

# *Student Handbook 2013-2014*



*The Mission of the Lynn Public Schools is to continuously improve students' social, cultural and academic achievements.*

## **LYNN VOCATIONAL TECHNICAL INSTITUTE**

80 Neptune Boulevard  
Lynn, Massachusetts 01902  
781-477-7420 Main Building  
781-477-7204 Annex Building

**THIS IS TO CONFIRM RECEIPT and AGREEMENT WITH THE STUDENT  
HANDBOOK FOR THE ACADEMIC YEAR 2013-2014**

***Parent/Guardian and Student Signature Page***

NAME: \_\_\_\_\_ HR: \_\_\_\_\_

GRADE: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

**Instructions**

It is very important that you review this student handbook with your son/daughter. The L.V.T.I. Student Handbook contains the district policies of the Lynn Public Schools as well as the specific policies of Lynn Vocational Technical Institute. Both you and your child must initial in the appropriate boxes acknowledging that you have read the content of this handbook. **This form, and the forms listed below that are contained in this handbook and require parent/guardian signature, are just samples and not meant to be torn out. Your child will bring home the actual form for you to sign.**

- You and your son/daughter have read all school regulations governing the student body and LPS Discipline Code (pg. 47).
- You and your son/daughter have read the Acceptable Use Policy-Computer Technology. (Pg.76)
- You and your son/daughter have read the L.V.T.I. Machine Permit and CTE Related Field Trip Permission Form, and Embedded Safety, OSHA, PE & Entrepreneurship Policies. (Pg. 14-20)
- You and your son/daughter have read the Harassment Policy. (Pg. 77-93)
- You and your son/daughter have read the Release of Student Information to Military Recruiters or College/University Recruiters (Pg. 15)
- You and your son/daughter have read the Media Release Policy (Pg. 16)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

**NOTE: SI USTED TIENE DIFICULTADES COMPRENDIENDO ESTE  
MANUAL, LA ESCUELA PROVEERA ASISTENCIA PARA USTED EOS  
ESPANOL.**

**El propósito de ésta hoja es de confirmar que ha recibido el libro de reglas y procedimientos estudiantiles para al año académico 2013-2014**

***Página de firmas de los Padres/Encargados y el Estudiante***

Nombre: \_\_\_\_\_ Salón Hogar \_\_\_\_\_

Grado: \_\_\_\_\_ Programa: \_\_\_\_\_

***Instrucciones***

Favor de firmar abajo con su hijo/a indicando que su hijo/a recibió su Manual del Instituto Vocacional Técnico de Lynn para el año 2012-2013 y que se ha compartido el libro con usted. El Manual del Instituto Vocacional Técnico contiene pólizas del Departamento de Escuelas de Lynn. En adición contiene detalles sobre las pólizas del Instituto Vocacional Técnico. Tanto usted como su hijo/a deben escribir las iniciales en las cuadras indicando que han leído las declaraciones a continuación:

- Tanto usted como su hijo/a han leído todas Las reglas que pertenecen al cuerpo estudiantil.***
- Tanto usted como su hijo/a han leído la póliza de Uso Aceptable con Computadoras y Tecnología (Vea Pg.76).***
- Tanto usted como su hijo/a han leído el Permiso de usar equipos y maquinaria de L.V.T.I. (Vea Pg. 14).***
- Tanto usted como su hijo/a han leído la Póliza contra el acoso. (Vea Pg. 77-93)***
- Tanto usted como su hijo(a) han leído el documento de Consentimiento de entrega de Información para los asuntos de reclutamiento militar y registración en la universidad. (Vea Pg. 15)***

\_\_\_\_\_  
FECHA

\_\_\_\_\_  
FIRMA DEL ESTUDIANTE

\_\_\_\_\_  
FECHA

\_\_\_\_\_  
FIRMA DEL PADRE, MADRE O ENCARGADO

**NOTA: SI USTED TIENE DIFICULTADES COMPRENDIENDO ESTE MAAL, LA ESCUELA PROVEERA AYUDA PARA USTED EN ESPAÑOL**

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**Space in programs may be limited due to student numbers or financial constraints.**

**LVTI EMBEDDED SCHEDULE**  
**2013 - 2014**

<b>Week</b>	<b>PE/Health</b>	<b>Strands 1</b>	<b>Strands 4-5</b>
<b>B1</b>			
<b>A2</b>	AC-12/ AT-12	CU-12/ GA-12	PP-12/ PM-12
<b>B3</b>	TV-11/ PM-11	AC-11/ CU-11	CT-11/ CA-11
<b>A4</b>	CO-12/ HT-12	EL-12/ ET-12	AT-12/ MC-12
<b>B5</b>	MC-11/ PP-11	EL-11/ EG-11	CO-11/ HT-11
<b>A6</b>	ET-12/ PP-12	AC-12/ PM-12	CT-12/ GA-12
<b>B7</b>	CT-11/ HT-11	CA-11/ PM-11	EL-11/GA-11
<b>A8</b>	GA-12/ TV-12	AT-12/ EG-12	CO-12/ AC-12
<b>B9</b>	AC-11/ EL-11	AT-11/ CT-11	CU-11/ EC-11
<b>A10</b>	EC-12/ MC12	CA-12/HT-12	CU-12/ EG-12
<b>B11</b>	MCAS Makeup	MCAS Makeup	MCAS Makeup
<b>A12</b>	CU-12/ PM-12	TV-12/ CT-12	HT-12/ EC-12
<b>B13</b>	THANKSGIVING	THANKSGIVING	THANKSGIVING
<b>A14</b>	CT-12/ EG-12	CO-12/ EC12	CA-12/ EL-12
<b>B15</b>	EC-11/ CU-11	HT-11/ CO-11	EG-11/ TV-11
<b>A16</b>	CA-12/ EL-12	MC-12/ PP-12	ET-12/ TV-12
<b>B17</b>	Winter Break	Winter Break	Winter Break
<b>A18</b>			
<b>B19</b>	AT-11/ CA-11	ET-11/ GA-11	MC-11/ PP-11
<b>A20</b>			
<b>B21</b>	CO-11/ GA-11	EC-11/ TV-11	AT-11
<b>A22</b>			
<b>B23</b>	EG-11/ ET-11	MC-11/ PP-11	AC-11/PM-11
<b>A24</b>		AC-10/ EC-10	CU-10
<b>B25</b>	CO-10/ HT-10	MC-10/ PP-10	AT-10/ AC-10
<b>A26</b>	CT-10/ CU-10	EL-10/ ET-10	CA-10/ PP-10
<b>B27</b>	MCAS	MCAS	MCAS
<b>A28</b>	ET-10/ TV-10	HT-10	MC-10/ PM-10
<b>B29</b>	EL-10/ MC-10	AT-10 / PM-10	CO-10/ EC-10
<b>A30</b>	AC-10/AT-10	CO-10/ EG-10	CT-10/ EL-10
<b>B31</b>	PM-10/ GA-10	CA-10/ CU-10	EG-10/ GA-10
<b>A32</b>	CA-10/ PP-10	CT-10/ GA-10	ET-10/ TV-10
<b>B33</b>	EC-10/ EG-10	TV-10	HT-10/ GA-10

## Note Taking Rules

### Before

1. **Always** have *Notebook and a Pen* with you and ready.
  2. Print your *Name and Subject* (Computer Repair) on the outside of the notebook.
  3. Write lecture notes only on the *front side of page* (leave back side of page blank).
  4. **Prepare a new page**, before the lecture starts, with the following:
    - ⇒ *Date*
    - ⇒ *Class Title* (H/W, OS, or Apps)
    - ⇒ A *Line* drawn down the full page, 1/3 in from the left margin (Cornell style)
- 

### During

5. **Write lecture notes** only in ‘main note’ area (larger, right side). Use abbreviations, use your own words and summarize, summarize, summarize the lecture:
    - ⇒ *Main points / headings* (underline these)
      - ◇ *Key ideas* (indented under main points / headings)
      - Important phrases or examples* (indented further under key ideas)
  6. Copy down everything from the *blackboard / whiteboard*.
- 

### After

7. **Review lecture notes** after class, write the following in the ‘Key word / Review’ area (smaller, left side):
    - ⇒ *Key words* from your lecture notes.
    - ⇒ Exact *title of any handouts* received during class.
    - ⇒ Any *open questions* from the lecture.
-

## Note Taking Rules-Continued

### 8. Additional guidelines:

- ⇒ Develop a mind-set to take notes, *INTEND TO LISTEN*. Use a *full sized, loose-leaf notebook*
- ⇒ Use a *pen*, not a pencil
- ⇒ *Do not erase*, it is distracting and wastes time
- ⇒ *Line out*, with one line, any errors or mistakes
- ⇒ Use *back side of page* (that was left blank) for *linked homework notes* or extra, supporting information
- ⇒ Be an *active listener*, think about what is being said
- ⇒ Listen / *think* about 75% of the time and **write only about 25% of the time**
- ⇒ Taking notes mean *understanding, summarizing, analyzing, anticipating*
- ⇒ Do not even *try* to take everything down
- ⇒ Translate the lecture *into your own words*
- ⇒ Leave a *few spaces blank*, so you can fill in additional points later
- ⇒ Unless you are totally confused, *save questions for later* in the lecture. Usually the lecturer will soon give information that will answer the question.
- ⇒ Write your *name and date on handouts* and placed in the handout notebook
- ⇒ Get *assignments and directions* precisely, ask if you don't understand
- ⇒ Use the Cornell note taking method for *non-lecture learning* (e.g. reading, homework, research, field repair, etc.)
- ⇒ There will be three minutes allowed after the 'late bell' to *prepare for the lecture*.
- ⇒ There will be five minutes before the 'move bell' to *review your notes*, summarize and write key words in the left margin, and to ask questions



## *Director's Greeting*

Dear Students and Parents,

Welcome to Lynn Vocational Technical Institute. As your high school principal/director, it remains a tremendous honor and privilege to work with you as you strive for success. So many positive changes are taking place at Tech and we are excited to have you be a part of them. The opportunity to work together to maintain this positive climate and to provide an outstanding academic and technical education, in a safe and secure environment, is one to be proud of. We are all committed to the goal that L.V.T.I. will continue to evolve as an educational institution where students are focused on academic and vocational technical achievement and have the necessary support to be successful in the skills required of graduates as they face the challenges of the 21st century. It is the goal of all faculty and staff at L.V.T.I. to truly make a difference in the lives of our students and the community that we serve.

To accomplish this, **Parent Involvement** is a must. Our children will have a greater chance to succeed if we work together as partners. **Parents:** please take time to visit the school and learn about Lynn Tech. Plan to attend the school on Open House nights and other school events. Volunteer to be on the School Council or on a Program Advisory Committee and share your input to make Lynn Tech even better. Check out the ever-changing website on a regular basis. Talk to your student and ask "what did you do in school today?" everyday.

In addition, should you have questions or issues of concern, I encourage you to e-mail or call. It is very important to me that the lines of communication between all members of our school be open and available.

Together, we will make Lynn Vocational Technical Institute the best vocational school in the state.

*Sincerely,*

*Diane M. Paradis, B.S., M.Ed.  
Principal/Director, LVTI*

## **PURPOSE**

This handbook has been printed for you, the students at Lynn Vocational Technical Institute. It is intended to provide you and your parents with information about your school's opportunities and rules so that you are able to make appropriate decisions. If you have additional questions, please feel free to ask your teachers, counselors, or school administrators.

### ***Mission Statement***

The mission of Lynn Vocational Technical Institute is to provide the culturally rich, diverse student body with the opportunity to acquire vocational, technical, and academic skills necessary to succeed in high demand occupations and in further education.

The professional staff is committed to promoting a supportive and safe learning environment by building collegiality, participating in staff development, and by helping students to develop work attitudes that will empower them to become respectful and responsible lifelong learners in the twenty-first century global society.

“Students Today...Professionals Tomorrow”  
is our theme.

## **ACCREDITATION**

Lynn Vocational Technical Institute is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.



NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

**Lynn Vocational Technical Institute School Calendar**  
**2013-2014**  
*Other Events*

**OPEN HOUSE/PARENT  
CONFERENCE NIGHTS**

October 2, 2013-6:00-8:00 PM  
December 4, 2013-6:30-8:00 PM

**PROGRAM ADVISORY BOARD  
MEETINGS**

**FALL:** November 6, 2013  
5:30 – 7:30 PM  
**SPRING:** March 5, 2014  
5:30 – 7:30 PM

**GAC/SC  
MEETINGS**

**FALL:** October 2, 2013  
6:00 – 7:00 PM  
**WINTER:** December 4, 2013  
6:00 – 7:00 PM  
**SPRING:** April 2, 2014  
6:00 – 7:00 PM

**LVTI TECHNICAL  
RECRUITMENT OPEN HOUSE  
& EXHIBIT NIGHT  
January 15, 2014\*  
6:00-8:00 PM**

\*Snow date: January 16, 2014

Interim Progress Report & Report  
Card Schedule: TBD

***Vacations & Holidays***

Columbus Day ..... October 14, 2013  
Veterans' Day ..... November 11, 2013  
Thanksgiving Recess ..... November 27 (noon)  
..... November 29, 2013  
Christmas Recess ..... December 24, 2013  
..... January 1, 2014  
Martin Luther King Day ..... January 20, 2014  
Winter Vacation ..... February 17 - 21, 2014  
Good Friday ..... April 18, 2014  
Spring Vacation ..... April 21 - 25, 2014  
Memorial Day ..... May 26, 2014  
Graduation ..... Tentative – June 5 ,2014

**MCAS Dates**

<u>ELA Composition, Sessions A and B</u>	<u>November 6, 2013</u>
<u>ELA Reading Comprehension, Sessions 1 and 2</u>	<u>November 7, 2013</u>
<u>ELA Reading Comprehension, Session 3</u>	<u>November 8, 2013</u>
<u>Mathematics, Session 1</u>	<u>November 12, 2013</u>
<u>Mathematics, Session 2</u>	<u>November 13, 2013</u>
<u>Last date for make-up testing</u>	<u>November 15, 2013</u>

**ACCESS for ELLs test sessions January 9, 2014–February 12, 2014**

<u>Biology, Session 1</u>	<u>February 3, 2014</u>
<u>Biology, Session 2</u>	<u>February 4, 2014</u>
<u>Last date for make-up testing</u>	<u>February 6, 2014</u>

<u>ELA Composition, Sessions A and B</u>	<u>March 3, 2014</u>
<u>ELA Reading Comprehension, Sessions 1 and 2</u>	<u>March 4, 2014</u>
<u>ELA Reading Comprehension, Session 3</u>	<u>March 5, 2014</u>
<u>Mathematics, Session 1</u>	<u>March 6, 2014</u>
<u>Mathematics, Session 2</u>	<u>March 7, 2014</u>
<u>Last date for make-up testing</u>	<u>March 10, 2014</u>

<u>ELA Composition, Sessions A and B</u> <u>(grades 4, 7, and 10 only)</u>	<u>March 18, 2014</u>
<u>ELA Composition Make-Up, Sessions A and B</u> <u>(grades 4, 7, and 10 only)</u>	<u>March 27, 2014</u>
<u>ELA Reading Comprehension, Sessions 1 and 2</u> <u>(grade 10)</u>	<u>March 19, 2014</u>
<u>ELA Reading Comprehension, Session 3</u> <u>(grade 10)</u>	<u>March 21, 2014</u>
<u>Last date for make-up testing</u>	<u>March 31, 2014</u>

<u>Mathematics, Session 1</u> .....	<u>May 13, 2014</u>
<u>Mathematics, Session 2</u> .....	<u>May 14, 2014</u>
<u>Last day for make-up testing</u> .....	<u>May 20, 2014</u>

<u>STE, Session 1 (Biology, Chemistry, Introductory Physics,</u> <u>Technology/Engineering)</u> .....	<u>June 2, 2014</u>
<u>STE, Session 2</u> .....	<u>June 3, 2014</u>
<u>Last day for make-up testing</u> .....	<u>June 6, 2014</u>

**Detention begins immediately after school in the main cafeteria**

**Campus Crossing**

The number of crossings between our Main Building and the Annex has been minimized so that most students will cross only once a day. As a Lynn Tech student, it is expected that you will cross Neptune Boulevard with strict adherence to Lynn's traffic laws. Also, it is important to dress appropriately during inclement weather.

