



**REGION 10 TECHNICAL
HIGH SCHOOL
STUDENT HANDBOOK
2024/2025**

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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.	25

Non-Discrimination Statement

Region 10 Technical High School offers career and technical instruction in 15 different Maine-approved CTE programs. Descriptions of each program and its associated prerequisites may be found at <https://www.r10tech.org/courses/>. It is the policy of Region 10 Technical High School to prohibit discrimination on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations.

Region 10 therefore prohibits discrimination on the basis of race, color, national origin or ancestry, sex, sexual orientation, gender identification, religion or disability in its educational programs and its employment practices. If you have questions about, have witnessed, or have experienced acts of discrimination based on these criteria and wish to express a grievance, please contact the Region 10 Title IX/EEOC Coordinator, John Stivers, at (207) 729-6622, ext. 112 or by email at stivers@r10tech.org.

Notice of Policy on Physical Restraint of Students

The Region 10 Technical High School Cooperative Board has adopted policy JKAA and accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents an imminent risk of serious physical injury to the student or others, and less intrusive interventions have failed or been deemed inappropriate.

Region 10 Technical High School Student Handbook 2024/2025

Region 10 Tech is a regional career and technical education (CTE) school serving high school students from Brunswick, MSAD75, (Bowdoin, Bowdoinham, Harpswell, Topsham) and RSU5 (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, Maine 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 Community Representative

David Johnson, Vice Chair

MSAD75 Community Representative

Rick Bray

Brunswick Community Representative

Mandy Merrill

Brunswick School Board Representative

Ben Walsh

Brunswick School Board Representative

Mary Hobson

MSAD75 School Board Representative

Jim Moulton

MSAD75 School Board Representative

Colin Cheney

RSU5 School Board Representative

Cheyenne Farrell

RSU5 School Board Representative

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.

Administration Name	Position	Email Address
Shawn Chabot	Superintendent/Director	chabot@r10tech.org
John Stivers	Assistant Director	stivers@r10tech.org
Barbara Gunn	Director of Student Support	gunn@r10tech.org
Kellie Gardner	Administrative Assistant	gardner@r10tech.org
Marianne Field	School Nurse	field@r10tech.org
Mike Nelson	Director of Technology	nelson@r10tech.org
Sybill Brewer	Business Manager	brewer@r10tech.org
Tony Farmer	Maintenance Foreman	farmer@r10tech.org

Instructor Name	Program	Email Address
Meg Blake	Early Childhood Education	blake@r10tech.org
Wade Boudreau	Building Trades	wade.boudreau@r10tech.org
Ward Boudreau	Foundations of Technology	ward.boudreau@r10tech.org
Garry Carr	Auto Collision Repair	carr@r10tech.org
Jason Darling	Pre-Apprenticeship/Tech Eng.	darling@r10tech.org
Tim Dean	Culinary Arts	dean@r10tech.org
Rachael Eramo	Emergency Medical Technician	earmo@r10tech.org
Gabriel Gargiulo	Automotive Technology	gargiulo@r10tech.org
Mary Giroux	General Trades	girouxm@r10tech.org
Cory Higgins	Metal Fabrication/Welding	higgins@r10tech.org
Joanne McMhaon	Certified Nursing Assistant	mcmahon@r10tech.org
Chris Mockler	JMG	mockler@r10tech.org
Mike Nelson	IT/Cyber Security	nelson@r10tech.org
Jean Palmer-Smith	Creative Digital Media	plamer@r10tech.org
Joe Sheppard	Social Studies	sheppard@r10tech.org

Staff Name	Position	Email Address
Ken Byras	Educational Technician	byras@r10tech.org
Chris Boyd	Educational Technican	boyd@r10tech.org
Joe Furrow	Educational Technician	furrow@r10tech.org
Sandra McLellan	Educational Technician	mclellan@r10tech.org
John Muldoon	Educational Technician	muldoon@r10tech.org
David Skelton	Custodian	skelton@r10tech.org
Keith Lamarre	Custodian	lamarre@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 shall notify *this school* by contacting the *Region 10 office* at 729-6622, extension 100.**

While good attendance is necessary for success in any endeavor, and certainly for school, good attendance at Region 10 is critical to safety. Safety skill-building in a given trade is sequential, with ongoing practice necessary for initially-learned skills and with new skills learned on an almost daily basis. Furthermore, not only must *basic* safety be learned and diligently practiced on a daily basis to ensure safety “muscle memory,” but further training on specific skills or tools requires constant, ongoing safety training and practice. Students who do not regularly attend put themselves and others in danger. *Satisfactory attendance at Region 10 is non-negotiable.*

Attendance policy and practice

When a student is absent, *even when the absence is excused*, the student needs to talk with his/her instructor to arrange make-up. Make-up time is meant to give students hands-on learning opportunities they missed while absent; the instructor has discretion in assigning home-work or in-person, hands-on make up work depending on what was missed during the absence and the circumstances the student is in. Program instructors will track and record days that have been made up by students.

