

Student Signature Page

I have received a school handbook and I understand that I am responsible for being familiar with the contents.

I have also read and understand the Discipline Policy (Section 3), the Attendance Policy (Section 4), and the Acceptable Use Policy of the Lowell School System (Appendix H.)

I am aware that electronic devices are not allowed in school and cell phones will be confiscated if visible. These items will only be released to a parent/guardian. Lowell Public Schools is not responsible for any lost, damaged, or stolen items.

Student's Name (Print): _____

ID Number: _____ House Office: _____ Advisory: _____

Parent/Guardian Name: _____

Address: _____

Apt. # _____ Zip Code: _____

Home Phone Number: _____

Parent/Guardian Work Number: _____ Cell Phone: _____

Emergency Phone Number: _____

Emergency Contact Name: _____

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

Student's Signature: _____ Date: _____

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Parent/Guardian Signature Page

As a Parent/Guardian I have received a school handbook and I understand that I am responsible for being familiar with the contents.

I have also read and understand the Discipline Policy (Section 3), the Attendance Policy (Section 4), and the Acceptable Use Policy of the Lowell School System (Appendix H).

I am aware that electronic devices are not allowed in school and cell phones will be confiscated if visible. These items will only be released to a parent/guardian. Lowell Public Schools is not responsible for any lost, damaged, or stolen items.

Student's Name (Print): _____

ID Number: _____ House Office: _____ Advisory: _____

Parent/Guardian Name: _____

Address: _____

Apt. # _____ Zip Code: _____

Home Phone Number: _____

Work Number: _____ Cell Phone: _____

Emergency Phone Number: _____

Emergency Contact Name: _____

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

Parent Email Address: _____

Parent/Guardian Signature: _____ Date: _____

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Lowell High School--Student Information Release

Dear Parent/Guardian:

Throughout the course of the school year, Lowell High School honors the various achievements of our students. These achievements may include but are not limited to academic, athletic and/or may involve highlighting other accomplishments that your child has made, including student work. The information may be released to local media or published in school newspaper or school websites and/or other third parties.

The information that we may release could include, but is not be limited to the student's name, a description of the actual achievement and/or award, the student's grade level, academic test score, photographs and video, student work, etc. This is not an exhaustive listing.

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 and the student acknowledge that you are the legal parent and/or guardian of the student. You both also acknowledge that you and 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 the student acknowledge that you both 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 the student also agree to release and waive the Lowell Public Schools or its employees 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 deliberately and/or accidentally by any third party or other person or persons.

- Yes, I give permission to Lowell High School to release student information including but not limited to academic work and/or accomplishments to local media and school newspaper and school websites and/or other third parties.
- No, I do not give permission to Lowell High School to release student information regarding work and/or accomplishments to local media and school newspapers and school websites and/or other third parties.

Name of Student: _____ House: _____
Please Print

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

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Message from the Headmaster

September 2010

Dear Members of the Lowell High School Community:

Welcome to Lowell High School. This Student Handbook is our effort to help you understand the policies, rules and regulations related to attending Lowell High School. We hope that you will use this Handbook to guide your actions with regard to your academics and extracurricular activities here. The best way to succeed in any setting is to be sure that you understand what is expected of you, and this Handbook should help you do that.

We expect that all students and their parents or guardians will read the Handbook and become familiar with the material contained in it. If you have any questions or concerns about anything in the Handbook, it is up to you to ask about it. If you believe there is something to be changed or improved, it is your duty as a citizen of the school to suggest those changes. If you need anything to make you a more successful student, that you believe is not addressed in this Handbook, please let someone know.

The rules and regulations that are written in this book are intended for the general good of the students at Lowell High School. The rules are not intended to be demanding or difficult; yet, by adhering to them, you will help Lowell High School continue to be a place where students can learn and be actively involved in the life of the school.

My best wishes for a successful school year,

Edward J. Rozmiarek

Edward J. Rozmiarek
Headmaster of Lowell High School

General Statement on Conduct and Behavior

This handbook is not meant to be exhaustive or comprehensive enough to include all of the possible situations, behaviors or consequences of those behaviors, which result in transgression of a policy, procedure, or state or federal law. This handbook is intended to be a reasonable framework upon which responsible people can build a community of learners. The school administration reserves the right to take any action deemed necessary and appropriate, whether or not specifically addressed herein.

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Notice to Parents

Parents 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.

Your child belongs to _____ House.

Important Telephone Numbers

Freshman Academy

Director	978-275-6301
Clerk	978-441-3704
Guidance	978-441-3707

B House

Housemaster	978-446-7333
Clerk	978-937-8906
Guidance (A-L)	978-937-7672
Guidance (M-Z)	978-446-7471

C House

Housemaster	978-937-8908
Clerk	978-937-8907
Guidance (A-L)	978-446-7338
Guidance (M-Z)	978-441-3723

D House

Housemaster	978-937-8909
Clerk	978-446-7424
Guidance (A-L)	978-446-7455
Guidance (M-Z)	978-446-7454

E House

Housemaster	978-446-7312
Clerk	978-446-7311
Guidance (A-L)	978-446-7349
Guidance (M-Z)	978-446-7374

Molloy Alternative School

Coordinator	978-970-3326
Clerk	978-970-3318
Social Worker	978-970-3311
Guidance	978-275-6368

Lowell School Committee

James L. Milinazzo, Mayor-Chairperson

James D. Leary, Vice Chairperson

David J. Conway

Jacqueline A. Doherty

Alison Laraba

John J. Leahy

Connie A. Martin

Lowell School Department

Superintendent of Schools

Chris A. Scott, Ph.D.

Deputy Superintendent of Curriculum, Instruction & Assessment

Jean Franco

Assistant Superintendent for Student Support Services

Ann Murphy

Assistant Superintendent for Finance and Operations

Jay Lang

Lowell Public Schools
43 Highland Street

School Year 2010-2011

Lowell High School Administrators

Edward J. Rozmiarek, Headmaster
Dr. Wendy Jack, Director of Curriculum & Instruction
Dr. Roxane Howe, Discipline and Operations Specialist
Jim DeProfio, Director of Athletics & Physical Education

Housemasters

Kathleen Akashian, Housemaster, E House
Dr. Maura Ammendolia, Housemaster, B House
Robert McCarthy, Housemaster, D House
Maria Vejar, Housemaster, C House

Freshmen Academy

Jeannine Durkin, Director
Charles Caragianes, Student Services Specialist
Dr. Steve Coleman, Student Services Specialist

Department Heads

Ornella Bascunan, Mathematics
Mike Devincenzi, Social Studies
Stephen Gervais, Foreign Language & English Language Learners
Suzanne Keefe, English
Jennifer McCrystal, Special Education
TBD, Science & Health

Alternative School Coordinators

Catherine Keane, Molloy Alternative School
Jane Campbell, Leblanc Therapeutic Day School

Mission Statement

Commitment to excellence in everything we do: academics, activities and citizenship.

Lowell High School provides a secure and cooperative environment where the emphasis is on mutual respect, curiosity, the free exchange of ideas, and the appreciation of education both as a process and a means to betterment.

We are a community...

- That values a curriculum incorporating the best practices of both traditional and contemporary instruction.
- That creates and supports an atmosphere promoting high expectations for student achievement.
- That strives to meet the needs of a variety of ethnic and language backgrounds, career interests, and learning capabilities and styles by providing a broad range of programmatic offerings.
- That believes student accomplishment is a shared responsibility of students, parents, staff, administration, school committee, and community.
- That provides all students the curriculum to meet school and state graduation requirements, and assesses learning continuously in a variety of ways including mandatory state testing.

Expectations for Student Learning Lowell High School expects all students...

- To attain an understanding of the educational standards, core knowledge, skills, and concepts defined by the Massachusetts Curriculum Frameworks.
- To take increasing responsibility for educational decisions on a daily and long-term basis.
- To complete academic work both independently and cooperatively in a productive manner.
- To think critically and solve problems using inductive and deductive reasoning.
- To read effectively and communicate ideas and information using a variety of formats.
- To develop an ability to use a variety of mediums—including the creative and the technological—in the process of learning, and demonstrate their acquired learning through use of those mediums.
- To demonstrate respect for individual differences and appreciation for the diversity of a multicultural world.
- To understand and demonstrate a sense of community.