**An umbrella left in one's locker at all times is a great beginning.**

<b>STUDENT BELL SCHEDULE</b>	
Homeroom 7:45 to 7:55	
Period	
1	7:58 - 8:47
2	8:50 - 9:39
3	9:42 - 10:30
4	10:33 - 11:21
<b>LUNCH 1</b>	11:21 - 11:51
5	11:54 - 12:42
6	12:46 - 1:36
7	1:40 - 2:30
Period	
1	7:58 - 8:47
2	8:50 - 9:39
3	9:42 - 10:30
4	10:33 - 11:21
5	11:24 - 12:12
<b>LUNCH 2</b>	12:12 - 12:42
6	12:46 - 1:36
7	1:40 - 2:30

**Machine Use Permit**

**Lynn Vocational Technical Institute**

Dear Parent/Guardian:

This year your son/daughter: \_\_\_\_\_, will be taking the 9<sup>th</sup> Grade Exploratory Shop Program or a specific shop program which your child selected at the end of his/her freshman year. Most shop programs call for the use of power-driven machinery. All machines are well guarded for the operator and every possible precaution will be taken by the instructor to insure the correct and proper use of these machines by the students who use them. Failure to comply with the following safety rules and standards may be considered sufficient cause for dismissal of your son/daughter from this school.

I \_\_\_\_\_ agree to follow

**(print student's full name above)**

the safety rules listed below:

1. Boots are required ~ Sneakers may **not** be worn
2. Safety glasses **must** be worn
3. Loose fitting clothing may **not** be worn
4. Hair must be of reasonable length complying with safety regulations or approved hair restraint apparel **must** be worn

I hereby give my son/daughter permission to use all power-driven machinery connected with all shop programs at Lynn Tech and hereby release the City of Lynn, The School Department, and all the teachers and employees of the School Department from any claim whatsoever for damages in case of an accident to my son/daughter while working with this machinery.

I have read the above and agree to the conditions there in.

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

\_\_\_\_\_  
Date

**CTE Related Field Trip Permission Form**

I, as parent or guardian of \_\_\_\_\_, understand that CTE-related field trips will be conducted during school hours as a required component of their CTE program throughout the school year. I further understand and agree that the Lynn School Committee and the employees of the Lynn School Department have no liability in case of an accident during a field trip.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

***Release of Student Information to Military Recruiters Or  
College/University Recruiters***

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 the Guidance Office by September 25<sup>th</sup>, although signed forms returned after that date will be effective after receipt by the Guidance Office: **(IF FORM IS NOT RETURNED, YOUR NAME WILL REMAIN ON THE LIST)**

- DO NOT** release student contact information to Military Recruiters
- DO NOT** release student contact information to College/University Recruiters

\_\_\_\_\_  
Student's name (Please Print)

Student's ID# \_\_\_\_\_

Name of School \_\_\_\_\_

\_\_\_\_\_  
Signature of Student or Parent\*\*\*

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.**

**MEDIA RELEASE FOR STUDENTS**  
**(Parent/Guardian Release – For School Use)**

From time to time schools are asked by the media to interview and/or photograph students as part of coverage of positive school events. To allow that to happen we need to have the permission of the students' parents or guardians. By checking the “**grant**” box and signing your permission on this form, you are indicating that you are agreeing to allow the use of such materials for the present school year.

Please sign and return this form to your child's teacher.

I hereby (*please check one box*)

Grant Permission

Do Not Grant Permission

for the \_\_\_\_\_ School to publish, copyright, or use all films, photographs, computer-generated imagery, and printed and spoken words in which my son/daughter is included, whether taken by staff, students, or others. I further agree that the school can use these photographs, films and words for any exhibitions, displays, web pages and publications, without reservation or compensation, for the \_\_\_\_\_ school year.

School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

**Date:** \_\_\_\_\_



**EMBEDDED SkillsUSA & Entrepreneurship  
(CVTE STRANDS 4-5-6) / Grade 10-11-12  
LVTI Course Contract Signature Page**

Please complete and sign below. Return to teacher ASAP.

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Shop Program:** \_\_\_\_\_

I understand what I can expect and what is expected of me in this course. This Embedded Skills USA course includes an entrepreneurship component that meets the required DESE Technical Frameworks and Strands 4, 5 and 6 Competencies of my LVTI program.

The Embedded Skills USA competencies are recorded on the student's Skills Manager Competency Tracking Record.

Student performance is graded as Pass or Fail Course for ½ credit and counts as part of Shop credits.

If the grade is a Fail, the student's grade in the CTE Course is decreased by 10% or one letter grade for that quarter. For example, if the student were earning a "B" in Carpentry and failed the Embedded SkillsUSA portion of the class, then the student would receive a "C" for that quarter. The student will then be responsible to make up the failed course work.

If the grade is a Pass, there is no change in the student's quarterly grade.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

# EMBEDDED PE (CVTE STRANDS 1) / Grade 11 -12

## LVTI Course Contract Signature Page

Please complete and sign below. Return to teacher ASAP.

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Shop Program:** \_\_\_\_\_

I understand what I can expect and what is expected of me in this course. This Embedded PE course includes a CPR and First Aid Certification component that meets the LVTI required DESE Technical Frameworks and Strand 1 Competencies of my LVTI program. I understand I will not be eligible to participate in Co-Op if I fail either First Aide or CPR Certification.

The Embedded PE competencies are recorded on the student's Skills Manager Competency Tracking Record. Due to the required program competencies in Embedded PE, waivers for sports are not allowed.

Student performance is graded as Pass or Fail Course for ½ credit and counts as part of Shop credits.

If the grade is a Fail, the student's grade in the CTE Course is decreased by 10% or one letter grade for that quarter. For example, if the student were earning a "B" in Carpentry and failed the Embedded PE part of the class, then the student would receive a "C" for that quarter.

If the grade is a Pass, there is no change in the student's quarterly grade.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

# EMBEDDED PE (CVTE STRANDS 1-4-5) / Grade 10 LVTI Course Contract Signature Page

Please complete and sign below. Return to teacher ASAP.

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Shop Program:** \_\_\_\_\_

I understand what I can expect and what is expected of me in this course. This Embedded PE course includes a physical education and health component that meets the LVTI PE requirement and meets required DESE Technical Frameworks and Strands 1, 4 and 5 Competencies of my LVTI program. I am not required to take a separate Physical Education course unless I fail Embedded PE.

The Embedded PE competencies are recorded on the student's Skills Manager Competency Tracking Record. Due to the required program competencies in Embedded PE, waivers for sports are not allowed.

Student performance is graded as Pass or Fail Course for ½ credit and counts as part of Shop credits.

If the grade is a Fail, the student's grade in the CTE Course is decreased by 10% or one letter grade for that quarter. For example, if the student were earning a "B" in Carpentry and failed the Embedded PE part of the class, then the student would receive a "C" for that quarter. The student will then be responsible to make up the failed PE course.

If the grade is a Pass, there is no change in the student's quarterly grade.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

**EMBEDDED Safety / OSHA (CVTE STRAND 1) / Grade 10-11-12  
LVTI Course Contract Signature Page**

Please complete and sign below. Return to teacher ASAP.

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Shop Program:** \_\_\_\_\_

I understand what I can expect and what is expected of me in this course. This Embedded Safety / OSHA course includes the safety component that meets the Embedded Safety / OSHA requirement and meets required DESE Technical Frameworks and Strand 1 Competencies of my LVTI program. I understand I will not be eligible to participate in Co-Op if I fail to obtain my 10 – hr OSHA card. I also understand that LVTI will provide the funds for one attempt to obtain my required card. If I do fail and wish to continue, I will be financially responsible for the \$18 cost for any additional vouchers I may need.

The Embedded Safety / OSHA competencies are recorded on the student’s Skills Manager Competency Tracking Record.

Student performance is graded as Pass or Fail Course for ½ credit and counts as part of Shop credits.

If the grade is a Fail, the student’s grade in the CTE Course is decreased by 10% or one letter grade for that quarter. For example, if the student were earning a “B” in Carpentry and failed the Embedded Safety/OSHA part of the class, then the student would receive a “C” for that quarter. Failing the safety component may be cause for removal from my CVTE Program.

If the grade is a Pass, there is no change in the student’s quarterly grade.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

## Exploratory Rotation Dates 2013-2014

<b>Week</b>	<b>Start Dates</b>	<b># of Days</b>	<b>Exploratory Rotations</b>
A1	Thursday 9/5/13	7	Auto Technology
B2	Monday 9/16/13	7	Auto Collision
C3	Wednesday 9/25/13	7	Career Guidance
D4	Friday 10/4/13	7	Carpentry
E5	Wednesday 10/16/13	7	Computer Literacy
F6	Friday 10/25/13	7	Comp Prog/Web
G7	Tuesday 11/5/13	7	Culinary
H8	Friday 11/15/13	7	Early Childhood
I9	Tuesday 11/26/13	7	Electrical Wiring
J10	Monday 12/9/13	7	Electronics
K11	Wednesday 12/18/13	7	Cosmetology
L12	Tuesday 1/7/14	8	Graphics
M13	Friday 1/17/14	8	Health Assistant
N14	Thursday 1/30/14	8	Metal Fab/Welding
O15	Tuesday 2/11/14	8	Precision Machining
P16	Friday 2/28/14	8	Pre-Engineering
Q17	Wednesday 3/12/14	8	Plumbing
R18	Friday 3/24/14	8	Safety
S19	Thursday 4/3/14	10	TV/Media

THURSDAY 4/17/14 SHOPS ASSIGNED

FRIDAY 4/18/14 – NO SCHOOL GOOD FRIDAY

MONDAY 4/28/14 – FRESHMEN INTO ASSIGNED SHOPS

5/12-5/16/14-REQUESTS FOR SHOP CHANGES

5/19/14 – REQUESTS FOR SHOP CHANGES REVIEWED

## **GENERAL INFORMATION**

### ***Access To Student Records***

In January of 1975, the Massachusetts Board of Education adopted the regulations pertaining to student records. These regulations apply to all public elementary and secondary schools. They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and timely destruction of student records. The regulations apply to all information kept by a school system from which a student may be individually identified. The regulations divide the student record into two sections: the *transcript* and *temporary record*.

### ***Disclosure Policy Pertaining to Student Records***

The Lynn Public Schools strictly adhere to the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations (Regulation 603 CMR 23:00) which together provide parents and eligible students (those who have reached the age of 14 or who have entered the ninth grade) certain rights with respect to the student's educational record.

#### **Student Record**

The student record shall consist of a transcript and a temporary record, including all print and digital information, or any other materials of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified. Student files and individual e-mails are considered student works incidental to their student record and are not specifically student records

#### **Transcript**

The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

#### **Temporary Record**

The temporary record (Cum) consists of all information in the student record that is not contained in the transcript. This information may include such things as standardized test results; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information pertinent to the educational process. Information in the temporary record may be shared with the student, parent or a temporary substitute of the marker of the record, but if it released to authorized school personnel it becomes an official part of the student record.

### Destruction of Temporary Record

The superintendent or designee is responsible for destroying the student's temporary record within five years after the student transfers, graduates or withdraws from the school system. The principal or designee is also allowed to destroy misleading, outdated or irrelevant information in the temporary record while the student is enrolled in the school system.

### Directory Information

Directory information is defined as information contained in the student record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may be disclosed without prior written consent. As permitted by FERPA, the Lynn Public Schools have designated selected student records to be "directory information". For elementary students the following records have been designated as directory information:

- Name
- Address
- Telephone number
- Date of birth
- Grade
- Classroom assignment

For middle and high school students, the following records have been designated as directory information:

- Name
- Address
- Telephone number
- Date of birth
- Graduating class
- Team/class assignment
- Participation officially recognized activities and sports
- Honors and awards

The Lynn Public Schools will release the designated directory information without the consent of the parent or eligible student, unless the parent or eligible student provides the principal with written notice that he/she does not wish the school to release such information. The notice must be received annually.

### Privacy and Security of Student Records

The principal or designee is responsible for the privacy and security of all student records maintained in each school. The Superintendent or designee is responsible for the privacy and security of all student records that are not under the supervision of the Principal, such as, former students' transcripts.

### Confidentiality of Student Records

Authorized school personnel shall have access to the student record of those students to whom they are providing services, when such access is required in the performance of their official duties. No individual or organization other than the parent/legal guardian, eligible student, and authorized school personnel are allowed to have access to information in the student's record without specific, informed, written consent of the parent/legal guardian or eligible student. When granting consent, the parent or eligible student shall have the right to designate which part of the student record shall be released to a third party. A copy of the consent form is retained as part of the temporary record. Regulations specifically authorize access to third parties without parent or eligible student consent in the following cases:

- Records designated as Directory Information
- Upon receipt of a court order or lawfully issued subpoena
- Upon request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services.
- Federal, state and local education officials and their authorized agents in connection with the audit, evaluation or enforcement of federal and state education laws or programs.
- A health or safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.
- Authorized school personnel of the school to which a student seeks or intends to transfer.
- School health personnel and local and state health department personnel.
- Upon notification by law enforcement authorities that a student has been reported missing, a mark shall be placed in the student's record. The school shall report any request concerning the records of such student to the appropriate law enforcement authority.

### Access to Student Records

A parent /legal guardian or an eligible student has the right to:

1. Inspect and review all the student's education records within two consecutive weekdays after the principal or designee has received a written request for access unless the requesting party consents to a delay. Parents or eligible students should submit to the principal a written request that they wish to inspect the records.



2. Receive a copy of any part of their student record. The school may charge a fee for duplication of materials. Any student or former student, regardless of age, shall have the right to receive a written transcript of his/her record as a student. There shall be no charge for any duplicate or additional transcripts furnished.
3. Have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record.
4. Request an amendment to the student's educational records that the parent or eligible student believes to be inaccurate or misleading. Parents of eligible students have the right to appeal the principal's decision in writing to the superintendent of schools.
5. File a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U. S Department of Education, 400 Maryland Avenue, SW, Washington, DC 20245.
6. According to 603 CMR 23.10 (1) (a) : Notification, schools shall annually publish and distribute to students and their parents " the standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year."

#### Non-Custodial Parent Access to Student Records

The Student Record regulations concerning access to records by non-custodial parents (a parent who does not have physical custody of a student) have been amended pursuant to regulation 603 CMR 23:07. A non-custodial parent may have access to the student record unless the school has been given documentation that:

The non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or

The non-custodial parent has been denied visitation or has been ordered to supervised visitation, or

The non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent order, unless the protective order specifically allows access to the information contained in the student record.

Records requested by custodial and no-custodial parents may not be used with the intent to seek or enroll.

Upon receipt of a request for records from a non-custodial parent, the principal shall notify the custodial parent of such request by certified and first class mail. This notification must state that these records will be provided to the requesting parent

after 21 days unless the custodial parent provides the principal documentation of any court order which prohibits contact with the child, or prohibits the distribution of student records, or any order issues which protects the child in the custodial parent's custody from abuse by the requesting parent, unless said order allows access to school records. All contact information of the custodial parent (e-mail, address, phone numbers), must be deleted from records before distribution to non-custodial parent.

### ***Accidents***

Any accident in the school building, on school grounds, on field trips, or at any athletic event sponsored by the school must be reported immediately to the person in charge and the school office. An accident report must be filed in the Main Office.

### ***Bus Privileges***

Student I. D. bus badges are issued to pupils living at least 2 miles from Lynn Tech. Each student must carry his/her pass at all times. The badge must be clearly displayed in order to allow the student to travel at the reduced cash fare between the student's home and school. The reduced fare will be effective on days when school is in session until 6:00 P.M. The driver or Assistant Directors for reasons of misbehavior may withdraw the bus pass. Students should realize that they remain under the supervision of the school until they leave the bus and that their behavior reflects on the school. This policy includes other forms of transportation for any and all school functions.

