REGION 10 TECHNICAL HIGH SCHOOL

Student Handbook

2017-2018

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Region 10 Tech is a regional career and technical education (CTE) school serving high school students from Brunswick, MSAD 75 (Bowdoin, Bowdoinham, Harpswell, Topsham) and RSU 5 (Durham, Freeport and Pownal). Region 10 Tech is committed to providing relevant, engaging, hands-on learning opportunities delivered with professionalism and attention to the individual needs of learners.

CONTACT INFORMATION

Mailing Address	**Web Sites**
68 Church Road	http://www.r10tech.org/
Brunswick, ME 04011	https://www.facebook.com/R10Tech/

Phone
207-729-6622

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

James Grant, *Chair*	Brunswick	David Johnson	MSAD 75
John Morang, *Vice Chair*	RSU 5	Jeffrey Wolkens	MSAD 75
Teresa Gillis	Brunswick	TBD	MSAD 75
Ben Tucker	Brunswick	Kathryn Brown	RSU 5
William Thompson	Brunswick		

Region 10 Tech
A place where every student has a pathway to success!

REGION 10 TECH STAFF & PROGRAMS
Please note that instructors are most easily contacted by email. Instructors are also available by phone prior to student arrival and after student dismissal.

Nancy Weed	*Superintendent/Director*	weed@r10tech.org
Greg Henderson	*Assistant Director*	henderson@r10tech.org
Kellie Gardner	*Office Manager*	gardner@r10tech.org
Rik Belanger	*Graphic Design & Illustration*	belanger@r10tech.org
John Bellino	*EMT Basic*	bellino@r10tech.org
Meg Blake	*Early Childhood Education*	blake@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
Bill Ross	*Outdoor Powersports*	ross@r10tech.org
Gerry St. Denis	*Metal Fabrication/Welding*	stdenis@r10tech.org
Susan Taylor	*General Trades*	taylor@r10tech.org
Ellen Turcotte	*Culinary Arts*	turcotte@r10tech.org
Wade Boudreau	*Educational Technician*	boudreau@r10tech.org
Ray Brunner	*Educational Technician*	brunner@r10tech.org
Jay Danforth	*Educational Technician*	danforth@r10tech.org
Sandra McLellan	*Educational Technician/Special Ed*	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*	emerson@r10tech.org
Cindy Rancourt	*Evening Custodian*	rancourt@r10tech.org

ATTENDANCE
Daily attendance is critical for success. Region 10 Tech instructors and staff place tremendous value on attendance and will both encourage regular attendance and respond to excessive absences. Region 10 Tech will collaborate with sending schools regarding attendance information. When possible, please schedule non-emergency appointments outside school hours. **If a student is absent, a parent or guardian is requested to notify the school by contacting the office at 729-6622.**

Four absences (excused or unexcused) in a quarter with no completed make-up will automatically result in a grade of Attendance Failure (AF) for the quarter**.** When a student is absent, *even when the absence is excused*, the student needs to talk with their instructor to arrange make-up. Program instructors will track and record days that have been made up by students.

Instructors will contact parents/guardians if a student is absent three days in a quarter. The school will mail parents/guardians a letter if a student misses a fourth day in a quarter. If you have questions about attendance, please contact your student's instructor or Assistant Director, Greg Henderson, at 729-6622.

All absences from school will be categorized as either excused or unexcused.

Excused Absences
> • Personal illness.
> • An appointment with a health professional that cannot be made outside the regular school day.
> • Observance of a recognized religious holiday when the observance is required during the regular school day.
> • A family emergency (verification may be requested).
> • A planned absence for personal or educational purposes that has been approved in advance.

Unexcused Absences
Any absence from school for a reason other than those listed above under "excused absences."

Dismissals/Tardy Arrivals
Students who need be dismissed from Region 10 Tech must provide the office with a parent/guardian's note detailing the reason for dismissal, or have a parent/guardian contact the office. At the time of dismissal, the student must sign out with Mrs. Gardner or an administrator.

