

Approved
PA Dept of Education
Programs

**Forbes Road
Career & Technology Center
2017-2018
*Parent & Student Handbook***



Building Futures One Step at a Time

**607 Beatty Road
Monroeville, PA 15146-1550
Phone: 412-373-8100
Fax: 412-373-3208
www.forbesroad.com**

Forbes Road Career & Technology Center

MISSION STATEMENT

The mission of Forbes Road Career and Technology Center is to provide a quality educational programs that enable all individuals to achieve their fullest potential and become lifelong learners. Student will be equipped with the technical, academic and 21st century skills necessary to compete in the global marketplace.

NONDISCRIMINATION POLICY

Forbes Road Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. For information regarding civil rights, grievance procedures or access, contact the Title IX Coordinator/ Assistant Director at 607 Beatty Road, Monroeville, PA 15146 or 412-373-8100.

Joint Operating Committee

President	Frank B. Pearsol
Vice President	Robert Tomasic
Secretary	Jennifer Kautz
Treasurer	Arlene Loeffler

<i>Districts</i>	<i>Representatives</i>	<i>Alternates</i>
Allegheny Valley	Annetta Jursa	Larry Pollick
East Allegheny	Frank B. Pearsol	Stephen Volpe
Gateway	Scott Williams	George Lapcevich
Highlands	Jeff Mundy	Heath Cohen
Penn Hills	Erin Vecchio	Unassigned
Plum	Jim Rogers	Michele Gallaher
Riverview	Arlene Loeffler	Jeanine Hurt Robinson
Wilkinsburg	Edward Donovan	Unassigned
Woodland Hills	Robert Tomasic	Unassigned

Career and Technical Programs

Advanced Manufacturing	Early Childhood Education
Advertising Design	Electrical Technology
Automotive Technology	Emergency Response Services
Building Construction Technology	Health Science Technology
Collision Repair Technology	Heating, Ventilation and AC
Computer Networking/Security	Landscape Design
Cosmetology	Multimedia Design
Culinary Arts	Warehouse Management
Diesel Technology	

In addition 9th grade students can participate in the **Exploratory Program**. Students will explore careers by participating in four technical programs during the school year.

Forbes Fast Facts...

- **Forbes offers 17 State Approved Technical Programs**
- **Students receive 3 high school credits yearly at Forbes**
- **Students play sports and participate in sending school activities**
- **9th grade students participate in Career Exploration programs**
- **Students can earn industry and Pennsylvania Skills Certificates**
- **Students participate in state and national competitions and WIN**
- **Students can earn college credits. Visit collegetransfer.net**
- **39% of our 2015 graduates attend two year, four year and trade post-secondary schools**
- **44% of our 2015 graduates are employed and 3% are in the military**
- **Students can earn money and gain valuable work experience**

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ADMINISTRATION

Superintendent of Record	Dr. Timothy Glasspool
Assistant Superintendent of Record	Mr. Alan Johnson
Administrative Director	Mr. Edward J. McMullen
Assistant Director	TBA
Principal	Mr. David Barr
Business Manager	Ms. Jennifer Kautz

STUDENT SUPPORT SERVICES

Adv. Program/Placement Coordinator	Ms. Roxanne Oberst
Career Assessment and Marketing Recruiter	Ms. Elizabeth Lanshcak
Special Populations Coordinator	Ms. Suzanne Kuban
Supervisor of Special Education	Ms. Stephanie Nejes
Special Education/Learning Facilitator	Ms. Catherine Rains
Special Education/Learning Facilitator	Mr. Drew Ulyas
Student Support Coordinator	Ms. Megan Tomley

ORGANIZATION SUPPORTIVE SERVICES

Technology Coordinator	Mr. Chris Varner
Building/Grounds Coordinator	Mr. Thomas Palas

SECRETARIAL STAFF

Administrative Director's Assistant	Ms. Christina Puz
Data Manager	Ms. Tiffany Paulich
School Office Secretary	Ms. Donna Kitch
School Office Secretary	Ms. Darla G. Lennox

BUSINESS OFFICE STAFF

Accounting Clerk	Ms. Tiffany Paulich
Business Office Clerk	Ms. Brandi Stover

ADULT VOCATIONAL TRAINING STAFF

Adult Vocational Training	Ms. Tiffany Paulich
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Faculty

Advanced Manufacturing	Mr. Jody Fazekas
Advertising Design	Ms. Janel Lavorini
Automotive Technology	Mr. Donald Kosker
Building Construction	Mr. James Cristillio
Collision Repair Technology	Mr. Josh Krentz
Computer Networking/ Security	Mr. George Karnbauer
Cosmetology	Ms. Ryan Herman
Cosmetology	Ms. Sue Stewart
Culinary Arts	Ms. Christine Miranda
Culinary Arts	Ms. Bethany Hopkins
Diesel Technology	Mr. Robert Lydiard
Early Childhood Education	Ms. Cherie O'Neal
Electrical Technology	Mr. Daniel Shorthouse
Emergency Response Services	Ms. Elizabeth Willcox
English Communications	Ms. Loren Kurpiewski
Health Science Technology	Ms. Patrice Cormier
Health Science Technology	Mr. Darren Stenger
Heating, Ventilation & AC	Mr. Kevin Martin
Landscape Design	Mr. Daniel Overdorff
Math/Science	Ms. Deborah Trumble
Multimedia Design	Mr. Philip Greene
Physical Education/Health	Mr. Jeffrey Peters
Science/Math	Mr. Justin Wills
Social Studies	Mr. Damon Andring
Warehouse Management	Mr. Darrell Davis

STUDENT CODE OF CONDUCT

The Student Code of Conduct is one component of promoting a safe and disruption free positive school environment. Students, parents/guardians, and staff should become familiar with the entire contents of the Student/Parent Handbook.

This Student/Parent Handbook contains helpful information on your student's time at Forbes Road Career and Technology Center. It contains useful information and many procedures that deal with the typical school day. In addition to this information are school policies, school code and the law that is not all inclusive in the handbook.

WHAT IS THE STUDENT CODE OF CONDUCT?

The Student Code of Conduct is the official Student/Parent Handbook which is approved by the Joint Operating Committee. It:

- Specifies the responsibilities and rights of students
- Defines attendance responsibilities
- Defines conduct that disrupts a positive environment
- Standardizes procedures for disciplinary action
- Defines grievance procedures
- Incorporates excerpts from State and Federal laws and regulations.

A copy of the Student Code of Conduct is given to each student upon school entry.

Orientation to the Student Code of Conduct is held in each school at the beginning of the school year.

WHEN IS THE STUDENT CODE OF CONDUCT IN FORCE?

The Student Code of Conduct is in force:

- On school property prior to, during and following regular school hours including but not limited to when school is in session or when school activities are in operation;
- while students are on the school bus or in a district vehicle for any Reason;
- at all school sponsored events and other activities where school administrators have jurisdiction over students;
- when a student's out-of-school conduct indicates that the student presents a threat to the health, safety, or welfare of other students and staff.

That portion of the Student Code of Conduct which protects school buildings and grounds is always in force. The Student Code of Conduct is not all-inclusive, and a student committing an act of misconduct not listed may be subject to the authority of the principal or designee. Serious or excessive behavior that necessitates a more severe disciplinary action than that which is listed shall be subject to the discretionary authority of Joint Operating Committee, Administrative Director and/or Administrative designee. This may include a recommendation for expulsion. The sending School District will follow through with all exclusionary discipline actions beyond out-of-school suspension as defined in the Student Code of Conduct. Forbes Road Career and Technology Center will view criminal charges as a piece of evidence.

District discipline action is not dependent upon the outcome of a student's adjudication in conjunction with criminal charges resulting from in or out of school behavior. Student behavior, regardless of adjudication, will be the determining factor in considering violations of the Student Code of Conduct, and consequences.

Any student who hinders an investigation or any student who aides, is involved with the planning, or helps another student in any way in an act which violates the Student Code of Conduct may be subject to the same disciplinary action as the individual who committed the violation.

ACCEPTABLE STUDENT USE OF PERSONAL DEVICES (Policy 237)

(This policy can be found in it's entirety at www.forbesroad.com)

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindle and other tablet PCs; laptop and netbook computers; personal digital assistants (PDA's), cell phones and smart phones such as BlackBerry, iPhone or Droid, as well as, any device with similar capabilities.

Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in their use.

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger or disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only. **The Career and Technology Center shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school.**

The Career and Technology Center reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated. Any cyberbullying that is determined to disrupt the safety and/or well being of the school is subject to disciplinary action.

Forbes Road CTC will educate students about appropriate online behavior, including interacting with other individuals on social networking website and in classrooms and cyber-bullying awareness and response.

ACCEPTABLE USE OF TECHNOLOGY/INTERNET SAFETY POLICY (Policy 815)

(This policy can be found in it's entirety at www.forbesroad.com)

The Board supports use of the Internet and other technologies in the school's instructional program in order to facilitate learning and teaching through interpersonal communications and access to information, research and collaboration.

Access to the Forbes Road Career & Technology Center's electronic network and Internet access is being provided for education purposes only. The general policy of Forbes Road Career and Technology Center is that the electronic services provided are to be used in an efficient, ethical, legal, and responsible manner. This access is a privilege. The school's technology resources are not a public forum.

Use of Forbes Road Career & Technology Center's electronic network and internet access is a privilege; failure to comply with the school's policy will result in suspension of network access and can result in additional disciplinary action to be determined at the building or classroom level. Intentional or willful misuse could also lead to criminal penalties applicable to local, state and federal law.

Any school computer or server utilized by a student or staff member shall be equipped with a technology protection measure that blocks or filters internet access to materials that are obscene, child pornographic, or harmful to minors (as those terms are from time to time defined by CIPA).

Internet safety measures shall effectively address the following:

- Control of access by minors to inappropriate matter on the Internet and World-Wide Web
- Safety and security of minors when using electronic mail, and other forms of direct electronic communications.
- Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
- Unauthorized disclosure, use and dissemination of personal information regarding minors.
- Restriction of minors’ access to materials harmful to them.

The technology protection measure (filtering software) may be disabled by a designated staff member for “bona fide” research purposes to be undertaken by an adult, provided the adult is not a secondary student.

ADMISSION FORMS

Upon entering Forbes, all students will be required to **complete** the following forms:

1. Career Objective Form
2. Student/Parent/Guardian Agreement Form
3. Emergency Medical Form
4. Permission to take Medication Form

The Student/Parent/Guardian Agreement Form; Emergency Medical Form; and Permission to take Medication Form must be turned in within three (3) days after the student’s first day of school. Failure to return forms within three (3) days, will result in students not participating in their vocational classroom, and will be placed in the resource room.

Please update demographics and emergency/medical forms when changes occur.

ATTENDANCE POLICY

Regular attendance is required by the Pennsylvania School Code: Compulsory Attendance Law 24 PS § 13-1327. Absences from school are recorded as “excused” or “unexcused”. Forbes policy regarding absences from school is in strict accordance with the Pennsylvania School Code. We have a TEN (10) day absence policy. Parent excuses are accepted for these absences. After TEN (10) days, all excuses must be from a medical doctor, sending school excused absences, or other legal excuses such as but not limited to; court appearances, to avoid loss of credit. When a student has been absent for a period of 5 days, 10 days, and 15 days, a letter will be sent to the parent/guardian and sending school to notify them of the absenteeism.

Excused Absence from the Sending School For A Forbes Activity

If a student is to be excused from sending school classes for a Forbes school activity, a permission slip to remain at Forbes form must be completed with proper signatures two days prior to the activity.

