



Student Handbook

2020-21

CONTENTS

Contact Information	3
Mission Statement	3
Cooperative Board Members	3
Staff & Programs	4
Attendance	5
● Excused Absences	5
● Attendance and Self-Monitoring during COVID-19 Pandemic	5
● Unexcused Absences	5
● Dismissals	6
● Tardy Arrival	6
Admissions/Enrollment	6
Bell Schedule	7
School Closings	7
Safety	7
Student Dress	7
Computer/Technology Use	8
Grades	8
Student Conduct	8
● Discipline	9
● Bus Conduct	10
● Personal Transport Conduct	10
● Search of Students and/or Student Belongings	10
Video Surveillance	11
Arrival and Departure	11
Stairwells, Hallways & Bathroom Use during Pandemic	11
Student Drivers	12
Lockers & School Issued Supplies	13
Cell Phones & Electronic Devices	13
Non-Discrimination Statement	13
Comprehensive Harassment Policy	14
Bullying & Cyber Bullying Policy	29
Student Computer & Internet Use Policy	31
Student Handbook Acknowledgement Form	34
APPENDIX A	
Student Recruiting, Admissions, and Selection	35
APPENDIX B	
Framework and Guidelines During the COVID-19 Pandemic	36
Pre-Screening Tool	38 & 41
Criteria for Returning to School	39

REGION 10 TECHNICAL HIGH SCHOOL

Student Handbook

2020-2021

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, 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

Fax

207-721-0907

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

Jim Grant, Chair	Brunswick	Karin VanNostrand, Vice Chair	RSU5
Elizabeth Bisson	Brunswick	Maura Pillsbury	RSU5
William Thompson	Brunswick		
Rick Bray	Brunswick		
Jeffery Wolkens	MSAD75		
David Johnson	MSAD75		
Eric Lusk	MSAD75		



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.

Paul Perzanoski	<i>Superintendent/Director</i>	perzanoski@r10tech.org
John Stivers	<i>Assistant Director</i>	stivers@r10tech.org
Kellie Gardner	<i>Administrative Secretary</i>	gardner@r10tech.org
Barbara Gunn	<i>Instructional Strategist</i>	gunn@r10tech.org
Tammy Fields	<i>Bookkeeper</i>	fields@r10tech.org
Marianne Field	<i>Covid-19 Nurse</i>	mfield@r10tech.org
John Bellino	<i>EMT Basic</i>	bellino@r10tech.org
Wade Boudreau	<i>Building Trades</i>	boudreau@r10tech.org
Ward Boudreau	<i>General Trades</i>	wboudreau@r10tech.org
Garry Carr	<i>Auto Collision Repair</i>	carr@r10tech.org
Jason Darling	<i>Pre-Apprenticeship/English</i>	darling@r10tech.org
Tim Dean	<i>Culinary Arts</i>	dean@r10tech.org
Helen Enriquez	<i>English/Social Studies</i>	enriquez@r10tech.org
David Giroux	<i>Automotive Technology</i>	giroux@r10tech.org
Marcel Giroux	<i>Foundations of Technology</i>	mgiroux@r10tech.org
Joanne McMahon	<i>Certified Nursing Assistant</i>	mcmahon@r10tech.org
Meg Milbourne	<i>Early Childhood Education</i>	milbourne@r10tech.org
Jean Palmer	<i>Creative Digital Media</i>	palmer@r10tech.org
Bill Ross	<i>Outdoor Powersports</i>	ross@r10tech.org
Gerry St. Denis	<i>Metal Fabrication/Welding</i>	stdenis@r10tech.org
Jay Danforth	<i>Educational Technician</i>	danforth@r10tech.org
Ingrid Hill	<i>Educational Technician</i>	hill@r10tech.org
Sandra McLellan	<i>Educational Technician/Special Ed</i>	mclellan@r10tech.org
John Muldoon	<i>Educational Technician</i>	muldoon@r10tech.org
Greg Quinlan	<i>Educational Technician/IT</i>	quinlan@r10tech.org
David Simmons	<i>Educational Technician</i>	simmons@r10tech.org
Tony Farmer	<i>Maintenance Foreman</i>	farmer@r10tech.org
Scott Fowlie	<i>Custodian</i>	fowlie@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 extension 100. PLEASE SEE APPENDIX B FOR PROTOCOLS REGARDING SYMPTOM SCREENING FOR COVID-19.**

Five 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 when 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, ext 112.

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.

Attendance and Self-Monitoring During the COVID-19 Pandemic

Students and their families are expected to conduct a health check each day to minimize the risk of spreading COVID-19 at their schools: see details in Appendix B. After going through the self-monitoring checklist each morning at his or her home, any student who may have the potential of carrying or spreading the virus must stay home, and should call in to report the absence at 729-6622 x100 and leave a message describing the symptoms; such an absence will be "excused".