### ***Care of School Property***

Students are responsible for the proper care of all books, supplies, tools, furniture, and athletic equipment supplied by the school. Students who lose or damage school property *will be required to pay for any loss or damage*. All school-issued textbooks must be covered.

### ***Extra Help***

Students who are having difficulty in any subject area (shop, academic, and related) are urged to seek extra help from their instructors. All teachers are available for help and make-up work at least one afternoon each week. Students can consult with individual teachers about scheduling after-school help sessions.

## ***Fire Drill Procedures***

Everyone must leave the building during a fire drill. Fire drill instructions are prominently displayed in each classroom and shop. Students will follow these procedures and the instruction of teachers. Everyone should leave the building in a quick and orderly manner. Students are to remain at outside assembly points until instructed to do otherwise.

**WARNING:** The ringing of a false alarm is a criminal offense punishable by fines and/or imprisonment

## ***Grade Point Average***

The Grade Point Average (GPA) will be a 4.0 grading system. This system will greatly assist our students, since most colleges and universities, including Massachusetts State and community colleges, use a 4.0 grading system.

## ***Honors And High Honors Requirements***

Honors: Attainment of A's in at least two major subjects. Attainment of a "B" or better in all other subjects except one. In the one subject, Physical Education, the mark must not be less than a "C" and must reflect the pupil's best effort.

High Honors: Attainment of all "A's" except one mark. In the one subject, Physical Education, the mark shall not be less than a "B" and shall represent the pupil's best effort.

## ***Important Telephone Numbers***

Lynn Public Schools .....	593-1680
90 Commercial Street, Lynn, MA 01905	
Lynn City Hall.....	598-4000
Lynn Vocational Technical Institute .....	477-7420
Athletics/Field House .....	477-7428
Guidance Office.....	477-7489
Teen Health Center .....	581-7740
Annex.....	477-7204
Co-Op Director .....	477-7489
Parent Information Center.....	592-8796
Police Department .....	911 or 595-2000

## ***Inspection of Records***

A parent, or a student who has entered the ninth grade or who is at least 14 years old, has the right to inspect all parts of the student record. The records must be made available to the parent or student no later than two days after the request, unless the parent or student consents to a delay. A parent, or a student over the

age of 14, has the right to receive copies of any part of the record. A reasonable fee may be charged for the cost of duplicating materials. A parent, or a student aged 14 or over, may request to have parts of the record interpreted by a qualified professional of the school or may invite anyone else to inspect or interpret the record.

Under the provisions of the No Child Left Behind Act, high schools are required to furnish student contact information of all juniors and seniors to military recruiters. Parents/Guardians may "OPT OUT" of this by furnishing the principal a written request not to have their students' information provided.

Military recruiters have always been welcome in our high schools as the military provides a viable option for a number of our students. However, recruitment should take place before and after school or during lunch. Interaction with military recruiters must be voluntary and never during class time.

### *Insurance*

Student insurance is available through the school at reasonable cost. Parents are strongly urged to purchase this or some other adequate protection plan for students.

### *Lockers*

Students will have use of corridor and gym lockers as a convenience. The locker and its space are still property of the school. Student lockers are subject to inspection. The administration retains a duplicate of the combination, or a master key, which permits them to open every locker.

At the discretion of the school Director or Assistant Directors, a locker may be opened at any time without a student's presence.

**Valuable items should not be kept in lockers. They are not always secure and the school assumes no responsibility for property left in them.**

Padlocks are the responsibility of the students. There is a \$5.00 replacement fee for lost or stolen locks.

### *Lost And Found*

Any student who finds a lost article is requested to turn the item in at the main office. Students should check with a secretary in the main office about lost items.

### *Lunch Ticket Program*

During the first week of school, all students will receive a lunch ticket application through their homeroom teacher. This application must be returned to the homeroom teacher who will forward it to the office. Once the application has been

approved for a free or reduced-cost lunch, the student will receive his/her electronic lunch ticket from the homeroom teacher. Only the student to whom it is issued should use the ticket. In addition, this ticket may be used for the L.V.T.I. breakfast program from 7:30 – 7:45 A.M. If lost the student is responsible to go to **the Guidance Office**.

### ***Marking Periods***

At approximately the midpoint of each quarter, warning notices will be issued to students whose progress is unsatisfactory. Notices are to be signed by a parent and returned to the issuing teacher.

Report cards are issued at the end of each quarter. The school may mail unsatisfactory reports directly to the home.

### ***No School Signals***

In stormy weather resulting in NO SCHOOL announcements, students should listen to radio stations: WBUR, WRKO, WBZ, WCVB and TV Channels 3, 4, 5, 7 and 25. This information can also be found on the Lynn Public Schools website; <http://www.lynnschools.org>. Students should not call the school, the police, or 911 about school cancellations.

### ***Parent/Community Involvement***

To provide the best possible experience for all of our students, L.V.T.I. encourages parents, alumni, or any other interested person to participate in any number of groups or organizations affiliated with the school including: Lynn Vocational Alumni Association - Advisory Boards – Sports Clubs - School Council. If you are interested in any of these committees or organizations, please call the Director of L.V.T.I. at 477-7420.

### ***Parking Lot Regulations***

Illegally parked cars may be towed at the discretion of the Director. Students are not allowed to sit in their cars during lunch or at any other time during the school day.

**Use of vehicles by students is prohibited during school hours without the written consent of a parent.**

### ***Personal Tragedies***

The Lynn Public School administration has established a team of professionals who are available to help members of the school community deal with personal and/or

community tragedies. Anyone involved in such a situation should contact guidance, the school nurse, or an administrator for information about these services.

## ***Promotion and Graduation Information***

### *Seniors*

In order to participate in graduation ceremonies, senior students must have:

1. Successfully completed all academic and vocational requirements for graduation by the last school day for seniors.
2. Satisfied all financial obligations to the Lynn Public Schools no later than five calendar days after the last day for seniors.
3. All students must meet all mandated MCAS requirements.

### *Uncleared Accounts*

Students are responsible for all uncleared accounts with regard to books, library books, athletic equipment, time owed, class dues, and fundraiser merchandise and/or money. Students are responsible for all lost books. Report cards, schedules and diplomas will be held until all accounts are cleared. **Seniors** will not be allowed to participate in any senior activities including but not limited to graduation rehearsals, the senior outings, and graduation unless all academic and financial obligations are met.

## ***Safety and Health***

The personal safety and health of everyone in this school is of greatest importance. The prevention of work injuries and illness will be given first consideration, prior to the operation of any tool, equipment or machinery. Individual shops conduct safety orientations; require safety and clothing items that will be pertinent to their trade, and establish a set of safety rules students are to follow. **Every 9<sup>th</sup> grade student is given a pair of safety glasses at no cost, which they must wear in appropriate shops. Students are responsible for these glasses; lost or damaged safety glasses may be replaced at the cost of \$5.00 in the Assistant Directors Office.**

According to the General Laws of Commonwealth of Massachusetts Safety Glasses; Ch. 71, S.55C. Eye Protection Devices,

“Each teacher and pupil of any school, public or private, shall, while attending classes in industrial art or vocational shops or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals, or explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering of metals, or the milling, sawing, stamping or cutting of solid materials, or any similar dangerous process is taught, exposure to which may be a source of danger to the eyes, wear an industrial quality eye protective device, approved by the department of public safety. Each visitor to any such

classroom or laboratory shall be required to wear such protective device."

Protective equipment, including personal protective equipment for face, eyes, head and extremities, protective clothing, respiratory devices and protective shields and barriers will be provided and shall be used and maintained in a sanitary and reliable condition.

Safety equipment including fire extinguishers and first-aid materials are located throughout the building for use in emergency only. USE OF SAFETY EQUIPMENT IN A NON-EMERGENCY SITUATION IS STRICTLY PROHIBITED, and subject to possible suspension.

### ***Tutorial Services for Students with Extended Illness***

When a student is unable to attend school for ten (10) days or more due to an accident, prolonged illness, or some other limiting occasion, the parent or guardian may request home tutoring by calling the guidance counselor. A doctor's certificate and communication with the school nurse shall be required where appropriate.

603 CMR 28.00: Special Education – Education Laws and Regulations

**c) Educational services in home or hospital:** Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal shall coordinate such services with the administrator of Special Education for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

### ***Visitors***

Parents/guardians are encouraged to visit L.V.T.I. All visitors must stop at the Main Office, sign the visitors' book, and receive a visitor's pass, which should be prominently displayed during their visit. Students from other schools, not accompanied by adults, may visit L.V.T.I. only with prior arrangement through the Guidance Department. These visits are designed as informational and are encouraged. ***Students are not permitted to bring guests or siblings to school during the regular school day.***

### ***Work Permits***

Students under the age of 18 needing a work permit for employment may obtain them from the L.V.T.I. Main Office before school, during the students' lunch or after school.

## **STUDENT SERVICES**

### ***Child Study Team***

A Child Study Team comprised of academic and vocational teachers, guidance counselors, and the school nurse meets periodically to address the concerns of at-risk students who are referred by individual teachers. Aspects of the student's academic, social, emotional, and behavioral profile are taken into consideration in determining means to help the student adjust and succeed.

### ***Guidance Services***

Guidance Services are designed to help students make the most of their educational, vocational, and personal opportunities. The Guidance Department at L.V.T.I. offers the following services to students, faculty, parents, and alumni: career information, college and job placement, testing and evaluations, college financial aid information, opportunities in the military and personal counseling.

The department also offers drug and alcohol abuse information, conflict mediation, referral to in-house groups and to outside agencies and family counseling.

Each grade has been assigned an individual counselor who will work with the students of that grade until graduation. The Guidance counselor will review students' warning notices and quarterly report cards and may see students to discuss ways in which they can improve their school performance. If a student wishes to change a classroom or shop course, they should see their guidance counselor to initiate that process. The counselors are also available for students who seek help for personal and emotional problems, including the need to "talk out" a family conflict, teacher conflict, problems with friends, sex, drugs, alcohol, etc. Students are also encouraged to visit the Guidance office to take advantage of the career/college search computer program, college catalogs, scholarship information, military career information, and job placement.

Counselors can help students to understand themselves better in relation to the world of work so that the best career choice can be made. Any student wishing to see his/her guidance counselor should see the guidance secretary for an appointment.

### ***Financial Assistance***

Lynn Vocational Technical Institute is committed to the success of all of its students. No student shall be denied access to a technical program based on the inability to meet the financial obligations associated with the tools/supplies required for participation in the program. Parents/guardians may apply to the director/principal for assistance.



## ***Library***

Students are encouraged to use the library for school assignments, personal educational pursuit, and enjoyment. The library will be open every day. (Exception will be made for whole classes if a teacher makes prior arrangements with the librarian.) The library will also be open for fifteen minutes before and after school, and for one full hour after school one or two days a week. These days will be announced.

A total of two books may be on loan to any student at a time. These must be returned before more are borrowed. Most materials may be borrowed for a period of two weeks. They may be renewed if not needed by another student.

Books must be returned promptly. Failure to return books on time will result in a fine and/or loss of library privileges.

Material borrowed from the library of Lynn Tech is the property of the City of Lynn, and if lost or damaged, must be replaced. The charge will be \$5.00

The library is a place of QUIET study. Students are expected to be quiet in the library. Failure to behave in a mature, considerate manner will result in loss of library privileges.

## ***Mentor Teachers***

When extra contact and a supportive relationship may help a student to be successful, faculty and staff members volunteer to mentor individual students. Students are assigned a mentor through the Guidance Office. Mentors may speak frequently with a student's teachers and family and help students to focus on behaviors that lead to success.

## ***Peer Mediation/Conflict Resolution***

Peer mediation is a conflict resolution process that uses students trained by the school mediator to act as a third party to assist students in settling their disputes. With the Peer Mediation Program, conflicts are not resolved by the teachers or administrators, but by the students themselves. The program encourages student responsibility and, consequently, helps to improve the school climate.

## ***School Based Teen Health Center***

The goal of the School Based Health Center is to assist students to achieve better health habits, to improve their access to health care, and to ensure that students are both physically and emotionally prepared to take advantage of their daily educational opportunities.

The Health Center staff works in cooperation with the student's present physician/primary care provider. If the student does not have a primary care physician, the School Based Health Center, as a satellite of the Lynn Community Health Center, can become the student's primary care physician. Signed consent from the parent is needed for the student to be treated by the school based Health Center (except for emergency first aid and the initial consultation). This consent enables the student to automatically become a patient at the Lynn Community Health Center.

The Teen Health Center will provide the following comprehensive health services: school, work, and sports physicals; well adolescent care, sick and injury visits, lab tests, screening tests; health education and promotion; smoking prevention; teen health assessment; medical gynecological care; mental health and counseling; nutrition and weight reduction; pregnancy prevention; and family planning (contraceptives will not be prescribed or dispensed at the Teen Health Center). The School Based health Center will be open when school is in session, Monday through Friday, from 8:00 a.m. to 2:30 p.m. from September through June. ***An appointment slip and a signed passbook are needed to come to the Health Center.***

## VOCATIONAL PROGRAMS

### *Vocational Programs*

Lynn Tech currently has 16 educationally sound vocational and technical programs featuring state of the art instruction and equipment. They include:

AUTOMOTIVE TECHNOLOGY	GRAPHIC COMMUNICATIONS
AUTOMOTIVE COLLISION REPAIR AND REFINISHING	HEALTH TECHNOLOGY
CARPENTRY	METAL FABRICATION AND JOININGS TECHNOLOGY
COSMETOLOGY	PRECISION MACHINING
CULINARY ARTS	PRE-ENGINEERING
EARLY CHILD CARE	PLUMBING
ELECTRICITY	PROGRAMMING AND WEB DEVELOPMENT COMPUTER TECHNOLOGY
ELECTRONICS	RADIO & TELEVISION BROADCASTING

### *Exploratory Program*

All incoming freshmen will be required to go through the exploratory program enabling them to discover their personal strengths and interests, comparing these with the work skills and requirements of the scheduled shop areas. The exploratory program helps students to make an informed vocational choice of a permanent shop assignment. Students will spend (7-10) days in the above shops. Students will be selected for shops during the 4<sup>th</sup> quarter.

### *Sophomore Shop Selection*

The sophomore shop selection process for freshmen begins during the 4<sup>th</sup> quarter. At that time students will make a list of their top three shop choices. These selections will be submitted to the Grade 9 Guidance Counselor. Every attempt is made to place the student in the program, which is his/her top choice. Assignment to a permanent shop is based first and foremost on grades, attendance, and discipline. Parent/guardians and students should understand that each shop is

limited in the number of members it can accept.

Since admission to many of the shops is competitive, students need to do their best in each of the shop cycles in the exploratory program. Some vocational shops require personal tools and or clothing which are the responsibility of the student. Check with your guidance counselor or the individual shop for the required tools or clothing.

### ***Cooperative Education Program***

Cooperative Education is a program of vocational technical education for students who, through a cooperative arrangement between the school and employers, receive instruction, including required academic courses and related vocational instruction, by the alternation of study in school with a job in any occupational field. Such instruction shall be planned and supervised by the school and the employer so that each contributes to the student's education and employability. Work periods and school attendance may be on alternate half-days, full days, weeks, or other coordinated periods of time.

The eligibility requirements for participating in the Cooperative Education Program are the following:

- A student must have the recommendation of the Technical Program Instructor, the Cooperative Education Coordinator, the Guidance Counselor and the Director.
- A student must have achieved a passing score on the ELA, Mathematics and Science MCAS.
- A student must be passing all subjects with at least a "C" average in each academic subject and a "B" average in his/her Technical Program. These grades must be maintained to remain in the Co-op program.
- Students must meet all attendance and tardiness rules.
  - Juniors interested in participating in Co-op during their senior year are allowed a maximum of 7 absences and 7 tardies during their junior year.
  - Seniors not eligible first quarter and wishing to participate in Co-op second quarter and beyond, are allowed a maximum of 2 absences and 2 tardies per quarter. Students on Co-op placement will be held to all attendance rules. All students on Co-op may jeopardize their eligibility if these rules are not followed.
- Suspension renders a student ineligible to participate in the Co-op program on the allotted days of suspension.
- Co-op placement must be directly related to the Technical Program of the student.
- All required paperwork must be signed and completed prior to any cooperative employment.
- The employer must be covered by Workman's Compensation in order for the student to work for the company/organization.

