

Lowell High School



Parent/Guardian & Student Handbook *School Year* *2026-27*

School Year 2026-2027

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Notice to parent/guardian/guardians

Please visit our web site at <http://lhs.lowell.k12.ma.us> for important school information.

Parents/guardians are welcome to meet with administrators and teachers at Lowell High School. To accommodate the needs of all parties, an appointment is required and may be made by contacting your child's house office.

Important Telephone Numbers

Freshman Academy

Freshman Academy Office	978-441-3704
Director (Gina Martel)	978-275-6301
Student Support Specialist (Diva DeCarvalho)	978-446-7193
Student Support Specialist (Heather Durbrow)	978-441-3701
School Counselor (A-G) (Rose Mendonca)	978-441-3708
School Counselor (H-O) (Jake Ploof)	978-441-7194
School Counselor (P-Z) (Jillian Enright)	978-441-3711
Social Worker (A-M) (Lori Casey)	978-452-0371
Social Worker (N-Z) (Tiffani Syvain)	978-446-7090

B House

B House Office	978-937-8906
Assistant Principal (Deidre Haley)	978-446-7333
Student Support Specialist (Kristy Paolillo)	978-937-8906
School Counselor (A-L) (Erika Stolpinski)	978-937-7672
School Counselor (M-Z) (Kurt McPhee)	978-446-7471
Social Worker (Maureen Schwartz)	978-937-8932

C House

C House Office	978-937-8907
Assistant Principal (Athalia Gonzalez)	978-937-8908
Student Support Specialist (Euclides Pichardo)	978-937-8907
School Counselor (A-L) (Cheyenne Tamayo)	978-446-7338
School Counselor (M-Z) (Rhonda Devost)	978-441-3723
Social Worker (Yocasta Henriquez)	978-446-7480

D House

D House Office	978-446-7424
Assistant Principal (Tim O'Keefe)	978-937-8909
Student Support Specialist (Stephanie Polak)	978-446-7424
School Counselor (A-L) (Melanie Crocker)	978-446-7455
School Counselor (M-Z) (Lyndsay Roy)	978-446-7454
Social Worker (Amanda Hosmer)	978-970-3379

E House

E House Office	978-446-7311
Assistant Principal (James Callahan)	978-446-7312
Student Support Specialist (Meghan Tesini)	978-446-7311
School Counselor (A-L) (Jessica Le)	978-446-7349
School Counselor (M-Z) (Madeline Almonte)	978-446-7374
Social Worker (Susan Poirier)	978-275-6320

Career Academy

Career Academy Office	978-970-3318
Principal (Meghan O'Loughlin)	978-970-3326

Leblanc Therapeutic Day School

Leblanc Office	978-970-5467
Coordinator (Carolyn Cuneo)	978-970-5466

Lowell School Committee

Erik Gitschier, Mayor-Chairperson
Dave Conway, Vice Chairperson
Fred Bahou
Eileen DelRossi
Dominik Lay
Connie A. Martin
Danielle McFadden

Lowell School Department

Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Liam Skinner, Superintendent of Schools
Dr. James P. Hall, Chief Operating Officer
Wendy Crocker Roberge, Assistant Superintendent for School Leadership
Dr. Oneida Fox Roye, Assistant Superintendent for Academics & Instruction
Alice Brown-LeGrand, Assistant Superintendent for Student Support Services
Dr. Derek Pinto, Assistant Superintendent for Finance

Lowell High School Administrators

Michael Fiato, Head of School
Meghan Branco, Associate Head of School
Susan Zielinski, Coordinator of Student Support Services
Pat Smulligan, Operations Specialist
Scott Ouellet, Director of Athletics
Nathaniel Kraft, Coordinator of Testing and Assessment

Assistant Principals

Gina Martel, Director, Freshman Academy
Deidre Haley, B House
Athalia Gonzalez, C House
Timothy O'Keefe, D House
James Callahan, E House

Student Support Specialists

Diva DeCarvalho, Freshman Academy
Heather Durbrow, Freshman Academy
Kristy Paolillo, B House
Euclides Pichardo, C House
Stephanie Polak, D House
Meghan Tesini, E House

Department Heads

Allyson Carbone, Special Education
Jessica Daviso, Fine Arts
Donald E. Felch, CMSgt, JROTC
Dr. Amy Gerade, Social Studies
Stephen Gervais, World Language, Business & Culinary
Dr. Tara Goodhue, Science
Suzanne Keefe, English Language Arts
Timothy Patterson, Mathematics
TBD, Multi Language Learners
David Slattery, Physical Education, Health and Wellness

Day and Alternative School Administrators

Carolyn Cuneo, Coordinator, Leblanc Therapeutic Day School
Megan O'Loughlin, Principal, Career Academy

Mission Statement

Lowell High School is a teaching and learning community that strives to **INSPIRE**, **EDUCATE** and **PREPARE** our students for the 21st century by focusing on:

Empathy, Global Perspective, and Civic Engagement

- Cross-Cultural Awareness and Proficiency
- Personal, Social, and Civic Responsibility in a Multicultural Society
- Understanding of Community and Global Society

Critical and Inventive Thinking

- Critical Reasoning and Problem Solving
- Agility, Adaptability, and Risk-Taking
- Joy, Curiosity, and Imagination
- Motivation and Creativity
- Curating Knowledge

Communication and Collaboration

- Oral and Written Communication
- Effective, Active Listening
- Media Literacy
- Digital Competence and Citizenship
- Evaluation and Interpretation of Data and Information
- Teamwork and Interpersonal Skills

Career Preparation and Life Skills

- Executive and Organizational Skills
- Competency in Learning Standards and Skills
- Vocational Opportunities and Certifications

Holistic Awareness

- Self-Advocacy, perseverance, and resilience
- Wellness
- Connection to the Natural World
- Kindness

LHS Core Values

- Responsibility : being accountable for one's actions
- Integrity : being honest with moral principles
- Determination : firmness of purpose in setting and achieving goals
- Engagement : being involved in the learning process
- Respect : regard for the feelings, wishes, rights, traditions of others

Portrait of a Graduate

Together with the students, families, educators, employers, and community partners, Lowell Public Schools has created a Portrait of a Graduate (PoG) which brings to life a bold new vision for Lowell's graduates. The Portrait of a Graduate emphasizes what skills will define success beyond content knowledge for Lowell students, including the values, knowledge, skills, and work habits they will need to thrive as learners, workers, and leaders in the 21st century.

Six domains were identified from this collective vision (Mind, Heart, Spirit, Skills, Network, and Leadership) as the key skills and attributes students should acquire and master by the end of their senior year. These competencies are infused into each course's curriculum.

Lowell Public Schools has been bringing together our students, families, educators, employers, and community partners to create a bold new vision for Lowell's graduates.

Portrait of a Graduate (PoG) is a community-driven process that will define success for Lowell students, including the values, knowledge, skills, and work habits they will need to thrive as learners, workers, and leaders in the 21st century.

Six competencies were identified from this collective vision (Mind, Heart, Spirit, Skills, Network, and Leadership) as the key skills and attributes students should acquire and master by the end of their senior year. Our school community and stakeholders are working together on formalizing our action plan to infuse these competencies into the student experience at Lowell High School.

History of Lowell High School

The Lowell School System began in 1824, seven years before the opening of Lowell High School in 1831. Lowell High School antedates the incorporation of Lowell as a city. The high school was organized in December 1831 under 19-year-old Head of School Thomas M. Clark with 47 pupils.

The high school moved to the present location of Kirk and Anne Streets in 1840. In the early days of its existence, some of the students were only 9 or 10 years old. By 1883, the minimum age was 12 years for Lowell High School, which was the first public co-ed high school in the United States, but from 1840 to 1867, boys and girls had separate classrooms. The first diplomas were awarded in 1858. With the formation of alumni associations in 1863, reunions began to occur.

In 1859, James C. Carney of the Lowell Institution for Savings established a fund to finance medals to be awarded to the top three male and female graduation students for excellence in character, scholarship, and attendance. This marked the first recognition of girls for academic achievement in high school.

The Coburn Building was built in 1896. Within 25 years, overcrowded conditions led Headmaster Cyrus W. Irish to envision the large, well-equipped building that became a reality in 1922. In the fall of 1980, LHS students began to use the new addition, which included a modern cafeteria, and field house with a swimming pool.

In the fall of 1997, students benefited from the 40 million dollar expansion and renovation of Lowell High School's buildings. The construction included additional classrooms, a new library/media center, TV, and Technology Center, refurbishing of the auditorium, a second bridge, greatly expanded computer facilities, and numerous infrastructure repairs and replacements.

In 1998, *U.S. News & World Report* recognized Lowell High School as one of 96 outstanding high schools in the nation. In 2008, *Boston Magazine* ranked Lowell High School as 25th on their list of the 50 Best Public High Schools in the Commonwealth of Massachusetts.

In the spring of 2011, Lowell High School was selected for the Advanced Placement Program's Achievement District Honor Roll for 2011, acknowledging Lowell High School's success and efforts to expand AP access, performance, and commitment to increasing student achievement.

In 2016 the Massachusetts School Building Authority (MSBA) approved a feasibility study for a new/renovated high school in Lowell. On May 7, 2019, the Lowell City Council authorized the bond for the new/renovated high school. In the fall of 2020, the first phase of the building project began and substantial completion is scheduled for June of 2027.

LHS Distinguished Alumni

The Distinguished Alumni Award honors individuals who have attended or graduated from Lowell High School and have distinguished themselves by reaching the highest level of personal and professional accomplishment in their lives since graduating from Lowell High School.

2004 Honorees

Jack Kerouac	Class of 1939	Writer
George Behrakis	Class of 1951	Business Owner
Paul Tsongas	Class of 1958	U.S. Senator
Donna Lavigne McCallum	Class of 1961	Business Owner
Elkin McCallum	Class of 1961	Business Owner

2005 Honorees

Brendan Leahey	Class of 1922	Eye Surgeon
James Conway	Class of 1941	Business Owner
Joseph McCarthy	Class of 1956	Plastic Surgeon
Elinor Lipman	Class of 1968	Writer
Ted Leonsis	Class of 1973	Businessman/Author

2006 Honorees

General Ben Butler	First Class of LHS	Governor of Massachusetts
Thomas Francis Sexton	Class of 1958	Poet Laureate, Alaska
Homer W. Bourgeois	Class of 1920	Banker
Gerald Chertavian	Class of 1983	Entrepreneur
Herbert J. Zarkin	Class of 1956	C.E.O. BJ's

2007 Honorees

Teresa Garland Lew	Class of 1912	Teacher/Lawyer
Bradford T. Morse	Class of 1938	Congressman
Rosalind Elias	Class of 1947	Opera Singer
George L. Duncan	Class of 1957	Banker
Kendall Wallace	Class of 1959	Newspaper Publisher

2008 Honorees

William H. Sullivan, Jr.	Class of 1933	Businessman
Janet Lambert Moore	Class of 1956	Artist
Deborah Hopkinson	Class of 1969	Writer
Martin T. Meehan	Class of 1974	Congressman/Chancellor
Luis Pedroso	Class of 1980	Businessman

2009 Honorees

Charles H. Allen	Class of 1865	Politician/Businessman/Artist
Edward McMahon	Class of 1940	Television Personality
Gilbert G. Campbell	Class of 1947	Business Owner

Mary E. O'Brien	Class of 1968	Business Owner
Robert L. Lekites	Class of 1971	Executive UPS

2010 Honorees

Helen Sawyer Hogg	Class of 1921	Astronomer
George Simonian	Class of 1945	Educator
Arnold S. Trebach	Class of 1946	Lawyer/Activist
Thomas Hayes	Class of 1978	Business Strategist
Patrick Tighe	Class of 1984	Architect

2011 Honorees

William O'Connell	Class of 1876	Cardinal
John Stack	Class of 1924	Aeronautics Engineer
George Tsapatsaris	Class of 1949	School Superintendent
Robert Goldberg	Class of 1968	Doctor/Professor
Patti Fleming	Class of 1982	Humanitarian

2012 Honorees

Milton Bradley	Class of 1854	Entrepreneur
George F. McLean	Class of 1946	Scholar/Oblate Missionary
Roger M. Boisjoly	Class of 1955	Engineer
William J. Samaras	Class of 1959	Head of School
Timothy M. Sweeney	Class of 1983	Insurance Executive

2013 Honorees

Frank Goldman	Class of 1907	Founder of Hebrew Center
Mary Agnes Hallaren	Class of 1925	Women's Army Corps, Colonel
Arthur C. Anton	Class of 1943	Businessman/Philanthropist
James S. Herscot	Class of 1954	Businessman/Philanthropist
George Michael Ward, Jr.	Class of 1991	Professional Fighter/Author

2014 Honorees

James F. Linnehan	Class of 1939	Assistant Attorney General
John J. Lardner	Class of 1949	Agent with Secret Service
Marilyn Swartz-Lloyd	Class of 1962	President/CEO MASCO
Robert J. Kilmartin	Class of 1976	Colonel, U.S. Marine Corp
Michael J. Kuenzler	Class of 1979	Businessman

2015 Honorees

James F. Sullivan	Class of 1877	Physician
Joseph P. Donahue	Class of 1909	Attorney
Robert A. Lemire	Class of 1950	Investment Banker

Hazel Ann Roper	Class of 1957	Minister
James F. Conway	Class of 1970	Businessman

2016 Honorees

Solon A. Perkins	Class of 1850	Captain, U.S. Army (KIA)
James C. Ayer	Class of 1854	Businessman
Phillip L. Shea	Class of 1950	State Legislature
Roger Landry	Class of 1988	Catholic Priest
Heena P. Santry	Class of 1992	Surgeon/Professor

2017 Honorees

Esther M. Wilkins	Class of 1933	Professor of Dentistry
Gerald R. Wallace	Class of 1952	Bank President/CEO
Brian J. Martin	Class of 1968	City Manager/Head of School
Brian L. Chapman	Class of 1980	Entrepreneur/Philanthropist
Thomas A. Golden, Jr.	Class of 1989	State Representative

2018 Honorees

Helen Mangan Brooks	Class of 1937	Captain, U.S. Army
Donald W. Dowd	Class of 1947	Law Professor
Peter S. Stamas	Class of 1947	Headmaster, Lowell High
Brendan V. McAdams	Class of 1954	Surgeon
James Campbell	Class of 1962	City Manager, Lowell

2019 Honorees

Loring Wyman Trull	Class of 1928	Teacher
Benjamin F. Lambert	Class of 1950	Patent Attorney
Robert J. Regan	Class of 1973	Media Production
John Haley	Class of 1985	Business Owner
Lori Loureiro Trahan	Class of 1991	Congresswoman

*No 2020 Honorees due to global pandemic

2021 Honorees

Helen Augusta Whittier	Class of 1863	Mill President/Treasurer
James Rodger	Class of 1910	Medical Doctor
Titus Plomaritis	Class of 1949	Chiropractor
Dorothy LeRiche Keville	Class of 1956	Philanthropist/Actress
Stephen Conant	Class of 1974	Environmentalism

2022 Honorees

Gerard N. Lew	Class of 1905	Educator/Museum Founder
Charles G. Zaroulis	Class of 1955	Medical Doctor/Educator
John F. Ryan	Class of 1957	Educator
Nicholas C. Sarris	Class of 1960	Business Owner
Siddhi Shah Chhoeung	Class of 1998	Corporate Strategist/Author

2023 Honorees

Raymond Riddick, Sr.	Class of 1935	Educator/Athletic Excellence
Robert Gervais	Class of 1950	Businessman/Philanthropist
Kerry Ahern Diamantopoulos	Class of 1988	First Justice Essex Juvenile Ct.
Marty Tighe	Class of 1991	Community Service/Philanthropist
Tahina L. Montoya	Class of 2004	Advisor, Dept. Veteran Affairs

2024 Honorees

Mary Elizabeth "Lizzie" Ordway	Class of 1846	Pioneering educator and suffragist
Rita Sharcoff Mizner	Class of 1942	Advocate for public education
B. Douglas Townshend, Jr.	Class of 1952	Beloved music teacher and composer
James M. Cassin	Class of 1964	Lifelong educator and leader
Juan Carlos Rivera	Class of 1997	Acclaimed youth advocate and lead

2025 Honorees

George F. O'Meara III	Class of 1959	Researcher at University of Florida
Martha M. Roughan	Class of 1962	Educator/Sister of Sacred Heart
Wadie F. Bahou	Class of 1971	Medical Professor-Stonybrook University
James L. Milinazzo	Class of 1972	Planning/Development of Lowell
Rachel G. Woo	Class of 1986	FIFA panel of international referee

Lowell Public Schools 2026-2027 School Year Calendar



Superintendent of Schools – Lowell Public Schools –Lowell, MA
2026-2027 School Year Calendar

Monday, August 31, 2026	Staff Return to School – Staff Orientation Day
Tuesday, September 1, 2026	No School – Local Primary Elections – Professional Day for Staff
Wednesday, September 2, 2026	First Day of School – Grades 1-12
Friday, September 4, 2026	No School – Labor Day Recess
Monday, September 7, 2026 *	No School – Labor Day
Tuesday, September 8, 2026	First Day of School – Pre-Kindergarten & Kindergarten
Wednesday, October 7, 2026	Early Release for grades K-12 (No School PK)
Monday, October 12, 2026 *	No School – Indigenous Peoples' Day
Tuesday, November 3, 2026	Election Day- Schools Remain Open
Wednesday, November 11, 2026 *	No School - Veterans Day Observed
Wednesday, November 25, 2026	Early Dismissal – Thanksgiving Recess (No School PK)
Thursday, November 26, 2026*	No School - Thanksgiving Day
Friday, November 27, 2026 *	No School – Thanksgiving Recess
Monday, November 30, 2026	Schools Re-Open
Wednesday, December 2, 2026	Early Release for grades K-12 (No School PK)
Wednesday, December 23, 2026	Winter Vacation Begins at the Close of Day
Thursday, December 24, 2026 *	Christmas Eve
Friday, December 25, 2026 *	Christmas Day
Thursday, December 31, 2026 *	New Year's Eve
Friday, January 1, 2027 *	New Year's Day
Monday, January 4, 2027	Schools Re-Open
Wednesday, January 13, 2027	Early Release for grades K-12 (No School PK)
Monday, January 18, 2027 *	No School – Martin Luther King, Jr. Day
Wednesday, February 3, 2027	Early Release for grades K-12 (No School PK)
Friday, February 12, 2027	Mid-Winter Vacation Begins at the Close of School
Monday, February 15, 2027 *	President's Day [Mid-Winter Vacation: Monday, February 15 – Friday, February 19, 2027]
Monday, February 22, 2027	Monday – Schools Reopen
Wednesday, March 3, 2027	Early Release for grades K-12 (No School PK)
Friday, March 26, 2027 *	No School – Good Friday
Friday, April 16, 2027	Spring Vacation Begins at the Close of School
Monday, April 19, 2027 *	Patriot's Day – [Spring Break: Monday, April 19– Friday, April 23, 2027]
Monday, April 26, 2027	Schools Re-Open
Wednesday, May 12, 2027	Early Release for grades K-12 (No School PK)
Monday, May 31, 2027 *	No School – Memorial Day
Wednesday, June 16, 2027	180th School Day - Early Release for grades K-12 on Last Day of School (No School PK)
Friday, June 18, 2027 *	Juneteenth
Thursday, June 24, 2027	185th School Day [Includes five (5) Snow Days]

Approved by the Lowell School Committee at their meeting of:
March 4, 2026

* Central Administration & Family Resource Center will be closed in observance of a holiday

Number of School Days Per Month			
August	0	January	19
September	19	February	15
October	21	March	22
November	18	April	17
December	17	May	20
		June	12

Academic Policies

Promotion Requirements

Students must be promoted from the 8th grade to enter Lowell High School. In order to move to the next grade level, students must earn the following credits:

- To grade 10, students must have earned 20 credits.
- To grade 11, students must have earned 40 credits.
- To grade 12, students must have earned 60 credits

Student Course Load, Selection and Changes

The nature of the program at Lowell High School requires that every student must carry a full schedule of classes that covers seven (7) periods per semester.

Parent/Guardian and students must understand that once the program is set and the school year starts, a note from home does not authorize a change in the courses or schedule; nor does it give permission for dropping courses. Deadlines for course selections and changes will be established and widely publicized among the students. Requests for changes will be treated on an individual basis. No changes will be permitted after the established deadlines.

The standard curriculum of high school is four years (eight semesters). However, please note that consistent with District practices, policies and guidelines, students will be afforded the time and opportunity to work towards graduation on an individualized basis.

