

**Forbes Road  
Career & Technology Center  
2025-2026  
Student/Parent Handbook**



**607 BEATTY ROAD  
MONROEVILLE, PA 15146-1550  
PHONE: 412-373-8100  
FAX NUMBERS: 412-373-8101 BUILDING 1  
412-373-8102 BUILDING 2  
[www.forbesroad.com](http://www.forbesroad.com)**

**MISSION STATEMENT**

**THE MISSION OF FORBES ROAD CAREER AND TECHNOLOGY CENTER IS TO PROVIDE A QUALITY EDUCATIONAL PROGRAM THAT ENABLES ALL INDIVIDUALS TO ACHIEVE THEIR FULLEST POTENTIAL AND BECOME LIFELONG LEARNERS. STUDENTS 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**

<b><i>President</i></b>	<b><i>Mr. Larry Pollick</i></b>
<b><i>Vice President</i></b>	<b><i>Ms. Erin Vecchio</i></b>
<b><i>Secretary</i></b>	<b><i>Ms. Jennifer Kautz</i></b>
<b><i>Treasurer</i></b>	<b><i>Mr. Erik Meredith</i></b>

<b><i>Districts</i></b>	<b><i>Representatives</i></b>
<i>Allegheny Valley</i>	<i>Mr. Larry Pollick</i>
<i>East Allegheny</i>	<i>Mr. Erik Meredith</i>
<i>Gateway</i>	<i>Mr. Jack Bova</i>
<i>Highlands</i>	<i>Dr. Debra Lehew</i>
<i>Penn Hills</i>	<i>Ms. Erin Vecchio</i>
<i>Plum</i>	<i>Ms. Megan Chuderewicz</i>
<i>Riverview</i>	<i>Ms. Stefani Garibay</i>
<i>Wilkinsburg</i>	<i>Unassigned</i>
<i>Woodland Hills</i>	<i>Ms. Darnika Reed</i>

**ADMINISTRATION**

Superintendent of Record (Acting)	Dr. Guy Rossi
Assistant Superintendent of Record	TBD
Administrative Director	Mr. Edward J. McMullen
Assistant Director	Mr. Nicholas Falcon
Principal	Ms. Michelle Wolfe

**STUDENT SUPPORT SERVICES**

Community Outreach Coordinator  
Special Populations Coordinator  
Special Education/Learning Facilitator  
Special Education/Learning Facilitator  
Special Education/Learning Facilitator  
Student Services Coordinator

Ms. Katie Bischak  
Ms. Stephanie Nejes  
Mr. Darrell Davis  
Ms. Catherine Rains  
Mr. Drew Ulyas  
Dr. Megan Tomley

**ORGANIZATIONAL SUPPORTIVE SERVICES**

Technology/Digital Curriculum Coordinator  
Building/Grounds Coordinator

Mr. Chris Varner  
Mr. Erik Stefancic

**SECRETARIAL STAFF**

Administrative Director's Assistant  
School Office Secretary/PIMS Data Manager  
School Office Secretary

