



Region Ten Technical High School
 68 Church Road
 Brunswick, Maine 04011
 (207) 729-6622



Student Handbook
 2016-2017

MISSION STATEMENT

The mission of Maine Region Ten Technical High School is to enrich the unique potential of each learner by enabling students to acquire knowledge, skills, and dispositions necessary for further education or for gainful employment. These goals will be achieved through education focused on individual and community needs, demonstration of responsible citizenship and professionalism, and acquisition of career and technical skills that meet both state and national standards.

COOPERATIVE BOARD MEMBERS

Janet Connors	Brunswick
William Konzal	Brunswick
James Grant, Vice Chair	Brunswick
Teresa Gillis	Brunswick
David Johnson, Chair	M.S.A.D. #75
Jeffrey Wolken	M.S.A.D. #75
Tricia Bursey	M.S.A.D. #75
Brian Pike	R.S.U. No.5
John Morang	R.S.U. No.5

REGION TEN STAFF

Nancy Weed	Superintendent/Director	weed@r10tech.org
Cindy Hutchins	Assistant Director	hutchins@r10tech.org
Kellie Gardner	Office Manager	gardner@r10tech.org
Rik Belanger	Commercial Art/ Tech Ten Basic	belanger@r10tech.org
John Bellino	EMT Basic	bellino@r10tech.org
Garry Carr	Auto Collision Repair	carr@r10tech.org
Jason Darling	English/Pre-Apprenticeship	darling@r10tech.org
David Giroux	Automotive Technology	giroux@r10tech.org
Marcel Giroux	Building Trades	mgiroux@r10tech.org
Joanne McMahon	Certified Nursing Assistant	mcmahon@r10tech.org
Meg Perry	Early Childhood Education	perry@r10tech.org
Bill Ross	Outdoor Power Equipment	ross@r10tech.org
Gerry St. Denis	Metal Fabrication/Welding	stdenis@r10tech.org
Susan Taylor	General Trades	taylor@r10tech.org
Ellen Turcotte	Food Trades	turcotte@r10tech.org
Ray Brunner	Educational Technician	brunner@r10tech.org
Jay Danforth	Educational Technician	danforth@r10tech.org
Steven Leunig	Educational Technician	leunig@r10tecch.org
Sandra McLellan	Educational Technician	mclellan@r10tech.org
Greg Quinlan	Educational Technician/IT	quinlan@r10tech.org
Thomas Seigars	Educational Technician	seigars@r10tech.org
Michael Knof	Facilities Director/Head Custodian	knof@r10tech.org
Brian Emerson	Evening Custodian	
Cindy Rancourt	Evening Custodian	

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INTRODUCTION

Welcome to Maine Region Ten Technical High School, providing technical education to students from mid-coast high schools: Brunswick, MSAD 75 (Bowdoin, Bowdoinham, Harpswell and Topsham) and RSU 5 (Durham, Freeport, and Pownal). Formal visits from interested students are arranged through sending school guidance counselors, though citizens of all age groupings are encouraged to visit Region Ten; simply check in at our main office. Region Ten provides a positive climate, emphasizing student pride and accomplishment.

For the convenience of students and parents, we have summarized student guidelines at the beginning of this handbook. Formal policy statements are provided in the final pages; students and parents may be interested in reading the policy section, which provides comprehensive information regarding school regulations.

ATTENDANCE

Parents or guardians, please call Region Ten (229-6622) when your student will be absent as we are not notified by the sending high schools.

When possible, please schedule non-emergency appointments outside school hours.

When a student is absent, even when the absence is excused, the student needs to talk with the instructor to arrange make-up. Five absences in a quarter with no make-up completed automatically results in a grade of Attendance Failure (AF) for that quarter. We strongly recommend a student arrange with the instructor to complete make-up each time that student is absent.

Regular attendance is critical for success in our hands-on programs. The instructor will call you when your student is absent three days in a quarter and we mail parents/guardians a letter if a student misses a fourth day in a quarter. If you have questions about attendance, we encourage you to call your student's instructor or our assistant director, Cindy Hutchins, at 729-6622.

