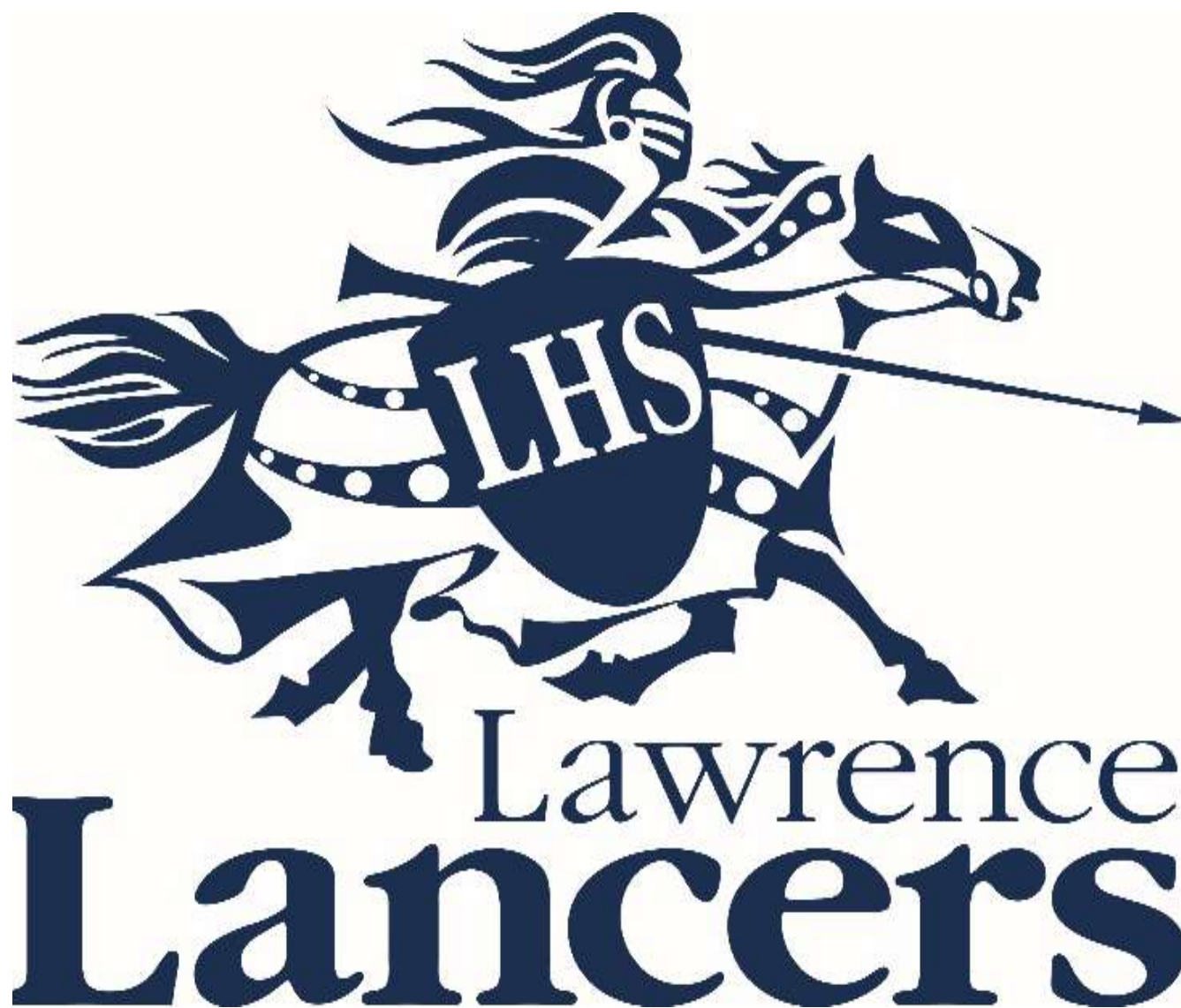


# LAWRENCE PUBLIC SCHOOLS



## FACULTY HANDBOOK 2017-2018

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LAWRENCE HIGH SCHOOL CAMPUS ADMINISTRATION AND STAFF

70-71 North Parish Road, Lawrence, MA 01843

Main Campus Office Phone: (978) 975-2750 Fax: (978) 975-722-8500

## I. Introduction

Dear Colleagues,

Welcome to the start of the 2017-18 school year! I hope that you had a well-deserved and enjoyable summer vacation! As you all know, we are currently undergoing a process of restructuring, moving from a system of semi-autonomous schools, each with its own set of norms and practices, to a single high school unit. The backbone of the redesign is to create a structured learning environment in the lower grades, while gradually releasing responsibility to 11th and 12th graders so that students become independent, self-motivated learners. Through this consolidation and moving towards more common instructional and operational practices along with a semi-aligned bell schedule, we expect to establish greater coherence across campus which will result in consistently positive outcomes for ALL students.

Major components of our redesign work such as Personalized Career Pathway models, dual enrollment/early college opportunities, and expanded internship programs will serve as catalysts to increase student engagement and college, career and civic readiness. Although these increased opportunities are critically important, they alone will not achieve our intended results.

At LHS we believe that what goes on in the classroom is the most important factor in student success. In each classroom we must strive to ensure that our students will be challenged to be critical thinkers, problem solvers, collaborators, and innovators that foster the development of real world skills.

Through engaging standards based and authentic experiences inside and outside of the classroom our students will be prepared to succeed in high school, college and in today's rapidly changing information based work force.

This school year we will focus on four interconnected school-wide goals that will guide our collective work together.

- Increase the level of cognitive engagement among all students
- Develop a distributed leadership model across the campus
- Increase the use of targeted instruction and support for all learners as part of the regular school day as part of the extended school day
- Increase social and emotional supports across campus.

These four goals will serve as the cornerstone of our improvement efforts.

The contents of this manual serve as a resource and guide to establish and maintain common norms, protocols, and expectations that we share to ensure clarity, cohesion and consistency across all campus programs. Consistency throughout the year will enable all of us to function effectively and to progress toward common goals.

Sincerely,



LHS Campus Headmaster

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## Lawrence Public Schools 2017-2018 - Staff Calendar - Lawrence High School Campus

**Student Hours: 8:00 am - 2:45 pm**

**Teacher Instructional Hours: 7:50 am - 2:45 pm\***

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
13	14	15	16*	17*	18	19							1	2	3
20	21	22**	23	24	25	26		4	5	6	7	8	9	10	
27	28	29	30	31	1	2		11	12	13	14	15	16	17	
3	4	5	6	7	8	9		18	19	20	21	22	23	24	
10	11	12	13	14	15	16		25	26	27	28				
17	18	19	20	21	22	23									
24	25	26	27	28	29	30									
October	SUN	MON	TUE	WED	THU	FRI	SAT	March	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7		4	5	6	7	8	9	10	
8	9	10	11	12	13	14		11	12	13	14	15	16	17	
15	16	17	18	19	20	21		18	19	20	21	22	23	24	
22	23	24	25	26	27	28		25	26	27	28	29	30	31	
29	30	31													
November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	4	1	2	3	4	5	6	7	
5	6	7	8	9	10	11		8	9	10	11	12	13	14	
12	13	14	15	16	17	18		15	16	17	18	19	20	21	
19	20	21	22	23	24	25		22	23	24	25	26	27	28	
26	27	28	29	30				29	30						
December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
						1	2				1	2	3	4	5
3	4	5	6	7	8	9		6	7	8	9	10	11	12	
10	11	12	13	14	15	16		13	14	15	16	17	18	19	
17	18	19	20	21	22	23		20	21	22	23	24	25	26	
24	25	26	27	28	29	30		27	28	29	30	31			
31															
January	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5	6							1	2
7	8	9	10	11	12	13		3	4	5	6	7	8	9	
14	15	16	17	18	19	20		10	11	12	13	14	15	16	
21	22	23	24	25	26	27		17	18	19	20	21	22	23	
28	29	30	31					24	25	26	27	28	29	30	

<b>Aug. 3</b>	<b>Instructional Leadership Institute</b>	<b>Nov. 22</b>	Early release for students and staff
<b>Aug. 8</b>	9GA/ENLACE Staff Return	<b>Nov. 23 - 24</b>	Thanksgiving Break
<b>Aug. 10</b>	ALA Gr. 11 New Staff Orientation	<b>Dec. 21</b>	Early release for students and staff
<b>Aug. 14</b>	ALA Gr. 9/10 & 10GA Staff Return	<b>Dec. 22 - Jan. 1</b>	Winter Break
<b>Aug. 15</b>	Upper School Staff Return	<b>Jan. 2</b>	School Re-opens
<b>Aug. 16/17 *</b>	<b>School Opens for Students - Gr. 9</b>	<b>Jan. 12</b>	No School for Students/Staff PD
<b>Aug. 15-18 &amp; 21</b>	Staff PD - School Based	<b>Jan. 15</b>	Martin Luther King Day
<b>Aug. 18</b>	LPS Kickoff (AM)	<b>Feb. 19- 23</b>	Mid-Winter Break
<b>Aug. 22 **</b>	<b>School Opens for Students - Grs. 10-12</b>	<b>March 30</b>	Good Friday
<b>Sept. 1 - 4</b>	Labor Day Weekend	<b>Apr. 16 - 20</b>	Spring Break
<b>Sept. 26</b>	No School for Students/Staff PD	<b>May 2</b>	Early release for students - Staff Full Day
<b>Oct. 9</b>	Columbus Day	<b>May 28</b>	Memorial Day
<b>Nov. 7</b>	No School for Students/Staff PD	<b>June 15</b>	Last Day of School - Early Dismissal
<b>Nov. 10</b>	Veteran's Day		<i>includes 5 days for inclement weather</i>



**No school for students and staff**



**Early release for students and staff at 12:00 PM**



**Early release for students - Staff Full Day**



**Teacher professional development day/no school for students**

\* Please see School Operational Plan for details on other required meetings/events for staff (e.g., staff meetings, family nights, etc.)

# **LAWRENCE HIGH SCHOOL VISION/MISSION STATEMENT**

## **Lawrence High School Campus Core Values Statement**

Lawrence High School is a community of learners fully committed to nurturing and developing the skills and talents of our students that will be necessary for college and career readiness in the 21<sup>st</sup> Century. The faculty at Lawrence High School provides students with a safe, positive learning environment in which the needs of our diverse student population are met through a variety of learning opportunities. Students will graduate from Lawrence High School as self-directed, life-long learners who persist in accomplishing challenging tasks, rise to greatness in the face of adversity, and are socially conscientious and civically engaged members of their community.