Excuses

Return Procedure

The first day a student returns to school from an absence, she/he will turn in a parent/guardian **signed excuse, which indicates the student’s full name, date(s) and reason(s) for their absence** to the instructor. If the validity of an excuse is questioned, it may be verified with the parent/guardian by a member of the administrative staff.

It is your responsibility to ask for make-up work for any day(s) you are absent. Every student is expected to complete all make-up work as assigned by their instructor(s) upon their return from excused absences.

Excused Absences

- A note signed by your parent/guardian indicating your full name, date of absence(s), the reason and their signature (including religious holidays). **A maximum of TEN (10) parent notes will be accepted for any academic year;**
- An original document from your doctor on a prescription pad/form or letterhead signed by the doctor;
- An original court document (i.e. subpoena, summons, citation, or other such legal item(s), or an original document on official letterhead from an appointment or meeting you were required to attend during your school hours;
- An official document signed by the principal or his/her designee from your sending school;
- An original document, card or service program from a friend or family funeral along with an original parent/guardian note.

Illegal Absences (*unexcused*) are defined as any other absence.

If after three (3) days you have not presented a valid, signed excuse from the aforementioned list, the absence will remain as unexcused. Your daily grade will be lowered as a result, to a zero (0); in addition, you will not be permitted to make-up any missed work, tests or assignments for any unexcused days.

If a student misses more than twenty (20) unexcused days without meeting the above criteria, she /he risks not receiving graduation credits for the school year, and their report card will show NC (non-credit) due to your poor attendance.

The following procedures will be used when a student is illegally absent from school:

Absent three (3) days - Parent and sending school notified.

Absent in excess of three (3) days - Parental conference may be held and/or sending school truant officer may be notified for appropriate legal action.

Tardiness

Students who are tardy (arriving after 7:45 AM or 10:15 AM) are to report directly to the School Office in Building #2. They will sign a late book, receive a late admittance slip and then report directly to class. AM students need to arrive by 8:45 AM and PM students must arrive by 11:00 AM to receive credit for the school day. Full day/apprentice students must arrive by 7:45 AM to receive full credit for the day or by 11:00 AM to receive half credit for the full day.

When a student has been tardy five times without a written legal excuse, they will receive one (1) day in-school suspension. Every tardy thereafter will also be assessed a one (1) day of in-school suspension.

All Apprentice and car rider students must arrive by 7:15 a.m.

AUTHORITY OF STAFF

There is no division of authority among the entire staff of Forbes. Administration, faculty, instructional assistants, academic teachers, substitutes, custodial staff, office staff, constables/security, etc., have the authority to correct and reprimand students from any program who are in violation of unacceptable school behavior. A student observed breaking any school rule can and will be written up by the staff person or security observing the infraction.

BUILDING ACCESS

All students are to enter and exit each building as follows:

Building 1 – Enter and exit through the Adult Vocational Training entrance located next to the student parking lot.

Building 2 – Enter and exit through the Main Lobby entrance.

*** All exits may be used in the event of an actual emergency. Follow your specific fire drill exit plan that your teacher will review with you during the first several days of school. Make sure you are aware of your alternate exit in case your primary exit is obstructed.**

BULLYING

The Forbes Road Career and Technology Center recognizes that bullying has a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Every student has the right to an education, to be safe in and around the School, and at School activities. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus.

Bullying shall be defined as any unwelcome verbal, written, electronic or physical conduct directed at a student by another student that has intent to areas involving by not limited to: physical harm, damage/taking personal property, causing emotional unrest, intimidation, creating hostile environments, or verbal statements/written remarks that are taunting, malicious, threatening or sexual in nature.

Depending upon the severity of the threat, the seriousness of the interference or disruption, bullying may be classified as a Level 3,4 or 5 offense under disciplinary procedures found in the *Student/Parent Handbook* and the *Student Codes of Conduct*. Disciplinary options may include parental contact, counseling, special assignments, withdrawal of privileges, implementing a behavioral contract, in-school suspension, out-of-school suspension, mandated out-of-school counseling, expulsion, administrative or JOC probation, referral to law enforcement for arrest or for prosecution.

CLASS DISMISSAL

Students are expected to remain in their program area until the instructor releases them at the designated time. Please keep in mind that the instructor dismisses the class, not the dismissal bell.

CLASS/LAB STANDARDS

1. Class starts at 7:15 AM and 9:55 AM every day
2. Store items should be consumed before entering class.
3. Students are to immediately go to their lockers to dress/store belongings and to get materials needed for the day's activities. In the programs that require uniforms, the students need to dress immediately upon arrival.
4. Backpacks, bags, and purses need to be stored and locked in lockers.

5. Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only. Please refer to Forbes' new **Acceptable Student Use of Personal Devices** for further clarification.
6. Lockers are the property of Forbes. Forbes retains full ownership with the right of inspection at our discretion. Students will be issued locks or combinations for their lockers; the combinations are not to be shared with anyone. **Forbes is not responsible for lost or stolen valuables.**
7. Loud talking, screaming, inappropriate language or behavior will not be tolerated at any time in class, lab, hallway or lunchroom.
8. Students are not permitted to go to the school store once in class.
9. Students will not be dismissed until the announcement is made by the School Office.
9. Anytime a student needs to leave the program area, a hall pass must be used. A log of students using a pass for leaving the program area for any reason is required.
10. All students assigned to academic classes, remedial classes or testing must report on time for every class. It is the student's responsibility to be in attendance and on time.

COSMETOLOGY STUDENT REQUIREMENTS

Cosmetology students are required to have a full kit as mandated by the Pennsylvania State Cosmetology Board. These kits are \$380.00. Payments are to be made to Forbes Road CTC. Half payment is due by **September 15, 2017** and full payment is due by the end of the first marking period, **October 27, 2017**. All money paid towards the cosmetology kits are non-refundable. Second and third year students will also incur costs to remain in the program. These students will be responsible to purchase additional mannequins, nail kits and required Cosmetology State Board Approved supplies.

DAILY GRADE

Students earn a daily grade in all Forbes Road CTC technical programs. This grade consists of daily performance in the lab, class participation, following school /classroom rules, and abiding by industry standards.

DIRECTORY INFORMATION

Forbes is permitted by law to disclose directory information without written consent of the parent/guardian or eligible student. The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of the directory information, if a written refusal is forwarded to the Assistant Director. Directory information which may be released may include the students name, date and place of birth, major field of study (program), participation in officially recognized activities (student organizations, NTHS) and sports, dates of attendance, degree, certificates and awards received, most recent and previous educational institution or agency attended, email address, photograph, unless specifically denied by Student/Parent/Guardian Agreement Form, and other similar information.

DISMISSAL FROM FORBES

The Forbes administration reserves the right to change a student's program or to completely discharge a student from Forbes, on the basis of: numerous discipline referrals, insubordination/disrespect, lack of regular school attendance, insufficient number of hours to be able to successfully complete a program of study, insufficient competency attainment, and/or failure of a course for the semester and/or year. Disruptive student behavior causes not only a serious disruption to the child who is causing the disturbance to the education process, but also provides a disruption of the educational process and learning of the other students in the class. A pattern of continued student misconduct will not be tolerated, and students may be reassigned to another program or returned to their sending school.

DRESS CODE

Student's general school apparel should be neat, clean and in good taste. The Administration will consider clothing and accessories unacceptable when there is the potential to cause a disruption to the educational process or constitute a health and/or safety hazard. The Administration reserves the right to decide which clothing may be considered inappropriate and is not specifically addressed in this "*Student and Parent Handbook*". All students must be properly attired so they may safely engage in program activities. Students are to wear appropriate attire in instructional areas where uniforms or a prescribed type of clothing is required as indicated by the instructor.

Forbes Road CTC Dress Code Guidelines:

- Pants, sweat pants, shorts, etc., the articles waistband must be at the top point of the hip bone.
- Pants and other related clothing cannot have slits or holes above the knees.
- Pajama bottoms or tops are not permitted.
- Hats, sweatbands, head coverings of any kind or sort (Do-Rags) are not permitted inside the building.
- Masks or disguises are not permitted on the Forbes campus.
- No furry costumes.
- No blankets are allowed in classrooms.
- Shirts and blouses must not be revealing, see-through, mesh, strap-less , one-strap, off the shoulder, halter-tops, or midriff bearing tops.
- Exposed undergarments or midriffs are not acceptable.
- No sunglasses in the building.
- Shorts or skirts cannot be any shorter than the end of the longest finger (finger tip rule).
- Floor length skirts or dresses are not permitted in the shops due to program safety.
- Clothing and/or accessories that display profanity/obscenity, encouraging violence or gang related activity, the use of drugs or alcohol, slang, all tobacco product names or slang, has a sexual connotation(s) or double meaning, words or pictures that promote hatred, racism, or any form of discrimination against any group of people strictly are prohibited.

DRIVING AND PARKING RULES/REGULATIONS

Parking Passes

1. Parking passes can be purchased for a fee of \$25.00 per semester, \$50.00 per year. The following guidelines are in place for the safety, responsibility, and efficiency of student parking.
2. Parking priority will be given to seniors participating in school-to-work study programs which require them to be released early from school and provide their own transportation.
3. Emergency passes are to be used on an intermittent basis for appointments that occur during the school day. These passes are not intended to be used in place of a seasonal pass. The overuse of emergency parking passes will be brought to the attention of a principal.

4. If a student who is issued a pass is tardy 15 or more times, students will be assigned a day of In-School Suspension. Students who are tardy an additional 5 times risk losing their pass for the remainder of the semester.
5. A security guard will check passes in the student lots each morning. Only students with valid parking passes are permitted to enter the lots. Students who do not have a valid parking pass will be subject to disciplinary action.
6. Students who park on school property without permission will be subject to progressive disciplinary action, can have emergency parking fees attached to their diploma, or, in extreme circumstances, could have their vehicle towed at the owner's expense.
7. Students must park in the designated lot. Sign in at the School Office by 7:30 AM for AM and FD sessions, and by 10:00 AM for PM session. Car keys are to be turned in to the designated area in main office.
8. Student drivers are dismissed at 12:55 PM.
9. ALL TRAFFIC LAWS WILL BE STRICTLY ENFORCED. Students who do not obey the traffic laws will be reported by security to the principal.
10. Disciplinary action will be taken as well as the student's parent being notified. If a student's parking privileges are revoked, there will be no refund for the amount paid for the pass.
11. Vehicle Searches – Because vehicles in school parking areas are on school property, they are subject to the same nature of searches as those applying to a person. Search of a student's vehicle shall be permitted only when there is a reasonable belief that said student has in his or her vehicle items either in violation of federal, state, or local laws or in violation of school board policy. A search shall be conducted by a designated school official in the presence of another member of the school staff. Any illegal materials discovered as a result of a search may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.
12. Students will not be permitted to go to their car once they have entered the building, unless approved by an administrator. If the reason for driving is an early dismissal, both the driving permission form and early dismissal form must be on file in the school office.
13. Absolutely NO passengers are permitted in cars unless they have a completed Passenger Permission Request Form. No Driver can transport more than one Passenger.

Procedures

1. Obtain a student parking permit application from a secretary in the school office. Obtain parental and, if applicable, teacher/employer signatures for approval and verification of employment.
2. Return the completed application with your payment (\$25.00 per semester or \$50.00 per year) to the school office. An administrator will review your application. A conference may be required in order to discuss the application request. Based upon evaluation of the application, a parking permit may be issued or denied.

