

# Greater Lowell Technical High School



2013~2014

## SUBSTITUTE TEACHER HANDBOOK



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## **INTRODUCTION**

This handbook is designed to provide you with basic information about the school and how it operates. Please be familiar with the contents of this handbook and direct any questions you may have to your supervisor.

## **MISSION STATEMENT**

Greater Lowell Technical High School commits to ensure students' readiness for career, college, and citizenship in the 21st century. We challenge and support students as they realize their individual potential for personal and professional success.

## **AGENDA BOOKS**

Some students at Greater Lowell have been issued an Agenda Book. The Agenda Book also serves as a "pass" from his/her assigned area in the building. Please fill out the pass page of the Agenda Book before allowing a student to leave your class. No student should be allowed to leave your class/shop without a completed Agenda Book pass or a corridor pass.

## **ATTENDANCE**

1. The Assistant Principal or Dean calls all students to their homeroom period assignment over the public address system at exactly 7:37 a.m.
2. Homeroom period begins at 7:40 a.m. If a student arrives late for homeroom, the student is not to be sent to the Discipline and Attendance Office for disciplinary action; instead, you should take note of any late arrivals and leave this information for the regular instructor. Should a student arrive late for homeroom three times during a given marking period, he/she is referred to the Discipline and Attendance Office. Instructors maintain their own records on this situation.
3. From 7:40 a.m. to 7:45 a.m. all homeroom teachers take attendance.
4. The attendance taking procedure is quite simple:
  - a. using the homeroom roster sheet as a guide, call off each student's name.
  - b. for any student not in attendance, mark them absent on the homeroom roster.
  - c. do not allow students to check their own name.
  - d. make changes based on late arriving students. (Students are not late for school until after homeroom).
5. At 7:45 a.m., students will be asked to stand for a moment of silence and a salute to the flag. This is followed by the morning announcements, which generally are completed by 7:47 a.m.
6. When homeroom period is over, all students report directly to their period 1 assignment.
7. The homeroom attendance sheet is sent to the Discipline and Attendance Office for input into the electronic student attendance data base.

## **CHAIN OF COMMAND**

All questions, inquiries, clarifications, etc., regarding teacher related matters are to be referred to the appropriate Cluster Chairperson or Director.

If a solution to a problem or a clarification regarding a specific situation must be taken to a higher level of authority, it will be done by the appropriate Cluster Chairperson.

## **COMPUTER AND INTERNET USE**

The sole purpose of the Network/Internet connection is educational. The school will not provide access to non-instructional websites (e.g., MySpace.com, forums, blogs, chat rooms, or similar social web sites). Should a user happen to find materials which may be deemed inappropriate while using his or her Greater Lowell Technical High School Internet account, he or she shall refrain from downloading this material and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of materials is illegal and punishable by fine or jail sentence. The School Committee has passed a district wide policy regarding Network/Internet use (see Appendix A). In order to use the Internet, students must have a signed Internet Acceptable Use of Policy on file in the IMC. In addition to signing the policy, any student under 18 years of age must have the policy signed by their parent(s)/guardian(s).

Students using computers at Greater Lowell Technical High School should not improperly access, misappropriate, or misuse files or data.

### **Software**

Software will not be installed on any terminals without the express permission of the Information Systems Network Manager. Student requests for software installation must be submitted by a teacher.

Students should not be using a computer without permission/supervision.

### **Email**

Internal and external email facilities are provided for instructional purposes only. Students use of email is restricted to use within an instructional setting under supervision.

Any abuse or violation of the Network/Internet Use Policy will be dealt with through the Discipline and Attendance Office and appropriate administrators and may result in discipline up to and including suspension, and notification to law enforcement authorities. (See Appendix A for School Network/Internet Acceptable Use Policy.)

## **DISCIPLINE**

A formal code of discipline at the Greater Lowell Technical High School consists of detention, in-school suspension, out-of-school suspension and expulsion. Listed below are specific offenses and demerits.

### **Progressive Discipline System**

A progressive discipline system enables students to correct behavioral problems before they become severe. The process begins with the teacher identifying a problem and taking a number of steps with the student to correct the problem. These increasingly formal steps may include: verbal warning, detention and calling the parent or guardian. If the problem persists, the Discipline and Attendance Office becomes involved and

additional steps are taken. These steps include detention, in-school suspension, out-of-school suspension, and expulsion. Parent phone calls, parent meetings and counseling sessions may also be utilized during the progressive disciplinary process.