Ms. Christina Puz  
Ms. Deborah Close  
Ms. Georgina Machen

**BUSINESS OFFICE STAFF**

Business Manager  
Business Office Assistant

Ms. Jennifer Kautz  
Ms. Brandi Stover

**MAINTENANCE/CUSTODIAL STAFF**

Derrick Burke  
Jason Creed  
Tara Golock

Skyler Hill  
Scott Killebrew  
Mark Visco

**FACULTY**

Advertising Design	Mr. Brandon Jennings
Aspiring Educator	Ms. Cherie O’Neal
Auto Body Repair	Mr. Joshua Krentz
Automotive Technology	Mr. Donald Kosker
Building/Property Maintenance	Mr. James Cristillo
Computer Networking/ Security	Mr. George Karnbauer
Cosmetology	Ms. Maureen Coleman
Cosmetology	Ms. Ryan Marie Herman
Cosmetology	Ms. Ashley Kitta
Criminal Justice/Police Science	Mr. Jonathan Miles
Culinary Arts	Ms. Bethany Hopkins
Culinary Arts	Ms. Christine Miranda
Diesel Technology	Mr. Dominic DeLuca
Early Childhood Education	Ms. Rachel Febbraio
Electrical Technology	Mr. Ben Hershman
Health Science Technology	Ms. Patrice Cormier
Health Science Technology	Mr. Darren Stenger
Heating, Ventilation & AC	Mr. Kendall Griffith
Landscape Design	Mr. Steven Socrates
Logistics/Supply Chain Management	Mr. Scott Wilson
Multimedia Design	Mr. Philip Greene
Physical Education/Health	Mr. Jeffrey Peters
Veterinary Sciences	Ms. Melanie Longo
Veterinary Sciences	Ms. Rachel Russell

## FORBES ROAD CTC STUDENT HANDBOOK

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### 2025-2026 SCHOOL CALENDAR

**August 14-19**

**August 20**

**September 1**

**September 9**

**November 4**

**Nov. 27-Dec. 1**

**Dec. 24-Jan. 4**

**January 23**

**January 19**

**February 13**

**February 16**

**March 3**

**March 6**

**March 12**

**Apr. 2-6**

**May 1**

**May 13**

**May 25**

**May 27**

**May 28**

**May 29**

**Teacher In-Service/Clerical**

**First Student Day**

**Labor Day (No School)**

**New Student/Parent Orientation-Open House**

**Teacher In-Service (No School)/OAC Mtg.**

**Thanksgiving Break (No School)**

**Winter Vacation (No School)**

**Beginning of 2nd Semester**

**Teacher In-Service (No School)**

**Teacher In-Service (No School)**

**President's Day (No School)**

**National Technical Honor Society Inductions**

**Teacher In-Service (No School)**

**Open House**

**Spring Break (No School)**

**Staff Appreciation Day**

**Senior Certificate Ceremony**

**Memorial Day**

**Last Student Day**

**Teacher In-Service**

**Teacher Clerical Day**

### **FORBES ROAD CTC PHILOSOPHY**

Career and technical education must meet the critical educational and workforce needs of our country. Our vision of career and technical education of the future includes an education and training system that integrates academics and career/technical education, a system that is responsive to business and economic development, a system that helps prepare all students including the at-risk and disadvantaged of our community, and a system that encourages increased articulation between secondary and post-secondary education. Success is dependent upon the ability to produce skilled graduates with the ability to compete and succeed in an ever-changing global marketplace

### **FORBES ROAD CTC BELIEF'S**

At Forbes Road Career and Technology Center (FRCTC), we believe that:

1. Quality career and technical education is a team effort involving the entire community.
2. Career and technical education must meet the standards required for business and industry to remain competitive in the global marketplace.
3. Career and technical education should be offered as a viable option to every student.
4. Career and technical education should prepare all students with the skills and aptitudes necessary to compete in the job market and become self-supporting.
5. Students must develop self-confidence, positive attitudes, and human relations skills to succeed in today's workforce.
6. Learning and retraining are lifelong processes necessary to remain competitive in a global marketplace.
7. Career and technical education curriculum should integrate academic, technical and workplace skills.
8. Articulated career and technical education programs are essential for statewide economic development.
9. Career and technical instruction should be individualized and competency-based, and the learning environment should model business and industry.
10. Teachers are role models to students, demonstrating responsibility, productivity, citizenship, and lifelong learning.
11. A competent and professional staff is vital to the quality and success of career and technical education programs.
12. Quality technical programs include assessment, career guidance and school-to-work.

**ACCEPTABLE STUDENT USE OF PERSONAL DEVICES (Policy 237)**

(This policy can be found in its entirety at [www.forbesroad.com](http://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 iPads, tablets, PCs; laptop and netbook computers; cell phones and smart phones, 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 wellbeing 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 cyberbullying awareness and response.



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

(This policy can be found in its entirety at [www.forbesroad.com](http://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 educational 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.

### **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.**

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 may 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 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).

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.