The Head of School will have final authority on all of these matters.

Graduation Requirements

To obtain a diploma of graduation from Lowell High School, each student in the Class of 2027 and thereafter must satisfy the following minimum requirements:

- Must fulfill the standard requirement of ninety (90) credits.
- Must pass five (5) credits in World History and ten (10) credits in U.S. history. All students must take a course that offers American Civics before graduation. See the Program of Studies for details. No more than two core US History courses may be taken during a semester without the approval of the Social Studies Department Chair.
- Must pass twenty (20) credits in English. English must be selected and passed each year. No more than two core English courses may be taken during a semester without the approval of the English Department Chair.
- Must pass fifteen (15) credits in Mathematics (5 credits in Algebra, 5 credits in Geometry, and 5 additional credits in mathematics).

- Must pass fifteen (15) credits in lab-based Science.
- Must select Physical Education each year and pass four (4) semesters in Physical Education for ten (10) credits. AFJROTC, Dance, Band, or Show Choir may be substituted each year for this requirement. This requirement may be waived only by the Head of School for documented medical excuse, for critical course conflicts, or for other extenuating circumstances.
- Must pass Health Education A and Health Education B. Both health courses (2.5 credits each) must be passed for a total of five (5) credits. AFJROTC, Dance, Band, and Show Choir may be substituted each year for this requirement.
- In addition to these requirements, students are strongly encouraged to take a minimum of two years of a world language and one year of Fine Arts.
- The standard curriculum of high school is four years. Consistent with District practices, policies and guidelines, student guidelines. Students who face substantial barriers to attending the fourth full year, but have met all other requirements may work with house office staff to discuss an alternative pathway to a diploma at LHS.

MCAS Participation and Expectations

While passing the MCAS is no longer a requirement for graduation, state and federal law requires that students participate in statewide testing. Students are still expected to fully participate and put forth their best effort on the test. MCAS scores are a valuable tool used to monitor individual academic progress and help inform instruction and support. Additionally, the Department of Elementary and Secondary Education (DESE) uses school-wide results to evaluate our overall performance as a school. Student participation directly impacts how our school is viewed and supported by the state. All students are encouraged to take the MCAS seriously—it's an opportunity to demonstrate what you've learned and to contribute to the strength and success of Lowell High School. Student performance on MCAS exams determines their eligibility for the John and Abigail Adams Scholarship, the Koplik Award and the State Seal of Biliteracy.

Academic Performance

Each student's academic performance in each class is reported quarterly, with a grading system from 0 to 100. No grades lower than 50 are assigned, so that students are encouraged to improve their performance and have the potential to earn a passing grade for the semester.

The grades are combined into a Weighted Average, based on the levels of the courses taken:

<u>Level</u>	<u>Weight</u>
Advanced Placement (AP)	2.0

& Dual Enrollment (UML/MCC)	
High Honors (HH)	1.9
Honors (H)	1.8
College (C)	1.7
Non-Weighted (N)	0

The Weighted Average is the mark received, times the weight for the course, times the credit for the course added together and then divided by the total number of credits. The steps to calculate the Weighted Average are:

1. $M \times W \times C$ is computed for each course where M=Mark received, W=Weight of course, and C=Credits for course
2. The products ($M \times W \times C$) obtained for all courses taken (excluding non-weighted courses) are then added together.
3. The credits for each course (excluding non-weighted courses) are added together.
4. The total in item 2 is divided by the total in item 3 to obtain the points for the Weighted Average.

Example:	<u>Courses Taken</u>	<u>Mark x Weight x Credits =</u>			<u>Points</u>
	English (AP)	90	2.0	2.5	450.00
	Math (HH)	82	1.9	2.5	389.50
	Science (C)	85	1.7	2.5	361.25
	History (C)	83	1.7	2.5	352.75
	Spanish (H)	70	1.8	<u>2.5</u>	<u>315.00</u>
				12.5	1868.50
	Health (N)	90	0	2.5	0
	Dance 1 (N)	80	0	2.5	0

1868.50 total points/12.5 credits = 149.48 points (Weighted Average)

*Non-weighted courses and their credits are not included in the Weighted Average calculation.

The Weighted Average will be used to calculate a Weighted GPA based on the Admissions Standards for the Massachusetts State Colleges and University as developed by the Massachusetts Board of Higher Education.

The Weighted GPA will appear on report cards at the end of each student's sophomore year, and all report cards in the junior and senior years. The report card and transcript will also indicate the GPA profile of the senior class and the range of highest and lowest GPAs.

Individual student class rank or specific percentiles are not reported. In case of need for a particular program, the student may consult with his or her School Counselor if more specific information is required.

Grade Adjustment for Students Transferring Course Levels

When transferring from one course level (Honors, College) to another level, a student's grade will be adjusted by the Department Head in the following manner:

The mark received in the course being dropped multiplied by the weight for that course; divided by the weight of the course being entered (see section entitled Academic Performance to find course weight) only in the quarter the student makes the change to another class, will yield the grade for the course which the student is entering.

Example of adjustment: Students transferring from Honors level to College level with an Honors level grade of 68 will receive a College level grade of 72.

Computation: $68 \times 18 = 1224$ $1224 / 17 = 72$

Advanced Placement Courses

Students who qualify by successfully attaining the required prerequisites as outlined in the course of studies catalog may take Advanced Placement Courses. If a qualified student elects one or more advanced placement courses, it presupposes an agreement and commitment by the student to take the Advanced Placement Exams that are given annually in May. All AP students will be required to register and pay for their own AP Exam(s) by the November 15th deadline. The cost of an Advanced Placement Exam for the 2026-2027 school year is \$99.00 per exam.

Students that qualify for a fee reduction waiver (based on financial criteria set by the College Board) will have a reduced price of no more than \$53 per exam. Applications for fee reduction waivers are available through the Testing and Assessment Coordinator at Lowell High School and will be handed out as part of the registration process in October.

Failure to meet the financial obligation and /or failure to take the Advanced Placement Exam shall result in the removal of the AP course designation from the student's transcript. A student in good standing with extenuating circumstances can apply for consideration for a waiver of this requirement with medical documentation.

Early College Lowell and Dual Enrollment

Early College Lowell offers high school students a unique opportunity to take college-level courses and earn college credits. This program not only accelerates academic achievement but also reduces the cost and time required to earn a college degree. Participants benefit from a rigorous academic environment that prepares them for the demands of college while gaining valuable skills in critical thinking, time management, and self-discipline. Early College Lowell also provides clear career pathways, helping students make informed decisions about their future and enhancing their readiness for the

workforce. Overall, this program promotes higher education accessibility, increases college enrollment and completion rates, and fosters student engagement and motivation.

- The full program is open to students in their junior and senior years.
- All 9th and 10th grade students are eligible to take three one-credit college courses aligned with Freshman Seminar, Freshman English and Sophomore English.
- Students can obtain the application for the program and discuss the program with the appropriate School Counselor and the College and Career Counselors.
- Any combination of courses taken at the college and at Lowell High School must total at least an equivalent of 5 full courses during each semester.
- No more than seven (7) weighted courses are allowed per semester. Students cannot register for an eighth class outside of the seven in their schedule.
- Students must adhere to the official add/drop policies established by the college/university. If a student fails to properly withdraw from a course, he or she will receive a failing grade and forfeit future opportunities to participate in the Early College and Dual Enrollment program.
- Any tuition or other costs required for courses taken at the college, beyond the allotted amount — including textbooks, will be the responsibility of the student.
- The Head of School will issue a judgment of approval or disapproval based on the best academic interest of the student and the school and in compliance with the requirements for graduation as established by Massachusetts State laws and the policy and regulations of the Lowell School Committee. The Head of School will render the decision within two weeks of receipt of the application.

After Dark Program

After Dark is a collaboration between Lowell High School (LHS) and Greater Lowell Technical High School (GLTS) that provides LHS students with an opportunity to receive technical skills training in addition to their core academics. The program requires a two year commitment and is open to LHS students in their junior and senior years.

Students who participate in the After Dark program have a modified class schedule - taking academic classes at LHS during the school day and technical training at GLTHS from 2:15 PM to 5:30 PM. Transportation is provided to and from GLTHS for all students. Students should see their school counselor and college and career counselor if they are interested in receiving more information.

Report Cards

Report Cards are issued four times each year. Grades are recorded in numerical form with 65 being the lowest passing grade.

Progress reports are issued at the mid-point of each marking period, so that parents/guardians are aware of their child's academic standing.

In quarter 4, grade 12 students will not have progress reports issued due to the calendar leading into graduation. Grade 12 quarter 4 report cards will be on a different schedule than grades 9-11.

Honor Roll—High Honor Roll

The Honor Roll and High Honor Roll are determined at the end of each marking period and are based on the grades received that marking period, regardless of course weight. Students attaining an average of 80 percent or greater in each academic course (minimum of 4), are Honor Roll members for that marking period; except that students attaining an average of 90 percent or greater in each academic course (minimum of 4) which meet five periods each week are High Honor Roll members for that marking period.

Valedictorian and Salutatorian

Each year the two topped-ranked students by GPA who have been members of Lowell High School for at least two full years immediately prior to graduation; and who have earned at least 55 credits in courses taken at Lowell High School, shall be named Valedictorian and Salutatorian of their graduating class. The Valedictorian and Salutatorian are determined after the fourth report card of the senior year.

Carney Medals (established in 1859)

- There shall be neither more nor less than six medals annually conferred.
- They shall be restricted to those members of the graduating class who have been members of the school for at least two full years immediately prior to graduation; and who have earned at least 55 credits in courses taken at Lowell High School. The awards shall be based on general excellence and not have exclusive references to the final year.
- Three shall be bestowed on that number of young ladies who excel in all that constitutes a good scholar, and similarly three on young gentlemen.
- The element of good scholarship to enter into the account shall include rank in daily recitations. The account shall be made up as follows:
 - Rank in scholarship shall be the weighted average of all the studies in the course. (See section on “Academic Performance.”)
 - No reduction shall be made for a necessary absence, but truancy shall disqualify any student.
 - In reckoning ranks for Carney Medals, ranks gained in subjects already credited as passed shall not be counted.
- The Carney Medalists are determined after the fourth report card of the senior year.

Eligibility for Academic Awards at Commencement

In order for a student to be eligible to receive an academic award, such as a Carney Medal, National Honor Society membership, Valedictorian, Salutatorian, or any similar type, students in grades 10-12 must carry a full schedule of classes that consists of five

(5) academic courses plus Physical Education and Health. Freshmen must take six (6) academic classes.

Eligibility for Senior Honors Night Scholarships

Greater Lowell Community Foundation, in partnership with Lowell High School, awards numerous scholarships and other honors to seniors at the time of graduation.

Students are encouraged to perform at their best each year at Lowell High School. Factors considered during the application process include grades, attendance, school and/or community activities, and sports involvement. Scholarships will be awarded according to the policies identified in the application process. Exchange students are ineligible for scholarships.

Eligibility Criteria as determined and agreed upon between Greater Lowell Community Foundation and Lowell High School:

- Students must attend Lowell High School for their entire junior and senior years
- Must have 2.5 GPA or higher
- Plans to attend a two or four-year college in the fall; submit verification of enrollment to Greater Lowell Community Foundation.
- Complete all aspects of the application; meet other eligibility criteria specified by individual scholarships.

Lowell High School Student Support Services staff will invite eligible seniors to an informational meeting during semester one of senior year. Greater Lowell Community Foundation staff will provide technical assistance for seniors accessing the online application portal.

National Honor Society

The National Honor Society is a national organization with more than 20,000 chapters in high schools throughout the country that recognizes and commends outstanding high school students. Lowell High School's chapter, the Merrimack Valley Chapter at Lowell High School, held its inaugural Induction in 1927. The four criteria for admission to the National Honor Society Club are: Scholarship, Character, Leadership, and Service. Our NHS inducts qualified Juniors and Seniors each fall. Up to date information, including Information Packets and September deadlines, can be found on the LHS Website under Distinctive Programs, NHS.

Qualifications for Membership in the National Honor Society:

- Juniors and Seniors who have a cumulative GPA 3.60 at the completion of their Sophomore or Junior year, and who demonstrate the four qualities of membership, are eligible to fill out an Information Packet.
- Students must have been enrolled at Lowell High School for a *minimum* of one semester immediately prior to prospective membership.
- All candidates must meet the graduation requirements as stipulated by the School Committee and the State Board of Education.

Method of Selection

- Join the Prospective Members Google Classroom. Packets will be reviewed by a five-member Faculty Council, not including the Club Adviser.
- Admission will be based on the student's completion of the application, which includes an essay and questions about involvement in activities and volunteer or leadership endeavors.
- The Faculty Council will select students who meet these requirements and the Head of School will give the final approval.
- Students are not considered members in good standing until they are formally inducted at the annual Induction Ceremony.

Graduation

All NHS Members in good standing are eligible to Graduate with NHS honors and regalia. To be a member in good standing, members must maintain a 3.60 GPA, complete 20 hours of community service each academic year a student is a member, and contribute to the NHS Club as specified by Club Officers at the start of each school year.

Student Procedural Matters

School Hours

School hours are 7:55 a.m. to 2:30 p.m. Students are expected to attend all classes and not leave school before the 2:30 dismissal bell. Students must leave the building upon dismissal. The only students who should be in the building after school are students involved in supervised activities:

- Tutoring
- Detention
- Athletics
- Band
- AFJROTC
- Clubs and Activities
- Meetings with Classroom Teachers, School Counselors, or other Administrators

Student ID Badge

To help ensure a safe and secure learning environment, all students and staff are required to wear their official Lowell High School (LHS) ID badge clearly visible around the neck at all times. ID badges remain the property of Lowell High School. They must not be altered, defaced, or damaged in any way (e.g., covering the photo, scratching out the barcode, or adding stickers).

Mandatory Uses of the LHS ID Badge

The official LHS ID badge is required for daily accountability and school operations, including but not limited to:

- The ID barcode is mandatory for entering school buildings under the established ID Protocol.
- Students must scan their ID barcode to receive their lunch.
- Identification: Verification of student status at any time by school staff.

Daily Compliance & Staff Monitoring

Student accountability is a shared responsibility among administrators, school leaders, and faculty.

- Advisory and classroom teachers will check students each class period to ensure they are wearing their ID badges.
- All staff members must monitor student ID compliance. If a student is found without an ID and refuses to follow the policy, staff must contact Campus Safety immediately.

Procedures for Missing ID Badges & Temporary IDs

If a student arrives at school without their ID badge, they must report directly to the main campus front desk kiosk or their designated house office before the first class period to resolve the issue.

- The student may be issued a temporary ID badge for the day.
- Students are permitted a maximum of five (5) temporary IDs per semester.

- After receiving a 5th temporary ID, the student will no longer be eligible for additional temporary badges. At this point, the student is required to purchase a permanent replacement ID.

Replacement Fees & Financial Responsibility

Students are ultimately responsible for maintaining possession of their ID badges.

- Replacement Cost: A new replacement ID badge costs \$5.00.
- Where to Purchase: Replacement IDs can be purchased in the student's respective House Office or through Student Support Services (SSS).
- Payment Plans: If a student exceeds their 5 temporary IDs and cannot afford the replacement cost, they will be referred to their house office to establish a formal payment plan.

Health and Safety Protocols

Students, staff and visitors are required to comply with any health and safety protocols that are in place at any point during the school year.

Prohibited Items

The following items either hinder identification or are considered disruptive to the educational process at LHS and are not allowed in school:

- Hoods
- Ski Masks, balaclavas, or neck gaiters
- Sun Glasses
- Hand Held Laser Pointers
- Any and all items used to smoke or inhale, including, but not limited to: vapes (vaping pens), e-cigarettes, hookahs, rolling paper for products such as tobacco, scented or flavored oils, marijuana products (whether they contain THC or not), or any other substance as indicated by the Head of School. All tobacco and nicotine products fall under this category.
- Lighter/Matches (possession will lead to immediate suspension)
- Skateboards/Roller Blades; if a student uses these devices as transportation to school, or has one of these items in school, they must be locked away in a locker or office and cannot be accessed until the end of the school day.
- Portable Speakers
- Personalized motorized devices are not allowed inside the school.
- Athletic equipment (baseball/softball bats, lacrosse sticks, hockey sticks, golf clubs, etc.) must be stored in the athletic department or in the Freshman Academy office during the school day.
- Other items or devices deemed inappropriate by the Head of School.

Students displaying and/or using these devices will have the device confiscated and turned over to security. Though the school will secure the device, the ultimate responsibility for any loss or damage remains with the student who brought the prohibited item to school. A parent/guardian must come into school to pick up the item. Tobacco products, vapes, lighter, and matches will not be returned.

All confiscated items must be claimed by the last day of the school year, any item(s) not claimed will be disposed of one week after the official end of the school year.

Cell Phone Policy

It is the policy of Lowell High School that the use of cell phones and all other types of personal devices is prohibited by students during instructional time in all academic classes. The purpose of this policy is to limit the interruption and distraction to classroom learning. Compliance with this policy requires students to exhibit our core values within RIDER (Responsibility, Integrity, Determination, Engagement and Respect) of Responsibility and Integrity by placing their cell phone in the cell phone box at the start of class. In the event that a student is in violation of the policy, the personal device will be confiscated by school personnel. Refusal by any student to surrender their device is not an option. If a student is found to be in violation of the Cell Phone Policy, the progressive discipline process will be followed.

Collection of Phones: Phones will be collected at the beginning of each and every academic class and placed in a cell phone box. If a student states that they do not have a phone, the student must be aware that if the student takes a phone out, the teacher will call security for collection of the phone to be delivered to the student's House Office and will write the student up for violation of the policy. The student found in violation will be subject to progressive discipline. If a student is found in the hallway during class time with their cell phone visible, the device will be subject to confiscation and the student will face progressive disciplinary action.

Substitute Teachers, both long-term and day-to-day, are responsible for ensuring that all students place their cell phones in the designated cell phone boxes upon entering the classroom. The same guidelines, expectations, and consequences apply as if the regular classroom teacher were present.

Progressive Discipline for Cell Phone Violations

1st Offense: Security will be called to retrieve the phone and/or escort the student to the House Office. The phone will be locked in the House Office. The student will pick up the phone at 2:30 p.m. Parents/Guardians will be informed of the infraction.

2nd Offense: Security will be called to retrieve the phone and/or escort the student to the House Office. The phone will be locked in the House Office. The student will pick up the phone at 2:30 p.m. The student will be required to bring their device to the House Office for 5 days. Parents/Guardians will be informed of the infraction.

3rd Offense: Security will be called to retrieve the phone and/or escort the student to the House Office. The phone will be locked in the House Office. The student will pick up the phone at 2:30 p.m. The student will be required to bring their device to the House Office for 20 days. Parents/Guardians will be required to attend a meeting with the House AP.

4th Offense: Security will be called to retrieve the phone and/or escort the student to the House Office. The phone will be locked in the House Office. The student will pick up the

phone at 2:30 p.m. The student will be required to bring their device to the House Office for 40 days. Parents/Guardians will be required to attend a meeting with the House AP.

During a Fire Drill: In the event of a fire drill, teachers will take the cell phone box with them and return the cell phones to the students upon their return into the classroom at the end of the class period.

School Assemblies: During assemblies, students will keep their cell phones in their backpacks. If caught using a phone during an assembly, the cell phone policy protocol will be implemented.

School-wide Phone Outage: If there is a telephone outage, administration will determine whether students may hold on to their phone to meet with safety protocols. The administration will make an announcement in this situation. Students may not use a cell phone in place of a laptop.

Internet Outage: If the internet is down, the Cell Phone Policy will remain in effect. Teachers will implement non-digital lessons in their classes.

Photography/Videography: Photography and videography are prohibited in school or on school grounds without prior permission. Use of the cell phone in unauthorized ways to include inappropriate picture taking or filming, harassing and bullying behavior or a complete disregard for the policy will result in progressive discipline.

Earbuds/AirPods/Headphones/Portable Speakers: Earbuds, airpods or headphones are not allowed in classrooms unless provided by the teacher. Outside the classroom, to ensure students can hear staff directives or the intercom, students can have no more than one ear covered at any time. No student should use a portable speaker or their phone in speaker mode to play music or other content during school hours within school property.

Proper Dress

While we recognize that choices on attire are important, there are minimum requirements that all students must adhere to:

- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3-4 inches in length to the upper thighs and tops must have a shoulder strap.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.

To ensure an environment that is safe and welcoming for all, students are prohibited from wearing the following:

- Hoods, ski masks, balaclavas, neck gaiters, sunglasses or anything else that interferes with identification.