- Students are required to provide their own transportation to the job.
- A student who is requesting to be placed on Co-op must have successfully completed OSHA 10 Training.
- A student must notify the employer and the Co-op coordinator when he/she is absent.
- Timecards MUST be passed in to the Co-op Office during the following academic week.

A student's quarterly grade will reflect a combined input from the time cards, the employer's assessment reports, and the Cooperative Coordinator's supervisory visitations with employers.

Students are encouraged to visit the Cooperative Coordinator regularly.

### ***Student Activities***

The school sponsors a growing activity program including athletics, clubs, and organizations. Students are encouraged to participate actively in class activities and athletics.

### ***Athletics***

L.V.T.I. athletes are involved in the following interscholastic sports programs:

*Fall* - Football, (boys and girls) Soccer, and Cheerleading

*Winter* - Basketball (boys and girls), Co-ed Indoor Track, Co-ed Swimming, Hockey, and Cheerleading

*Spring* - Baseball, Softball, and Lacrosse

A physical examination is required before participating in any of the aforementioned sports programs. Eligibility is in accordance with M.I.A.A. policy.

### ***Class Officers***

Elections for class officers for all grades are held annually. Students seeking elective offices must demonstrate good school citizenship, good attendance and be passing all their academic courses.

Students wishing to run for office will be asked to have a recommendation form signed by their academic, shop, and related teachers and by fellow students.

### ***Clubs***

Student clubs meet on a regular basis after school. Participation in school clubs gives students a chance to have some voice in school life, be active in a service group, enjoy an interesting group activity, and increase their experience and enjoyment at L.V.T.I. Some of the clubs presently in operation are Skills USA, Science Club, Human Rights Squad, Chess Club and Robotics Club.

### ***Gay/Straight Alliance***

The Gay/Straight Alliance is a student organization that serves to support gay, lesbian and heterosexual students. It meets on a regular basis to discuss gay and lesbian youth issues in a safe and confidential environment. The club also organizes activities and sponsors education and awareness workshops for the students and faculty of Lynn Tech. It is open to all students.

### ***National Honor Society***

Membership in this organization is based on scholarship, service, leadership, and character. Each fall faculty members are asked to approve a list of 11<sup>th</sup> and 12<sup>th</sup> grade students who have been nominated for membership into the National Honor Society. Students have to be in good standing regarding attendance, maintain a grade point average of 3.5 or better, and have no F's on their report cards in order to be eligible for membership in the National Honor Society. The Society organizes activities of interest to its members and is an active service organization.

### ***Skills U.S.A***

The Vocational Industrial Clubs of America is a national organization of vocational/technical students, which sponsors activities and competitions. This organization allows outstanding students to demonstrate knowledge and skills in their fields. V.I.C.A. prides itself on developing well-rounded vocational students and quality employees by building self-confidence, positive work attitudes, and good communication skills. To participate in a V.I.C.A. conference/competition, a student must be in good standing in all academic/vocational subjects and comply with the school attendance/tardiness policy.

### ***Student Government***

*SCHOOL COUNCIL*- The Education Reform Act of 1993 established that each school will have a School Council. Each council must have the following categories of members: principal, teachers, parents, "other persons" who are not parents or teachers, students at the school, and at least one student for any school that contains any of grades 9-12. The purpose of the school council is to advise the principal/director in matters such as class size, safety, and discipline, extracurricular activities, school improvement plans, budgets, and the like.

*STUDENT ADVISORY COUNCIL* – Two Lynn Tech Seniors (along with their counterparts from Lynn Classical and English High Schools) serve on a Student Advisory Board. Its purpose is:

- \* To attend a meeting with the Superintendent or his designee to discuss the issues/agenda coming before the school committee.
- \* To represent - before the administration and School Committee - the attitudes, interests, and concerns of the student body.
- \* To initiate projects and proposals from the student body for presentation to the School Committee.

These students meet twice a month, and at various times throughout the school year. Their presence may be required at School Committee meetings held during the evening.

*REGIONAL STUDENT ADVISORY COUNCIL* - Two students meet with the student council and travel monthly to the Regional meeting on a school day. The student body elects representatives each spring for the ensuing year.

Because these students will miss a school day each month, it is essential that they meet all criteria for participation in this council.

### ***NEWSPAPER CLUB***

Students and advisors currently publish the school newspaper/Tiger Tales periodically during the year. Interested students are encouraged to join the staff of these worthwhile projects and contribute their own writing for student publication.

# RULES AND REGULATIONS

## *Absence Notes*

In keeping with the L.V.T.I. attendance policy, all absences must be accounted for in the form of a note, signed by the parent or guardian including the date and the reason for the absence. Parents or guardians may call the main office on the morning of the absence. ***For an absence or tardy to be excused, a medical or legal document must be presented to the Main Office along with an Absence Verification Form completely filled out by the Student.***

## *Attendance*

Since L.V.T.I. is committed to vocational certification and placement upon graduation, as well as to the granting of a high school diploma, students should be aware of the impact that absenteeism will have on this ultimate goal. The school does not excuse absence. Absence from school is the individual responsibility of the student and his/her parent or guardian as defined by the provisions of the General Laws of the Commonwealth, Chapter 76, and Section 1-4.

GENERAL LAWS OF COMMONWEALTH OF  
MASSACHUSETTS  
CH. 76, S.4. INDUCING ABSENCES; PENALTY

Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully there from, shall be punished by a fine of not more than two hundred dollars.

**Seven (7) absences from school per marking period will result in an "F" in all subjects. Seven (7) absences from a shop or class (cutting class) in a marking period will result in an "F" for that subject or shop.**

With any absence, it is the responsibility of the student to see his/her teachers for make-up assignments. Lynn Public Schools has an established policy in which electronically telephone calls are made to a student's home or designated telephone number to inform a parent or guardian if the student is absent from school for that day. In addition L.V.T.I. faculty/guidance may contact the parent/guardian to follow up on the students' attendance. Parents/guardians with questions concerning student attendance may call the main office. (See also "Discipline Code 1.0 - Attendance Related Problems").



### ***Cafeteria Rules***

Students should extend to the cafeteria staff every courtesy and consideration.

- A. Students must pass to and from the cafeteria in an orderly manner using the designated entrance and exits. Running in the corridors is not allowed.
- B. **Students are to eat in the cafeteria of the building where they have the class preceding the lunch bell.** They may purchase lunch there or bring their own lunch.
- C. **No food or beverage is to be taken from the cafeteria.**
- D. Students must clear their tables after eating; they must take trays and dishes to the proper area and place waste materials from tables and floor in proper containers. Students disregarding this provision may be assigned a cleaning detail in the cafeteria.
- E. Students may not cut in line.
- F. Pass System: A student may not leave the cafeteria without a signed pass from the supervisor on duty for that particular lunch.
- G. Students must observe ordinary manners and common sense rules of health, safety, and consideration for others; for example, fighting, throwing food, stomping milk cartons, yelling, whistling, etc., are prohibited.
- H. Students may not put feet on chairs, bring trays or chairs outside, or eat in the corridors.
- I. All students are to remain in the cafeteria during lunch.
- J. Students are not to crowd doorways in anticipation of the bell.
- K. The instructions of administrators, teachers, cafeteria personnel, and/or custodians must be followed.
- L. Students violating the above rules or disregarding staff instructions shall be referred to the Assistant Directors. (See Discipline Code 4.1.)

### ***Campus Passes***

Students should have a legitimate corridor pass prior to arriving in the dean's office or Assistant Director's Office for a Campus Pass. *The official pass is one signed by the Director, Assistant Directors or their designee.* **No** teacher is authorized to issue a campus pass. Shop job passes are not official campus passes.

### ***Corridor Passes***

Students should not leave the classroom or shop for any reason without a corridor pass. The **official pass** is the one ***in the student handbook***. Only a pass from authorized personnel will excuse a student for class tardiness.

### ***Cutting Class***

Students who cut a class will receive a "0" for that class from the teacher. For every class/period cut, one night's detention is assigned for each. (See Discipline Code 1.2.)

**Seven (7) absences from school per marking period will result in an "F" in all subjects. Seven (7) absences from a shop or class (cutting class) in a marking period will result in an "F" for that subject or shop.**

### *Detention*

Detention is held every afternoon from 2:30 to 3:30 in the main cafeteria.

1. Formal detention can be assigned by the Director or Assistant Directors.
2. Detention may be assigned for excessive tardiness, truancy, unexcused missing of classes, loitering in corridors or lavatories, or other school infractions deemed necessary.
3. Teachers may exercise their right to have a student stay for their detention. A teacher's detention can be for the following reasons; tardiness for classes, minor classroom disturbances, homework assignment not completed, etc.
4. Suspension from school may result from more serious offenses. Students are assigned detention in conjunction with a suspension.
5. Students are required to complete assigned detention before the close of the school year. If students do not do so, they must report to the Assistant Directors during summer break.

### *Dismissal Policy*

1. On any dismissal - a parent/guardian or emergency contact must give approval for a student's dismissal. The parent/guardian or emergency contact **must pick up the student at school**.
2. Sick students are referred to the nurse who will adhere to the above mentioned dismissal policy. If the nurse is not available, the office staff will handle dismissals.
3. If a student is dismissed before 11:15 a.m., they are considered absent for the day.

**Seven (7) absences from school per marking period will result in an "F" in all subjects. Seven (7) absences from a shop or class (cutting class) in a marking period will result in an "F" for that subject or shop.**

### *Temporary Dismissals*

1. There are no temporary dismissals to go home for a book, money, homework, sports equipment, or torn pants (as long as the clothing is not indecent).
2. Temporary dismissals are allowed for job interviews approved by the Cooperative Coordinator and Assistant Directors. If time permits, a note in advance from the parent/guardian is needed.
3. Temporary dismissals are also allowed for other legitimate reasons such as,

but not limited to, court dates, driving license examination, or emergency medical reasons. These must all have parental approval and the appropriate documentation. ***All medical appointments (i.e. doctor, dentist, and optometrist) should be scheduled after school.***

**Seven (7) absences from school per marking period will result in an "F" in all subjects. Seven (7) absences from a shop or class (cutting class) in a marking period will result in an "F" for that subject or shop.**

### ***Dress Code***

**Clothing should be in good taste and be a reflection of the student's future goal as an employed adult. Students in violation of the dress code will be referred to the administration.**

1. Students wearing obscene or vulgar patches, lettering, or pictures will be reported to the Assistant Directors. This attire will not be permitted. Parents may be called to bring in acceptable clothing; if they are not able to do so, the student will be provided with an acceptable covering.
2. Dark glasses will not be worn unless prescribed by a doctor.
3. Students are not permitted to wear: **hats, bandanas, stocking caps, wave caps and hoods.** Where health/safety is an issue, the shop teacher may allow the use of some form of hair restraint while in that shop only. All other hats will be confiscated. (see "Radios and Other Electronic Devices".)
4. Tank tops, halter-tops, mini-skirts, shoulder-less tops, halter-top dresses, tube tops that bare the midriff, spandex or skin-tight clothes (regardless of length) and **SHORTS OR OTHER PANTS OF ANY KIND RISING ABOVE THE KNEE** may not be worn. Any other inappropriate clothing are not to be worn in school. (See "Student Appearance" in the Discipline Code.)

### ***End of School Day***

Immediately following the close of school, all students are to leave the building unless reporting to a teacher for extra help/discipline, detention or after school activities. Students are reminded that they must immediately disperse from the Lynn Tech Campus at the close of school (board bus, get into a car, walk, etc). Failure to comply will result in disciplinary action taken.

### ***ID BADGES***

As is required in industry and as per LVTI regulations, all students must wear their

#### **LVTI-Issued Student ID Badge AT ALL TIMES**

THE ID BADGE MUST BE VISIBLE AT ALL TIMES. ID Badges shall NOT be worn under a student's garments or carried in their pocket. Failure to comply with this rule will result in immediate detention. Lost/forgotten ID Badges will be replaced at the cost of \$5.00 each.

### ***L.V.T.I. School Campus***

L.V.T.I. School Campus consist of the main building, the field house, the Annex, the surrounding athletic fields and any grounds and walkways or roads which lead to or connect the buildings.

### ***Other Vehicles***

Healy's, Scooters, skateboards, roller blades/skates, or any similar vehicle are not permitted in L.V.T.I. If these items are brought to school the student must secure them in his/her locker and assume all responsibility for such item. If a student is found in possession of Healy's scooter, skateboard, roller blades/skates or similar vehicle they will be confiscated and not returned until 3:30PM. On the second offense, only parents will be allowed to pick up these vehicles.

### ***Passing between Classes***

Students must reach their destination within the time provided. Going to lockers and the lavatory is not accepted as an excuse for tardiness to class.

### ***Radios, Cell Phones and Other Electronic Devices***

The possession of personal electronic devices for other than educational purposes is prohibited at L.V.T.I. at all times for all students. This includes, but is not limited to, radios, electronic games, beepers, cellular phones, lasers, and so called "walkman type" devices. The use of cell phones and text messaging during class is forbidden. These devices will be confiscated and will be returned to a parent.

### ***Tardiness***

L.V.T.I. emphasizes punctuality to school and to classes. The homeroom bell rings at 7:45 A.M. A student is considered tardy to school after 7:55 A.M. On reaching the 8th tardiness per quarter, the student will be suspended and given detention.

# NO

## CELL PHONES!

### *Discipline Overview*

Discipline within Lynn Public Schools is founded on the notion that mutual respect exists among all students and staff. Three basics are expected of students:

- first, that they come to school prepared and ready to learn
- second, that they arrive on time to school and class
- third, that they conduct themselves as mature, young adults at all times

These basic expectations extend to all school-sponsored extracurricular activities as well as within the regular school day.

Students are subject to the rules and regulations as defined in the school committee approved discipline code printed in this handbook. It should, however, be noted that this discipline code serves as a guide and is subject to interpretation by school administrators acting in the best interests of Classical High School, English High School and Lynn Vocational Technical Institute their faculty, staff, and students.

An example of the administrators' right of interpretation would be Section 6.5 (Swearing at a School Employee) which will be an automatic suspension rather than detention, as an option in the discipline code. Such disrespect toward faculty or staff will not be tolerated.

In summary, the discipline code as printed serves as a guide only and school administrators reserve the right to interpret it in such ways as to provide a safe and secure learning environment for the entire student body.

#### **I. Tardiness to School -**

- A. Students not in homeroom when the late bell rings are considered late and must sign in at the tardy desk. Late slips will be issued and must be kept in the possession of the student for teacher review at any time or place during the day. Failure to do so is a suspendable offense.
- B. Students are allowed no more than three excused tardy days per quarter. The fourth tardiness in a quarter will result in automatic detention. The student will be suspended upon reaching the 8<sup>th</sup> tardy.

- C. Students tardy to school are ineligible to participate in any sporting/extracurricular activity including field trips on the day they are late. Permission must be obtained directly from the Vice Principal/Assistant Directors to be eligible for any activity.
- D. **Seven (7) absences from school per marking period will result in an "F" in all subjects. Seven (7) absences from a shop or class (cutting class) in a marking period will result in an "F" for that subject or shop.**

**Failure to attend detention on the day assigned makes a student ineligible to participate in sporting/extracurricular activity until the obligation is met.**

## **II. Tardiness to Class-**

*Passing to Class* - Students at Classical and Lynn English have three minutes to pass between classes. Lynn Tech students have four minutes to pass between the three buildings on campus. Students are expected to pass between classes in a timely manner. Tech students are expected to be prepared for inclement conditions. Students are reminded that the time between classes is not sufficient to stop at their lockers. Students should visit their lockers before school, after school and before or after lunch. Students are expected to be in their assigned seat for that class prior to the late bell.