## **Lawrence High School Campus 21<sup>st</sup> Century Learning Expectations**

A Lawrence High School graduate will be able to:

### **Academic**

- Communicate effectively with diverse audiences for a variety of purposes.
- Evaluate and synthesize information, and utilize that information effectively.
- Think critically to evaluate and solve complex problems.
- Collaborate effectively and actively with others to accomplish a wide array of goals and objectives.
- Support original claims and theses with logical arguments and evidence.
- Utilize current technology to conduct research, support critical thinking, enhance learning, and communicate with others.

### **Social**

- Exhibit empathy and compassion towards others.
- Act with resiliency and persistence when facing challenging tasks.
- Demonstrate responsible, respectful, and professional behavior.
- Demonstrate the ability to monitor individual strengths and weaknesses.
- Set and actualize short and long term goals using strong time management and organizational skills.

### **Civic**

- Exercise the rights and obligations of citizenship at both local and global levels.
- Effectively participate in a democracy.
- Utilize networking skills and engage inclusively with others for social and civic purposes.

## **LHS Campus Goals**

- To improve our schools, individually and collectively, and to assess school, teacher, and student performance and progress in a fair, equitable manner.
- To establish and outline goals for the school year that will result in a greater consistency and coherency across the campus.
- To identify common instructional expectations that undergird our collective work.
- To create a common understanding and definition of our **4 Main Campus Goals**.

- 1) Increase the level of cognitive engagement among all students [Turnaround Practice 2]
- 2) Develop a distributed leadership model across the campus [Turnaround Practice 1]
- 3) Increase the use of targeted instruction and support for all learners as part of the regular school day and as part of the extended school day (ELT). [Turnaround Practice 3]
- 4) Increase social and emotional supports across campus [Turnaround Practice 3]

## **STAFF INSTRUCTIONAL RESPONSIBILITIES**

Each member of the faculty is directly responsible for the following:

### ***Effort towards Excellence and Growth***

- Demonstrate a consistent daily effort toward excellence in your role as a teacher with your class.

### ***Adherence to the Mission and Expectations of LHS***

Adhere to a curriculum framework aligned with the DESE State Frameworks, Common Core Standards, and the LHS locally developed curriculum guides.

### ***Additional Responsibilities***

- In addition to regular teaching duties, that are necessary to fulfill the mission of the school. These activities may include, but are not limited to:
  - Participation in family conferences during the school year
  - Phone calls to families about the academic and social progress of students
  - Preparation of individual student weekly reports, Progress Reports, and Report Cards
  - Leading student extracurricular activities
  - Participating in staff recruitment and selection processes
  - Working regularly with school administrators and colleagues to improve one's instructional practices
  - Attending student-related meetings
  - Serving as an advisor to a small cohort of students through the advisory/seminar program

### ***Assessments Based Upon Course Essential Understandings & Skills***

The development of tests, final examinations, and performance tasks that assess student mastery of course learning goals.

### ***Classroom Atmosphere***

The provision for an atmosphere in which teaching and learning can take place under the most desirable conditions for your particular discipline.

### ***Classroom Attendance***

The careful and timely recording of student attendance and the punctual reporting of excessive absenteeism.

### ***Class size***

The Lawrence High School Campus commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

### ***Class Grading Expectations***

Updated record keeping in PowerSchool to record assessment data, reports, homework, attendance, class participation, mid-marking period reports, grades, and other pertinent data.

### ***Classroom Supervision***

Ensure supervision of the students in your classroom at all times by not leaving your room without notifying and receiving authorization from an administrator.

### ***Cooperative Team Member***

Working as a cooperative team member during common planning time, within your school, your subject area, and your team for the greater good of the students.

### ***Course of Study – Adherence***

The following of the overall course of study using the curriculum guides and Standards to guide instruction and assessment.

### ***Enforcement of School Regulations***

The fair and consistent enforcement of school regulations when students on Campus are violating them.

***Expectations for Student Performance***

The provision of clear statements of expectations for performance in a visible location in the classroom (whiteboard, TV, projector) and on assignment sheets that provide students the success criteria that will be used to arrive at a grade for a class, task, or the report card.

***Homework***

The assignment of meaningful homework regularly to all students.

***Implementation of IEP and 504 Plan Provisions***

The careful reading of plans and full implementation of classroom modifications.

***Modeling Behavior***

The demonstration of behaviors to students that model the use of habits of mind, an acceptance of school regulations, and an appreciation and support for ideal human behaviors.

***Notices and announcements***

Teachers will be notified in advance of special events which will involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

***Professional Development***

This does not include individualized professional development or coaching of teachers.

Teachers are required to participate in professional development activities throughout the school year. Please refer to your academy's operational plan.

***Rotation of duties***

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of the Lawrence High School Campus. These duties may include, but are not limited to:

- Class coverage
- Coverage of lunch periods, break periods, or substitute classroom coverage.

***Schedule for staff***

Teachers at each school will receive a duty-free lunch and regular preparatory time. The standard workday for educators may vary by academy. All teachers are required to be in their classrooms by 7:50am. The school day officially starts at 8:00am and ends at 2:45pm for students. High school staff will be required to work beyond the regular school day as part of our Extended Learning Time (ELT). Teachers will typically have up to 225 minutes of planning time every week. This time can be used to plan, grade, collaborate with colleagues, etc. All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings each month in addition to school based professional development. Please refer to your academy's operational plan for further information regarding your workday.

***School health and safety issues***

Working with central office, the school will make every effort to provide appropriate materials, space, and technology to support effective teaching and learning. Security of school premises will be maintained and visitors to the school will be required to check in upon entry.

## **STAFF INSTITUTIONAL RESPONSIBILITIES**

Each teacher is expected to be directly responsible for:

### ***Accident Reporting***

The reporting of accidents immediately to the nurse and principal/administrator.

### ***Assembly Attendance***

Attendance and assistance in the supervision of any assembly program when requested by the Principal or Assistant Principal.

### ***Bulletin Boards***

The Lawrence Teachers Union will be provided a clearly designated bulletin board for the purpose of posting Union-related notices and other materials. Such space will be provided in each building for the exclusive use of the Union.

### ***Common Planning Time***

Some staff may be required to participate in common planning time during the school day to work with other teachers to improve learning outcomes for students.

### ***Equipment Care***

All staff should be expected to maintain proper care of all equipment and supplies. No equipment should be loaned to outside organizations. Any damage/vandalism or theft of equipment should be reported to an administrator immediately.

### ***Faculty meetings***

Required attendance at faculty meetings.

### ***Language***

The use of language with students which is professional and does not involve name-calling, swearing, or derogatory remarks.

### ***Leaving Early***

Not leaving the building during the school day for personal reasons without prior approval of the school principal. Teachers who do leave with approval should sign out and back in when returning.

### ***Parent Communication***

An immediate reply to notes, emails or telephone calls from parents, if a reply is requested.

### ***Personal use of Equipment***

Not using school equipment for personal use outside of school unless approved by the school principal. Faculty must notify principal in writing if personal electronic equipment is to be used and stored in their classroom.

### ***Reports***

The submission of all reports requested by the principal prior to, or on, the date requested.

### ***School Facilities – During School and After Hours***

Consultation with Tim Finn, Assistant Headmaster, for use of school facilities and completion of facilities request form.

### ***School Furniture***

Unless approved by the appropriate principal, leaving all furniture in a room to which it is assigned.

### ***Smoking***

Maintaining a smoke-free environment throughout the building and on school grounds.

### ***Storage Areas***

Obtaining permission from your principal before making use of any storage area.

***Student Schedule Changes***

The discussion of any suggested changes with the guidance counselor prior to the discussion with the student or the parent.

***Textbooks***

Insuring that all students have access to a text and/or suitable resources for learning and maintaining complete and accurate control over all textbooks/resources assigned to students.

***Utilization of Campus/School Hall Pass System***

Issuance of campus school passes for any student who must leave class for any reason and maintaining a sign out sheet in the classroom to be submitted to administration upon request.

## **II. STAFF INFORMATION**

### **ABSENCE FROM SCHOOL**

If you are to be out sick, please follow the Central Office procedures by utilizing the Employee Self-Service Web Portal. It is vital that you log in your absence prior to the start of the school day in order to alert your Principal of substitute coverage needs.

More information concerning leaves of absence is available in the Teachers' Union Contract.

If for any reason you must be late, please call your school principal office and indicate the probable time of arrival.

If for a valid reason you must leave early, please notify your principal for approval. Please try your best to avoid scheduling appointments during school hours since there is limited substitute coverage available for the entire school. Please sign out when you leave in your School office.

### **ACCIDENT PROCEDURE**

Any accident that occurs must be reported to an administrator and the school nurse. If the injured student or adult is capable of movement, he/she should be accompanied to the Nurse's Office. If not capable of movement, the nurse is to be summoned to the scene of the accident.

In all cases, an accident report should be filled out by the nurse and turned in to the Main Office.

### **ADVISORS' GUIDELINES**

We seek to provide many after-school enrichment opportunities for students. Proposals for new clubs or activities are encouraged. Each grade or club/activity has an advisor who is responsible to the school administration, and who plans, supervises and attends various functions and field trips. If you are interested in serving in this capacity, please submit your name as openings are posted.

### **ANNOUNCEMENTS**

Announcements will be made at the discretion of each academy's principal with the intention of minimizing classroom interruptions when at all possible. If you wish to have an announcement made, you should contact your principal.

### **CAFETERIA**

When supervising the cafeteria, please be alert and fully attentive to the students. Circulate in the immediate area to which you are assigned. When necessary, students should be reminded of their responsibility to remove trays and litter from tables and the floor. Students who refuse to cooperate should be referred to the Administrator on duty.

### **CALENDAR INFORMATION**

The LHS Campus school calendar is published at the beginning of this document for your review. Any change to the school year calendar is subject to the Superintendent's approval. Closing date for schools is tentative contingent upon the number of inclement weather days used.