- Clothing, backpacks, jewelry or accessories that are lewd, promote violence or hate for any individuals or groups, degrade the beliefs of others, or promote drugs, alcohol, tobacco, or weapons or other prohibited items.

The Head of School or designee retains the right to deem anything that distracts, disrupts, intimidates, or provokes as inappropriate.

Students who violate this policy will be directed to remove the offensive or unsafe items before being allowed to remain in school. Students who refuse to adhere to this policy will be in violation of school rules and penalized according to school policy.

Defining Academic Dishonesty/Plagiarism and Cheating

Academic dishonesty includes committing or assisting in an act that allows a student to receive a dishonest, unfair grade in a class. Such acts include

- plagiarism;
- unauthorized copying; texting, making signs or gestures, or whispering answers during assessments;
- theft, destruction, or alteration of another student's work, either physically or electronically;
- extorting work from fellow students;
- allowing another student to copy your work;
- giving another student answers to a forthcoming test outside of class;
- using online resources like for-pay essay sites or generated by artificial intelligence (AI) tools without appropriate citation to obtain work that you present as your own;
- using deception or lying to avoid responsibility for work; and,
- any other methods used to achieve a grade dishonestly.

Any student participating in any of the above behaviors will be subject to the following consequences:

- conference with teacher;
- parental notification;
- notification of the Department Chair;
- possible notification of Assistant Principal by Department Chair;
- possible notification of Associate Head of School and/or Head of School;
- imposition of academic and disciplinary penalties, which may include a zero without the possibility of make-up of the grade, for any assignments pertaining to these behaviors.

It is important for students to understand that they can potentially fail a course and lose credit for it because of Academic Dishonesty.

Student work completed during the school day must be completed on a Lowell Public Schools issued device.

Plagiarism and Academic Integrity

Academic integrity means submitting work that honestly reflects your own learning. Plagiarism occurs when you present someone else's works, ideas, research, images, code or other work as your own without giving proper credit. This includes content copied or loosely paraphrased from books, websites, articles, classmates, online sources or AI-generated tools without appropriate acknowledgement or when their use is not permitted by the assignment.

Students are responsible for citing all sources using the citation style required by their teacher (such as MLA or APA). If you are unsure whether something needs to be cited or whether the use of AI or another resource is allowed, ask your teacher before submitting your work.

Submitting work without proper attribution is considered plagiarism, regardless of intent. Claiming that the omission was accidental does not excuse the violation. Students are expected to understand and follow the school's academic integrity expectations and to seek guidance when they have questions.

Fire/Evacuation Procedures

Every student must realize that when the fire alarm sounds, this alarm is to be considered serious. Therefore, each student must follow instructions immediately and quietly. Students must pass quickly, but in good order, from the building.

Students and teachers using Lucy Larcom Park exits will clear the area completely by walking to Kirk Street. Those exiting onto Kirk Street will follow the sidewalks down Lee Street and Paige Street as far as necessary to permit proper clearance for fire apparatus. Those exiting onto Fr. Morissette Boulevard will move across the street onto the sidewalk running along the garage moving all the way down to the corner of the arena circle to ensure all students are out of the street and on the sidewalk. Students in the cafeteria are to exit the building through the quad doors so as not to impede the exit of the students in the rest of the building. Students in the gymnasium should exit through the main gymnasium entrance onto Arcand Drive.

Safety Drills

To help ensure the safety of students and faculty, safety drills, coordinated with the local police and fire departments, are conducted periodically during the school year. These drills include fire drills, evacuation drills, soft lockdowns and options based response.

Disruption of the safety drill is a major violation and could be cause for a suspension or expulsion.

Corridor Pass

Students will be allowed in the corridors only between classes or when a teacher grants written permission. Orange corridor pass forms must be used.

Surveillance Cameras

Surveillance cameras are in use twenty-four (24) hours a day, year round, both inside and outside of Lowell High School.

Breathalyzer/~~Metal Detectors~~ Weapons Detectors

Lowell High School will make use of breathalyzers/weapons detectors at school and school sponsored events as deemed necessary.

Student Lockers

All lockers are the property of the Lowell School Department and are on loan to the students each school year. Student lockers are subject to searches and periodic inspections. Students are to use only those lockers assigned to them by the school administration. **There is no sharing of student lockers under any circumstances.**

Certain items cannot be stored in lockers or desks. These include, but are not limited to such items as weapons; dangerous chemicals, materials, instruments or devices; illegal or controlled drugs; look alike drugs; drug paraphernalia; alcoholic beverages; stolen property; or any other item that can result in unsanitary or non-hygienic conditions. Foodstuff or other perishable materials must not be left in the locker overnight. Any item that is deemed a health, hygiene, or safety violation will be disposed of by school personnel.

School personnel may inspect lockers during school vacations or recesses in months of December, February, and April and during the summer recess. Emergency or unannounced inspections or searches may be carried out by school officials and other appropriate personnel (i.e. firemen, police) for such matters as “bomb threats.”

Gym Bags and Backpacks

The School Department reserves the right to search all gym bags and backpacks brought onto school property at any time. This right to search also applies to all visitors to Lowell High School.

Restroom Policy

Limiting one person per bathroom stall in high schools ensures privacy and promotes a safer and more comfortable environment for all students. Students are not permitted to occupy a single restroom stall simultaneously with another student. If a student is found sharing a stall with another student, they will be subjected to progressive discipline

measures. Students must have an official hall pass to use the restroom during classroom time. Failure to abide by this rule will also result in progressive discipline.

Progressive Discipline:

1st Offense: Conference with student

2nd Offense: Detention

3rd Offense: Learning Center

4th Offense: Out-of-School Suspension

Lost Books, Instructional Materials or Other School Property

Computers, books, instructional material, uniforms, etc., when issued to students by Lowell High School are done so on a loan basis. Students are solely responsible for the safeguarding and protection of such items. If items are lost or stolen, the student must make full payment. Restitution must also be made on damaged items and property. All payments must be made no later than the last day of school in June of that academic year.

If such items are not returned or restitution is not made students may be prohibited from participating in school functions or activities including but not limited to the senior prom, graduation ceremonies, and athletics.

Students shall be excused from making restitution for stolen school property provided that the student reports that the school property has been stolen within 24 hours of the theft and a member of the administrative staff has satisfactorily investigated the complaint.

Cafeteria

All students use the cafeteria and the rights of all students to cleanliness must be maintained. Students are required to:

- Deposit all litter in barrels
- Keep food or beverages in the cafeteria
- Follow the directions of the administrative/faculty lunch supervisors and cafeteria workers.
- Eat lunch only in the cafeteria .
- Remain in the cafeteria area until the bell rings to move to class.

Food Service

As part of the 2010 Healthy and Hunger-Free Kids Act, Lowell Public Schools offers free breakfast and lunch to all students. For schools that means no more lunch forms or asking parents/guardians to pay for balances. For parents/guardians that means no more forms to fill out, no online meal account to remember, no last minute scramble for change before the bus, and no more lunch boxes to pack. All students can eat free!

What do parents/guardians/ need to know?

High School students can simply go to the cafeteria or breakfast cart in the morning and eat breakfast. For lunch, the student can simply enter the lunch line and take a meal. All students will still need to have their meals recorded at the register.

What is served at breakfast and lunch? What are my child's choices?

During breakfast we offer two whole grains (or one grain and one protein), a fruit and a milk. All your child needs to do is take at least 3 menu items (with one being a fruit) to be considered a free meal. During lunch, we serve whole grains, protein, vegetables, fruit, and milk. All your child needs to do is take at least 3 different items offered (one being a fruit or a vegetable) to be considered a free meal. Check the LPS homepage to view menus at

<https://www.lowell.k12.ma.us/Page/4374>

What if my child only wants milk or a single item?

We are only reimbursed by the USDA for complete meals. If your child only wants milk or a single menu item then those items are available for cash purchase on an individual basis; for example, milk costs \$0.35. In order to be free, your child must take a complete meal consisting of three different items (one being a fruit or vegetable).

Questions? Your food and nutrition team is here to answer all your questions. Contact the Lowell Public Schools Nutrition Office at 978-674-2049.

Bus Passes

Transportation for Lowell High School students is provided through Lowell Regional Transit Authority (LRTA). For the month of September 2026, all passengers will ride free as a result of the Fare Free Transportation Program. State funding will determine if the program continues after September. If the funding is not extended, students will need to purchase student bus passes. In previous years, the cost was \$25.00 per month or \$1.25 per ride. Students will need to present a valid LHS student ID or a class schedule in order to receive a student pass. If passes need to be purchased, they will be available on campus in the cafeterias on or around the first day of the month. Fundraising Policy

All fundraising activities conducted by student groups, clubs, teams, or individuals representing Lowell High School must be approved in advance by the Director of Student Activities or the Director of Athletics **and** the Head of School.

This policy ensures that all fundraising efforts align with the school's values, avoid conflicts with other events or activities, and comply with district financial policies and state regulations. Prior approval also helps maintain equity among student organizations, prevents duplication of efforts, and ensures student safety and accountability. All funds must be deposited in a timely manner through the Bursar's Office.

Failure to obtain prior approval may result in the cancellation of the fundraiser and/or disciplinary action.

To seek approval, organizers must submit a fundraising request form with detailed information about the purpose, timeline, and method of fundraising.

Student Sales of Food or Other Items – Prohibited

In order to ensure the health, safety, and well-being of all students and staff, students are not permitted to sell any food, beverages, or other items on school grounds unless it is part of an approved school-sponsored fundraising activity.

This policy is in place for several important reasons:

- **Health and Safety:** Items sold without oversight may not meet food safety standards, posing potential health risks (e.g., allergies, contamination, expired products).
- **Equity and Fairness:** Unregulated sales can create inequitable conditions and disrupt the school environment.
- **Disruption to Learning:** Unauthorized sales may interrupt instruction, distract from learning, or lead to conflicts among students.

Any student who violates this policy may be subject to disciplinary action and have their items confiscated. All fundraising or sales activities must be approved in advance by the Director of Student Activities or the Director of Athletics and the Head of School.

Working Papers

Students between the ages of 14 and 17 who are employed must have work papers. During the school year, working papers may be obtained at Lowell High School, in the Student Support Center, before school or during lunch. During the summer, working papers may be obtained from the Family Resource Center, 151 Merrimack Street, Lowell, MA. Applicants must have a legal job in the Commonwealth of Massachusetts, a completed and signed promise of employment, and if under the age of 16, proof of a physical. For more information, including downloadable forms and additional guidance, please visit the Lowell Public Schools website <https://www.lowell.k12.ma.us/Page/3522>

Parking Privileges

Parking for Lowell High School students is provided by the City of Lowell in the Ayotte Parking Garage. Students must obtain authorized permission to use the Ayotte Garage and pay all fees required by the City of Lowell. Students are not to use their car during the school day (unless approved by the school administration). Also, at no time during the school day should a student enter the garage for any reason or go to their car for any reason (unless approved by the school administration). Improper or illegal parking, unsafe behavior, or non-adherence of school rules could also result in loss of privileges. Vehicles illegally parked and/or parked in a manner that obstructs the flow of traffic or blocks other vehicles will be towed at the owner's (driver's) expense.

School Visitation

Parents/guardians are welcome to meet with administrators and teachers at Lowell High School. To accommodate the needs of all parties, an appointment is required and may be made by contacting your child's house office. All visitors entering the building must report to the Main Lobby, present a photo ID, and obtain a guest temporary pass. As a matter of policy, Lowell High School does not allow non-LHS students to visit the school. In special cases, a guest student will be allowed with prior approval of the Head of School. Visitors are expected to abide by school rules. Options for meeting in person or virtually will be made available. When entering a school building, please adhere to the posted guidelines. Failure to abide by the rules may result in a request for removal from school grounds.

Summer School

When budgeted by the School Committee or through grants, Lowell High School will offer Summer School Programs. These programs are primarily designed for students to regain credit for a previously failed course, or may be offered for enrichment purposes. Courses taken in the program may not be considered as substitutes for courses taken during the regular school year. Courses offered will be determined by teacher and schedule availability.

Summer School Criteria

- Lowell High students can participate for credit only if they have earned a grade of 55 percent or better in that subject during the regular school year.
- Absences in excess of two (2) days will disqualify students from receiving credit.
- Appropriate dress and behavior are required as indicated in this handbook.
- Parent/guardian approval required.
- No transportation will be provided by the Lowell School Department.
- The Summer School Program Coordinator reserves the right to cancel the course offerings with insufficient enrollment (minimum 15 students), or for which there is not a certified instructor available.
- Textbooks and other materials will be given on loan. If lost or stolen, they must be paid for in full. If books are not returned or restitution made, students may be prohibited from participating in school functions or activities.

Lowell High School students who take course work at other institutions in the Commonwealth of Massachusetts in the summer for the purpose of gaining credit at Lowell High School must do so subject to the conditions of eligibility stated above and with prior written approval of an administrator. They will be required to pay any fees charged by the host institution with no expense to the Lowell Public Schools.

Home or Hospital Tutoring

A Lowell Public School student, who, due to documented medical reasons, is confined to the home or to a hospital for fourteen (14) school days or more during the school year, is entitled to receive home/hospital educational services as described under 603 CMR 28.03(3)(c). Students with chronic illnesses who have recurring home/hospital stays of less than 14 consecutive school days, when such recurrences have added up to or are

expected to add up to more than 14 school days in a school year, are also eligible for home or hospital educational services if they are requested and the medical need is documented by the physician. In this context, a "Lowell public school student" means a student who is enrolled in the Lowell Public Schools, or a student who is being educated with public funds in an educational collaborative or an approved private day or residential special education school. 603 CMR 28.03(3)(c)

Once the student's personal physician determines that a student's medical condition will require either hospitalization or home care for not less than 14 school days, the physician must notify the school district responsible for the student in order to begin the home/hospital instruction process. The student's physician must complete a Department of Elementary and Secondary Education form 28R/3 (Physician's Affirmation) and submit it to the student's building principal or other appropriate program administrator. At a minimum, the physician's signed affirmation must include information regarding:

- The date the student was admitted to a hospital or was confined to home;
- The medical reason(s) for the confinement;
- The expected duration of the confinement, and
- Medical needs of the student that should be considered in planning the home or hospital education services

Completed Physicians Affirmation Forms should be submitted to the school principal at the elementary school level or your student's guidance counselor at the middle and high school levels. The form is available in the office of Student Support Services, the house office and online at lowell.k12.ma.us. **Please see the links below for the DESE physician affirmation statement form and a detailed question and answer guide regarding Home/Hospital Instruction** *The Massachusetts regulation requiring educational services in the home or hospital is 603 CMR 28.03(3)(c).* [DESE Question and Answer Guide For Home/Hospital Tutoring](#)

Peter S. Stamas Library Media Center

The mission of the Peter S. Stamas Library Media Center is to ensure that students and staff are effective users of information. The Library Media Specialist provides individual assistance and formal class instruction so students learn to find, evaluate, and use information from a variety of sources.

SCORE (Student Conflict Resolution Experts)

SCORE is a peer mediation program for students and faculty to use to resolve their conflicts in a safe and neutral environment. SCORE is a confidential place to resolve conflicts without getting any disciplinary action. Mediation allows the parties to the conflict to decide how they want to resolve their own differences. SCORE offers an annual training for students to learn the skills of mediation. SCORE then uses the

specially trained mediators to resolve conflicts of all kinds between peers as well as faculty. Any student, teacher or faculty can contact the SCORE program *directly* with referrals. The SCORE program can be found in Room A2100.

Lowell Community Health Center

The school-based health center, operated by Lowell Community Health Center, is located at Lowell High School (Room D1001) and provides easy and immediate access to a range of comprehensive primary care and preventive services (such as physical exams, immunizations, sick visits, and condoms) during school hours for eligible students. To learn more about these services call (978) 458-6642 during school hours.

Discipline

In LHS, we are committed to upholding the rights of all individuals and holding each other accountable for creating and maintaining an inclusive, respectful and equitable school community. We welcome all stakeholders-students, parents/guardians, families, faculty and school staff, community partners- in a collaborative schooling process that upholds our collective commitment to empower all voices to create a more just and inclusive school community.

It is expected that all students comply with school policies to help ensure a safe and respectful environment conducive to learning. Collaborative problem solving will be accessed and restorative justice methods will be explored as the primary option in addressing these matters. If the inappropriate behavior continues, the student may be referred to the House Office for further consequences that can include detention, referral to the Learning Center, and out of school suspension. Major violations may result in an expulsion hearing before the Head of School. Please note that violation of school rules could result in notification of noncompliance to the probation office.

Code of Discipline

The Code of Discipline will be read consistently with Chapter 222 of the Acts of 2012, 603 CMR 53.00 and the following General Laws: M.G.L. Chapter 71, section 37H ³/₄; M.G.L. Chapter 71, section 37H; M.G.L. Chapter 71, section 37H ¹/₂; M.G.L. Chapter 76, Sections 16 & 17.

Major Violations Listing

All major violations may result in suspension or expulsion at the discretion of the Assistant Principal. Depending on the seriousness of the offense or the frequency of the violation, the Assistant Principal may refer the issue to the Head of School for further action, which could include an expulsion hearing before the Head of School or school committee or referral to an alternate education program. Any major and/or minor violations of the Discipline section could result in the removal of a student from any academic or other specialized program (academies, clubs, athletics, etc.) along with any other appropriate disciplinary action including but not limited to expulsion.

The violations listed below are considered major violations and could result in a suspension/expulsion hearing:

1. Aiding or abetting an unauthorized access to school
2. Any action, which tends to endanger the health and safety of the offender, other students, or staff members, impedes the teacher-learning process or disrupts the orderly operation of the school
3. Assaulting and/or battering students
4. Assaulting and/or battering school personnel
5. Bullying
6. Causing personal or public property damage

7. Cheating and/or knowingly using and/or copying the academic work of another and presenting it as one's own; plagiarism
8. Drugs and/or alcohol: sale and/or possession and/or transfer and/or being in the presence of illegal drugs and/or alcohol and/or under the influence
9. Fighting
10. Harassment, including verbal abuse and inappropriate jokes, including inappropriate and/or offensive racial, cultural, religious verbal statements/behavioral conduct on school grounds or during school activities (including class assignments) and/or that materially and substantially disrupts the education process or the orderly operation of a school.
11. Harassment (sexual), including verbal abuse and inappropriate jokes, or use of offensive material in a class assignment
12. Hazing
13. Improper and/or unauthorized use of any medication
14. Inappropriate use/abuse of computer software/hardware
15. Intervention/Safety Plan violation
16. Leaving school grounds during school hours
17. Misuse of fire equipment, fire alarms, 911 calls
18. Non-compliance with school rules during safety drills
19. Other-any violation not listed-including major and repetitive violations
20. Possession and/or use of a dangerous weapon, including but not limited to a gun or knife
21. Possession and/or use of any implement, which is a reasonable facsimile of a dangerous weapon, including but not limited to a gun or knife
22. Possession of any incendiary devices including but not limited to lighters and matches
23. Profanity, use of in any manner to include oral presentations and papers and extending to shows and plays and other events.
24. Repeatedly and intentionally defying/disrespecting the valid authority of supervisor, teachers, or administrators
25. School bus infractions
26. Stealing (Over \$250 is a felony)
27. Tampering with school documents or providing false information
28. Threatening another student
29. Trespassing on the grounds of another public school where the student is not enrolled, or of his or her own school when under suspension
30. Unauthorized and/or illegal use of technology including but not limited to cell phones, cameras, recording devices, laptops, ipads, etc., either school owned or privately owned on school grounds
31. Violation of law-local, state, federal
32. Discrimination/Harassment
33. Creation of inappropriate synthetic media (deepfakes) for sexting, harassment, cyberbullying etc.

Other School Violations

Other school violations typically, but not always, involve infractions that are not listed as major violations. Some of these violations are handled by the Assistant Principal to include smoking, cutting classes, and truancy. Other violations are handled by the classroom teacher to include tardiness to class, disturbing classroom work, missing assignments, talking in class, not returning progress reports, or not bringing class materials. Students must also understand and adhere to health and safety guidelines and expectations. A classroom management plan will be located in each classroom and only when no improvement is shown, will the student be referred to the Assistant Principal for further discipline. However, exceptions may be made to this procedure as warranted and authorized by the Head of School.

A school wide education service plan is in place to ensure that regardless of what disciplinary action may be taken, that all students will be provided the opportunity to receive educational services and make academic progress. The school wide education service plan is available on the LPS website at lowell.k12.ma.us.