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 first organized in December 1831 under 19-year-old Headmaster 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. In 1863, alumni associations were formed and reunions were held.

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.

In 1896, the handsome structure, still in use, known as the Coburn Building, was erected. Within 25 years, overcrowded conditions led Headmaster Cyrus W. Irish, for whom the present auditorium is named, to envision the large, well-equipped building that became a reality in 1922. In the fall of 1980, under Headmaster Peter Stamas, LHS students began to use the new addition, which included a modern cafeteria, field house, and swimming pool.

In the fall of 1997, under Headmaster William Samaras, 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.

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 McMahan	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

Lowell Public Schools 2010-2011 School Year Calendar

August 30, 2010	Monday - Orientation Day – Staff Only
August 31, 2010	Tuesday - First Day of School – Grades 1-9
September 1, 2010	Wednesday – First Day of School – Grades 10-12
September 3, 2010	Friday – No School – Labor Day Recess
September 6, 2010	Monday - No School – Labor Day
September 7, 2010	Tuesday – Prekindergarten & Kindergarten Classes Begin
September 22, 2010	Wednesday - ½ Day Early Release 9-12
October 11, 2010	Monday - No School – Columbus Day
October 27, 2010	Wednesday - ½ Day Early Release 9-12
November 11, 2010	Thursday – No School - Veterans’ Day
November 24, 2010	Wednesday - Early Dismissal – Thanksgiving Recess
November 25, 2010	Thursday - No School - Thanksgiving Day
November 26, 2010	Friday - No School – Thanksgiving Recess
November 29, 2010	Monday - Schools Re-Open
December 15, 2010	Wednesday - ½ Day Early Release 9-12
December 23, 2010	Thursday – Holiday Recess Begins at Close of Day
December 24, 2010	Friday, Christmas Eve
December 25, 2010	Saturday – Christmas Day [Holiday Break: December 24, 2010 – January 2, 2011]
January 1, 2011	Saturday -New Years Day
January 3, 2011	Monday - Schools Re-Open
January 17, 2011	Monday - No School – Martin Luther King, Jr. Day
January 26, 2011	Wednesday - ½ Day Early Release 9-12
February 16, 2011	Wednesday - ½ Day Early Release 9-12
February 18, 2011	Friday - Mid-Winter Vacation Begins at the Close of School
February 21, 2011	Monday – President’s Day - [Mid-Winter Vacation: February 21 – 25, 2011]
February 28, 2011	Monday - Schools Re-Open
March 30, 2011	Wednesday - ½ Day Early Release 9-12
April 15, 2011	Friday - Spring Vacation Begins at the Close of School
April 18, 2011	Monday, Patriot’s Day - [Spring Break: April 18 – 22, 2011]
April 22, 2011	Friday - No School – Good Friday
April 25, 2011	Monday - Schools Re-Open
April 27, 2011	Wednesday - ½ Day Early Release 9-12
May 25, 2011	Wednesday - ½ Day Early Release 9-12
May 30, 2011	Monday - No School – Memorial Day
June 6, 2011	Monday - ½ Day Early Release 9-12
June 10, 2011	Friday - 180 th School Day
June 17, 2011	Friday - 185 th School Day [Includes five(5) Snow Days]

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

All student credits will be evaluated each semester. Students obtaining sufficient credits to be moved up to the next grade level will be moved to that grade level immediately.

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 consists of seven (7) courses with exceptions for certain dual enrollment, DECA, and work experience programs.

Parents 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 Headmaster will have final authority on all of these matters.

Graduation Requirements

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

- Must have at least four (4) years' attendance (eight complete semesters) at the high school level.
- Must pass ten (10) credits in U.S. History and Government.
- Must pass twenty (20) credits in English. English must be selected and passed each year.
- Must pass ten (10) credits in Mathematics. Students must pass Algebra IA, Algebra IB, Geometry A, and Geometry B.
- Must pass ten (10) credits in Science.
- Must select Physical Education each year and pass three (3) semesters in Physical Education for (7.5) credits. AFJROTC, Dance, Band, Show Choir, or Upward Bound may be substituted each year for this requirement. This requirement may be waived only by the Headmaster for documented medical excuse, for critical course conflicts, or for other extenuating circumstances.
- Must select Health Education A in the ninth (9th) grade and Health Education B in the tenth (10th) grade. Both health courses (2.5 credits each) must be passed for a total of five (5) credits.
- Must fulfill the standard requirement of ninety (90) credits of which a least twenty (20) credits must be earned in the senior year.
- Must pass the MCAS exam in ELA and Mathematics and Science.

MCAS Competency Determination as a Graduation Requirement

The Massachusetts Education Reform Law of 1993 mandated a statewide program, the Massachusetts Comprehensive Assessment System (MCAS), designed to measure the performance of students, schools, and districts on the academic learning standards contained in the Massachusetts Curriculum Frameworks. Yearly, students will be tested in accordance with the directives from the Massachusetts Department of Education.

Students must satisfy the following MCAS requirements to earn a competency determination:

- (a) Meet or exceed the Proficient threshold scaled score of 240 on the English Language Arts and Mathematics grade 10 MCAS test, or
- (b) Meet or exceed the Needs Improvement threshold scaled score of 220 on the English Language Arts and Mathematics grade 10 MCAS tests and fulfill the requirements of an Educational Proficiency Plan.
- (c) Earn a scaled score of at least 220 on one of the high school MCAS Science and Technology/Engineering (STE) tests: Biology, Chemistry, Introductory Physics, or Technology/Engineering.

Starting with the graduating class of 2010, students shall meet or exceed the Needs Improvement threshold scaled score of 220 on the Science and Technology/Engineering MCAS grade 9/10 test in order to satisfy the requirements of the Competency Determination.

MCAS Appeal Process

Students may request an appeal of the MCAS requirement through two types of procedures:

Performance Appeals Process

Eligibility Requirements

- Must have taken MCAS three (3) times.
- Must have 95% attendance for current & previous school year.
- Must have participated satisfactorily in MCAS tutoring.
- Any extenuating circumstances must be well documented.

Evidence/Performance Requirements

- Teacher Recommendation in subject area
- Grade Point Average (GPA) in subject area
- Cohort Group GPA

Portfolio Appeals Process

- Portfolios in each subject area must reflect the learning standards in the Massachusetts Curriculum Frameworks.
- Portfolio evidence must be produced over a period of more than a single year.
- Specific learning standards must be addressed in each area.

Weighted Average, Weighted GPA, and Rank-in-Class

Each student’s Weighted Average, Weighted GPA, and Rank-in-Class are computed at the end of every quarter. These values are computed for each student’s entire Lowell High career, including the current quarter. Rank-in-Class is based on the Weighted Average that uses course grades, course credits, and course weights for all weighted courses. Course weights are listed in the following table:

<u>Level</u>	<u>Weight</u>
Advanced Placement (AP)	2.0
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 used to determine Rank-in-Class.

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
Band (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.

Grade Adjustment for Students Transferring Course Levels

When transferring from one level course (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 Weighted Class Rank 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: Student transferring from Honors level to College level with an Honors level grade of 68 will receive a College level grade of 72.

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

The above stated procedure will apply only to the transfer of passing grades (65 or over). In the case where a student is transferring from one level course in which he or she is failing, the failing grade will be carried over to the new level course without adjustment.

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. An optional deposit can be made during a two week period in March, and the student must pay the remainder of the cost of the exam by April 1st of the school year in which the exam is taken. The cost of Advanced Placement Exams for the 2009-2010 school year was \$86.00. A fee waiver is possible based on financial criteria set by the College Board. Applications for fee waivers are available through the College and Career Center at Lowell High School.

