

MEMORANDUM

TO: GREATER LOWELL TECHNICAL SCHOOL COMMITTEE
FROM: JILL DAVIS, SUPERINTENDENT-DIRECTOR 
RE: SCHOOL COMMITTEE MEETING ON AUGUST 20, 2026
DATE: AUGUST 13, 2026

Enclosed please find the Agenda for the August 20th School Committee Meeting as well as the Meeting Notice.

REPORT OF THE SUPERINTENDENT-DIRECTOR

1. **T-Mobile #FN5GL \$5K Fridays Winner Award**

Greater Lowell Tech has been selected as one of T-Mobile's \$5K Fridays Winners and will be awarded \$5,000. A copy of the notification is included in the package.

2. **Massachusetts Life Sciences Center Grant Award**

Greater Lowell Tech has been awarded an Elementary and Secondary Education Grant in the amount of \$100,000 from the Massachusetts Life Sciences Center (MLSC).

3. **WIOA In-School Youth Services Grant Award**

Greater Lowell Tech has been awarded a WIOA Grant in the amount of \$51,000. A copy of the award letter is included in the package.

4. **Donation Approval**

I will be seeking approval to accept an automotive scholarship donation totaling \$200 from two (2) private donors on behalf of the late Mr. Dennis Fearon.

5. **2026-2027 Greater Lowell Technical School of Practical Nursing Student Handbook**

I will be seeking approval of the revised 2026-2027 Greater Lowell Technical School of Practical Nursing Student Handbook. A copy of the proposed handbook is included in the package for your review.

6. **Staff Acceptable Use Policy for Digital Information, Communication, and Technology Resources (AUP)**

I will be seeking approval of the revised Staff Acceptable Use Policy for Digital Information, Communication, and Technology Resources (AUP). A copy of the revised policy is included in the package for your review.

7. **Cooperative Girls Varsity Field Hockey**

I will be requesting Greater Lowell's participation in a co-op Girls Varsity Field Hockey program with Lowell Catholic. A memo from Mark and Jill regarding this request is included in the package.

8. **Policy on Title IX-Sexual Harassment**

I will be seeking approval of the revised Policy on Title IX-Sexual Harassment. A copy of the proposed policy is included in the package for your review.

9. **2026-2027 Student Handbook**

I will be seeking approval for the 2026-2027 Student Handbook. A copy of the proposed handbook is included in the package for your review.

10. **Out of State Travel Approvals**

I will be seeking approval of two separate out-of-state travel requests. The first is approval to utilize Pine Valley Country Club in Pelham, NH, as well as World Cup Golf Center in Hudson, NH during the Fall season of Golf. The second is for the Director of Curriculum, Instruction, & Assessment, Greg Haas and the Director of School Counseling, Tracy Encarnacao to attend the National Alliance of Concurrent Enrollment Partnerships 2026 National Convention in Cleveland, Ohio from October 17-21, 2026.

ENCLOSURES

Meeting Notice

Agenda

Minutes for Approval: June 18, 2026, July 8, 2026

Copy of T-Mobile Award Notification

Copy of MLSC Award Notification

Copy of WIOA Grant Award Letter

Copy of proposed 2026-2027 Greater Lowell Technical School of Practical Nursing Student Handbook

Copy of the proposed Staff Acceptable Use Policy for Digital Information, Communication, and Technology Resources (AUP)

Memo Regarding Cooperative Girls Varsity Field Hockey Request

Copy of proposed Policy on Title IX-Sexual Harassment

Copy of proposed 2026-2027 Student Handbook

Copy of Out-of-State Travel Information

Please give me a call if you have any questions regarding this report or any of the enclosures which accompany it.

Jill A. Davis
Superintendent-Director

Michael R. H. Barton
Assistant Superintendent/Principal

William J. Collins
Superintendent-Emeritus



SCHOOL COMMITTEE

Curtis J. LeMay, Chair
Raymond Kelly Richardson, Vice-Chair
Matthew J. Sheehan, Secretary
Fred W. Bahou, Jr.
Lee Gitschier
Ralph Hogan
Paul E. Morin
Steven A. Nocco

AGENDA

SCHOOL COMMITTEE MEETING

August 20, 2026 – 6:30 p.m.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC APPEARANCE**
- IV. SCHOOL COMMITTEE COMMUNICATIONS**
- V. REPORT OF STUDENT REPRESENTATIVE**
- VI. APPROVAL OF MINUTES**
 - 1. June 18, 2026 (vote)**
 - 2. July 8, 2026 (vote)**
- VII. REPORT OF TREASURER**

Approval of Warrants (vote)
- VIII. REPORT OF GENERAL COUNSEL**
- IX. REPORT OF SUPERINTENDENT-DIRECTOR**
 - 1. T-Mobile \$5K Fridays Winner Award**
 - 2. Massachusetts Life Sciences Center (MLSC) Grant Award**
 - 3. WIOA Youth Services Funding Award**
 - 4. Donation Approval (vote)**
 - 5. Approval of the revised 2026-2027 GLTS of Practical Nursing Student Handbook (vote)**
 - 6. Staff Acceptable Use Policy for Digital Information, Communication, and Technology Resources (AUP) (vote)**
 - 7. Cooperative Girls Varsity Field Hockey Request (vote)**
 - 8. Policy on Title IX-Sexual Harassment (vote)**
 - 9. Approval of the 2026-2027 Student Handbook (vote)**
 - 10. Out-of-State Travel (vote)**

250 Pawtucket Boulevard
Tyngsboro, Massachusetts 01879-2199
TEL: (978) 454- 5411 FAX: (978) 441-5344
gltech.org

X. REPORT OF BUSINESS MANAGER

XI. OLD BUSINESS

Any items not on the agenda brought up under this section will be for discussion purposes only. Action will be deferred to a future meeting.