Habitual School Offender (M.G.L. Chapter 119, Section 21)

School officials have the authority to file a Child Requiring Assistance (CRA) with the Court noting that the student is a Habitual School Offender- a child who repeatedly fails to obey the lawful and reasonable commands of the school.

Major and Other Violations; In-School Suspensions; Short-Term Suspension; Emergency Removal; Long Term Suspension (not to exceed 90 school days) (M.G.L. Chapter 71, section 37H ³/₄)

Learning Center

The Learning Center, formerly known as "in-school suspension," involves removing 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) days or less, consecutively or cumulatively during a school year, shall be considered a short-term suspension under these regulations. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

The Head of School/Designee may impose an in-school suspension for a disciplinary offense provided that the Head of School/Designee follows the due process set forth within this paragraph and provided that the student has the opportunity to make academic progress. The Head of School/Designee shall inform the student of the disciplinary offense charged and the basis for the charge and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Head of School/Designee determines that the student committed the disciplinary offense, the Head of School/Designee shall inform the student of the length of the student's in-

school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the Head of School/Designee shall make reasonable efforts to notify the parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Head of School/Designee shall also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Head of School/Designee is unable to reach the parent/guardian after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

The Head of School/Designee shall send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the Head of School/Designee if such a meeting has not already occurred. The Head of School/Designee shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or by other method of delivery agreed to by the Head of School/Designee and the parent/guardian.

A student who has been placed in the Learning Center faces the loss of all privileges at the school during the suspension. Placement in the Learning Center, as an alternative to outside suspension, is at the discretion of the Assistant Principal. Learning Center hours are from 7:55 a.m. to 2:30 p.m., with no early dismissal allowed. Students must report to their house office immediately after checking in with their first period. They are required to bring all necessary materials, including textbooks, notebooks, and a pen/pencil. No cell phones or other electronic devices are permitted. Students must complete all assigned work and are responsible for returning it to the appropriate teachers. Any student who leaves the Learning Center without permission, or leaves with permission but does not return, will be automatically suspended and will need to complete the original penalty. Failure to comply with the rules of the Learning Center may result in further disciplinary action.

Short-Term Suspensions

"Short-term suspension" means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A Head of School/Designee may, at his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. The Head of School/Designee may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent/guardian oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent/guardian an opportunity to participate in such hearing.

The Head of School/Designee shall provide oral and written notice to the student and the parent/guardian in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language:

- (a) the disciplinary offense;
- (b) the basis for the charge;
- (c) the potential consequences, including the potential length of the student's suspension;
- (d) the opportunity for the student to have a hearing with the Head of School/Designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate;

The Head of School/Designee shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. To conduct a hearing without the parent/guardian present, the Head of School/Designee must be able to document reasonable efforts to include the parent/guardian. The Head of School/Designee is presumed to have made reasonable efforts if the Head of School/Designee has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification. Written notice to the parent/guardian may be made by hand delivery, first-class mail, certified mail, and email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Head of School/Designee and parent/guardian.

The purpose of the hearing with the Head of School/Designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the Head of School/Designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the Head of School/Designee should consider in determining whether other remedies and consequences may be appropriate. The Head of School/Designee shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Head of School/Designee should consider in determining consequences for the student.

In every case of student misconduct for which suspension may be imposed, the Head of School/Designee shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include

the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive interventions and supports.

Based on the available information, including mitigating circumstances, the Head of School/Designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Head of School/Designee shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice.

Emergency Removal

The Head of School/Designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the Head of School/Designee's judgment, there is no alternative available to alleviate the danger or disruption. The Head of School/Designee shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Head of School/Designee shall:

- (a) Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and which meets and complies with the notice and due process requirements of short-term suspension.
- (b) Provide written notice to the student and parent/guardian which meets and complies with the notice and due process requirements of short-term suspension;
- (c) Provide the student an opportunity for a hearing with the Head of School/Designee that complies with the notice requirements of short-term and long-term suspensions, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Head of School/Designee, student, and parent/guardian.
- (d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets and complies with the notice and due process requirements of short-term and long-term suspension.

The Head of School/Designee may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

In every case of student misconduct for which suspension may be imposed, the Head of School/Designee shall exercise discretion in deciding the consequence for the offense;

consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive interventions and supports.

Long-Term Suspensions and Appeal Process under 37H ³/₄

"Long-term suspension" means 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. A Head of School/Designee may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, §37 H, or in section 37H ¹/₂ of G.L. c. 71, 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 that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

The purpose of the hearing is the same as the purpose of a short-term suspension hearing. At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

- In advance of the hearing, the opportunity to review the student's record and the documents upon which the Head of School/Designee may rely in making a determination to suspend the student or not;
- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent/guardian's expense;
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the Head of School/Designee, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the Head of School/Designee shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

The Head of School/Designee shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Head of School/Designee should consider in determining consequences for the student.

Based on the evidence, the Head of School/Designee shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances

and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Head of School/Designee shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Head of School/Designee and the parent/guardian. If the Head of School/Designee decides to suspend the student, the written determination shall in accordance with 603 CMR 53.08(3)(d)(1-5) state the following:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the Head of School/Designee;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a);
5. Inform the student of the right to appeal the Head of School/Designee's decision to the superintendent or designee, but only if the Head of School/Designee has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
 - a) the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the Head of School/Designee's determination on appeal.

In every case of student misconduct for which suspension may be imposed, the Head of School/Designee shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive interventions and supports.

A student who is placed on long-term suspension following a hearing with the Head of School/Designee shall have the right to appeal the Head of School/Designee's decision to the superintendent/designee.

The student or parent/guardian shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension, unless an extension is requested (see 5-above). If the appeal is not timely filed, the superintendent/designee may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The superintendent/designee shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

The superintendent shall make a good faith effort to include the parent/guardian in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian and superintendent to participate. The superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Head of School/Designee's hearing for long-term suspension.

The superintendent shall issue a written decision within five (5) calendar days of the hearing as required by 603 CMR 53.08(3)(d)(1-4) stating the following:

- 1) the disciplinary offense, date, and participants present at the hearing;
- 2) key facts and conclusions;
- 3) length and effective date of suspension and return to school; and
- 4) notice of the student's opportunity to receive educational services during removal.

If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the Head of School/Designee, but shall not impose a suspension greater than that imposed by the Head of School/Designee's decision.

The decision of the superintendent shall be the final decision of the school district, charter school, or virtual school, with regard to the suspension.

Major Violations – Long-Term Suspension or Expulsion (M.G.L. Chapter 71, Section 37H)

The following violations may result in a hearing before the Head of School to determine whether or not the student should be suspended or expelled:

I. Assaulting and/or battering school personnel

Any student, who assaults an administrator teacher, teacher's aide or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to suspension or expulsion from the school or school district by the Head of School. (This rule also pertains to school buses.)

*Threatening violent acts on school personnel can/could be classified as an assault.

II. Possession or use of a dangerous weapon or a reasonable facsimile of dangerous weapon, including, but not limited to a gun or knife

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 or a reasonable facsimile including, but not limited to, a gun or knife, may be subject to suspension or expulsion from the school or school district by the Head of School.

III. The sale of and/or possession and/or transfer of controlled substance

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance as defined in chapter ninety-four C, including, but not limited to marijuana, cocaine, and heroin, may be subject to suspension or expulsion from the school or school district by the Head of School.

Hearing Leading to Suspensions or Expulsions (Due Process)

Any student who is charged with a violation of any of the above-mentioned items 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 Head of School. After said hearing, the Head of School may, at his discretion, decide to suspend rather than expel a student who has been determined by the Head of School to violate any of the above-mentioned items.

Appeal Process for a Suspension or Expulsion under 37H

Any student who has been suspended or expelled from a school district pursuant to 37H shall have the right to appeal to the Superintendent. The suspended or expelled student shall have **ten (10) days** from the date of the suspension or expulsion in which to notify the superintendent of his or her appeal. The student has the right to counsel at a hearing before the superintendent if the student so chooses. 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.

Student Charged with or Convicted of a Felony and Appeal Process under 37H ½ (M.G.L. Chapter 71, Section 37H1/2)

Upon the issuance and/or conviction of a criminal felony charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Head of School may expel or choose to suspend such student for a period of time determined

appropriate by the Head of School if the Head of School 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 or the student's parent/guardian shall have the right to appeal the suspension or expulsion to the superintendent and may bring counsel if the student so chooses. The student or student's parent/guardian shall notify the superintendent in writing of his request for an appeal no later than **five (5) calendar days** following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent/guardian or guardian within three (3) calendar days for the student's request for an appeal.

School Committee Exclusions (subject to and must be read consistent with **M.G.L. Chapter 71, section 37H $\frac{3}{4}$**)
(M.G.L. Chapter 76, Sections 16 & 17)

The Head of School or the School Committee may legitimately discipline students for misconduct even if the misconduct is not specifically described in these disciplinary rules. Such action will be in accordance with due process requirements and shall not be exercised arbitrarily or capriciously. This may also be applied to activities that are also off school grounds and that the offender knew his or her conduct was seriously wrong and contrary to school policy.

Note: Nicholas B. v. School Committee of Worcester: The court upheld the actions of Worcester School Committee in that, when a student was involved in an incident after school off of school grounds that was planned in school, that student or students are still subject to school discipline. The court ruled that the student knew his violent conduct was seriously wrong and contrary to school policy, even though the code of discipline did not address conduct off school grounds.

Off-Campus Status

Rules pertaining to student behavior are also in full force and effect for students while in off-campus status during school hours and after school hours and non-school days as part of a team, club, field trip, errand, school transportation, or as a participant or spectator of any other school sanctioned activity in or around the site of the activity (including parking areas).

Disciplinary action can also be taken for *on or off campus behavior*, including but not limited to cell phone postings and/or photos, texting, and Internet postings and/or photos that are reasonably foreseeable to come to the attention of school administrators and create a risk of material and substantial disruption to the work and discipline of the school.

Suspensions

- A student on suspension is not allowed on the school premises nor allowed to participate in or be a spectator or attendant at school functions, ceremonies, and extracurricular activities.
- Students who are suspended will be provided the opportunity to receive educational services and make academic progress consistent with the school wide education service plan. It is the student's responsibility to complete the work in the time period indicated by the service plan.

Tutoring for Long Term Suspension

The Engagement Center services students receiving tutoring for long term suspensions.

School Wide Education Service Plan

The Lowell Public Schools Educational Services Plan outlines the educational services available to students who are excluded from school as a result of a disciplinary suspension or expulsion. In accordance with Massachusetts General Laws Chapter 76, Section 21, and 603 CMR 53.13, the district is committed to ensuring that students continue to have access to educational opportunities and are able to make academic progress during periods of exclusion.

The Educational Services Plan provides IEP eligible students with access to instructional services designed to support continued participation in the curriculum, completion of assignments, and progress toward meeting grade-level expectations and graduation requirements, where applicable. Services may include, but are not limited to, assignments aligned to classroom instruction, virtual or online learning, tutoring, alternative educational programming, or other instructional supports determined by the district.

Information regarding the Educational Services Plan, available services, and procedures for accessing these services will be provided to students and parents/guardians at the time a disciplinary exclusion is imposed. The district encourages families to work collaboratively with school staff to ensure continuity of learning and a successful transition back to school following the period of exclusion.

Transmittal of Expulsion Records

When a student is expelled or suspended under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Attendance

Lowell High School has high expectations for student attendance. Grades earned in any course shall reflect the student's daily participation as well as the fulfillment of other academic requirements as established by the teacher. The learning experience that takes place in the classroom environment with your peers is a meaningful and essential part of the classroom structure. Time lost from class, in terms of opportunity for interaction amongst students and teachers, is irretrievable. Moreover, each classroom is a community in which students are expected to play an active daily role as a member of Lowell High School's larger community, as reflected in our mission. Therefore, daily classroom attendance is considered to be an integral part of each student's course of study.

We expect every student to:

- Attend school every day that school is in session
- Arrive to class before the late bell prepared to learn

Steps to Ensure Earning Course Credit:

- The school committee policy allows for no more than 8 unexcused absences per semester in any class.
- A student is obliged to fulfill the course requirements as established by the teacher's room management plan and school committee policy.
- A student must make up the work missed during absences in accordance with this agreement.
- It is the student's responsibility to arrange to make up work due to absences within five (5) days after the absence.

Teachers must provide makeup work within these time constraints at the request of the student. Extenuating circumstances that may make it difficult to complete work within a five-day period, such as hospitalization, should be discussed with the Assistant Principal and School Counselor and department chair.

Definition of Absence

An absence is a day or series of days missed from school. Every reasonable attempt will be made to contact parent(s)/guardians after each absence. When a student is absent from school, an automated attendance call is made to the home. Attendance warning letters are mailed to the home or emailed to the parent/guardian on the 4th and 6th absences whether the absence is excused or not. Students can be absent an entire day or they can be absent from individual classes by virtue of being tardy to school or skipping classes within the school day. For purposes of course credit, class absences are the deciding factor, not daily attendance.

Excused Absences

- Illness of the student—requires original doctor's note indicating dates excused;

- Hospitalization of the student—requires hospital/doctor’s note;
- Disability of the student such that the disability precludes the student from attending school—requires medical documentation (Physician’s Statement);
- Court proceedings—requires court documents;
- Other official proceedings—documentation required;
- Pre-approved school sanctioned events (e.g., senior college visits*)—proof of presence on letterhead from the institution is required;
- Death of a family member—death notice;
- Religious holidays;
- All school suspensions (both in and out).

* Junior and Senior college visits will be excused for a maximum of three (3) days for the year.

Please submit all paperwork for excused absences to the House Office in person (paper), via email, or by fax.

Important Notice

Parent/guardian notes will only ensure a student can make up missed classroom work because they document that the student was not truant. However, absences covered by parent/guardian notes are not considered excused absences. For any absence to be considered and recorded as “excused,” official documentation as noted above must be provided.

Students and parent(s)/guardians are urged to maintain regular communication with the house office staff to keep them informed about any concerns they may have about academic, health or social issues that may impact your class attendance, whether in-person or remote.

Family vacations are NOT considered excused absences

Please be aware that the Department of Education requires that all school systems have 180 days of school, each school year. The official school calendar at the beginning of this handbook has five (5) possible snow days included in the calendar. If the school system has more than five unscheduled school closings, the additional days will be added to the end of the school year so that the school system is in compliance with the 180-day requirement. These added days count as regular school days. Students are required to attend these days and no dispensation will be given for students with summer travel plans.

Missing School Work

The student is responsible for making arrangements with classroom teachers to get assignments before scheduled absences. Students out for a short period of time can get their missing assignments upon return. If a student will be out of school for 5 or more days due to injury/illness, a request can be made through the Clerk Scheduler in the student’s house office to collect the assignments from the classroom teachers. Students are encouraged to use Google Classroom for their assignments when possible.

Keeping regular two-way communication with your teachers and house office will help make sure you are prepared and have access to any missing assignments.

Students with Disabilities

A child is not presumed disabled solely because he or she is entitled to special education services or accommodations due to a 504 plan. Any child with an individualized educational plan (I.E.P) or 504 plan is expected to attend school regularly unless there are health issues documented on the plan that prevent attendance. In the event of absence from or tardiness to school that is related to an existing 504 plan, parent(s)/guardians should send a note to the house office that references the 504 plan.

Verification of Student Enrollment

Verification of student enrollment at Lowell High School will only be completed after the student has been attending Lowell High School on a regular basis for a minimum of 30 days.

Change of Address

In order to keep accurate and updated school department records, parents must report a change of address and phone number to the student's school immediately. If there is a change of address, the necessary documentation must also be provided to the school, e.g., a current copy of a lease, and/or an electric bill/gas bill (within the last 30 days) reflecting the new address.

Procedures for parent/guardians and Students Regarding Attendance

Lowell High School follows the District's Attendance Intervention Plan for all absences as outlined on the district's web site.

All student absences must be documented in writing. The document must be turned in to the house office within 5 days of the student's return.

- Notes regarding an absence will ensure a student is not designated truant.
- Documentation regarding absences must include the following:
- Student's name and ID number
- Exact date (day/date/year) of the absence(s)
- The reason for the absence
- Parent/guardian name
- Signature
- Phone number

Procedures for parent/guardians and Students Regarding Dismissal

Please be aware that dismissing a student can impact his or her ability to earn credit in a course. Parent(s)/guardians are urged to make necessary appointments for students after school hours in order to minimize the need for dismissal. Students will not be dismissed early on days of school functions except for documented medical reasons. The same documentation is required as for an excused absence.

Students who wish to be dismissed must bring in (submit via email, phone call, text) a parent/guardian-signed note to the house office on the morning of the dismissal before first period indicating:

- Student's name and ID number
- Day/date/year of the dismissal
- The reason for the dismissal
- Parent/guardian name
- Signature
- Phone number(s) where parent/guardian can be reached to verify dismissal
- The name of the person who will picking the student up from school

Please note: No student will be dismissed unless the parent/guardian can be contacted. Family members who come in to pick up a student for a previously verified dismissal must present valid identification.

If an emergency arises and a note has not been sent in, the parent/guardian must come to the school and present valid identification in order to dismiss a student. Please contact the House Office (call, text, email). If this is not possible, a verified email or a fax signed by the parent/guardian that provides all the necessary information may be faxed to the house office with a follow-up phone call to the parent/guardian.

****No Emergency Dismissals will be approved by telephone contact only. We will verify and allow dismissals via emails and phone calls/verified texts to the House Office.**

Absent/Dismissed

When a student is absent, they will not be allowed to participate in any athletic or extra-curricular activity that day. Attendance will be recorded each day at 7:55 am in advisory and at the start of each class. Students who are dismissed before 11:10 a.m. will be recorded as absent-dismissed. Students who are tardy to school after 11:10 will be recorded as absent. Students must be present in school on Friday to be eligible to participate in any athletic events or extra-curricular activities during the weekend.

Attendance and Tardy Procedures

All students must report to their first period class for attendance every day. Students arriving after 8:00 a.m. must report to the security desk or their house office for a late pass.

Students arriving after the first period start time of 8:00 a.m. will be marked tardy by their first period teacher. A pattern of tardiness will result in disciplinary action. A student arriving after 8:00 a.m. without a valid note may be assigned detention.

Tardy slips will be issued at the security desk at the main entrance or at the house office and students must show this slip to their teachers. Every effort will be made to notify parent(s)/guardians of patterns of tardiness to school for those students who fail to provide documentation for tardies. If a pattern of tardiness continues, additional

disciplinary action could result. It is essential that students check in to school. Any student who does not check in to school either in period one or in his or her house office will be deemed a trespasser and subject to arrest.

Please note: Automated phone calls will also be used to notify parent(s)/guardians that their child was tardy to school.

Tardy to Class

A student with an unexcused tardy to class of more than five minutes after the tardy bell will be marked absent/tardy (AT) on the student's attendance record. These absences could impact a student's ability to earn credit for the class if the total unexcused absences exceed 8 for the semester.

Truancy

A student who misses their entire class day schedule without sufficient documentation is considered truant. Truant students may be subject to detention, and/or possible referral to the Attendance Office for intervention. Please note that in regards to students 16 or younger, Massachusetts General Law Chapter 76, Section 2, Failure to Compel School Attendance states that "Every person in control of a child shall cause him to attend school as therein required, and, if he fails to do so for seven (7) day sessions or fourteen (14) half day sessions within any period of six months" can face prosecution by the District Attorney's Office in the case of chronic truancy which could result in a potential fine. In addition, Lowell Public Schools may seek a CRA (Children Requiring Assistance) Truancy Petition through the court system for any child under the age of sixteen who fails to attend school for more than eight (8) days in a quarter without proper excuse.

Cutting (Skipping) Classes:

Cutting (skipping) classes is defined as when a student has appeared for morning attendance in period one or the house office but does not attend one or more classes to which he or she has been assigned, without permission of the teacher. For example, a student attends first period but arbitrarily decides to go to another location within the building without consulting the teacher. Such behavior is subject to progressive discipline. Attendance Recovery is not available as a remedy for cut classes so cut classes may result in the loss of course credit.

Students leaving the school grounds at any point during the school day without a legitimate dismissal or other documented reason will be subject to disciplinary action. Teachers and other staff members do not have permission to send students on errands off school grounds. Exceptions to this restriction can be made only by written consent of the Head of School or Designee.