Failure to meet the financial obligation and /or failure to take the Advanced Placement Exam shall result in rating that student's grade for that course at the College level weight instead of the Advanced Placement weight. If a student drops from the AP level to the honors level by the end of the first semester of the AP test year, the student will receive honors level credit for all semesters previously weighted at the AP level. (For example: if a student is in a two-year AP language class, the AP credit for the first year will be dropped to honors level if the student decides to drop to honors level for year 2.)

Dual Enrollment Procedures (taking courses at college)

- This option will be open to students in their junior and senior years.
- The student will obtain the application and discuss the matter with the appropriate guidance counselor.
- Students must apply for approval from the Headmaster by the established deadline.
- 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 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 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 Headmaster 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 Headmaster will render the decision within two weeks of receipt of the application.

Report Cards

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

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

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. Students attaining an average of 80 percent or greater in each academic course (minimum of 4), which meet five periods each week, 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.

Honorable Mention for Scholarship

At the Commencement Ceremony, Honorable Mention shall be made of all graduating students whose average rank in the Academic Area for the 3 years prior to graduation has been 90 percent or higher.

Honorable Mention for Attendance

Honorable mention shall be made of all graduates whose record for attendance has been perfect for **one or more** years prior to graduation from Lowell High School. Perfect attendance shall be defined as having no absences from school for any reason.

Valedictorian, Salutatorian

Each year the two topped-ranked students 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 (Rank-in-class #1) and Salutatorian (Rank-in-class #2). 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 “weighted class rank.”)
 - 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 Medallists are determined after the fourth report card of the senior year.

Eligibility for Academic Awards

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, the student must carry a full schedule of classes that consists of five (5) academic courses plus Physical Education and Health; however, Freshmen are an exception, they must take six (6) academic classes.

Eligibility for Senior Honors Night Scholarships

Scholarships will be awarded according to the policies identified in the application process. Length of time at Lowell High School may be considered. Exchange students are ineligible for scholarships.

National Honor Society

The National Honor Society seeks to recognize and commend outstanding students in high schools all across the United States. There are chapters of the NHS in more than 20,000 American high schools. The Merrimack Valley Chapter at Lowell High School has been in existence since 1927. The four criteria for admission to the society are scholarship, character, leadership, and service. At Lowell High School, qualified candidates from the Junior and Senior classes are elected each fall, according to the following procedures.

Rules for Membership in the National Honor Society

- Juniors and Seniors who have a cumulative PIN of 153.0000 and demonstrate the four qualities of membership are eligible and will be considered eligible for membership. Those eligible students will receive a Candidate Information Packet and must return the completed packet to the NHS Adviser by the required date.
- The cumulative PIN is the numerical value calculated at the end of each marking period and is used to determine the rank-in-class of every student. The cumulative PIN is equivalent to a grade average of 90 in the college level course. All grades are adjusted according to the weight (level) of the courses taken.
- Students must have been enrolled at Lowell High School for a minimum of one full year immediately prior to prospective membership.
- All candidates must meet the graduation requirements as stipulated by the School Committee and the State Board of Education.
- The election of officers by current Junior members of the National Honor Society will take place in April. Only members in good standing are eligible to run for an office. The positions of offices elected will be: President; Vice President of Membership, Vice President of Fundraising, Co Secretary; and Treasurer.

Method of Selection

- At the beginning of September, all students who have completed their sophomore and junior year with a cumulative PIN average of 151.0000 or above will be eligible to receive a Candidate Information Package which will include: Pledge of Service; Endorsement of Character; Activity Information Sheet; Service/Activities Volunteer Work; Work Experience; Special Awards; and an Essay. The student will also receive a copy of the NHS Constitution and local bylaws, which clearly states the rules for membership and removal.
- The student is required to return the Candidate Information Package and a copy of their transcript to the faculty adviser no later than October 31.
- At the end of the first marking period, any junior or senior who has a cumulative PIN of 153.0000 by then and is able to demonstrate the four qualities of membership will be eligible for consideration for membership in the National Honor Society at Lowell High School. Those eligible students will receive a Candidate Information packet at that time and will have a week to return the completed packet to the NHS Advisor.

- Candidate packages will be presented to the NHS Faculty Council for review. They will determine a candidate's admittance to NHS based on the student's scholarship, their personal essay, the completeness of their Information Packet (verification of club membership or participation in sports), a record of volunteer service or leadership. All candidates must have obtained a PIN number of 153.0000 or above by the end of the 1st marking period to fulfill the academic requirement for membership.
- The receiving of a U grade during any marking period may eliminate someone from being considered for the National Honor Society.
- There must be a demonstrated history of volunteer service. A letter or some other document attesting to this service must accompany the information packet.
- A final list of candidates will be distributed to the faculty council, the Housemasters, and the Headmaster for final review.
- Any candidate not selected by the NHS Faculty Council will be notified in writing and will have five school days to file for a hearing based on additional information to the faculty advisor for reevaluation by the Faculty Council.
- Only members who are formally voted in by the majority of the Faculty Council are members of the National Honor Society with all its rights and privileges. Students are not considered members in good standing until they are formally inducted at the annual induction ceremony.

Removal from Membership in the National Honor Society

- Forfeiture of office or removal from membership shall immediately be considered by the NHS Faculty Council for any member who during their time of membership:
 - Receives in house suspension for any length of time
 - Receives an out-of-school suspension for any length of time.
- Any member whose cumulative PIN drops below 153.0000 at the close of any marking period shall be placed on probation and will be prohibited from all National Honor Society activities during the time of probation. Failure to remove the cause of probation by the end of the next marking period will result in the removal from membership by the NHS Faculty Council; however, the student will be entitled to a hearing with the NHS Faculty Council.
- Members who fail to meet the commitments of the National Honor Society (any of the four principles) by a consistent disregard for meetings and activities or by their inappropriate behavior shall be advised by the NHS faculty adviser of the problem. If the problem is not corrected in a reasonable time the faculty adviser may refer the problem to the NHS Faculty Council for

action, which may consist of a warning, probation, or loss of membership in the National Honor Society. The member will be entitled to a hearing with the NHS Faculty Council.

- Students will be notified of removal in writing and will have five (5) days to request a hearing with the NHS Faculty Council.
- A final appeal for non-admittance or removal can be made to the Headmaster and his Cabinet (Director of Curriculum, Coordinator of Student Services, Discipline and Operations Specialist, and the student's Housemaster) in writing within five (5) days of the NHS Faculty Council decision.

Student Procedural Matters

School Hours

School hours are 7:55 a.m. to 2:30 p.m. Students must be in advisory class by 7:55.

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
- Clubs and Activities
- Meetings with Classroom Teachers

Student ID Badge

All students and staff must wear an ID Badge clearly visible at all times on a lanyard around the neck. Classroom teachers will check each class period to ensure that students are wearing their ID Badge.

Students found without their ID Badge will receive a temporary pass and after the 4th incident and each subsequent incident, detention will be given by the Housemaster. Chronic disregard of the ID badge policy will result in further disciplinary action up to and including suspension.

Students are responsible for their ID badges. If the badge is lost, the student is responsible for purchasing a new one in Student Activities Office in room 418. The replacement cost is \$3.00. ID Badges are the property of Lowell High School and must not be altered or defaced in any way.

Prohibited Items

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

- Radios
- Beepers or Pagers
- CD Players
- Video Games
- iPod and other Walkman Type Devices
- Hand Held Laser Pointers
- Playing Cards
- Tobacco Products
- Lighter/Matches (possession will lead to immediate suspension)
- Other Items or Devices deemed inappropriate by the Headmaster
- Cell phones
- Hats

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 or guardian must come in to school to pick up the item**. Playing cards, tobacco products, 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.

Please note that food/drink is not allowed outside of the cafeteria.