### **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, 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 Right Side entrance located next to the student parking lot.

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

### **CAREER OBJECTIVES**

All Forbes Road CTC students will be doing their annual review of their Career Objective Form with teachers.

What this means: In their program areas each student will review their career goals for being in his or her current career and technical program or courses. Each student will also review future career plans or options that might include employment, two or four-year post -secondary schools, and military. This review will be done via a teacher presentation. Students will take their Career Objective Form home. Parent or guardian will review the form with their student and then sign the form. The student will return the form to his or her teacher by the next day. Note that there is a due date on the form, please return it by the due date. Teachers will then review the form and sign it. The form will then be submitted to the school office to be reviewed by the Student Services Coordinator.

### **CERTIFICATES OF COMPLETION**

Certificates of Completion will be granted upon graduation to those students who have achieved a final grade average of 70 or higher for the program and have completed all the tasks in their chosen career objective.

### **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**

- Class starts when the first students arrive every day.
- Store items should be consumed before entering class.
- 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.
- Backpacks, bags, and purses need to be stored and locked in lockers.
- Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only.
- 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.**
- Loud talking, screaming, inappropriate language or behavior will not be tolerated at any time in class, lab, hallway, or lunchroom.
- Students are not permitted to go to the school store once in class.
- Students will not be dismissed until the announcement is made by the School Office.
- 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.
- 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 \$385.00. Payments are to be made to Forbes Road CTC. Students will not receive components of the kit until funds are received. Students may not acquire the state mandated 1,250 hours needed for licensing without completed kits. 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. Returning students will be required to purchase any equipment missing from their kits. Students will be required to have either white or black leather shoes. Please note that excessive absenteeism has a direct negative effect on the completion of the 1,250 hours required by the PA State Board of Cosmetology.

### **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 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.

### **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 may be guilty of aggravated assault if they intentionally attempt or knowingly cause bodily injury to staff members, JOC members, other employees, or students of a publicly funded secondary education institution. Adult students who commit aggravated assault shall be subject to expulsion.

#### **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 of 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 in route to and from Forbes will be reported to the sending school principal. This also applies to walking off school property and/or missing assigned buses.

#### **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 or 4 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, rescheduling to sending district, expulsion, administrative or JOC probation, referral to law enforcement for arrest or for prosecution.

#### **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/Administration 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.

#### **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), and a parental conference will be held.

Depending on the severity of the damage, penalties may range from 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 language/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 problem as presented. Students who show disrespect to the Forbes Administration, staff, or personnel are subject to disciplinary action and further incidents may result in increasing levels of disciplinary consequence. 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, rescheduling to sending district, or expulsion. The Administration will notify law enforcement of the incident and charges may be filed. Often the student will be referred to an outside agency for drug/alcohol assessment before they can 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. Additionally, students will be referred to the Student Assistance Program (SAP) for in-school monitoring. Any student found to be supporting another student violating this infraction will be subject to disciplinary action.

**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 that do not follow any 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.

**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 disciplinary action as well as be referred to the SAP team for anger management training. If proof cannot be concretely established, all students involved will receive disciplinary action 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 rescheduled to the sending school as soon as possible.

**FIREWORKS/INCENDIARY DEVICES**

Any student who uses or possesses any type of "fireworks" may 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 may 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 always prohibited. 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 may receive a three (3) to ten (10) days out-of-school suspension, rescheduling to sending district, 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 disciplinary action 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 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 may result in further disciplinary action.

#### **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 will receive disciplinary action. It is against the penal code to use profanity in public buildings. If law enforcement is summoned, students may 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.

**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 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.

**TOBACCO/NICOTINE/VAPE/ELECTRONIC CIGARETTES**

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. Under Article XXII of the Allegheny Health Department, Use of Electronic Cigarette Devices in Public Places, no person shall use an e-cigarette in a public area. The use of an e-cigarette includes consuming, inhaling or exhaling an e-cigarette.

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.

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 rescheduled to attending high school.