### **CHAPERONES**

Teachers chaperoning student activities oversee the proper conduct of those in attendance. They should arrive a half hour prior to the activity's start and remain until the activity's end. The faculty advisor of the sponsoring organization or club may amend the amount of time the chaperone will spend at the activity.

### **CHILD ABUSE**

A faculty member who suspects that a student is a victim of child abuse must refer the student's name to the appropriate academy principal or guidance counselor.

### **CLASS ASSIGNMENTS**

The Campus Headmaster and school principals determine teaching assignments.

## **CLASSROOMS**

You are asked to keep your classroom neat and clean. Please:

- Keep desktops free from writing and the desks in good condition.
- Keep the floor clean and free of litter.
- Prevent eating or drinking in the classrooms (except for water).

It is our policy to hold students accountable for any abuse of school property and equipment. Any abuse of school property must be reported the principal/assistant principal immediately. During the day, you are responsible for adjusting lights, windows and blinds to make the classroom as comfortable as possible. At the close of the day, the teacher must:

1. Close windows in the classroom
2. Shut off the lights and computers
3. Lock the classroom door
4. Secure classroom equipment

We ask you to be concerned not only with the condition of your classroom as you are using it but also with the condition of the entire building. A clean building sends a positive message to students, staff and families about our attitudes and expectations about school life here on campus.

## **CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER**

The Superintendent shall have the authority to close the schools, delay the start or dismiss them early when severe weather or other emergencies threaten the safety of the children and staff members. If schools are closed during the school day, every effort shall be made to assure the safety of children following the early dismissal. Through the cooperation of radio and television stations, the LPS website and Channel 10, announcements will be broadcast concerning school closings.

## **COPIER SERVICES**

There are copier machines located in each academy designated for school related business you are asked to notify the school clerk or school administration when there is a problem with the copiers. Please do not walk away from a machine that is either jammed or not working. Please recycle all unusable paper. Large print jobs should be coordinated through the print shop using an official order form which is included in the attachments.

## **DRESS CODE FOR FACULTY**

Faculty and staff at the Lawrence High School Campus are asked to dress professionally for a school setting. Excessively casual clothing is not permitted.

## **DRESS CODE FOR STUDENTS**

Please refer to the Lawrence Public Schools ~ High School Uniform Standards policy for a detailed account of the expectations for student dress at the LHS Campus. All staff is expected to monitor and reinforce student adherence to the uniform policy in classrooms and hallways and to collaborate with their administrative team to ensure a safe, orderly and positive school climate.

## **EVALUATION OF TEACHERS**

All teachers will be evaluated using the Lawrence Public School District approved teacher evaluation tool. Formal and informal observations and visits to classes will be conducted on a regular basis by administrators. The evaluation instruments are available in TeachPoint for your review.

## **EMAIL**

In order to maintain effective communication about school issues all staff are expected to check their school email accounts minimally every morning before the start of the school day.

## **EXTRA HELP SESSIONS**

Our work at the Lawrence High School Campus demands that we extend help to students who are legitimately absent or in need of extra help in order to be successful. The scheduling of extra-help sessions is left to the discretion of the teacher. Students requiring such sessions are urged to personally contact their respective teachers and arrange a suitable time and place for such sessions, but initiation by you provides a powerful statement to your students of your caring and your belief that with hard work they can be successful.

### FIELD TRIPS

Field Trips are encouraged as they provide a broadening of horizons, and they should provide a learning experience which enriches what students are learning in the course itself. There are a number of guidelines and procedures relating to the approval, arrangement, and supervision of field trips:

1. Field trips taken while school is in session must be directly related to the course curriculum and all students in the class are expected to participate.

Field trips should not be scheduled at the end of a marking period, during examinations, or when report cards or progress reports will be distributed. Plans for a field trip should be approved by your school principal at least 3 weeks prior to the trip. The Field Trip Permission Form should be filled out and signed by both the student's parent/guardian and his/her teachers at least two weeks before the date of the trip. Forms for field trips are available in all administrative offices. **All students who are scheduled to attend a field trip must be cleared through the nurse's office to attend.** Field trip organizers must submit a roster of students who plan to attend field trips to the nurse's office at least 2 weeks prior to the trip.

***Out of State field trips require the approval of the Superintendent/Receiver and therefore, should be requested four to six weeks in advance of the trip.***

1. Teachers are responsible for planning, explaining, and making arrangements for matters of transportation, cost, food, chaperones and post-trip follow-up (to connect the trip experience to the course curriculum). A teacher is encouraged to take at least two of his/her sections on a field trip so that no more than three classes will be without their regular teacher. To the extent possible, classes missed by teachers and students should be minimized.
2. Expectations regarding procedures and behavior should be made clear to students prior to the day of the trip. On that day, participating students must report to homeroom/advisory and to any classes outside the period of the trip. With proper approval, field trip days will be regarded as days of attendance at school in classes missed. A student participating in a field trip without a teacher's signature will be regarded as cutting the class and will be assessed an absence for the class.
3. The same school policies and rules that apply to the school classroom are in effect on any field trip. Students are required to wear school uniforms on all field trips unless given authorization from their school's principal and the Headmaster.

### FINANCES

All money collected by faculty members during the course of their activities must be submitted to the principal's office. All money collected for lost books and /or school equipment from students must be acknowledged by receipt. Copies of all monetary transactions should be maintained. If any questions arise concerning student responsibility in this area, please consult with an administrator before making a decision.

### FIRE DRILL INSTRUCTIONS

Given the potential of a dangerous situation, the sounding of the fire alarm requires immediate and serious attention. Prior to any alarm, please be sure that:

1. Each room you use has evacuation route instructions posted. You should review these instructions with your students at the start of the school year and periodically throughout the year. All students remain with the teacher.
2. You know the evacuation route and the alternate evacuation route from every classroom you use.
3. Immediately when the alarm sounds, be certain to leave the building via the exit designated for the classroom.
4. Tell everyone to take coats and valuables in their possession as they leave.
5. Take your attendance/rank book with you.
6. Under no conditions allow students to go to their lockers.
7. "Areas of Refuge" signs are clearly posted in locations throughout the campus.
8. If a student fails to follow directions given to evacuate the building, he/she will be subject to suspension from school.

### **GRADING**

Grades should be updated regularly in PowerSchool showing attendance and grades for the following: homework, performance tasks, class participation, quiz grades and examination grades. Parents and students have access to grades through the PowerSchool portal.

### **IDENTIFICATION CARDS**

All staff are required to have school issued identification cards. In order to maintain the safety and security of all members of the community, all teachers and staff must enter the building with their identification clearly visible. This identification must be visible at all times within the school building.

### **KEYS**

Loss of any keys should be reported to your principal. No keys should be duplicated and no additional locks should be placed on doors or closets without consultation with your principal.

### **LESSON PLANNING**

Please be certain to keep a thorough and an accurate record of classroom activities and assignments for each of the classes you teach. Though the expectations for the submission of lesson plans may differ from school to school on Campus a common set of expectations has been established for all teachers. Please consult with your building principal for a specific set of requirements for your school. Below are the minimal lesson plan requirements for all teachers.

- The lesson plans should include clear goals and objectives for each day's learning activities that are derived from the curriculum map for the course.
- They should clearly state how the goals and objectives support the Commonwealth of Massachusetts State Frameworks, Common Core, and locally constructed curriculum maps for your content area.
- They should describe your methods and/or procedures used to assess student achievement of stated goals and objectives covered during lessons, e.g., homework, performance tasks, projects, research papers, etc.
- They should identify the criteria that you will use to arrive at a grade for each student and that you have made known to the students in your classes.

### **LHS Campus Newsletter**

At LHS, we strive to promote and showcase the best of LHS within our school and community. One way we do this is through the bi-weekly dissemination of the LHS Campus Newsletter. All LHS staff, students and community partners are encouraged to submit any news stories, events and information to share with others. Articles should be submitted to [Richard.Gorham@lawrence.k12.ma.us](mailto:Richard.Gorham@lawrence.k12.ma.us)

### **MAINTENANCE**

Should you require custodial services please contact Cynthia Hefner at 39431 or Richard Dokas at 39452.

### **MEDICATION**

If a student requires medication during the school day, the following procedure must be followed:

- A supply of the required medication must be given to the nurse in a bottle specifically marked with the name of the student and the name of the medication.
- If the medicine is a prescription drug, the bottle must be labeled by the druggist with the name of the student, the name of the drug, directions for taking the medication and the name of the doctor.
- A note from the parent or guardian and a directive from the student's personal physician must be given to the nurse, authorizing the nurse to give the medicine to the student. It must include what the medicine is and how it is to be taken.
- The nurse will provide you, as the student's teacher, with all medical information that you should know for your work with the student.

### **PARKING**

When utilizing campus parking, staff must park in designated parking spots. Use of any other non-designated parking spaces may result in your car being towed.

### **PAY CHECKS**

Paychecks are issued on alternate Fridays and may be picked up in the clerk's offices in each individual high school after 10:00 AM. Direct deposit is available through the Payroll in Central Office.

### **PRESS RELEASES**

All articles, letters, or advertisements that bear the name of the Lawrence High School Campus or any of its academies and programs, must be approved by the Headmaster and/or school principal prior to its submission to the media. Everyone is encouraged to develop articles related to school activities that reflect favorably on the outstanding efforts of the staff and achievements of the students at the LHS Campus.

### **PROFESSIONAL DAYS**

Professional days are encouraged and supported by the administration as opportunities to grow in the art of teaching. In our efforts to grow as a Professional Learning Community, there will be a need to take partial or full days to get together, to discuss issues and create action plans. Because of our desire to provide meaningful classroom learning experiences for students when a teacher is absent, these types of professional development activities will have priority this year. If you are engaged in a professional day, lesson plans are expected for all classes.

### **PROGRESS REPORTS**

Progress Reports are issued approximately five weeks before the end of each marking period. These reports serve the students and their parents/guardians as effective instruments indicating progress, or lack of progress, in class. They are particularly important for parents/guardians of students doing failing work, but should also be used to commend students who are doing an excellent job. Progress Reports are also an important vehicle for informing students and parents of the number of absences that the student has in your particular class. With seniors, progress reports are particularly important for notifying parents/guardians and students of possible failures that might jeopardize their graduation. In addition to progress reports, possible or probable failure notices are issued by the guidance office throughout the year.