Outstanding Items from Previous Meetings

1. Superintendent's Wall. (O'Hare)
2. Building Security (Sheehan)

XII. NEW BUSINESS

Any items not on the agenda brought up under this section will be for discussion purposes only. Action will be deferred to a future meeting.

1. Monthly discipline data report requested by Committeeman Sheehan

XIII. COMMITTEEPERSON MOTIONS

XIV. REPORT OF SUB-COMMITTEES

XV. ADJOURN

From: **T-Mobile Friday Night 5G Lights** <tmobile@fridaynight5glights.com>
Date: Fri, Aug 7, 2026 at 11:34 AM
Subject: Congratulations! Your School Is a Winner of This Week's T-Mobile \$5K Fridays 🏆
To: Cheryl Ann Bomal Bomal <cbomal@gltech.org>

Hi there,

Congratulations – we are proud to announce that your school has been selected as one of this week's T-Mobile #FN5GL **\$5K Fridays Winners!** We're beyond excited to recognize and celebrate this special achievement with you!

At T-Mobile, we believe in connecting people to what they love – no matter the distance. That's why we created **Friday Night 5G Lights** – to uplift communities, such as yours, and fuel the passion for high school football. As part of the celebration, your school will receive **\$5,000** to support your football program and ongoing initiatives. Your school also will be featured as a winner on the T-Mobile [\\$5K Fridays sweepstakes](#) page.

Please be on the lookout for an email from tmobile@fulfillment.teamdigital.com with important next steps regarding paperwork submission. Your local T-Mobile Representative will also be reaching out soon to coordinate an **on-field check presentation** at an upcoming home game to celebrate your accomplishment.

From: **Equip MLSC** <Equip@masslifesciences.com>
Date: Fri, Jun 19, 2026 at 9:00 AM
Subject: MLSC Elementary and Secondary Education Grant Award Notification
To: Bomal, Cheryl
<cbomal@gltech.org>, mknights@gltech.org <mknights@gltech.org>, aarfanakis@gltech.org <aarfanakis@gltech.org>
CC: Equip MLSC <Equip@masslifesciences.com>

Dear Cheryl Ann, Michael, and Ariana,

It is with great pleasure that we inform **Greater Lowell Technical High School** that the Massachusetts Life Sciences Center (MLSC) has approved your application for an Elementary and Secondary Education Grant in the amount of **\$100,000.00, including \$85,000.00 allocated for equipment/supplies and \$15,000.00 allocated for teacher professional development**, to be spent in accordance with your itemized approved budget. Congratulations!

Please let us know if you have any questions.

Best,
Linda

MLSC Elementary and Secondary Education Grants Team
Educational Partnerships and Workforce Investments
774-721-7345

masslifesciences.com
[1075 Main St. Suite 100, Waltham, MA 02451](https://www.masslifesciences.com/1075-Main-St.-Suite-100-Waltham-MA-02451)



GREATER LOWELL WORKFORCE BOARD

107 Merrimack St
Lowell, MA 01852
978.937.9816

June 30, 2026

Ms. Cheryl Bomal
Greater Lowell Technical High School
250 Pawtucket Blvd.
Tyngsboro, MA 01879

Re: FY'27 WIOA In-School Youth Funding

Dear Ms. Bomal:

MassHire Greater Lowell Workforce Board voted to approve Greater Lowell Technical High School In-School Youth Program for funding through the Workforce Innovation and Opportunity Act (WIOA).

This correspondence serves as formal notification, to keep with your executed FY'27 Contract, and signed by the Interim Executive Director. GLTHS has been awarded FY'27 WIOA Title I Youth Services funds in the amount of \$51,000.00

The term of the contract will be for one-year (1) year from July 1, 2026 – June 30, 2027. You will be contracted on a cost-reimbursement contract to provide services to twenty-four (24) in-school youth. Performance will be measured based on outcomes as defined in your FY'26 & FY'27 proposal.

On behalf of the MassHire Greater Lowell Workforce Board, we look forward to our partnership with Greater Lowell Technical High School as part of our youth workforce development network.

Please contact me at (978) 805-4736 with any questions.

Sincerely,

Michael D. Broderick
Interim Executive Director

Acceptable Use Policy for Digital Information, Communication, and Technology Resources

ACCEPTABLE USE POLICY AND GUIDELINES

Scope of Policy

Greater Lowell Regional Vocational Technical District (the “District”) recognizes data and information as resources that must be protected from unauthorized access or use, and, as such, supports a balance of security and access. The District expects District employee, student, and family data to be protected due to the sensitivity of the data.