In a given quarter

- a. At two unexcused absences or for four absences of any kind,
 - i. The instructor will contact the absent student’s caregiver to express concern, get a sense of what’s going on and encourage and provide make-up work.
 - ii. Region 10 will send out a letter-of-concern to the family stating that further absences will compromise the student’s effectiveness and safety in the program and may occasion a meeting to determine next steps.
- b. At three unexcused absences or six absences of any kind,
 - i. Region 10 administration will contact the student’s caregiver to assess the situation and determine how to proceed in an appropriate manner based on circumstances and program-related effectiveness.

- ii. The student's team (instructor, R10 admin, student, family, and sending school representatives) will devise a performance plan to address the absenteeism.
 - c. For four or more unexcused absences or eight absences of any kind,
 - i. The student will be on academic probation with an administrative failure, resulting in a 60 for the quarter in which these absences have occurred.
 - ii. Region 10 will coordinate a meeting with the student, the student's caregiver, and other interested parties (sending school team, Director of Student Support, etc) to reassess the situation. After that meeting, Region 10 administration will determine next steps, which may include a performance contract or disenrollment from the program at the end of that current term.
 - Region 10 reserves the right to disenroll any student from Region 10 with excessive absences during a given quarter, but only after the student, the student's family, and the student's sending school have been consulted. While it is always Region 10's desire that students remain at Region 10 for the duration of any given school year and work to improve excessive attendance issues, safety issues require us to consider disenrollment. If you have questions about attendance, please contact your student's instructor or Assistant Director John Stivers at 729-6622, ext 112.

Types of absences

Most absences from school will be categorized as excused or unexcused, although there are various types of excused absences that may be entered into Infinite Campus having to do with school-sanctioned field trips, standardized test-taking, etc.

Excused Absences

While excused absences are expected during the course of the year, even excused absences can compromise a student's progress and enrollment status, since the reasons for excused absences are limited to those listed below and because the number of accumulated absences can result in truancy. In cases where Region 10 could reasonably conclude that a pattern and/or number of excused absences is in violation of law or policy, and especially when such absences have a negative effect on student learning and safety, Region 10 might consider whether or not a habitually absent student's continued enrollment in a program makes sense given safety and program-related requirements.

*Under state law, **only these circumstances constitute 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.

Planned Absences (Excused)

Planned absences can be excused, but make-up time for skill building and/or make-up assignments will be necessary. Students who will be out for planned absences must submit a completed and signed Planned Absence Form at least a week before the planned absence. A Planned Absence Form is available on the website (www.r10tech.org) or in the Region 10 office.

Unexcused Absences

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

Assignments due on days absent and grades

Any academic assignments due but not turned in on the day a student is absent (for any reason) will be marked as a zero in the grade book on that day. Once the work is made up, the score the student earns on the assignment will replace the zero.

Additionally, students will have up to two calendar weeks to complete an assignment before that assignment receives a permanent zero. In other words, an instructor can mark an assignment as incomplete for up to, but not exceeding, two calendar weeks before entering a grade of zero for missing work.

Attendance and Self-Monitoring For COVID-19 and Other Illnesses

Staff, Students and their families are expected to help minimize the risk of spreading COVID-19 and other illnesses at their schools. If you feel you have had an exposure to or are exhibiting symptoms of COVID-19 please refer to the US CDC guidance on COVID-19 Quarantine and Isolation. Please reach out to Region 10’s school nurse, Marianne Field at 729-6622 EXT 122 with any questions. All illness related absences should be called into the attendance line at 729-6622 EXT 100. Leave a message describing the symptoms; such an absence will be “excused.” Any student or staff member with new symptoms of illness (not Covid related) should not return to school until they have had 24 hours of improvement and they have been fever free without medications for 24 hours.