Withdrawals and Transfers (students under 16):

Parent/guardians or an agency with legal custody, (i.e. Department of Children and Families) must ensure students who withdraw/transfer from the Lowell Public Schools

are in fact enrolled in another school before a student is released from Lowell Public Schools. This includes:

Only parent(s)/guardians/ or an agency with legal custody can request that a student be withdrawn/transferred from the Lowell Public Schools.

Parent(s)/guardians or an agency with legal custody must notify the school's office concerning the withdrawal/transfer of a child to another school.

Parent(s)/guardians or an agency with legal custody must provide the Student Support Services office:

A completed/signed withdrawal/transfer form from the child's current school. (Withdrawal/transfer forms can be picked up from the school the student is currently attending and must be completed and returned to the same school's office).

A completed/signed records release form. (Record release forms can be picked up from the school the student is currently attending and must be completed and returned to the same school's office).

Parent(s)/guardians of students leaving the United States must provide official documentation to Lowell Public School that the student is leaving or has left the country (i.e. plane ticket, stamped Visa, consulate paperwork).

Withdrawal for Unexcused Absences (students 16 or older):

Provision for withdrawal will be read consistent with Chapter 222 of the Acts of 2012 and with the LPS Attendance Policy.

Consecutive Unexcused Absences:

No student who has not graduated from high school shall be considered to have permanently left public school unless the Head of School or designee has sent notice within a period of 5 days from the student's tenth (10th) consecutive unexcused absence to the student and the parent/guardian or guardian of that student in both the primary language of the parent/guardian or guardian, to the extent practicable, and English.

The notice shall initially offer at least 2 dates and times for an exit interview between the House Attendance Team and the student and the parent/guardian or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent(s)/guardian(s) and no extension shall be for longer than 14 days. The House Attendance Team may proceed with any such interview without a parent(s)/guardian(s) if the House Attendance Team makes a good faith effort to include the parent(s)/guardian(s). The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.

The exit interview will be conducted by the House Attendance Team. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.

Non-Consecutive Unexcused Absences:

If a student has over seven (7) non-consecutive unexcused absences in a semester either for the entire day or by individual classes and these are not excused, and the student is not actively involved in attendance recovery, the Assistant Principal will contact the parent(s)/guardian(s) to schedule a hearing with the House Attendance Team to review the reasons for the absences

If the absences cannot be excused, or the student fails to appear at the House Attendance Team, the student may be dropped from the Lowell High School rolls. The student may re-enroll at the beginning of the next semester provided that the student or parent(s)/guardian(s) has arranged with the Assistant Principal for a re-entry meeting at which the attendance policy will once again be explained. All students must be accompanied by a parent/guardian to the re-entry meeting and for re-enrollment.

Students and parent(s)/guardians are encouraged to meet with the Assistant Principal to discuss solutions and/or options to attendance issue or concerns

The provisions of this section shall not apply to a student who has completed the regular course of education, or apply to a student whose absences have been excused, nor shall this section be construed to permanently exclude a student who wishes to resume his education.

Attendance Failures and Recovery of Credits

- Any student with more than eight unexcused absences in a quarter will receive a grade with an “AF” (Attendance Failure). Students that receive an “AF” will be required to participate in an Attendance Hearing with the House Attendance Team to determine eligibility for recovery of credit.
- If eligible, a student may recover the quarter grade by showing measured improvement in his/her attendance in the second quarter.
- Measurable improvement will be determined by the House Attendance Team at the attendance hearing along with a review date to determine successful recovery of credit.
- Students with more than eight (8) unexcused absences in a semester will receive a final grade of “AF” with a numeric equivalent of 60 and receive no credit for the course.
- Students can have their original grade replaced by showing measurable improvement in their attendance as determined by the house attendance team.
- Students with over 15 unexcused absences in a semester are ineligible for recovery of credit and will receive an “NC” (zero) for the semester.

Attendance Recovery Program

- Any student who exceeds more than eight (8) absences in the semester will receive a final grade of “AF” for attendance failure. The student may qualify to participate in the attendance recovery program. Participation in the program is a privilege, not a right, and the following criteria must be met:
 - The student and parent/guardian must meet with representatives from the house office team to review attendance data and determine eligibility for the program.
 - The student must collaborate with the House Team to create a Marked Improvement Plan with specific steps and goals for their personal attendance improvement.
 - Dates will be determined by the Team to monitor progress of the Marked Improvement Plan.

Student Support Services

Student Support Services at the high school are overseen by the Coordinator of Student Support Services, who works in collaboration with Assistant Principals, the district office, government agencies and local non-profits. The Coordinator oversees School Counseling, programs and the 504 process. The primary purpose of student support services at Lowell High School is to facilitate the educational process by helping students develop a positive self-image, take personal responsibility, and learn to make decisions. School Counselors expect to see each student regularly during the school year in order to develop a comfortable working relationship and perspective on the student's growth and development. Many students see their counselors more often to deal with school issues such as program choices and changes, college and career choices and problems solving around academic issues. As relationships build, students sometimes bring more personal matters to counseling.

School Counselors also consult parent(s)/guardians, teachers, and administrators on issues related to learning styles, emotional needs, and behavior. School Counselors play a central role in the "Teachers Assistance Team" (TAT), which brings Assistant Principal, Counselor, parent/guardians and teachers together by appointment to problem solve and devise solutions that enable a student to achieve success in the classroom. Participating in conferences to plan for students who may be eligible for services under IDEA and 504 as well as referring students for evaluation are also functions of counselors.

School Counselors are referral agents who act as liaisons for parent/guardian and student to all student support services. The following is a list of general services provided by counselors for students and their parent/guardians:

- Educational planning and counseling
- Personal counseling
- Scheduling new students
- Information sharing and consultation with parent/guardians and teachers
- Information about and referral to internal and external student support services
- Information about and referral to special services (Chapter 766 & 504)
- Participation in "TAT"
- Assistance with decision making about the implementation of post graduate plans
- Information about and referral to special programs

Supports for students and families are also provided through the Crisis Intervention Team, the school-based social workers, and parent/guardian liaisons.

Multilingual Learners will be provided with support to ensure they receive school counseling services in a language they understand. Students who need counseling in their native language should request a referral through their House Office. This will help ensure timely access to bilingual staff and language resources.

Alternative and Day Schools

Below are additional Lowell Public Schools educational settings that support and serve students' strengths and needs. Each school placement has a unique student profile, outlined below. Transfers must follow Due Process of Alternative Education Guidelines and special education law.

The Career Academy

The Career Academy re-engages students to become successful in a setting with increased support, smaller classes, flexible scheduling, and competency-based teaching and learning. The Career Academy accepts students who are not experiencing success in their traditional high school placement relative to academics, behavior and attendance, or who may benefit from a smaller setting with social emotional support. If a student has an IEP, a team meeting may need to be considered based on the reason for referral to the Career Academy. Prior to the student being referred to the Career Academy, LHS and Career Academy administration will collaborate to review the student's current profile and ensure the appropriateness of the referral.

LeBlanc Day School

The LeBlanc Day School is a special education public day school servicing high school aged students. Although affiliated with Lowell High School, it is in a separate building. The LeBlanc school cultivates a welcoming learning environment where every student's behavioral and emotional needs are understood, supported, and celebrated. Through personalized and evidence-based interventions, the LeBlanc School aims to empower our students to develop self-awareness, emotional regulation, and interpersonal skills essential for academic success and lifelong well-being. All students that attend the LeBlanc must have an IEP with an emotional disability and a placement at a public day school. The sending school's special education team determines the identified disability and placement need. After a special education team determines that a student requires the support of a day school, an IEP will be developed for the LeBlanc and the intake process will begin.

Adie Day School

The Dr. Janice Adie Day School is a full day, five-day a week specialized public day school program which serves students in grades Pre K-12+ with Autism. Students referred to the program require a smaller setting with more individualized and specialized programming to support their intensive needs. The mission of the Dr. Janice Adie Day School is to provide students a structured learning environment that fosters independence with a focus on individualized student learning. Through the use of evidence based strategies, interdisciplinary team collaboration and consistency, students will focus on

increasing communication skills in an attempt to functionally communicate wants/needs and decrease interfering behaviors. The use of systematic instruction and clear and consistent expectations assist the students in increasing independence in their daily routine, increasing academic skill acquisition and accessing a social skills curriculum that assists students in interacting and working cooperatively with others. Students are admitted to the Adie Day School through the IEP/Team process.

The Engagement Center

The Engagement Center is a part time program for students with a minimum of 60 credits who face **substantial documented barriers to attending** the traditional school day. Engagement Center students are offered weekly outreach, tutoring, and social work support with the opportunity to earn high school credits toward their diploma. After all internal supports are offered and documented, administrators and School Counselors may refer students to the Engagement Center program coordinator if they meet the eligibility criteria: senior credit standing and ability to attend in-person tutoring for a minimum of two hours per week while school is in session. Students must agree to part-time enrollment, which means they will not have access to the full range of services provided in a full-time school setting. If a student has an IEP, the team must meet prior to referral.

The Engagement Center also provides tutoring for students who are on long-term suspension, with remote and in person placements.

School Health

SCHOOL HEALTH PARENT/GUARDIAN GUIDE

The School Nurse is a liaison between home and school regarding health concerns and serves as a health resource for parents and students. The School Nurse completes Massachusetts State mandated screenings and provides nursing care for illnesses or injuries. The School Nurse promotes wellness and assists in maintaining a healthy, safe environment for students and staff. Please contact the School Nurse with any health concerns or questions.

Medical Emergency Form:

A Medical Emergency Form must be completed and returned to the School Nurse annually. This form gives information on how to reach parents/guardians in case of emergency and provides updated health information on your child. Notify the School Nurse of any changes in emergency contact information or changes in your child's state of health that may occur during the school year. Remember, in the event of an accident or illness, the school must be able to reach the parent or another person who will assume responsibility for the student.

Health Emergencies:

Please notify the School Nurse (yearly) of any medical condition which may precipitate an emergency situation with your child (e.g. allergic reaction to food, insect bites or medication, asthma, diabetes, seizures). The School Nurse will work with you to develop a care plan to meet your child's health care needs.

Illness:

Children **must remain home** if they have any of the following:

- A contagious illness like chickenpox, flu, or strep throat, until the doctor or public health department official says it is safe to return or the child has been on antibiotics for 24 hours.
- A rash or skin condition not diagnosed by a doctor
- Temperature over 100.4 within the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- Head lice
- Have been notified by the School Nurse/Health Department that immunizations are not up to date (Exclusion notice).

Post Illness School Attendance Guidelines:

fever free for 24 hours without the use of fever reducing medications such as Tylenol (acetaminophen), or Motrin/Advil (Ibuprofen), and have improvement of symptoms before returning to school. According to health department guidelines, any student with a contagious illness such as strep throat, impetigo and conjunctivitis, is required to be on an antibiotic for **24 hours** before returning to school.

Immunization/Lab Test Requirements:

School Immunization Law, Chapter 76, Section 15 of the General Laws of the State of Massachusetts requires that all immunizations must be up to date for school attendance according to the Massachusetts Department of Public Health regulations. **Massachusetts General Law allows for the school district to exclude any student from school whose immunizations are not up to date.**

- A certified record of immunization from your child's health care provider is required for entry into school.
- All immunization records must be provided in English and include all dates in full.
- Immunizations are reviewed by the School Nurse. In the event of missing or incorrect information, your prompt attention in addressing the error/omission is imperative to avoid exclusion from school.
- **Preschool Entry Requirements:**
 - o >4 DTaP/DTP, >3 Polio, 3 Hepatitis B, 1 MMR, 4 Hib, 1 Varicella or physician documented history of chickenpox, and 1 Lead Test.
- **Kindergarten Entry - Grade 6 Requirements:**
 - o 5 DTaP/DTP, 4 Polio (**1 dose of IPV is required after the 4th birthday and any dose of the OPV vaccine received after April 1, 2016, is considered invalid), 3 Hepatitis B, 2 MMR, 2 Varicella or physician documented history of chickenpox, and 1 Lead Test.
- **Grade 7-12 Entry Requirements:**
 - o Childhood series *and* 1 Tdap,
 - o 1 dose **Meningococcal Vaccine (MenACWY) required** for grade 7, 8 and 9, **and a second dose (2)** for grade 11 and 12 (on or after the 16th birthday).

Physical Exam Requirements:

- **School Entrance:** A physical dated within 1 year of school entry or a physical received within 30 days of school entry is required per 105 CMR 200.000. <https://www.mass.gov/doc/105-cmr-200-physical-examination-of-school-children/download>
- A current physical exam (valid for 1 year from the date received) is required for grades PreK, K, 4, 7, and 10.

Head Lice:

In accordance with the **NO LICE POLICY** children must be treated, lice free, and checked by the School Nurse before returning to school after live lice have been found. Prevention is the key to controlling this pesky problem. Please inspect your child's hair frequently and call the School Nurse if you have any questions.

Medication Policies:

Medications (both prescription and over the counter) should not be taken during school hours, if it is possible to achieve the medication regime at home. Medication to be taken three (3) times a day can be given at home before school, after school, and at bedtime. **Physician's order is required for ALL prescription and non-prescription (over the counter) medications.** This order must be renewed at the beginning of each academic year and as needed.

Any medications that must be taken during school hours, either long or short term, require the following forms to be on file in the school health office before any medication can be administered at school:

- A current medication order, signed and dated by the prescribing physician
- A signed and completed parent consent and medication administration plan
- Current photo of student for identification purposes
- Medication will be counted by the nurse in the presence of the parent/guardian/responsible adult and co-signed on the medication log

To ensure your child's safety, all medications are to be delivered to school by a parent/guardian adult (**never with the student**) in a pharmacy or manufacturer labeled container (ask the pharmacy to provide separate bottles for home and school). No medications will be accepted that arrive in baggies or envelopes. No more than a thirty-day supply of medicine can be kept at school.

***NOTE:** No student is allowed to carry medication to school, except for asthma inhalers and EpiPens. If a student is found carrying medication it will be confiscated and kept locked in the Nurses Office until a parent/guardian/designee picks up the medication from the nurse.

In the event of a delayed school opening, medication scheduled to be given at the regular school start time will not be given at school.

The school nurse is authorized to administer first aid cream for cuts and scrapes, anti-itch cream (e.g. Caladryl or a generic) for relief of itching, and Aquaphor or a generic for relief of dry or irritated skin.

For High School Students Only:

The school nurse is authorized to administer antacids (e.g. Tums) for acid indigestion, heartburn, or sour stomach, and maximum strength sore throat lozenges (e.g. Cepacol Lozenges) according to school protocol and consistent with Massachusetts Department of Public Health for no more than 10 doses per school year.

Medication Pickup:

Parents/guardians may retrieve medications from the School Nurse at any time. All unused, discontinued or outdated medications must be picked up by a parent/guardian at the end of the school year or it will be disposed of.

Mandated Screening Programs:

The following Massachusetts State Mandated Screenings will be conducted throughout the school year. **If you do not want your child to participate in vision, hearing, postural, BMI, or the SBIRT screening, please notify the nurse in writing. This letter is good for the academic year in which it is submitted.**

- **Vision and Hearing:** Vision: Students are screened in grades PreK-5, 7, and 10. Hearing: Students are screened in grades K-3, 7, and 10. Parents/guardians will be notified of any problems that require a medical follow up.
- **Postural Screening:** All students in grades 5 through 9 will be screened for scoliosis. Parents/guardians will be notified of any problems requiring medical follow up.
- **Height and Weight/BMI:** Students are screened in grades 1, 4, 7 and 10. All information is kept confidential.
- **SBIRT:** (Screening, Brief Intervention and Referral to Treatment) An act relative to Substance Use, Treatment, Education and Prevention was signed into law on March 14, 2016. This law requires all public schools in the Commonwealth to engage in substance use screening and education. This screening occurs in grades 7 and 9 in the Lowell Public Schools. **This screening is confidential and if any parent/guardian does not want their child to participate please notify the school nurse in writing.**

Important Numbers:

Freshman Academy Nurses Office: Telephone: 978-446-7356 Fax: 978-446-7011

Lowell High School Nurses Office: Telephone: 978-937-8958 Fax: 978-275-6313

Lowell Community Health (outside agency): Telephone: 978-458-6642

Special Education

The Individuals with Disabilities Education Act (IDEA) applies to all people ages three to twenty-one who have not graduated from high school. It says that if students have special needs they should be given any help they need to allow them to stay in a regular school program. A special need, to put it as simply as possible, is any kind of challenge a student might have that would make it hard or impossible for him or her to get a free and appropriate public education in a regular school setting, e.g., physical handicap, learning disability, or emotional problems. Once a student with special needs is identified, an evaluation process begins which looks at how the student learns best, and then an individual educational plan is designed to meet the student's needs.

Procedures Pertaining to Discipline of Students with Special Needs or 504 Plans

The underlying principle of this section is that students with special needs must not be denied access to their education programs due to suspension for behavior that is directly related to their special needs, or the result of an inappropriate special education program. Suspension of such students is defined as any action resulting in the removal of such students from the program prescribed in their IEP.

Students may be removed/suspended from their program/school for up to ten (10) cumulative or consecutive school days per school year. Allowable removals/suspension include in-school suspension, emergency removal, short-term suspension, long-term suspension or assignment to an interim alternative educational setting. All removals/suspensions must comply with 603 CMR 53.

When a student is removed/suspended for ten (10) school days (consecutively or cumulatively) within the school year, it is considered a change of placement and the IEP Team must reconvene to conduct a manifestation determination review to determine if the behavior of concern is a manifestation of the child's disability.

The practice in the Lowell Public Schools is that preferably at three (3) infractions and/or no more than seven (7) cumulative days of removal/suspension, the Educational Team Chairperson (ETC) will issue consents for a functional behavioral analysis (FBA) to the parent/guardian/guardian. The purpose of this is to collect data to complete a FBA for the development of an appropriate behavior intervention plan (BIP) to address the students' behaviors in question.

No later than ten (10) school days of the decision to change the student's placement, the school administrator, parent/guardian, and relevant members of the IEP Team must meet to conduct a review (manifestation determination). At this manifestation determination review meeting, the IEP Team will determine if the violation for which the student is subject to was **(1) caused by or directly and substantially related to the student's disability or (2) was the direct result of a failure to implement the student's IEP or Section 504 Plan**

During the manifestation determination review meeting, members of the IEP Team will review all relevant information in the student's file, including the IEP, the discipline

referral packets if available, teacher observations, and any relevant information provided by the parent/guardian to determine if the misconduct resulted from the disability.

If “**Yes**” to either question then the behavior is a manifestation, and the following shall occur:

- Return the student to the previous placement and review and/or conduct a FBA, and develop and/or up-date and implement a BIP.
- If a BIP is already in place, the Team will review the plan and modify as needed to address the behavior problem, and return the student to the placement from which the student was removed.
- If the violation for which the student is subject to was the direct result of a failure to implement the student’s IEP or Section 504 Plan, then the IEP Team should take the steps necessary to correct the failure to implement including, but not limited to involving the Principal and/or Director of Special Education.

If “**No**” to both questions then the behavior is not a manifestation, and the following may occur:

- The school may proceed with using the school’s disciplinary procedures, including removal/suspension. During the suspension/removal the school must continue to provide the student with FAPE and must comply with the requirements of 603 CMR 53, including, but not limited to the opportunity to make up assignments and other work as needed to make academic progress during the period of suspension/removal.

If a parent/guardian disagrees with the Team’s decision in regards to the “manifestation determination”, the parent/guardian has the right to request an expedited due process hearing from the Bureau of Special Education Appeals (BSEA).

The Team may also decide not to return the student to their previous placement if (1) the parent/guardian and district agree to a different placement, (2) a hearing officer orders a new placement, or (3) the student is suspended for *special circumstances*.

Under *special circumstances*, school personnel may unilaterally remove a student and place the student in an interim alternative education setting for up to 45 school days, without regard to whether the behavior is determined to be a manifestation of the student’s disability. *The special circumstances* are as follows:

- The student is in possession of a dangerous weapon on school grounds or at school-sponsored events;
- The student is in possession of or using of illegal drugs on school grounds or at school-sponsored events;
- The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or

- The student inflicted serious bodily injury to another at school or at school-sponsored events.

A *special circumstances* interim alternative education setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and modifications designed to address the behaviors giving rise to the removal and to prevent the behavior from reoccurring.

At the conclusion of the forty-five (45) school day period, *the student shall be returned to his/her previous placement* unless the parent/guardian (or student if 18+) consents to an extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student's continued removal. Please note that if a parent/guardian disagrees with either the determination as to "special circumstances" and/or the "interim alternative education setting" the parent/guardian may also exercise their rights to a due process hearing from the BSEA.