SAFETY

Each student will be instructed and tested in all safety procedures before using tools. There will be written safety procedures available to students at all times. One pair of safety glasses and one set of ear protection will be provided; additional pairs of glasses may be purchased throughout the year for \$3.00 and ear protection for \$1.00. Students enrolled in or visiting first floor programs *are required* to wear safety glasses whenever in the shop/lab areas.

STUDENT DRESS

Students are expected to dress in an appropriate and safe manner. Clothing that presents a safety hazard or includes inappropriate slogans or graphics is unacceptable. For safety reasons, students must wear appropriate footwear at all times.

Visitors to shop areas must wear closed toe shoes and safety glasses.

STUDENT ACADEMIC GRADING/ RECOMMENDATIONS

Region Ten will provide grades to sending schools by the end of each designated marking quarter. Instructors will have accurate records and will be able to explain to students and parents how grades are determined. Sending schools have the right to weigh and adjust recommended grades from Region Ten Tech and issue annual credit for achievement at Region Ten Tech.

A performance record representing the following scale is presented to students each term with a record conveyed to the sending school for the awarding of student credit. A plus (+) or minus (-) may be used.

A=	Excellent	(100% - 93%)
B=	Above Average	(92% - 85%)
C=	Adequate	(84% - 77%)
D=	Needs Improvement	(76% - 70%)
F=	Not Acceptable	(69% and below)

Minimum passing grade for all technical programs will be 70%.

A+	99-100	C-	77-78
A	95-98	D+	75-76
A-	93-94	D	72-74
B+	91-92	D-	70-71
B	87-90	F	Fail 0-69
B-	85-86	AF	Attendance Failure
C+	82-84	Inc	Incomplete
C	79-81		

REGION TEN TECH BELL SCHEDULE

AM SESSION	8:20 – 10:45
PM SESSION	11:35 – 1:57

STUDENT CONDUCT

Region Ten promotes a positive, respectful learning environment.

Region Ten does not tolerate bullying or harassment. We honor all our students regardless of race, ethnic origin, gender, disability, and sexual orientation. Please contact Region Ten school administration with concerns.

Bus Conduct

Students will treat bus drivers and fellow students with respect.

Student Driving/Riding

Region Ten drivers need a Region Ten parking sticker on the windshield. To get a sticker, students need to get a permission form from the Region Ten office and have it signed by a sending school administrator, a parent, and yourself. Bring the completed permission form and your license, registration, and proof of insurance to the office. We will photocopy and return your documents. If you get a different vehicle, bring the registration and proof of insurance to the office to get a new sticker. Expect your sticker in about a week.

Student riders must get a form in the Region Ten office, get it signed, and turn it in to Region Ten.

You must drive slowly on campus. Remember the school busses have the right of way. When bus red lights are flashing, do not pass. Unsafe drivers may lose driving privileges.

Early Dismissal

All students being dismissed must be dismissed through the office. To have a student dismissed during the school day, please call the office, send in a signed note, or come to the office to sign your student out.

Prohibited Substances

Prohibited substances include alcohol, illegal drugs, paraphernalia, tobacco, lighters, and weapons, including knives. By policy, if violations occur, Region Ten notifies parents, sending school principals, and the Police Departments. Region Ten will take appropriate disciplinary action. *Though suspensions at Region Ten are unusual, if a student is suspended from a sending school, the student is not eligible to attend school at Region Ten until the suspension has ended.* A student suspended from Region Ten is also suspended from the sending school. All policies, including prohibited substances, are available in office.

Lockers and Toolboxes

Please do not bring valuables to Region Ten. There are lockers available for all students; all locks need to be obtained in our office. The three-dollar security fee will be refunded

to the student when the lock is returned in June. Students are responsible for tools and textbooks issued to them, and need to make prompt financial restitution in the case Region Ten Tech tools and texts are lost.

Weapons

Weapons in any form will not be allowed on school grounds; fireworks are included in this classification.

Fighting/Vandalism

Fighting and vandalism are rare at Region Ten Tech. Violations are treated with utmost seriousness.

Cell Phones

Cell phones may be used during breaks. Cell phones are not to be used for calls or texting during class. Instructors may require that cell phones be stored in lockers.