The number of parking passes issued for each season is limited by the parking spaces available on the high school campus. Due to the limited number of spaces, no student can be guaranteed a pass. Students are encouraged to submit their applications in a timely manner according to the application procedures determined by administration.

Students who miss the bus for any reason, such as sleeping in or missing the bus at the sending school, do not have permission to drive to Forbes. Driving without permission violates the Forbes driving policy and constitutes serving an In-School suspension that day plus as prescribed by the Level II violation a one (1) day out-of-school suspension. Additional offenses will follow the Level II protocol.

After the dismissal bell, students may pick up their keys and sign out. However, they must wait until all buses have cleared the lot before leaving. Failure to follow these procedures may result in three (3) days out-of-school suspension.

Only those students having work done on their cars may park in the designated area outside the auto shops, all other cars must be parked in the Student Parking Lot. Reckless driving and failure to obey school driving regulations and the posted speed limits of 15 mph will result in loss of driving privileges and disciplinary action.

The school is not responsible for damage or theft of vehicles and/or their contents. Student vehicles parked on school property may be searched when circumstances and "reasonable suspicion" warrants such action.

Passengers

Only under special circumstances will permission be granted for a student to transport a fellow student. Student drivers are only permitted to have one student passenger. Any potential student passenger is required to complete a *Passenger Request* form two (2) days before a permit will be issued. Parents of both students are required to sign the form. Any passenger upon arrival at Forbes is to report to the School Office in Building #2 and sign-in on the roster. Failure to do so may result in a three (3) day out-of-school suspension.

EARLY DISMISSALS

Any student who needs to be dismissed early from Forbes, should have a parent/guardian note for the day and time. In addition parent/guardian must sign the student out from School Office in Building 2.

EMERGENCY MEDICAL FORM

Students will not be permitted to operate equipment or participate in a lab until the completed form is returned. Any change in the student information card (address, area code/phone, etc.) is to be reported to the school office promptly. Failure to do so could cause significant delays in the care of your child if he/she should become injured.

Forbes Road CTC is not responsible for payment of medical bills/emergency transportation fees. It is recommended that students carry insurance coverage. This coverage is offered through the home school. Since the welfare of any student is primarily the responsibility of the parent, every effort will be made to contact the parent/guardian first.

If parent/guardian cannot be contacted in case of serious injury/illness, Forbes Road will act as an agent to secure treatment for your son/daughter at West Penn Allegheny Health System Forbes Campus when, in the opinion of the school representatives, such emergency treatment is deemed necessary during the time your child is attending, coming to or leaving school. In an emergency an ambulance will be called at the parents expense.

EMERGENCY SCHOOL CLOSING

In the event Forbes closes, an announcement will be made on TV channels KDKA, WTAE and WPXI.

- If the sending school has classes when Forbes does not, students must attend their sending school.
- If the sending school is closed and transportation is provided, the student must find transportation to the high school in order to be bussed to Forbes. If transportation is provided, absence from Forbes will be considered unexcused.
- If the sending school is closed, and no transportation is provided, students will receive an excused absence from Forbes.

EYE PROTECTION/SAFETY GLASSES (NEW)

ACT 116 (Eye Protection Law) provides for the use of eye protection devices by persons engaged in hazardous activities or exposed to known danger in schools, colleges, and universities, the General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. Every teacher, student, visitor, spectator, and every other person in any program or laboratory in public or private schools, colleges, and universities who is engaged in or is within the area of known danger created by:

1. The use of hot liquids, solids or gases, or caustic explosive materials
2. The milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials
3. The tempering heat treatment of kiln firing of metals/other materials
4. The repairing or servicing of vehicles
5. Students must wear industrial quality eye protection devices at all times while engaged in such activities or exposed to such known dangers. Cost to the student for these glasses will be \$5.00.

SAFETY GLASSES MUST BE WORN BY ALL STUDENTS AND VISITORS IN THE LABORATORY OF REQUIRED PROGRAM AREAS. No student may participate in activities in designated areas without safety glasses.

FIELD TRIPS

Field trips, are a part of the instructional program, and will be made available at the discretion of the administration and instructor. Instructors and/or supervisory personnel will accompany the students and supervise all field trips. These individuals will have complete authority concerning student conduct. Grooming, personal appearance, and good behavior are very important. When on a Field Trip, you must follow all Forbes CTC rules and applicable state laws.

Students must be a paid member of Student Organizations or pay a \$10.00 transportation fee in order to participate in field trips, in addition to fees incurred by the field trip. Parental permission slips will be required for all field trips and must be returned two (2) days prior to the date of the trip. No student is permitted to be part of a field trip without returning a properly completed Parental Permission Form to the instructor.

FIRE ALARMS/FIRE DRILL INSTRUCTIONS

Any student who intentionally sets off a fire alarm may be expelled and subject to legal action. The danger of a fire at Forbes is greater than at the sending school because of the nature of the programs. Therefore, it is imperative that all persons leave the school in a swift orderly fashion upon the sounding of the fire alarm. Any student who is out of class in another part of the building should leave by the nearest exit and report to the closest instructor. Each instructor will take roll and no student is to re-enter the school until the "all clear" signal has been sounded. Each instructor will explain the assigned route of exit, as well as the gathering location to all students. A diagram of this route is posted in each classroom.

FIGHTING

Forbes will not tolerate this sort of student misconduct. Fighting poses a significant danger to all students and staff. If proof can be obtained regarding the actual blame of who caused a fight, that individual will receive up to ten (10) days out-of-school suspension and/or expulsion, as well as be referred to the SAP team for anger management training. If proof cannot be concretely established, all students involved will receive up to ten (10) days out-of-school suspension and be referred to the SAP team for anger management training. Local law enforcement may be

summoned, if necessary, for charges to be filed under the Crime Code. Any repeat occurrence will have the student removed from his/her program and returned to the sending school as soon as possible.

GRADES-POWERSCHOOL

Students grades are available on-line via PowerSchool. Parents are able to login and view their student’s grades for their technical and academic courses. **In order to perform this function, parents will receive their access information at the begging of the school year, to set up an account.** More detailed information will be available as the school year begins.

GRADING POLICY

Students’ evaluations will be determined every nine (9) weeks. The students’ report card will be given to the student and sent to the sending school. Sending schools may present the career/technical grade on their report card. A floor grade of 50% shall be established for the first three marking periods.

GRADING PERIOD

PROGRESS REPORTS

DUE

1 st Grading Period	08/24/17– 10/27/17	09/27/2017
2 nd Grading Period	10/30/17 – 01/12/18	12/06/2017
3 rd Grading Period	01/16/18 – 03/22/18	02/21/2018
4 th Grading Period	03/23/18– 05/30/18	04/28/2018

Students will be handed their report cards. The reported grades will be online through PowerSchool and the sending districts will notate the grade on their report cards.

Grading Scale

The following grading scale is used to determine letter grades at Forbes:

Percentage	Letter Grade
90 - 100 Excellent	A
80 - 89 Above Average	B
70 - 79 Average	C
60- 69 Unsatisfactory	D
0 - 59 Failure	F
INCOMPLETE	I

No Credit (NC) may be issued for any student who has over 20 total days absent for the year. The final grade for the year is the average of the four (4) grading periods. **If a student has any outstanding financial obligations to Forbes their final grade will be a failure (F) until the debt is satisfied.**

Incomplete grades must be made up within two (2) weeks of the conclusion of the marking period, with the exception of the last nine weeks. Incomplete grades during the final quarter must be made up prior to the last student day of school. All incomplete grades during the first three quarters will be converted to a 50% , failing grade. If the incomplete isn't fulfilled by that point the student will not receive a grade or credit for the fourth marking period and the school year.

The following percentages will be used to weight student grades:

- 50% - Lab/Hands-on applications (Program of Study Competencies)
- 20% - Tests and Exams
- 20% - Daily Performance
- 10% - Homework

End of Program Completer Status

A Program Completer Certificate will be issued to graduating students in their course of study provided they meet the standards listed below for one of the eligible certificates. To receive one of the certificates, it is required that you must meet the following standards:

Certificate of Excellence

- A final average grade of 90-100%
- Passed the NOCTI with advanced rating
- Missed from 0-10 days combined of excused and unexcused
- Passed 90% or more of competencies for their chosen career
- Completed senior project and portfolio

Certificate of Proficiency

- A final average of 80-89%
- Passed the NOCTI test with advanced or competent ratings
- Missed up to 15 days combined total of excused and unexcused
- Passed 80% or more of competencies for their chosen career
- Completed senior project and portfolio

Certificate of Attainment

- A final average of 70-79%
- Passed NOCTI test with a basic rating
- Passed 70% or more of competencies for their chosen career
- Completed senior project and portfolio

Certificate of Attendance

- Taken NOCTI
- Passed 50% or more of competencies

NATIONAL TECHNICAL HONOR SOCIETY

- Student must have the recommendation of instructor
- Student must have the recommendation of their sending school
- Student must be second or third year students
- Student must have some volunteer service/extracurricular activity, or be a member of the student organization
- Student cannot have received any disciplinary action beyond Level II
- Student must have a Technical Program grade average of 93% or Better
- Students must maintain a "C" average in their academic classes
- Student can miss only two (2) days per grading period unless, they have a medical excuse or home school excuse.

GRIEVANCE PROCEDURE

Any student who has a complaint with regard to any occurrence, event, staff, conduct, any condition of his/her education, or feels that he/she is or has been a victim of harassment may bring the matter immediately to the attention of any Forbes staff member. However, for purposes of consistency in the processing of any such complaint, students are directed to use the following reporting procedure when possible:

Report the complaint first to the teacher of the class in which the complaint arose.

If the complaint arose outside of the classroom situation, and if the complaint is not resolved at the teacher level or the teacher is the subject of the complaint, the student may then report the matter to the Assistant Director.

GRIEVANCE PROCEDURE (continued)

If the Assistant Director does not resolve the complaint, the student may then report the matter to the Director. The Director's decision with regard to the complaint will be final.

If the student does not feel that the matter has been settled, they can contact Middle States Commission on Secondary Schools at 3624 Market Street, Philadelphia, PA 19104 or by phone at 215-662-5603.

HEAD LICE/NO NIT POLICY

Head lice are highly contagious insects that infest in the hair. Lice can be transferred from person to person by direct contact through personal items such as, but not limited to: combs, hats, and towels. It is hard to see lice but you can recognize the signs:

1. Persistent itch of the scalp;
2. Nits or small silvery eggs attached to the hair. Nits are often found at the hair line on the back of the head or behind the ears.

Because of the curriculum content of certain program areas such as Culinary Arts, Cosmetology, and Health Science Technology it is imperative that once a student has contracted lice, then the student must be immediately removed from class at Forbes. Parents are required to come to Forbes and take their child home upon discovery. A student cannot return to Forbes until s/he has been treated for lice/nits. A written medical clearance from a doctor or nurse at the sending school will be accepted as proof of treatment, although reexamination may be conducted by Forbes health personnel.

HIPPA

Forbes is a HIPPA (Health Insurance Probability and Accountability Act) compliant entity.

HOMEWORK

It is recognized that all courses will require frequent homework assignments. Each assignment will be defined by the instructor and have a due date to receive credit. If a student is absent from school, it is the student's responsibility to contact their instructor to make arrangements to make-up all work missed including homework.