However, absent special circumstances, the school may still remove the student to an interim alternative setting for forty-five (45) school days with: 1) parent/guardian consent *or* 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from a court or BSEA Hearing Officer, the school must prove that maintaining the student's placement is substantially likely to result in injury to the student or others.

The parent/guardian shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

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. The link to this notice is as follows:
<https://www.doe.mass.edu/sped/prb/>

Student Activities

Student activities are provided as an enrichment factor in the students' high school experience. They provide opportunities to pursue special interests and talents. Students are encouraged to participate in these activities to the degree that provides a proper balance with the required work in their studies.

Standard of Eligibility

All students participating in any extra-curricular activity must meet and maintain the following standards of eligibility:

- Students participating in any extra-curricular activity must meet the academic standards as found in the Massachusetts Interscholastic Athletic Association (MIAA) Handbook. Please see the complete MIAA Handbook at <https://www.miaa.net/about-miaa/equitable-competition/miaa-handbook>.
- Students will automatically forfeit eligibility if they fail to maintain the academic standards of eligibility in any ensuing report card. In addition, any student who violates school rules that results in a suspension will receive the following penalty:
 - First offense: the student will lose eligibility to participate in all school activities for two (2) weeks.
 - Second offense: subsequent violation(s), students will lose eligibility to participate in all school activities for twelve (12) consecutive weeks.

Co-Curricular Activities offered at LHS

- | | |
|---------------------------------------|-------------------------------|
| ● Academic Decathlon | ● MediCareer |
| ● Air Force Jr ROTC Drill/Honor Guard | ● Mock Trial |
| ● Anime Club | ● National Honor Society |
| ● Art Club | ● Newspaper |
| ● Band/Flags & Color Guard | ● Outdoor Adventure Club |
| ● Book Club | ● Pep Club |
| ● Business Professionals of America | ● Science Club & League |
| ● Black Unity Club | ● Sound Impression Show Choir |
| ● Culinary Club | ● South Asian Club |
| ● Chess Club | ● <i>Spindle</i> Yearbook |
| ● Dance Ensemble | ● Student Council |
| ● E-Sports | ● Student Theatre Company |
| ● Engineering Club | ● Student Wellness Club |
| ● Environmental Club | ● Tenacity Challenge |
| ● Future Educators of America | ● TV Production |
| ● GSA/Rainbow Connection | ● United Nations Club |
| ● Hispanic Club | ● Yearbook |
| ● International Language Club | |
| ● Math Club & League | |

(Offerings subject to change, check the LHS Student Activities website <https://lhs.lowell.k12.ma.us/student-activities/club-advisors> for updates.)

Access to Clubs and Activities

If a student is interested in starting a new club, they should consult with the Student Activities Director to begin the approval process and receive guidance on next steps.

Student Clubs and Organizations

Student Government

- **Class Officers:** Officers elected include: President, Vice-President, Secretary; and Treasurer. Students who wish to be considered as nominees must meet the standards of eligibility including academic eligibility as stated by the MIAA Handbook (page 50), and submit a completed application by the required deadline.
- **LHS Student Council:** The Student Council does its utmost to promote an understanding of the scholastic and co-curricular aims and activities of the students of Lowell High School. The administration gives a considerable measure of responsibility to the student government. Officers of the Student Council are elected in May to serve during the following year. Election/selection of new members takes place in the fall of each school year; applications are available in the Student Activities Office during the first two weeks of school.
- **Head of School's Advisory Panel:** Consists of students from every grade level who meet on a monthly basis with the Head of School as well as other key administrative personnel. Students discuss issues as brought up by students with the Head of School in an effort to not only improve the school community, but school climate as well. This forum provides for an open discussion in which students work directly with administration for positive improvements to LHS. Students must apply to be part of the panel; students are also appointed per the Head of Schools recommendation. Applications are available in the Student Activities Office during the first two weeks of school.
- **Student Advisory Councils:** Two students from each public high school must be elected yearly to represent their student body on the Regional Student Advisory Council (RSAC). Eleven regional councils elected delegates to the Student Advisory Council (SAC), which elects a chairperson who sits as a full voting member of the state Board of Education. As SAC members, students not only advise the Board of Education but also work extensively on local school issues such as improving school governance, curriculum and counseling, teacher evaluation, students' rights, and a variety of other serious school concerns.
- **Student Advisory Committees:** The committee consists of students who meet quarterly with the School Committee. Interested students should inquire in the Student Activities Office.

Educational Athletics

Athletic Mission

Athletic participation is a privilege granted all students who voluntarily accept the rules and regulations of Lowell High School and the affiliated athletic organizations. Lowell High School's athletic mission is to provide multiple education-based athletic opportunities for students. As a school community we believe that participation in education-based athletics provides students with a sense of connectedness to the school, supporting excellence in academics, activities and citizenship. We also believe that through participation in education-based athletics students are taught the ideals of honesty, faithfulness, courage, and loyalty.

Why participate in educational athletics?

Research has shown that students who participate in educational athletics at their school have higher grade point averages, better attendance, less chance of dropping out of school, and learn and refine skills that are valuable in their future in college, work, and life.

How do I join a team?

For information

- Check the Lowell High School Athletics' webpage at: www.lowellathletics.org.
- Listen for announcements
- Attend the sport specific team meeting for the team of your choice

To tryout/practice

- Complete registration on the online portal (Arbiter) prior to the first day of the season.
- Have an approved physical (approved by the athletic trainer). Please see "Physical Examinations"
 - For parent/guardians/Guardians and students: Pursuant to DPH Regulation 105 CMR 200.100(B)(3), the day after the 13th month anniversary of the approved physical exam my child will not be eligible to practice/compete until a current physical is approved by the athletic trainer and/or team physician.
 - Students new to Lowell High School and/or the athletic program must turn in a paper copy of their complete physical to be approved by the athletic trainer and/or team physician.
 - Physicals for returning student-athletes may be offered by the team physician.

Physical Examinations

All students must pass a physical examination prior to participation in High School Athletics. A physical exam covers the student for 13 months from the exam date. A student's eligibility will terminate once a physical has reached the 13 month limit. Written doctor medical clearance notes do not take the place of an annual physical. MD Clearances will not be accepted. For returning student athletes, physicals are offered four times per year after school at LHS. Students must have a completed and signed "Physical Form" to take a physical.

Forms are available in the Athletic Office. Freshman and students new to LHS athletics must have a physical from their physician.

Educational Athletic Programs - (Offerings subject to change)

- Baseball (spring)
- Basketball (Boys & Girls - winter)
- Cheerleading (fall and winter)
- Crew (Boys & Girls - fall and spring)
- Cross Country (Boys & Girls - fall)
- Field Hockey (fall)
- Football (fall)
- Golf (fall)
- Gymnastics (Boys & Girls - winter)
- Ice Hockey (Boys & Girls - winter)
- Lacrosse (Boys & Girls - spring)
- Soccer (Boys & Girls - fall)
- Softball (spring)
- Swimming (Boys & Girls - fall)
- Tennis (Boys & Girls - spring)
- Track—Indoor (Boys & Girls - winter)
- Track—Outdoor (Boys & Girls - spring)
- Unified Basketball (fall)
- Volleyball (Boys – spring & Girls - fall)
- Wrestling (Boys & Girls - winter)

Student Eligibility

Lowell High School is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and abides by the rules and regulations of the MIAA as stated in the MIAA Handbook. Please see the complete MIAA Handbook at <https://www.miaa.net/about-miaa/equitable-competition/miaa-handbook>.

Membership in School

A student shall have been a member of the MIAA member secondary school for a minimum of two months (exclusive of the Summer vacation) and have been issued a report card preceding the contest, unless entering from an elementary or junior high school at the start of the school year or transfers in from another school. A pupil's attendance at school does not start when he/she registers in that school, but rather when he/she begins attending classes.

Amateurism

A student who represents a school in an interscholastic sport shall be an amateur in that sport. An athlete forfeits amateur status in a sport by: Competing for money or other monetary compensation (MIAA pre approved travel, meals, and lodging expenses may be accepted); Receiving any award or prize of monetary value which has not been approved in advance by the MIAA. Accepting a nominal standard fee or salary for instructing or officiating in an organized sports program or recreation, playground or camp activity shall not jeopardize amateur status. "Organized youth sports program" includes both school and non-school programs. Compensation for giving private lessons is permissible if approved in advance by MIAA. A high school student who loses amateur status may apply to the MIAA for reinstatement after a waiting period of one calendar year

Academic Requirements

- A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade in the equivalent of four traditional yearlong major English courses.

- A student cannot at any time represent a school unless that student is taking courses which would provide Carnegie Units equivalent to four traditional yearlong major English courses.
- To be eligible for the fall marking period, students are required to have passed for the previous academic year the equivalent of four traditional yearlong major English courses (20 credits).
- Academic eligibility of all students shall be considered as official and determined only on the published date when the report cards for that ranking period are to be issued to the parent/guardians of all students within a particular class.
- Incomplete grades may not be counted toward eligibility
- A student who repeats work upon which he or she has once received credit cannot count that subject a second time for eligibility.
- A student cannot count for eligibility for any courses taken during the summer, unless that course was previously pursued and failed.

Attendance Requirements

- Please refer to the absent/dismissed policy on page 53 regarding daily attendance eligibility for athletics.

Personal Athletic Equipment

Personal athletic equipment (baseball/softball bats, lacrosse sticks, hockey sticks, golf clubs, etc.) cannot be carried through the school throughout the day. Athletic equipment must be stored in the athletic department or in the Freshman Academy office during the school day.

Age/Time Allowed for Participation after first entering grade nine

A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his or her 19th birthday occurs on or after September 1 for that year. For freshman competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1, of that year.

A student shall be eligible for interscholastic competition for no more than four consecutive years after initially entering Grade 9. This limitation shall apply without regard to actual participation or attempt to participate.

Chemical Health

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), 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”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.

Minimum Penalties

- **First Violation:** When the Head of School confirms, following an opportunity for the student to be heard that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 25% of the season.
- **Second and subsequent violations:** When the Head of School confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season.
- **If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that the student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season.**
- **Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year)**

Good Citizen Rule

Student-athletes may not represent their school if they are on in-school or out-of-school disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension.

Policy and Guidelines Regarding Search and Seizure

All parent/guardians and students must understand that:

- The Head of School, Assistant Principals or designee may conduct a search of a student on school premises if he or she has reason or cause to believe that the student has in his or her possession any item, the possession of which constitutes a criminal offense under the laws of the Commonwealth of Massachusetts or violation of school policy. This search will be made in the presence of a third party. The person conducting the search will be of the same sex as the alleged suspect and there will be at least one person present during the search who is of the same sex as the alleged suspect, except if there is a health and/or safety emergency involving a possible imminent threat and/or harm. This search is not limited to just a search of the student but may also include items on and/or in possession of the student.
- The Head of School, Assistant Principal or designee may conduct a search of the physical plant of the school and every appurtenance thereof, including student lockers.
- The Lowell School Department reserves the right to bring in trained dogs to sniff out drugs and gunpowder and other explosives.

In all circumstances of search and seizure in the school “the interests of the student will be abridged no more than is necessary to achieve the legitimate end of preserving order in the schools.”

A student search and resulting seizure by school personnel will be carried out if:

- There are reasonable grounds for suspecting that the student has violated or is violating either the law or the rules of the school, and
- The search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and nature of the infraction.

Reasonable grounds for a student search may include:

- A school personnel’s personal observation
- Receipt by a school official of a report by a teacher, school employee, a student or some other reliable source; or
- Receipt of report from an anonymous source if circumstances persuade the school official of its reliability or if there is independent information corroborating it.

When possible, the search should be conducted under the direction of a school administrator or security personnel with at least one other school personnel witness; and whenever possible, reasonable efforts must be made to inform the student’s parent(s)/guardian(s) of the intent to search prior to taking such action. The search should be conducted as discreetly as possible making sure to avoid high intrusive searches, random searches or searches involving wholesale rummaging of a student’s personal property. If, in the judgment of the school administration, a situation arising of a student

search and seizure so warrants, it will be brought to the attention of the appropriate law enforcement authorities. In such cases, the student and the student's parent(s)/guardian(s) will be so informed. All material seized will be sealed, dated and signed, and stored in a secure place by school authorities. Any material turned over to the police will be done so in compliance with legal safeguards to the student.

Due Process and the Right to Appeal

Every student enrolled in the Lowell Public Schools is fully and equitably entitled to all the rights, privileges, safety and security afforded to all other students. All students must be afforded due process whenever deprived of their right of education through exclusion from their regular classroom instruction or from other school activities, including: suspension, expulsion, transfer, probation or withdrawal of privileges, exclusion from graduation ceremonies. Any student has the right to appeal any discipline decision made affecting them. This process should be initiated through an Assistant Principal, Director of Curriculum. The decision of the Head of School is final with the exception of MGL Chapter 71, 37H, 37H ½, 37H ¾ (consistent with its provisions) and School Committee Expulsions under MGL Chapter 76, 16 and 17.

Physical Restraint

The Board of Education regulation (603 CMR 46.00) regarding physical restraint in public education programs is meant to promote safety for all students and staff in school. 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. This regulation also governs time-out and seclusion.

Disturbance of School Activities and Assemblies

Massachusetts law makes it illegal to willfully interrupt or disturb a school assembly or other lawful gathering of people. A person found in violation can be sentenced to up to one month in jail or fined up to \$50. If someone is convicted of this offense twice within a year and violates the law again, that third sentence must include jail time and cannot be suspended.

Under this same law, an elementary or secondary student cannot be adjudicated a "delinquent child" for this offense based on conduct that happens inside school buildings, on school grounds, or at school-related events. (M.G.L. c. 272, §40, as amended by St. 2018, c. 69, §159.) In other words, while a student's conduct may still be addressed through the school's own disciplinary process, this specific criminal statute does not result in a juvenile delinquency finding for in-school behavior.

What counts as a violation: Courts have made clear that a person does not need to have intended to disrupt the school proceeding specifically. What matters is only that the person's actions were willful — meaning done on purpose, not by accident or carelessness. If the act itself was intentional, that's enough to satisfy the law's requirements. *Commonwealth v. Bohmer*, 374 Mass. 368 (1978).

Harassment

Harassment of students by other students, employees, vendors and other 3rd parties will not be tolerated in the Lowell Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including termination of employment, subject to contractual disciplinary obligations.

Employee-to-Student Harassment means conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

Student-to-Student Harassment means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

Sexual Harassment

Sexual Harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of

sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

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 on 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 legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

Notice of Sexual Harassment

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

Due Process Protections

Due process protections include the following:

1. A presumption of innocence throughout the grievance process, with the burden of proof on the school;
2. A prohibition of the single investigator model, instead requiring a decision – maker separate from the Title IX Coordinator or investigator;
3. The clear and convincing evidence or preponderance of the evidence, subject to limitations;
4. The opportunity to test the credibility of parties and witnesses through cross examination, subject to “rape shield” protections;
5. Written notice of allegations and an equal opportunity to review the evidence;
6. Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest;
7. Equal opportunity for parties to appeal, where schools offer appeals;
8. Upon filing a formal complaint the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools a hearing is optional but the parties must be allowed to submit written questions to

challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

A district may establish an informal investigation process that may, upon the request of the complainant, be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient 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.

Record Keeping Requirements

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contains the essential policy elements shall be distributed by the Lowell School District to its students and employees within the Handbook **and each parent or guardian shall sign that they have received and understand the policy.** Each school will maintain a copy of the parent/guardian signature indicating receipt of the policy.

Lowell Public Schools District's Title IX Coordinator: Alice Brown-LeGrand, Assistant Superintendent of Student Support Services, 978-674-4334

If you have a complaint, please contact the office of Alice Brown-LeGrand, Assistant Superintendent of Student Support Services, 978-674-4334

Please note that the following entities may have specified time limits for filing a claim.

The Complainant may also file a complaint with:

The Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601
Boston, MA 02108
Phone: 617-994-6000
TTY: 617-994-6196
Fax: 617-994-6024
Email: assistanttochairman@state.ma.us

Office for Civil Rights (U.S. Department of Education)
5 Post Office Square, 9th Floor
Boston, MA 02109
Phone: 617-289-0111
TDD: 1-800-877-8339
Fax: 617-289-0150
Email: OCR.Boston@ed.gov

Problem Resolution System Office, Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148-4906
Phone: 781-0338-3700
Fax: 781-338-3710
Email: compliance@doe.mass.edu

The United States Equal Employment Opportunity Commission,
15 New Sudbury Street, Room 475
Boston, MA 02203
Email: <https://www.eeoc.gov/filing-charge-discrimination>

Bullying is defined as the repeated use by one or more students or by a member of the school staff including, but not limited to an educator, an administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of verbal, written or electronic expressions and/or communication (including Cyber-bullying) or a physical act or gesture or any combination thereof, directed at a target/victim that, (i) causes physical or emotional

harm to the target/victim or damage to the target/victim 's property; (ii) places the target/victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target/victim ; (iv) infringes on the rights of the target/victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying”, is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also 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 of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying 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, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parent/guardian status, sexual orientation, gender identity, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

Any student/school staff who believes that he or she has been subjected to bullying and/or harassment should report the incident to any member of the school staff (teacher, counselor, administrator, crisis intervention specialist, nurse, etc.) and/or parent/guardian and/or law enforcement official as soon as possible. To the extent that the student/parent/guardian believes that harassment and/or bullying creates a grievance under Title IX and/or Chapter 622 the student would also have the option of filing a complaint in writing to the coordinator of Title IX or Chapter 622. Please see previous sections on Harassment and Sexual Harassment.

A report (verbal or written) of bullying and/or harassment will be investigated promptly and in an impartial and confidential manner, to ensure prompt and appropriate action. Any individual who is found, after an appropriate investigation, to have engaged in harassment and/or bullying (as defined above) on or off school grounds (as defined by law) will be subject to disciplinary action up to and including expulsion. No individual will be subject to any form of coercion, intimidation, retaliation, interference, or discrimination for making a report in regards to harassment and/or bullying and/or for cooperating and/or assisting with said investigation. However, knowingly making false

accusations of harassment and/or bullying will result in disciplinary action up to and including expulsion.

Please also note that law enforcement may be notified as a result of bullying and/or harassment and/or for knowingly making false accusations and as a result, criminal charges may be sought.

For more information regarding bullying and/or harassment, you may contact the Head of School and/or the Office of Student Support Services the Lowell Public Schools at 978-674-4334. Additional information can be found on the Massachusetts Department of Elementary and Secondary Education website or the Lowell Public School Website. If you need to report Bullying, you will find the Reporting Form on the district's website.

Lowell High School Safety Plan

Bullying is against the law and the high school has zero tolerance for this type of behavior. If a student feels threatened or harassed they should notify an adult and ensure that they are in a safe area.

1. Students should immediately seek the closest adult if they are feeling threatened or harassed—classroom teacher, administrator, security guard, school nurse, custodian, cafeteria worker, or other staff member.
2. Students should report that they are concerned for their safety and ask the adult to help them contact their Assistant Principal or a member of Campus Safety. Campus Safety will contact the Assistant Principal immediately.
3. Safe places at LHS that student should utilize in case of continued threat or harassment:
 - Classroom with students and teacher present
 - House Office – B (room A2104), C (room B2050), D (room B2210), E (room D2101), and Freshman Academy Office / Freshman Academy School Counseling Suite
 - School Resource Officers’ Office (room B1008)
 - Security Desk (Main Entrance or room B1006)
 - Nurses’ Office (room B1007)
 - Main Office (room B1012)
 - Student Support Services (room B1202)
 - School Library (room B3108)
4. Students should be aware that the school is monitored by video surveillance.
5. If feeling threatened or harassed student should **avoid** the following:
 - Leaving the school building
 - Entering a bathroom or other isolated area
 - Entering an empty stairway or other low traffic area

No Trespass Orders

Pursuant to M.G.L c. 266, sec. 120, the Superintendent has the authority to request and issue a No Trespass Order against any individual or group of individuals consistent with the requirements of state law, which could include but is not limited to, acting inappropriately, causing alarm and/or acting in a threatening manner towards school personnel or students.

Nondiscrimination

Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the Lowell School Committee and in the administration of those policies by the School Committee and all staff of Lowell Public Schools. **Title II** of the Americans with Disabilities Act and **Section 504** of the Rehabilitation Act prohibit discrimination on the basis of a person's disability.