Unexcused Absences

Any absence from school for a reason other than those listed above under “excused absences.”

Dismissals

Students who need to 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 at the main office with Ms. Gardner or an administrator.

Tardy Arrivals

Tardiness in school is disruptive to the tardy student’s program, classmates, and instructor, 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 quarter.

Note: If a student is more than 20 minutes tardy without a legitimate reason and documentation, the tardy will be 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 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 early winter.

Note: Detailed information about the admissions process, program prerequisites, and criteria for selection is under development and will be added to the electronic version of this handbook and available on the Region 10 Tech website on or before January 15, 2021.

BELL SCHEDULE

8:20 AM Session Begins

11:35 PM Session Begins

10:45 AM Session Ends

1:55 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 as well as on the school's Facebook and Instagram pages. *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 and Dirigo Diner, all students, staff and visitors must wear safety glasses while in any of the first floor shop/lab areas.

(POLICY No.603)

ADDITIONAL SAFETY CONSIDERATIONS DURING THE COVID 19 PANDEMIC

See Appendix B for further details related to safety and related student conduct guidelines during the current pandemic.

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; if no change of clothes is available, the student may have to sit class out in the office and make up that missing time as applicable to

absences. Also see Appendix B for further details related to student dress/clothes/PPE requirements during the current pandemic.

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 students 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 take 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)
 - Vape juice of any kind
 - Alcohol
 - Marijuana
 - Misuse of prescription or non-prescription medications/drugs.
- 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 safely and/or without disruption may be subject to removal from Region 10 Tech. Students who establish an irresponsible or dangerous 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 Tech 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 Tech 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.

ARRIVAL AND DEPARTURE AT REGION 10 TECH

Whether arriving or departing Region 10 by bus or in personal vehicles, the following applies until further notice:

- Students arriving before the first session bell will enter Region 10 only through one of two doors, maintaining safe distancing and wearing approved face coverings:
 - a. The main entry door (Door #1 up the concrete steps) by the main office, north side of building, or
 - b. Door #7 on the south side of the building beside the Early Childhood play area
- Students arriving after the first session bell (who are arriving late) will only enter through Door #1 by the main office, and will check into the main office as usual, observing all safety protocols.
- Students are not to leave the building before the final session bell *unless otherwise instructed by their program instructor or administration.*
- While entering *and* leaving the building, all students are to immediately sanitize their hands, wear approved face covering, maintain safe distancing, and generally follow safety guidelines.

STAIRWELLS, HALLWAYS, AND BATHROOM USE: GUIDELINES DURING THE PANDEMIC

See Appendix B for details about safety precautions during the pandemic.

Stairwells: During the pandemic, and until further notice, students should minimize use of the stairwells, using them only when necessary. While going up or down stairwells, students should remain to the right of the stairwell as much as possible and observe safety precautions such as wearing face coverings. Students on either side of a stairwell should keep at least three feet apart, front-to-back. There is to be no congregating in the stairwells. Hand sanitizing after handling door levers in and out of the stairwells is advised.

Hallways: Observe stairwell guidance above while in hallways. Note and follow arrows on hallway floors.

Bathrooms: During the pandemic, and until further notice, there will be no assigned bathroom breaks; instructors will give permission for students to go to and return from bathrooms one-at-

a-time. If a bathroom is occupied when a student arrives, the student is to observe the spacing requirements and stand on designated floor-spacing markings by the bathroom while waiting to use the facility, observing all safety guidelines (distancing, face coverings, etc).

STUDENT DRIVERS

Students who would like to drive their own vehicle to Region 10 Tech or ride with another student must have permission from Region 10 Tech *and* affix a Region 10 Tech parking sticker to their vehicle's windshield. **Note: during the COVID-19 pandemic, and until further notice, no student may ride as a passenger with another student driving a vehicle without strictly following these or sending school's rules related to this situation.** Regardless of and in addition to those rules, observing all appropriate safety guidelines in this situation is required. Driving 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.

Students who drive or intend to drive to Region 10 Tech *must comply with their sending school driving policies.* Student passengers who ride or intend to ride in cars driven by Region 10 Tech students must also comply with their related sending school policies. Region 10 Tech administration will periodically check to ensure compliance with this policy and to ensure that vehicles have an up-to-date Region 10 Tech parking sticker, and infractions will be considered as a form of student misconduct. Such misconduct may result in disciplinary action as stated in the student conduct section of this handbook above, and may also result in towing.

Student drivers may not park in spaces designated for Region 10 Tech staff, visitors or handicapped drivers. Additionally, during the Covid-19 related pandemic, and until further notice, student drivers may not drive onto the Region 10 Tech property during regular school hours until fifteen minutes before the start of the AM or PM session. Additionally, students are not to congregate outside their vehicles (or generally in the parking lot) during the pandemic, and are to come straight into the building through Door #1, the main office door on the north side of the building, or Door #7, by the Early Childhood play area on the south side of the building, observing required safety precautions such as distancing and hand sanitizing.