ILLNESS DURING SCHOOL DAY

If a student becomes ill during the school day, they must get a hall pass from their teacher and report to their building School Nurse. In the event of the school nurse being absent, students should report to the school office. School office personnel will determine the appropriate course of action.

INJURY/ACCIDENT

All accidents, regardless of the severity, must be reported to the instructor immediately. The instructor will refer the student to the School Office, Building #2, where the extent of injury will be evaluated. When necessary, students will be referred to the school nurse. The parents will be contacted if it becomes necessary to transport a student to a doctor or hospital. It is the responsibility of the parent to assume any charges for transportation or necessary treatment, either through insurance or by direct payment. Under no circumstances may a student leave the building without authorization from the administration to go home, to a hospital or a doctor's office.

INSURANCE

It is strongly recommended by the Administration that every student purchase student insurance at the sending school. Although Forbes has an excellent safety record, the potential for accidents is higher than at the sending school due to the industrial type of equipment in the programs. Forbes Road is not responsible financially for the transportation of a student to the medical facility if the circumstances deem it necessary. **The school is not responsible for the cost of medical treatment.** Therefore, unless a student's parents carry sufficient medical coverage, a sizable hospital bill could be incurred for x-rays, treatment, or other medical expenses.

Low cost insurance may be available through Pennsylvania's Children Health Insurance Program (CHIP). To find out if you qualify, contact the PA Insurance Department or use the following web site: <http://www.insurance.state.pa.us/html/chip.html>

EDUCATIONAL FIELDTRIP (Membership has its advantages)

For a nominal cost, students ***who are members*** of one of Forbes' *Student Organizations*, may participate in the end of year field trip. This trip will be determined during the school year with input from students and faculty. **Students who are not a member of any of the student organizations are not permitted to attend. Students who have received an Out-of-School Suspension because of disciplinary actions are NOT permitted to participate in this field trip.**

LAW ENFORCEMENT REQUESTS

Forbes has the right and the legal obligation in reporting to local law enforcement anything believed to be criminal activity and anyone believed to be involved in that criminal activity within Forbes' school zone. Additionally, Forbes reserves the right to request a local law enforcement agency police officer, and/or a canine officer/unit to assist the Forbes staff in the search of a student and/or their property or school property.

LOST AND FOUND

Lost articles will be kept in the School Office in Building #2 and students may go there to identify their property. Items not claimed will be disposed of on the last day of school.

LUNCH

PM students will be assigned to a 20 minute lunch period.

Students will be assigned one of four lunch periods:

First lunch	10:30 AM	to	10:50 PM
Second lunch	10:55 PM	to	11:15 PM
Third lunch	11:20 PM	to	11:40 PM
Fourth lunch	11:45 PM	to	12:05 PM

The 2017-2018 price of the secondary student's lunch will be \$2.65; and \$3.25 for adult students. Additionally, ala carte items can be purchased. Lunch will start on the first day of school. **There is a NO CHARGE Policy. Students will NOT be able to charge their lunch. ALL STUDENTS MUST COMPLETE A FREE/REDUCED LUNCH FORM AT FORBES IF THEY WANT TO RECEIVE DISCOUNTS. We cannot accept sending district forms.**

Students not affiliated with one of our nine sending districts, may pick up a Free/Reduced Lunch application at the School Office in Building 2 and return it to the Assistant Director. Any student whose family's economic situation changes during the school year can make application at that time for eligibility. For students who are eligible for a reduced lunch, the cost is \$0.40.

Students have the option to pre-pay for their lunches. No fast food from an outside school source may be brought in for consumption in the cafeteria.

MAKE-UP WORK

Students who are absent from school for any excused reason are to be given the opportunity to make-up any work/tests they have missed. It is the student's responsibility to approach the instructor and request to make-up the work/tests due to their absence. Every effort should be made by the student to make-up within the prescribed deadline (i.e. if you missed two days, you have two days to make-up the work). Work or tests not submitted within the time period will revert to a zero (0) for grading purposes. All school work that is missed because of an unlawful absence may not be made up.

When out-of-school suspension occurs, students are responsible for making arrangements with the instructor to complete their make-up work. Time guidelines explained above also apply to students who are suspended out-of-school, and these guidelines are explained in the Regulation of the State Board of Education of Pennsylvania, Chapter 12, §12.6 - Exclusion from School.

MEDICATION

Students that must take prescribed medication during the school day must follow the Forbes Administration of Medication and Emergency Care Board Policy #210, present parental confirmation, along with a prescription from a doctor to the School Office in Building #2. Students are NOT to carry any medications (prescription, over the counter (OTC), or vitamins) on their person after arriving at Forbes, and must immediately provide the medicine to the school nurse. Under no circumstances are students permitted to self-medicate, even with over-the-counter (OTC) medication.

Students may carry and use epinephrine auto-injector (EpiPen[®]) and/or inhalers only if proper consent documentation is on file and should only carry enough medication for the required daily dosage. In accordance with ACT 104 of 2010, students must demonstrate competency to the school nurse for being able to self-inject with an Epi-Pen. Students with Epi-Pens need to make arrangements with the nurse to demonstrate their competence and have that demonstration recorded by the nurse to meet the requirements of the ACT. Students are not permitted to let others use any inhaler, epinephrine auto-injector (EpiPen[®]) or medication not prescribed to him or her on the school campus or on any form of school transportation (to or from Forbes).

METAL DETECTORS

Forbes may, at its sole discretion, utilize handheld or permanently mounted metal detectors and/or body wands to search students for stolen items, weapons, and/or any other metal object which could be used as a weapon in order to promote the safety, health and welfare, or discipline of the student body along with the staff within the school zone.

NINTH GRADE EXPLORATORY PROGRAM

The purpose of this program is to assist students in making informed career choices that are based on their needs, interests, and abilities. The constraints of the program permit a 9th grader to explore four programs of their choice during their ninth grade year.

OCCUPATIONAL TESTING

Students are required by Federal law, "No Child Left Behind", as well as state legislation to take occupational competency tests (PA Skills

Assessment) during their senior year. These tests are through the National Occupational Competency Testing Institute (NOCTI), NIMS and/or a Pennsylvania Department of Education industry certification tests.

PDE requires all secondary and adult concentrators, who anticipate to graduate in the current school year from approved career and technical education programs to take a state-approved occupational competency test in order to meet the requirements of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 and Chapter 4 of Title 22 of the Pennsylvania Code, including special education students. All concentrators who participated in the PSSA/Keystones testing are expected to also participate in the student occupational competency testing. Failure to comply will affect Pennsylvania's ability to meet the requirements of the statewide system of measures and standards, and may result in sanctions against the school under Chapter 4 of Title 22 of the Pennsylvania Code, Chapter 339 of Title 22 of the Pennsylvania Code, or Perkins IV.

NOCTI TESTING

NOCTI is the National Occupational Career and Technical Institute. Senior completer students must take the **comprehensive** exam during the spring of their senior year. The test has two components a performance and technical side. Students must successfully complete both parts in order to receive a PA Skills Certificate and be a Program Completer.

OPEN CONTAINERS & ENERGY DRINKS

Students are not permitted **to** bring open drink containers, travel mugs, water bottles or food containers on school premises. Open containers will be confiscated and disposed of. **Only factory sealed products are permitted at Forbes.** Energy drinks are strictly prohibited on school grounds and will also be confiscated and disposed of.

No outside food other than for lunch purposes is allowed or unless student receives prior permission. No student is allowed to order from restaurants or food providers and have them deliver onto school property. All items ordered and attempted to be delivered will be confiscated and disposed of accordingly.

OPEN HOUSE/COLLEGE AND CAREER FAIR

Forbes conducts an Open House twice each year. A New Student/Parent Orientation & Open House will be held on Tuesday, **September 12, 2017 at 6:00 PM**. We ask that new students and their parents make arrangements to attend this event. Everyone interested in learning more about career and technology opportunities is invited to attend.

The second event is a combined Open House and Career Fair scheduled for Thursday, **March 15, 2018 from 6:00 – 8:00 p.m.** This event is open to the community and potential new students/parents. It is our chance to showcase the school for recruitment purposes illustrating the post-secondary and career opportunities that Forbes graduates can pursue.

PEST MANAGEMENT

Forbes only uses pesticides registered with the U.S. Environmental Protection Agency (EPA) and the Pennsylvania Department of Agriculture (PDA). Parents may request to be placed on the schools notification registry to receive prior notification of specific pesticide applications. Forbes Pest Management Plan follows all procedures as outlined in the Integrated Pest Management Plan (Act 35) and Pesticide Notification Act (Act 36) of 2002 .

PREGNANT STUDENTS

According to 22 PA Code §12.1 and Forbes JOC policy #234 “a student may not be excluded either from public school or from extracurricular activities because of being “pregnant or married.” Student and parents have an equal legal responsibility to inform Forbes of a student’s pregnancy and/or marriage and an ongoing legal responsibility to keep Forbes informed of the students medical condition. In addition, the Compulsory Attendance Statue states that a pregnant student under the age of 17 may not be solely excused from attending school for the reasons of pregnancy or maternity.

Forbes will adhere to the PA Code and will not discriminate against any pregnant or parenting student. However, since safety of the pregnant student and the unborn child are paramount in a technical school setting, a student may continue to attend Forbes in her regular program area as long as a physician states in writing that the pregnant student an participate “unconditionally” in all program required activities. If a preg-

nant student cannot obtain an unconditional release from a physician that permits her to remain in her current program, the student may choose to return to her sending school to resume her full-day education until her child is born. Upon her request, or that of the parent/guardian, and with a written release from her physician, this student will be re-admitted to Forbes in her program of study after the birth of her child.

The Student Services Coordinator will provide services, in conjunction with the sending school personnel, to assist the pregnant student in planning her education and future. According to 22 PA Code §12.1 and Forbes JOC policy #234 “a student may not be excluded either from public school or from extracurricular activities because of being pregnant or married.”

Student and parents have an equal legal responsibility to inform Forbes of a student’s pregnancy and/or marriage and an ongoing legal responsibility to keep Forbes informed of the student’s medical condition. In addition, the Compulsory Attendance Statute states that a pregnant student under the age of 17 may not be solely excused from attending school for the reasons of pregnancy or maternity.

A school may require a pregnant student to obtain a doctor’s permission before allowing her to attend school late in her pregnancy if the school is worried about the student’s health or safety? Schools cannot require a pregnant student to produce a doctor’s note in order to stay in school or participate in activities, including interscholastic sports, unless the same requirement to obtain a doctor’s note applies to all students being treated by a doctor. That is, schools cannot treat a pregnant student differently from other students being cared for by a doctor, even when a student is in the later stages of pregnancy; schools should not presume that a pregnant student is unable to attend school or participate in school activities.

<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>

PROGRESS REPORTS/UNSATISFACTORY NOTICES

The ***Progress Report Notice*** is used to call attention to current student progress. The satisfactory report is to notify the sending school as well as the parent/guardian that a student is working hard and is deserving of encouragement .

Unsatisfactory Progress Notices are issued to students when the student's academic or career-technical work becomes unsatisfactory. The notice indicates the causes, which the teacher believes, are responsible for the unsatisfactory work. There are suggestions for the student to follow to improve his/her work. A conference with the parent/guardian is suggested for an unsatisfactory progress report.