### **SAFETY OFFICERS**

The main objective of the Safety Officers is to be visible and to provide a safe and secure school environment. The security kiosk extensions are X425 or X426. They are to be used for emergencies only when the assistant principal or principal cannot be reached.

### **SMOKING IN THE BUILDING**

In accordance with the Education Reform Act of 1993, smoking is prohibited everywhere in the school building and on the school grounds. **School grounds consist of the school building as well as any area immediately surrounding the school up to and including the sidewalks of the building.**

### **SPECIAL EDUCATION REFERRAL**

If you believe that there is a student in need of Special Education services, please contact the student's guidance counselor. Any faculty member may refer a student for an evaluation when all modifications to the student's regular program (pre-referral strategies) have been attempted.

### **SUBSTITUTE CLASSWORK**

In the event of an absence, teachers are responsible for provisioning for class work for their students. If you are absent, a substitute may be called to take your place. The substitute is expected to follow, as far as possible, your plans for that day or any other duties assigned by the building administration. Substitutes will refer to your plans as a teaching guide.

### **SUPERVISION OF STUDENTS**

For us as the adult members of the school community, the responsibility for supervision of students extends throughout our entire school day. No students are to be in classrooms, the field house, the locker rooms or any other school facility without adult supervision. Within the classroom, you should remain with the class at all times. If an emergency requires that you leave a classroom, please call an administrator so that a substitute may be secured. During passing times between classes, please be in the corridor at your classroom door to assure an orderly movement of students within the immediate area of your room. When walking in the halls during class time, all teachers are expected to request to see lavatory or corridor passes and to refer students without passes to the appropriate administrator.

### **TECHNOLOGY**

Should you require technology support, please contact the LHS Help Desk at ext. 39700 or e-mail [helpdesk@lawrence.k12.ma.us](mailto:helpdesk@lawrence.k12.ma.us) with a brief message and please be sure to list your location and your phone number.

### **VISITORS**

All visitors must sign in the safety kiosk before circulating through the building. All staff are asked to check with any stranger to ascertain his/her reason for being in a hall or class. Unauthorized individuals should be reported at once to an administrator or school safety office. If you are teaching when a visitor enters the building, the visitor will be advised of your unscheduled times and asked to return at that time.

### **III. STUDENT ACADEMIC EXPECTATIONS**

#### **ACADEMIC REQUIREMENTS**

1. Each student must take a full schedule of courses each year. Any variation of the above requires the approval of his/her principal.
2. In order to insure quality academic performance, no one may carry more than 40 credits in an academic year unless approved by the principal.

#### **ATTENDANCE PROCEDURES**

The school day for all students begins at 8:00 a.m. and ends at 2:45 p.m. All students entering the building before 7:45am must report to the cafeteria unless they have a signed permission slip from a school administrator.

Any student who arrives after 8:00am must sign in at their school's main office. Any student entering school after 11:00 a.m. will be considered as absent for the day.

Students who wish to be excused early must present a note signed by a parent/guardian that states the specific reason and time for dismissal. This request must be brought to their respective administrators on the intended early dismissal.

Seniors who have had their schedules arranged to be excused must leave the campus unless they have received previous approval to stay from an administrator. They are not to loiter in the building or around the campus.

#### **CLASSROOM ATTENDANCE**

Students should be in the classroom when the bell rings. During the first block of the day, tardy students must have a pass from the school's main office to enter the class. After the first block, students who are tardy to class without a pass should not be sent out of the room. If the tardiness persists, a Level II form should be sent to his/her assistant principal/dean for disciplinary action and interventions.

Students participating in school-approved field trips should be regarded as present in school by entering FT when taking attendance. Your school's clerk or administrator will publish names and ID's of all students who actually went on the field trip.

If a student becomes ill while in your class, issue a corridor pass for him/her and send him/her directly to the Nurse's Office. If the nurse determines that the student should not be in school, she will attempt to contact the parent/guardian to send him/her home. No student will be sent home unless contact with parent/guardian has been made.

#### **COMMON EXAMINATIONS**

Common Interim Assessment (CIA) examinations are administered to students in at the end of each marking period. The exams are constructed and framed based on the Massachusetts Curriculum Frameworks and CORE should reflect an assessment of course essential understandings and skills.

The goal of the (CIAs) is to ensure that student learning across the campus will be assessed using the same process and according to the same criteria. The assessment should be designed to promote a richer understanding of important concepts and an application of the skills and knowledge to real life problems.

The evaluation of examinations should also be a collaborative task using common success criteria and rubrics. When at all possible, teachers will be provided time to collaborate on the calibrating of scoring rubrics and time to correct the exams. It is expected that all teachers of the same course will formally review the results of all CIAs at a meeting or on an in- service day as soon as possible after each examination period in order to assess results, identify curricular or instructional issues of concern, and to plan next steps for instruction.

## **COURSE DESIGNATIONS**

Courses are leveled in the subject areas of English, Mathematics, Science & Social Studies. Additional AP courses are offered in these subject areas and in Foreign Language. Course levels:

### ***Academic:***

In-depth approach. Prepares students for college and other educational pursuits after high school.

### ***Honors:***

In-depth approach that prepares students for college. Students must be highly motivated and willing to work hard to pursue a detailed and far reaching study of subject matter.

### ***Advanced Placement (AP):***

This is a program of college-level courses and exams for secondary school students sponsored by the College Entrance Examination Board. The exam is taken in May of the year that the student takes the course. This exam is graded on a scale of 1 to 5. Either college credit or advanced placement may be granted by the colleges. All students who enroll in AP courses must take the AP exam.

### ***Early College/ Dual Enrollment:***

Students taking courses at Northern Essex Community College or Merrimack College as part the LHS Early College/Dual Enrollment Program will earn AP designation towards their grade point average.

## **GRADING**

Letters are entered on the report cards. The letter grades are translated from numbers as follows:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 94-96	B 84-86	C 74-76	D 65-66
A- 90-93	B- 80-83	C- 70-73	F below 65

P= Passing

W= Withdrawal when a student changes to a different level of the same course or subject.

In all courses and at all times, students should be informed regarding the criteria teachers will use to arrive at their grades for classes, projects and papers, marking periods, and semester and final averages.

Students who have not earned 110 credits or who have not successfully completed the courses listed above by the time of graduation will be ineligible to participate in the graduation exercises. Fifth year students may enroll in enough classes to meet graduation requirements or take a full schedule.

## **GRADUATION REQUIREMENTS**

1. Lawrence High School requires a minimum of 110 credits for graduation for the classes of 2017 and 2018
2. All current first time grade 9 and 10 students will be expected to follow the newly approved graduation requirements.
3. Successful completion of all courses and, if deemed necessary by an individual school, a senior capstone project or internship may be required.
4. All requirements of the Core Curriculum of Studies must be successfully completed.
5. All students must pass the Biology, English and Mathematics sections of the MCAS exam.

### **ADVANCEMENT AND GRADUATION-Class of 2018, 2019**

Grade 11 to 12	75 Credits
Grade 12 to graduate	110 Credits

**Lawrence High School Course Credits:**

Beginning with students in the class of 2019, Full year courses at Lawrence High School will equate to one (1) unit, and semester long courses will equate to a half (.5) units. In addition, all content-based classes will count towards a student's overall GPA. The following represents the minimum requirements in order to graduate from Lawrence High School. Please refer to recommended program of study for more specific course offerings.

<b>Subject</b>	<b>Minimum Course Requirements</b>	
<b>English</b>	4 Units: A minimum of the following 4 ELA courses are required:	
	English 1 English 2	English 3 English 4
<b>Math</b>	4 Units: A minimum of the following 4 math courses are required	
	Algebra 1 Geometry	Algebra 2 Pre-Calculus or Probability and Statistics
<b>Science</b>	3 Units of Lab-based science: Students may take any combination of the following	
	Biology Environmental Science Physics	Chemistry Technology and Engineering
<b>History</b>	3 Units: Students may take any combination of the following	
	U.S. History 1 U.S. History 2	World History Western Civilization
<b>Foreign Language</b>	2 Units: A minimum of 2 Foreign Language courses are required	
	Spanish 1 (Native and Non-Native Options) Spanish 2 (Native and Non-Native Options)	Spanish 3 Spanish 4
<b>Physical Education</b>	1 Unit	
<b>Health</b>	.5 Units	
<b>Elective Offerings</b>	Minimum of 4 Units	
	SAT Prep Business Electives Social Science Electives Art Electives Music Electives	
<b>Additional Course Offerings (Not factored into GPA)</b>	Intervention Blocks    Capstone Class	Internships
	Academic Labs	Advisory/Seminar Periods
<b>Total Minimum Units of Core Courses:</b>	21.5 Units	

### **HONOR ROLL**

It is possible for a student to place on one of two honor rolls at LHS Campus; either “High Honors” or “Honors”

**High Honors:** Counting an “A” as 2 points, and a “B” as one point, a student acquires 9 or more points with no “C’s”, “D’s” or “F’s.”

**Honors:** Counting an “A” as a 2 points and a “B” as one point, a student acquires 7 or more points with no “D’s: or “F’s.”

The courses used to calculate Rank-in-class are the core courses taken each year in English, Social Studies, Mathematics, and Science, and all advanced placement courses (AP).

### **WEIGHTED SCALE GRADE POINT VALUE**

<b>Grade</b>	<b>Academic</b>	<b>Honors</b>	<b>AP</b>
A+	4.3	4.8	5.3
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.8	2.3
D	1.0	1.5	2.0
F	0	0	0

Students requiring more than four years to obtain the required number of credits for graduation may continue in school taking only those courses needed to meet LHS Campus graduation expectations or taking a full schedule. Those fifth year students with limited schedules may arrive late and/or leave early depending upon the schedule arrangement.

### **“L” PIN**

Any junior or senior who has attended one of the schools on the Lawrence High School Campus for two consecutive years, including the year of the award, and who has a grade point core average of 3.8, shall be awarded the “L” Pin for scholastic excellence.

### **MAKE UP WORK POLICY**

It is the student’s responsibility to see his/her teacher and make the arrangements. Students who are absent as a result of truancy will be denied make-up privileges. Students suspended from school are entitled to make-up privileges. Failure to see his/her teacher for arrangements can result in failure for the work missed.