(POLICY No.502)

LOCKERS & SCHOOL-ISSUED SUPPLIES

While Region 10 Tech normally makes lockers and locks available to its students, no lockers will be issued during the pandemic. Students should bring only what they need to and from school each day.

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 or other instructor-designated areas. Parents are asked to leave messages for students with the front office (729-6622), as texting a student during class time can be distracting and potentially dangerous. Parent messages will be delivered promptly to the student.

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

- Collect cell-phones at the beginning of the program session and return them after the conclusion of the program session.
- Confiscate cell phones during class/shop time and return them at the end of the program 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 these requirements 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 AND HARASSMENT

If you have questions, have witnessed, or have experienced acts of discrimination based on these criteria and wish to express a grievance, please contact our Affirmative Action Officer/Title IX Coordinator, John Stivers, at (207) 729-6622, ext. 112 or stivers@r10tech.org. Updated 08/2020.

NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Region 10 Technical High School does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations.

Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, disability or genetic information are prohibited.

Discrimination against and harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability are prohibited.

The Cooperative Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and other individuals having access rights to school premises and activities.

Region 10 Technical High School has designated and authorized an Affirmative Action Officer/Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination, including sexual harassment. The Affirmative Action Officer/Title IX Coordinator is a person with direct access to the Superintendent/Director.

Region 10 Technical High School has implemented complaint procedures for resolving complaints of discrimination/harassment and sexual harassment under this policy. The school provides required notices of these complaint procedures and how they can be accessed, as well as the school's compliance with federal and state civil rights laws and regulations to all applicants for employment, employees, students, parents and other interested parties.

(Policy AC)

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

Harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Cooperative Board policy and may constitute illegal discrimination under state and federal laws.

School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct.

Harassment and sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment and sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent/Director will determine appropriate sanctions for harassment of students by persons other than school employees and students.

A. Harassment

Harassment includes, but is not limited to, verbal abuse and other offensive conduct based on race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse, and/or bullying behavior are also addressed in Board Policies JICIA – Weapons, Violence and School Safety and JICK – Bullying.

B. Sexual Harassment

Sexual harassment is addressed under federal and state laws/regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

I. TITLE IX SEXUAL HARASSMENT

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit's education programs and activities:

- a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;
- b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or
- c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

2. Sexual Harassment Under Maine Law

Under Maine law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
 - b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
 - c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creates an intimidating, hostile or offensive environment.
- C. Reports and Complaints of Harassment or Sexual Harassment
All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. Failure to report such incidents may result in disciplinary action.

Students, parents/legal guardians and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. The Affirmative Action Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred.

All reports and complaints of harassment or sexual harassment against students shall be addressed through the Student Discrimination/Harassment and Title IX Sexual Harassment Procedures (ACAA-R).

(Policy ACAA)

STUDENT DISCRIMINATION/HARASSMENT AND TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES

The Cooperative Board has adopted these student procedures in order to provide prompt and equitable resolution of reports and complaints of unlawful discrimination and harassment of students, including sexual harassment, as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

Complaints alleging unlawful harassment or discrimination against employees based on a protected category should be addressed through the Board's Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (ACAB-R). Any individual who is unsure about whether unlawful discrimination or harassment has occurred and/or or which complaint procedure applies is encouraged to contact the Affirmative Action Officer/Title IX Coordinator.

John Stivers, Assistant Director/ Student Services Coordinator
68 Church Road, Brunswick, Maine 04011
(207) 729-6622

I. DEFINITIONS

For purposes of these complaint procedures, the following definitions will be used. The Affirmative Action Officer/Title IX Coordinator shall assess all reports and complaints to ensure that they are addressed under the appropriate policy and complaint procedure.

A. Discrimination/Harassment Complaint Procedure Definitions

1. “Discrimination or harassment”: Discrimination or harassment on the basis of an individual’s membership in a protected category, which, for students, includes race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin or disability.
2. “Discrimination”: Treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.
3. “Harassment”: Oral, written, graphic, electronic or physical conduct relating to an individual’s actual or perceived membership in a protected category that is sufficiently severe, pervasive or persistent so as to interfere with or limit that individual’s ability to participate in the school unit’s programs or activities by creating a hostile, intimidating or offensive environment.
4. “Sexual harassment”: Under Maine law, this means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s educational benefits;
 - b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
 - c. Such conduct has the purpose and effect of substantially interfering with a student’s academic performance or creates an intimidating, hostile or offensive environment.
5. “Sexual orientation”: Under Maine law, this means a person’s “actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression.”
6. “Gender identity”: Under Maine law, this means “the gender-related identity, appearance, mannerisms or other gender-related characteristics of an individual, regardless of the individual’s assigned sex at birth.” This does not include sexual harassment as defined in the Title IX regulations (see Section 1.B).