PROGRESS REPORTS

1st Grading Period
2nd Grading Period
3rd Grading Period
4th Grading Period

DUE DATE

09/27/2017
12/06/2017
02/15/2018
04/25/2018

RECORDS

Parents/guardians or eligible students have the right to inspect their child's or their own educational records, and/or to receive copies of the records. A school official may explain the records if requested as per the Family Educational Rights and Privacy Act (FERPA). To inspect your child's or your records, contact the Forbes Student Services Coordinator. For the purpose of record access, a parent is defined as the natural parents, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school presumes that either parent of the student has authority to inspect and review the educational records of the student unless the school has been provided with the evidence that there is a legally binding instrument such as state law or court order governing the divorce, separation, or custody providing to the contrary. Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading, or violate student's rights, and to have a hearing if that request is refused.

FERPA provides that educational records cannot be released without the written consent of the parent or eligible student, except in certain specified instances.

RECRUITMENT INFORMATION

Both federal and state laws require that school districts provide military recruiters access to secondary school students. The No Child Left Behind Act of 2001, the National Defense Authorization Act for Fiscal Year 2002 and Pennsylvania Act 10 (The Armed Forces Recruiting Act) reflect these requirements. They collectively require school districts to provide military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers.

To ensure compliance with the collective laws, school districts are required to provide names, addresses and telephone listings of junior and senior year students to military recruiters, when requested, unless a parent has “opted out” of providing such information.

Parents have thirty days from the start of the student’s junior and senior year to make a written request to be excluded from the list before it is made available for release (51 P.S. § 20222(a)). Military recruiters are entitled to request and receive these lists throughout the year.

SAFETY

All students will be advised of safety procedures to be followed in each program. The following regulations are to be observed:

General Safe Work Practices

- Students must wear the proper type clothing and footwear as prescribed by the instructor and follows the Center dress code. **Shorts may NOT be worn in most lab areas.**
- Loose/ragged clothing is “poor safety practice” while in the laboratory as well as when power driven machinery is being operated.
- Students must wear eye protection devices as recommended by the instructor. State law and Forbes require it. Safety glasses are mandatory for all required program areas. Students may purchase approved safety glasses in the Student Store.
- Hairstyles should conform to regulations. In some programs, hair and beard nets will be required.
- The classroom must be kept clean and orderly at all times. Cleanliness of the school is essential for good safety habits.
- Wearing jewelry is prohibited in shops with machinery.
- Food/drinks is prohibited in classroom/labs as prescribed by the instructor’s classroom rules.

- Practical jokes and “horseplay” in any form will not be tolerated.
- Tools/materials should be placed in their appropriate space and at no time be left lying on the floor. **Any personal tools or supplies left by student in classroom after May 30, 2018 will be disposed of.**
- Students must use tools for their intended purposes.
- Students must never operate machinery without previous instruction and successfully passing the programs’ safety tests.
- Students will be tested on safety procedures pertaining to that particular class/piece of equipment, prior to operating.
- Students are to report all damaged tools and equipment to their instructor.
- Students must report all accidents to the instructor immediately.
- Students must never leave the program area without the instructor’s permission.
- Students must pass an assessment on safety procedures pertaining to that particular class/piece of equipment, prior to operating.
- Students not adhering to safety regulations will not be permitted in program areas until the student conforms. Persistent violations of safety regulations will lead to suspension and/or expulsion from the program.
- Clothing and/or accessories creating a hazard to the safety, health, and welfare of that student or other students are prohibited.
- Wallet chains or any other type of hanging chains are not permitted. No facial or ear hanging chains are permitted.
- Shoes appropriate for school and/or the training program will be worn at all times. Slippers or flip-flops may not be worn in lab areas.
- All hair, including facial hair, must be clean as not to disrupt the educational process in any program or create a hazard to the safety, health and welfare of the school community. Students whose hair would constitute a safety or health hazard shall be required to take appropriate measures to correct the situation.
- Coats, jackets or garments designed for protection from outside weather shall not be worn in the classroom area.

APPRENTICE HANDBOOK – SCHOOL-TO-WORK (STW)

The Goals of the School Based Job Placement Services are to:

1. Prepare students for job interviews
2. Identify job openings
3. Inform students of job openings
4. Conduct follow-up studies of graduates

The Delivery Model for the Work-Based Learning program will be achieved through:

1. Apprenticeship
2. Cooperative Career and Technical Education (Co-op)
3. Internship
4. Clinical Service
5. Job Shadowing

All the aforementioned Delivery Systems are approved by Pennsylvania's Department of Education (PDE).

Apprenticeship

This is a one or two year, secondary program with technical training and a job shadowing experience beginning in the sophomore or junior year. Students begin work-site learning as youth apprentices during the junior and senior years of high school. This is a paid apprenticeship, and as such, each student will be paid a wage for his/her work hours at the work-site. Additionally, each student will be covered by the workers' compensation program of the employer.

Students in this program will spend three (3) days per week in their chosen career and technical education program. Additionally, students will receive applied academic curricula at Forbes. Apprentices will continue to develop their individual leadership skills through membership in our student organizations, such as: BAMP; SkillsUSA®, Future Business Leaders of America (FBLA), The Future Is Mine (TFIM) and/or Future Farmers of America (FFA).

If Forbes has a two hour delay, the start time for apprentice students is 9:15.

Student Eligibility Requirements

In order to be eligible for the program, a student must be “in good standing” at both the sending school and Forbes. The student should have a serious expressed interest in his/her chosen career field.

1. A “C” average in core academic courses
2. A “B” average in their technical program
3. “Above average” attendance records at both Forbes and the sending school
4. A student must be in their sophomore or junior year at the time of recommendation
5. No disciplinary action against student at sending school or the Center, as described in Level IV or V infractions of the student handbook
6. Desire to complete a post-secondary, two-year degree program in a technical area, adult apprenticeship, or four-year academic/technical degree
7. Students will be required to join at least one of the available Student Organizations
8. Recommendation from technical program instructor
9. Recommendation by the students sending school counselor/principal

Cooperative Career and Technical Education (Co-Op)

The Cooperative Career and Technical Education program is an integral part of the Forbes curriculum, which extends the course beyond the walls of the classroom. Community-based businesses are utilized to expose students to the real-world of work. Second and third year students are eligible to participate in Co-Op with their instructor’s recommendation.

Internship

Eleventh and twelfth grade students in our technical programs may have the opportunity to be involved with various local employers at an off-campus worksite. An Internship is a maximum of one semester unpaid work experience. The students and the Forbes Road Career and Technology Center are covered for general liability with regard to their actions while working at the internships that are part of the school curriculum. However, the general liability coverage provided does not include medical payments for students. Payment for injuries sustained by the interns at the internship location would not be included under the general liability coverage.

Job Shadowing

Tenth and eleventh grade students are highly encouraged to spend one to three days total, at a work-site directly related to their chosen career and technical field. The purposes of such visitations are to gain insight into the real-world of work.

These first-hand experiences provide the tools, products and talents of personnel within their desired career pathway through the sponsoring business.

Clinical

Work-based clinical experiences offer students real-life activities in a live work setting. These experiences, offered under the direction of a practicing employee, are designed to assist students in learning skills, attributes, and attitudes necessary to become a competent practitioner. In order to participate in clinical experiences, students must have maintained a "C" average combined with minimal attendance issues or disciplinary infractions.

SCHOOL'S RESPONSIBILITIES

The Joint Operating Committee has the authority to make reasonable and necessary rules governing the conduct of students in school. This rule-making power is limited by statutory and constitutional limits.

School rules are assumed to be “reasonable” until they are rescinded or waived. Students, therefore, should obey all school rules while working through channels to help change those rules they do not feel stand the test of fairness and reasonableness.

SEARCHES

Personal

If a student is suspected of having an illegal drug, prescription drug not prescribed for them or in quantities exceeding a daily dosage, drug related paraphernalia, stolen materials or weapons, the administration will request that the student empty his/her pockets, purse, coat/hoodie, as well as all other belongings, and volunteer all drug substances, paraphernalia, contraband, stolen materials or weapons.

All such materials will be then confiscated and remanded to law enforcement upon their arrival. Students suspected of having a weapon in their possession may be subject to a metal detector search as well.

To insure the safety of all Forbes students, faculty, and staff, the school may conduct searches at the point of entry. All students may be required to stand in line before a table and empty their pockets, backpacks, coats, etc. Students may be scanned with a permanent or portable metal detector before being admitted into school.

If the student refuses to cooperate even after the notification of parents/guardian, law enforcement may be called in to conduct a search.

Locker

The lockers are the property of Forbes, and as a courtesy students are permitted to use them. Forbes maintains sole ownership, possession, and control of the lockers at all times. The school has an obligation to insure that the locker is properly used and that no item placed in the locker jeopardizes the protection of the health, safety and welfare of the students, faculty, staff, school property and the educational

process. Students are to keep their lockers clean and neat at all times, as well as, free from any items which may constitute school and/or criminal violations.

Instructors will assign lockers to every student during the first week of school and it will remain their assigned locker for the balance of the school year. Any student who is having a mechanical problem with their locker should notify their teacher immediately. The proper operation of lockers will serve to deter theft; therefore, only school supplied combination locks can be used on the lockers. Any locks not supplied by Forbes will be cut off and students will not be reimbursed for the cost.

Students are responsible for keeping their lockers secure. To that end, students are not to tell anyone their combination. Forbes will not be responsible for articles stolen from lockers.

Any item(s) found in the student's locker will be presumed to be the students; and therefore, their responsibility. Forbes has the legal right to conduct a search of an individual student locker based on "*reasonable suspicion*" of school or criminal violation. Forbes can randomly or in mass, search school lockers without prior warning to the student body. (See Chapter 12 §12.12 Searches) Local K9 searches conducted by either the Monroeville Police Department or the Allegheny County Police and/or any other authorized law enforcement agency can be conducted at the discretion of Forbes administration.

Vehicle

The administration has established rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on Center grounds that make the student's consent to random searches or inspections a condition of access to the privilege. Under certain circumstances, random or general searches of students and their belongings, including vehicles parked on Center property, may be conducted during the school day or upon entry into Center buildings or Center activities.

Items not permitted in lockers, vehicles or on person:

Should any of the following items be found at Forbes, appropriate disciplinary and/or criminal proceedings will be instituted against the student in accordance with Forbes Discipline Policy and/or State/Federal Laws.

Examples include, but are not limited to:

- Alcohol in any form;
- Paraphernalia (drug related);
- Any weapons including but not limited to: knives, firearms/ammunition or “look-a-like” weapons, mace, firecrackers/smoke bombs or any other incendiary or explosive device, etc.;
- Tobacco products in any form; including electronic cigarettes
- Drugs (controlled substances) in any form. (Including “look-a-like” drugs);
- Stolen property;
- Any other illegal materials;
- Obscene materials;
- Spray paint or large indelible markers.

SECURITY

Security personnel will be comprised of uniformed armed constables and security guards that will patrol the building and grounds on a daily basis, conduct searches and may use portable metal detectors when necessary. In addition the Monroeville and/or Allegheny County Police forces are present in and on school grounds on a daily basis.

Security personnel are authorized to correct or refer students in violation of school procedures. As an additional safety measure, the school may conduct searches at the point of entry. All students may be required to stand in a line before a table and empty their pockets, backpacks, coats etc. Students may be scanned with a portable metal detector before being admitted into the school. Surveillance cameras are in use in all public hallways and classrooms and are monitored 24 hours a day.

SENIOR PROJECTS & STUDENT PORTFOLIOS

Senior projects and student portfolios will be included in the course requirements of each Forbes program. Both of these stipulations are a requirement for completion of the program.