### **NATIONAL HONOR SOCIETY**

Any junior or senior who has a grade point cumulative average of 3.5 or above is eligible to become a member of the National Honor Society. Each student fills out an activity form listing all school, community, and work activities. Points are awarded for each activity. When points are totaled, a faculty committee decides who will be accepted. Students who are interested in becoming members are urged to become involved in both school and community as well as work activities, since the National Honor Society bases its membership on the well-rounded individual and not scholarship alone.

### **SUMMER SCHOOL**

Summer school programming at the Lawrence High School Campus is exclusively for LHS students. Students who have failed a course are eligible to enroll if they have at least 80% attendance for that class. Course credit (5.0) will be awarded to students upon successful completion of a course and with 95% attendance. No more than two courses (5 credits) may be taken during summer sessions without special permission from an administrator.

### **WITHDRAWAL PROCEDURES**

A student who is withdrawing from school for any reason must do the following:

1. Discuss the reasons for withdrawing with his/her guidance counselor.
2. Confer with his/her guidance counselor about the reason(s) for withdrawal.
3. Plan with his/her advisor, parent/guardian and guidance counselor alternatives to high school (e.g. HiSet)
4. Meet with his/her counselor a withdrawal slip to be taken home for signing by his/her parent/guardian counselor is also to contact the parent/guardian by telephone).
5. Return all books, uniforms and other school property to the proper teachers who in turn will initial the slip when all obligations are met.
6. Clear his/her gym and hall lockers.
7. Obtain the signature of the appropriate School Principal.
8. Return withdrawal slip, properly initialed, to his/her guidance counselor.
9. Obtain a transfer form if the student plans to attend another school.

Given the high stakes of leaving Lawrence High School Campus without a diploma, we are collectively charged with the task of discussing the reasons for withdrawal and helping students to problem-solve and perhaps arrive at an alternative course of action. We should feel, after all is said and done, comfortable that a student received personalized attention and every alternative was exhausted.

## **IV. STUDENT ACTIVITIES**

### **STUDENT ACTIVITIES/CLUBS AND ATHLETICS**

We seek to provide many after-school enrichment opportunities for students. Proposals for new clubs or activities are encouraged with ideas coming from both faculty and students.

Each activity must have an advisor who will be responsible to the school administration and who will plan, supervise and attend the various functions and field trips sponsored by the activity. If you are interested in beginning a new club or activity or advising an already existing activity, please submit your name when a posting occurs.

Students are strongly encouraged to participate in clubs and/or athletic teams as long as their academic achievement meets the minimum eligibility requirements. To be eligible for participation, students must pass the equivalent of 4 major subjects during the previous quarter. To be eligible to participate in the fall athletic season, students are required to have passed for the previous academic year, the equivalent of 4 major subjects. Club/activity advisors and the athletic director are responsible for determining eligibility each quarter.

If extra work in a particular class is necessary on any day, student activities are to be delayed until the classroom work is completed.

To participate in any club or on any team (practice or game) a student must be in school by 11:00 a.m. Club/Activity advisors and coaches are responsible for tracking student attendance and reporting student violations to the student's principal.

#### **FALL SEASON BEGINS – Thursday, 8/24**

**Football BEGINS 8/18 FOR**

**(V, JV, Soph, & FR)**

**All other sports begin Thursday, 8/24**

**Cheerleading**

**Boys and Girls Cross Country**

**Field Hockey (V& JV)**

**Boys and Girls Soccer (V, JV)**

**Girls Volleyball (V, JV & FR)**

**Girls and Boys Golf (V, JV & FR)**

#### **WINTER SEASON BEGINS – Monday, 11/27**

**Girls and Boys Basketball (V, JV & FR)**

**Cheerleading**

**Girls and Boys Indoor Track**

**Wrestling (V & JV)**

#### **SPRING SEASON BEGINS – Tuesday, 3/20**

**Baseball (V, JV & FR)**

**Boys and Girls Outdoor Track**

**Softball (V, JV & FR)**

**Boys and Girls Tennis**

**Boys Volleyball (V & JV)**

#### **BECOME A LANCER STUDENT ATHLETE TODAY!**

**Our School Athletic Director: Brendan Neilon**

**Contact: (978) 722-8473 x 39472**

**Or by email: [Brendan.neilon@lawrence.k12.ma.us](mailto:Brendan.neilon@lawrence.k12.ma.us)**

## **V. STUDENT POLICIES**

### **ACCEPTABLE USE OF THE INTERNET**

It is the responsibility of the user to read, understand, and comply with the Lawrence School Department/Lawrence High School Campus "Acceptable Use Policy" before using the Internet as a research tool or any other acceptable use. Users who do not comply with the acceptable use policy will be referred to an administrator for disciplinary action. [https://www.lawrence.k12.ma.us/files/lps/LPSdistrictpolicies/Acceptable\\_Use\\_Policy\\_English\\_Revised\\_09\\_05\\_2014.pdf](https://www.lawrence.k12.ma.us/files/lps/LPSdistrictpolicies/Acceptable_Use_Policy_English_Revised_09_05_2014.pdf)

### **BEHAVIOR**

Proper conduct is expected of all students in school as well as at school related functions. Interfering with the proper operation of Lawrence High School by constantly and/or deliberately misbehaving and violating rules and regulations will result in disciplinary action.

When a teacher requests that a student remain after school for disciplinary reasons, he/she is obliged to do as told. A grace period of 24 hours may be given by the teacher. If a student does not report within the 24 hour period, he/she will be referred to his/her administrator.

### **CAFETERIA**

Students must comply with the following rules of the Lawrence High School cafeteria:

1. Their table must be cleaned and all litter deposited in trash barrels.
2. All food and beverages must remain in the cafeteria.
3. Proper behavior is expected during the lunch period at all times.
4. Students must remain in the cafeteria until they are dismissed by the staff.

### **DETENTION**

Students will be given 24 hours' notice of a detention, unless the students or his/her parent wishes to take care of it immediately. Failure to attend a detention may result in a Saturday detention or further disciplinary action.

### **DISCIPLINE POLICY**

#### **LEVEL II ADMINISTRATIVE INTERVENTION**

1. Repeated violation of posted classroom, school or bus rules
2. Repeated tardiness
3. Absent from class without permission or out of class without a pass
4. Truancy
5. Cheating on standardized tests
6. Repeated use of obscenities
7. Use of ethnic, racial, or sexual comments
8. Bullying classmates or other children
9. Threatening classmates or other children
10. Harassing classmates or other children
11. Repeated defiance and/or disrespect towards peers or staff
12. Repeated aggressiveness towards peers or staff
13. Repeated incidents of inappropriate attire/out of uniform
14. Destruction of classroom or school property

#### **9. SUSPENSION**

**8.1** Suspension results in the removal of the student from the educational setting for a specified period of time; therefore, where appropriate, other interventions should be tried to correct the inappropriate behavior(s) before imposing a suspension.

***There are three types of suspension:***

**IN-SCHOOL SUSPENSION:** Students are suspended from all school activities for a determined number of days as assigned by the Principal/Assistant Principal. While attending in-school suspension, the student will be given the opportunity to change unacceptable behaviors into acceptable behaviors as well as maintain academic development.

**OUT OF SCHOOL SUSPENSION:** The student is sent home into the custody of his/her parent(s), guardian(s) for a specified number of days. The school administration recommends that the student be confined to home or otherwise supervised during the time of suspension.

**LONG SUSPENSION/EXPULSION:** In accordance with Massachusetts General Laws Chapter 71, Section 37H 1/2, upon issuance of a criminal complaint charging a student with a felony (or issuance of a felony delinquency complaint against a student), a Principal is permitted to immediately suspend said 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. If a student is convicted of a felony or if it is adjudicated in a court of law or if a student admits his/her guilt in a court of law with respect to such a felony or felony delinquency, Massachusetts General Laws, Chapter 71, Section 37H 1/2 provides that the Principal may expel such student if the Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The student and his/her parent or guardian shall receive written notice of the charges and reasons for such expulsion, in their primary language, prior to such expulsion taking effect. The student and his/her parent or guardian shall have the right to appeal this expulsion to the Superintendent in accordance with the procedures outlined above.

**8.2** A student may be suspended by the building Principal or Assistant Principal where allowed by statute if he/she has reason to believe that: the physical safety of the student or of others is substantially endangered and will continue to be endangered; the student is causing, and will continue to cause, substantial interference with classroom instruction; and/or a violation of the following Levels of Disciplinary Action for In-School or Out-of-School Suspension has occurred.

**DRUG ABUSE**

The purpose of this policy is to provide a clear message to students, parents or the citizens of the community. The use, possession and distribution of drugs will not be tolerated in school, upon school property or at school sponsored activities. The school will provide, without penalties, assistance to any student seeking voluntary drug treatment.

It is important to understand, the use of the word "Drug" includes alcohol. Offenders of this school policy will be dealt with swiftly and firmly. Students will be given all rights of Due Process.

Any student found possessing, distributing or being under the influence of drugs, can expect immediate administrative disciplinary action, according to the policies outlined in the discipline code for Lawrence Public Schools:

1. Any student found violating the drug abuse policy will be removed to an exclusion hearing.
2. Any student who is required to carry a prescription or non-prescription drug in his/her possession during school hours should immediately upon entering the school building deposit the medication with the school nurse. If the nurse is not available, the Principal should be contacted and informed of the need for medication. The school nurse will supervise, when necessary, the administration of such medication to each student. Failure to follow this procedure may result in a disciplinary action at the discretion of the administrator and/or designee.

**FAILURE TO RESPOND TO A STAFF MEMBER**

Every staff member is always on duty and is expected to correct a student for any infraction of school rules. If a student fails to respond when corrected by any staff member, he/she will be disciplined according to the seriousness of the incident. Failure to give his/her name or giving a false name to any staff member will result in disciplinary action.

**HAZING**

Hazing is defined as 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 any other person. Any student participating in such actions shall be subject to an exclusion hearing. Furthermore, any student who has knowledge of a hazing incident and fails to report this incident will also be subject to disciplinary action.

## **ILLEGAL WEAPONS**

Students in possession of illegal weapons in the school building or on school grounds or at other related school activities are subject to expulsion from school and will be referred to the police for criminal action.