Cell Phones

Cell phones have become the normal means for parents/guardians to coordinate after-school activities, schedules, and transportation issues. Recognizing this reality but also needing to ensure that the educational process is not disrupted and the integrity of testing is not compromised, the following policy will apply to the issue of cell phones within the school:

- Cell phones must be shut off and put away BEFORE entering the school building in the morning.
- Cell phones and/or their carriers are not to be visible and cell phones are not to be used during the school day. If a cell phone is visible, it is considered “in use.”
- Any student using a cell phone during the school day (text messaging, phone conversations, checking messages or the time, or using as a calculator) will have his or her phone confiscated and may face disciplinary action to include detention and/or suspension. Complete disregard for the policy could result in more serious actions such as referral to the alternative school and/or possible expulsion.
- To ensure that students comply with the policy, we would ask that parents not call or text their child during the school day. In an emergency situation a student may be contacted through their house office (see page xi for house telephone numbers).
- Any student who repeatedly violates this policy will have his or her privilege to carry a cell phone in school terminated.
- Failure to surrender the device to faculty member or administrator when asked will result in a one-day suspension from school or further action as determined by the Headmaster.
- Cell phones that have been confiscated will not be returned directly to the student. The parent/guardian may collect the cell phone from the security office no earlier than the day after the confiscation either 30 minutes prior to the start of school or 30 minutes after the close of school (7:30-8:00 a.m. and 2:30-3:00 p.m.)
- Though the school will secure the phone, the ultimate responsibility for any loss or damage remains with the student who violated this policy.
- Students may only use the cell phones after the final dismissal bell sounds.

Proper Dress

It is expected that all students of Lowell High School will be appropriately attired while in school. In keeping with the preceding, dress that tends to disrupt the class or

contributes to a safety hazard in class is prohibited. In the spirit of maintaining an orderly and safe learning environment, students are prohibited from wearing any article of clothing or carrying any backpacks or other accessories which are lewd, which promote violence or hate for any individuals or groups, or which degrade the beliefs of others. Also prohibited is the wearing of studded accessories, jewelry or chains, which could be utilized as weapons.

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 with this policy will be in violation of school rules and penalized accordingly.

Students are not permitted to wear the following:

- Hats
- Extremely short skirts or shorts
- Shirts or blouses with bare midriffs
- Halters, tank tops with narrow straps, tube-tops, shoulderless shirts or blouses, or excessively low-cut tops.
- Oversized or sagging clothing
- Jewelry that could cause injury
- Gang-related clothing
- Sunglasses, including sunglasses worn on top of the head
- Eyeglasses in class unless medically required
- Bandanas, scarves, sweat bands, rags, flags, gloves, or gang-related decorative articles—nothing is to be worn on the head
- Visible gang-related tattoos
- Military clothing (except AFJROTC) to include camouflage or fatigues (of any color)
- Clothing or jewelry that relates to drugs, alcohol, or has a sexual connotation
- Facial disfigurement
- Any other dress that distracts, disrupts, intimidates, or provokes can be deemed inappropriate by the Headmaster.

Please Note: While participating in physical education, students are required to be dressed in proper gym clothing; sneakers, white socks, T-shirts, and shorts.

Hats and Coats

In addition to the above regarding proper dress, students are not permitted to wear hats and coats in classrooms, corridors or public school assemblies. **Students must put all hats and coats in their assigned locker prior to the advisory period.** Students found wearing hats or coats will be given the opportunity to place such items in their lockers on the first offense. On the second offense, items will be confiscated until the end of the school day. Subsequent offenses may result in further disciplinary action. Modifications to the dress policy, hat policy and coat policy may be issued by the Headmaster when necessitated by extenuating circumstances such as extremely hot weather or problems with the heating system.

Skateboards/Scooters/Roller Blades/Heelys

Skateboards/Scooters/Roller Blades must be left in the student's locker at all times during the school day and students are not allowed to use heelys on school property. These items will be confiscated if used in school or if students are carrying them during the school day.

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 building area completely at both ends. 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 Cox 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 side doors near the nurses' office and SRO office so as not to impede the exit of students on the second and third floors.

Safety Drills

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

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

Student Lockers

Lockers must be locked at all times. All lockers are the property of the Lowell School Department and are on loan to the students each school year. The student is subject to locker searches and periodic inspection. At Lowell High School only authorized school locks can be used; locks other than school locks will be removed or cut off by school personnel. The school maintains a log of all school lock combinations and possesses master keys that can open all school locks. **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 which 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 will inspect lockers during school vacations or recesses in months of December, February, and April and during the summer recess (June through August). 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.” Students are to use only those lockers assigned to them by the school administration.

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.

Lost Books, Instructional Materials or Other School Property

Books, instructional material, uniforms, etc., when issued to students 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 textbooks provided that the student reports that his or her textbook 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. You 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.

Free and Reduced Lunch Applications

Applications for a free and reduced lunch are available in the student's house office.

Bus Passes

Students can purchase city bus passes at the beginning of each month in the school cafeteria during the lunch periods. A city bus pass costs \$20.00 per month.

Elevator Keys

Students with disabilities requiring the use of the elevator should see the Bursar in the Athletic Office who will provide an elevator key upon the receipt of a five-dollar (\$5.00) deposit.

Fund Raising

Solicitation of funds within the school for any purpose without clearance from the Headmaster is prohibited.

Insurance

For a small fee, students may obtain insurance coverage covering accidents to and from school, during school hours, and while participating in supervised, school sponsored events.

Working Papers

Students between the ages of fourteen and seventeen who are employed must have work papers. Working papers may be obtained from the Student Support Office before and after school and during the student's lunch period. 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.

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 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 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 Office and obtain a guest ID Badge. 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 Headmaster.

Summer School

When budgeted by the School Committee, Lowell High School will offer a Summer School Program. This program is primarily a make-up (remedial) or review effort. Courses taken in the program are not considered as substitutes for courses taken during the regular school year.

The provisions of this section may be exercised for one of the following purposes:

- To secure a passing grade
- To meet attendance requirements

Summer School Criteria

- Lowell High students can participate for credit only if they have to clear up a U or an NC grade (indicating a passing grade) or have earned a grade of 60 percent or better in that subject during the regular school year.
- Absences in excess of 3 (three) days will disqualify students from receiving credit.
- Appropriate dress and behavior are required (see sections 2 & 3 in the handbook).
- Parental approval required.
- No transportation will be provided by the Lowell School Department.
- The Director of the Summer School program 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.
- Grades will be recorded on LHS records as pass, pass-continue or fail.

Lowell High School students who take course work at other institutions 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 the Headmaster. They will be required to pay any fees charged by the host institution with no expense to the Lowell public Schools. More than three (3) absences from any summer school program will result in no credits. Grades will be recorded on LHS records as pass, pass-continue or fail.

Home or Hospital Tutorials

Home teaching or tutoring is provided for those students who cannot attend school and fall under one of the following categories:

- Certified medical reasons which must be documented by a medical physician on the Physician's Statement for Temporary Home or Hospital Education. The form is available in the office of Student Support Services or the house office.
- An official Individual Education Plan (IEP).

- A 504 Accommodation Plan
- A Suspension/Expulsion when authorized in the Headmaster's decision letter.

If the tutoring is for medical or IEP reasons or for 504 Accommodation, the form must be sent to Lowell High School, Student Support Services, 50 Fr. Morissette Blvd., Lowell, MA 01852. If the tutoring is for a Suspension/Expulsion, the parent/guardian must call the office of the Assistant Superintendent of Student Support Services at 978-674-2034.

If the tutoring is approved, a tutor will be assigned by the Lowell School Department to work with the student for a total of up to four (4) hours per week.

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. Library Media Specialists provide individual assistance and formal class instruction so students learn to find, evaluate, and use information from a variety of sources. The Library is open each day before school, after school Monday-Thursday, and Saturday mornings. The Library contains over 20,000 volumes, as well as twenty computers with internet access, and an in-house lab with thirty computers, a variety of software programs and many on-line educational subscriptions.

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 208B.

Discipline

It is expected that all students comply with school policies to help ensure a safe and respectful environment conducive to learning. A teacher may detain a student whenever the student is not in compliance with school rules. If the inappropriate behavior continues, the student may be referred to the House Office for further consequences that can include detention, in-house suspension, out of school suspension. Major violations may result in an expulsion hearing before the Headmaster. Please note that violation of school rules could result in notification of noncompliance to the probation office.