The protection of sensitive data and technology is vital in supporting teaching and learning through access to resources, information, learning activities, interpersonal communications, research, training, collaboration, curriculum, and materials. Nothing in this policy shall be read to limit an individual’s constitutional rights to freedom of speech or expression or to restrict an employee’s ability to engage in concerted, protected activity with fellow employees regarding the terms and conditions of their employment.

Under the Public Records Law, electronic messages between public officials, including public employees, may be considered public records. As such, all District employees will be given District email address, with which they are to conduct all District business, so the District may comply with public records requirements. All communication sent by an employee using District property or regarding District business could be subjected to public access requests submitted through Freedom of Information Act (FOIA).

Users need to be aware that data and other material/files maintained on the school District’s systems may be subject to review, disclosure, or discovery. Use of personal email accounts and communication tools to conduct school business is prohibited and may open an individual’s personal account to be subject to FOIA inquiries. The District will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school District policies or government regulations.

By participating in the school District’s computer network, users are indicating their consent to such monitoring and access. Where appropriate, communications including text and images may be disclosed to law enforcement in response to proper requests, or to other third parties in the context of proper requests in the course of litigation without prior consent of the sender or receiver.

Use of Technology Instruction

The District recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the District provides ongoing student instruction that develops digital citizenship skill sets. Information and communication technology are an integrated part of the curriculum

across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks, including: seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Employees and students shall use digital resources in a responsible, efficient, ethical, and legal manner.

Electronic Devices

The District defines electronic devices as, but not limited to, the following:

- Laptop and desktop computers, including like-devices
- Tablets
- Peripherals (such as accessories, auxiliary devices, external hardware)
- Wireless email and text-messaging devices
- ~~Smartphones~~
- Mobile communication devices or wearable technology such as; personal hotspots, cellular adapters, smartphones, handheld gaming devices, smart glasses, smartwatches, smart rings, fitness trackers, wireless earbuds and headphones, digital or action cameras, etc.
- Donated devices

Access to Digital Resources

The District supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner. The District provides access to technology devices, Internet, and digital information to employees and students for educational and business purposes. This Acceptable Use Policy (AUP) governs all electronic activity of employees using and accessing the District's technology, Internet, and digital information regardless of the user's physical location or device used.

Acceptable Use of Digital Resources

The following guidelines and procedures address employee supervision of digital resources, ethical use of such resources and issues of online privacy. These guidelines and procedures prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data. The use of the District's network is a privilege and not a right. Any use of the District's network must be consistent with and directly related to the educational objective and business purposes of the District.

Those violating the AUP will be subject to appropriate consequences including suspension, termination of privileges, and/or disciplinary action up to and including termination of employment. Those violating the AUP that constitute a criminal offense may also result in criminal prosecution.

Use of Artificial Intelligence (AI) Tools

The District recognizes that Artificial Intelligence (AI) tools, including generative chatbots, writing assistants, and image, audio, or video generators, are part of the technology environment. AI can support teaching, learning, and administrative tasks when used ethically, lawfully, and only with platforms the

District has vetted and approved for use. The District will provide and maintain a list of AI platforms approved for use by employees and students, which may be updated as technologies evolve. Employees are expected to model responsible, ethical, and lawful AI conduct at all times.

Employees must never enter personal student information, employee data, or private school information (such as grades, education records, or login credentials) into AI tools. The Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g; 34 CFR Part 99) and Children's Online Privacy Protection Act (COPPA, 15 USC 6501–6506) protect student education records and data.

Employees must critically evaluate AI outputs for bias, inaccuracies, or hallucinations before relying on or distributing information. When incorporating AI tools into instruction, teachers must set clear parameters for student assignments and enforce proper disclosure and citation.

Student Use of Technology in Schools

The District recognizes that the use of technology is an important part of students being prepared for adult life. As such, the student use of technology as part of their education is to be encouraged, as teaching students appropriate use of technology is part of the responsibility of the District.

The student Acceptable Use Policy (AUP) for School Network/Internet use is included in the Student Handbook and given to all students at the beginning of each school year. The AUP must be completed and signed by all students and their parent/guardian after reviewing the AUP together. The signed form must be returned to the school before the student may begin using the network/Internet, any electronic devices, or digital resources.

The District works to maintain a school environment free of harassment based on race, color, religion, national origin, age, gender, gender identity, sexual orientation, disability, or any other characteristic protected by law. Students shall utilize digital resources in a responsible, efficient, ethical, and legal manner. Students are required to abide by the District Code of Conduct including the District's policy on bullying and harassment in their use, both on and offline, of District digital resources, which should be regarded as an extension of the classroom. The District will not tolerate bullying, cyberbullying, ~~or~~ harassment, sexting, digital exploitation, AI-generated deepfake images or videos, impersonations, or unauthorized sharing of private content of any kind.

Any employee who becomes aware of or receives a report of conduct prohibited under this policy shall promptly report the concern to the appropriate administrator and follow all applicable District policies and procedures.