## **LOCKERS**

All students are assigned lockers. Students may have to share lockers with their peers. Students should not share their locker combinations except with their partner. Students may go to their lockers between classes but must be in their classrooms on time. Once the class begins students must have a pass to be at their lockers. Students at their lockers during a class without a pass will be subject to disciplinary action. Students are responsible for valuables left in their lockers.

## **PRINT MATERIAL**

Responsibilities: Chapter 71, Section 82 allows for the freedom of expression of students in public schools of the Commonwealth of Massachusetts. This freedom shall not be abridged. However, with all rights there are responsibilities. The following procedures are outlined for the purpose of insuring the rights of others who may be affected by the publication and/or production of any material issued from the Lawrence High School Campus.

All materials must be read by the advisor, principal, and/or assistant principal prior to publication or production.

1. Students and advisors assuming the responsibilities for publication and/or production of an article or a media piece must ascertain the following:
  - a. the truth of the statements to be published or produced
  - b. a distinction must be made between factual material and editorialization
  - c. infringement on the rights of others and the effect of both spoken and written word must be protected especially when it affects the personal reputation of others.

2. In addition:

All material must refrain from publication and/or production of material that is:

- a. obscene to minors
  - b. libelous to others
  - c. incites students so as to present a clear and present danger of the commission of unlawful acts or the disruption of the orderly conduct of the school
  - d. expresses or advocates racial, ethnic or religious prejudice so as to create a clear and present danger of the commission of unlawful acts or the disruption of the orderly conduct of the school
  - e. denigrating to individuals by name of reference both in and out of school
  - f. designed for commercial purposes or to solicit funds, unless approved by the school administration or their designee
  - g. promotes/favors or opposes the candidacy of any candidates for election excluding class officers
3. Copying machines, fax machines, computers or printing supplies may not be used for the production or distribution of any material that has not been previously approved by the Principal or designee.

## **SCHOOL IDENTIFICATION CARDS**

All staff are required to have their identification cards visible at all times.

## **SEXUAL DISCRIMINATION AND HARASSMENT**

### ***Policy***

It is the policy and commitment of the Lawrence Public Schools to maintain a learning and working environment free from sexual discrimination and harassment.

### ***Definition of Sexual Harassment***

Sexual harassment is a form of sex discrimination and, therefore illegal. Under the Massachusetts law on fair educational practice (Chapter 151C of the Mass. General Laws) and Title IX of the Federal Education. Amendments of 1972, the term sexual harassment is defined as any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such is either explicitly or implicitly a term or condition of employment or academic status.

Submission to, or rejection of, such conduct by a person is the basis for an employment decision or an academic decision affecting that person.

Such conduct substantially interferes with a person's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

Sexual harassment can take many forms, including the following:

*Verbal Harassment* Sexual innuendo and other suggestive comments, humor and jokes about sex or gender specific traits, offensive written notes, sexual propositions, insults and threats.

*Nonverbal Harassment* Whistling, making suggestive, or insulting sounds and/or gestures, exhibiting suggestive posters, displaying suggestive reading materials.

*Physical* touching the body, (e.g., brushing, patting, pinching), involuntary sexual activity.

If the alleged sexual harassment constitutes sexual abuse of a child by an employee of the Lawrence Public Schools, then school administrators, teachers and other school staff who are mandated reporters are required by Mass. General Laws Chapter 119, Section 51A to report the suspected child abuse to the Department of Social Services. The Lawrence School Department considers sexual harassment and discrimination to be a very serious matter. Therefore, any student or employee who has been found to have engaged in sexual harassment will be subject to appropriate disciplinary action, up to and including termination/removal from the educational setting.

### ***Title IX Grievance Procedure***

In addition to any contractual complaint or grievance procedures that may apply, the following grievance procedure is established under Title IX to consider staff or student complaints regarding sexual harassment or discrimination. All complaints will be treated as confidentially as possible.

#### ***1. Definitions***

*A. Grievance:* Grievance means a complaint alleging any action, policy, procedure, or practice which would be prohibited by Title IX.

*B. Title IX:* Title IX means Title IX of the Education Amendments of 1972, the 1980 implementing regulation, and any memoranda, directives, guidelines, or, subsequent legislation that may be issued or enacted.

*C. Grievant.* Grievant means a student or employee of the Lawrence Public Schools who submits a grievance relevant to Title IX or an individual or group submitting a grievance on behalf of a student(s) or employee(s).

*D. Lawrence Public Schools:* Any reference to the Lawrence Public Schools means any school, department, subunit or program operated by the Lawrence Public Schools.

*E. Title IX Coordinator:* Title IX coordinator means the employee(s) designated to coordinate efforts by the Lawrence Public Schools to comply with and carry out its responsibilities under Title IX and Title IX implementing regulation. The Personnel Director shall be the Title IX Coordinator for the Lawrence Public Schools.

*F. The IV Grievance Representative:* Title IX grievance representative means any person designated by the Lawrence Public Schools or by the Title IX coordinator as a person with whom the Title IX grievances may be filed. The Title IX grievance representative may be delegated other tasks by the Title IX coordinator. The Title IX grievance representative shall be the building principal or program or departmental supervisor wherein the complaint arose.

*G. Respondent:* Respondent means a person alleged to be responsible, or who may be responsible for the Title IX violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

*H. Hearing Officer:* Hearing officer means the representative(s) of the Lawrence Public Schools who is delegated authority for hearing/resolving a grievance at a specified level of grievance processing.

*I. Grievance Answer:* Grievance answer means the written statement of the respondent regarding the grievance allegation and possible corrective action.

*J. Grievance Decision:* Grievance decision means the written statement of a hearing officer of her/his findings regarding the validity of the grievance allegation and the corrective action to be taken.

*K. Day:* Day means a working day; the calculation of days in the grievance processing shall exclude Saturdays, Sundays, and holidays.

*L. Corrective Action:* Corrective action means action which is taken by the Lawrence Public Schools to eliminate or modify any policy, procedure, or practice found to be in violation of Title IX and/or to provide redress to any grievant injured by the identified violation.

## ***II. Filing of Grievances***

*A. Eligibility of Filing:* Any student or employee, or any individual or group acting on behalf of a student or employee may file any grievance with the Title IX coordinator or other designated Title IX grievance representative(s). The principal of each building shall be the Title IX grievance representative for complaints arising in that building; the program or department supervisor shall be the Title IX grievance representatives for complaints arising in that program or department.

*B. Pre-Grievance Meetings:* Prior to the filing of a written grievance, the grievant(s) may request a pre-grievance meeting with the respondent alleged to be directly responsible for the Title IX violation and/or persons with immediate supervisory authority related to the grievance. These persons shall make reasonable efforts to meet with any student/or employee to discuss Title IX matters that the students or employees may wish to bring to their attention. Such a pre-grievance meeting shall be at the option of the grievant(s); it shall not be a precondition of the submission of a written grievance.

*C. Grievance Filing:* Grievances filed with the Title IX coordinator or designated Title IX grievance representative shall be in writing and provide the following information: name and address of grievant(s); nature and date of alleged violation; names of persons responsible for the alleged violation (where known); requested relief or corrective action (specification of desired relief shall be the option of the grievant); and any background information the grievant believes to be relevant (e.g., names of other persons affected by the violation. etc.).

*D. Grievance Forms:* A grievance form shall be prepared by the Title IX coordinator to facilitate the filing of the grievance. These forms may be obtained from the Title IX coordinator or from any designated Title IX grievance representative. The grievant shall have the right to request assistance from the Title IX coordinator's office, or any other individual, group, or organization, to assist in the preparation of the form or in the filing of the grievance.

*E. Time Limit for Grievance Filing:* A grievance must be filed within 60 days of the occurrence of the alleged Title IX violation.

### **SMOKING**

As stated per the Education Reform Act of 1993, smoking is prohibited anywhere in the school building or on the school grounds. School grounds consist of the school building as well as any area immediately surrounding the school up to and including the sidewalks of the building.

### **STUDENT SEARCHES**

The Lawrence Public Schools, in its policies on searches of students, maintains as the basis of such policies a sincere respect for students and their interest to be free from unreasonable searches.

At the same time, responsible for the safe and effective education of its students, the public school maintains its right to conduct searches that are reasonable and consistent with students' rights under the Fourth Amendment to the U.S. Constitution.

Further, the School Department, as owner of student lockers, desks, etc. maintains its right to search such objects as well as to conduct searches of students and their personal possessions. Such searches may be made where there are reasonable grounds for suspecting that the student is concealing materials (contraband), the possession of which is prohibited by Federal, State or local law or the rules of the school. Also, in its prohibition of contraband, the School Department specifically includes stolen money and other stolen objects. The search itself shall be conducted in a manner reasonably related to its objectives and shall not be excessively intrusive.

Reasonable grounds include, but are not limited to, a school official's personal observation of prescribed activities and/or a school official's receipt of a report of prescribed activities from school staff, students or other sources.

Principals are required to keep a record of such searches detailing time, place, witnesses and reasons for such searches.

Consistent with both the policies of the Lawrence Public Schools and the requirements of Massachusetts Law. (c.71 sec 37 H), this policy shall be submitted to the Commissioner of Education and shall be published at the beginning of each school year and be distributed to all students in the public schools on both the elementary and secondary level. Publication in the student handbook shall constitute distribution to all students.