Major Violations -- Long Term Suspension or Expulsion

(M.G.L. Chapter 71, Section 37H)

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

I. Assaulting and/or battering school personnel

Any student, who assaults a principal, assistant principal, 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 Headmaster. (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 Headmaster.

III. The sale of and/or possession and/or transfer of illegal drugs or alcoholic beverages

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 Headmaster.

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 Headmaster. After said hearing, the Headmaster may, in his discretion, decide to suspend rather than expel a student who has been determined by the Headmaster to violate any of the above-mentioned items.

Appeal Process for a Suspension or Expulsion

Any student who has been suspended or expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The suspended or expelled student shall have **ten 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

(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 Headmaster may expel or choose to suspend such student for a period of time determined appropriate by the Headmaster if the Headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect.

The student 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 calendar days** following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days for the student's request for an appeal.

Other Suspensions or Expulsions

(M.G.L. Chapter 76, Sections 16&17)

The Headmaster 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 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.

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.

Major Violations Listing

The violations listed below are considered major violations. All major violations warrant suspension at the discretion of the housemaster. Depending on the seriousness of the offense or the frequency of the violation, the housemaster may refer the issue to the Headmaster for further action, which could include an expulsion hearing before the Headmaster or school committee. Any one of these violations 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. Cutting classes
9. Destruction of school property
10. Disturbing classroom work or any function/activity in the school
11. Drugs and/or alcohol: sale and/or possession and/or transfer and/or being in the presence of illegal drugs and/or alcohol
12. Fighting
13. Harassment, including verbal abuse and inappropriate jokes, or use of offensive material in a class assignment
14. Harassment (sexual), including verbal abuse and inappropriate jokes, or use of offensive material in a class assignment
15. Hazing

16. Improper and/or unauthorized use of any medication
17. Inappropriate use/abuse of computer software/hardware
18. Incurring a series of repeated infractions of major or minor rules
19. Leaving school grounds during school hours
20. Misuse of fire equipment, fire alarms, 911 calls
21. Non-compliance with school rules during a fire drill
22. Other-any major violation not listed or repetitive minor violations
23. Possession and/or use of a dangerous weapon, including but not limited to a gun or knife
24. 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
25. Profanity, use of
26. Present in school, however, not reporting to homeroom for attendance
27. Repeatedly and intentionally defying the valid authority of supervisor, teachers, or administrators
28. School bus infractions
29. Showing defiance, disrespect, or threatening any member of the school staff
30. Smoking/use of tobacco products
31. Stealing (Over \$250 is a felony)
32. Tampering with school documents or providing false information
33. Threatening another student
34. Trespassing on the grounds of another public school where the student is not enrolled, or of his or her own school when under suspension
35. Truancy
36. Violation of law-local, state, federal
37. Violation of school rules and procedures

Profanity

At no time is profanity accepted by the Lowell School Committee, Central Administration, or the Administration and Staff at Lowell High School. Profanity is unacceptable in class oral presentations and papers. This also extends to all shows, plays, and any other event related to Lowell High School.

Smoking/Use of Tobacco Products

- | | |
|---------------------------------------|--|
| First Offense: | one (1) detention |
| Second Offense: | three (3) detentions |
| Third Offense: | one (1) day in-house suspension and attendance at smoking cessation program (if available) |
| Fourth Offense: | one (1) day suspension: parent and student must meet with Housemaster for reinstatement |
| Fifth Offense and Subsequent Offenses | one (1) day suspension; parent and student must meet with Headmaster for reinstatement |

Please note that the possession of matches or lighters will negate the progressive discipline listed above and will result in a suspension. Students found smoking are also subject to backpack and locker searches.

Minor Violations

Minor violations typically, but not always, involve infractions that are not listed as major violations. Examples of minor violations include but are not limited to tardiness to class, gum chewing, missing assignments, talking in class, not returning warning reports, or not bringing class materials. A classroom management plan will be located in each classroom and the classroom teacher will handle all violations to the class rules that are not classified as major violations. Only when no improvement is shown, will the student be referred to the housemaster for further discipline. However, exceptions may be made to this procedure as warranted and authorized by the Headmaster.

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 extra-curricular activities. A student will not be allowed to return as a member of Lowell High School until such time as he or she is interviewed, along with a parent or guardian, by his or her housemaster.
- No student will be allowed into a class without a reinstatement card.
- A zero (0) will be given for all work missed during the period of suspension. The student under suspension has the right to the opportunity to make up all work missed thereby removing the zero (0) grade received while under suspension. However, it is the student's responsibility to arrange for the make-up work with each and every one of his or her teachers no later than two school days after he or she has been re-admitted to school from that suspension.

In-House Suspension

A student who has been placed into in-house suspension faces the loss of all privileges at the school at the time of suspension. A student will be placed into in-house suspension in place of outside suspension at the discretion of the housemaster.

- In-house suspension hours are 7:55 a.m. to 2:30 p.m. No Early Dismissal.
- Students report to their house office immediately after checking in with their advisory.
- Students must bring all required materials: textbooks, notebooks, pen/pencil.
- Students must complete all assigned work.
- Students are responsible for returning all work to appropriate teachers.
- Any student who leaves the room without permission, or leaves with permission but does not return to the in-house suspension room, will be automatically suspended and must return with a parent on the next school day to meet with the housemaster. The student will complete the original in-house penalty.

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 is a meaningful and essential part of the classroom structure. Time lost from class, in terms of opportunity for interaction amongst students and teacher, 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
- Be on time for every class, and arrive prepared to learn

Steps to Ensure Earning Course Credit:

- The school committee policy allows for no more than 8 unexcused absences per semester.
- 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 housemaster and guidance counselor.

Definition of Absence

An absence is a day or series of days missed from school. **Every reasonable attempt will be made to contact parents after each absence.** When a student is absent from school, an automated attendance call is made to the home. Attendance letters are mailed to the home after 3rd, 6th, 9th, 12th absences whether the absence is excused or not. A student who is absent without documentation will be considered truant, subject to disciplinary action and will not be allowed to make up any missed class work. **A student who has been absent for more than eight (8) days in a semester will receive No Credit (NC) for the course unless official documentation is provided to the house office excusing the absences (see Excused Absences on 4-1 to 4-2)**

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 (Senior college visits*)—letterhead
- Death of a family member—death notice
- Religious holidays

*Total days allowed for Senior college visits is a total of three (3) days for the year

Important Notice

Parent notes will only ensure a student can make up missed classroom work because it documents that the student was not truant, however absences covered by parent notes are not considered excused absences. For absences beyond the eight days per semester, official documentation as noted above must be provided.

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.

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.

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.

Procedures for Parents and Students Regarding Attendance

- All student absences must be documented in writing. The document must be turned in to the advisory teacher within 5 days of the student’s return. The advisory teacher will forward all notes to the house office daily.
- Notes regarding an absence will ensure a student is not designated truant, and can therefore make up class work.
- Please see page 4-1 and 4-2 for what constitutes an excused absence

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 Parents and Students Regarding Dismissal

Please be aware that dismissing a student can impact his or her ability to earn credit in a course. Parents 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 (see section 4-2).

Students who wish to be dismissed must bring in a parent-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 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 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. If this is not possible, a fax signed by the parent 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.**

Absent/Dismissed

When a student is absent, he or she will not be allowed to participate in any athletic or extra-curricular activity that day. 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. Student must be present in school on Friday to be eligible to participate in any athletic events or extra-curricular activities during the weekend.

Perfect Attendance Recognition at Commencement Exercises

For the purposes of recognition during Commencement Exercises "perfect" attendance is defined as having no absences for the school year (exception: authorized field trips and up to three pre-approved college visits during senior year). Please note that a student who is dismissed before 11:10 or is tardy after 11:10 is considered absent for the day. Also, if

the cumulative total time of tardies or dismissals for any school year equals more than half a day, this will disqualify the student for the perfect attendance designation.