Students are reminded that there is no expectation of privacy in the use of District digital resources information, communication, and technology resources.

Students who fail to abide by District policies and procedures regarding the use of District digital resources will be met with consequences.

Employee Use of Technology

Employees shall use digital resources in a responsible, efficient, ethical, and legal manner in accordance with the District's mission. Employees are responsible for teaching and for modeling responsible digital citizenship. The digital resources are provided to support the work of the District; occasional personal communication is permitted so long as such use does not interfere with the employee's job duties and performance, with systems operation, other users, or network performance. All use must comply with the policies and procedures of the District.

Annually, all employees must agree to and sign the Employee Acceptable Use Policy prior to being granted access to District digital resources.

Employees are required to use their school-issued accounts, not personal accounts, for all communication with students, and parents/guardians; such accounts must be used with other employees when conducting school business.

Employees communication is a matter of public record. This extends to employee use of social media when conducting District business. Any online activities that would not be considered appropriate in the classroom should not be conducted online. High standards of appropriate online communication and conduct must be maintained.

Communication should be consistent with professional practices used for all correspondence. When using online tools, members of the District community will use appropriate behavior:

1. When acting as a representative or employee of the District.
2. When the communication impacts or is likely to impact the classroom or working environment in the District.

Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Administrative Access to the page will remain with the coach or faculty advisor.

Any student related content, including pictures, is subject to the restrictions outlined in the Student Photo Release Policy. The Student Information System (SIS) maintains a list of students whose parent/guardian opted out of publication of the student's photograph. It is the employee's responsibility to check that list before posting student photographs.

Guidelines for Email and Online Communication

Communication with students should not include content of a personal nature.

When communicating with parents/guardians of students, employees should use email addresses and phone numbers listed in the SIS unless steps have been taken to verify that the communication is occurring with a parent/guardian that has educational rights for the student. Employees should refrain from discussing any non-related students when possible.

When interacting with students online, group interactions are encouraged and should include two employees. One-to-one interactions should be avoided. All contact and messages by coaches and faculty

advisors with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the appropriate administrator.

Digital Misconduct: Sexting, Deepfakes, and Online Harassment

Employees are expected to use District technology and personal digital devices in a professional, ethical, and lawful manner at all times. Employees must maintain appropriate professional boundaries with students and serve as role models for responsible digital conduct.

This policy applies to conduct on school property, during school-related activities, through District systems, and to off-campus digital conduct that impacts the school environment, professional responsibilities, or student safety.

Employees are strictly prohibited from engaging in sexually explicit, inappropriate, or exploitative communications or conduct with students, including “sexting” or the exchange of explicit messages, images, or videos. Under Massachusetts law (M.G.L. c. 272 § 29D), possessing, sharing, sending, forwarding, buying, selling, or uploading a nude or sexually explicit image or video of any person under 18—including AI-generated content—is a criminal offense.

Employees are also prohibited from creating, sharing, or distributing manipulated or AI-generated images, videos, or audio (“deepfakes”) that depict any individual in a harmful, misleading, sexual, or inappropriate manner.

The use of technology to harass, intimidate, bully, impersonate, or violate the privacy or dignity of any student, colleague, or member of the school community is strictly prohibited. Employees must protect the confidentiality of student and staff information and may not record or share private or sensitive content without authorization.

Employees are required to report any suspected inappropriate digital conduct involving students, including sexting, digital exploitation, deepfakes, or harassment, in accordance with District procedures and mandated reporting laws, including Massachusetts General Laws Chapter 119 Section 51A.

Violations of this policy may result in disciplinary action up to and including termination, referral to law enforcement, and reporting to the Massachusetts Department of Elementary and Secondary Education (DESE), which may impact professional licensure.

Social Media

Employees who use internal or external social media (blogs, Facebook, Twitter, Instagram, TikTok, etc.) are expected to refrain from discussing confidential information and/or discussing specific students. Information that can be traced back to a specific student or could allow a student to be publicly identified should not be posted on any social media sites.

When using social media, employees are:

- Expected to refrain from posting any negative comments online about students.

- Expected to refrain from discussing highly sensitive or confidential school department information.
- Required to notify their Director or Cluster Chair before setting up an online site to facilitate student learning.
- Expected to monitor/moderate online communication to the best of their abilities. **Commenting will be turned off to the extent possible.**
- Advised to not add any students/former students or parents as 'friends' or contacts on social media unless the site is specifically set up to support classroom instruction or school business.
- Advised to maintain professionalism and caution when communicating online with Greater Lowell graduates (18+ years old).
- Advised to not add parents/guardians of students as 'friends' or contacts on social media to maintain professionalism and to avoid any conflict of interest.
- Expected to avoid responding to spam or phishing attempts that require a user to click on any links or to provide any account information. *Note: The District will never ask for a user's account password for any purpose and users are advised to report any suspicious requests for account information directly to the Information Systems (IS) Help Desk at (978) 441-4885.*
- Expected to refrain from using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
- Expected to refrain from accessing communication applications or engaging in any other form of online conversation or communication whose purpose is not primarily educational.
- Prohibited from using the network for gambling.
- Prohibited from using the network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
- Expected to not exhibit any other action whatsoever that would in any way subject the user or the District to any civil or criminal action.