**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, 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 school 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 dangerous weapon or engage in making a weapon at Forbes Road Career and Technology Center.)

### **DISCIPLINE**

The seriousness of the act and the frequency of occurrence determine disciplinary action. Infractions are divided into four 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 that may require the intervention of local law enforcement (LLE) authorities. Level IV actions will involve LLE and will result in disciplinary action such as suspension, rescheduling to sending district, and/or expulsion. The parent/guardian and the sending school will be notified of all disciplinary infractions involving suspension or more severe consequence. Students assigned to in-school-suspension must always abide by the in-school-suspension rules. All in-school assignments must be completed at the 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 FRCTC.

<b>LEVEL I</b>	
<b>INFRACTION EXAMPLES</b>	<b>POSSIBLE CONSEQUENCES</b>
<ul style="list-style-type: none"> <li>· Breaking classroom/shop rules</li> <li>· Cheating</li> <li>· Dishonesty/lying</li> <li>· Dress Code violation</li> <li>· Failure to complete assignments</li> <li>· Inappropriate Public Display of Affection (i.e. hugging, kissing, etc.)</li> <li>· Ineffective use of time</li> <li>· Lunchroom misbehavior</li> <li>· Mild noncompliance/mild insubordination</li> <li>· Minor disruptions of school</li> <li>· Minor dress code infractions</li> <li>· Minor horseplay</li> </ul>	<ul style="list-style-type: none"> <li>· Classroom consequences</li> <li>· Teacher reprimand/warning- plus academic warning</li> <li>· Parental contact</li> <li>· Loss of privilege(s)</li> <li>· Student Services Support / Intervention</li> </ul> <p>Any of the listed infractions after three incidents over several days, as well as documented calls home with direct contact with the parent, can 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 rules could warrant a student's daily grade being lowered by 10% for each infraction on each day.</p>
<ul style="list-style-type: none"> <li>· Personal relationship problems</li> <li>· Refusal to participate in class/lab activities</li> <li>· Sleeping in class</li> <li>· Tardiness to school or class</li> <li>· Unprepared for class (e.g. uniform, paper, pencil, resources, etc.)</li> </ul>	

<b>LEVEL II</b>	
<b>INFRACTION EXAMPLES</b>	<b>POSSIBLE CONSEQUENCES</b>
<ul style="list-style-type: none"> <li>Academic dishonesty / Plagiarism</li> <li>Computer Network/Internet/LAN abuse</li> <li>Contributing to a disturbance/conflict</li> <li>Cutting class</li> <li>Disruptive and/or aggressive behavior</li> <li>Driving or other transportation violations</li> <li>Failure to return loaned school property</li> <li>False Identification/refusal to identify</li> <li>Horseplay / Safety Violation</li> <li>Insubordination</li> <li>Leaving class without permission</li> <li>Littering</li> <li>Missing assigned bus without due cause</li> <li>Repeated tardiness (five days or more)</li> <li>Repeated/excessive violations of Level 1 Infractions</li> <li>Throwing snowballs</li> <li>Use of profanity (in general)</li> <li>Violation of arrival or dismissal procedures</li> </ul>	<ul style="list-style-type: none"> <li>Teacher reprimand/warning</li> <li>Parental contact</li> <li>Student Services Support / Intervention</li> <li>Administrative reprimand/warning</li> <li>Loss of privilege(s)</li> <li>In-school suspension (ISS)</li> <li>Out-of-school suspension (OSS), short term</li> </ul> <p>May result in the following:</p> <p><b>1st OFFENSE:</b> One day in-school suspension</p> <p><b>2nd OFFENSE:</b> Two days in-school suspension</p> <p><b>3rd OFFENSE:</b> Two days of out-of-school suspension + parental conference</p>
<b>LEVEL III – INFRACTIONS</b>	
<b>INFRACTION EXAMPLES</b>	<b>POSSIBLE CONSEQUENCES</b>
<ul style="list-style-type: none"> <li>Bullying and cyberbullying</li> <li>Bus infraction (referred to sending school principal)</li> <li>Defacing/Destruction school or another's personal property</li> <li>Disrespect to administration/faculty/staff</li> <li>Dissemination of unauthorized papers, posters, bulletins, newsletters, etc.</li> <li>Falsifying/forging school forms (i.e. forging signatures)</li> <li>Fighting (any physical contact regardless of severity)</li> <li>Gambling</li> <li>Hall or locker room disturbance</li> <li>Harassment (i.e. intimidation, ethnic slurs)</li> <li>Inappropriate verbal or written comments – offensive jokes, pictorials, etc.</li> </ul>	<ul style="list-style-type: none"> <li>In-school suspension (ISS)</li> <li>Out-of-school suspension (OSS), short term</li> <li>Out-of-school suspension (OSS), long term</li> <li>Restitution</li> <li>Evaluation (mental and/or substance)</li> <li>Criminal complaint; citation; charges filed</li> <li>Rescheduled to sending high school</li> </ul>