Attendance and Tardy Procedures

All students must report to their advisory period for attendance every day. Students arriving after the official start time of 7:55 will be marked tardy to advisory. A pattern of tardy to advisory will result in disciplinary action. Students arriving after 8:15 must report to their house office and present a note from a parent or other documented source to the housemaster explaining the reason for the tardiness. The parent note does not excuse the tardy.

The house will issue a tardy slip that they must show to their teachers. Every effort will be made to notify parents of patterns of tardiness to school for those students who fail to provide documentation for tardies. After the fourth tardy and for each subsequent tardy, detention will be given by the Housemaster. 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 advisory 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 parents that their child was tardy to school.

Truancy

A student who misses his entire class day schedule without sufficient documentation is considered truant. Truant students may not make up missed work for the day or days of truancy. Truant students are subject to suspension, detention, and/or possible referral to the Attendance Office for court proceedings. Please note that Massachusetts General Law Chapter 76, Section 2 permits prosecution by the District Attorney's Office in the case of chronic truancy. The maximum possible penalty may be fine of not more the \$500.00 or imprisonment of not more than one year, or both.

In addition, Lowell Public Schools may seek a CHINS (Child in Need of Services) Truancy Petition through the court system for any child under the age of sixteen.

Cutting Classes

Cutting is defined as when a student has appeared for morning attendance in the advisory period or the house office and does not attend a class or 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 detention or possible suspension. Repeated cutting will result in suspension. Student's work missed due to cutting will not be excused and will result in loss of grade and 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 suspension. 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 Headmaster.

Results of Absenteeism

- **Loss of Course Credit:** A student with a passing grade and nine (9) or more unexcused absences per semester in a class will be in jeopardy of losing all credits for that course (No Credit “NC”) unless the student participates in the Academic/Attendance Recovery Program (Buy-Back). Students with between 9 and 15 unexcused absences during a semester will be eligible for this credit recovery program. Please see page 4-6 for complete policy.
- Students passing the course but exceeding the attendance policy will receive a “U” grade on the report card. Students must buy back credit by the end of the following marking period. For example, a student who needs to buy back credit from first quarter must complete the buy-back by the end of second quarter. If the student fails to buy back the grade within the designated time period, the grade will revert to a “NC” and the student will lose all credit for the course. All buy-back for 4th quarter must be completed before final exams for 4th quarter. The buy-back option does not extend into the following school year.
- Students who have 16 or more unexcused absences during a semester with a passing grade will automatically receive an attendance failure grade of NC for the final grade with no option to recover that grade during the school year and will lose the credits for the full semester. (Student may be eligible for summer school.)
- **Withdrawal for Unexcused Absences (students 16 or older):** If a student has over seven (7) non-consecutive 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 buy-back, the attendance officer or the housemaster will contact the parent to schedule a hearing with the Attendance Review Board. If the absences cannot be excused, or the student fails to appear at the Attendance Review Board, 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) has arranged with the attendance officer and the housemaster for a re-entry meeting at which the attendance policy will once again be explained. All students must be accompanied by a parent/guardian both to the re-entry meeting and for re-enrollment.

Students who have **ten (10) consecutive days of unexcused absences**, or a pattern of nonattendance, will be deemed to be **non-members** and thus removed from the school’s rolls by the attendance officer who will have ensured that the parents were contacted regarding the attendance issue. Students and parents are encouraged to meet with the Housemaster to discuss alternative educational options.

Academic/Attendance Recovery Program (Buy-Back Program) (Pending Funding)

Any student who exceeds the allowable number of excused absences in a class might qualify to participate in the academic/attendance recovery program. Participation in the program is a privilege, not a right, and the following criteria must be met:

- The student must see the housemaster to determine eligibility for the program. Once the Housemaster has determined that the student is eligible for the program, the Housemaster will officially enroll the student in the program. No student can be in the program without being officially enrolled by the Housemaster.
- The student can have no more than fifteen (15) unexcused absences in a semester course.
- The student must have five (5) days of perfect attendance (no unexcused tardies, dismissals, truancy, and no cuts) before beginning the program and the student must have met all other obligations including serving any outstanding detentions.
- The student must sign a contract with the housemaster and classroom teachers involved. This contract may include specific assignments to be completed by the student at the discretion of the teachers involved. Buy-Back Program staff members will assign additional work as required.
- The student must begin the academic/attendance recovery program by attending one Saturday tutorial at the Tutoring Center in the school library. If the student is buying back 3 hours or less, the student will not need to start the program on a Saturday. In the fourth quarter the Saturday requirement will be waived.
- To get credit for buy-back in the morning the student must be in the Tutoring Center from 7:00 to 7:30 a.m. To receive credit for after school buy-back the student must attend a minimum of 30 minutes after school.
- A student can only buy back one (1) course at a time.
- All students must be actively engaged during their buy-back hours and complete the work assigned. Final approval of buy-back hours is subject to the assessment of the staff members at the Tutoring Center.
- Once enrolled in the program, for every one (1) hour of attendance at the Tutoring Center, the student will be credited for one period of class attendance
- The student must complete the academic/attendance recovery program prior to the end of the following marking period (example: 1st marking period “U” must be cleared up by the end of 2nd marking period). Any 4th quarter buy-back must be

completed before 4th quarter exams. Buyback does not extend into the following school year.

- The second Saturday in May is the last day that buy-back can be entered for seniors and the first Saturday in June is the last day buy-back can be entered for underclassmen. The only other option for students who miss the deadline and have an outstanding NC would be attending Summer School (if eligible).
- It is the student's responsibility to verify attendance at the Tutoring Center.
- A student will lose his or her accrued hours and be put out of the program if he or she is asked to leave the Tutoring Center due to misbehavior or if the student cuts any further classes or has any other unexcused absences. A student put out of the program will not be permitted to re-enter the program. The student may be allowed to attend summer school (if eligible).

Student Support Services

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. Guidance 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 guidance issues such as program choices and changes, college and career choices and problems solving around academic issues. As relationships build, students sometime bring more personal matters to counseling.

Guidance counselors also consult parents, teachers, and administrators on issues related to learning styles, emotional needs, and behavior. Guidance counselors play a central role in the "Teachers Assistance Team"(TAT), which brings Housemaster, Counselor, parents 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.

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

- Educational planning and counseling
- Personal counseling
- Scheduling new students
- Information sharing and consultation with parents 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 to students and families are also provided through the Crisis Intervention Office, the school-based social workers, and parent liaisons.

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:

- Each student must have attained, in the previous marking period, an accumulated grade of 70 or better in at least 4 courses each of which requires at least 5 periods of prepared work per week.
- 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), student will lose eligibility to participate in all school activities for twelve (12) consecutive weeks.

Co-Curricular Activities offered at LHS (Descriptions available in Room 418)
(Offerings subject to change)

- Air Force Jr ROTC Drill/Honor Guard
- Art Club
- Ballroom Dance Club
- Band/Flags & Color Guard
- Business Professionals of America
- Black Unity Club
- Chess Society
- Club for Asian Pacific American Youth
- Dance Ensemble
- DaVinci Society-Academic Decathlon
- DECA—*An Assoc of Marketing Students*
- Environmental Club
- The Forgotten Realms Club
- Future Educators of America
- GSA/Rainbow Connection
- Hispanic Club
- International Language Club
- Math Club & League
- Mock Trial
- National Honor Society
- The New Age Club
- Pep Club
- The Poetry Society
- Portuguese Speakers' Club
- The Review-School Newspaper
- Science Club & League
- South Asian Club
- The Spindles Show Choir
- *The Spindle* Yearbook
- Student Book Club
- Student Council
- Student Theatre Company
- Technology Club
- Tri-M Music Honor Society
- Women's Club

Student Government

- **Class Officers:** Officers elected include: President, Vice-President, Secretary; and Treasurer for the Senior Class. Elections are held each November in conjunction with city/state/national elections. Applications are available in the Student Activities Office in early October for seniors. Students who wish to be considered as nominees must meet the standards of eligibility including academic eligibility as stated by the MIAA Handbook (page 7-1), 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 the Student Activities Office during the first two weeks of school.
- **Headmasters Advisory Panel:** Consists of students from every grade level who meet on a monthly basis with the Headmaster as well as other key administrative personnel. Students discuss issues as brought up by students with the Headmaster 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 Headmasters recommendation. Applications are available the Student Activities Office during the first two weeks of school.
- **Student Advisory Councils** (Chapter 1009): 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** (Chapter 95): establishes student advisory committees to local school committees. The committee consists of five (5) students elected by the entire student body of the high school or high schools in each city, town, and regional school district. Every school committee is required to meet at least once every other month with the student advisory committees during the months school is in session.