Solicitation

Web announcements and online communication promoting a business are prohibited by the District's Solicitation Policy. The Superintendent's Office may make exceptions if benefits are judged sufficient to merit exception.

Use of Copyrighted Materials

Users will refrain from using materials obtained online without requesting permission from the owner if the use of the material has the potential of being considered copyright infringement. Users should assume that most material available on the Internet is protected by copyright. Violations of copyright law that occur while using the District's network or other resources are prohibited and have the potential to create liability for the District as well as for the individual. District employees and students must comply with regulations on copyright and plagiarism that govern the use of material accessed through the District network.

The District shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the District.

Unauthorized use of the District or school name, logo, and likeness are prohibited.

Network Usage

Network access and bandwidth is provided to schools for academic and operational services. The District reserves the right to prioritize network bandwidth and limit certain network activities that are negatively impacting academic and operational services. Users are prohibited from using the District network to accessing any prohibited sites or transmit content that is inappropriate or illegal, including but not limited to content that is sexually explicit, pornographic, obscene, illegal, or promotes violence. **Prohibited "sexually explicit" content includes AI-generated or digitally altered "deepfake" images and videos that depict individuals in a nude, sexual, or suggestive manner.**

Network Safeguarding

As required in the Children's Internet Protection Act (CIPA), the District is required to protect students from online threats, block access to inappropriate content or attempts to circumvent system security, and monitor Internet use by minors on school networks. Through this, the District aims to provide instruction to students on interacting with other individuals online while refraining from bullying or harassment of any kind. Information Systems is responsible for managing the District's Internet filter and will work with the District community to ensure the filter meets the academic and operational needs of each school while protecting minors from inappropriate content.

Privacy

There is no expectation of privacy related to information stored or transmitted over the District network or in the District systems. By authorizing use of technology resources, the District does not relinquish control over materials on the systems or contained in files on the systems. The District reserves the right to access, review, copy, store, or delete any files (unless other restrictions apply) stored on District computers and all employee and students' communication using the District network.

Electronic messages (including attachments) and files stored on District computers or transmitted using District systems may be treated like any other school property. District administrators and network personnel may review files and messages to maintain system integrity and, if necessary, to ensure that users are acting responsibly. The District may choose to deploy location tracking software on devices for the sole purpose of locating devices identified as lost or stolen.

Personal Network Use

The District recognizes that users may use District email, devices, and network bandwidth for limited personal use; however, personal use should not interfere with or impede District business and/or cause additional financial burden on the District. Excessive use or abuse of these privileges can be deemed in violation of the AUP.

Personal Electronic Devices

The use of personal electronic devices is permitted at the discretion of the Superintendent-Director and the Director of Technology, Enrollment, and Information. The District is not responsible for the maintenance and security of personal electronic devices and assumes no responsibility for loss or theft. The District reserves the right to enforce security measures on personal devices when used to access District tools and remove devices found to be in violation of the AUP.

Network Security

The District Wide Area Network (WAN) infrastructure, as well as the building-based Local Area Networks (LANs) are implemented with performance planning and appropriate security measures in mind. Modifications to an individual building network infrastructure and/or use will affect LAN performance and will reduce the efficiency of the WAN. For this reason, any additional network electronics including, but not limited to, switches, routers, and wireless access points must be approved, purchased, installed, and configured solely by Information Systems to ensure the safety and efficiency of the network.

Users are prohibited from downloading, installing, altering or bypassing security measures on electronic devices, network equipment, and other software/online security measures without the written consent of the Network Manager or Director of Technology, Enrollment, and Information. Employees are expected to log off the network at the conclusion of work session or at the request of system administrators to strengthen security. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any network firewalls is prohibited.

Data Access and Transmission

Access to view, edit, or share personal data on students and employees maintained by the District offices, individual schools, or by persons acting for the District must abide by local, state, and federal regulations, including the Family Educational Rights and Privacy Act (FERPA). Student and employee information and data may only be shared with individuals deemed eligible to have access by the person(s) responsible for oversight of that data. Outside parties and/or non-District individuals requesting protected data must receive approval from the Director of Technology, Enrollment, and Information and have a non-disclosure agreement with the District. Individuals requesting ongoing access to data through the District's systems are required to have a designated District administrator who will act as a "sponsor" to ensure the safety of the data.

When educational records or private data are transmitted or shared electronically, employees are expected to protect the privacy of the data by password-protecting the record/file and only using District systems to transmit data. Employees are also expected to ensure records are sent only to individuals with a right to said records and must take reasonable measures to ensure that only the intended recipients are able to access the data.

Passwords

Users are required to adhere to password requirements set forth by the District when logging into school computers, networks, and online systems. Users are not authorized to share their password and must use extra caution to avoid email scams that request passwords or other personal information. If a user

believes their password has been compromised in any way, the user must immediately contact the Director of Technology, Enrollment, and Information and the IS Department.