7. “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin or disability (and not otherwise addressed in the Title IX regulations and Section 3 of ACAA-R).
 8. Complaints of bullying not involving the protected categories or definitions described above may be addressed under Cooperative Board Policy JICK – Bullying and Cyberbullying of Students.
- B. Title IX Sexual Harassment Complaint Procedure Definitions
1. “Sexual Harassment”: Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit’s education programs and activities:
 - a. “Quid pro quo” sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual’s participation in unwelcome sexual conduct;
 - b. “Hostile environment” sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual’s equal access to the school unit’s education programs and activities; or
 - c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.
 2. “Report”: Under the Title IX regulations, any individual may make a report of sexual harassment involving a student, whether the individual is the alleged victim or not. School employees are required to report possible incidents of sexual harassment involving a student. A report must be made to the Affirmative Action Officer/Title IX Coordinator. A report triggers certain actions by the AAO/Title IX Coordinator for the alleged victim of sexual harassment, but an investigation is not conducted unless a “Formal Complaint” is filed.
 3. “Formal Complaint”: Under the Title IX regulations, the alleged victim of sexual harassment can file a written complaint that triggers the complaint procedure in Section 3 of ACAA-R. Only a student and/or their parent/legal guardian (and in certain circumstances, the AAO/Title IX Coordinator) may file a formal complaint.
 “Student”: For the purposes of this procedure, a student is an individual who is enrolled or participating in the school unit’s education programs and activities, or is attempting to enroll or participate.

II. DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

This procedure should be used for any complaint of unlawful harassment or discrimination complaint based on a protected category which does not involve Title IX sexual harassment (which is addressed in Section 3).

A. How to Make A Complaint

1. School employees are required to promptly make a report to the AAO/Title IX Coordinator if they have reason to believe that a student has been discriminated against or harassed.
2. Students (and others) who believe that they, or another student has been harassed or discriminated against should report their concern promptly to the AAO/Title IX Coordinator.
3. The individual making the report must provide basic information in writing concerning the allegation of harassment or discrimination (i.e., date, time, location, individual(s) who allegedly engaged in harassment or discrimination, description of allegation) to the AAO/Title IX Coordinator.
4. If an individual is unsure as to whether unlawful discrimination or harassment has occurred, or who need assistance in preparing a written complaint, they are encouraged to discuss the matter with the AAO/Title IX Coordinator.
5. Individuals will not be retaliated against for reporting suspected discrimination or harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary action, up to and including discharge for employees, and expulsion for students.
6. Individuals are encouraged to utilize the school unit's complaint procedure. However, individuals are hereby notified that they also have the right to report incidents of discrimination or harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333 (telephone: 207-624-6290) and/or to the federal Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).

B. Complaint Handling and Investigation

1. The AAO/Title IX Coordinator will promptly inform the Superintendent/ Director and the person who is the subject of the complaint (respondent) that a complaint has been received.
2. The AAO/Title IX Coordinator may pursue an informal resolution of the complaint with the agreement of the parties involved. Any party to the complaint may decide to end the informal resolution process and pursue the formal process at any point. Any informal resolution is subject to the approval of the parties and the Superintendent/ Director, who shall consider whether the resolution is in the best interest of the school unit

and the parties in light of the particular circumstances and applicable policies and laws.

3. The AAO/Title IX Coordinator may implement supportive measures to a student to reduce the risk of further discrimination or harassment to a student while an investigation is pending. Examples of supportive measures include, but are not limited to, ordering no contact between the individuals involved or changing classes.
4. The complaint will be investigated by a trained internal or external individual designated by the Superintendent/ Director and the AAO/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent/ Director should be submitted to the Chair of the Cooperative Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
5. The investigator shall consult with the AAO/Title IX Coordinator as agreed during the investigation process.
6. The respondent will be provided with an opportunity to be heard as part of the investigation. The complainant shall not be required to attend meetings with the respondent, but may choose to do so as part of an informal resolution process.
7. The complainant and the respondent may suggest witnesses to be interviewed and/or submit materials they believe are relevant to the complaint.
8. If the complaint is against an employee of the school unit, any rights conferred under an applicable collective bargaining agreement shall be applied.
9. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
10. The investigation shall be completed within 40 business days of receiving the complaint, if practicable. Reasonable extensions of time for good reason shall be allowed.
11. The investigator shall provide a written report and findings to the AAO/Title IX Coordinator.

