

# **REGION 10 TECHNICAL HIGH SCHOOL**



**Student Handbook**  
*2018-2019*



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**REGION 10 TECHNICAL HIGH SCHOOL**  
**Student Handbook**  
**2018-2019**

**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**

68 Church Road  
Brunswick, ME 04011

**Web Sites**

<http://www.r10tech.org/>  
<https://www.facebook.com/R10Tech/>

**Phone**

207-729-6622

**MISSION STATEMENT**

The mission of Region 10 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**

|                                |         |               |           |
|--------------------------------|---------|---------------|-----------|
| John Morang, <i>Chair</i>      | RSU 5   | Teresa Gillis | Brunswick |
| Mike Ludwig, <i>Vice Chair</i> | MSAD 75 | Ben Tucker    | Brunswick |
| David Johnson                  | MSAD 75 | Rick Bray     | Brunswick |
| Jeffrey Wolkens                | MSAD 75 | Jim Grant     | Brunswick |
| Kathryn Brown                  | RSU 5   |               |           |



**REGION 10 TECH  
STAFF &**

## **Region 10 Tech**

*A place where every  
student has a pathway  
to success!*

### **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      | <i>Superintendent/Director</i>            | weed@r10tech.org     |
| John Stivers    | <i>Assistant Director</i>                 | stivers@r10tech.org  |
| Kellie Gardner  | <i>Office Manager</i>                     | gardner@r10tech.org  |
| Rik Belanger    | <i>Graphic Design &amp; Illustration</i>  | belanger@r10tech.org |
| John Bellino    | <i>EMT Basic</i>                          | bellino@r10tech.org  |
| Meg Blake       | <i>Early Childhood Education</i>          | blake@r10tech.org    |
| Wade Boudreau   | <i>General Trades</i>                     | boudreau@r10tech.org |
| Garry Carr      | <i>Auto Collision Repair</i>              | carr@r10tech.org     |
| Nick Charles    | <i>Pre-Engineering</i>                    | charles@r10tech.org  |
| Brian Choate    | <i>Math/Technology Integrator</i>         | choate@r10tech.org   |
| Jason Darling   | <i>Pre-Apprenticeship/English</i>         | darling@r10tech.org  |
| Tim Dean        | <i>Culinary Arts</i>                      | dean@r10tech.org     |
| David Giroux    | <i>Automotive Technology</i>              | giroux@r10tech.org   |
| Marcel Giroux   | <i>Building Trades</i>                    | mgiroux@r10tech.org  |
| Joanne McMahan  | <i>Certified Nursing Assistant</i>        | mcmahan@r10tech.org  |
| Bill Ross       | <i>Outdoor Powersports</i>                | ross@r10tech.org     |
| Gerry St. Denis | <i>Metal Fabrication/Welding</i>          | stdenis@r10tech.org  |
| Alan Graves     | <i>Educational Technician</i>             | graves@r10tech.org   |
| Jay Danforth    | <i>Educational Technician</i>             | danforth@r10tech.org |
| Sandra McLellan | <i>Educational Technician/Special Ed</i>  | mclellan@r10tech.org |
| Sheri Nadell    | <i>Educational Technician</i>             | nadell@r10tech.org   |
| Greg Quinlan    | <i>Educational Technician/IT</i>          | quinlan@r10tech.org  |
| David Simmons   | <i>Educational Technician</i>             | simmons@r10tech.org  |
| New             | <i>Facilities Director/Head Custodian</i> |                      |
| Cindy Rancourt  | <i>Evening Custodian</i>                  | rancourt@r10tech.org |
| Bill Raurke     | <i>Evening Custodian</i>                  | raurke@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 his/her 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 John Stivers 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*

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 Ms. 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.

### *Tardy Arrivals*

Tardiness in school is disruptive to the tardy student's program, classmates, and teacher, and a tardy student loses valuable learning time. Tardiness in the workplace often leads to disciplinary action and dismissal, and since Region 10 Tech's duty is to prepare students to succeed in the workplace, we must take tardiness seriously.

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.

Unexcused tardies (in any given semester) will be treated as follows:

- First three tardies--student reports to office for late slip before going to program.
- Fourth tardy--student reports to office for late slip before going to program, instructor or administrator calls home as warning.
- Fifth tardy--students reports to office for late slip before going to program, instructor or administrator calls home, student serves one hour administrative detention at sending school.
- Over five tardies-- further administrative action will be considered, including possibility of suspension or other consequences.
- The tardy count is reset to zero at the end of the first semester.

Note: If a student is more than 20 minutes tardy without a legitimate reason and documentation, the tardy will be considered and treated as an unexcused absence.

(POLICY No.501 JEAA)

## **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.

(POLICY No.505)

## **BELL SCHEDULE**

8:20 – AM Session Begins

9:25 – 9:35 - Break

10:45 AM Session Ends

11:35 PM Session Begins

12:40 – 12:50 - Break

1:57 PM Session Ends

## **SCHOOL CLOSINGS**

Students are not expected to attend 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 but 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 the 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.