Media & Storage

All local media (USB devices, hard drives, CDs, flash drives, etc.) with sensitive data must be securely protected with a password and/or encrypted to ensure the safety of the data contained. Use of cloud-storage services for storage or transmission of files containing sensitive information must be approved by the District and IS Department. Users are encouraged to use District-approved data/information systems for the storage and transmission of sensitive data whenever possible and avoid storage on local hardware that cannot be secured.

Portable Devices

Portable devices are made to be single user devices. These devices are school issued and are the property of the District.

- Apple iOS has a built in mail client for email. This should contain District issued email only. Any personal email accounts (Gmail, Yahoo, Comcast, etc.) need to be accessed from the web browser on the device (Safari, Internet Explorer, Firefox, Chrome, etc.).
- Employees should not allow students or any unauthorized person to use their portable device.
- A significant amount of effort and expense has gone into making portable devices available to employees. The District expects that reasonable care will be used to keep the device safe, both physically and electronically
- The District may pre-load the device with special Mobile Device Management software that should never be uninstalled under any circumstances.
- Any additional purchased Apps would need to be funded by you or your department. Any App funded by the District must be pre-approved by the Cluster Chair. The IS Department can assist you with installing the Apps. All Apps that are installed must be legal and appropriate.
- Lost or stolen devices must be reported to the IS Department and have a police report filed within 48 hours of when the device was stolen.
- The assigned user is responsible for any and all content that is viewed, accessed, and sent from the user's device.
- The IS Department is not responsible for any of the data stored on the device; IS recommends that an Apple ID be created with the assigned user's school issued email address. It is also recommended that the assigned user use iCloud to back up iPads and portable devices. The IS Department can assist you with setting up backups for your device.

Device Support

The District provides basic installation, synchronization, and software support for all-District issued electronic devices. Devices must be connected to the District network on a regular basis to receive up-to-date software and antivirus updates and for inventory purposes. Password protection is required on all District-issued electronic devices to prevent unauthorized use in the event of loss or theft. Users are responsible for making periodic backups of data files stored locally on their devices.

Loss/Theft

Users must take reasonable measures to prevent a device from being lost or stolen. In the event an electronic device is lost or stolen, the user is required to immediately notify appropriate school employees and/or their direct supervisor, local authorities, and the IS Department Service Desk at (978) 441-4885. The District will take all reasonable measures to recover the lost property and to ensure the security of any information contained on the device.

Return of Electronic Devices

All technology purchased or donated to the District is considered District property and any and all equipment assigned to employees or students must be returned prior to leaving their position or school. All equipment containing sensitive information and data must be returned directly to IS before it can be redeployed.

Energy Management

The District strives to reduce our environmental footprint by pursuing energy conservation efforts and practices. The District reserves the right to adjust power-saving settings on electronics to reduce the energy consumption.

Technology Purchasing & Donations

Technology hardware and software must be purchased or donated through Information Systems unless prior approval has been received by the Superintendent-Director and the Business Office. All technology purchases and donations must abide by District policies and are subject to approval by IS. Technology pricing can include additional expenses required to ensure proper maintenance and security, including but not limited to warranties, hardware/software upgrades, virus protection, and security/inventory software. Schools or departments applying for technology grants, funding, or donations must budget for any additional expenses associated with the requested technology and can be held responsible for any additional expenses incurred.

Liability

Except as otherwise provided in the applicable collective bargaining agreement, the District assumes no responsibility for:

- Any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
- Any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
- Any cost, liability or damages caused by a user's violation of these guidelines.
- Any information or materials that are transferred through the network.
- Any other inappropriate use of electronics resources of the District.
- The District makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The District shall not be liable for any loss or corruption of data resulting while using the network.

~~GLTHS~~ The District reserves its right to seek restitution from any user for costs incurred by the District, including legal fees, due to such user's inappropriate use of electronic resources.

District Website and Social Media

~~The Greater Lowell Regional Vocational Technical~~ District wishes to ensure accurate delivery of information, and as such, the District will maintain a District website and such District and school social media accounts as authorized by the Superintendent-Director. All such online platforms are maintained by assigned District employees, acting in their professional capacities.

In order for public communication with the School Committee and District personnel to be responded to in a timely manner, in line with the legal requirements for public communication, **commenting on all District and school sites will be turned off to the extent possible.** The District maintains the right to monitor the appropriateness of any comments made through a social media platform.

A high priority will be placed on such platforms being accessible, frequently updated, and user friendly.

Compliance Requirement for Employees

The AUP is reviewed annually by the Superintendent-Director and District's Director of Technology, Enrollment, and Information. Requests for AUP amendments can be forwarded to the Director of Technology, Enrollment, and Information.

All users are required to verify that they have read and will abide by the AUP annually.

- Annually, all students must agree to and sign a digital use form. This form must also be signed for the parent or guardian for students under the age of 18.
- Annually, all employees must agree to and sign an appropriate digital use form prior to being granted access to District digital resources. Employees must use District resources for the purposes directly related to educational and instructional purposes.
- All guest users will be prompted to and must accept a digital use agreement prior to each use.