## **The Disciplining of Students with Special Needs**

The Greater Lowell Technical High School recognizes its responsibility in the education of students with special needs, and adheres to the regulations of Chapter 71b, Section 3, of the Massachusetts General Laws.

Decisions on whether or not a student with special needs can meet regular discipline code expectations will be made with the input of teachers, parents and special education personnel at team meetings. Greater Lowell Technical High School will adhere to state and federal regulations on disciplining special need students.

### **Detention**

A detention is the keeping of a student after school hours for an infraction of the rules. Detention is held every day Monday-Friday. It is the responsibility of the student to bring reading and/or writing materials with him/her. There are three (3) after-school detention locations: East Commons, West Commons and Testing Center.

Please note that any teacher has the option to require a student to report to the classroom at the end of any school day to address issues.

There are two types of detention:

#### Teacher Detention

Any student may be required to remain after school for 50 minutes for minor discipline problems. A teacher detention does not become part of a student's permanent disciplinary record.

#### School Detention

The Discipline and Attendance Office will assign a student one or more detentions for infraction of school rules. School detentions are a permanent part of a student's disciplinary record. An accumulation of school detentions can lead to more serious levels of discipline, such as suspension, and may limit a student's opportunities to participate in school functions, such as athletics and cooperative work assignments (co-op).

Examples of Specific Offenses and Detentions:

#### One Detention Offenses

Tardy for class

Not prepared for class, gym or shop

Being in an unauthorized area

Cafeteria, corridor, technical programs, classroom or bus disturbance

Not following safety regulations  
Refusal to participate in gym without a written medical excuse  
Not being properly dressed for technical program activities  
Running in the building

### Three Detention Offenses

Offensive language  
Major class disruption  
Not reporting to teacher detention  
Not reporting to school detention  
Skipping class, also subject to suspension  
Insolent and disrespectful behavior  
Smoking on school grounds

Prescribed detentions can be increased or decreased at the discretion of the Discipline and Attendance Office.

### **Suspension**

A suspension is a severing of a student's membership for a number of days to be determined by the Assistant Principal or Dean. Temporary suspension can be either an in-school suspension or an out-of-school suspension. In either case, any student who is suspended will not be allowed to participate in any and all extra curricular activities and social activities. If a student is an athlete, he or she will not be able to participate in any scheduled practices or games during the time of the suspension. This includes the last day of suspension when the school day has ended. If a student is suspended at the end of a school week (i.e., Thursday or Friday) and the length of the suspension carries over to the next school week, the student cannot participate in any extra curricular activities, or if the student is an athlete, any practices or games over the weekend.

There are two types of suspension:

#### In-School Suspension

In-School Suspension is a temporary suspension from school. It is an official school suspension; however, the student remains in school and follows the procedures listed below.

- a. Reports to homeroom for attendance then proceeds to the in-school suspension room.
- b. Is supervised for six (6) hours per day by an employee of the school district.
- c. Attends the regular afternoon session of detention.
- d. Maintains silence at all times.
- e. Completes work packet provided during the timeframe.
- f. Eats lunch in the in-school suspension room.

## Out-of-School Suspension

The student does not attend school for the duration of the suspension and is not allowed on the school property. The days of suspension are counted as unexcused absences and may cause a student to be denied academic credit if the attendance requirement is not met for an academic quarter.

## School Offenses which will Result in Automatic Suspension

The following offenses will result in a school suspension of one (1) to ten (10) days. The length of the suspension, which can be either an in-school suspension or an out-of-school suspension, will be determined by the Assistant Principal or Dean. In some instances, if the offenses listed below are of an extreme and very serious nature, the student may be expelled.