## **VI. Responsibilities –**

1. The Principal/Vice Principal, Director/Assistant Directors and the teacher are responsible for the routine discipline of the school. This responsibility covers all places, all occasions, and all times.
2. Each teacher and administrator should consider himself/herself on permanent duty in the corridors, auditorium, cafeteria, anywhere inside the school and on the school grounds, wherever there are pupils. We all share the responsibility for the conduct of the pupils. Only through constant vigilance and cooperation can we maintain the best possible school environment.
3. The Principal/Vice Principal, Director/Assistant Directors and monitors are available to intervene in the process whenever and wherever necessary. Department heads and guidance counselors may also be utilized.
4. The Vice Principals and Assistant Directors are the school's chief disciplinarian officers and have overall responsibility for all discipline-related matters including full suspensions.

The maintenance of good school-wide discipline begins with the individual teachers and their ability to maintain good classroom discipline. Classroom teachers should exercise the many options available to them including but not limited to teacher-student conference, after school sessions, and teacher-parent conferences via

phone, email or in person.

## **VI. Detention-**

Detention is a penalty for violations of school or classroom rules. Failure to serve detention on the date issued makes the student ineligible to participate in any extracurricular activities until the detention is completely served. Detention is Monday through Friday 2:30 p.m. to 3:30 p.m. Students assigned to detention must bring academic work. Detention is a learning environment similar to that of a quiet directed study.

**VII. Suspension-** Suspension will begin at 2:30 p.m. the day it is issued. When conditions dictate, suspension will begin immediately.

- A. Students on suspension are not allowed in school or on school grounds for the duration of their suspension.
- B. Students on suspension will not be allowed to represent the school in athletic or extracurricular activities.

Any student suspended a 3<sup>rd</sup> time during the school year shall lose the privilege of participating in as well as attending any school sponsored co-curricular activities for the remainder of the school year including athletics, dances, and proms. The privilege to drive an automobile on school grounds will also be revoked.

As headlined, this is merely a discipline overview. The discipline code and the Ed Reform Law of 1993 remain the guidelines for Lynn Public Schools administrators to effectively maintain order and provide a safe and secure learning environment for all members of the Lynn community.

## **LETTER TO PARENT**

Dear Parent:

**A committee composed of parents, students, teachers, School Committee members and school administrators has prepared a revised discipline code for our city's schools. The purpose of the policy and code is to provide the educational community of Lynn with a set of guidelines which will, if followed, offer an environment conducive to an effective learning experience for every pupil in the system.**

**The most effective education takes place when the home and school work together harmoniously for the well being of the child. The new discipline code provides the framework through which parents, School Committee members, students, teachers and school administrators can make a difference in enhancing the educational opportunities for every child attending the Lynn Public Schools.**

The Discipline Policy is on file in the office of the principal. It includes the search and seizure and drug policies as well as Chapter 766 Special Education Regulations concerning discipline. This policy is subject to on-going review and may be viewed by parents upon request.

## **LYNN VOCATIONAL TECHNICAL INSTITUTE**

### RECEIPT OF DISCIPLINE CODE - SIGNATURE PAGE

**Please sign the statement below and have your son/daughter return to his/her homeroom teacher.**

---

*I have read the Discipline Code with my child and intend to cooperate, to the best of my ability, with the school officials to enforce this policy in order to promote ideal conditions for learning.*

---

*Parent/Guardian Signature*

*Date*

---

*Student Signature*

*Date*

**PLEASE DETACH THIS ENTIRE PAGE AND RETURN IT TO YOUR HOMEROOM TEACHER, SIGNED APPROPRIATELY BY YOU AND YOUR PARENT.**



# LYNN PUBLIC SCHOOLS DISCIPLINE CODE

The following list of school-related problems is presented at this time to indicate the possible or potential effect on your child's education. A cooperative effort by pupils, parents, teachers and school administrators in following these rules and regulations will lead to a high standard of behavior and will result in excellence in the education of Lynn's children. The administrator in charge of discipline shall determine which option to select.

## 1.0

### **Attendance-related problems**

- 1.1 Truancy
  - Detention; parental conference; subject to conditional suspension and/or court.
- 1.2 Skipping Class
  - Detention; parental conference; subject to conditional suspension. (Refer to Attendance Policy) The teacher has the right to give a "zero"/no credit for each act.
- 1.3 Unexcused Absence (7 times per quarter)
  - Teacher/Principal conference re: status. (Refer to Attendance Policy)
- 1.4 Tardiness (Unexcused)
  - 1.4a Over 10 Minutes to Class
    - Detention; parental conference; subject to conditional suspension.
  - 1.4b Under 10 Minutes to Class
    - After school session; detention after 3 times; conditional suspension after 5 times
  - 1.4c To school
    - 1 time...1 detention; 2 – 4 times...2 detentions; 5 or more times...3 detentions; parental conference; subject to conditional suspension. (Principal's option)
- 1.5 Dismissals (All dismissals must be granted or denied by the Principal or his/ her designee)
  - 1.5a Illness
    - Parent or guardian to pick up pupil; possible medical documentation
  - 1.5b Other than Illness
    - 24-hour notice to school desirable
- 1.6 Use of automobile during school hours is strictly prohibited.
  - Conditional suspension.

- 1.7 Closed Campus (All students shall remain on school property the entire school day.)
  - Conditional suspension.
- 1.8 Failure to Return Warning Notices, Report Cards, Notes or Notices
  - After-school session; detention; parental notification; parent must send note. (Refer to Attendance Policy)
- 1.9 Failure to Report to Homeroom
  - Conditional suspension.
- 1.9a Failure to Report to Office Upon Arriving Late to School
  - Conditional suspension.

**2.0 Classroom Incidents**

- 2.1 Cheating
  - Teacher’s option to give “zero”.
- 2.2 Forgery of School Documents
  - Conditional suspension.
- 2.3 Class room Misbehavior
  - After-school session; detention.
- 2.4 Continual Misbehavior – Same Offense
  - Conditional suspension; appropriate alternative services.
- 2.5 Refusal to Meet Minimum Standards of the Class.
  - After-school session; detention; conditional suspension.
- 2.6 Failure to Return Loaned School Equipment, Books or Any School Property
  - Hearing; payment; non-release of all records; and possible criminal prosecution
- 2.7 Failure to Report back to teachers (Non-Academic)
  - Two (2) after-school sessions; subject to detention.
- 2.8 Insubordination or Disrespect
  - Conditional suspension.
- 2.9 Sent to Office Twice in One Day.
  - Conditional suspension.

**3.0 School Dress Standards shall be Appropriate for the School Setting and:**

- 3.1 Clothing shall not be present health or safety problems,

- or in any way disrupt the learning process.
- 3.2 Students are not to bring any object to school which detracts from learning process or endangers health or safety.

#### **4.0 School Incidents (Other than Classroom)**

- 4.1 Cafeteria Offense  
- Detention (see specific offense).
- 4.2 Corridor Offense  
- Detention (see specific offense).
- 4.3 Library Offense  
- Loss of library privileges (see specific offense).
- 4.4 Extracurricular Events  
- Possible loss of eligibility.
- 4.5 Off Campus  
- Possible suspension; loss of co-curricular eligibility.
- 4.6 Illegal Gambling  
- Conditional suspension.
- 4.7 Unauthorized Demonstration  
- Suspension determined by the principal.
- 4.8 Dangerous Operation of Vehicles on School Property (including, but not limited to cars, trucks, motorcycles, bicycles, skateboards, roller blades/skates, etc.)  
- Conditional suspension; police notification; and possible prosecution.

#### **5.0 Vandalism and Property Damage**

- 5.1 Intentional  
- Full suspension; restitution.
- 5.2 Unintentional  
- Hearing; possible suspension; restitution.
- 5.3 Destruction of Personal Property  
- Full suspension; possible court action by victim, with School Department cooperation.
- 5.4 Graffiti/Defacing Property  
- Detention; full suspension; full restitution; possible prosecution.

## 6.0

### **Assault and/or Assault and Battery on School Property or at any School-Related Event, including Athletic Games**

- 6.1 On a School Department Employee
  - Full suspension from the school; possible court action by employee, with School Department cooperation; subject to immediate expulsion by principal pursuant to M.G.L. 71, S.37H. Police Notification.
- 6.2 On a Pupil (*Adopted by the School Committee March 29, 2012*)
  - Conditional suspension; reassessment of assignment; subject to full suspension; possible court action; subject to expulsion. Police Notification.
- 6.3 Fighting between Pupils
  - Conditional suspension.
- 6.3a Third Person Involved
  - Full suspension.
- 6.3a Supporting, instigating, filming and/or posting to the internet or refereeing a fight
  - Conditional suspension.
- 6.4 Verbal Harassment or Threat to persons and/or property
  - Hearing; possible suspension, subject to expulsion and/or police notification.
- 6.5 Swearing at a School Employee
  - Detention; conditional suspension.
- 6.6 Use or Possession of a Dangerous Object or Weapon
  - Confiscate; consequences consistent with local ordinance; full suspension; subject to immediate expulsion by the principal pursuant to M.G.L. 71, S.37H. Police Notification.
- 6.7 Possession of a Firearm (M.G.L., Ch. 269, S. 10)
  - Police notification; prosecution; subject to immediate expulsion by principal pursuant M.G.L. 71, S.37H.
- 6.8 Hazing
  - Full suspension; police notification; prosecution.

## 7.0

### **Sexual Harassment**

- Parental conference; full suspension; possible expulsion; refer to

police.

## **8.0 Arson and Fire-Related Incidents**

- 8.1 Fire
  - Notify Fire Department; full suspension; prosecution; possible expulsion.
- 8.2 False Alarm
  - Full suspension; prosecution; possible expulsion; and full restitution.
- 8.3 Fire Extinguisher
  - Full suspension; and full restitution.
- 8.4 Fireworks
  - Conditional suspension; demand source.
- 8.5 Smoking on School Property
  - Conditional suspension.

## **9.0 Stealing**

- 9.1 Larceny
  - Full suspension; restitution; prosecution.
- 9.2 Stealing
  - Conditional suspension; restitution.

## **10.0 Trespassing (Ch. 272 #40; 266 #120)**

- 10.1 Non-School Age Offender
  - Notification; Prosecute.
- 10.2 Pupils from Other Schools
  - Police notification; subject to full suspension; possible court action.
- 10.3 Second Time Trespassing
  - Police notification; subject to expulsion; possible court action.

## **11.0 Use of Drugs and Alcohol (as well as sale and/or distribution)**

- 11.1 Voluntary Disclosure
  - Mandatory counseling
- 11.2 Non-Voluntary Disclosure
  - 11.2a First Offense; Notify Police Designee

- Three-day suspension; mandatory treatment referral subject to expulsion by principal pursuant to M.G.L. 71, S.37H.
- 11.2b Second Offense; Notify Police Designee
  - Five day suspension; doctor’s note; possible referral to Department of Social Services subject to expulsion by principal pursuant to M.G.L. 71, S.37H.
- 11.2c Third Offense; Notify Police Designee
  - Full suspension; possible referral to Department of Social Services subject to expulsion by principal pursuant to M.G.L. 71, S.37H
- 11.3 Continual Highs or Intoxication; Notify Police Designee
  - Full suspension; subject to expulsion.
- 11.4 Suspected Use of Drugs/Alcohol
  - Contact parent; recommend referrals.

**12.0 Continuous Delinquent Behavior**

- Court action; referral to alternative program; possible expulsion.
- If principal does not expel the student, the School Committee may expel the student

- 12.1 Habitual School Offender; full suspension; possible alternative placements.

**13.0 Felonies (Ch. 71, S. 37H1/2, Ch. 380- of 1993)**

- 13.1 Issuance of a Felony Delinquency Complaint
  - Subject to suspension for a period to be determined by principal
- 13.2 Conviction of a Felony or upon and Adjudication or Admission of Guilt to a Felony Delinquency
  - Subject to expulsion by principal

DEFINITION OF TERMS

1. AFTER-SCHOOL SESSION – Disciplinary time enforced by teacher.
2. DETENTION – Disciplinary time enforced by principal or his/her designee.

3. HEARING
  - a. Informal – Discussion held immediately after the offense
  - b. Formal – Discussion held following notification of the parent or guardian of any violation which may require a full suspension.
4. CONDITIONAL SUSPENSION – A period of time, not to exceed five (5) days, in which the pupil may not attend school (appropriate services).
5. FULL SUSPENSION – A formal hearing in the office of the Superintendent/ designee, with the time and date determined by the Superintendent/ designee. At this hearing, the period of time during which a student may be removed from school is determined. Such suspension may exceed five (5) days. A student who has received two full suspensions shall be referred by the principal to the Lynn Alternative School or for expulsion.
6. EXPULSION – A hearing before the principal and/or School Committee for possible permanent removal from school, with all decisions complying with Massachusetts law.
7. EXCLUSION – A transfer of a pupil to another educational placement (to be determined by the Superintendent, his designee, or the School Committee.)
8. RESTITUTION – Payment for loss or damage to personal or school property.
9. CONFISCATION – Any personal property which can be used to disrupt or interfere with the orderly operation of the school, or which poses a threat to others, must be returned at the close of the day to student or parent. All illegal objects or weapons will be presented to the appropriate public safety department.

## STUDENT APPEARANCE (*Adopted by the School Committee June 8, 2006*)

Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene, or which is distracting or disruptive in appearance, and detrimental to the purpose or conduct of the school will not be permitted. Disruptive clothing is considered, but not limited to, clothing with obscenities, fighting words, incitement, or defamation written on it.

- A. The following guidelines shall determine dress and grooming:
  1. Decency
  2. Neatness
  3. Cleanliness, and
  4. Suitability for school.
  
- B. The following are not suitable, or in good taste, for school and should not be part of student's attire or grooming:
  1. Hats, bandannas, headbands, scarves, gloves, wristbands, doo-rags, skullcaps, hoods and wavecaps are not to be worn in school. Such items must be kept out of sight.
  2.
    - a. Tank tops, halters, mini-skirts, shoulder-less tops, halter-top dresses, tube tops or tops that bare the midriff, spandex or skin-tight clothes (regardless of length) and **shorts or other pants of any kind rising above the knee** may not be worn.
    - b. Regardless of style, all shirts must be tucked in, and beltline visible.
    - c. Pants must be worn at or above the waistline.
  3. Shirts advertising tobacco, alcoholic beverages, or advocating drug use, or those with obscene printing, violence of any kind, or printing considered by the principal to be inappropriate, will not be permitted.
  4. See-through articles of clothing will not be allowed.



5. Shoes that pose a safety problem, or contain metal cleats, taps, or wheels are not permissible.
6. Use of all electronic devices, including cell phones, is not allowed on school property during school hours. Violation of this policy will result in immediate confiscation of the item, parental notification as well as possible conditional suspension. If these items are brought to school they must remain out of sight and off.
7. Non-prescribed dark glasses are not to be used in school. If prescribed, a doctor's statement must be on file in the nurse's office, or with the principal, and recorded in the office.
8. Metal studs or chains placed on gloves, coats or any part of pupil's clothing, including shoes, which may cause danger to other students and school personnel, or may cause damage to school or personal property, are not allowed.
9. Clothing which is considered by the principal to be gang-related or in gang-related "colors" will not be permitted.

C. The following items are acceptable/suitable as determined by the principal/ designee:

1. Knee length shorts are permissible in the months of September and June at the secondary level. At the elementary level, shorts may be worn at the discretion of the principal.

## ATTENDANCE

- A. Daily attendance of all who are enrolled in the Lynn Public Schools is required in accordance with the laws of the Commonwealth and the School Committee rules.
- B. It is the responsibility of the administrator and teachers to know which students are either absent from school or missing from assigned classes.

C. Chapter 766 regulations shall be considered and applied in all instances involving students with special educational needs.

