

4. Safety Plan attached:  Yes  No

#### Contacts:

Victim's parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Alleged Perpetrator'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 Alleged Perpetrator: 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 School Counseling; 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 School Counseling:  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.
- d. 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.
- e. 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](mailto: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 “perpetrator” 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 perpetrator 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.

Perpetrator, 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, religious creed, national origin, sex, sexual orientation, age, pregnancy or a condition related to pregnancy, parental status, socioeconomic status, homelessness, academic status, limited English proficiency, gender identity or expression, genetic information, 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](http://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 perpetrator or to the School Committee or designee when the Superintendent-Director is the alleged perpetrator, 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](http://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 perpetrator'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 perpetrator(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 perpetrator, 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](mailto: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	<a href="http://commonsensemedia.org">Http://commonsensemedia.org</a>
Cyberwise	<a href="http://www.cyberwise.org">Http://www.cyberwise.org</a>
Massachusetts Aggression Reduction Center	<a href="http://marccenter.webs.com">Http://marccenter.webs.com</a>
Safe Teens	<a href="http://www.safeteens.com">http://www.safeteens.com</a>

**APPENDIX H**  
**PARENT/GUARDIAN PORTAL ACCEPTABLE USE POLICY**



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

**Parent/Guardian Portal Acceptable Use Policy**

To assist parents/guardians in monitoring their children's progress, enhance communication with parents and further promote educational excellence, Greater Lowell Technical High School is pleased to provide access to student records through the Aspen Family Portal. The Aspen Family Portal permits parents/guardians access to student attendance, conduct records, and grades. Parents/guardians can login anytime from anywhere they have a secure Internet connection and view current information about their children. Most importantly, the Aspen Family Portal allows for parents/guardians to be partners in their children's 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 Family Portal. Parents / guardians will be expected to act in a responsible, ethical, and legal manner. The administration, staff or faculty of Greater Lowell Technical High 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, and 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.

## APPENDIX H (Cont'd)

3. **Security.** Parents/guardians 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, notify the system administrator immediately by email message to [parents@gltech.org](mailto:parents@gltech.org). Never discuss the issue with other users. Never use another individual's account.

### Security features of the Parent Portal:

- Five unsuccessful log-in attempts will disable the Parent/Family Portal account. In order to use the Web Portal again, parents/guardians will need to send an email from your registered email account to [parents@gltech.org](mailto:parents@gltech.org) to have the 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 the Information Systems Department by telephone at (978)441-4942 or via email to [parents@gltech.org](mailto:parents@gltech.org).

**\*\*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 Family 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 Family Portal.
6. You must take precautions to prevent viruses and/or unauthorized access on your own equipment.

## APPENDIX H (Cont'd)

7. The downloading of copyrighted material is prohibited.
8. Your Aspen Family Portal is active as long as you have a child attending Greater Lowell Technical High School.
9. You must have a valid contract for each child enrolled at Greater Lowell Technical High School.
10. You are obligated to inform Greater Lowell Technical High School of any changes to your custodial rights of any children you have that 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 I**  
**GREATER LOWELL TECHNICAL HIGH SCHOOL**  
**TITLE I DEPARTMENT**  
**Parent/Student School Compact**  
**2024-2025**

**OUR TITLE I 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 J**

### **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 K  
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 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](http://www.gltech.org). Student tab, Quick Links. A hard copy of the Student Handbook may be requested by calling 978-441-4803.

**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 Student Handbook, including but not limited to, the policies concerning Attendance, Credits, Grading, and Assessment, Core Values, Student Code of Conduct, Disciplinary Procedures and Laws, Athletics, and Extracurricular Activities, and Interview Screening (Verbal) for Substance Use Disorders.
2. We have received, read, and agree to abide by the School Network/Internet Acceptable Use Policy for students (Appendix D), the Student and Parent Portal Acceptable Use Policies (Appendices F and H) and the Parent/Student School Compact (Appendix I) in the 2024-2025 Greater Lowell Technical High School Student Handbook.
3. We have received, read, and understand Student Photo Release (Appendix J) 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 school hours and at all school sponsored events.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to your Homeroom Teacher  
no later than Wednesday, September 11, 2024.**

*This form can also be found on the school website at [www.gltech.org](http://www.gltech.org).*