1. Any act which endangers the health and the safety of the student and/or other members of the school community, whether within the school building itself, or school grounds, or on school buses.
2. Willful destruction of school property including school buses. Restitution must be made.
3. Insubordination toward school employees
4. Disorderly, vicious, illegal or immoral conduct in the building, on school grounds or on school buses, on school sponsored trips, at school-sponsored functions, cooperative placements or daily technical placements.
5. Pulling false alarms (possible expulsion).
6. Leaving school grounds without permission.
7. Profanity directed toward any school employee.
8. Fighting on school property including school buses.
9. Assaulting another person on school property including school buses.
10. Not reporting to the Discipline and Attendance Office when instructed to do so.
11. Possession, use or sale of a controlled substance in the school building, on school grounds or on school buses. Possible expulsion and prosecution (see previous section for details).
12. Weapons carried or used in the school building, on school grounds, or on school buses. Possible expulsion and prosecution (see previous section for details).
13. Calling in a bomb threat.

14. The intentional spreading of rumors which disrupts the overall safety of the students and staff at Greater Lowell Technical High School.
15. Sexual harassment or any teen dating violence complaints which include a pattern of harassment, stalking, physical or emotional intimidation and fear for safety on the part of the reporting student.
16. Improper use of the school's computer system, forgery of school documents, and excused absence notes.
17. Cheating including plagiarism.

## **Expulsion**

Expulsion is complete severing of a student's membership. Expulsion is the result of a decision which is made by the Principal, the Superintendent-Director or the School Committee depending on the circumstances and laws provided by the Education Reform Act of 1993. In all situations, students who are expelled from school have a right to due process.

### Conduct which Can Lead to Expulsion

1. Any student will be subject to expulsion if found on school premises or at school-sponsored or school-related events including athletic games, in possession of:
  - a. a dangerous weapon, including but not limited to, a gun or knife;
  - b. a controlled substance as defined in Chapter 94C, including but not limited to, marijuana, cocaine and heroin.
2. Any student who assaults an employee of the school on school premises or at school-sponsored or school-related events including athletic games.
3. Any student who has been charged with a felony may be excluded from school 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. Upon return to Greater Lowell Technical High School, reconsideration of technical program placement may be necessary. The statute (37H1/2) also allows for the expulsion of a student who has been convicted, adjudicated or admitted guilt to a felony and is deemed to constitute a detrimental effect on the welfare of the school.

### Incidents not Covered by 37H or 37H1/2

Incidents involving threat of violence or other serious offenses not covered by 37H or 37H½ may result in suspension for up to ten (10) school days, or a long term suspension or permanent expulsion subject to a hearing before the school committee.

To aid the administration or school committee in determining whether a student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, a student may be referred to a licensed psychologist for a structured interview or assessment.

### **Students' Right to Due Process**

Any student charged with a violation of the code of conduct shall be provided with appropriate notice of the charges in sufficient detail to permit the student a fair and reasonable opportunity to respond, and an opportunity to present his or her side of the story. The formality of the due process proceeding will be determined in accordance with the nature of the offense and the severity of discipline under consideration.

### **DUTY ASSIGNMENTS**

Be certain to check your daily schedule to see if you are assigned any type of duty (e.g., cafeteria, M.E. Mall, corridor, etc). If this is the case, you are responsible for covering that duty. You must be on time and remain for the entire time you are scheduled.

#### **Duties Assigned by the Assistant Superintendent/Principal**

The following procedures clearly delineate your responsibilities relative to your duty assignment.

##### 1. Cafeteria

Teachers who are assigned to supervisory duty in the West Commons, East Commons and Mall are to follow these procedures:

- a. Arrive on time
- b. Avoid "clusters" with other teachers; (i.e., teachers should strategically situate themselves so that the entire area is completely supervised).
- c. Leave the assigned areas at the time designated, not before.
- d. See that areas are left clean of debris. Require students to pick up after themselves.
- e. Be especially vigilant for vandalism (writing on tables, removing screws, damaging chairs, etc).
- f. Please do not sit while monitoring an area. Stand so that you are visible to all the students and they in turn are visible to you.
- g. Do not allow students to leave with food.

##### 2. Corridor Duty

Teachers who are assigned duty in the corridors are to follow these procedures:

- a. Arrive to the assigned duty area at the beginning of the specified time.
- b. Check students for passes and direct them to their assigned destination.
- c. Prevent loitering in the hallways and the lavatories.