## **Attachments**

- Field Trip Transportation Request Form
- LHS Campus Bell Schedules
- LHS Production Center Request Form
- LHS Structure
- LPS Acceptable Use Policy
- Student Calendar
- Student Field Trip Permission Form
- Use of School Building Facilities Form

LAWRENCE PUBLIC SCHOOLS

**FIELD TRIP TRANSPORTATION REQUEST**

TODAYS DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

FIELD TRIP DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

SCHOOL/ACADEMY: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

Please print

TRIP DESTINATION: \_\_\_\_\_

STREET ADDRESS, CITY OR TOWN

GRADE(S): \_\_\_\_\_

NUMBER OF STUDENTS: \_\_\_\_\_

NUMBER OF STUDENTS ON WHEEL CHAIR: \_\_\_\_\_ NUMBER OF TEACHERS/CHAPERONS: \_\_\_\_\_

DEPARTURE TIME FROM SCHOOL: \_\_\_\_\_ DEPARTURE TIME FROM FIELD TRIP LOCATION: \_\_\_\_\_

SOURCE OF TRANSPORTATION FUNDING: \_\_\_\_\_

SOURCE OF ACTIVITY FUNDING: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

Requested by Signature

School Principal

( ) Approve ( ) Disapprove

Administrator in Charge

( ) Approve ( ) Disapprove

**NOTE: Any out of state field trip must first be approve by the Superintendent of Schools.**

Please do not write below this line

\*\*\*\*\*

Number of buses: \_\_\_\_\_ Quote per bus: \_\_\_\_\_ Total quote: \_\_\_\_\_

PO Number: \_\_\_\_\_ Check#: \_\_\_\_\_ Check amount: \_\_\_\_\_

Date Received: \_\_\_\_\_ Carrier Assigned: \_\_\_\_\_ Invoice Number: \_\_\_\_\_

# LHS CAMPUS - BELL SCHEDULE 2017-2018

## 9GA

Start	End	A	B
8:00 AM	9:30 AM	P1	P2
9:35 AM	11:05 AM	P3	Intervention
11:10 AM	12:10 PM	Lab 1	Lab 2
12:10 PM	12:40 PM	Lunch 4	Lunch 4
12:40 PM	2:10 PM	P5	P6
2:15 PM	2:45PM	Seminar	Seminar

## USA-11 & ALA-11

Start	End	A	B
8:00 AM	9:30 AM	P1	P2
9:35 AM	11:05 AM	P3	P4
11:10 AM	11:40 AM	Seminar	
11:40 AM	12:10 PM	Lunch 2	
12:10 PM	1:40 PM	P5	P6
1:45 PM	2:45PM	P7 (L-Block Fridays)	

## 10GA & ALA-9 & 10

Start	End	A	B
8:00 AM	9:30 AM	P1	P2
9:35 AM	11:05 AM	P3	P4
11:10 AM	12:40 PM	P5 w/Adv W/TH	
12:40 PM	1:10 PM	Lunch 5	Lunch 5
1:15 PM	2:45 PM	P7	P6

## USA-12

Start	End	A	B
8:00 AM	9:30 AM	P1	P2
9:35 AM	11:05 AM	P3	P4
11:05 AM	11:35 AM	Lunch 1	
11:35 AM	12:05 PM	Seminar	
12:10 PM	1:40 PM	P5	P6
1:45 PM	2:45PM	P7 (L-Block Fridays)	

## ENLACE

Start	End	Period	
8:00AM	8:28AM	Per. 1A - Advisory	
8:31AM	9:00AM	Per. 1B - Intervention	
9:03AM	10:03AM	Period 2	
10:06AM	11:06AM	Period 3	
11:09AM	11:36AM	Lunch	
11:39AM	12:39AM	Period 4	
12:42PM	1:42PM	Period 5	
1:45PM	2:45PM	Period 6	

## LUNCH SCHEDULES

LIFE & USA 12		11:06-11:35 AM
ENLACE		11:09-11:36 AM
USA 11 & ALA 11		11:40-12:10 PM
9GA		12:10-12:40 PM
10GA - ALA 9/10		12:40-1:10 PM



# Lawrence High School Production Center Request Form

Production Center Use Only

Date Sent: \_\_\_\_\_

Time Sent: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Department / School: \_\_\_\_\_

.....

Please Email documents in PDF format to:  
graphics@lawrence.k12.ma.us or melissa.vanderveer@lawrence.k12.ma.us

## Please select choices below

Original Provided by: ☐ Hard Copy ☐ Email Attachment ☐ CD / USB

Number of Original Pages: \_\_\_\_\_ Number of Copies/Sets: \_\_\_\_\_

Paper	
<input type="checkbox"/>	8.5x11
<input type="checkbox"/>	11x17

<input type="checkbox"/>	Double Sided
<input type="checkbox"/>	Booklet
<input type="checkbox"/>	Collate
<input type="checkbox"/>	Shrink Wrap

<input type="checkbox"/>	Single Sided
<input type="checkbox"/>	Stapled
<input type="checkbox"/>	Box
<input type="checkbox"/>	Elastic

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Headmaster's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

(Headmaster's approval is needed for any correspondence to Parents.)

# LHS CAMPUS STRUCTURE 2017-2018

	C	D	E	F	G	H
	Upper School/ENLACE			Lower School/ALA		
4 <sup>th</sup> Fl.	11/12	ENLACE	11/12	9/10	9/10	9/10
3 <sup>rd</sup> Fl.	11/12	ENLACE	11/12	9/10	9/10	9/10
2 <sup>nd</sup> Fl.	11/12	11/12	11/12	9/10	9/10	9/10
1 <sup>st</sup> Fl.	11/12	11/12	11/12	9/10	9/10	AP Wing

B Wing 2<sup>nd</sup> Floor  
Electives

B Wing 1<sup>st</sup> Floor  
Electives

B Wing  
226 Upper School  
Guidance Hub

Learning Commons  
ALA

# Lawrence Public Schools

## Policy of the School Committee

### Section I: INSTRUCTION IJNDB

#### Subject: ACCEPTABLE USE POLICY POLICY STATEMENT

##### Access to Electronic Information Resources

I of 6

The School Committee recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of the society, those changes may also alter instruction and student learning. The School Committee generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. All users, including students, teachers, support staff, and administrators are covered by this policy and are expected to be familiar with its provisions.

Internet access is a privilege and not a right; therefore, internet access is to be used for workrelated activities or educational activities only. Independent users must agree to acceptable use standards for behavior and communication on the Internet as outlined below and as contained in School Department procedures.

Independent student use of the Internet shall be considered a privilege not a right of each student. Failure to follow acceptable use standards may result in termination of network privileges for students and will result in the application of progressive discipline for staff.

#### District Acceptable Use Standards

The following uses of the District system are considered unacceptable:

##### 1. Personal Safety for Students

- a. Student users will not post or transmit photographs or personal contact information about themselves or other people without prior written parental consent from the parent(s) of the students whose information is being posted. Such consent must be delivered to the child's teacher or principal. Personal contact information includes, but is not limited to: home address, telephone number, school address, classroom and work address, etc.
- b. Student users will not agree to meet with someone they have met online without their parent's approval and participation.
- c. Student users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

##### 2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the District systems (printers, file shares, etc.) or go beyond their authorized access.
- b. Users will not make deliberate attempts to disrupt the computer system performance (RF jamming, DDOS attack, etc.) or destroy data by spreading computer viruses or by any other means.
- c. Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, gambling, online gaming, threatening the safety of a person, etc.

# **Lawrence Public Schools**

## **Policy of the School Committee**

### **Section I: INSTRUCTION**

#### **Subject: ACCEPTABLE USE POLICY POLICY STATEMENT**

##### **IJNDB**

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- d. Users will not bring in to the schools any privately owned computers or networking equipment and attempt to connect them to the Lawrence Public Schools network without receiving prior written approval from the building administrator and the Information Systems and Technology (IS&T) Department.
- e. Users will not use the District system to access materials that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). This includes any material brought into the school via personal storage devices.
- f. Running servers, daemons, or proxy services on the wireless network is prohibited.
- g. Running any authorized data packet collection programs on the network to intercept or attempt to intercept other wireless transmission is prohibited.
- h. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they intentionally violated the Acceptable Use Policy.

### **3. Security**

- a. System Security Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should a user provide their password to another person Users will immediately notify the system administrator if they have identified a possible security problem.
- b. Cautious and informed users should not transmit personal information (credit card numbers, passwords, and any other sensitive information). Please take appropriate precautions when using this service.

### **4. Inappropriate Language**

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person.

### **5. Respect for Privacy**

- a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- b. Users will not post private information about another person.

# Lawrence Public Schools

## Policy of the School Committee

### Section I: INSTRUCTION

#### Subject: ACCEPTABLE USE POLICY POLICY STATEMENT

#### IJNDB

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#### 6. Respecting Resource Limits

- a. Users will use the system only for educational and professional or career development activities and limited, high-quality, self-discovery activities.
- b. Users will refrain from excessive personal use of technology resources . Use is excessive if it overburdens a network, results in substantial use of system capacity (i.e. opening multiple programs and files), or otherwise subjects the school system to increased costs or risks. For employees, excessive personal use of computer resources will result in progressive discipline.
- c. Users will not download large files unless absolutely necessary. Users will immediately remove the personal files from the system computer to their personal storage devices.
- d. Users will not post chain letters or engage in "spamming" . Spamming is sending an unnecessary message to a large number of people.
- e. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- f. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

#### 7. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.
- c. Users will adhere to the terms of software licenses and other contracts. Persons loading software on any Lawrence Public Schools computer must adhere to all licensing requirements for the software. Except where allowed by the district site licenses, copying of software under license to the Lawrence Public Schools for personal use is a violation of this policy.
- d. Downloading copyrighted materials or items like music, videos, games, programs, etc., from file sharing sites or applications, such as: iTunes, Kazaa, Napster, eMule, Limewire, bit torrent, or any other P2P software,

#### 8. Monitoring

We reserve the right to monitor and log communications on a per connection basis to ensure proper usage of network resources.

#### 9. Wireless Access Policy

Due to the increasing demands for wireless access to the Lawrence Public Schools' network, this policy acts as an addendum to the General Acceptable Use Policy by including specific information regarding the use of wireless networking and Internet access. Please note that many items listed here may already be in the General

# Lawrence Public Schools

## Policy of the School Committee

### Section I: INSTRUCTION IJNDB

#### Subject: ACCEPTABLE USE POLICY POLICY STATEMENT

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Acceptable Use Policy for redundant purposes. This policy is designed to protect wireless users and to prevent inappropriate use of wireless network access that may expose the Lawrence Public Schools to multiple risks, including viruses, network attacks, and various administrative and legal issues. It is the intention of the IS&T Department of the Lawrence Public Schools to provide a high level of reliability and security when using the wireless network. Wireless Access Points provide shared bandwidth and so as the number of users increase, the available bandwidth per user decreases. As such, please show consideration for other users and refrain from running high bandwidth applications and operations, such as downloading large music files and video from the Internet. Network reliability is determined by the level of user traffic and accessibility. Wireless networking is to be considered supplemental access to the Lawrence Public Schools' network. Wired access is still the preferred way for connectivity.