C. Findings and Subsequent Actions

1. The AAO/Title IX Coordinator shall consult with the Superintendent/ Director concerning the investigation and findings.
2. If there is a finding that discrimination or harassment occurred, the AAO/Title IX Coordinator, in consultation with the Superintendent/Director shall:
 - a. Determine what remedial action, if any, is required to end the discrimination or harassment, remedy its effect and prevent recurrence; and

- b. Determine what disciplinary action should be taken against the individual(s) who engaged in discrimination or harassment, if any.
3. Inform the complainant and the respondent in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

D. Appeals

1. After the conclusion of the investigation, the complainant or respondent may seek an appeal of the findings solely on the basis of either: (a) prejudicial procedural error or (b) the discovery of previously unavailable relevant evidence that could significantly impact the outcome.
2. Appeals must be submitted in writing to the Superintendent/ Director within five business days after receiving notice of the resolution.
3. Upon receipt of a valid appeal, the Superintendent/ Director shall provide notice to the other party, along with an opportunity to provide a written statement within five business days.
4. The Superintendent/ Director shall review the available documentation and may conduct further investigation if deemed appropriate.
5. The Superintendent/ Director's decision on the appeal shall be provided to the parties within 10 business days, if practicable. The Superintendent/ Director's decision shall be final.

E. Records

The AAO/Title IX Coordinator shall keep a written record of the complaint process.

III. Title IX Sexual Harassment Complaint Procedure

This section should be used only for complaints of Title IX sexual harassment as defined in Section 1.B.1.

A. How to Make A Report

1. School employees who have reason to believe that a student has been subjected to sexual harassment is required to promptly make a report to the AAO/Title IX Coordinator.
2. Students, parents/legal guardians or other individuals who believe a student has been sexually harassed are encouraged to make a report to the AAO/Title IX Coordinator.
3. If the individual making the report is the alleged victim, or if the alleged victim is identified by the individual making the report, the AAO/Title IX Coordinator will meet with the alleged victim to discuss supportive measures that may be appropriate in the particular circumstances and explain the process for filing a formal complaint.
 - a. Supportive measures are individualized measures designed to ensure the student can continue to access educational programs and activities (such as requiring no contact between individuals or changing classes).

- b. Supportive measures may be continued even if the alleged victim chooses not to file a formal complaint, if appropriate under the particular circumstances.
4. The school unit cannot provide an informal resolution process for resolving a report unless a formal complaint is filed.
5. Individuals will not be retaliated against for reporting sexual harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary actions, up to and including discharge for employees, or expulsion for students.
6. Any student (or their parent/legal guardian) who believes they have been the victim of sexual harassment is encouraged to utilize the school unit's complaint procedure. However, students (and their parents/legal guardians) are hereby notified that they also have the right to report sexual harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333 (telephone: 207-624-6290) and/or to the federal Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).
7. The Superintendent/ Director shall be informed of all reports and formal complaints of sexual harassment.

B How to Make A Formal Complaint

1. An alleged student victim and/or their parent/legal guardian may file a formal written complaint requesting investigation of alleged Title IX sexual harassment. The written complaint must include basic information concerning the allegation of sexual harassment (i.e., date, time, location, individual(s) who allegedly engaged in sexual harassment, description of allegation).
Students who need assistance in preparing a formal written complaint, are encouraged to consult with the AAO/Title IX Coordinator.
2. In certain circumstances, the AAO/Title IX Coordinator may file a formal complaint even when the alleged victim chooses not to. Examples include if the respondent (person alleged to have engaged in sexual harassment) has been found responsible for previous sexual harassment or there is a safety threat within the school unit). In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.
3. In accordance with the Title IX regulations, the AAO/Title IX Coordinator must dismiss a formal complaint under this Title IX procedure if: a) the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations and this policy; or b) if the conduct alleged did not occur within the scope of the school unit's

education programs and activities, or c) did not occur in the United States.

4. In accordance with the Title IX regulations, the AAO/Title IX Coordinator may dismiss a formal complaint under this Title IX procedure if: a) a complainant withdraws the formal complaint, or withdraws particular allegations within the complaint; b) the respondent is no longer employed by or enrolled in the school unit; or c) there are specific circumstances that prevent the school unit from gathering evidence sufficient to reach a determination regarding the formal complaint. However, if the conduct potentially violates other policies or laws, it may be addressed through the applicable Cooperative Board policy/procedure.
5. If a formal complaint is dismissed under this Title IX procedure, the AAO/Title IX Coordinator will promptly and simultaneously send written notices to the parties explaining the reasons. Parties have the opportunity to appeal dismissals in accordance with subsection I below.
6. If the conduct alleged in a formal complaint potentially violates other laws, Board policies and/or professional expectations, the school unit may address the conduct under Section 2 or another applicable Cooperative Board policy/procedure.