D. Attendance at school is mandated by State law, subject to the following:

1. All school absences require a note explaining the absence. School absences are defined as follows:

a. Documented Absence (JUSTIFIED):

-Illness covered by a doctor's note, a note regarding illness from the parent or guardian, death in the family, religious holiday, school sponsored activities as approved by administration, college or military recruiter visits with approval from the administration, absence occurring when a student is in custody of court or law enforcement authorities, and absence resulting from participation in a work-study program under the supervision of the public school. The administration reserves the right to request a doctor's note. In case of an emergency, a waiver may be granted by a school administrator.

b. Documented Absence (NON-JUSTIFIED) and Undocumented Absence (NON-JUSTIFIED):

- Seven (7) documented absences (non-justified) or seven (7) undocumented absences (non-justified) will result in an "F." All other absences not covered above, including truancy, class cuts, suspensions, and family vacations are not considered legitimate reasons for class absences in a given quarter.

2. The school administration should make every effort to ensure attendance by careful daily and quarterly monitoring of attendance records. After (5)

undocumented absences, a parent will be notified by a phone call and letter indicating excessive absences from class. Copies of the letter will be sent to the student's guidance counselor and vice-principal responsible for student attendance. Parents are urged to contact the vice-principal's office when they become aware that their child has accumulated five (5) undocumented absences from class.

3. Upon returning to school after an absence, a student is required to present a signed note of explanation from the parent or guardian stating the reason and date of the absence. This note must be presented to all classroom teachers. A physician's note will be required for absences of five (5) days or more in any one school quarter, or in the case of prolonged illness which may result in an absence of five (5) or more consecutive days. School officials reserve the right to investigate the authenticity of parental notes.
4. Pupils may not attend or participate in school events if they are absent on the same day of the activity, unless permission has been granted by the school principal or designee prior to the specific event or function.
5. To insure fairness, a Review Board of administrators will meet to evaluate extenuating circumstances pertaining to absences prior to final marks being recorded. The appeal should be initiated within five (5) days of the receipt of report card.
6. In accordance with Section 315.1(c) of Chapter 766 regulations, "Any child who has been absent without a medical excuse more than fifteen (15) days in

any quarter” may be referred by the principal to the 766 Chairperson for evaluation.

7. The School Department does not condone family or students scheduling vacations while school is in session. Student absence because of a family vacation is not considered “DOCUMENTED” absence and therefore the school is not required to provide assignments or make-up work for students who go on vacations while school is in session.
- E. Religious holidays will not count against a student’s perfect attendance record.
- F. All students who participate in school-sponsored activities or field trips will be responsible for all missed school assignments.
- G. The previous policy relative to grade point reduction for undocumented absences is void.

## **LAWS**

### **A. Hazing**

The following statute of the Commonwealth is required to be included and followed by each school in its student handbooks and rules and regulations:

#### **Chapter 269**

#### **Section 17**

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 three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term “hazing” as used in this section and in section 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. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this section.

### **Section 18**

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

### **Section 19**

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

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## **B. Smoking**

On June 18, 1993, the Massachusetts General Law, Chapter 71, Section 37H, was amended to state that the

Superintendent shall publish policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities, or on the school grounds, or on school buses by any individual, including school personnel. The Lynn Public Schools accepts this law as binding on its students and employees.

**C. The Gun Law (M.G.L., c. 269, s.10 “j”)**

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

1. Students responsible for violating this law will be subject to suspension, expulsion and prosecution. (Due process will apply.)
2. The School Committee adopts this policy with intent that it applies to all levels of our school system.
3. For the purposes of this Code, the possession of a replica of a firearm, with the intent to intimidate, frighten, or coerce either students or staff, is to be considered a reason for possible expulsion.

**D. Massachusetts General Law Chapter 71, Section 37H**

1. The following are specific grounds for possible expulsion by the school principal:
  - a. Possession of a dangerous weapon (including but not limited to a gun or knife)
  - b. Possession of a controlled substance (including but not limited to marijuana, cocaine, heroine)
  - c. Assault of a principal, assistant principal, teacher's aide or other educational staff
2. All offenses are subject to expulsion if they occur on school premises, or at school sponsored or school related events, including g athletic games.
3. Any student charged with assault, as described above, or charged with possession of a dangerous weapon or a controlled substance shall be notified in writing of an opportunity for a hearing, when a student may have representation along with the opportunity to present evidence, and/or written testimony, and witnesses at the hearing before the principal.
4. Following expulsion by principal, the student may appeal to the Superintendent within (10) calendar days after the expulsion. The student has a right to counsel and the right to present oral and written testimony at the hearing.

**E. Massachusetts General Laws Chapter 71, Section 37H ½**

1. The principal may suspend a student upon the issuance of a criminal complaint charging that student with a felony, or upon the issuance of a felony delinquency complaint against that student, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The length of the



suspension is within the discretion of the principal.

2. The principal may expel a student upon either (1) the student being convicted of a felony, or (2) an adjudication or admission in court of guilt with respect to the felony or felony delinquency, if the principal determines prior to the expulsion that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.
3. The student has the right to appeal the suspension or expulsion to the Superintendent in writing no later than (5) calendar days following the effective date of the suspension or expulsion. At the hearing, the student has the right to present oral and written testimony and has the right to counsel.
4. The Superintendent has the authority to overturn or alter a suspension or expulsion decision. The Superintendent's decision shall be the final decision of the city with regard to suspension or expulsion.
5. Upon an expulsion of a student under this section, no school or school district shall be required to provide educational services to such student.

**F. Massachusetts General Law Chapter 71, Section 37H (e)**

1. When a student is expelled under the provisions of Section 37H, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student.
2. If a 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 expulsion.

### **G. Graffiti/Defacing School Property**

Graffiti and any defacing of school property is prohibited. The School Department hereby incorporates the Lynn City Ordinance with all its applicable fines and possible prosecution into this policy. Full restitution will be required in every instance of such violation. (See Discipline Code for consequences of violation.)

#### **1. Spray Paint Cans/Magic Markers**

All magic markers and spray paint cans are banned from school premises, unless previous approval is granted. Students found with such in their possession will be in violation of this rule. IF a teacher/coach/advisor requests work such as posters, signs, etc. to be produced by magic marker pens, etc., the makers must be kept in the teacher's possession until such time as the project has been completed. The markers must be immediately returned to the teacher/coach/advisor. Students found in possession of markers or spray paint cans, without clearly expressed permission of a teacher/coach/advisor, will be subject to the following:

- a. Immediate confiscation of markers, cans or objects;
  - b. Detention, full suspension, full restitution and possible prosecution
2. Full restitution is defined as any and all removal and cost to restore the damaged area/property to its original condition.

### **SEARCH AND SEIZURE**

In order to maintain the educational process and insure the safety and welfare of all members of the Lynn school system, the following rules shall apply to the search of school property of individuals.

1. At the discretion of the principal, general and individual searches may be conducted by the principal or his designee when reasonable suspicion exists.
2. When there are reasonable grounds to believe that a student is in possession of weapons, illegal drugs, alcoholic beverages, stolen property, explosives or other illegal paraphernalia, a student may be

searched by any school authority in a manner reasonably related to its objectives.

3. Search of an area assigned to a member of the Lynn Public Schools should be made in the presence of a witness and when reasonably possible, in the presence of a person involved.
4. A copy of master keys and/or copy of combinations for locks for student lockers are retained by the school.
5. Items or possessions reasonably determined to be a threat to the health and safety or security of others maybe be seized by the school authorities.
6. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
7. The above may be done by any authorized personnel without prejudice.

## **DUE PROCESS**

### Conditional/Full Suspension

1. An oral or written notice of the charges presented to the student.
2. An explanation of the basis of the accusation.
3. An opportunity for the student to present his/her view of the situation.

## **EXPULSION**

1. Written notice of the charges.
2. The right to be represented by a lawyer or another person serving as an advocate for the student.
3. Adequate time to prepare for the hearing.
4. A reasonably prompt written decision, including the specific grounds for that decision.
5. Examination of the student's record and review of public documents. (Refer to full expulsion policy.)
6. Right to question witnesses.

## **HARASSMENT**

Harassment on the basis of race, age, national origin, sex, sexual orientation or disability is illegal and will not be tolerated. We expect all students, employees, parties contracted by the Lynn Public Schools, and other members of the school community to conduct themselves in an appropriate manner with respect, dignity, courtesy, and fair treatment for all individuals in the school community.

Any individual who is found, after appropriate investigation, to have engaged in any form of verbal or physical harassment will be subjected to disciplinary action up to and including termination of employment or expulsion.

Any student who believes that he or she has been subjected to harassment should feel free to discuss the matter with a trusted adult and/or file a complaint in person or in writing.

## **SEXUAL HARASSMENT**

Sexual harassment is unwanted sexual attention from anyone with whom the student may interact in the course of receiving an education in school or at school-sponsored activities.

Incidents of sexual harassment may include verbal harassment-(derogatory comments, jokes slurs or remarks, questions of a sexual nature), physical harassment-(unnecessary or offensive touching) or visual harassment-(offensive posters, cards, cartoons, graffiti, drawing, looks or gestures).

### **Sexual Harassment by a Student**

Any student who feels that he/she has been the victim of sexual harassment by another student should report the incident to a teacher, counselor or school administrator. Students should feel comfortable in seeking the help of a responsible adult. All reported incident should be investigated by the principal and/or vice-principal. A written record of all reports should be maintained by the principal. If it is determined that a student has been sexually harassed by another student, the offending student is subject to one or all of the following consequences: parental conference, detention, full suspension, apology to the victim and referral to the police. Repeated harassment, reprisal, threats or intimidation of the victim will be treated as serious offenses and could result in a recommendation by the principal to the Superintendent of Schools and School Committee for expulsion.

### **Sexual Harassment by an Adult**

Any student who feels that he/she has been the victim of sexual harassment by an adult should immediately report the incident to another adult whom he/she trusts. Any school staff member receiving such information must immediately report the incident to the principal. A written record of all reports should be maintained by the principal. If it is determined that an adult has sexually harassed a student, serious disciplinary action toward the adult may occur. Under certain circumstances, sexual harassment/violence may constitute sexual abuse. School staff (as mandated reporters) must comply with state regulations regarding child abuse/neglect. At the school level, the principal is responsible for gathering reports and maintaining a written record of all reports of sexual harassment. If the complaint

involves the building principal, the complaint must be filed directly with Superintendent. All allegations involving school staff members must be immediately reported to the Superintendent of Schools, The Superintendent shall immediately authorize and investigation by appropriate school officials. The investigation may include personal interviews with anyone involved or having knowledge of the allegations and review any reports or documents concerning the incident. In all cases, a high degree of confidentiality will be maintained by school authorities. Every effort will be made to protect the alleged victim, the complainant, students and employees during the investigation and disposition of the incident.

## ***Homework Policy***

### **HOMWORK POLICY – SECONDARY LEVEL (7-12)**

Major subjects at the secondary level (grades 7-12) are: English, Math, Science, Social Studies, Instructional Technology, and Foreign Language.

Homework shall be given in major subjects every day and in all other subjects a minimum of three days per week. Specific assignments of major subjects on a given day shall be determined by the teacher(s).

Homework may be assigned over the weekend, recess periods, and holidays at the discretion of the teacher. It is encouraged that homework be assigned on the weekend and, to some extent, during long recess periods.

#### *AVERAGE TIME ALLOTMENTS FOR HOMEWORK BY GRADE LEVEL*

The average time allotment for assigned homework is:

LEVEL	MINUTES/DAY	MINUTES/WEEK
Grades 7-8	60-75	300-375
Grades 9-12	75-90	375-450

It is anticipated that time allotments will vary depending upon the educational program and goals of each student and the judgment of individual teachers, particularly at the elementary level, about how much homework shall be required in a given subject matter area on a particular day. Some students or classes may require more time; others slightly less.

It is required, however, that the time allotted per week (MINUTES/WEEK) for homework as stated above be adhered to as closely as possible.

Indeed, it is the expectation at the secondary level for advanced placement and honors students and a majority of the students enrolled in college courses and some technology courses that these time allotments will be exceeded more often than not.

### ***Plagiarism & Cheating***

**Cheating and plagiarism are serious offenses and will not be tolerated in the Lynn Public Schools. Plagiarism in particular, has become a widespread, national problem with Internet access readily available.**

Any student who copies part or all of the work of another student, or any student who allows part or all work to be copied by another student, or any student who quotes directly from any source, including the internet, without properly citing the source, is considered to have plagiarized.

**In addition to plagiarism, there are other forms of cheating that will not be tolerated in the Lynn Public Schools. Examples of cheating are, but not limited to, copying or borrowing another student's homework, gaining information from another student during a test or quiz, employing another person's words or ideas in written or oral reports or changing a grade or answer on a test.**

*Any student found guilty of cheating or plagiarism may receive a zero for his/her work and be subject to possible discipline action. Furthermore, it will be the responsibility of the teacher to notify the parent/guardian. Students are hereby notified that cheating and/or plagiarism may affect standing in the National or Junior National Honor Societies and impair student eligibility for participation in extracurricular events, eligibility for scholarships and consideration for recommendations.*

### ***Communication with Parents***

#### **Notification Technologies, Inc., Connect-ED**

NTI *Connect-ED* is a school-to-parent communication system used by the superintendent of schools and/or each principal for community outreach. It enables the Lynn Public Schools to keep in touch with parents/guardians with telephone messages such as attendance notification, emergency communication, parent teacher meetings, open houses, early release day, staff development day, and report card distribution. The system will automatically call on that day if your child has an unexcused absence.

**It is important that the school has your updated information regarding your home phone, cell phone, and emergency contact phone number to be logged in our database system.**

## ***Website/Lynn Educational Channel 15***

The Lynn Public School's website address is [www.lynnschools.org](http://www.lynnschools.org). This site provides valuable information about the policies, procedures and services of the Lynn Public Schools. Lynn Educational Channel 15 broadcasts school events and activities, parent meetings, and educational programs.

## ***Safety***

The Lynn Public Schools currently has a safety and security program in all schools. An emergency plan has been written for every school.

**Each school has a team of teachers, custodial staff, administrators and parents, and where appropriate, students also participate in the team. Since the team personnel changes from time to time, it is necessary to maintain an ongoing program of training for team members.**

An Emergency Operation Council (EOC) has been established to assist the superintendent in the event of an emergency in the school district. This council consists of leadership in all areas of the School Department from athletics through food services, health services, maintenance and virtually all aspects of school life. These people will be asked to respond in the event of a crisis in any one part of the Lynn Public Schools or one that runs throughout the school system, so that we may maintain the mission of the School Department to the highest degree possible.

Safety drills are held at regular intervals throughout the school year.

In general, teachers and students:

- Follow instructions posted in each classroom indicating how to leave the building in case of fire.
- Close classroom doors.
- WALK silently. (No fooling) Move quickly and quietly to designated area.
- Keep all door areas clear.
- Listen for new instructions in case of blocked exits.
- Stay with your class.

## ***Teen Health Center***

The goal of the School Based Health Center is to assist students to achieve better health habits, improve access to health care, and make students better prepared to learn. The Health Center works in cooperation with the student's primary health care provider, school nurse and school personnel. If the student doesn't have a primary care provider, the Teen Health Center (a satellite of Lynn Community Health Center)

can become the primary care provider. Signed consent from the parents is needed for treatment. Exceptions are emergency, initial consultation and confidential visits. Forms are available in the Teen Health Center for staff referrals.

- Under Massachusetts law (M.G. L. c. 112, s 12E & 12F) and case law, a minor between the ages of 12 and 18 is entitled to seek and receive confidential services related to pregnancy, sexually transmitted disease (STD), substance abuse, and psychiatric problems. These services do not require parental permission.

The Teen Health Center provides comprehensive health services which include adolescent care, physicals, physical injury and sick visits, screening tests, medical gynecological care, pregnancy prevention, family planning (contraceptives will not be dispensed at the Teen Health Center), health education and promotion, nutrition and weight reduction, and mental health counseling.