- d. Submit names of students to the Discipline and Attendance Office who repeatedly violate the above procedure.
  - e. The end of the specified time signifies the end of the assigned duty.
  - f. Direct and accompany, if necessary, any unauthorized visitors to the Discipline and Attendance Office.
  - g. Do not sit while monitoring a corridor. Cover the entire designated area.
3. Lavatory and Corridor Policy
- a. Students will have free access to the lavatories before and after school and between classes.
  - b. A student who leaves a class for any reason must be issued a pass (Agenda Book or corridor pass) signed by a teacher indicating student's name, date, destination, time left, and time returned.
  - c. Teachers are asked to exercise good judgment in issuing passes so that the abuse of pass privileges does not occur.
  - d. Teachers are asked to monitor corridor(s) outside their rooms until classes begin, encouraging and directing students to their destination.
4. Mall Area Duty
- a. Arrive on time.
  - b. Do not sit in the Mall area yourself; keep moving around for overall control.
  - c. Do not allow students to linger on the sidewalk in front of the Mall stores. Check everyone for passes.
  - d. **Noise in the Mall area should be kept to a minimum.**
  - e. Everyone using the Mall area should clean up after themselves.

### **ELECTRONIC EQUIPMENT (PERSONAL)**

Use of electronic equipment such as radios, ipods, c.d. players, and cell phones, is strictly forbidden. They interrupt the educational process. The only electronic equipment allowed to be carried by the students would be any assistive technology device issued to a student for educational use, for medical reasons, or when a teacher uses an electronic device as a learning tool. In addition, cameras of any sort are not allowed in school. This rule includes the possession of video cell phones. When in doubt, check with the Cluster Chairperson/Director or the Discipline and Attendance Office (ext. 4418).

### **EMERGENCY NUMBERS**

School Nurse - 4422/4449  
 Emergency Hotline - 4444

**In the case of a very serious emergency, you should call extension 4444 for assistance. Please see the following six major reasons why you should call 4444.**

## **Six Reasons Why You Should Call Emergency Extension 4444**

1. You are reasonable certain that some type of physical harm is about to happen to you or another person. You personally have made this decision on what you have observed, call 4444. Do not use this emergency line if it is hearsay; call 4418 instead.
2. You have observed a lethal weapon (i.e., gun, knife, etc.), and the person in possession of that weapon is threatening to use it or is using it, call 4444. Do not use the 4444 line, if you have not actually observed the weapon, and you are relying on hearsay; call 4418 instead.
3. Any time you see what appears to be a gun, call 4444.
4. A major fight or assault is in progress, call 4444. If a fight is over and has been broken up and the guilty parties are being brought to the office, call 4418. If you hear that a fight is going to happen before, during, or after school, call 4418. If you observe that there could be a problem of some sort developing, call 4418.
5. You have stopped a person in the building whom you believe has no business in the building, that person is not wearing a photo I.D., does not have a student I.D., and does not have a visitor's badge, and the person is uncooperative or runs from you, call 4444.
6. Physical harm has happened to you or another employee brought about by an assault, call 4444.

### Notes:

- a. 4444 will ring on the desk of the Assistant Principal and the Dean. They will determine what action should be taken.
- b. Medical problems of a serious nature should be called into the School Nurse at 4422 or 4449.
- c. Please use common sense when using 4444. It is not to be abused.

## **FIRE DRILL AND EVACUATION**

Every classroom, technical area and laboratory, as well as other building locations, prominently display exit signs indicating the exit to be used during building evacuations. Each of us must realize that when the fire alarm sounds, we become jointly responsible for one another's safety, and, therefore, must quietly and immediately exit the building.

**Under no circumstances should an elevator be used during the evacuation of the building.**

## Fire Drill and Evacuation Procedure

These rules are necessary for the protection of all students and staff. Any student infraction will be reported to the Assistant Principal or Dean. Any staff infraction will be reported to the Assistant Superintendent/Principal.