STUDENT ASSISTANCE PROGRAM (SAP)

This program identifies high-risk teenagers who are having school related problems for a variety of reasons. It is a systematic process for intervening and referring students to the appropriate community or in-school services. The program is not a treatment program, but an intervention program.

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Forbes have rights just as any private citizen. Likewise students have certain responsibilities. During enrollment at Forbes Road Career and Technology Center, there is always the possibility that a student might ignore his/her responsibilities and infringe on someone else's right to learn. It is also possible that a given school official may unintentionally infringe upon a student's rights. It is with the intent of creating this mutual understanding among students, instructors, administration, and parents that these statements of rights and responsibilities exist.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of the administration, instructors, staff, and students, as well as all others that are involved in the educational process and associated with the right to a "Free Public Education."

Students will be disciplined when s/he ignores his/her responsibilities or infringes on the rights of others to learn. Quite often, through appropriate classroom and discipline models, misunderstandings are worked out by an informal discussion between the parties involved.

The following excerpts are taken from: "Legal Rights and Responsibilities: A Guide for Public School Students"

I. Free Education and Attendance

Your Right: All persons residing in the Commonwealth between the ages of six and twenty-one years are entitled to a free and full education in the Commonwealth's public schools. Forbes, being an extension of the educational program of the nine participating school districts, extends this right to all students of the participating districts who have successfully completed their ninth grade, regardless of age, pregnancy, parenthood, or marriage.

Your Right: Students may not be asked to leave school merely because they have reached seventeen years of age if they are fulfilling their responsibilities, as students, listed in PA Chapter 12 - §12.2. A student may not be excluded from the public schools or from extra-curricular activities because of being married or pregnant.

Your Responsibility: Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations.

Your Responsibility: No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

II. Religion

Your Right: The school may not interfere with your right to observe any religion (or none at all if you wish) by requiring, establishing or conducting religious exercises for you.

Your Responsibility: You have the responsibility to respect the religious beliefs and observance of others.

III. Speech, Expression, and Conduct

Your Right: You have the right to express your views, either orally or symbolically (through buttons, arm bands, symbols on clothing, political salutes, etc.) however unpopular or critical of school or government policy they may be.

Your Right: Students shall have the right to publish and distribute literature including but not limited to, newspapers, handbills, leaflets and pamphlets as a means of expressing their opinions with prior Administrative approval.

Your Right: Students shall be permitted to use bulletin boards as designated by the Administrator.

Your Responsibility: When expressing yourself, you must do so in a manner that does not “materially or substantially” disrupt the operation of the school. You may not, in expressing yourself, violate another person’s rights by using slanderous speech.

Your Responsibility: Students who publish and distribute such literature, whether school sponsored or not, shall have the responsibility of following all the rules of good journalism, shall refrain from using libelous or obscene statements and shall be held responsible for any statements.

Your Responsibility: All postings shall be subject to the provisions of above. Students are responsible for following reasonable written regulations providing for the dating, identification and posting periods of material displayed on bulletin boards.

Your Responsibility: To be aware of all the rules and guidelines for student behavior and conduct yourself in accordance with them.

Your Responsibility: To be willing to volunteer information in matters relating to the health, safety and welfare of the school community and in matters relating to the protection of school or personal property.

Your Responsibility: To dress and groom yourself to meet fair standards of safety and health, and so as to not cause a material disruption or distraction to the educational process.

Your Responsibility: To assume that all rules are in full affect until such rule is waived, altered, or repealed.

Your Responsibility: To assist the school staff in operating a safe school for all students enrolled.

Your Responsibility: To be aware of and comply with state and local laws.

Your Responsibility: To exercise proper care when using public facilities and equipment.

Your Responsibility: To pursue and attempt to satisfactorily complete the program of study prescribed by state and local school authority.

Your Responsibility: To strive for a mutually respectful relationship with instructors, administration, and staff.

Your Responsibility: To take advantage of the academic opportunities offered at school and make a conscientious effort in classroom work.

Your Responsibility: To assume any and all responsibilities otherwise designated by Forbes in this *“Student and Parent Handbook”* as being necessary to aid in maintaining safety, health, and welfare, as well as order and discipline within the school zone.

IV. Flag Salute and Pledge of Allegiance

Your Right: You may not be forced to take part in the salute to the flag or *Pledge of Allegiance* if doing so violates your beliefs or values.

Your Responsibility: If you refuse to participate in the salute to the flag or Pledge of Allegiance, you may not disrupt the activity of others who choose to do so.

V. Suspension and Expulsion

Your Right: Before you may be suspended from school for ten (10) days or less, the suspending official must: (1) inform you as to what rule you have broken; (2) explain as to why he/she believes that you broke the rule if you deny it; and provide you an opportunity to tell your version of what happened.

Your Responsibility: You have the responsibility to follow school regulations. The Constitution does not shield you from suspension “properly imposed” according to the above procedures. In such cases, a hearing in which the above rules are followed should be given as soon as practical after you are suspended and within three (3) days if possible.

VI. Racial Discrimination and Segregated Schools

Your Right: The state or other governmental body may not establish racially segregated schools thus depriving you of your right to an education regardless of race.

Due Process Rights

DUE PROCESS (FOR EXCLUSION FROM SCHOOL)

Rationale and Definitions

The power to exclude a student from Forbes, for cause, shall be vested in the Forbes Joint Operating Committee (JOC) and the Administration. Suspension or expulsion, from any program at Forbes may affect exclusion from school. These terms as used herein are defined as follows:

Suspension shall mean exclusion from Forbes for a period of up to ten (10) consecutive school days. A suspension for more than three (3) require the Administration to hold an informal hearing with the student and his/her parents in accordance with the policies established by the Board.

Expulsion shall mean removal from the program at Forbes for a period exceeding ten (10) school days and may be a permanent expulsion from the school.

In-school suspension will be served at a date specified by the administration. Teachers are to give those students on in-school suspension a written assignment that is to be turned into the teacher. If the student fails to turn in the assignment, an extra day of in-school suspension will be given until the assignment is completed.

STUDENT ORGANIZATIONS

Forbes offers several opportunities for students to belong to student organizations. The purpose of these organizations is to develop leadership qualities, teamwork, social skills and self-confidence. Students will participate in educational, career, civic, recreational and social activities to promote high standards in ethics, workmanship, scholarship and safety. **A \$25 membership fee is required to belong, which can be paid for by the student or earned through fundraising.**

SKILLSUSA® - Vocational Industrial Clubs of America (VICA)

BAMP - Builders Association of Metropolitan Pittsburgh

FBLA - Future Business Leaders of America

TFIM - The Future is Mine

FFA—Future Farmers of America

Criteria for students to attend Competition, Workshops and Conferences are as follows:

1. Be recommended by an instructor
2. No disciplinary action beyond Level II
3. Demonstrate community service, leadership, character and scholarship

STUDENT SUPPORT SERVICES

Forbes is staffed with a Student Support Services Coordinator who manages the school's program with each of the sending schools to create a comprehensive, holistic career preparation program and provide quality counseling services to the student. The Coordinator will also act as a liaison to ensure students are meeting their graduation requirements by coordinating academic, as well as, technical courses.

The Coordinator is available to help you make decisions in planning your career, solve personal problems, and supply information concerning industry, job placement, as well as, post secondary education opportunities. Appointments for students or parents may be arranged through the Coordinator. The subject and content of a conference are held in strictest confidence within the school and through the guidance of the law.

SUSPENSION PROCEDURE AND INFORMAL HEARINGS

Out of School Suspension - For out of school suspensions (OSS) that are three (3) days in length or less, the Administration, prior to imposing a temporary suspension, shall meet with the student(s) involved and inform them of the reason(s) for the temporary suspension. At this meeting, they shall be given the opportunity to present a defense to the alleged misconduct.

Out of School Suspension - For OSS that exceed three (3) days, the Administration, prior to imposing a full suspension shall hold an informal hearing with the student's parents or guardians. The purpose of this informal hearing shall be to explain the circumstances surrounding the incident in question and to give the student an opportunity to respond to the charges.

Expulsion - When a student is to be removed from Forbes for a period exceeding ten (10) days, a formal hearing shall be conducted that will include Forbes and the sending district administration.

Hearing Procedure - The Forbes Board of School Directors (JOC), a committee thereof or a qualified Hearing Examiner shall be responsible for conducting the formal hearing for expelling a student from Forbes Road Career and Technology Center. Only relevant and competent evidence shall be received and considered, but the strict rules of evidence shall not be followed so that every opportunity may be afforded to all parties to obtain all the relevant and pertinent facts.

A Forbes committee or a qualified Hearing Examiner's decision is strictly advisory to the JOC in all cases where the recommendation is expulsion. A majority vote of the entire JOC is then required to expel a student.

If during a formal hearing the Hearing Examiner or JOC is apprised of information, which, if true, would justify disciplinary action of any student other than the accused, the Hearing Examiner or JOC may direct the Administration to investigate or reinvestigate the incident and take appropriate disciplinary action.

Disposition - Within three (3) school days after the hearing is closed, adjudication shall be prepared by the Hearing Examiner or a committee of the JOC making a recommendation with regard to the innocence or guilt of the accused student and the penalty, if any, that is recommended.

TELEPHONE POLICY

Students will not be called from class to the telephone, unless the office staff determines it is an emergency. If a message is urgent, it will be delivered to that student promptly. Students will not use the office phone or cell phones unless authorized by the administration and only in the event of a bona fide emergency.

TEXTBOOKS

Textbooks issued to the student remain the property of Forbes. Each student will be assigned a numbered textbook for his/her personal use where applicable. They must be in good condition at the end of the school year, less reasonable wear. Students shall pay for damaged or lost books at the replacement cost. Grades will be held until restitution is made.

TRANSPORTATION

Transportation is the responsibility of the sending school district, any questions need addressed to the sending school transportation department.

Students are required to arrive and leave school on assigned buses unless a parent/guardian drives the student or if the student has prior permission to drive. No student is permitted to walk off school campus or to leave with anyone except parent/guardian or assigned adult verified by parent/guardian.

Transportation Guidelines Student Bussing

Proper bus behavior for students includes:

- No smoking or chewing of tobacco products;
- No use of drug legal or illicit;
- No shouting out the windows;
- No food or drinks are to be consumed on the bus;
- No use of abusive language or profanity;
- Must sit in the seat - no standing;
- Boarding and leaving buses in an orderly fashion;
- No misconduct, disobedience or obnoxious behavior ever;
- Following all school rules/regulations as outlined in the student discipline policy.

Failure to follow school policies is potentially more dangerous while in a vehicle than in a school building. Therefore, in addition to the student discipline policy the following shall apply:

Transportation Guidelines Student Bussing

1st offense three (3) days in-school suspension and parental notification

2nd offense three (3) days in-school suspension, possible loss of future bus privileges and parental conference

3rd offense termination of bus privileges for the remainder of the school year

VISITORS

Parents should make an appointment to see instructors after 1:30 P.M. Visitors will be required to have a State issued ID verified electronically through the Raptor Visitor ID system in Building #2, before visiting with the instructor.

WEBSITE

Students and parents are encouraged to visit the Forbes website regularly to keep updated on changes and activities at the school. Individual class information/assignments are accessible to students/parents via the school's website (**www.forbesroad.com**). Located on the site are a wide variety of school forms and school policies available for your convenience.



Forbes also maintains a **Facebook page**. You can “Like It” to keep updated on all the events at the Center.

WITHDRAWAL FROM SCHOOL

Students who wish to withdraw from the Tech Center must meet with the Forbes Student Services Coordinator as well as their sending school counselor. The forms for withdrawing are available at the Student Services Coordinator Office in Building #2.