The School Based Health Center is open the same hours the school is in session. An appointment slip or a corridor pass is required to come to the Teen Health Center. Parents are always encouraged to call or visit the Teen Health Center.

### ***Uncleared Accounts***

Students are responsible for all uncleared accounts with regard to books, library books, athletic equipment, class dues, and fundraiser merchandise and/or money. Students are responsible for all lost books.



*Acceptable Use Policy – Computer Technology*

City of Lynn  
Lynn Public Schools



**Internet Usage Policy Committee**

Jaye E. Warry, Ed. D., Deputy Superintendent  
Daniel McManus, Lynn Public Schools Technology Department  
Timothy Roach, Lynn Public Schools Technology Department  
Shannon Stevens, Teacher – Lynn English High School

**THIS POLICY WAS APPROVED BY THE FOLLOWING LYNN SCHOOL  
COMMITTEE MEMBERS:**

Mayor Judith Flanagan Kennedy, Chairwoman  
Thomas Iarrobino, Secretary of the School Committee  
Patricia M. Capano  
Maria O. Carrasco  
Donna M. Coppola  
John E. Ford, Jr.  
Vincent J. Spirito  
Richard B. Starbard

Date Approved: March 18, 2010

**THIS NEW POLICY SUPERCEDES ANY PREVIOUS INTERNET POLICY  
USED BY LYNN PUBLIC SCHOOL**

## **Purpose**

The Lynn Public School District is pleased to offer its students access to information technology resources, including access to the Internet. Access to the Internet enables students to explore millions of libraries, databases, and bulletin boards from around the world. This educational tool allows students to collaborate and communicate with others to significantly expand their knowledge base. Electronic information research skills are now fundamental in the preparation of our citizens. There is high educational value in the Internet; however with this access to people and computers all over the world, information and material may become available that may not be considered of value in the classroom setting. The Lynn Public School District uses an Internet filtering, blocking, and monitoring solutions to restrict access. School staff supervises students during their time "online." However, on a global network, it is impossible to control all materials and an industrious user may encounter inappropriate information while on the Internet. The valuable information and interaction available on the worldwide network far outweigh the possibility of students attaining material inconsistent with the educational goals of the Lynn Public Schools.

Strict guidelines and proper conduct of end users will keep the networking running properly. Guidelines are provided to make users aware of the responsibilities they are about to acquire. Violations of this school policy will result in the loss of account and future access may be denied. Disciplinary action at the school level will result.

## **Privilege**

For all users, Internet access through Lynn Public Schools is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Based on the acceptable use guidelines outlined in this document, the system administrator may revoke, deny or suspend privileges.

## **Terms and Conditions**

- Respect and protect the privacy of others.
  - Users will not use another individual's account.
  - Users will not share passwords with other individuals.
  - Users will not attempt to log on as administrators.
  - Users will not distribute information about others or themselves.
  - Network users will not respond to unsolicited online contact.
- Respect and protect the intellectual property of others.
  - Users will not infringe copyrights (no making illegal copies of music, games or movies).
  - Users will not plagiarize.

- Respect and protect the integrity, availability and security of all electronic resources.
  - Users will not install any software on any school computer.
  - Users will not download files from the internet.
  - Users will not distribute mass email, spam or chain letters.
  - Users will not subscribe to list servers or news groups.
  - Users will not make any changes to the computer settings or change nor delete any files or directories stored on school computers.
  - Users will not bring laptops or any other type of computer or wireless device from home and attempt to connect to the Lynn Public Schools network.
  - Users will report security risks or violations to teacher or network administrator.
  
- Respect and practice the principles of the educational community.
  - **Use of the Internet is for educational purposes only.** “Web surfing,” social networking (facebook, myspace), watching videos and listening to music are forbidden.
  - Instant messenger services such as AOL messenger, MSN messenger, etc are forbidden.
  - Users will be polite – do not write or send abusive messages to others. Use appropriate language at all times. Bullying of others is not allowed.
  - Users will not post false or defamatory information about a person or organization.
  - Users may not use the network for commercial profit purposes, private business, product advertisement, or for political lobbying.
  - Users will be filtered/blocked from the following categories of URLs: adult, chat rooms, web-based email, gambling, personal web space hosts, dating, offensive, etc. However if a student encounters such a site, they should close the program and inform a teacher.
  - Users will not intentionally access, transmit, copy, or create material that is illegal (including obscenity, stolen material, or illegal copies of copyrighted works.)
  - Users will not use the school network to further acts that are criminal or violate the school’s code of conduct.
  - Email and computer use of the school network are not private. Any data transmitted over the network is property of the Lynn Public Schools and may be monitored by administrators.

## Consequences for violation

Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources. Administrators reserve the rights to examine, use and share any data found on the school's network.

Lynn Public School District reserves the right to change and amend this policy at any time.

**As an independent user of the Lynn Public Schools network, I agree to follow the terms and conditions as indicated above.** I will be an ethical, efficient and responsible user. My signature indicates that I have read and understand the rules as stated above.

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Parents, please discuss these rules with your student to ensure he or she understand them. These rules provide a good framework for your student's use of computers not only at school, but at home, libraries, etc.**

***Harassment/Bullying Policy***

**City of Lynn  
Lynn Public Schools**



**POLICY AND REFERRAL PROCEDURES AGAINST HARASSMENT/BULLYING**

*including harassment based upon sex, race, color, national origin, age,  
disability or sexual orientation)*

&

**GUIDELINES FOR HANDLING STUDENT TO STUDENT SEXUAL  
HARASSMENT/DATING, VIOLENCE, OR SEXUAL ASSAULT**

**Lynn Public Schools  
Administrative Offices  
90 Commercial Street  
Lynn, MA 01905**

**I. POLICY AND REFERRAL PROCEDURES AGAINST  
HARASSMENT/BULLYING, INCLUDING HARASSMENT BASED UPON SEX,  
RACE, COLOR, NATIONAL ORIGIN, AGE, DISABILITY, AND SEXUAL  
ORIENTATION.**

**Original Harassment Committee**

***Dr. James T. Leonard, Superintendent of Schools (1990-1998)***

Chairperson: Janet F. Birchenough, Director-Equity/Program Support  
Co-Chairperson: Anita Rassias, Program Specialist

James Cole, Principal, Drewicz School  
Paula Fee, Health Education Coordinator  
Diana LeBlanc, Program Specialist  
Linda Lord, Hood School  
Patricia Mallett, Brickett School  
Kathy Moulison, Ingalls School  
Suzanne Mulholland, Classical High School  
Patricia Poska, Thurgood Marshall Middle School  
James Ridley, Tracy School  
Michael Toomey, Principal, Pickering Junior High School

**AMENDMENT TO THE HARASSMENT POLICY**

II. THIS POLICY WAS AMENDED BY RICHARD IARROBINO, ATTENDANCE & DISCIPLINE SPECIALIST FOR LYNN PUBLIC SCHOOLS AND ROBERT FERRARI, LYNN POLICE LIASON FOR SCHOOL SECURITY & EMERGENCY PLANNING. THIS POLICY WAS APPROVED BY THE FOLLOWING MEMBERS OF THE LYNN SCHOOL COMMITTEE ON FEBRUARY 25, 2010.

**LYNN SCHOOL COMMITTEE**

Mayor Judith Flanagan Kennedy, Chairwoman  
Thomas Iarrobino, Secretary of the School Committee  
Patricia M. Capano  
Maria O. Carrasco  
Donna M. Coppola  
John E. Ford, Jr.  
Vincent J. Spirito  
Richard B. Starbard

## Lynn Public Schools

### **POLICY AND REFERRAL PROCEDURES AGAINST HARASSMENT/BULLYING INCLUDING HARASSMENT BASED UPON SEX, RACE, COLOR, NATIONAL ORIGIN, AGE, DISABILITY, and SEXUAL ORIENTATION.**

**I. Lynn Public Schools Harassment Policy Statement:** Harassment/Bullying on the basis of race, age, national origin, sex, sexual orientation, or disability is illegal and will not be tolerated in the Lynn Public Schools. Harassment/Bullying, on any level, is a form of discrimination. **Harassment** is defined as advances, requests, or conduct having the purpose or effect of unreasonably interfering with an individual's education or employment by creating an intimidating, hostile, humiliating, offensive, or unsafe educational or professional environment.

This policy is not designed or intended to limit the school's authority to take disciplinary action or take remedial action when such harassment occurs out of school but has a nexus to school, or is disruptive to an employee's or student's work or participation in school related activities.

Reports of cyber bullying by electronic or other means, occurring in or out of school will be reviewed and, when a nexus to work or school exists, will result in discipline. Parents of student alleged to have engaged in cyber harassment will be invited to attend a meeting at which the activity, words or images subject t to the complaint will be reviewed. A student disciplined for cyber bullying will not be readmitted to the regular school program until his or her parent(s) attend such meeting.

The Lynn Public School System believes that we have a commitment to provide staff and students with a safe working and learning environment. It is the belief of the Lynn Public Schools that preventing school violence, harassment/bullying, and discrimination is of paramount concern, as is creating a school climate that is supportive, respectful of all school community members, and conducive to serious learning.

We expect all students, employees, parties contracted by the Lynn Public Schools, and other members of the school community to conduct themselves in an appropriate manner with respect, dignity, courtesy, and fair treatment for all individuals.

**II. Policy Rationale:** In February, 1992, the US Supreme Court ruled in Franklin v. Gwinnett County (Ga.) School District that, under Title IX of the Education Amendments of 1972, schools and school districts have an obligation to protect students from all forms of harassment. In this case, a female student alleged that she repeatedly reported to school officials that a male teacher was sexually harassing her. School officials did nothing to stop the harassment and attempted to

convince her not to file a complaint with the US Department of Education Office of Civil Rights. The Franklin decision is leading many school districts to seek assistance in developing sexual harassment policies. More recently, Governor Weld signed legislation, Massachusetts General Law Chapter 278 of the Acts of 1996, which requires all employers in Massachusetts with 15 or more employees to adopt a sexual harassment policy.

Title IX of the Educational Amendments of 1972, the Massachusetts General Law Chapter 622 of the Acts of 1971, and Massachusetts General Law Chapter 278 of the Acts of 1996 are three laws that address harassment, discrimination, and equity. Title IX is concerned with discrimination on account of sex, while Chapter 622 prohibits discrimination on the basis of race, color, national origin, religion, and sexual orientation, in addition to sex discrimination. Title IX bans sex discrimination in the employment practices of a school, whereas the thrust of Chapter 622 is toward equalizing the opportunities made available to students: and Title IX applies to school, public or private, that receives federal financial assistance whereas Chapter 622 covers the practices of public elementary and secondary schools.

**III. Prohibited conduct includes, but is not limited to, the following conduct when related to a person's sex (gender), race, color, national origin, religion, age, disability, or sexual orientation and when such conduct is unwelcome by the recipient:**

**A. Harassment/ Prohibited Conduct Defined**

1. name calling, teasing, jokes, rumors, or other derogatory or dehumanizing remarks;
2. pulling at clothing or other possessions;
3. graffiti;
4. notes or cartoons;
5. unwelcome touching of a person or a person's clothing;
6. offensive or graphic posters, pictures, book covers, or designs on clothing;
7. any words or actions which might provoke feelings of discomfort, embarrassment, or hurt.
8. mental, emotional, or physical harassment, as well as threats to a person's safety or position  
in the school or work environment

The forgoing list is provided to give some concrete examples of conduct which constitute harassment based upon an impermissible basis. However, all members of the Lynn school community must assess their conduct in light of the following definitions of the various forms of harassment. If certain conduct is not previously listed, but does fall into one of the following definitions of harassment, then the conduct shall be considered harassment and is prohibited conduct.

**B. Definitions – Bullying Prohibited**

Bullying may take a variety of forms. It is unacceptable in a school or work



environment. As a result no student or employee shall be subjected to harassment, intimidation, bullying, or cyber bullying in any public educational institute:

1. "Bullying and cyber bullying," means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances
  - (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee,
  - (2) may cause damage to another student's or employee's property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:
    - a. that are being offered through the school district; or
    - b. During any education program or activity; or
    - c. While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or
2. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
3. As used in this Section, "electronic communication" means any communication through an electronic device including a telephone, cellular phone, computer or pager.

### **C. Definitions – Hazing Prohibited**

The term "hazing" shall mean any conduct or method of initiation, even if consented to, 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.

1. Such conduct shall include, but is not limited to, 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such

behavior shall be subject to discipline.

#### **IV. Definitions of Various Forms of Harassment**

**A. Sexual Harassment/Gender Harassment consists** of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining education, or of obtaining or retaining employment; or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting the individual's education or employment; or
3. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or employment, or creating an intimidating, hostile, or offensive educational or work environment;
4. adversely affects an individual's academic or employment opportunities.

**Sexual Harassment** includes but is not limited to:

1. unwelcome verbal harassment or abuse;
2. unwelcome pressure for sexual activity;
3. unwelcome sexually motivated or inappropriate touching, patting, pinching, or other sexual contact other than reasonable and necessary restraints of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. unwelcome sexual behavior or works, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational or work status;
5. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational or work status;
6. unwelcome behavior or words directed at an individual because of gender.

**Sexual harassment can include** prohibited conduct as defined above which may occur between members of the same sex.

**B. Racial Harassment** consists of physical or verbal conduct which is related to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive academic or work environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance;
3. otherwise adversely affects an individual's academic or work opportunities.

**C. Harassment Based upon Color** consists of physical or verbal conduct which is related to an individual's color when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive academic or work environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance;
3. otherwise adversely affects an individual's academic or work opportunities.

**D. National Origin Harassment** consists of physical or verbal conduct which is related to an Individual's national origin when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive academic or work environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance;
3. otherwise adversely affects an individual's academic or work opportunities.

**E. Religious Harassment** consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive academic or work environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance;
3. otherwise adversely affects an individual's academic or work opportunities.

**F. Age Harassment** consists of physical or verbal conduct which is related to an individual's age when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive academic or work environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance;
3. otherwise adversely affects an individual's academic or work opportunities.

**G. Disability Harassment** consists of physical or verbal conduct which is related to an individual's disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive academic or work environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance;
3. otherwise adversely affects an individual's academic or work opportunities.

**H. Sexual Orientation Harassment** consists of physical or verbal conduct which is related to an Individual's sexual orientation when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive academic or work environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance;
3. otherwise adversely affects an individual's academic or work opportunities.

## **V. Referral Procedures**

### **A. Reporting Responsibilities**

Any person who believes that a student, teacher, administrator, or other school personnel has engaged in conduct prohibited by the Lynn Public Schools harassment/bullying policy should report the alleged prohibited conduct as soon as possible to the appropriate school district officials as designated by this policy statement. The school district encourages the complainant to use the Complaint of Harassment/Bullying form included here. Copies of this form will be available from each school principal and designated school district officials. Verbal reports will also be considered complaints and shall be documented on the Complaint of Harassment/Bullying form as soon as possible after the verbal report is made.

Nothing in this policy statement shall prevent any person from reporting alleged prohibited conduct directly to the Superintendent of Schools. Further, nothing in this report shall prevent any person from reporting alleged prohibited conduct to an administrator other than the designated school district officials, or, in the case of a student, to a teacher or counselor.

1. The Lynn Public Schools designates the Superintendent of Schools and the Director of Equity/ Program Support as having the responsibility to oversee administration of these procedures and to monitor compliance.
2. In each school, the school principal and/or a designee is the person responsible for receiving and investigating verbal or written reports of alleged prohibited conduct. Any school personnel who receive a report of alleged prohibited conduct shall inform the principal and/or the designee as soon as possible. If the complaint involves the school principal, the report should be filed directly with the Superintendent.
3. In district-wide departments, the administrator or his/her designee is the person responsible for receiving and investigating verbal or written reports of alleged prohibited conduct. Any school district personnel who receive a report of alleged prohibited conduct shall inform the administrator or the designee as soon as possible. If the complaint involves the district wide administrator, the complaint shall be filed directly with the Superintendent.