C. Emergency Removal or Administrative Leave

The Superintendent/ Director may remove a student from education programs and activities on an emergency basis, or place an employee on administrative leave during the complaint procedure:

1. If there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of an individual arising from the allegations of sexual harassment. Examples of such circumstances might include, but are not limited to, a continued threat of violence against a complainant by a respondent, or a respondent's threat of self-harm due to the allegations.
2. The respondent (and in the case of a student, their parent/legal guardian) will be provided notice of the emergency removal or administrative leave, and will be provided an opportunity to challenge the decision following the removal (this is an opportunity to be heard, not a hearing). The respondent has the burden to demonstrate why the emergency removal or administrative leave was unreasonable.
3. Any such decision shall be made in compliance with any applicable disability laws, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

D. Notice to Parties of Formal Complaint

1. The Title IX Coordinator will provide to the parties written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under the Title IX regulations and this procedure. The notice shall include:
 - Notice regarding the complaint procedure and the availability of an informal resolution process;
 - Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (not less than five business days);
 - As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the complaint); and that the parties may inspect and review evidence;
 - Notice that the parties may each have an advisor of their choice (who may be an attorney), and that the parties may inspect and review evidence;
 - Notice that knowingly making false statements or submitting false information during the complaint process is prohibited and may result in disciplinary action;
 - Notice of the name of the investigator, with sufficient time (no less than three business days) to raise concerns of conflict of interest or bias.
2. If additional allegations become known at a later time, notice of the additional allegations will be provided to the parties.
3. The AAO/Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.

E. Informal Resolution Process

After a formal complaint has been filed, and if the AAO/Title IX Coordinator believes the circumstances are appropriate, the AAO/Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and determination process. Informal resolutions cannot be used to resolve a formal complaint where a student is the complainant and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; disciplinary actions against a respondent or a requirement to engage in specific services; or supportive measures. Both parties must voluntarily agree

in writing to participate in an informal resolution process, and either party can withdraw from the process at any time. The Superintendent/Director must agree to the terms of any informal resolution reached between the parties. If an informal resolution agreement is reached, it must be signed by both parties and the school unit. Any such signed agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the subsequent investigation or determination.

F. Investigation

1. The complaint will be investigated by a trained internal or external individual designated by the Superintendent/ Director and AAO/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent/ Director should be submitted to the Chair of the Cooperative Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
2. The investigator shall consult with the AAO/Title IX Coordinator as agreed during the investigation process.
3. If the complaint is against an employee of the school unit, rights conferred under an applicable collective bargaining agreement shall be applied, to the extent they do not conflict with the Title IX regulatory requirements.
4. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
5. The investigator will:
 - a. Meet with each party after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
 - b. Allow parties to have their advisor at all meetings related to the complaint, although advisors may not speak on behalf of a party or interfere with the process.
 - c. Allow parties a reasonable opportunity to identify witnesses and submit favorable and unfavorable evidence.
 - d. Interview witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.).
 - e. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
 - f. During the course of the investigation, provide both parties with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the

allegations in the formal complaint (including evidence which the school unit does not intend to rely upon in reaching a determination of responsibility), and favorable and unfavorable evidence.

- g. Prior to completion of the investigation report, provide each party and advisor (if any) the evidence subject to inspection and review, and provide the parties with ten business days to submit a written response.
 - h. Consider the parties' written responses to the evidence prior to completing the investigation report.
 - i. Create an investigative report that fairly summarizes relevant evidence and send the report to the parties and advisors (if any), for their review and written responses within ten business days of receipt.
 - j. After receipt of the parties' written responses (if any), forward the investigation report and party responses to the assigned decision maker.
6. The investigation shall be concluded within 40 business days if practicable. Reasonable extension of time for good reason shall be allowed.

G. Determination of Responsibility

1. The decision maker shall provide the parties with the opportunity to submit written, relevant questions that the party wants asked of another party or witness within five business days of when the decision maker received the investigation report and party responses.
 - a. The decision maker shall explain to a party proposing questions if the decision maker excludes a question as not relevant.
2. Each party shall be provided the opportunity to review the responses of another party and/or witness, and to ask limited written follow-up questions within five business days of receiving the answers.
3. Each party will receive a copy of the responses to any follow-up questions.
4. The decision maker shall review the investigation report, the parties' responses and other relevant materials, applying the preponderance of the evidence standard ("more likely than not"). [Note: School units can use the clear and convincing standard, but we recommend retaining the preponderance standard that school units use in most other cases.]
5. The decision maker shall issue a written determination, which shall include the following:
 - a. Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy;
 - b. A description of the procedural steps taken from receipt of the formal complaint through the determination, including

notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and meetings held;

- c. A determination regarding responsibility as to each allegation and findings of fact supporting the determinations;
- d. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school unit imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school unit's programs and activities will be provided to the complainant;
- e. The school unit's appeal procedure and permissible bases for the parties to appeal the determination.

6. The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that the school unit provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

H. Remedies, Discipline and Other Actions

1. Remedies

Remedies are measures used to ensure that the complainant has equal access to the school unit's education programs and activities following the decision maker's determination. Such remedies may include supportive measures, and may include other appropriate measures, depending upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the Complainant.