Consequences of Breach of Policy

Use of all District technology resources is a privilege, not a right. By using the District's Internet Systems and devices, the user agrees to follow all of the District's regulations, policies and guidelines consistent with, and directly related to, the educational objectives of the District. Students and employees are encouraged to report misuse or breach of protocols to appropriate personnel, including building administrators, direct supervisors and to the Director of Technology, Enrollment, and Information.

Abuse of these privileges may result in one or more of the following consequences:

- Suspension or cancellation of use or access privileges.
- Payments for damages or repairs.
- Discipline under appropriate School Department policies, up to and including termination of employment, subject to any collective bargaining obligations.
- **Referral to law enforcement for illegal activities.**
- **Mandatory reporting to the Massachusetts Department of Children and Families (DCF) pursuant to M.G.L. c. 119 § 51A.**

- Reporting to the Massachusetts Department of Elementary and Secondary Education (DESE), which may impact professional licensure.

Glossary of Terms

Freedom of Information Act (FOIA) The FOIA is a law that allows for the release of government documents at the request of an individual. A FOIA request can be made to Greater Lowell Regional Vocational Technical District for electronic documents/communications stored or transmitted through District systems unless that information could be detrimental to governmental or personal interests. For more information, visit <http://www.foia.gov/>

Family Educational Rights and Privacy Act (FERPA) The FERPA law protects the privacy, accuracy, and release of information for students and families of the District. Personal information stored or transmitted by agents of the District must abide by FERPA laws and the District is required to protect the integrity and security of student and family information. For more information, visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Children’s Internet Protection Act (CIPA) Requires schools that receive federal funding through the E-Rate program to protect students from content deemed harmful or inappropriate. The District is required to filter internet access for inappropriate content, monitor the internet usage of minors, and provide education to students and employees on safe and appropriate online behavior.

Artificial Intelligence (AI) Computer systems that perform tasks normally requiring human intelligence — such as writing, answering questions, creating images or video, recognizing speech, or making predictions. Examples include generative chatbots and AI image generators. AI tools may only be used when approved by the District or a teacher for specific educational or operational purposes.

Deepfake An image, video, or audio recording that has been created or altered using AI to make it appear that a real person said or did something they did not. Under Massachusetts law (M.G.L. c. 272 § 29D), an AI-generated deepfake nude or sexual image of a person under 18 carries the same criminal consequences as a real photo.

Sexting Sending, sharing, requesting, forwarding, posting, or uploading sexual messages, images, or videos through electronic platforms. Under M.G.L. c. 272 § 29D, sexting involving anyone under 18 — including images of oneself and AI-generated images — is a criminal offense in Massachusetts.

Cyberbullying The use of technology or electronic devices to harm, threaten, harass, embarrass, or intimidate another person. Cyberbullying is illegal in Massachusetts under M.G.L. c. 71 § 370 and is a violation of District policy whether occurring on or off school grounds when it disrupts the educational environment.

EMPLOYEES MUST SIGN THE STATEMENT BELOW REGARDING THE ACCEPTABLE USE POLICY:

~~I have read the Acceptable Use Policy. I realize that the primary purpose of all Greater Lowell Regional Vocational Technical District Digital Information, Communication, and Technology Resources is educational, and that as such, educational purposes shall take precedence over all others.~~

~~I release the Greater Lowell Regional Vocational Technical District from any liability or damages that may result in any way from my use of these resources. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of these resources. I release the District, school and related organizations from any liability relating to consequences resulting from my use of the Internet. I understand that consequences of my actions could include those stated in the Greater Lowell Regional Vocational District Policy Manual and Contract.~~

Employee's Last Name

First Name

Middle Name

Employee's Signature

Date Completed

MEMORANDUM

TO: GREATER LOWELL TECHNICAL HIGH SCHOOL COMMITTEE MEMBERS

FROM: JILL DAVIS, SUPERINTENDENT
MARK WHITE, ATHLETIC DIRECTOR

RE: COOPERATIVE FIELD HOCKEY TEAM REQUEST

DATE: AUGUST 11, 2026

Greater Lowell Technical High School has submitted a request to the Massachusetts Interscholastic Athletic Association (MIAA), the state governing body for high school athletics, to form a cooperative (co-op) team with Lowell Catholic High School for the Fall 2026 athletic season. This request was approved by the MIAA on August 4, 2026 with Greater Lowell as the host school and Lowell Catholic as the guest school.

As a result, Greater Lowell and Lowell Catholic intend to begin this cooperative agreement for the Fall 2026 and Fall 2027 seasons. At the conclusion of this initial two-year agreement, both schools will review the partnership to determine whether renewal is warranted. If continued, the agreement would be renewed on a biennial basis as needed.

All team activities—including practices, competitions, and transportation to away contests—will continue to be conducted through Greater Lowell Technical High School, with no changes to the team name or uniforms. From a financial standpoint, Lowell Catholic will contribute approximately \$800 per participating student, with the final per-player amount calculated at the conclusion of each season.

This cooperative agreement provides an opportunity for student-athletes from both schools to participate in a sustainable and competitive program while maintaining Greater Lowell's existing operations and identity. We look forward to implementing this partnership and evaluating its success over the initial two-year period.