1. All personnel, teachers, students, staff, etc., **MUST LEAVE THE BUILDING.**  
**Exception:** Those students and adults who are rendered disabled by physical limitations, both permanent (i.e., wheelchair, walking canes, prosthesis, significant visual impairment, etc.) or temporary (i.e., cast, crutches, etc.) report directly to the designated **areas of safe refuge** in the building located on the second floor directly beneath the West Commons **Room #2157** and on the third floor **West Commons**. (See the lime green School Crisis Staff Handbook "Areas of Safe Refuge" section for more details.)
2. The signal for the evacuation of the building will be sounded on the regular fire alarm system. The signal will continue to sound until all persons have left the building.
3. Upon hearing the signal, all teachers and all responsible personnel will take the necessary precautions to prevent the spread of fire (close windows and doors, shut off gas, lights, etc.).
4. Teachers will accompany students in their class to designated assembly points outside the building.
5. Teachers will take with them a roster of the students in attendance in the class at the time of the alarm and take roll call after students have assembled outside the building.
6. Students are to remain quietly at assembly points until instructed otherwise by their teacher.
7. In case of actual fire in any area that would block any passageway, the teacher in that area will immediately direct the students to the nearest safe exit.
8. The recall signal will be sounded on the regular outdoor signal.
9. Absolute silence is to be maintained throughout the entire drill so that instructions from your teachers and/or fire officials can be heard.
10. Smoking is not allowed.
11. Please contact the Director of Special Education (ext. 4850) if you or one of your students requires special assistance to exit the building during building evacuations.

## **FLOOR PLAN**

You will find attached to this document a floor plan of the first, second and third levels of the building.

## **HATS AND HEADWEAR**

Hats may not be worn by the students in the school. The only exception to this rule will be decided by Technical Chairpersons regarding safety situations. Bandannas, headbands, and hoods cannot be worn in the building during the course of normal school hours by either male or female students. If a student refuses to remove the hat, you should refer student to the Discipline and Attendance Office.

## **NO SMOKING POLICY**

Smoking is not allowed on school property. Violators will be subject to disciplinary action.

## **PARKING**

You should first attempt to park your vehicle in the second parking lot on the right as you enter on to school property through the main entrance off Pawtucket Boulevard. If space is not available in this lot, you should park in the lot beyond this area, the Student Parking Lot.

Do not park in the first parking lot which is reserved for visitors and administrative staff.

## **PAYROLL INFORMATION**

Included in this document is information which clearly outlines our payroll schedule. Substitute teachers are advised that their checks will be available in the Discipline and Attendance Office from 11:00 a.m. to 1:00 p.m. on each payroll date. Any checks which have not been picked up by 1:00 p.m. on a given payroll date will be mailed out. Payroll questions should be directed to the Business Office.

## PERIOD SCHEDULE

7:35	Teacher Sign-In	
7:40	7 minutes	Homeroom
7:47 - 8:31	44 minutes	Period 1
8:31 - 9:15	44 minutes	Period 2
9:15 - 9:59	44 minutes	Period 3
9:59 - 10:43	44 minutes	Period 4
10:43 - 11:05	22 minutes	Period 5 (Lunch)
11:05 - 11:27	22 minutes	Period 6 (Lunch)
11:27 - 11:49	22 minutes	Period 7 (Lunch)
11:49 - 12:11	22 minutes	Period 8 (Lunch)
12:11 - 12:33	22 minutes	Period 9 (Lunch)
12:33 - 1:17	44 minutes	Period 10
1:17 - 2:01	44 minutes	Period 11

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

## **RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

Substitute teachers are to assume full responsibility for the schedule to which they have been assigned. In this regard, the following guidelines are provided:

1. Obtain a substitute I.D. from the appropriate Cluster Chairperson or Director. Your substitute I.D. must be worn throughout the day and must be returned to the appropriate Cluster Chairperson or Director at the end of the work day.
2. Obtain all necessary materials (e.g., plan for the day, keys, supplies, etc.) from the appropriate Cluster Chairperson or Director.
3. Check for any special instructions which may have been provided by the regular teacher.
4. Faithfully take attendance during every class/shop period.
5. Circulate often around the classroom/shop, making certain that all students are involved in constructive and appropriate assignments. (This is most important when you are in a computer lab.) Do not read or do personal work when you are assigned to a student group.
6. Always provide students with appropriate passes, if you are going to allow them to go to the nurse, restroom, testing center, etc.
7. If it becomes necessary for you to have to leave the classroom or shop area, obtain coverage from another instructor. Students must not be left unsupervised.
8. Be prompt in arriving for each assignment.
9. Lock all doors as you are leaving the area.
10. If you experience any problems, contact the appropriate Cluster Chairperson/Director. If the Cluster Chairperson/Director is not available, ask another teacher for assistance or contact the Discipline and Attendance Office (ext. 4418).
11. It is not necessary for you to collect written work from the students, unless the regular teacher has left specific directions for you to do so.