Parents are asked to leave messages for students with the front office (729-6622). Messages will be delivered promptly.

Surveillance

In the interest of safeguarding students and property, Region Ten has added video surveillance cameras to hallways and shop areas.

AFFIRMATIVE ACTION STATEMENT

Maine Region Ten Technical High School does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status and disability and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504 and ADA may be made to the Affirmative Action Officer at Region Ten, 68 Church Road, Brunswick, Maine 04011, (207) 729-6622. Grievances can be filed with the Director, Maine Region Ten Technical High School.

COMPREHENSIVE HARASSMENT POLICY

A. The Policy

1. It is the policy of Maine Region Ten Technical High School to maintain a learning and working environment that is free from harassment. No employee or student of the region shall be subjected to sexual harassment nor shall any employee or student of the district be subject to harassment

on the basis of race, color, creed, religion, national origin, gender, age, disability, marital or parental status, or sexual orientation.

2. It shall be a violation of this policy for any member of Maine Region Ten Technical High School staff to harass another staff member or student through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, religion, national or ethnic origin, gender, age, disability, marital or parental status, or sexual orientation. It shall also be a violation of this policy for student to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, religion, national or ethnic origin, gender, age, disability, marital or parental status, or sexual orientation.
3. The administrators shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment within the school or office.
4. Violation of this policy or procedure will be cause for disciplinary action up to and including dismissal.

Definitions

1. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
 - b. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
 - c. Such conduct has the purpose or effect of unreasonably interfering with an employees' or student's performance or creating an intimidating or hostile working or learning environment.

Examples Include:

- verbal or written harassment or abuse
 - pressure for sexual activity
 - repeated remarks to a person with sexual or demeaning implications
 - unwelcome touching
 - suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, jobs, etc.
2. Harassment on the basis of race, color, national or ethnic origin, religion, gender, age, disability, marital or parental status or sexual orientation means conduct of a verbal or physical nature that is designed to embarrass, harr, distress, agitate, disturb, or trouble persons when:
- a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities.
 - b. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an employees' or student's performance or creating an intimidating or hostile working or learning environment.

Examples of harassment as set forth in Section B-2 may include the following, which may be a series of incidents or a single occurrence. This list is non exclusive and may include other forms of harassment as well:

- unwelcome sexual advances, gestures, comments, contact or materials
- offensive jokes and language
- threats
- subjecting other employees or students to ridicule, slurs, or derogatory actions
- basing training decisions or practices on submissions to harassment
- refusal to cooperate with other employees in performing training or work assignments
- inequitable or excessive disciplinary actions, or training assignments.

GRIEVANCE PROCEDURES

Students, who feel they are victims of harassment, may resolve the grievance informally. Such a resolution may be obtained by:

1. Confronting the harasser with or without the aid of another student *or*
2. Seeking the assistance of the harasser's superior, teacher, director, and/or the affirmative action officer.

If the grievance is of such degree that it cannot be resolved informally, or if the grievant chooses not to try to resolve the grievance informally, then he or she may utilize the following procedures and file the grievance with the appropriate authorities.

1. Students who believe that they are victims of harassment, sexual or otherwise, should promptly report such occurrences as follows:
Sexual harassment, as set forth in Section B-1, may include, but is not limited to the following:

- a. If the complaint is against a student, then alleged violations shall be reported to the teacher and/or Affirmative Action Officer.
- b. If the complaint is against an employee or a non-student of Maine Region Ten Technical High School, then alleged violations shall be reported to the Director and/or the Affirmative Action Officer.

2. Alleged violation will be dealt with as follows:

- a. Student shall be subject to the Student Conduct/Behavior Policy #506 or Suspension Policy #507. Possible corrective actions that may be taken include:

- i. An apology to the victim;
- ii. Research or other academic work on the topic of harassment;
- iii. Required participation in training sessions on the problem of harassment;
- iv. Suspension from all vocational extracurricular activities;
- v. Suspension from all vocational educational activities; and
- vi. Recommendation to the sending school that the student be suspended or expelled.