WORK ORDERS

Students desiring to work on private projects while in the programs will first complete a “**Work Requisition**” form. The teacher then will tentatively approve or disapprove the project based on availability to complete the work.

Once this process is complete then a student must obtain a **Work Order**. This Work Order form must be completed with proper signatures, before it is approved. The Work Orders will be in effect for a reasonable period of time to allow for completion of the project. Work Order forms may be obtained through the School Office, Building #2. All Work Orders must be ***paid in full*** in the Business Office prior to any projects being removed from the school premises.

DISCIPLINARY INFRACTIONS AND PROCEDURES

AFFECTION – VISIBLE AND OPEN PUBLIC DISPLAYS

Visible and open displays of affection will not be permitted. Examples of visible and open displays of affection include, but are not limited to: kissing, petting, caressing, embracing, hugging, and/or any other bodily contact that represents a visible or open display of affection.

AGGRAVATED ASSAULT

A person is guilty of aggravated assault if they intentionally attempt or knowingly cause bodily injury to staff members, school board members, other employees, or students of a publicly funded elementary or secondary education institution. Adult students who commit aggravated assault will be expelled.

BOMB THREATS

Any student who furnishes false information to any other student, teacher, administrator or other school employee, concerning the placement or setting of a bomb or other explosive, knowing the same to be false, shall be subject to expulsion for the duration of time set forth by the Joint Operating Committee (JOC). The seriousness of such false bomb threats shall be called to the public's attention through appropriate news releases.

Further, such news releases shall point out that making such false threats is considered a criminal offense and that a penalty can be imposed under the Penal Code of June 24, 1939, P.I. 872, Section 329 as amended, which reads as follows: "Section 5308 False Information Concerning Bombs" .

Any person who furnishes any false information to a police officer or elected officials or to any employee of any political subdivision of this Commonwealth or to any official or employee of any public, private or parochial school, railroad or railroad depot or station, theater or other place of assembly concerning the placement or setting of a bomb or other explosive, knowing the same to be false, is guilty of a misdemeanor, and shall, upon conviction thereof, be sentenced to pay a fine not to exceed five thousand dollars (\$5,000) or undergo imprisonment not to exceed five (5) years or both.

The JOC will cooperate fully with the proper authorities in prosecuting any individual guilty of furnishing false information concerning the placement or setting of a bomb or other explosive in any of the school facilities.

BUS INFRACTIONS

Any rule infraction on buses en route to and from Forbes will be reported to the sending school principal. Students may receive one (1) to three (3) day(s) out-of-school suspension for infractions and/or may lose bus privileges. This also applies to walking off school property and/or missing assigned buses.

CELL PHONES

Student must turn in all cell phones, headphones, and electronic devices while serving In-School Suspension (ISS). Any student not following the rules may be subject to additional days, Out of School Suspension (OSS) or further disciplinary actions.

CHEATING

A student who is guilty of cheating on tests or assignments will receive a failing grade of zero (0) for that test or assignment.

A second offense will result in the student's referral to the Student Services Coordinator and a conference held with the parent/guardian. Continued unmodified behavior of cheating will result in failure of the course.

CLASS CUTS AND TRUANCY

Any absence from class without school and/or parental/guardian permission is truancy. Truancy will result in a one (1) day in-school suspension and notification of parents/guardians. A second offense will result in a three (3) days, in-school suspension and parental/guardian conference.

DESTRUCTION OF SCHOOL/STUDENT PROPERTY

A student involved in the destruction of property, personal or school, will be required to pay for damages (restitution at actual current value of replacement), as well as a parental conference will be held. Depending on the severity of the damage, penalties may range from a three-day out-of-school suspension to expulsion as well as being reported to law enforcement. **Students who fail to fulfill their financial obligations will have grades, certificates and transcripts withheld until the obligation is met.**

DISHONESTY/LYING

Students at no time shall lie or be purposefully dishonest to the Forbes Administration and/or instructional staff involving any matter pertaining to school business, function, operation, or the health, safety or welfare of the students, staff or personnel. Students who are dishonest or lie will be subject to disciplinary action. Whether or not a student is lying is determined by the Forbes personnel after review of the facts presented.

DISORDERLY CONDUCT/DISRESPECT

Disorderly Conduct is any act which substantially disrupts the orderly conduct of the school function or behavior which substantially disrupts the orderly learning environment, or poses a threat to the health, safety and/or welfare of the students, staff or others.

A student or group of students who engage in the disruption of school, school sponsored, related and/or sanctioned meetings, activities, and events will be subject to disciplinary action, as well as criminal proceeding through the responding local law enforcement agency.

Disorderly Conduct and/or Disruptive Behavior includes, but is not limited to: the use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, obscene/profane lan-

guage/gestures; pulling a fire alarm, or any conduct which serves no legitimate school purpose or intentionally causes the material disruption or obstruction of any lawful mission, process, or function of the school or classroom. Behavior which causes or may cause material harm or serious inconvenience to the legitimate mission, process, or function of the school or classroom is considered disruptive.

Whether or not the actions and/or words of a student or group of students rise to the disruption level is at the sole discretion of Forbes Administration in their evaluation of the particular problem as presented. Students who show disrespect to the Forbes Administration, staff, or personnel are subject to disciplinary action of one (1) to three (3) day(s) out-of-school suspension for a first offense. Repeated offenses could result in a three (3) to ten (10) days out-of-school suspension plus a parental conference. Additionally, referral to the civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

DRUG/ALCOHOL USE/ABUSE/POSSESSION

Forbes strongly upholds the belief that the use of illicit drugs and the unlawful possession/use of alcohol are wrong. Students are forbidden to use/possess intoxicating beverages, narcotics, or restricted drugs including but not limited to marijuana, on school grounds or during school activities. Students violating this policy are subject to civil and/or criminal penalties. In addition, the student will receive three (3) to ten (10) days out of school suspension or expulsion from Forbes. The Administration will notify law enforcement of the incident and charges may be pending. Often the student will be referred to an outside agency for drug/alcohol assessment before they are allowed to return to school. The student and family will be informed that recommendations, by the outside agency, must be followed to insure successful re-entry to school.

ELECTRONIC CIGARETTES

Are prohibited from the center. They are included in the Board Policy. Use of an e-cigarette or any other electronic smoking device will result in disciplinary infraction.

ELECTRONIC COMMUNICATION MISUSE

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only. **The Career and Technology Center shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school.** The Career and Technology Center reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Students caught not following any of the prescribed procedures will be required to surrender their device immediately to the staff member requesting it. Failure to do so is insubordination and will have an additional consequence. Disciplinary procedures will be followed.

ETHNIC INTIMIDATION

All forms of ethnic intimidation will be dealt with by disciplinary action. Ethnic intimidation may include, but not be limited to statements or actions with malicious intent toward a race, color, religion, or national origin of another, or group of individuals which involve danger, coercion, threats, harassment, intimidation, fear or harm to such person(s). Ethnic intimidation may also involve damage, potential damage, and/or threats of damage to the property of such person(s).

FALSE IDENTIFICATION

Any student who gives a false name or refuses to identify himself/herself to a member of the staff is subject to a one (1) day out-of-school suspension.

FIREWORKS/INCENDIARY DEVICES

Any student who uses or possesses any type of “fireworks” will receive a three (3) to ten (10) day out-of-school suspension with a parental conference held, and the matter will be reported to law enforcement for further investigation.

Students shall not possess, use, or conspire to use a combustible/flammable object to intentionally and/or recklessly place another person in danger of death, bodily injury or cause damage or destruction to property. Such behavior will result in disciplinary action.

FORGING/FALSIFYING ANY SCHOOL FORM/DOCUMENT/EXCUSE

A student shall not knowingly forge, alter, destroy, or otherwise falsify any school documents, communications, parental excuses or signatures. Nor shall any student assist or procure another to forge, alter, or falsify any school document, communication, parental excuse or signature.

GAMBLING

Gambling will not be permitted at Forbes. Any student caught gambling will receive a three (3) to ten (10) day out-of-school suspension plus a parental conference will be held. Gambling devices and/or money will be confiscated.

HAZING

It is the intent of Forbes to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school and are prohibited at all times. For the purpose of understanding; hazing is defined as any activity that recklessly or intentionally endangers the mental or physical health, the safety of a student for the purpose of initiation or membership in, or affiliation with, any organization or class recognized the school. These activities shall include but not be limited to: any physical brutality, such as beating; forced calisthenics; exposure to the elements; forced consumption of food, alcoholic, drug, or controlled substance; or any other forced activity that could adversely affect the physical, mental, emotional health, safety or welfare of a student.

Additionally, any activities that would subject an individual to extreme mental stress; forced conduct that could result in extreme embarrassment, such as dress or other similar behaviors related to personal appearance; or any other forced activity that could adversely affect the mental, or emotional health, and dignity of the individual; or any forced conduct in general would be considered hazing.

Any hazing activity, whether by an individual or group, shall be presumed to be forced activity even if a student willingly participates. When a student believes s/he has been subject to hazing, the student shall follow the protocol listed under Grievance Procedures.

HARASSMENT/INTIMIDATION

Students shall not use physical, verbal, written, graphic, or electronic devices to threaten or intimidate other students and/or Forbes administration, faculty or staff. Intimidation is to unlawfully place another person in fear of bodily harm through verbal, written, electronic, or graphic threat without displaying a weapon; or subjecting the person to an actual physical attack.

Harassment, which is defined as annoying another person persistently; shall not be tolerated by other students or Forbes personnel. The term harassment includes, but is not limited to: derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name-calling, graffiti, innuendo, gestures, physical conduct, stalking, threatening, bullying, exploiting, shunning, or the display or circulation of written materials or pictures.

Forbes will not tolerate any form of harassment or intimidation by any student. Students violating this policy will receive a three (3) to ten (10) days out-of-school suspension and/or expulsion subject to the finding of an investigation.

LEAVING CAMPUS WITHOUT PERMISSION

No student may leave the campus without administrative permission. A parent or previously approved adult must sign the student out of school. Failure to follow this procedure will result in a three (3) day out-of-school suspension and/or loss of driving privileges. Parents must drop-off and pick-up students at the entrance of Building #2.

LEAVING THE CLASSROOM

No student may leave the classroom without **an appropriate hall pass**. Abuse of this may result in a one (1) to three (3) days in-school suspension.

PLAGIARISM

Students are prohibited from plagiarizing someone else's work. Plagiarism is the unauthorized use or close imitation of the language and thoughts of another and the representation of them as one's own original work. Students caught submitting plagiarized work will receive a zero (0) for the assignment and will result in one (1) to three (3) days in-school suspension.

PROFANITY/ABUSIVE OR OBSCENE LANGUAGE, GESTURES, OR SYMBOLISM

Students shall not use auditory and/or visual communication that is profane, obscene, and/or abusive in nature on the school campus. Those students who use and direct profanity towards other students, instructors, administrators, or other individuals shall receive a three (3) day out-of-school suspension. It is against the penal code to use profanity in public buildings. If law enforcement is summoned, students will also receive a citation.

Swearing or threatening any staff member may result in a Disorderly Conduct citation, fine and Out of School Suspension.

Additionally, students shall not knowingly possess, handle, or transmit any obscene or abusive written, mechanically or electronically produced, or illustrated material. What is considered obscene, vulgar, and/or abusive lies solely within the rights of what Forbes Administration and Joint Operating Committee deems obscene, vulgar, and/or abusive based on the circumstances presented.