## **SAFETY AND BUILDING SECURITY**

Procedures to insure school building security and safety of students and school personnel are as follows:

1. All employees of the school district, all adult students and all secondary students must have and must wear a picture identification card.
2. Security guards.

3. Instructional staff who proctor the building during the school day.
4. The Assistant Principals and the Dean who proctor the building during the school day.
5. Security staff assigned to the main entrance of the building during the school day.
6. A registration desk at the main entrance for all visitors.
7. Visitors to the building must wear visitor identification badges.
8. Emergency telephone system.
9. Appropriate signs informing all persons that if they do not have a purpose for being on school grounds, they should leave immediately. Trespassers will be prosecuted.
10. Passing bell system overseen by instructional staff.
11. Exterior doors locked after 8:00 a.m.

## **SCHEDULE**

Students begin their day at 7:40 a.m.; therefore, you must report to the appropriate Cluster Chairperson or Director no later than 7:20 a.m.

## **SUBSTITUTE FOLDERS**

Teachers must maintain a substitute folder containing their schedule, current rosters, and lesson plans. The folder must be left in a location that can be easily found by the supervisor.

## **SUBSTITUTE TEACHERS IN SHOP**

Non-licensed substitute teachers, who are assigned to supervise students in a shop environment, are prohibited from operating any equipment in the shop. Alternative assignments, that do not involve the use of potentially hazardous equipment, will be used by the substitute teacher supervising students in a shop.

**APPENDIX A**

**SCHOOL NETWORK/INTERNET  
ACCEPTABLE USE POLICY**

## **APPENDIX A**

### **SCHOOL NETWORK/INTERNET ACCEPTABLE USE POLICY**

Greater Lowell Technical High School policy provides that all technology that is used to access the network will be used in a responsible, legal, and ethical manner. Failure to do so will result in the termination of network and email privileges for the user and/or other disciplinary action including notification of law enforcement authorities. Individual users of the network, both students and adults, are responsible for their use of the network at school, home or at any location. Use of the network must support education and must be consistent with academic actions of the Greater Lowell Technical High School. Its use will be supervised by Greater Lowell Technical High School staff. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Use of the network for any illegal or commercial activities is prohibited.

#### **A responsible network user will:**

- Use language that is considered appropriate
- Be polite
- Not transmit information that other users will find hurtful or offensive
- Conform with copyright laws and always give credit to the author of the material used
- Never reveal personal information about yourself or any user, such as address, telephone number, credit card numbers, social security number, etc.;
- Never copy, download or install software without the authorization of the network administrator
- Never use computers for personal communications: gaming, personal email, chat, personal blogs
- Neither tamper with the system nor alter, delete, or destroy anyone else's files, data, or images
- Never access another individual's materials, information, or files without permission or share passwords
- Never use the account or identity of another user
- Never share their username and password with others; you are responsible for all activities done through your account

#### **A responsible network user must be aware that:**

- Use of the network and email is a PRIVILEGE, not a RIGHT,
- The Greater Lowell Technical High School network is to be used only for educational purposes;
- Email is not guaranteed to be private and may be inspected either for cause or due to routine maintenance;

## **APPENDIX A (Cont'd)**

- It is important to log off the computer at the end of every session so another user cannot use your password
- Identifying photos of students with their first and last names may not be used on a website
- Violation of this policy will result in the possible loss of Internet privileges and/or disciplinary action pursuant to the Discipline Code and/or prosecution under state and federal law
- Persons issued an account are responsible for its use at all times

The Acceptable Use Policy (AUP) was developed to ensure the safety of all users. All Network/Internet users should read it carefully and understand it. As parents/guardians, please review it in detail with your children before they begin using the Internet in school.

## APPENDIX A (Cont'd)

It is important that you and your children understand that any violation of the AUP may result in the loss of Internet and email privileges or other disciplinary action. We ask that you work with your children in reinforcing the behaviors associated with the AUP.

It is the policy of Greater Lowell Technical High School that students and staff will use all technology to access electronic ("computer") networks, including the Internet and e-mail, in a responsible, legal, and ethical manner. Failure to do so may result in the loss of network privileges for the user, disciplinary action under the Code of Discipline, and/or prosecution under federal or state law.