Athletics

Lowell High School is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and therefore strictly abides by the rules and regulations of the MIAA as spelled out in their “Blue Book.” A copy of the “Blue Book” is available for inspection from the Athletic Director.

Academic Requirements (Sections 58 - 60 of the MIAA Coaches’ Handbook)

- 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 year long 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 year long 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 year long major English courses.
- Academic eligibility of all students shall be considered as official and determining only on the published date when the report cards for that ranking period are to be issued to the parents 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 any subject taken during the summer, unless that subject has been previously pursued and failed.
- 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.
- During the school year a student shall not, regardless of quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; marijuana; steroids; or any controlled substance, or be present at a party that was planned and organized for drinking alcohol. 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 or her doctor.

- Student athletes must complete each athletic season in “good standing” to receive scholarships for the Friends of Lowell High School organization.

Minimum Penalties

- **First Violation:** When the Headmaster 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 totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. 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.
- **Second and Subsequent Violations:** When the Headmaster 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 totaling 60% of all interscholastic contests in that sport, or 40% if student pays for and attends a dependency program during the penalty period. Penalties will be per MIAA rules and regulations and Lowell Public Schools Policies.

Lowell High Athletic Teams

(Offerings subject to change)

- Baseball
- Basketball (Boys & Girls)
- Cheerleading
- Crew (Boys & Girls)
- Cross Country (Boys & Girls)
- Field Hockey
- Football
- Golf
- Gymnastics (Boys & Girls)
- Hockey
- Lacrosse (Boys & Girls)
- Skiing—Alpine (Boys & Girls)
- Soccer (Boys & Girls)
- Softball
- Swimming (Boys & Girls)
- Tennis (Boys & Girls)
- Track—Indoor (Boys & Girls)
- Track—Outdoor (Boys & Girls)
- Volleyball (Boys & Girls)
- Wrestling

Policy and Guidelines Regarding Search and Seizure

All parents and students must understand that:

- The Headmaster, housemasters 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, all of the same sex as the alleged suspect. 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 Headmaster, housemaster 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/guardian 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 parents 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 a Housemaster, Director of Curriculum. The decision of the Headmaster is final.

Physical Restraint

The Board of Education adopted new regulations on the use of physical restraint in public education programs. The regulations (603 CMR 46.00) are meant to promote safety for all students and staff in school. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

Disturbance of School Assemblies

Whoever willfully interrupts or disturbs a school or other assembly of people met for lawful purpose shall be punished by imprisonment for not more than one month or by a fine of not more the fifty dollars (\$50) provided however that whoever, within one year after being twice convicted of a violation of this section, again violates the provisions of this section shall be punished by imprisonment for one month and the sentence imposing such imprisonment shall not be suspended.

The Commonwealth need not show that the defendant possessed a specific intent to disturb the school proceedings. The willfulness requirements of MG.L chapter 272 section 40 demands however only that the acts of the defendants be willfully performed. As long s the acts were intentional and not due to accident or inadvertence the requirement is satisfied. (Commonwealth v. Bohmer. 374 Mass. 368.377.372 N.E. 2nd 1381 (1978).

Harassment and Bullying

Harassment is defined as any conduct of a verbal or physical nature that embarrasses, distresses, agitates, disturbs, causes fear, causes an apprehension of harm, harms or troubles a student on the basis of race, color, national origin, age, sex, sexual orientation or disability. Harassment also includes **sexual harassment, teen dating violence and sexual assault**. Harassment is illegal and will not be tolerated. The following behaviors are examples of sexual harassment: gestures with sexual overtones, spreading sexual gossip or rumors, unwanted sexual or suggestive gestures, looks, verbal comments, (including but not limited to “mooing”, “barking”, and other noises) or jokes, touching, pinching, and grabbing body parts, sexual notes or pictures (including electronic transmissions), sexual graffiti, being coerced to do something sexual, any unwanted physical contact of a sexual nature, attempted rape, and rape. Some forms of sexual harassment may also be crimes and could be reported to the police.

Bullying is defined as the repeated use by one or more students 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 victim that, (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

“**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.

Any student 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 and/or law enforcement official as soon as possible. To the extent that the student/parent believes that harassment and/or bullying creates a grievance under Title IX

and/or Chapter 662 the student would also have the option of filing a complaint in writing to the coordinator of Title IX or Chapter 622.

A report (verbal or written) of harassment and/or bullying 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 principal of your child's school and/or the Office of Student Support Services for the Lowell Public Schools at 978-674-2034. Additional information can be found on the Massachusetts Department of Elementary and Secondary Education website or the Lowell Public School 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. Student should seek the closest adult if feeling threatened or harassed—classroom teacher, administrator, security guard, school nurse, custodian, cafeteria worker, or other staff member.
2. Student should report that they are concerned for their safety and ask the adult to help them contact their Housemaster or security guard. The security guard will contact the Housemaster 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 120), C (room 512), D (room 640), E (room 301), and Freshman Academy Office / Freshman Academy Guidance Suite
 - School Resource Officers' Office (outside Cafeteria)
 - Security Office (outside Cafeteria)
 - Nurses' Office (outside Cafeteria)
 - Main Office (outside Cafeteria)
 - Student Support Services (1st floor; Gymnasium cross-corridor)
 - School Library (2nd floor; Gymnasium cross-corridor)
4. Student 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

Equal Educational Opportunities

Policy Against Discrimination

It is the policy of the Lowell Public Schools not to discriminate on the basis of sex, religion, color, or national origin in the educational program, activities, or employment policies as required by Title IX of the 1972 Education Amendments and Chapter 622 of the Acts of 1971. Title IX is federal legislation that prohibits discrimination against students and employees on the basis of sex. Chapter 22 is state legislation that includes prohibition of discrimination on the basis of sex but also prohibits discrimination on the basis of race, color, national origin and religion. (Chapter 622 deals with students only.)

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

Grievance Procedures

A student or employee in the Lowell Public Schools who feels that he or she has grievance under the Title IX or Chapter 622 shall file it in writing to the following:

Level 1	Principal
Level 2	Coordinator of Title IX/622
Level 3	Superintendent of Schools
Level 4	School Committee

Level 1: A student or employee who feels there is a complaint under Title IX or chapter 622 shall submit it in writing to the Principal/Designee (Housemaster). The Principal/Designee (Housemaster) will meet with the student or the employee 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 Title IX Coordinator, who shall, within ten (10) school days thereafter, meet in an effort to settle the grievance. *The Lowell School Department coordinator for Title IX, VI and 504 is the Assistant Superintendent of Student Support Services at (978) 441-3718.*

Level 3: If at the end of ten (10) school days next following the meeting, the grievance shall not have 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 next following the meeting with the Superintendent of Schools, the grievance shall not have been disposed of to the satisfaction of the complainant, the complainant may refer the written grievance to the School Committee. Under s Chapter 622 grievance, the complainant may submit a copy

to the Bureau of Equal Educational Opportunity. The School Committee shall respond promptly, but no later than thirty (30) school days, in writing to the complaining party. The School Committee shall also send a copy of the response to a Chapter 622 grievance to the Bureau of Equal Educational Opportunity at the Massachusetts Department of Education.

Complainants under Title IX have the right to send a complaint at any time to the Office of Civil Rights, Department of Education in Boston, MA.