- b. Employees and non-student members of Maine Region Ten Technical High School shall be subject to the procedures of their collective bargaining agreement or such policies or procedures as might be appropriate.

POLICY NO. 103-A
ADOPTED: 02/12/86
REVIEWED: 05/13/91

STUDENT COMPUTER AND INTERNET USE POLICY

Maine Region Ten Technical High School (Region Ten Tech) provides computers, networks, and Internet access to support our educational mission. It is the policy of Region Ten Tech that the purpose for student use of school computers and the Internet is to enhance student education and help prepare them for future success.

At the same time, students should understand that their use of school computers, networks, and Internet services are a privilege, not a right. There should be no expectation of privacy or confidentiality when using the Internet or e-mail. Careful, thoughtful and mature use of these tools will assist everyone in the school system to work and learn more efficiently and effectively and will avoid problems created by careless “non-business” or “non-school” use of computers and the Internet at Region Ten Tech. Maine Region Ten Technical High School will follow sending school policy for all student disciplinary action.

While reasonable precautions will be taken to supervise student use of computers and the Internet, Maine Region Ten Technical High School cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside the school, in violation of Board policies, school department regulations/procedures and/or school rules. The school department is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is extended full access to school computers and Internet services, the student and the student’s parent/guardian must sign and return the Computer/Internet Access Acknowledgement form. The school will retain the signed acknowledgement form, computer (but not Internet) access may be granted at the discretion of the supervising employee and under the supervision of an employee.

POLICY NO. 604 ADOPTED: 05/21/03

Maine Region Ten Technical High School
School Calendar 2016-17

Adopted 4.25.16

August 2016					September 2016					October 2016					November 2016				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5						3	4	5	6	(7)	1	2	3	4	
8	9	10	11	12	H	6	7	8	9	H	11	12	23	14	7	8	9	10	H
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	21	22	(23)	H	25
29	(30)	(31)			26	27	28	29	30	31					28	29	30		
30-31 Professional Development					1 Prof Dev - No School 2 No School 5 Labor Day - No School 6 FIRST STUDENT DAY					7 Prof Dev - No School 10 Columbus Day - No School					4 First Quarter Ends 11 Veterans' Day - No School 23 Professional Compensation Day 24-25 Thanksgiving Break - No School				
STDT 0 TOHR 2					STDT 19 TOHR 20					STDT 19 TOHR 20					STDT 18 TOHR 19				
December 2016					January 2017					February 2017					March 2017				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6	6	7	8	9	10	6	7	8	9	10
5	6	7	8	9	9	10	11	12	13	13	14	15	16	17	13	14	15	16	(17)
12	13	14	15	16	H	17	18	19	20	H	21	22	23	24	20	21	22	23	24
19	20	21	22	23	23	24	25	26	27	27	28				27	28	29	30	31
26	27	28	29	30	30	31													
23-30 Holiday Break					2 Holiday Break Continued 16 Martin Luther King - No School 17-20 8th Grade Exploratory 20 Second Quarter Ends					20 Presidents' Day - No School 21-24 Winter Break					17 Prof Dev - No School 31 Third Quarter Ends				
STDT 16 TOHR 16					STDT 20 TOHR 20					STDT 15 TOHR 15					STDT 22 TOHR 23				
April 2017					May 2017					June 2017					Total Student Days 175				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Teacher Workshop Days 7				
3	4	5	6	7	1	2	3	4	5	5	6	7	8	9	Teacher Compensation Days 1				
10	11	12	13	(14)	8	9	10	11	12	12	13	14	+15	+16	Storm Days 5				
H	18	19	20	21	15	16	17	18	19	+19	+20	+21	(22)	23	Total Teacher Days 183				
24	25	26	27	28	22	23	24	25	26	26	27	28	29	30					
14 Prof Dev - No School 17 Patriots' Day - No School 18-21 Spring Break					29 Memorial Day - No School					21 Projected Last Student Day 15-21 Built In Snow Days 15-22 Prof Dev after last student day									
STDT 14 TOHR 15					STDT 22 TOHR 22					STDT 10 TOHR 11									

AM SESSION 8:20 - 10:45
PM SESSION 11:35 - 1:57