I have read and understand the Acceptable Use Policy for Greater Lowell Technical High School. I understand that use of the Network/Internet in school, at home, and at any other location is a privilege, not a right. It is designed strictly for educational purposes. I also understand that Greater Lowell Technical High School is taking measures to restrict access to any material deemed inappropriate; but because no filtering system is perfect, my child might gain access to an inappropriate site. I agree that I will not hold Greater Lowell Technical High School responsible for any access by my child of any inappropriate materials acquired on the Internet.

By signing below, I give my child permission to work on the Network/Internet for educational purposes. I understand that if I do not sign this agreement, my child will not be permitted to use the Internet and email in school.

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

**STUDENTS MUST SIGN THE STATEMENT BELOW REGARDING INTERNET USE:**

I understand and agree to adhere to the behaviors outlined in the Greater Lowell Technical High School Acceptable Use Policy. I understand that any violation of this policy may result in the loss of Network/Internet privileges and/or disciplinary action and/or prosecution under federal or state law. If I accidentally get to an inappropriate website, I will report it to a teacher, librarian and/or staff member.

I understand that if I do not sign this agreement, I will not be permitted to use the Internet and email in school

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

Student Name Printed \_\_\_\_\_ Date \_\_\_\_\_

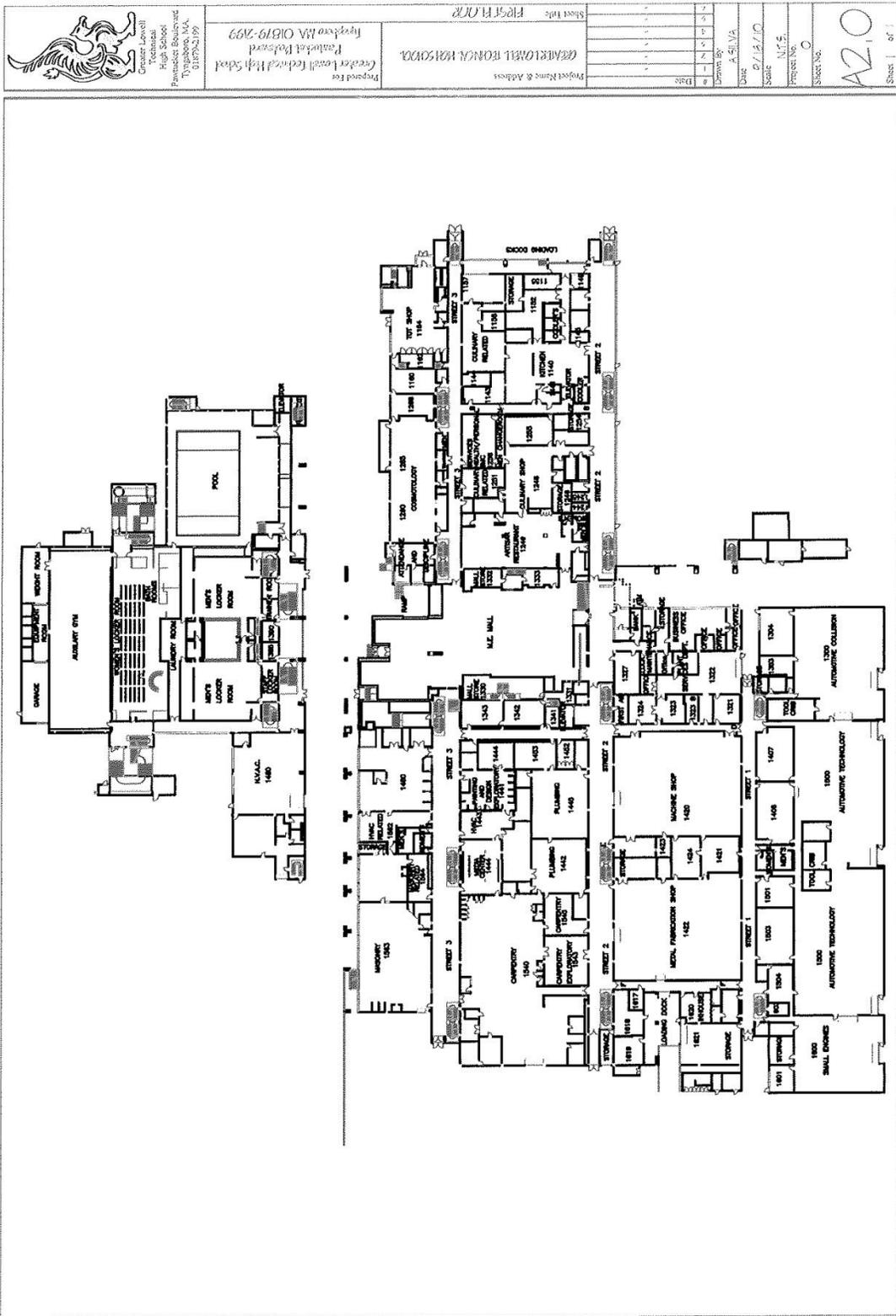
**APPENDIX B**  
**PAYROLL INFORMATION**