(POLICY No.603)

## **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, and students are encouraged (but not required) to wear steel-toed boots in shop areas. Students must also wear long pants while in any of the downstairs 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.

(POLICY No.514 & No.514A)

## **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     | D = 76 – 70 | Needs Improvement |
| B = 92 – 85  | Above Average | F = 69 – 0  | Not Acceptable    |
| C = 84 – 77  | Adequate      |             |                   |

## **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
  - 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. Any type of knife or firearm as defined under school policy JICIA (Weapons, Violence, and School Safety), any fireworks products, and any object used to threaten or intimidate will be considered a weapon. Prohibited weapons listed in policy JICIA include *but are not limited to* the following:
  - BB guns
  - Pellet guns
  - Any other type of gun
  - Ammunition
  - Crossbows or any bows
  - Brass knuckles, chains, or any martial arts weapons such as shurikens (ninja stars), nunchucks, etc.
  - Explosives of any kind
  - Knives of *any* kind

### *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).

#### *Personal Transportation Conduct*

Region 10 Tech is concerned about the safety of the students being transported in personal vehicles--and of those being transported in school busses who may be put at risk by dangerous or unlawful operation of personal vehicles. Examples of dangerous or unlawful operation of personal vehicles include, but are not limited to, passing a school bus, tailgating a school bus, distracting bus drivers, texting while driving, or attempting to antagonize or harass students in other vehicles. In these cases of dangerous or unlawful operation of a personal vehicle, Region 10 will make every effort to cooperate with sending schools and with local law enforcement to determine appropriate action and consequences. Additionally, if dangerous or unlawful personal vehicle operation related to school transportation has been determined, Region 10 may impose additional consequences under the general student conduct guidelines.

#### *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.

(POLICY No. 502, POLICY No.506, POLICY No. 507, POLICY No.516 JICK, POLICY No.103, POLICY No.503, POLICY No.515 JIH, POLICY No.518 JICIA)

## **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.

(POLICY No.502)

## **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 unless the student's program instructor has given the student permission to use the phone *solely* for educational purposes. 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.

To prevent repeated cell-phone policy offences, instructors or administrators may do any of the following:

- Collect cell-phones at the beginning of a session and return them after the conclusion of the section

- Confiscate cell phones during and return them after the session

Cell phones are the personal property of the student, and no instructor or administrator may operate or examine the contents of the confiscated or collected cell phone. However, if the cell phone is confiscated related to an investigation of bullying, theft, or any other serious possible infraction, an administrator or law enforcement officer may examine the contents under lawful due process.

A student who fails to comply with this policy or refuses to cooperate with instructors or administrators related to acceptable cell phone use will be considered insubordinate and will be subject to general conduct policies and consequences.

### **NON-DISCRIMINATION STATEMENT**

Region 10 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, marital 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, marital 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, marital 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

## **BULLYING AND CYBER BULLYING**

### **I. Introduction**

It is our goal for our school to be a safe and secure learning environment for all students. It is the intent of the Region 10 Technical High School Cooperative Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment.

Bullying and other forms of peer mistreatment are harmful to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of Region 10 Technical High School, and the operation of the schools.

### **II. Prohibited Behavior**

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

### **III. Bullying and Cyberbullying Defined**

"Bullying" and "Cyberbullying" have the same meaning in this policy as in Maine law:



A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

(1) Has, or a reasonable person would expect it to have, the effect of:

(a) Physically harming a student or damaging a student's property; or

(b) Placing a student in reasonable fear of physical harm or damage to the student's property;

**OR**

(2) Interferes with the rights of a student by:

(a) Creating an intimidating or hostile educational environment for the student; or

(b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;

**OR**

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

B. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
3. Impersonating or representing another student through the use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes knowingly falsely reporting an act of bullying.

D. "Substantiated" means that the outcomes of the investigation on the Responding Form (JICK-E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.

E. "Alternative discipline" means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

F. For more detailed information about reporting bullying and/or harassment and knowing the process by which allegations of bullying and harassment are resolved, see Region 10 Policy JICK.

**G. To report bullying, harassment, or retaliation, or to learn more about the status of any related allegations or cases, see Region 10 Technical High School's Assistant Director, John Stivers, as soon as possible. It is important for students who have been a victim of bullying and/or harassment--or for students who have witnessed bullying or harassment of others--to report their concerns immediately.**

POLICY NO. 516 – JICK  
ADOPTED: 03/20/2017

## **STUDENT COMPUTER AND INTERNET USE POLICY**

Maine Region 10 Technical High School (Region 10 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

## NOTES

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**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](http://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 6, 2018.*

Student Name

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian Name:

Print: \_\_\_\_\_ Signature: \_\_\_\_\_