SEXUAL HARASSMENT

Forbes will not tolerate sexual harassment, in any form, by students, staff and/or visitors. Violators of this policy may warrant disciplinary action such as suspension and/or expulsion. Any incident of sexual harassment should be immediately reported to the Administration.

SMOKING/TOBACCO CONTROL ACT

In accordance with the Pennsylvania School Tobacco Control Act 145 of 1996, possession or use of tobacco products by secondary students is prohibited in school buildings, on school buses, on school grounds, and at school sponsored activities.

As used in this section, the following words and phrases shall have the meanings given to them in this subsection.

“Tobacco” - A lighted/unlighted cigarette, cigar, electronic cigarette, electronic smoking devices, pipe, or other lighted smoking product and/or smokeless tobacco in any form.

Possession of any tobacco product(s) shall include having on one’s person or personal property in any form. Use of tobacco products includes the use of smoking or smokeless tobacco in any form. School grounds are defined as property owned, leased, or under the control of the JOC including sidewalks, roadways, parking lots, courtyards, school buildings, and other campus areas not located in school buildings.

A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district, and shall upon conviction, be sentenced to pay a fine of not more than \$50 plus court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication alternative school as authorized under 24 PA. C.S. Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine.

Students who violate the school’s non-smoking policy will have all tobacco products, matches, lighters, or other related materials confiscated and will be subject to the consequences listed in the discipline code. If a student continues to violate this policy, they may be expelled from Forbes.

STEALING

Any student caught stealing school property, tools, instruments, books, or personal property of a fellow student, teacher, administrator, or other school employee, will receive a three (3) to ten (10) days out-of-school suspension from Forbes and the matter will be reported to the police for further investigation. Restitution for the stolen/damaged belongings will be required.

VIOLENT ACT

A violent act is defined as:

- Any act in which the use of physical force injures somebody or damages something
- The illegal use or the effect created by the threat of this action
- The use of any object as a weapon (i.e. but not limited to: tools, equipment, chairs, etc.) to create a threat

WEAPONS IN THE SCHOOLS/ACT 167

The General Assembly of the Commonwealth of Pennsylvania enacted Act 167 in December 1980. The Act provides criminal penalties for carrying weapons on school property and defines aggravated assault as it relates to a teaching staff member, an employee, or student of any elementary or secondary public school.

Weapons and replicas of weapons are forbidden in any school building on school property, school buses or vehicles used for school purposes or at any school sponsored event.

Weapons shall include, but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, brass or metal knuckles, firearm, shotgun, rifle, look-a-like gun, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury and fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

A weapon authorized by the school, possessed and used in conjunction with a lawful, supervised school activity or course shall be permitted. Any student, however, using any such object in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon.

Any loaded or unloaded firearm or weapon possessed on or about a person while on district property is subject to seizure or forfeiture. Incidents of students possessing weapons may be reported to the police. Violation of this policy shall initiate the process of expulsion for the student. Students are not permitted to possess any type of weapon or engage in making a weapon at Forbes Road Career and Technology Center.

The seriousness of the act and the frequency of occurrence determine disciplinary action. Infractions are divided into five levels: Level I infractions are handled at the classroom level by the teacher. Level II incidents are student misconduct that involves minor infractions. Level III misconduct involves more serious student misbehavior. Level IV may involve criminal acts that may require the intervention of local law enforcement (LLE) authorities. Level V actions will involve LLE and will result in expulsion. The parent/guardian and the sending school will be notified of all disciplinary infractions. Students assigned to in-school-suspension must abide by the in-school-suspension rules at all times. **All in-school assignments must be completed at time of suspension or additional in-school days will be administered to complete the assignments.** Assignment(s) are to be graded, recorded and returned to the student before filing in the student file.

Any suspensions, either in-school or out, that cannot be completely served before the conclusion of the current school year will be culminated at the beginning of the next school year. Any disciplinary infractions occurring within the last five days of school that are level II or above will receive the maximum penalty permissible; but in any case will not be less than the balance of the days remaining for the year. **All external suspensions will be reciprocated with the sending school and vice versus.**

LEVEL I – INFRACTIONS

- Dress Code violation
- Lunchroom misbehavior
- Refusal to participate in class/lab activities
- Sleeping in class
- Inappropriate Public Display of Affection (i.e. hugging, kissing, etc.)
- Dishonesty/lying
- Cheating (plus academic penalty)
- Failure to follow program rules
- Failure to complete assignments
- Personal relationship problems
- Unprepared for class (e.g. uniform, paper, pencil, resources, etc.)

Any of the listed infractions after three (3) incidents over several days, as well as documented calls home with direct contact with the parent, will then be referred to the Assistant Director or Principal. Those referrals must be accompanied by all the appropriate details, of the circumstances, phone calls, and dialogue between the teacher, student, and parent, if additional remedy is sought. Specific consequences for violations of these particular rules will be a student's daily grade will be lowered by 10% for each infraction on each day.

LEVEL II – INFRACTIONS

- Unmodified Level I behavior
- Missing assigned bus without due cause
- Class cut
- Leaving class without permission
- Disruptive Behavior (loud, boisterous, inappropriate noises)
- Snowballing
- Minor safety violation (running in the halls, minor horseplay incident...)
- False Identification
- Repeated tardiness (five days or more)
- Insubordination
- Plagiarism

LEVEL II - May result in the following:

1st OFFENSE:

One (1) day in-school suspension

2nd OFFENSE:

Two (2) days in-school suspension

3rd OFFENSE:

Two (2) days of out-of-school suspension + parental conference

LEVEL III – INFRACTIONS

- Unmodified Level II behavior
- Serious safety violation (i.e. not wearing safety glasses, not utilizing appropriate safety precautions, not operating equipment safely, etc.)
- Reckless Driving
- Disrespect to administration/faculty/staff
- Falsifying/forging school forms (i.e. forging signatures)
- Leaving campus without permission
- Bus infraction (referred to sending school principal)
- Driving or being a passenger without properly signed forms and/or violating other applicable driving rules or regulations
- **Possession and/or use of electronic device(s) without instructor's permission**
- **Possession and/or use of cell phone, headphones, and electronic devices in ISS.**
- Defacing school or another's personal property
- Inappropriate verbal or written comments – offensive jokes, pictorials, etc.
- Hall or locker room disturbance
- Presence in unauthorized areas of the school building or grounds
- Possession of obscene or offensive materials
- Misbehavior at school sponsored activities (in-house or off campus)
- Possession of incendiary devices (i.e. lighter or matches)

LEVEL III - These offenses being of a more serious nature shall result in the following:

1st OFFENSE:

Two (2) to three (3) days out-of-school suspension depending on the severity of the infraction. This will also require a parental conference.

2nd OFFENSE:

Up to five (5) days out-of-school suspension depending on the severity of the infraction as well as a parental conference

3rd OFFENSE:

Up to ten (10) days out-of-school suspension, as well as a parental conference

LEVEL IV – INFRACTIONS

- Unmodified Level III behavior
- Bullying
- Theft of school or personal property
- Violent, disruptive behavior
- Possession/furnishing/use of alcohol/drugs/paraphernalia or “look-a-likes”
- Possession/furnishing/use of tobacco/smokeless product (electronic cigarettes) or “look-a-likes”
- Sale of alcohol/drugs
- Possession/furnishing/use of unauthorized prescription drugs - (only daily dosage permitted and must follow Forbes’ Administration of Medication Policy)
- Destruction of school property or another’s personal property
- Threats to students/staff
- Harassment (i.e. intimidation, ethnic slurs)
- Sexual harassment
- Sexual misconduct (e.g. inappropriate touching, etc.)
- Gambling
- Gang related dress/activities
- Fighting (any physical contact regardless of severity)
- Possession/use of spray paint for huffing or graffiti
- Possession/use of large tip indelible markers
- Computer Network/Internet/LAN abuse
- Profanity (profane/obscene language or gestures)

- Attempting to, or breaking into another students locker
- Dissemination of unauthorized papers, posters, bulletins, newsletters, etc.
- Extortion of money or material goods
- Theft/possession/sale or purchase of stolen goods or property.

LEVEL IV - May result in a three (3) to ten (10) days out-of-school suspension and/or expulsion. The offenses at this level represent a violation of the law and are subject to civil and/or criminal penalties. The local law enforcement agency may be notified.

DRUG and ALCOHOL INFRACTIONS – ten (10) days out-of-school suspension to expulsion. Submit, documented evidence (proof) of evaluation and successful completion of a mandated rehabilitation program for reentry to school after the suspension has concluded. Additionally, students will be referred to the Student Assistance Program (SAP) for in-school monitoring.

TOBACCO POSSESSION including electronic cigarette and electronic smoking device and/or USE – three (3) days out-of-school suspension, plus a citation which will include a fine determined by the magistrate plus court costs. Additional violations have a higher imposed cost at the magisterial level.

FIGHTING – Regardless of the severity, ten (10) days out-of-school suspension to expulsion

COMPUTER/INTERNET ABUSE - Suspension, libel for civil/criminal penalties and have privileges revoked.

LEVEL V– INFRACTIONS

- Unmodified Level IV behavior
- Possession/use of dangerous weapons including, but not limited to knives, firearms, razor blades, explosives and/or, incendiary devices (firecrackers, fireworks, smoke bombs, etc.) or chemical protection devices (mace, pepper spray, etc.,) cutting instruments or tools, nun-chucks, brass knuckles, acid, metal pipes, sharpened wood, stun guns, or any other tool, instrument, or implement that is capable of inflicting serious injury
- Possession of “look-a-like” weapons
- Threatening and violent acts
- Aggravated assault of a staff member, student or visitor
- Arson, bomb threats, unwarranted setting off of the fire alarm
- Indecent exposure
- Engaging in any conduct contrary to the criminal code or ordinances of the Commonwealth/community on school grounds or at a school sponsored event or activity.
- Gender or handicap discrimination
- Racial and/or ethnic intimidation of any race by any race

LEVEL V – May result in a three (3) to ten (10) days out-of-school suspension prior to an informal hearing, formal hearing, and/or expulsion. The offenses at this level represent a violation of the law and are subject to civil and/or criminal penalties. The local law enforcement agency may be notified. These shall result in expulsion at the Joint Operating Committee’s of the sending school board discretion. Student will be subject to civil and/or criminal penalties.

2017-2018 SCHOOL CALENDAR

August 24	First Student Day
September 4	Labor Day (No School)
September 12	New Student/Parent Orientation-Open House
October 9	Teacher In-Service (No School)
November 7	Teacher In-Service (No School)/OAC Mtg.
November 23– November 27	Thanksgiving Break (No School)
December 25 – January 1	Winter Vacation (No School)
January 15	Teacher In-Service (No School)
January 16	Beginning of 2nd Semester
February 16	Teacher In-Service (No School)
February 19	President’s Day (No School)
March 6	National Technical Honor Society Inductions
March 9	Teacher In-Service (No School)
March 15	Open House
March 29-April 2	Spring Break (No School)
May 4	Staff Appreciation Day
May 23	Senior Certificate Ceremony
May 28	Memorial Day (No School)
May 30	Last Student Day
May 31*	Teacher In-Service
June 1*	Teacher Clerical Day

***Denotes Weather Emergency Make-Up Days**

Equal Employment Opportunity

Forbes Road Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Assistant Director, Title IX Coordinator or Section 504 Coordinator at 607 Beatty Road, Monroeville, PA 15146 or 412-373-8100.