As the deployment and usage of the Lawrence Public Schools' network progresses, we reserve the right to adjust the access and usage policies and guidelines, as necessary, for the sole benefit of the Lawrence Public Schools wireless users to provide a safe and reliable computing environment and ensure high quality secured services. It is the responsibility of all persons using the Wireless Internet Access network to be familiar with this policy and the Internet Policy.

#### 10. Equipment

- a. All electronic equipment belonging to the Lawrence Public Schools is the property of the Lawrence Public Schools. This equipment should not be tampered with, adjusted, abused, repaired, or used for any purpose for which it was purposed.
- b. Any electronic equipment obtained or that may be obtained through any means (donations, purchase, and/or grants) needs to be vetted through the IS&T Department, if the end users are going to access any type of network resources. This process helps to ensure compatibility with our resources and ability to support its use.

#### 11. Cyberbullying

"Cyberbullying" is bullying through the use of technology or any electronic communication, which shall include, but not be limited to: any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photo, electronic or photo optical system. This includes, but is not limited to: electronic mail, internet communications, instant messages, and facsimile communications. Cyberbullying shall also include:

# Lawrence Public Schools

## Policy of the School Committee

### Section I: INSTRUCTION IJNDB

#### Subject: ACCEPTABLE USE POLICY POLICY STATEMENT

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- a. The creation of a web page or blog in which the creator assumes the identity of another person. The knowing impersonation of another person as the author of posted content messages, if the creation of impersonation creates any of the conditions noted in the above definition of bullying.
- b. The distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions noted in the above definition of bullying.

#### **12. Internet Content Filtering**

To comply with the Children's Internet Protection Act (CIPA), we have instituted a content filtering system to protect our users. Content filtering is by no means foolproof; sometimes, things that should be blocked make their way through the filter.

Also, there are times that content should not be blocked. Any questions regarding content filtering and the blocking of sites should be directed to the IS&T Help Desk.

#### **No Expectation of Privacy**

Computer and electronic resources provided by the Lawrence Public Schools are the property of the Lawrence Public Schools and are to be used in conformance with these guidelines.

Lawrence Public Schools retains the right to: 1) inspect any user's Hard Drive and the files it contains and 2) give permission to the teachers, administrators, and parents of any student to review the use of technology tools by a student who they think may be misusing the system. Users are advised that messages in Lawrence Public Schools e-mail accounts and any discussion forums, including deleted messages, are regularly archived and can be retrieved. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations. Use of Lawrence Public Schools' technology resources constitutes consent for the monitoring and/or inspection of any files that users create, any messages they post or receive, and any web sites they access by the Information Systems and Technology Department staff.

#### **District Limitation of Liability**

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

# Lawrence Public Schools

## Policy of the School Committee

### Section I: INSTRUCTION

#### Subject: ACCEPTABLE USE POLICY POLICY STATEMENT

Due Process

IJNDB

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The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system.

The School Committee authorizes the Superintendent to prepare appropriate procedures for implementing this policy, including appropriate user agreements that are signed by students and staff, and for reviewing and evaluating its effect on instruction and student achievement.

*Original adoption: 12111197*

*1st Reading as Revised: 5128109*

*2nd Reading as Revised: 6111109*

*Adoption as Revised: 6111109*

*Proposed reconsideration: 612014*

*Adoption as Revised: 21912012*



# Lawrence Public Schools

## 2017-2018 - Student Calendar - Lawrence High School Campus

Student Hours: 8:00 am - 2:45 pm

Teacher Instructional Hours: 7:50 am - 2:45 pm\*

Aug./Sept.	SUN	MON	TUE	WED	THU	FRI	SAT	February	SUN	MON	TUE	WED	THU	FRI	SAT
13	14	15	16*	17*	18	19	20	4	5	6	7	8	9	10	3
20	21	22	23	24	25	26	27	11	12	13	14	15	16	17	10
27	28	29	30	31	1	2	3	18	19	20	21	22	23	24	17
4	5	6	7	8	9	10	11	25	26	27	28				24
10	11	12	13	14	15	16	17								
17	18	19	20	21	22	23	24								
24	25	26	27	28	29	30									
October	SUN	MON	TUE	WED	THU	FRI	SAT	March	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7	8	4	5	6	7	8	9	10	3
8	9	10	11	12	13	14	15	11	12	13	14	15	16	17	10
15	16	17	18	19	20	21	22	18	19	20	21	22	23	24	17
22	23	24	25	26	27	28	29	25	26	27	28	29	30	31	24
29	30	31													
November	SUN	MON	TUE	WED	THU	FRI	SAT	April	SUN	MON	TUE	WED	THU	FRI	SAT
5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	10
12	13	14	15	16	17	18	19	8	9	10	11	12	13	14	17
19	20	21	22	23	24	25	26	15	16	17	18	19	20	21	24
26	27	28	29	30				22	23	24	25	26	27	28	21
								29	30						28
December	SUN	MON	TUE	WED	THU	FRI	SAT	May	SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7	8	9	10	6	7	8	9	10	11	12	5
10	11	12	13	14	15	16	17	13	14	15	16	17	18	19	12
17	18	19	20	21	22	23	24	20	21	22	23	24	25	26	19
24	25	26	27	28	29	30	31	27	28	29	30	31			26
January	SUN	MON	TUE	WED	THU	FRI	SAT	June	SUN	MON	TUE	WED	THU	FRI	SAT
7	8	9	10	11	12	13	14	3	4	5	6	7	8	9	2
14	15	16	17	18	19	20	21	10	11	12	13	14	15	16	9
21	22	23	24	25	26	27	28	17	18	19	20	21	22	23	16
								24	25	26	27	28	29	30	23
															30

Aug. 16/17 \*  
 Aug. 22 \*\*  
 Sept. 1 - 4  
 Sept. 26  
 Oct. 9  
 Nov. 7  
 Nov. 10  
 Nov. 22  
 Nov. 23 - 24  
 Dec. 21  
 Dec. 22 - Jan. 1

School Opens Grade 9  
 School Opens Grades 10-12  
 Labor Day Weekend  
 No School for Students/Staff PD  
 Columbus Day  
 No School for Students/Staff PD  
 Veteran's Day  
 Early release for students and staff  
 Thanksgiving Break  
 Early release for students and staff  
 Winter Break

Jan. 2  
 Jan. 12  
 Jan. 15  
 Feb. 19- 23  
 March 30  
 Apr. 16 - 20  
 May 2  
 May 28  
 June 15

School Re-opens  
 No School for Students/Staff PD  
 Martin Luther King Day  
 Mid-Winter Break  
 Good Friday  
 Spring Break  
 Early release for students - Staff Full Day  
 Memorial Day  
 Last Day of School - Early Dismissal  
*includes 5 days for inclement weather*



No school for students and staff



Early release for students and staff at 12:00 PM



Early release for students - Staff Full Day



No school for students



# Lawrence High School Campus

## Student Field Trip Form / Formulario de Paseo

**Student Name / Nombre del Estudiante :**

**ID#:**

**School / Escuela:**

**Date of Field Trip / Día del Paseo:**

**Time / Hora:**

**Lunch Needed / Necesita Almuerzo**     *Y/S*     *N*

**Means of Transportation/ Método de Transportación:**

**Description of Field Trip / Descripción del Paseo:**

**Cost of trip to parents:**

*None*

**\$**

**# of Students**

**Adults:**

**Costo del paseo para los padres:**

*Ninguno*

**\$**

**# de Estudiantes**

**Adultos:**

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Chaperone Signature

Please sign below giving your permission for your child to attend.

Por favor firme abajo dando su permiso para que su hijo\la asista.

Parent Emergency Contact Information:     Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Numero de contacto de los padres en caso de emergencia: Telefono de Casa: \_\_\_\_\_ Celular: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature / Firma del Padre

\_\_\_\_\_  
Date / Día

To Student: This form must be signed by all teachers.

Al Estudiante: Este Formulario tiene que ser firmado por todos los profesores.

To Teacher: Please sign this form acknowledging that you are aware of this field trip.

1. \_\_\_\_\_

5. \_\_\_\_\_

2. \_\_\_\_\_

6. \_\_\_\_\_

3. \_\_\_\_\_

7. \_\_\_\_\_

4. \_\_\_\_\_

8. \_\_\_\_\_



**LAWRENCE HIGH SCHOOL CAMPUS  
APPLICATION TO USE BUILDING/FACILITY**

\_\_\_\_\_  
Name of Person or Organization

\_\_\_\_\_  
Current Date

\_\_\_\_\_  
Purpose of Request:

Number of people expected/attendance: \_\_\_\_\_ Date of Use \_\_\_\_\_ Time of Use from \_\_\_\_\_ to \_\_\_\_\_

ex: 8:00am

Please check CAMPUS AREA needed:

☐ LECTURE HALL

☐ UPPER CAFÉ

☐ Library Conf. Rm.

☐ MAIN CAFÉ

☐ Library Computer Lab

☐ CLASSROOM: ROOM(S) \_\_\_\_\_

☐ GYM

☐ Library Space

☐ PAC

☐ # of Computers Needed

☐ OTHER: \_\_\_\_\_

Will any equipment be brought in? Specify, what and why? \_\_\_\_\_

School equipment needed \_\_\_\_\_

\_\_\_\_\_  
Name of person running this event

\_\_\_\_\_  
Position

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

The signing of this application shall constitute an agreement to abide by all rules and regulations governing the facilities use of Lawrence High School and to accept full responsibility for damages to, or loss of school property.

\_\_\_\_\_  
Name of person running this event Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by: PRINCIPAL Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Administrator Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

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☐ PRINCIPAL

☐ SAFETY

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☐ FOOD SERVICES

☐ MATT EVANGELISTA

☐ LPS MEDIA - DAVE PEKARSKI

☐ IS&T ED & JOSE

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Emailed Approved Date \_\_\_\_\_

\*\* For Athletics/Gym (see Mr. Neilon)

\*\*\* For Lecture Hall (see Kathy Thomas)

\*\*\*\* Bake Sales (see Mr. Watts)

\*\*\*\*\* COMPLETED APPLICATIONS ARE TO BE SENT TO MR. TIMOTHY FINN AT [Timothy.Finn@lawrence.k12.ma.us](mailto:Timothy.Finn@lawrence.k12.ma.us) TO PROCESS.

**\*\* ALTERED DOCUMENT WILL NOT BE ACCEPTED**