Students who arrive late to school must check in at the office immediately upon their arrival. A note from a parent/guardian detailing the reason for tardiness, or a phone call to the office by a parent/guardian, must be provided.

ADMISSIONS/ENROLLMENT

Region 10 Tech welcomes all students to explore and consider CTE options. Students must meet with their sending school guidance counselor during the course request and scheduling process to enroll at Region 10 Tech. Interested students will visit Region 10 Tech, complete an application for enrollment, and meet with program instructors. The enrollment process typically begins mid-winter.

BELL SCHEDULE

8:20 – AM Session Begins	11:35 PM Session Begins
9:25 – 9:35 - Break	12:40 – 12:50 - Break
10:45 AM Session Ends	1:57 PM Session Ends

SCHOOL CLOSINGS

Students are not expected to attention Region 10 Tech if their sending school is closed for any reason. If school is canceled due to weather, notices will be aired on WCSH and WGME. *In the event of a late start due to weather conditions, there will be no morning session at Region 10 Tech; afternoon classes will be held as scheduled.*

SAFETY

Each student will be instructed and tested in all safety procedures before using any tools or equipment. There will be written safety procedures available to students at all times. For applicable programs, 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.

With exception of the Early Childhood Education classroom, all students, staff and visitors must wear safety glasses while in any of the first floor shop/lab areas.

STUDENT DRESS

Students are expected to dress in an appropriate and safe manner. Clothing that presents a safety hazard, is excessively revealing or includes inappropriate, offensive or drug/alcohol-related slogans or graphics is unacceptable. Students must wear appropriate footwear at all times; open-toed shoes are prohibited from shop areas. Students wearing unacceptable clothing will be required to change their clothes prior to participation in class.

COMPUTER/TECHNOLOGY USE

Before using school computers or technology devices (including student user accounts and school networks), students and parents must sign and return the Computer/Internet Access Acknowledgement form. The associated policy and permission form is distributed at the beginning of the school year.

GRADES

Region 10 Tech will provide grades to students and sending schools at the end of each quarter. Instructors will have accurate records and will be able to explain to students and parents how grades are determined. Letter grades (A, B, C, D, F) will be reported to sending schools. The minimum passing grade is 70. Sending schools may convert the letter grade to fit their grade reporting system.

A = 100 – 93   Excellent
B = 92 – 85   Above Average
C = 84 – 77   Adequate
D = 76 – 70   Needs Improvement
F = 69 – 0   Not Acceptable

STUDENT CONDUCT

Region 10 Tech promotes, supports, and expects a positive and respectful learning environment. Region 10 Tech believes that all student can be successful and recognizes that positive contributions from all students will create a professional and healthy learning environment.

In the event of a behavior incident, Region 10 Tech will collaborate with sending schools and will utilize a reciprocal approach to student accountability: students suspended from their sending school are prohibited from attending Region 10 Tech; students suspended from Region 10 Tech are prohibited from attending their sending school. Students are expected to maintain acceptable behavior during the regular school day and during participation in any school-sponsored activity (including field trips, off site learning activities, evening events, etc.).

Minor classroom behavioral issues will be handled by instructors with a focus on fair, effective, reasonable and consistent classroom management practices. Students who establish a pattern of behavior that disrupts teaching or learning will be referred to Region 10 Tech administration. Additionally, instances of *any* of the following will immediately be referred to school administration:

- Leaving the building/learning environment without permission
- Fighting/Physical Aggression
- Vandalism
- Theft
- Bullying/Harassment
- Failure to follow directives of school staff
- Possession or Use of prohibited substances, including, but not limited to:
    - Tobacco (in any form)
    - Alcohol
    - Marijuana

- o Misuse of prescription or non-prescription medications.
- Possession of drug paraphernalia (including lighters) or any form of vaporizers or electronic cigarettes.
- Possession or use of weapons. All fireworks products and any object used to threaten or intimidate will be considered a weapon.