The Lowell Public Schools is committed to maintaining an educational environment and workplace where individuals are not discriminated against on the basis of their disability. The Lowell Public Schools strives to create an environment where all students and staff feel welcome. To meet this end, the Lowell Public Schools will not tolerate the denial of access to activities, programs or services to individuals with disabilities (as defined in Section 504 of the Rehabilitation Act, 29 U.S.C, section 705 (20)).

The School Committee's policy of non-discrimination shall extend to students, staff, the general public, and individuals with whom it does business. The School Committee's policy of non-discrimination shall prohibit discrimination including harassment on the basis of race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, gender identity or expression, pregnancy or pregnancy related condition, parent/guardian status, sexual orientation, disability or by association with a person who has or is perceived to have one or other of these characteristics

Equal Educational Opportunities

In recognition of the School Committee's policy against discrimination, the School Committee and all staff of Lowell Public Schools will make every effort to comply with the letter and spirit of the Massachusetts Equal Educational Opportunities Law that prohibits discrimination in public school admissions and programs and all implementing provisions issued by the Massachusetts Department of Elementary and Secondary Education will be followed.

It is the policy of the Lowell Public Schools not to exclude or discriminate against a student in the admission to school in Lowell, or in obtaining the advantages, privileges and course study within Lowell Public Schools on the basis of race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, gender identity or expression, pregnancy or pregnancy related condition, parent/guardian status, sexual orientation, disability or by association with a person who has or is perceived to have one or other of these characteristics in our educational programs, activities, as envisioned by Title IX of the 1972 Education Amendments and Chapter 622 of the Acts of 1971, in addition to Massachusetts General Laws Chapter 76 section 5, and 603 CMR 26.00, and 603 CMR 28.00.

This also means that every student will be given equal access/opportunity in school admission, enrollment to courses, course content, academic advising, scholarship, prizes, awards, and extracurricular and athletic activities.

Findings of discrimination may result in appropriate consequences consistent with Lowell Public School Policies and Guidelines.

Student Complaints and Grievances

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that all students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional “open door” policy in the school system will be continued. Students and their parent(s)/guardians and/or guardians who believe that the students have received unfair treatment, may bring forward their grievance through appropriate channels.

Every attempt will be made to seek a satisfactory solution to all legitimate complaints or grievances in a friendly and informal manner, if possible. Any and all applicable provisions of the Massachusetts General Laws or Federal Laws will be followed by school officials in investigating and reviewing student grievances and/or conducting hearings.

In the case of students and their parent/guardians and/or guardians who believe the student has received unfair treatment, the appeal process will be guided by Lowell Public Schools policy and procedures and any and/or all applicable laws. For any student in the Lowell Public Schools who feels that he or she has been subjected to discrimination under Title IX or Chapter 622 shall file it in writing to the following:

Level 1	Principal/Designee
Level 2	Designated Coordinator/Officer
Level 3	Superintendent of Schools
Level 4	School Committee/Other

Level 1: A student who feels there is a complaint under Title IX or Chapter 622 shall submit it in writing to the Principal/Designee (Assistant Principal). The Principal/Designee (Assistant Principal) will meet with the student or school staff within five school days of receiving the complaint in an effort to resolve the complaint.

Level 2: If at the end of five (5) school days following the meeting, the grievance shall not have been disposed of satisfactorily, the written grievance may be presented to the appropriate Coordinator/Officer, who shall, within ten (10) school days thereafter, meet in an effort to settle the grievance. *The Lowell School Department Coordinator for:*

Designated Coordinators/Officers

Title IX *Alice Brown-LeGrand, Assistant Superintendent of Student Support Services, 978-674-4334*

Title II

Dr. Oneida Fox Roye, Chief Academic Officer 978-674-4323

504 Coordinator *Andrew Rosenshine, Director of Mental Health, Social-Emotional, Behavior 978-674-4323*

Level 3: If at the end of ten (10) school days following the meeting, the grievance has not been disposed of to the satisfaction of the complainant, the complainant may refer the written grievance to the Superintendent of Schools, who shall within ten (10) schools days, thereafter, meet in an effort to settle the grievance.

Level 4: If at the end of ten (10) school days following the meeting with the Superintendent of Schools, the grievance has not been disposed of to the satisfaction of the complainant, the complainant may refer the written grievance to the School Committee.

In addition, the complainant is free to pursue his or her rights with the appropriate state agency or court/administrative body that would have jurisdiction, including but not limited to the following:

Bureau of Special Education Appeals | Division of Administrative Law Appeals | 14 Summer Street, 4th floor, Malden, MA 02148 | Tel. 781-397-4755|Fax 781-397-4770

Massachusetts Department of Education Program, Program Resolution, 135 Santilli Hwy, Everett, MA 02149, Tel. (781) 338-3000: fax (781)- 338-3710: TTY: Relay (800)-439-2370. Email: compliance@doe.mass.edu

United States Department of Education Office of Civil Rights, Department of Education 5 Post Office Square, 8th Floor, Boston, Massachusetts 02109
Tel. (617) 289-0011: Fax: (617-289-0150): TTD: (800) 877)-8339
Email: OCR.Boston@ed.gov

Nothing prohibits a complainant from immediately pursuing action before a court or administrative agency with appropriate jurisdiction.

Hazing: Legal Definition and Requirements

Crime of Hazing—Definition and Penalty

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment in a house of correction for not more than one hundred (100) days, 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 organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. 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.
(Chapter 269, Section 17)

Duty to Report Hazing

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 himself 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 (\$1,000). (Chapter 269, Section 18)

Alcohol, Tobacco and Drug Use Policy

Inclusive of JICFA-E, JICHA, JICHR and JICH (MASC)

The Lowell School Department recognizes the legal and social responsibility to establish policies and encourage administrative action that promote a school environment free from use, possession or distribution of alcohol, tobacco, any illegal drugs and/or controlled substances.

The Lowell Public Schools recognizes that substance abuse is a disease affecting the health, education, and creative potential of all impacted parties and every effort will be made to identify potential and ongoing problems and provide intervention as deemed appropriate. That said, the Lowell School Department will provide assistance to any student voluntarily seeking alcohol, tobacco or drug treatment or advice. The seeking of voluntary assistance in no way abrogates the students' responsibilities under any Lowell School Department policies.

Staff shall take the following steps in regards to any student who seeks information or assistance in regards to alcohol, tobacco or drug use, prior to any violation of Lowell School Department policies:

- a. Immediately consider the best possible means of supporting the student including accessing appropriate school staff, private and/or community resources. The school system cannot assume any expenses for private help or hospitalization.
- b. Involve parent(s)/guardian(s) to support the student as soon as it is deemed appropriate.
- c. Provide the student who voluntarily seeks help or treatment with the opportunity to make up any school work missed.

The Lowell School Department recognizes the need to provide a balance between providing supportive counseling services to those students who have alcohol, tobacco or drug issues as well as addressing disciplinary concerns.

It is the policy of the Lowell School Department that a student shall not, regardless of the quantity, use/consume, possess, buy/sell, be under the influence or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled or illegal substance/drugs or look alike substance/drug, medication/prescription (inconsistent with the Lowell Public School Medication Policy) and/or volatile substances on school grounds and/or prior to or during school sponsored or school related activities or events. Such actions may result in the student being barred from school activities and events and/or may also result in further disciplinary action including, but not limited to expulsion from the Lowell Public Schools.

Staff shall take the following steps in regards to any student, who violates this policy:

- a. Any employee of the school department, including contracted providers and their employees will report any violation of the Lowell School Department policies in regard to alcohol, tobacco and drugs to the school principal or designee.
- b. The school principal or designee will investigate the allegation consistent with Lowell School Department policies and guidelines and take appropriate action (which could include, but is not limited to disciplinary and/or alternatives to disciplinary action) consistent with said policies and guidelines including, but not limited to contacting the student's parent/guardians.
- c. Any substance confiscated in violation of this policy will be confiscated and the police will be notified. Violations of this policy may constitute criminal acts.
- d. When appropriate, the Lowell School Department may also inform the Department of Children and Families. The Lowell School Department also reserves its right to take legal action consistent with state and federal law, for any violation of this policy.
- e. The Lowell School Department will cooperate with law enforcement agencies to ensure that illicit activities by students and others are discouraged in and around the vicinity of all schools.
- f. The Lowell School Department will follow this policy with full consideration to the legal rights of the student(s) involved and the rights and safety of the school community.
- g. The school principal or designee will provide assistance to any student voluntarily seeking alcohol, tobacco or drug treatment or advice.

This policy shall be posted on the district's website and notice shall be provided to all students and parent/guardian of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016
Lowell Public Schools Files: JICFA-E, JICHA, JICH-R

LEGAL REFS: M.G.L.71:2A; 7196; 272:40A

CROSS REFS: IHAMB, Teaching About Alcohol, Tobacco and Drugs
GBEC, Drug Free Workplace Policy

Teaching About Alcohol, Tobacco and Drugs

In accordance with state and federal law, the Lowell Public Schools shall provide age appropriate, developmentally appropriate, evidence-based alcohol, tobacco and drug prevention education programs in grades K-12.

The alcohol, tobacco and drug prevention program shall increase students' understanding of the legal, social and health consequences of alcohol, tobacco and drug use. The program also shall include instruction of the effects of alcohol, tobacco and drugs on the human system; the emotional, psychological and dangers of such use with emphasis on nonuse by school age children; and information about effective techniques and skill development for delaying and abstaining from using substances; as well as skills for addressing and/or avoiding peer pressure to use alcohol, tobacco and/or drugs.

The objectives of this program, as stated below, are rooted in the Lowell School Committee's belief that prevention requires education and that the most important aspects of the policies and guidelines of the district should be the education of each individual student as to the dangers and consequences of alcohol, tobacco and drug use, while simultaneously developing students' abilities and skills to make healthy decisions:

- To prevent, delay and/or reduce alcohol, tobacco and drug use among children and youth.
- To create an awareness of and/or increase students' understanding of the legal, social and health consequences of alcohol, tobacco and drug use.
- To create an awareness of and/or increase students' understanding of the personal, social and economic problems caused by the misuse of alcohol, tobacco and drugs.
- To teach students self-management skills, social skills, negotiation skills and refusal skills to help them make healthy and intelligent decisions, develop the courage to stand by their convictions and avoid peer pressure, ultimately avoiding alcohol, tobacco and/or drug use.

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

This policy shall be posted on the district's website and notice shall be provided to all students and parent/guardians in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with the law and in a manner requested by DESE.

SOURCE: MASC March 2016
Lowell Public Schools File IHAMA
LEGAL REFS: M.G.L. 71:1; 71:96
CROSS REFS: GBEC, Drug Free Workplace Policy JICH (2016)

Acceptable Use Policy

The educational purpose of the Acceptable Use Policy is consistent with the mission and vision of the Lowell Public Schools Technology Plan, and reflects the values of our learning community.

- There should be equal access to information technology.
- Technology should be used to teach, learn, and practice critical thinking skills.
- Technology when used responsibly allows for differentiation of instruction and learning, providing access to equal opportunities for all.
- Technology is a necessity in today's world. It is not a supplement to the curriculum but rather a vehicle by which the curriculum is driven.
- Staff must acquire a fundamental level of understanding of information technology in order to enable our students to avail themselves of the full breadth of resources that technology can provide.

Obligations & Expectations

The Internet provides access to powerful educational resources that allow students to find information on networks anywhere in the world. *It is a privilege not a right.*

By signing this document you agree to the following responsibilities:

- Using computers only for authorized purposes and using the printers to print only material needed for school related purposes.
- Blogging and emailing are only to be used as forums for student learning and communication, and are subject to the rules and requirements of classroom teachers and the school district.
- Using only legal versions of copyrighted software which have been purchased by the Lowell Public Schools
- Conforming to all state and federal laws and the Children's Internet Protection Act (CIPA)
- Conforming to general school rules of good behavior is expected on school computer networks just as it is in a classroom or a school hallway.
- Parent/guardian permission is required for minors.
- Using network storage areas responsibly - Like school lockers, files and communications may be reviewed by the Network Manager at any time.
- Computer use can be monitored by teachers or computer staff at any time.
- Using school computer labs with adult supervision only.

Inappropriate Use

Actions, which are considered inappropriate use of district technology, include, but are not limited to:

- Deliberately disrupting the network
- Attempting to evade or damage system security measures
- Using another person's data or files without permission
- Using another person's username or password or revealing your password to another student
- Pretending to be another user or acting in ANY anonymous fashion
- Downloading any programs, including music, videos, or pictures without the permission of the teacher
- Instant messaging or participating in non-educational chat discussion rooms on school computers including school iPads.
- Vandalizing, theft of, or modifying in ANY way hardware or software components
- Copying files, data or programs from the Internet without permission
- Downloading music files illegally
- Using devices from home and plugging into the school computers for charging, transferring files, etc.
- Attempting to access or download any site on the Internet that produces material that is offensive or pornographic or which may incite racial hatred
- Using the network for commercial purposes, financial gain or fraud
- Using obscene, vulgar or otherwise offensive language
- Creating inappropriate synthetic media (deepfakes) for the purposes of sexting or cyberbullying
- Using the computer or any devices attached to the school network to harass, insult, or post derogatory information about another person or organization
- Political lobbying
- Plagiarism – copying material created by others and presenting as one's own
- Copyright infringement – reproducing a work that is protected by copyright without permission of the author or copyright owner
- Using any programs or websites to bypass the schools content filter
- Any other action that violates the Discipline Code of Conduct and/or substantially disrupts the educational process to include the use of personal devices.

Consequences of Violations of Acceptable Use Policy

Teachers or the Network Manager have discretion to take appropriate action including but not limited to:

- Revocation or suspension of computer/network access
- Referral to Assistant Principal for disciplinary action:
 - Community service
 - Detention
 - Suspension
 - Legal action/prosecution by authorities
 - Or any other action deemed appropriate by the Head of School

Parent/Guardian Notification Relative to Sex Education

In accordance with General Laws Chapter 71, Section 32A, the Lowell School Committee has adopted this policy on the rights of parent(s)/guardian(s) of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parent(s)/guardian(s)/ of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involves human sexual education or human sexuality issues. Each school principal will be responsible for sending this notice. parent(s)/guardian(s) of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parent(s)/guardian(s) will be notified of this fact in a timely manner before implementation.

Each such notice to parent(s)/guardian(s)/ will include a brief description of the curriculum covered by this policy, and will inform the parent(s)/guardian(s) that they may:

- Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent(s)/guardian(s) under this policy may be given an alternative assignment.
- Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parent(s)/guardian(s) and others to the extent practicable. parent(s)/guardian(s) may arrange with the principal to review the materials at the school.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

Student Records Regulations

Student Records

Lowell Public Schools is obligated to abide by the rules/laws/regulations dictated within The Family Educational Rights and Privacy Act (FERPA) and Massachusetts Regulation 603 CMR 23.00 details a Student and parent/guardian(s) rights with respect to Student Records.

A student record is any information that is kept about a student in school (grades, test scores, comments). It is made of your permanent record or “transcript” (name, address, courses taken, credits and grades) and the “temporary records” (progress reports, test scores, class rank, extracurricular activities, and other relevant educational information).

For students in the ninth grade or higher or 14 years old or older, the rights below belong to the student and his or her parent/guardian. If you are 18 years or older, the rights belong to the student alone, if the student requests in writing that only the student, and not the parent/guardians, should have these rights. Under 14 or not yet in the 9th grade, then the rights below belong only to the parent/guardians.

Seeing your Records

The student and the parent/guardians have the right to see and have copies made of everything in the student’s record within ten (10) school days of a request. The school may not charge more than the cost for the copies. A person making a request must show a photo I.D.

Notice to all parent/guardians and Students

Pursuant to 603CMR23.06 the student’s temporary record, all information not contained in the transcript, shall be destroyed no later than seven (7) years from the date of the student’s withdrawal, transfer or graduation. It is the student’s right to obtain these records before they are destroyed. Graduating seniors will have the opportunity to collect their records before leaving high school. If the student wishes to have these records please contact the Student Support Services Department at Lowell High School. If the records are not requested within seven (7) years of the withdrawal, transfer, or graduation date, records including, but not limited to, standardized tests results, class rank, extracurricular activities and teacher evaluations shall be destroyed. The permanent record will be kept for sixty (60) years. After sixty (60) years, if the permanent record is not requested, it will be destroyed

Access to School Records for Non-custodial parent/guardians

Massachusetts School Records Regulation law Chapter 71 Section 34H requires the noncustodial parent/guardian to provide verification in the form of a probate court order or judgment relative to custody of the child, specifying, in detail, that (s)he has not been denied, in a court order, custody based on a threat to the safety of the child or the custodial parent/guardian. The non-custodial parent/guardian must submit a written request to the school principal annually.

The following persons serving in a parent/guardian role shall have access to a student's records:

- The student's father
- The student's mother
- The student's guardian
- A person or agency legally authorized to act on behalf of or in conjunction with the student's father, mother or guardian, a divorced or separated parent/guardian (subject to any written agreement between parent/guardians or court order governing the rights of such a parent/guardian that is brought to the attention of the school Head of School).

Non-custodial parent/guardians shall not have access to a student's school records when:

- The parent/guardian has been denied legal custody on a threat to the safety of the child or to the custodial parent/guardian, or
- The parent/guardian has been denied visitation or has been ordered to supervised visitations, or
- The parent/guardian's access to the student or to the custodial parent/guardian 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 student's information described in the statute.
- The parent/guardian has not submitted a written request to the school principal.

Privacy of your Records

School personnel who work directly with students may see the student's records when it is necessary to perform their duties. With very few exceptions, no one else may see student records without written permission of the student or parent/guardians.

Access to Student Records

- **Other schools:** parent(s)/guardians and students please note that pursuant to 603 CMR 23.07 (4)(g) that during the school year that a student is enrolled, the principal or his or her designee may provide to the authorized school personnel of the school to which a student seeks or intends to transfer access to such student's record without the consent of the eligible student or a parent/guardian. The student record may also be forwarded by the principal or his or her designee to the school to which student seeks or intends to transfer to.
- **The Armed Forces of the United States of America/Institution of Higher Education:** Pursuant to the "No Child Left Behind Act of 2001" and Public Law 107-110 (H.R.1) Section 9528, the Head of School or his designee is required to provide access to student information to military recruiters or an institution of higher education, upon their request. This access applies only to secondary school students and includes student names, addresses and telephone listings. *If you do not want the Head of School or his or her designee to release this information, then student/parent/guardian must notify the Head of School or his designees in writing of that request, within the next ten (10) days. See page 7.*

Destroying your Records

Pursuant to 603 CMR 23.06 (2) during the school year that a student is enrolled in a school, the Head of School or his or her designee shall periodically review and destroy misleading, outdated, or irrelevant information (including photocopies made of original documents) contained in the temporary record provided that the eligible student and their parent(s)/guardian(s) are notified in writing and are given the opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice will be placed in the temporary record. If you do not want the Head of School or his designee to destroy such records or you wish to take custody of the records that are marked for destruction, then you, the student and/or their parent(s)/guardian(s) must notify the Head of School or his designee in writing of that request shortly after receipt of the notice of destruction.

Amending and Appealing your Record

The student or parent/guardians may add any relevant written material to the record. If there is information in the record that the student or parent/guardians feel is inaccurate, misleading, or irrelevant and the student or parent/guardians want it removed, the student or parent/guardians may ask your Head of School to remove it (See Department of Education, Student Record Regulations 603 CMR 23:08).

If the request is denied, or if the student or parent(s)/guardians have any other objections to the school records policy, there is an appeals process the student or parent(s)/guardians can use. This process is described in Department of Education records regulations, under 603 CMR 23:09.

This is just a summary of your rights under the regulations. You can get a copy of the regulations from the Massachusetts Department of Elementary and Secondary Education or its Website (Chapter 71; Sections 34D and 34EF of the General Laws, 1973).

The Family Education Rights and Privacy Act, 2000 (FERPA)

The Family Education Rights and Privacy Act (2000), otherwise known as FERPA or Buckley Amendment, ensures that parent/guardians and students have access to and an opportunity to challenge the content of a student's record, and that the schools will not release information that directly identifies a student to a third party. The general rule under Massachusetts Regulation 603 CMR 23.00 is that 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 parent/guardian. However, we do need to note that there are exceptions to third party access contained in 603 CMR 23.07(4)(a) through 23.07(4)(h).

603 CMR 23.07(4)(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/guardian; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parent/guardians a reasonable time after such

notice to request that this information not be released without the prior consent of the eligible student or parent/guardian.