Tardiness

Tardiness is disruptive to the educational experience for the tardy student, that student's program classmates, and the program instructor. Additionally, since Region 10 is preparing students for success in the workplace, discouraging tardiness is necessary, since tardiness in the workplace is grounds for discipline and possible dismissal. We understand that a student (or employee) will occasionally be late due to unforeseen circumstances, but such occurrences should be rare. Given Region 10 attendance policy, common school practice, and our mission to prepare students for successful entry into the workforce, these are our guidelines:

- All tardy students will report to the main office to get a late slip
- Tardy students will indicate to the office—and on the late slip—why they had been tardy that day.
- Instructors may not admit a tardy student unless that student has a signed slip from the office.
- For every third day of tardiness, students will be issued a one hour detention at their sending school. For ongoing tardiness, the instructor will reach out to the student's caregiver to share concerns, impact on programming for the student and others, and to see if Region 10 administration should be consulted about the likelihood of ongoing tardiness and/or support measures/resources we or sending schools might be able to offer.
- At ten tardies in a given quarter, the student will earn an administrative failure of 60 for that quarter.
- Tardiness on a given day equaling or exceeding half-a-session shall be treated as an absence. Region 10 administration will notify all interested parties when this occurs.
- In the case of significant patterns of tardiness, Region 10 may address the situation through further measures including staffings, detentions, suspensions, or other actions.
- As with excused absences, students must make up work related to excused tardies by arranging such make-up work with their program instructor.
- At the discretion of their program instructor, students who are in administrative failure due to excessive tardiness may arrange for make-up opportunities to get out of administrative failure. **Students must plan for and finish make-up work by the end of the quarter in which the failure occurred.** Make up work must be of satisfactory quality in the instructor's mind to count toward work completion.

(POLICY JEA; POLICY JEAA)

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.

ADMISSIONS/ENROLLMENT

Region 10 Tech welcomes all students to explore and consider CTE options. Admission is not automatic for those who apply, as there are several steps involved, and admissions decisions are made in part through a determination of readiness and appropriate placement based on both sending school input and information gained through interviews at Region 10. 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 on-application for enrollment, and meet with program instructors. The enrollment process typically begins late fall/early winter . See www.r10tech.org for detailed information about the admissions process.

Note! All students attending Region 10 this school year *must reapply* for the 2025-26 school year if they intend to return -- or are not sure but *might* return. This even goes for those planning a Year Two of a given technical program.

BELL and BREAK SCHEDULE

This year, Region 10 students will attend every-other day on a fixed-day yearly calendar. See www.r10tech.org for the yearly calendar and daily schedule.

8:10 AM Session Begins

12:18 PM session ends for bus-riding students only.

12:20 PM Session Ends for student drivers and passengers

Breaks will be individually determined by the program instructors; breaks for the Dirigo Diner have been scheduled for mid-session and made available to all program instructors.

SCHOOL CLOSINGS and DELAYS

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, WMTW, and WGME as well as on the school's Facebook and Instagram pages. Students and parents will also be notified of closings and delays via robocalls. Please contact the office if you would like to receive a text message in addition to or in lieu of.

If at least two of the three sending school districts decide to cancel school, Region 10 will also be canceled.

If two of three schools remain open but one other closes, Region 10 will remain open, but students from the one district whose school canceled that day are not expected to attend at Region 10 and will be accounted for with an “excused, documented absence” with no attendance penalty for that day.

In the event of a late/delayed start due to weather conditions, Region 10 students will first report to their sending (home) school as directed by their home district. After arrival, their school district will provide transportation to Region 10 Tech for the remainder of the Region 10 session. Sending school buses will (as usual) be on hand to return students to their home schools at the Region 10 12:20 p.m. bell. **Student drivers** should consult with their sending school to determine if they need to check in at their sending school before driving to Region 10 when unscheduled late starts occur. If sending schools do not require student drivers to check in at their sending school due to weather-related late starts before proceeding to Region 10, student drivers should arrive approximately 15 minutes after the district-announced start time for all students at the sending school.

Examples:

Brunswick High School (BHS) announces a two-hour delayed start to school due to weather, with students expected to arrive at BHS at 9:40 a.m. (instead of the usual 7:40 a.m.)

- BHS/Region 10 students who ride on the BHS bus to Region 10 report to BHS at 9:40 a.m. BHS then transports them by bus to Region 10 shortly after they arrive at BHS.
- BHS/Region 10 students who drive (or have *permission by BHS* to be driven by a student driver as a passenger)--**and** who have permission to go straight to Region 10 without first checking in at BHS--would arrive at Region 10 around 9:55 a.m.