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 five hundred dollars (\$500).

(Chapter 269, Section 18)

Drug/Alcohol Policy

Procedure for Authorized Medication

With physician and parental permission, any student who is required to carry a prescription or non-prescription drug on his or her person during school hours shall immediately upon entering school property deposit such drug with the school nurse who, if necessary, will administer the drug.

Drug Free School Zones

The state of Massachusetts enacted a law in 1989 that imposes extra penalties on any transactions (selling, giving, or distributing) of illegal drugs or controlled substances in or around schools. Anyone found involved in any such transactions within 1,000 feet of school grounds, whether or not school is in session, will face a mandatory minimum two (2)-year jail sentence. Therefore, anyone engaged in such violations will be referred to the Police Department for criminal action.

Alcohol Use

Any student who uses or is in the “possession of” alcohol on school property or in the vicinity of school property as well as in the “presence of” alcohol on school property is subject to suspension and/or possible expulsion from Lowell High School.

Tobacco Products Prohibited

The high school is committed to having a smoke and tobacco free environment for all members of the school community. Therefore, the use of tobacco products and smoking related products on school property, and vehicles used in the transportation of students, is strictly prohibited. Smokers will be referred to their housemaster for disciplinary action.

School Policy on Drugs and Alcohol

- The possession and/or sale or use of any controlled drug, look-alike drug, drug paraphernalia, any prescription medication, volatile substance, or alcoholic beverage on or in the vicinity of school property or at any school function is a violation of school rules and will result in the immediate suspension of the student involved from school and all school activities for the duration of the suspension. Any employees of the school department, including bus contractors and their employees, will report any incidents or violations involving drugs and/or alcohol.
- Re-entry to the school will not be allowed until a conference has taken place among the student, parent/guardian, school administrator and the appropriate member(s) of the school department staff. During this meeting the participants will discuss plans to monitor the student’s subsequent behavior and possible referral to the appropriate counseling agency if it is demonstrated that such assistance is needed.
- It is expected that parents or guardians will be responsible to follow through on such plans. Failure by the parents to cooperate with the school department may

result in the filing of legal proceedings with the Lowell District Court and/or Massachusetts Department of Social Services.

- Violations of this policy may also constitute a criminal act. All cases where drugs or suspected material is seized will be reported to the police. Such cases will be reviewed with the police to determine if criminal prosecution is possible and in the best interest of all concerned.
- All repeat offenses and all cases where distribution and/or sale of illegal substances has occurred will result in suspension and recommended court action, as well as a recommendation for expulsion proceedings to be instituted.
- The school department will cooperate with law enforcement agencies in every possible way to ensure that illicit activities by students and others be discouraged in the vicinity of the school.
- The school department will follow the above policy with the full consideration to the legal rights of the individuals involved and the rights and safety of the school community.
- The school department recognizes the need to provide a balance between the need to discipline as well as the need to provide supportive/counseling services to those students who have drug and alcohol related problems.

Students Seeking Voluntary Drug/Alcohol Assistance

The school will provide, without penalties, assistance to any student voluntarily seeking drug (including alcohol) treatment or advice. If a student voluntarily seeks information or assistance about illegal substance use, and has not been apprehended for any such violation by school authorities, staff will take the following action:

- Immediately consider the best possible means of helping the student, including the use of the Student Support Team members, or private and community resources. The school system cannot assume any expenses for private help or hospitalization.
- Parents are an important factor in helping the individual student and should be involved as soon as it is considered to be appropriate.
- Students who voluntarily seek help or treatment will be given the opportunity to make up any schoolwork missed.
- The seeking of voluntary assistance in no way abrogates the student's responsibilities under any other section of this policy.

Special Education

Comprehensive Special Education Act (Chapter 755) 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. When a student with an identified disability is to be suspended the following is required:

Manifestation Determination Review (§300.523)

If a student being serviced by an individualized education program (IEP), or Section 504 Plan engages in conduct, which would warrant suspension of more than 10 days or expulsion for a non-disabled student the following must occur:

- Not later than the date on which the decision to take that action is made, the parents must be notified of that decision and provided the procedural safeguards notice.
- Immediately, if possible, but in no case later than 10 school days after the date on which the decision to take that action is made, a review must be conducted of the relationship between the child's disability and the behavior subject to the disciplinary action (a manifestation determination review). The review must be conducted by the IEP team and other qualified personnel in a meeting.
- The purpose of this Team meeting will be to determine whether the behavior under review is connected to the student's disability. The IEP team and other qualified personnel must first consider, in terms of the behavior subject to disciplinary action, all relevant information, including:
 - Evaluation and diagnostic results, including the results or other relevant information supplied by the parents of the child
 - Observations of the child
 - The child's IEP and placement

Acceptable Use Policy

The educational purpose of the Acceptable Use Policy is consistent with the mission and vision of the Lowell Public School's 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 e-mailing 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 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 anytime.

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
- 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 equipment from home and plugging it into the network
- 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
- Using the computer 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

Consequences of Violations of Acceptable Use Policy

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

- Suspension/Revocation of network access
- Suspension/Revocation of computer access
- Referral to Housemaster for disciplinary action:
 - School suspension
 - School expulsion
 - Legal action/prosecution by authorities

Parental 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 parents and guardians 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 parents/guardians 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. Parents/guardians 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, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parent/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians 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/guardian 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 parents/guardians and others to the extent practicable. Parents/guardians 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

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. 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 parents, should have these rights. Under 14 or not yet in the 9th grade, then the rights below belong only to the parents.

Seeing your Records

The student and the parents 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.

Notice to all Parents 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 the high school. If the student wishes to have these records please contact the Guidance Department at Lowell High School. If the records are not requested within six (6) 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 Parents

Massachusetts School Records Regulation law Chapter 71 Section 34H requires the noncustodial parent 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. The non-custodial parent must submit a written request to the school principal annually.

The following persons serving in a parental 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 (subject to any written agreement between parents or court order governing the rights of such a parent that is brought to the attention of the school Headmaster).

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

- The parent has been denied legal custody on a threat to the safety of the child or to the custodial parent, or
- The parent has been denied visitation or has been ordered to supervised visitations, or
- The parent's access to the student or to the custodial parent 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 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 parents.

Access to Student Records

- **Other schools:** Parents 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 eligibility student or parent. 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 Headmaster 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 Headmaster or his or her designee to release this information, then student/parent must notify the Headmaster or his designees in writing of that request, within the next ten (10) days. See page J-5.*

Destroying your Records

Pursuant to 603 CMR 23.06 (2) during the school year that a student is enrolled in a school, the Headmaster 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. If you do not want the Headmaster or his designee to destroy such records described above that may be in the temporary record, then you must notify the Headmaster or his designee in writing of that request.

Amending your Record and Appealing it

The student or parents may add any relevant written material to the record. If there is information in the record that the student or parents feel is inaccurate, misleading, or irrelevant and the student or parents want it removed, the student or parents may ask your Headmaster to remove it.

If the request is denied, or if the student or parents have any other objections to the school records, policy, there is an appeals process the student or parents can use. It is described in the records regulations, section 9.0.

This is just a summary of your rights under the regulations. You can get a copy of the regulations from the Student Service Center of Massachusetts Department of Education (Chapter 71; Sections 34D and 34F 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 parents 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 school may, however, release directory information if the school designates certain information as directory information and allows the student or parent to opt out of the directory information exception. Parents 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 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

If you do not want the Headmaster or his designee to release this information, then you must notify the Headmaster or his designee in writing of that request, within the next ten (10) days. See page J-5.

**Denial of Consent For Release of Student Information
to Military Recruiters or College/University Recruiters
for the 2009-2010 School Year**

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 parents 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 & Student Handbook:

*Lowell High School
Attn: Data Processing
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: _____

Signature of Parent/Guardian**: _____

Date Signed: _____

** Students have the right to request that their contact information not be released to recruiters. Parents can override a child’s decision by notifying the school in writing, only if the student is under 18. We encourage parents and students to discuss this information.