Parent/guardians and students have the following rights afforded to them under FERPA:

- Right to inspect and review education records and a description of how a parent/guardian or student may assert that right
- Right to inspect an amendment to the record and a method for requesting the amendment
- Right to consent to disclosures of the student's records and an explanation of the conditions under which the school may disclose without prior consent
- Right to file a complaint with the Family Compliance Office of the Department of Education

Annual Notice

Section 23.10: Notification requires that at least once during every school year, the school shall publish and distribute to students/parent/guardians annual notice of their general rights relative to student records, as contained herein. Upon request, Lowell Public School will make available to parents/guardians and Students a complete copy of the regulations which will detail their rights.

Student Signature Page

By signing below, I acknowledge I have access to the on-line Parent/Guardian & Student Handbook on-line at <https://lhs.lowell.k12.ma.us/parents-students/catalogs-handbooks> and I acknowledge that I am responsible for adhering to these policies and may face consequences for failing to comply.

By signing below, I also acknowledge that in receiving access to the on-line Parent/Guardian and Student Handbook, I am in receipt of and have access to a copy of the District's new Harassment/Sexual Harassment Policy, beginning on page 75.

Student's Name (Print): _____

Student Personal Email: _____
(Used for post-graduation follow-up)

ID Number: _____ House Office: _____ Advisory: _____

Parent/Guardian Name: _____

Address: _____

Apt. # _____ Zip Code: _____

Parent/Guardian Cell Phone Number: _____

Home Phone Number: _____

Parent/Guardian Work No. _____

Emergency Phone Number: _____

Emergency Contact Name: _____

Relationship: (i.e. grandparent/guardian, uncle, friend, etc.) _____

Student's Signature: _____ Date: _____

Return to House Office

Parent(s)/Guardian(s) Signature Page

By signing below I acknowledge I have accessed the school handbook and available on-line at: <https://lhs.lowell.k12.ma.us/parents-students/catalogs-handbooks>. I acknowledge that my child is responsible for adhering to these policies and may face consequences for failing to comply.

By signing below, I also acknowledge that in receiving access to the on-line Parent/Guardian and Student Handbook, I am in receipt of and have access to a copy of the District's new Harassment/Sexual Harassment Policy, beginning on page 75.

Student's Name (Print): _____

ID Number: _____ House Office: _____ Advisory: _____

Parent(s)/Guardian(s) Name(s) _____

Address: _____

Apt. # _____ Zip Code: _____

Parent(s)/Guardian(s) Cell Phone Number(s): _____

Home Number: _____ Work Number: _____

Emergency Phone Number: _____

Emergency Contact Name: _____

Relationship: (i.e. grandparent/guardian, uncle, friend, etc.) _____

Indicate if Emergency Contact can pick up student: ____ Yes ____ No

Parent(s)/Guardian(s) Email Address(es): _____

Would you prefer letters and documents sent via: ____ Postal Service or ____ Email

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

☐ I do not have access to the on-line version of the handbook. I request a hardcopy.

To be filled out by house office only

_____ Date hardcopy provided to parent/guardian/guardian.

Return to House Office

Lowell High School--Student Information, Photo and Video Release

Dear Parent/Guardian:

Throughout the course of the school year, Lowell High School honors the various achievements of our students. The student information may include the student's name, a description of the actual achievement and/or award, academic or athletic, the student's grade level, academic test score, photograph(s) and video(s), student work, etc. This is not an exhaustive listing.

In addition, during school events images of students may be displayed, photographed and/or video recorded. This student information may be published, displayed and/or duplicated and/or released to the media (including but not limited to newspapers, cable/television and internet) for public display and/or published/used in school/district newspapers, on school/district websites and/or by other third parties.

Pursuant to Massachusetts Department of Education regulation 603 CMR 23.00, we are limited in what information we can share regarding your child's achievements, without first obtaining both you and your child's written consent.

By signing this release and checking the "Yes Box" below, you the parent/legal guardian and/or the student (if the student is his/her own legal guardian or emancipated) acknowledge that you and/or the student have the legal right to sign this release. You and/or the student also acknowledge that you and/or the student have the legal right to grant the Lowell Public Schools or its employees or agents the authority to release the student's information. In addition, by signing below you and/or the student acknowledge that you and/or the student have knowingly and voluntarily agreed to allow the Lowell Public Schools or its employees or agents to release the student's information

By signing this release and checking the "Yes Box" below, you and/or the student also agree to release and discharge the Lowell Public Schools and/or its employees and/or agents and the City of Lowell from any and all liability or claims of liability or claims of harm of any kind, both in law and in equity that may arise from the release of the student's information and/or its misuse either intentionally or otherwise by any third party or other person or persons. Specifically as to photos and videos you and/or student also release and discharge the Lowell Public Schools and/or its employees and/or agents and the City of Lowell for any liability that may arise by virtue of distortion, blurring, alteration, optical illusion or use in composite form, whether intentional or otherwise; and that you and/or the student understand that you and/or the student relinquish all rights to any remuneration for the use and/or subsequent uses of photograph(s) and/or video; and understand that images posted on the internet can be viewed and downloaded by others.

☐ Yes, I give permission

☐ No, I do not give permission

Name of Student: _____ House: _____
Please Print

Signature of Student: _____ Date: _____

Signature of a Parent/Guardian: _____ Date: _____

Return to House Office

Lowell Public Schools
MEDICAL EMERGENCY FORM
 (Return to School Nurse)

Grade: _____

Homeroom: _____

Student: _____ Date of Birth: _____ Gender: M / F
 Address: _____ Home Phone #: _____

Parent/ Guardian Information

Parent/ Guardian #1 Name: _____	Parent/Guardian #2 Name: _____
Parent/ Guardian #1 Cell: _____	Parent/Guardian #2 Cell: _____
Parent/Guardian #1 Work#: _____	Parent/Guardian #2 Work#: _____
Parent #1 Preferred Phone Language: _____	Parent #2 Preferred Phone Language: _____

If parent/guardian is not available, list two local adults to be contacted in case of illness or emergency, and are authorized to pick up your child: (REQUIRED)

Name: _____	Cell: _____	Relation: _____
Name: _____	Cell: _____	Relation: _____

Student Current Health Information

Allergies (list all): _____ Is an EpiPen prescribed? Yes ☐ No ☐

Check all current health conditions that apply - Please provide medical documentation of diagnoses to the school nurse

☐ ADHD	☐ Diabetes	☐ Lactose Intolerance
☐ Anxiety	☐ Eyeglasses/ Contacts	☐ Migraines
☐ Asthma	☐ Heart Condition	☐ Seizures
☐ Autism	☐ Hearing Problem	☐ Sickle Cell
☐ Depression	☐ Hearing Aids Left ☐ Right ☐	☐ Other (please describe below)

Additional Comments/ Notes: _____

Medications: Please list medications your child takes at home (continue on back if needed)

Medication: _____	Dose: _____	Time of Day: _____
Medication: _____	Dose: _____	Time of Day: _____
Medication: _____	Dose: _____	Time of Day: _____

Student's Physician: _____ Telephone # _____

Does your child have health insurance? Yes ☐ No ☐ Mass Health? Yes ☐ No ☐

- I give permission to the school nurse to share information relevant to my child's health condition with appropriate school personnel as needed to meet my child's health and safety needs.
- In case of an emergency, your child will be transported to the hospital by EMS.
- I hereby authorize the school nurse to contact my child's physician if necessary.
- I have reviewed and agree to the School Health Parent Guide in the Student/ Parent Handbook available at <https://www.lowell.k12.ma.us/departments/office-of-student-support-services/handbooks>.

Reviewed by RN
 _____ (initials)
 _____ (date)

Parent/Guardian Signature: _____ Date: _____

(PORTUGUESE)

Escolas Públicas de Lowell
FORMULÁRIO DE EMERGÊNCIA MÉDICA
(Retornar à enfermaria da escola)

Grau: _____

Sala: _____

Estudante: _____ **Data de nascimento:** _____ **Sexo:** M / F

Endereço: _____ **Telefone residencial:** _____

Informações para pais/responsáveis

Nome do pai/mãe/responsável nº 1: _____ Nome do pai/mãe/responsável nº 2: _____

Telefone do Pai/Responsável nº 1: _____ Telefone do Pai/Responsável nº 2: _____

Número do Trabalho do Pai/Responsável 1: _____ Número do Trabalho do Pai/Responsável 2: _____

Idioma preferido do responsável 1 para o telefone: _____ Idioma preferido do responsável 2 para o telefone: _____

Caso o pai/responsável não esteja disponível, forneça os nomes de dois adultos da região que possam ser contatados em caso de doença ou emergência e que estejam autorizados a buscar a criança: (OBRIGATÓRIO)

Nome: _____ Celular: _____ Relação: _____

Nome: _____ Celular: _____ Relação: _____

Informações atuais sobre saúde estudantil

Alergias (enumerar tudo): _____ Uma EpiPen é prescrita? Sim ☐ Não ☐

Selecione todas as condições de saúde atuais aplicáveis: Por favor, forneça a documentação médica dos diagnósticos à enfermeira da escola.

☐ TDAH	☐ Diabetes	☐ Intolerância à lactose
☐ Ansiedade	☐ Óculos/Lentes de Contato	☐ Enxaquecas
☐ Asma	☐ Doença cardíaca	☐ Convulsões
☐ Autismo	☐ Problema de audição	☐ Drepanocito
☐ Depressão	☐ Fones de ouvido à esquerda ☐ direita ☐	☐ Outro (por favor descreva a continuação)

Comentários/notas adicionais:

Medicamentos: Por favor, liste os medicamentos que seu filho toma em casa (continue no verso, se necessário)

Medicamento: _____ Dosagem: _____ Horário: _____

Medicamento: _____ Dosagem: _____ Horário: _____

Medicamento: _____ Dosagem: _____ Horário: _____

Médico do aluno: _____ Número de telefone: _____

Seu filho tem plano de saúde? Sim ☐ Não ☐ MassHealth? Sim ☐ Não ☐

- Autorizo a enfermeira escolar a compartilhar informações relevantes sobre o estado de saúde do meu filho com os funcionários escolares apropriados, conforme necessário para atender às necessidades de saúde e segurança do meu filho.
- Em caso de emergência, meu filho será levado ao hospital pelos serviços médicos de emergência.
- Por meio deste documento, autorizo a enfermeira da escola a entrar em contato com o médico do meu filho, se necessário.
- Li e concordo com o Guia de Saúde Escolar para Pais, disponível no Manual do Aluno/Responsável em <https://www.lowell.k12.ma.us/departments/office-of-student-support-services/handbooks>.

Reviewed by RN:

(initials)

(date)

Assinatura do pai/mãe ou responsável legal: _____ Data: _____

(KHMER)

Lowell Public Schools
ទម្រង់សង្គ្រោះបន្ទាន់ផ្នែកវេជ្ជសាស្ត្រ
(យកក្រដាសមកសាលារៀនវិញ)

Grade (ថ្នាក់): _____

Homeroom (បន្ទប់): _____

ឈ្មោះ: _____ ថ្ងៃខែឆ្នាំកំណើត: _____ ភេទ: M / F

អាសយដ្ឋាន: _____ លេខទូរស័ព្ទ: _____

Parent/ Guardian Information (ព័ត៌មានឪពុកម្តាយ)

ឈ្មោះឪពុកម្តាយ #1: _____ ឈ្មោះឪពុកម្តាយ #2: _____

លេខទូរស័ព្ទ: _____ លេខទូរស័ព្ទ: _____

លេខទូរស័ព្ទការងារ: _____ លេខទូរស័ព្ទការងារ: _____

ភាសាដែលពេញចិត្ត: _____ ភាសាដែលពេញចិត្ត: _____

**ប្រសិនបើឪពុកម្តាយ/អាណាព្យាបាលមិនមានវត្តមាន សូមរាយបញ្ជីមនុស្សពេញវ័យក្នុងតំបន់ជុំវិញ 2 នាក់
ដែលត្រូវទាក់ទងក្នុងករណីមានជំងឺ ឬមានអាសន្ន ហើយត្រូវបានអនុញ្ញាតឱ្យទៅយកកូនរបស់អ្នក:**

ឈ្មោះ: _____ លេខទូរស័ព្ទ: _____ ទំនាក់ទំនង: _____

ឈ្មោះ: _____ លេខទូរស័ព្ទ: _____ ទំនាក់ទំនង: _____

Student Current Health Information (ព័ត៌មានសុខភាពបច្ចុប្បន្នរបស់សិស្ស)

Allergies (អាឡែស៊ី (សរសេរទាំងអស់): _____ Epipen? (ថ្នាំអេពីផែនត្រូវបានចេញផ្សាយ?) ☐ Yes ☐ No

Check all current health conditions that apply (ពិនិត្យមើលស្ថានភាពសុខភាពបច្ចុប្បន្នទាំងអស់ដែលអនុវត្ត):

☐ ADHD	☐ ជំងឺទឹកនោមផ្អែម (Diabetes)	☐ ការមិនអត់ឱនចំពោះជាតិឡាក់តូស
☐ ការចាប់បារម្ភ (Anxiety)	☐ វ៉ែនតា/កែវភ្នែក (Glasses/ Contacts)	☐ ឈឺក្បាលប្រកាំង (Migraines)
☐ ជំងឺប្រកាំង (Asthma)	☐ ស្ថានភាពបេះដូង (Cardiac)	☐ ប្រកាច់ (Seizures)
☐ ប្រកាច់ (Autism)	☐ បញ្ហាស្តាប់ (Hearing problem)	☐ កោសិកាឯកណ្តៅ (Sickle Cell)
☐ ជំងឺធ្លាក់ទឹកចិត្ត (Depression)	☐ ឧបករណ៍ជំនួយការស្តាប់ (Hearing Aids)	☐ ផ្សេងៗ (សូមពណ៌នាខាងក្រោម)

Additional Comments/ Notes (មតិយោបល់/កំណត់ចំណាំបន្ថែម): _____

Medications: Please list medications your child takes at home - ថ្នាំ: សូមរាយបញ្ជីថ្នាំដែលកូនរបស់អ្នកលេបនៅផ្ទះ:

(បន្តនៅខាងក្រោយប្រសិនបើចាំបាច់)

ថ្នាំ: _____ កម្រិតថ្នាំ: _____ ពេលវេលានៃថ្ងៃ: _____
ថ្នាំ: _____ កម្រិតថ្នាំ: _____ ពេលវេលានៃថ្ងៃ: _____
ថ្នាំ: _____ កម្រិតថ្នាំ: _____ ពេលវេលានៃថ្ងៃ: _____

Student's Physician (គ្រូពេទ្យសិស្ស): _____ លេខទូរស័ព្ទ: _____

តើកូនរបស់អ្នកមានជំងឺរ៉ាំរ៉ៃសុខភាពទេ? Yes ☐ No ☐ Mass Health? Yes ☐ No ☐

- ខ្ញុំអនុញ្ញាតឱ្យគ្រូពេទ្យសិស្សយកសំណាកឈាមត្រីកោណកែវដើម្បីពិនិត្យរោគសញ្ញាជំងឺស្ថានភាពសុខភាពកូនខ្ញុំជាមួយបុគ្គលិកសាលាសមស្របតាមតម្រូវការដើម្បីបំពេញតម្រូវការសុខភាព និងសុវត្ថិភាពរបស់កូនខ្ញុំ។
- ក្នុងករណីមានអាសន្ន កូនរបស់អ្នកនឹងត្រូវបានដឹកជញ្ជូនទៅមន្ទីរពេទ្យតាមរយៈ រថយន្តសង្គ្រោះបន្ទាន់
- ខ្ញុំសូមអនុញ្ញាតឱ្យគ្រូពេទ្យសិស្សយកសំណាកទាក់ទងនឹងរោគសញ្ញាជំងឺរបស់កូនខ្ញុំប្រសិនបើចាំបាច់។
- ខ្ញុំបានពិនិត្យនិងទទួលយកមគ្គុទ្ទេសក៍មាតាបិតាចំពោះសុខភាពសាលាដែលមាននៅក្នុងសៀវភៅណែនាំរបស់សិស្ស/មាតាបិតាដែលមាននៅ <https://www.lowell.k12.ma.us/departments/office-of-student-support-services/handbooks>.

Reviewed by RN

(initials)

(date)

ហត្ថលេខារបស់ឪពុកម្តាយ: _____ កាលបរិច្ឆេទ: _____

(SPANISH)

Escuelas Públicas de Lowell
FORMULARIO DE EMERGENCIA MÉDICA
(Regresar a la enfermería escolar)

Grado: _____

Aula: _____

Alumno: _____ Fecha de nacimiento: _____ Género: M / F

Dirección: _____ Teléfono de casa: _____

Información para padres/tutores

Nombre del padre/tutor n.º 1: _____ Nombre del padre/tutor n.º 2: _____

Teléfono del padre/tutor n.º 1: _____ Teléfono del padre/tutor n.º 2: _____

Número de trabajo del padre/tutor n.º 1: _____ Número de trabajo del padre/tutor n.º 2: _____

Idioma preferido por el padre/madre n.º 1 para el teléfono: _____ Idioma preferido por el padre/madre n.º 2 para el teléfono: _____

Si el padre/tutor no está disponible, indique los nombres de dos adultos locales a quienes contactar en caso de enfermedad o emergencia, y que estén autorizados a recoger a su hijo: (REQUERIDO)

Nombre: _____ Celular: _____ Parentesco: _____

Nombre: _____ Celular: _____ Parentesco: _____

Información actual sobre la salud del estudiante

Alergias (enumere todas): _____ ¿Se receta un EpiPen? Sí ☐ No ☐

Marque todas las condiciones de salud actuales que correspondan: Por favor, entregue la documentación médica de los diagnósticos a la enfermera escolar.

☐ TDAH	☐ Diabetes	☐ Intolerancia a la lactosa
☐ Ansiedad	☐ Gafas/Lentes de contacto	☐ Migrañas
☐ Asma	☐ Afección cardíaca	☐ Convulsiones
☐ Autismo	☐ Problema de audición	☐ Drepanocito
☐ Depresión	☐ Audífonos a la: izquierdo ☐ derecho ☐	☐ Otro (por favor, descríbalos a continuación)

Comentarios/Notas adicionales: _____

Medicamentos: Por favor, enumere los medicamentos que su hijo toma en casa (continúe en el reverso si es necesario).

Medicamento: _____ Dosis: _____ Hora del día: _____

Medicamento: _____ Dosis: _____ Hora del día: _____

Medicamento: _____ Dosis: _____ Hora del día: _____

Médico del estudiante: _____ Número de teléfono: _____

¿Su hijo/a tiene seguro médico? Sí ☐ No ☐ ¿Masshealth? Sí ☐ No ☐

- Autorizo a la enfermera escolar a compartir información relevante sobre el estado de salud de mi hijo con el personal escolar apropiado, según sea necesario para satisfacer las necesidades de salud y seguridad de mi hijo.
- En caso de emergencia, su hijo será trasladado al hospital por los servicios de emergencia médica.
- Por la presente autorizo a la enfermera escolar a ponerse en contacto con el médico de mi hijo si fuera necesario.
- He revisado y acepto la Guía para padres sobre salud escolar, que se encuentra en el Manual del estudiante/padre disponible en <https://www.lowell.k12.ma.us/departments/office-of-student-support-services/handbooks>.

Reviewed by RN

(initials)

(date)

Firma del padre/madre o tutor legal: _____ Fecha: _____

Grades 11 & 12 Only
2026-2027 School Year

**Denial of Consent for Release of Student Information
To Military Recruiters or College/University Recruiters Form**

Under the federal “No Child Left Behind” Act, public high schools must give the names, addresses and telephone numbers of students to the U.S. military and college/university recruiters if the recruiters request the information. However, students or their parent/guardians have the right to instruct the school in writing that this information is not to be released to either the military or colleges or both.

If you do not consent to the release of this information to military recruiters and/or colleges, please check the appropriate box or boxes below. To be certain your wishes are respected, return this form to Lowell High School within 10 days of receipt of the parent/guardian & Student Handbook:

*Lowell High School
Attn: House Office
50 Fr. Morissette Blvd
Lowell, MA 01852*

- ☐ DO NOT release student contact information to Military Recruiters.
- ☐ DO NOT release student contact information to College or University Recruiters.

Student's Name: _____

Student ID Number: _____ House/Advisory: _____

Signature of Parent/Guardian**: _____

Date Signed: _____

** Students have the right to request that their contact information not be released to recruiters. Parent(s)/Guardian(s) can override a student's decision by notifying the school in writing, only if the student is under 18. We encourage Parent(s)/Guardian(s) and students to discuss this information.

Return to House Office