If at least two of the three sending school districts decide to delay the start of school, Region 10 will also start late, even if one of the three sending schools has no opening delay (see sending school administration of the sending school that is opening without delay for R10 arrival/transportation details).

If two of three sending schools start (open) school without delay, but the other one does delay, Region 10 will start on-time at 8:10 a.m. as normally scheduled, and students from the one district whose school opening was delayed that day will observe the delay, report to their sending school as directed by their superintendent or school administrator, and will be transported (or will drive with permissions) to Region 10 as appropriate given time and circumstances (see sending school administration of the sending school that is delaying school opening for R10 arrival/transportation details).

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 pre-school and classroom and the Dirigo Diner, all students, staff and visitors must wear safety glasses while in any of the first floor shop/lab areas.

Unless otherwise directed, no safety glasses have to be worn in the portable classrooms or while students are in classrooms attached to the shops unless their activity in the classroom would normally require safety glasses.

For any additional safety concerns related to COVID-19 please refer to the US CDC guidelines or contact, Marianne Field (school nurse), at 729-6622 EXT 122 with any questions.

STUDENT DRESS

Students are expected to dress in an appropriate, safe, and *professional* manner. Region 10 students are learning what it means to succeed in the workplace, and we ask students to dress according to the professional standards of the trade/career they are studying for at Region 10, assuming the role of successful *employees*. The best way to determine whether or not a student is appropriately dressed is in the answer to this question: Would what the student is wearing be acceptable to, or even preferred by, the average employer or by any customers or clients of that employer?

Clothing that presents a safety hazard or includes inappropriate, gang-related, offensive or drug/tobacco/weapon/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 (without any openings exposing skin) 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 just as they would any absence.

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.

Authorized computer use is carefully managed at Region 10. Misuse of computers (violations of computer use policies) is student misconduct and is subject to disciplinary consequences. Region 10's **Student Computer and Internet Use Policy** provides details related to this issue and can be found in **Appendix E** of this handbook.

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	Average		

Grade and Progress Reporting

Region 10 is committed to sharing grades and student progress on a regular basis. At a minimum, instructors will post grades at least every two school calendar weeks; these grades will include quizzes, tests, assessments, and performance on Core Employability Skills.

Starting in school year 2024-25, Region 10 Technical High School is providing students and parents a [portal](#) for digital access to their grades. Instructors will be updating grades every two weeks with assignments, assessments, attendance, and employability skills which represent those intangible skills generally sought by employers like work ethic and ability to follow directions. To help parents with setting up their portal account a guidance document has been created [here](#) and has also been made available on the Region 10 Technical High School website on the Parent Information page.

Mid-Term and Final Grades below a 69 will have specific consequences:

- a. **Any student failing the first semester with a grade of 69 or lower will be placed on academic probation,** at which time Region 10 will convene a meeting with the student,

the student’s caregiver, and representatives from Region 10 and the sending school to determine whether or not further (second semester) enrollment at R10 is likely to result in a passing grade. If it is determined that the student is unlikely or unwilling to improve performance, the student will be disenrolled from, and will not attend, Region 10 for the second semester. If it is determined that the student deserves a further chance to succeed at Region 10, two courses of action pertain:

- i. The student might be enrolled in the second semester subject to a performance contract. See b.iii below for contract details.
 - ii. The student’s third quarter grade *will* be reviewed regardless. If the student has a grade of 69 or lower for the third quarter, the student will be disenrolled at, and will not attend, Region 10 for the fourth quarter.
- b. **Any student who earns a grade of 69 or lower as a final yearly grade will be ineligible to return to Region 10 for the subsequent year for any program.**

ACADEMIC INTEGRITY

Region 10 Technical High School expects all students to abide by ethical academic standards. Academic dishonesty, including plagiarism (using other’s work as your own), cheating; using technology for illicit purposes; or any unauthorized communication between students for the purposes of gaining advantage during an examination, are strictly prohibited.

Region 10’s academic integrity policy covers all school related tests, quizzes, reports, class, assignments, and projects, both in and out of class. The purpose of the policy is to prepare students for the reality created by the technology explosion and for the world of college and work, where cheating and plagiarism can have dire consequences.

See **Appendix A** of this handbook titled “*Academic Dishonesty Explained*” for detailed definitions and examples of plagiarism, cheating, etc.