2. Discipline and Other Actions - Students

The following are of the types of discipline and other actions that may be imposed on a student when there is a determination that they are responsible for one or more violations involving sexual harassment:

- In or out of school suspension.
- Expulsion.
- Restorative justice.
- Requirement to engage in education or counseling program.

3. Discipline and Other Actions – Employees

The following are examples of the types of disciplinary actions that may be imposed on an employee when there is a determination that they are responsible for one or more violations involving sexual harassment:

- Written warning.

- Probation.
- Demotion.
- Suspension without pay.
- Discharge.

The following are examples of other types of actions that may be imposed on an employee when there is a determination of responsibility:

- Performance improvement plan.
- Counseling.
- Training.
- Loss of leadership/stipend position.

I. Appeals

The parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of formal complaints. Under the Title IX regulations, appeals are allowed on the following grounds:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the formal complaint was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent that affected the outcome of the matter.

An appeal must be filed in writing within five business days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

1. Appeals must be filed with the Superintendent/ Director, who will consider the appeal.
2. The Superintendent/ Director shall notify the other party in writing of the appeal and will allow both parties to submit a written statement in support of, or challenging, the determination of the decision maker.
3. The Superintendent/ Director shall conduct an impartial review of the appeal, including consideration of the written record of the matter, and may consult with legal counsel or other school unit officials in making their decision.
4. The Superintendent/ Director shall issue a written decision describing the result of the appeal and rationale for the result, and provide the written decision simultaneously to the parties. The decision will either deny the appeal; grant the appeal and remand to the decision maker for further consideration; or grant the appeal by revising the disciplinary or other action(s).

J. Records

Records in connection with sexual harassment reports and the complaint process shall be maintained for a minimum of seven years.

(Policy ACAA-R)

BULLYING AND CYBERBULLYING

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 email, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending email, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target's email 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 oneself or 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 Tech 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 and Title IX Coordinator, 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. Mr. Stivers can also be reached at (207) 729-6622, ext. 112 or at stivers@r10tech.org. If Mr. Stivers is not available, contact Region 10 Tech Superintendent/Director Paul Perzanoski at (207) 729-6622 or peranoski@r10.tch.org.

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 email. 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. Region 10 Technical High School 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

**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 all school expectations, rules and procedures that may not be included in the handbook.

This form must be signed and returned to the office by September 4, 2020.

Student Name

Print: _____ Signature: _____

Date Signed _____

Parent/Guardian Name:

Print: _____ Signature: _____

Date Signed _____

APPENDIX A

STUDENT RECRUITING, ADMISSIONS, AND SELECTION

Under development: Goal for publication is January, 2021

Contact Assistant Director John Stivers at (207) 729-6622, Ext. 112 or stivers@r10tech.org for information.

APPENDIX B

FRAMEWORK AND GUIDELINES FOR STUDENT SAFETY AND CONDUCT DURING THE COVID-19 PANDEMIC

1) Symptom Screening Before Coming to School

- A. Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day. See last page of this appendix, a PDF document called “**Pre-Screening Tool for Students,**” for guidelines.
- B. Any person showing symptoms must report their symptoms by calling 729-6622 x100 and not be present at school.
- C. See “Attendance” section of this handbook (pg 5-6) for directions to parents/caregivers and students for reporting symptoms and absences. Parents or students who call in sick, and who suspect they may have COVID-19 symptoms, should leave a brief message on the attendance line describing the symptoms they have. Region 10 Tech will (and must by law) keep this information confidential.

2) Physical Distancing and Facilities

- A. Adults must maintain 6 feet of distance from others to the extent possible. Maintaining 3 feet of distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements--especially the wearing of approved face coverings.
- B. 6 feet of physical distancing is required for students while eating breakfast, lunch, or other refreshments as students will be unable to wear masks at that time.
- C. The Multipurpose Room beside the Main Office has a dedicated space to serve as a “medical isolation room” for students/staff who exhibit COVID-19 symptoms during the school day. Students are to inform their program instructor and report to the school nurse, Ms. Fields, in the Multipurpose Room if feeling sick. If Ms. Fields is not available, students should check in at the Main Office to notify school personnel about how they are feeling.
- D. Arrivals and Departures: see “ARRIVALS AND DEPARTURES” section of the handbook above for guidance. (pg 11)

- E. Using stairwells, hallways, and bathrooms: see “STAIRWELLS, HALLWAYS, AND BATHROOM USE: GUIDELINES DURING THE PANDEMIC” section of the handbook above for guidance. (pg 11)

3) Masks/Face Coverings

- A. It is expected that students will provide and maintain their own face coverings.
- B. Adults, including educators and staff, and students are required to wear a mask/face covering. Cloth masks with at least two layers of fabric are preferred over face shields, but face shields may be used with instructor permission, or if the student’s physician recommends it.
- C. Masks/face coverings must be worn by all students on the bus or in the Region 10 Tech building unless the student is eating, drinking or doing anything else that wearing a facemask would otherwise prevent them from doing.
- D. Instructors may excuse wearing of facemasks under certain conditions so long as other safety precautions are taken and CDC guidelines are being observed.
- E. Face shields may be an alternative for those students with medical, behavioral, or other challenges who are unable to wear masks/face coverings. The same applies to staff with medical or other health reasons for being unable to wear face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.