\*In Units 1, 2, and 3, administrators shall choose a designee of the opposite gender. By doing this, complainants have the option of making their report of alleged prohibited conduct to a male or a female.

Upon resolution of incidents prohibited by this policy statement, all Complaint of Harassment/Bullying forms shall be forwarded to the Superintendent of Schools.

## **B. Guidelines for Investigating Harassment Claims**

In school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of harassment are as follows:

1. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.
2. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.
3. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation shall immediately report it to the administration; each school shall document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying or cyber bullying and the resulting consequences, including discipline and referrals, to the Superintendent's office as they occur.
4. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment or the district's subsequent actions or inaction in connection thereto.
5. If an instance of student to student harassment is reported to a staff member other than an administrator, the staff member must inform the Assistant Principal/House Master, or the Building Principal.
6. If a situation involving a charge of staff member to student harassment is brought to the attention of any staff member, the staff member should notify the Building Principal or Assistant Superintendent immediately.

7. In a situation involving a charge of student to staff member sexual harassment the staff member should notify the Building Principal or Assistant Superintendent.

8. In a situation involving a charge of staff member to staff member harassment the staff member should notify the Building Principal or the Assistant Superintendent

**C. Complaint Investigation Procedures:** Upon receipt of a report or complaint of alleged prohibited conduct, the responsible administrator or designee shall initiate a timely investigation of the alleged incident. If warranted by the circumstances of the complaint, the administrator or designee may request assistance from the Superintendent of Schools, the Director of Equity/ Program Support, or a third party (i.e., HAWC) who will report directly to the Superintendent.

The investigation may consist of personal interviews with the complainant(s), the individual(s) against whom the complaint has been made, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

In determining whether alleged conduct constitutes a violation of this policy, the investigating party shall consider the surrounding circumstances: the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all facts and surrounding circumstances.

Failure to investigate a complaint as provided herein or failure to forward the Complaint of Harassment/Bullying form to the Superintendent of Schools in a timely manner will result in disciplinary action as determined by the Superintendent of Schools. Such disciplinary action may include, but is not limited to, verbal or written reprimand, suspension, transfer, or termination of employment. (Disciplinary action will be consistent with provisions of collective bargaining agreements, state and federal laws, and school district policies.)

**D. Corrective Action/ Resolution:** Upon completion of an investigation, the administrator or designee shall take the appropriate corrective action.

1. If it is proved, after investigation, that an individual has filed an intentionally false complaint, appropriate disciplinary action will be taken against that individual. (See Sec. D)
2. If it is proved, after investigation, that the incident reported constituted any form of harassment/bullying, the administrator will take appropriate action. (See Sec. D)

**E. Examples of Corrective/Disciplinary Action:** Depending upon the severity of the harassment/bullying, such action may include, but is not limited to, an apology, direction to stop the offensive behavior, parental notification and/or conference, counseling or training, remediation, warning about more severe corrective action if behavior persists, suspension, exclusion, expulsion, transfer, termination of employment. (Corrective/Disciplinary action taken will be consistent with provisions of collective bargaining agreements, state and federal laws, and school district policies.)

More specific guidelines for handling complaints of student to student sexual harassment, dating violence, or sexual assault incidents are contained in Part II (**Procedure for responding to student to student sexual harassment, dating violence, sexual assault or rape incidents**) of this document.

**VI. Reprisal:** The school district shall take appropriate disciplinary action against any individual who retaliates against any person who reports or assists in the investigation of an alleged violation of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment/bullying. (See IV-D for examples of disciplinary action. Disciplinary action will be consistent with provisions of collective bargaining agreements, state and federal laws, and school district policies.)

**VII. Right to Alternative Complaint:** These procedures do not deny the right of any individual to pursue other avenues of recourse.

Any student, parent/guardian, or employee who feels that he/she has been harassed/bullied or discriminated against on the basis of race, color, age, national origin, sex/ gender, or disability may discuss and/or file a complaint using the "Complaint of Harassment/Bullying" form which can be obtained from the school office.

**VIII. Confidentiality:** Reports of harassment should be kept completely confidential, consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

For further information about these guidelines or help with sexual harassment problems or any other form of harassment, please consult the Deputy Superintendent of the Lynn Public Schools.

#### **LEGAL REFERENCE:**

1. Title VII of the 1964 Civil Rights Act, Section 703
2. Title IX of the 1972 U.S. Civil Rights Act.
3. Chapter 151C, Massachusetts General Laws
4. M.G.L. Chapter 76 § 5
5. M.G.L. Chapter 269 § 17, 18, 19

6. M.G.L. Chapter 71, §§82, 84  
**LYNN PUBLIC SCHOOLS**  
**COMPLAINT OF HARASSMENT/BULLYING**

Complaint filed against: \_\_\_\_\_

Employee: \_\_\_\_\_ Student: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Employee: \_\_\_\_\_ Student: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Complaint: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

(If it can be proved that an individual has filed a false complaint intentionally, disciplinary action will be taken against that individual).

This incident of harassment/bullying /discrimination was based upon my:

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> <b>Sex/Gender</b>      | <input type="checkbox"/> <b>Religion</b>           | <input type="checkbox"/> <b>Other</b> |
| <input type="checkbox"/> <b>Race</b>            | <input type="checkbox"/> <b>Age</b>                |                                       |
| <input type="checkbox"/> <b>Color</b>           | <input type="checkbox"/> <b>Disability</b>         |                                       |
| <input type="checkbox"/> <b>National Origin</b> | <input type="checkbox"/> <b>Sexual Orientation</b> |                                       |

Statement of Incident (should include all pertinent information – who, how, when, where, how often, specific language, witness). This portion of the form may be completed with the assistance of the principal or his/her designee.

Complainant's Signature: \_\_\_\_\_

Resolution of Incident: \_\_\_\_\_

Date of Resolution: \_\_\_\_\_ Principal/Designee: \_\_\_\_\_

Signatures of all other parties involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If either party feels that the complaint has not been handled in a fair, satisfactory, or timely manner, he/she has the right to appeal the decision with the Superintendent of schools or his/her designee.

Complainant's Signature: \_\_\_\_\_

*All complaints will be kept in a confidential file in the office of the Superintendent of schools*



## **LYNN PUBLIC SCHOOLS**

### **II. GUIDELINES FOR HANDLING STUDENT TO STUDENT SEXUAL HARASSMENT, DATING VIOLENCE AND SEXUAL ASSAULT FOR THE LYNN PUBLIC SCHOOLS**

Written by:  
DATING VIOLENCE COMMITTEE:

Laine Averback, Classical  
Diane Conlon, LVTI  
Barbara Desmaris, Classical  
Paula Fee, Health Education Coordinator  
Jean Furlong, English  
Karen Horn, English  
Kathleen Magwood, LVTI  
Stephanie Nitka, Classical, LYRB  
(Lynn Youth Resource Bureau)  
Mary Smith, LVTI  
Karen Twomey, English  
Emily Weber, HAWC  
(Help for Abused Women and Children)

REVIEWED BY: Karen Wilk, Partnership for Violence Prevention District Attorney's Office

Mr. Edward Johns, Deputy Superintendent of Schools  
Mr. Richard Iarrobino, Student Discipline Officer

# LYNN PUBLIC SCHOOLS

## PROCEDURES FOR HANDLING STUDENT TO STUDENT SEXUAL HARASSMENT, DATING VIOLENCE AND SEXUAL ASSAULT.

### I. Goals:

1. safe, swift, and effective resolutions which maximize safety and confidentiality;
2. resolutions which enable students, where possible, to change their attitudes and behaviors;
3. a school atmosphere which makes it safe and important for a student to confide in an adult;
4. responses to incidents which acknowledge cultural differences but continue to adhere to school policy;
5. full utilization of all resources, inside and outside the school, to help staff and students deal with these issues.

### Considerations:

- maximum confidentiality must be established for all students involved; safety must always be a key issue;
- peer mediation is never appropriate for these situations;
- never bring students involved together before an investigation of the incident;
- a decision to establish a meeting between the reporting student, the aggressor, and the appropriate school administration and faculty can be made only in cases of sexual harassment after an investigation has taken place and with the full agreement of the reporting student and with safety measures in place.

### II. **Procedure for responding to student to student sexual harassment, dating violence, sexual assault or rape incidents:** When an incident, past or present, is reported to any school staff member, he or she must immediately:

1. establish physical or emotional safety of the reporting student; get her/him to a safe, comfortable place;
2. call security if there is ongoing danger or the school nurse if there are any injuries;
3. do not bring the reporting student and aggressor together;
4. notify the principal/director or his/her designee;
5. notify the principal/director or his/her designee of any other student involved.

III. The principal/director, his/her designee, and team members are key persons for the report of every incident. The principal/director who receives the report will:

1. inform any other principal whose student(s) were involved;
2. investigate the complaint: meet separately with students involved;
3. talk with witnesses if necessary;
4. determine the facts;
5. assess the level of intervention indicated;
6. notify the Superintendent within 24 hours of any incident; sexual harassment, dating violence; or sexual assault which does not violate confidentiality.

IV. Levels of Intervention

1. Level I - Resolution at the School Level:

Appropriate for sexual harassment involving verbal or written language or unwanted touching; a single incident in which fear is not involved; complaint does not rise to conditions in Level II.

- If harassment is found, the key person involved asks the victim about the desired resolution and also evaluates the attitude of the aggressor.
- A meeting between the reporting student and the aggressor can be part of the resolution only if the reporting student desires a meeting and feels safe, if both or all parties agree to the meeting and an adult is present.
- Parents will be notified when appropriate.
- Discipline is involved if deemed appropriate.

2. Level II – Case Conference:

Appropriate for sexual harassment or dating violence complaints that involve a pattern of harassment, stalking, physical or emotional intimidation, non-homicidal threats (see Level III), and/or fear for safety on the part of the reporting student. The goal of Level II is to assess how best to approach each student with the hope of de-escalation of the violence and an outcome, which helps the aggressor, deal with and change behavior.

- Key personnel will consult, when necessary, with Help for Abused Women and Children (HAWC), Project COPE Batteries Program, and school security staff to evaluate factors of danger or lethality and the most promising intervention, including possible referral of reporting student and/or aggressor for counseling.
- The victim's parent(s) will be notified after working with the victim and developing a plan that ensures his/her safety. Parent(s) will be notified within 24 hours.
- Key personnel who are involved will develop a plan of intervention that takes into account information about students involved; a review of all possible resources; the victim's confidentiality.

- The principal/director will make the final decision about intervention and/or discipline. Discipline can include mandating participation in a batterer's program, private counseling, or a requirement that the aggressor and his/her friends stay away from the reporting student. Discipline may also include one or more of the following: detention, suspension, parental conference, or referral to the police.

### 3. Level III – Police/ Court Assistance:

Appropriate for dating violence involving physical harm which rises to the level of criminal assault, threats of homicide or suicide, particularly by a known violent person, violation of an existing restraining order, or sexual assault or rape. The goal of Level III is to intervene immediately in a violent situation, interrupt serious threats of harm to self or others, and involve specially trained police officers in sexual assault incidents.

- Key personnel will call the principal/director, and if necessary, school security. In cases of sexual assault or rape, the police will conduct an appropriate interview of students and make a written report and file formal charges if necessary; the court advocate may be notified;
- The principal/director will decide the appropriateness of notifying parents/guardians (confidentiality/incest).
- Student safety will be ensured.
- The principal/director, with the assistance of key personnel, will consult with the police, HAWC, Project COPE, school counselors or outside counseling to determine the best intervention for all involved students. A 51A will be filed.
- Discipline may include one or more of the following: detention, suspension, parental conference, referral to police and possible expulsion.

**LYNN PUBLIC SCHOOLS  
COMPLAINT OF SEXUAL HARASSMENT/DATING VIOLENCE/SEXUAL  
ASSAULT**

Complaint filed against: \_\_\_\_\_

Name of Employee: \_\_\_\_\_ Student: \_\_\_\_\_

Complainant: \_\_\_\_\_

Employee: \_\_\_\_\_ Student: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

HomeAddress: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Complaint: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

(If it can be proved that an individual has filed a false complaint intentionally, disciplinary action will be taken against that individual).

Statement of Incident (should include all pertinent information – who, how, when, where, how often, specific language, witness). This portion of the form may be completed with the assistance of the principal or his/her designee.

Complainant's Signature: \_\_\_\_\_

Resolution of Incident: \_\_\_\_\_

Date of Resolution: \_\_\_\_\_ Principal/Designee: \_\_\_\_\_

Signatures of all other parties involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If either party feels that the complaint has not been handled in a fair, satisfactory, or timely manner, he/she has the right to appeal the decision with the Superintendent of schools or his/her designee.

Complainant's  
Signature: \_\_\_\_\_

*All complaints will be kept in a confidential file in the office of the Superintendent of Schools.*

## ***Rules for All Athletes***

1. ATTENDANCE: An athlete absent on the day of a contest or practice will not be allowed to participate in that contest or practice.
2. PRACTICE/ PLAY: In order to participate on any athletic team, each student must first:
  - A. Have a signed permission form.
  - B. Have a certified physical examination.
  - C. **Be academically eligible.**
3. TRANSPORTATION: When the school provides transportation, all athletes will travel and return with the team.
4. EQUIPMENT: An athlete is responsible for his/ her equipment and will pay for lost or missing articles. Any player who does not turn in equipment or does not pay replacement cost for lost or missing equipment, will not be permitted to participate in another sport, and will not receive his/ her report card, transcript, or diploma.
5. ATHLETIC INSURANCE: Provided to cover cost only AFTER personal policy has paid. All injuries must be reported immediately to the coach. Any bills are to be forwarded to the family insurer. All bills not covered by the family insurer (Blue Cross, Bay State, etc.) are to be sent to the school insurance company along with a completed form provided by the athletic office. All injuries must be reported to the Athletic Director the next school day.

### **MASSACHUSETTS INTERSCHOLASTIC ATHLETIC ASSOCIATION RULES**

1. PHYSICAL EXAMINATION: All students must pass a physical examination within one year before participating in any sport.
2. ACADEMIC REQUIREMENTS: During the last marking period preceding the season, a student must earn a minimum of 20 credits. The academic eligibility of all students shall be considered official and determined only on the date when the report cards for that ranking period have been issued to the parents of all students. Incomplete grades may not be counted toward eligibility.
3. TIME ALLOWED FOR PARTICIPATION: A student shall be eligible for interscholastic competition for no more than 12 consecutive athletic seasons beyond the 8<sup>th</sup> grade. In no case may a student be eligible to participate in more than four of each of the three annual athletic seasons.
4. AGE - A student shall be under nineteen years of age, but may compete during the remainder of the school year, provided that his/her nineteenth birthday occurs on or after September 1 of that year.
5. CHEMICAL HEALTH: *Chemical Health*: During the season of practice or play, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana;

steroids; or any controlled substance.

This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student athletes might be present at a party where only a few violate this standard.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

***Minimum PENALTIES:***

*First violation: When the Principal 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. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.*

***Second and subsequent violations:*** *When the Principal 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. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.*

*If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.*

*Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the*

*student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.*

### 1<sup>st</sup> Offense

# of Events/Season	# of Events/Penalty
1 – 7	1
8 – 11	2
12 – 15	3
16 – 19	4
20 or over	5

### 2nd Offense

# of Events/Season	# of Events/Penalty
1 – 3	1
4	2
5 – 6	3
7 – 8	4
9	5
10 - 11	6
12 - 13	7
14	8
15 - 16	9
17 - 18	10
19	11
20 or over	12

### 2nd Offense

# of Events/Season	# of Events/Penalty
1 – 4	1
5 – 7	2
8 – 9	3
10 – 12	4
13 – 14	5
15 – 17	6
18 – 19	7
20 or over	8

6. PRACTICE AND GAME LIMITATIONS: A student may play or practice only once in one day. Such practice may include double sessions for the high school team on days when the school is not in session.
7. A varsity athlete may participate in only one varsity sport during a season.