The determination that a student has engaged in academic dishonesty will be based on specific evidence provided by the program instructor or other supervising professional, taking into consideration written materials, observations, or information from others. Students found to have engaged in academic dishonesty will be subject to disciplinary, as well as academic, penalties, including any of the following:

- A score of zero on the related assignment
- Detention
- Suspension

- Other penalties or restorative measures deemed appropriate by the instructor or administration
- Removal from aspects of the program or the program as a whole

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 during the suspension; students suspended from Region 10 Tech are prohibited from attending their sending school during that suspension as well. 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
- Misuse of computers/technology/phones
- Theft
- Bullying/Harassment/Sexual Harassment
- Civil Rights violations
- 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
- Referral to or consultation with IEP team
- Detention (to be served at the sending school under our reciprocal discipline practice)
- 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.

Conduct in portable classrooms

All guidelines, policies, rules, and common sense applicable in the main building and during any school activities apply to students in the portable classrooms. Students are not to be in the portable classrooms unless they have a scheduled class there or are otherwise directed to be there by Region 10 personnel; in any event, students should be under the supervision of a Region 10 staff member or designee (substitute teacher, etc) while in the portable classrooms at all times. Should students show up to the portable classroom as assigned and find no Region 10 staff member or designee there, the student should inform the main office ASAP.

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 buses 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.

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. Region 10 will not share surveillance video with parents or other

interested parties, with the exception of law enforcement agencies as circumstances dictate, in order to preserve student and staff privacy rights.

ARRIVAL AND DEPARTURE AT REGION 10 TECH

Region 10's sessions run from 8:10 to 12:20 each day. Students are expected to arrive in time to be in their program shop/classroom by the 8:10 bell.

- Students arriving after the 8:10 bell are tardy and must report to the office for a tardy slip regardless of why they are late.
- Students are not to leave the building before the final session bell *unless otherwise instructed by their program instructor or administration or with permission from the main office*:
 - At the 12:18 bell, *only bus riding students may leave their program area, and then only to board the buses.*
 - Student drivers and their passengers may not leave the program area and/or exit the building until the 12:20 bell.

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. (There is no cost for the sticker.) 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

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 yellow-lined spaces designated for Region 10 Tech staff, visitors, pre-school drop-offs, or handicapped drivers. Students shall park in white-lined spaces only. Student drivers may not drive onto the Region 10 Tech property during regular school

hours until fifteen minutes before the start of the session. Additionally, students are not to congregate outside their vehicles (or generally in the parking lot) and are to come straight into the building, proceeding to their shop area or the office.

In the event that not enough parking spaces are available here for all student drivers who are otherwise eligible, Region 10 may restrict the number of parking permits given out, and (as a last resort) may even rescind permits already given out, depending on the supply and demand for spaces. In this case, seniors will be given preference for available parking.

LOCKERS & SCHOOL-ISSUED SUPPLIES

Lockers are available to Region 10 students as follows:

- The student's program instructor will assign the locker/number.
- The student will use *only* the lock provided for them *by the school office*. Any other locks will be removed with bolt cutters and discarded.

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 instructor-designated locations. 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 offenses, 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.

STUDENT LIABILITY, DEBT/UNPAID BILLS AND CONSEQUENCES

Students attending Region 10 are liable for loss of tools and materials or costs related to live work done on their behalf. For these and other reasons, students may accrue debt or have unpaid bills at Region 10.

When students--especially seniors--have unpaid Region 10 bills or debts, Region 10 administration will notify the students' families and their respective sending schools that money is owed, and until these bills are paid in full, the debt may prohibit the students from attending senior-related events and marching at their graduation.

STUDENT RIGHTS AND RESPONSIBILITIES RELATED TO HARASSMENT, DISCRIMINATION, and BULLYING– IN PLAIN ENGLISH

You have the right under the law to attend school without being harassed, discriminated against, or bullied. Refer to these Region 10 Cooperative Board Policies that define what harassment and discrimination are and how students can address harassment, discrimination, or bullying they experience or witness:

- ACAA - Harassment and Sexual Harassment of Students
- ACAA-R - Student Discrimination and Harassment Complaint Procedure
- JICK - Bullying
- JICK-R - Bullying Administrative Procedure

There is no substitute for reading and understanding these details and policies listed above, but they can be long and complicated. Consider the following as a place to start.

What is discrimination?

1. When you are being singled out, hassled, joked "at," or worse due to your religion, beliefs, sexual orientation, political views, size, shape, appearance, race, disability, sex, or gender identity.
2. Students should avoid making comments about or acting against others in terms of what is listed above. Students should report when such comments or actions are made if they experience or witness them.