Discipline
Region 10 Tech utilizes a progressive disciplinary approach to behavior with a focus on student accountability, minimizing loss of learning time, and maintaining an effective teaching and learning environment.
Responses to negative student behavior may include, but are not limited to:

- Instructor/student conference
- Administrator/student conference
- Parent meeting with instructor and/or administration
- Removal from class for a session
- In-school suspension
- Out-of-school suspension
- Removal from Region 10 Tech*

*Students who engage in behavior of an extreme nature that threatens the ability of the school to operate without disruption may be subject to removal from Region 10 Tech. Students who establish a pattern of behavior, and are not responsive to behavior interventions or disciplinary action, may also be subject to removal from Region 10 Tech.

Region 10 Tech will communicate with parents/guardians regarding behavioral issues and will formally notify parents/guardians in the event of any suspension or pending removal from Region 10 Tech.

School administration will refer cases of student conduct to the Brunswick Police Department when a law enforcement response is appropriate.

Bus Conduct
Expectations for student conduct extend to school-provided transportation on buses or any other vehicle. Any behavior issues while riding school transportation will be addressed by the appropriate school officials (either Region 10 Tech or sending school administrators).

Search of Students and/or Student Belongings
The search of students and their belongings (including, but not limited to, student vehicles and school-supplied storage such as lockers or tool chests) by school officials is permitted when there is reasonable suspicion that a student may be in violation of school rules, Board policies or the law. In the event of a student search, a parent/guardian will be notified and informed of the circumstances, search results and any associated disciplinary action.

VIDEO SURVEILLANCE
Region 10 Tech utilizes video surveillance for the safety and security of students, school staff and guests in the building. Video surveillance may also be utilized on school-provided transportation vehicles.

STUDENT DRIVERS
Students who would like to drive their own vehicle to Region 10 Tech, or ride with another student, must have permission *and* affix a parking sticker to their vehicle's windshield. Driver's permission forms are available in the office. Students must present the following to the office to obtain a parking sticker:

- a completed permission form (completed forms include the signatures of a sending school administrator, a parent/guardian and the student),
- driver's license
- vehicle registration
- proof of insurance.

LOCKERS & SCHOOL-ISSUED SUPPLIES
Lockers are available for student use; locks for lockers can be obtained from program instructors.

Students are responsible for tools, textbooks or other supplies issued by Region 10 Tech. In the event of lost, damaged or destroyed school-issued supplies, students will be financially responsible for the replacement costs. *Students should refrain from bringing valuable belongings to Region 10 Tech.*

CELL PHONES & ELECTRONIC DEVICES
Cell phones or other electronic devices may be used during breaks but may not be used 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.

NON-DISCRIMINATION STATEMENT
Maine Region Ten Technical High School (Region 10 Tech) 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 10 Tech, 68 Church Road, Brunswick, Maine 04011, (207) 729-6622. Grievances can be filed with the Supt./Director, Region 10 Tech.

COMPREHENSIVE HARASSMENT POLICY

A. The Policy

1. It is the policy of Maine Region Ten Technical High School (Region 10 Tech) 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, martial or parental status, or sexual orientation.

2. It shall be a violation of this policy for any member of Region 10 Tech 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, martial or parental status, or sexual orientation. It shall also be a violation of this policy for a 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, martial or parental status or sexual orientation means conduct of a verbal or physical nature that is designed to embarrass, harry, 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 Region 10 Tech, then alleged violations shall be reported to the Supt./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 Region 10 Tech 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 10 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 10 Tech. Region 10 Tech 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, Region 10 Tech 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

REGION 10 TECHNICAL HIGH SCHOOL
STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I have received, read and understand the information provided in the Region 10 Technical High School Student Handbook. I understand and agree to follow the Board policies, rules and procedures of Region 10 Tech (policies not included in the handbook are available from www.r10tech.org or by request from the office). I agree to follow any school expectation, rule or procedure that may not be included in the handbook.

This form must be signed and returned to the office by September 8, 2017.

Student Name

Print:_____   Signature:_____

Parent/Guardian Name:

Print:_____   Signature:_____