GREATER LOWELL TECHNICAL HIGH SCHOOL

POLICY ON TITLE IX-SEXUAL HARASSMENT

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.

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, 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. **Discrimination based on sex will be addressed through the District's non-discrimination policies, not this policy.**

POLICY:

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

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

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

DEFINITIONS:

Under state law, 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.

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

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

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

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

The following additional definitions apply:

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

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

are followed.

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

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

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

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

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

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

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

COMPLAINTS AND REPORTS OF SEXUAL HARASSMENT:

Students:

If any student believes that he or she has been subjected to 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 Encarnacao. This may be done in writing or orally.

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

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

Employees:

If any employee believes that he or she has been subjected to 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.

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

Whether the complaint is reduced to writing by a student, parent, guardian, or employee/staff member, the written complaint ~~may~~^{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 must be offered supportive measures even if they do not file a formal complaint.

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

FORMAL COMPLAINT:

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

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

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

WRITTEN NOTICE:

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

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

OPTION FOR INFORMAL RESOLUTION:

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

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

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

INVESTIGATION:

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

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.

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

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

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

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

After the investigator has completed the investigation, the designated decision maker will be assigned to determine final responsibility or lack thereof for violating this policy. The decision maker must not be biased against any of the parties. Before the district can determine responsibility, an investigative report will be sent to the parties and they will be given ten (10) days to respond. The decision-maker will offer both the complainant and respondent the opportunity to submit proposed relevant, written questions to ask of any party or witness, to respond to questions posed by another party, and to offer additional limited follow-up. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

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

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

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

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

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

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

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

Records

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

Training

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

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

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

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

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

Appeals

Either party may appeal the decision to dismiss a formal complaint or from the decision maker's determination of responsibility in writing to the Superintendent-Director within ~~five (5) fifteen (15)~~ calendar days of receipt of the notice of dismissal or determination of responsibility. Appeals will only be allowed for the following reasons:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

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

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

The Superintendent-Director 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, 8th Floor Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

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

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

Referral to Law Enforcement, Other Agencies

Some alleged conduct may constitute both a violation of District policies and criminal activity. The

Assistant Superintendent-Principal, Superintendent-Director, or designee will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant/ alleged victim of the right to file a criminal complaint.

Cooperating with an Investigation

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.

NONDISCRIMINATION ON THE BASIS OF SEX Title IX-Sexual Harassment

It is the policy of the Greater Lowell Technical High School District ("the District") not to discriminate on the basis of sex in the educational program and activities of the school district. This policy will extend to students, with regard to educational opportunities, and employees with regard to employment opportunities and third parties.

The District will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all its students and employees. If you believe that you or someone else has been harassed or discriminated against on the basis of sex, please refer to GREATER LOWELL TECHNICAL HIGH SCHOOL POLICY ON TITLE IX-SEXUAL HARASSMENT which includes the grievance procedure and the GLTHS general non-discrimination policies and procedures, including GLTHS Bullying Prevention and Intervention Plan.

A copy of the policy including grievance procedure is available in other languages at the office of the Director of School Counseling (Title VI and Title IX Coordinator) at the Greater Lowell Technical High School, 250 Pawtucket Boulevard, Tyngsboro, Massachusetts 01879, Telephone: (978) 441-4955.

GLTHS NONDISCRIMINATION STATEMENT:

The Greater Lowell Technical High School does not discriminate on the basis of race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles, 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 ~~sexual~~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 be located at www.altech.org. The following person has been designated to handle inquiries regarding educational non-discrimination policies: Name and Title: Tracy Encarnacao, Director of School Counseling/Title IX Coordinator Address: Greater Lowell Technical High School, 250 Pawtucket Boulevard Telephone: (978) 441-4955.



Out-of-State Travel Request

What: National Alliance of Concurrent Enrollment Partnerships

When: October 17-21 (requesting 3 professional development days; October 19, 20, and 21)

This conference is the only national convening dedicated exclusively to early college, dual enrollment and concurrent enrollment program quality and effectiveness.

As Early College (and dual enrollment) continues to expand and play a larger role in student transition to college, programs are increasingly expected to align with national best practices and deliver consistent, high-quality student experiences. The NACEP conference serves as the primary forum where institutions learn how to strengthen program practices, respond to emerging policy expectations, and ensure their programs continue to deliver meaningful value to students. Conference programming offers focused opportunities to learn about:

- National trends shaping Early College (dual enrollment) policy and practice
- Evidence-based strategies to strengthen program quality and student success
- Faculty engagement, curriculum alignment, and academic integrity
- Program leadership, staffing, and sustainable program growth
- State and national policy developments affecting program expectations
- Innovative models and implementation approaches from peer institutions

Expense	Staff 1 (w. Scholarship)	Staff 2	Total
Travel	383.81	383.81	767.62
Ground Transportation	53.24	53.24	106.48
Parking	135.00	135.00	270.00
Pre-Conference	0.00	348.00	348.00
Conference	0.00	858.00	858.00
Hotel	615.70	1231.40	1847.10
Meals	279.00	279.00	558.00
TOTAL	1466.75	3288.45	4755.20

No Cost to the District: Funded by FY27 0460 Early College Support Grant