What is harassment?

1. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other *verbal or physical conduct of a sexual nature (including jokes with sexual content)*
2. Harassment means conduct of a verbal or physical nature that is designed to embarrass, harr, distress, agitate, disturb, or trouble persons.
3. Sometimes, students joke about such matters without necessarily meaning harm; *even if only joking*, students may be found as having harassed or discriminated against another.

What is bullying? Any written, oral or electronic expression and/or a physical act or gesture at a student or students that could

1. physically or psychologically harm a student or a student's property,
2. create an intimidating or hostile educational environment for the student; or
3. Interfere with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school.
4. Bullying by any means—including face-to-face, messaging, texting, cyber-bullying, and use of any social media for such purposes, is prohibited.

What do I do if I am being harassed, bullied, or discriminated against—or if I witness others experiencing such behavior?

1. Report it to your program instructor and notify your parent/guardian
2. Report it to the Assistant Director, Equal Opportunity Officer, and Title XI Officer, John Stivers
3. Read the related policies and guidelines found in the Region 10 Cooperative Board Policies linked on the previous page (ACAA, JICK). Each document includes details on how to report bullying, harassment, and discrimination. **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, discrimination, and/or harassment—or for students who have witnessed bullying, discrimination, 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 Shawn Chabot at (207) 729-6622 or Shabot@r10tech.org.

APPENDICES

Appendix A.

ACADEMIC DISHONESTY EXPLAINED

Region 10 Technical High School expects all students to abide by ethical academic standards. **Academic dishonesty**, including plagiarism (using other’s work as your own), cheating, using technology for illicit purposes, or any unauthorized communication between students for the purposes of gaining advantage during an examination, is strictly prohibited.

Region 10’s academic integrity policy covers all school-related tests, quizzes, reports, class, assignments, and projects, both in and out of class. The purpose of the policy is to prepare students for the reality created by the technology explosion and for the world of college and work, where cheating and plagiarism can have dire consequences.

Definitions of Academic Dishonesty

Plagiarism is intellectual theft. Plagiarizing is stealing, quoting, or rephrasing another’s words or unique ideas and passing these off as one’s own ideas or words. One *must always* acknowledge the source of one’s information and properly cite that source in his or her own work. For more information and for help understanding and avoiding plagiarism, consult your high school English teacher or Region 10’s Technical English teacher, Mr. Darling. (This and subsequent language quoted, amended, or adapted from United Technology Center’s C.N.A. course syllabus, SY 2023-24. Used with permission by UTC.).

Cheating includes, but is not limited to, copying or giving assignment content to a student to copy unless explicitly permitted by the instructor. Cheating also includes using, supplying, or communicating unauthorized materials, including textbooks, notes, computers, or any other unauthorized technology during an exam or project. Cheating in today’s world often happens when students use “smart” technology—phones, smart-watches, etc.—during tests, quizzes, exams, or other assessments—to get answers from online documents and/or internet sources when they are supposed to have memorized the material.

Abetting is when student/s enable others to cheat or plagiarize. Students who provide even unanswered tests or quizzes (assessments) in advance of test-taking are abetting

others to cheat and are equally guilty of academic dishonesty as those who use this information on these assessments.

NOT reporting your knowledge of others engaging in academic dishonesty is *abetting* that dishonesty, and those who know about but do not report related violations are themselves being academically dishonest. They are subject to the same penalties as those who “source” or use materials or content used dishonestly.

Forgery or stealing includes, but is not limited to, gaining unauthorized access or answers to exams, altering computer or gradebook records, or forging signatures for the purpose of academic advantage.

Academic dishonesty threatens all students at Region 10. If *any* student is found to have violated the integrity of exams or assessments or engaged in any kind of cheating related to these exams—especially those relating to professional licenses or certifications— the organizations or agencies who issue the certifications or licenses often disqualify *all students* from the program for the license or certification they worked so hard to achieve. A finding of cheating can also result in the affected program being under suspension/probation for *years*, with its students unable to attain their licenses or certs during that suspension/probation.

The determination that a student has engaged in academic dishonesty will be based on specific evidence provided by the program instructor or other supervising professional, taking into consideration written materials, observations, or information from others. Students found to have engaged in academic dishonesty will be subject to disciplinary, as well as academic, penalties, including any of the following:

- A score of zero on the related assignment
- Detention
- Suspension
- Other penalties or restorative measures deemed appropriate by the instructor or administration
- Removal from aspects of the program or the program as a whole

Appendix B.

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