4) Hand Hygiene

- A. All students and staff will receive training in proper hand hygiene.
- B. All students and staff must wash hands or use sanitizing gel upon entering the school, before and after eating, before and after donning or removing a facemask, after using the restroom, before and after use of playgrounds and shared equipment, and upon entering and exiting a school bus.

5) Return to School after Illness

- A. Sick staff members and students must use home isolation and follow CDC guidelines for school return found below before returning to school.

COVID-19 PRE-SCREENING TOOL FOR SCHOOL ATTENDANCE

- Within the past 24 hours have you had a fever (100.4 and above*) or used any fever reducing medicine? **YES = NO SCHOOL**
- Do you feel sick with any of the most common symptoms? (see symptoms list at the bottom) **YES = NO SCHOOL**
- Have you been in close contact with a person who has COVID-19? **YES = NO SCHOOL**
- Have you traveled outside of the state in the past 14 days? **YES = CONTACT SCHOOL**

Stay home with any YES response to the questions above OR with two or more of the “other” or “less common” symptoms listed below.

Attend school when all answers are NO. Call or see your school nurse or other designated person at school if you have questions.

MOST COMMON SYMPTOMS OF COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 or greater)*

OTHER SYMPTOMS:

- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

LESS COMMON SYMPTOMS:

- Nausea or Vomiting
- Stomach pain
- Diarrhea
- Fatigue
- Headache
- Rash
- Swelling or redness of hands/feet
- Red eyes/eye drainage
- Congestion or runny nose

**Fever is 100.4 regardless of measurement location (oral, temporal).*

Source: Maine Department of Education – Updated 7.16.2020

CRITERIA FOR RETURNING TO SCHOOL RELATED TO COVID-19 ABSENCE

If a student has been absent from school related exposure to COVID-19—whether symptomatic or not—the student and the student’s family should follow the guidance below to determine when it is safe to attend Region 10 Tech in person. Region 10 will not require a doctor’s note to return (per CDC guidance), but the family should certainly consult with their physician to determine when the time is right to safely return to school given the guidance below. Be in touch with us! Let us know how things are progressing.

The following is directly taken from the Center for Disease Control and Prevention (CDC) website, and can be found by going to this URL:

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html .

Alternatively, if you do a Google search for “When You Can Be Around Others After You Had or Likely Had COVID-19,” You will find this same CDC web page.

I think or know I had COVID-19, and I had symptoms – When can I be around others?

You can be around others after:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- COVID-19 symptoms have improved (for example, cough, shortness of breath)

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations **do not** apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for “I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?”

I tested positive for COVID-19 but had no symptoms – When can I be around others?

If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”

I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?

People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. [Persons who are severely immunocompromised](#) may require testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

Your doctor may work with [an infectious disease expert or your local health department](#) to determine whether testing will be necessary before you can be around others.

For Anyone Who Has Been Around a Person with COVID-19

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.

However, anyone who has had close contact with someone with COVID-19 and who:

- developed COVID-19 illness within the previous 3 months **and**
- has recovered **and**
- remains without COVID-19 symptoms (for example, cough, shortness of breath) does not need to stay home.

COVID-19

Pre-Screening Tool for School Attendance

Within the past 24 hours
have you had a fever
(100.4 and above*) or
used any fever reducing
medicine?

YES =



Do you feel sick with any
of the most common
symptoms?
(see symptom list to the right)

YES =



Have you been in close
contact with a person who
has COVID-19?

YES =



Have you traveled
outside of the state in
the past 14 days?

YES =



Contact
Your School

*Stay home with any YES response to the questions above OR
with two or more of the "other" or "less common" symptoms
listed to the right.*

*Attend school when all answers are NO. Call or see your
school nurse or other designated person at school if you have
questions.*

Updated 7.16.20



Most Common Symptoms of Covid 19:

Cough
Shortness of
breath
or difficulty
breathing
Fever (100.4 or
greater)*

Other Symptoms

Chills
Muscle pain
Sore throat
New loss of taste
or smell

Less Common Symptoms:

Nausea or
Vomiting
Stomach pain
Diarrhea
Fatigue
Headache
Rash
Swelling or redness
of hands/feet
Red eyes/eye
drainage
Congestion/
runny nose

**Fever is 100.4
regardless of
measurement
location (oral,
temporal).*