## PAYROLL

<b>Payroll Sheet Due Date</b>	<b>Pay Period</b>	<b>Payroll #</b>	<b>Health Deduction</b>	<b>2013-2014 26 Payrolls</b>
August 30, 2013	August 17 - August 30	1	October	September 6, 2013
September 13, 2013	August 31 - September 13	2		September 20, 2013
September 27, 2013	September 14 - September 27	3	November	October 4, 2013
October 11, 2013	September 28 - October 11	4		October 18, 2013
October 25, 2013	October 12 - October 25	5	December	November 1, 2013
November 8, 2013	October 26 - November 8	6		November 15, 2013
November 22, 2013	November 9 - November 22	7		November 29, 2013
December 6, 2013	November 23 - December 06	8	January	December 13, 2013
December 20, 2013	December 07 - December 20	9		December 27, 2013
January 3, 2014	December 21 - January 03	10	February	January 10, 2014
January 17, 2014	January 04 - January 17	11		January 24, 2014
January 31, 2014	January 18 - January 31	12	March	February 7, 2014
February 14, 2014	February 01 - February 14	13		February 21, 2014
February 28, 2014	February 15 - February 28	14	April	March 7, 2014
March 14, 2014	March 01 - March 14	15		March 21, 2014
March 28, 2014	March 15 - March 28	16	May	April 4, 2014
April 11, 2014	March 29 - April 11	17		April 18, 2014
April 25, 2014	April 12 - April 25	18	June	May 2, 2014
May 9, 2014	April 26 - May 09	19		May 16, 2014
May 23, 2014	May 10 - May 23	20		May 30, 2014
June 6, 2014	May 24 - June 6	21	July	June 13, 2014
June 20, 2014	June 07 - June 20	22		June 27, 2014
July 4, 2014	June 21 - July 4	23	August	July 11, 2014
July 18, 2014	July 5 - July 18	24		July 25, 2014
August 1, 2014	July 19 - August 1	25	September	August 8, 2014
August 15, 2014	August 2 - August 15	26		August 22, 2014

**APPENDIX C**  
**FLOOR MAPS**

# FIRST FLOOR



Prepared For  
 Greater Lowell Roman Catholic High School  
 175 Park Street  
 Lowell, MA 01879-2979

Project Name & Address  
 GREATER LOWELL ROMAN CATHOLIC  
 PROJECT NO. 01879-2979

Sheet Title	FIRST FLOOR
Date	11/11/10
Drawn by	A.S./M.A.
Scale	N.T.S.
Project No.	01879-2979
Sheet No.	0

AZIO  
 Sheet | 67 |



# THIRD FLOOR

 <p style="font-size: 8px; margin: 0;">Greater Lowell Technical High School Parkside Boulevard Lowell, MA 01854-2199</p>	Prepared For Greater Lowell Technical High School Parkside Boulevard Lowell, MA 01854-2199	Project Name & Address GREATER LOWELL TECHNICAL HIGH SCHOOL 1180 FLOOR	Sheet Title 1180 FLOOR
	Date: 01/15/10 Scale: N.T.S. Project No. Sheet No.	Date: 01/15/10 Scale: N.T.S. Project No. Sheet No.	Date: 01/15/10 Scale: N.T.S. Project No. Sheet No.