<ul style="list-style-type: none"> <li>· Leaving school property without permission</li> <li>· Misbehavior at school sponsored activities (in-house or off campus)</li> <li>· Unauthorized recording through use of electronic device</li> <li>· Possession and/or use of electronic device(s) without instructor's permission</li> <li>· Possession of incendiary devices (i.e. lighter or matches)</li> <li>· Possession of obscene or offensive materials</li> <li>· Possession/furnishing/use of tobacco/smokeless product (electronic cigarettes) or "look-a-likes"</li> <li>· Presence in unauthorized areas of the school building or grounds</li> <li>· Profanity or obscenities (Directed toward staff)</li> <li>· Reckless Driving</li> <li>· Repeated/excessive violations of Level 2 infractions</li> <li>· Serious safety violation (i.e. not wearing safety glasses, not utilizing appropriate safety precautions, not operating equipment safely, etc.)</li> <li>· Theft/possession/sale or purchase of stolen goods or property.</li> <li>· Threats of harm to students/staff</li> <li>· Violation of medication procedure</li> </ul>	<p>These offenses being of a more serious nature may result in the following:</p> <p><b>1st OFFENSE:</b> Two to three days out-of-school suspension depending on the severity of the infraction. This will also require a parental conference.</p> <p><b>2nd OFFENSE:</b> Up to five days out-of-school suspension depending on the severity of the infraction as well as a parental conference.</p> <p><b>3rd OFFENSE:</b> Up to ten days out-of-school suspension, as well as a parental conference.</p>
<b><u>LEVEL IV</u></b>	
<b>INFRACTION EXAMPLES</b>	<b>POSSIBLE CONSEQUENCES</b>
<ul style="list-style-type: none"> <li>· Assault of a staff member, student or visitor</li> <li>· Bomb threats or threats to the school</li> <li>· 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</li> </ul>	<ul style="list-style-type: none"> <li>· Out-of-school suspension (OSS), long term</li> <li>· Restitution</li> <li>· Evaluation (mental and/or substance)</li> <li>· Criminal complaint; citation; charges filed</li> <li>· Rescheduled to sending high school</li> <li>· Expulsion</li> </ul>

<ul style="list-style-type: none"> <li>· Gender or handicap discrimination</li> <li>· Hazing</li> <li>· Indecent exposure</li> <li>· Possession of “look-a-like” weapons</li> <li>· Possession/distribution/use of alcohol/drugs/paraphernalia or “look-a-likes”</li> <li>· Possession/distribution/use of unauthorized prescription drugs - (only daily dosage permitted and must follow Forbes’ Administration of Medication Policy)</li> <li>· Possession/use of dangerous weapons including, but not limited to knives, firearms, razor blades, explosives and/or, incendiary devices (firecrackers, fireworks, smoke bombs, 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</li> <li>· Possession/use of chemical protection devices (mace, pepper spray etc.</li> <li>· Racial and/or ethnic intimidation of any race</li> <li>· Repeated/excessive violations of Level 3 infractions</li> <li>· Sexual harassment</li> <li>· Sexual misconduct (e.g. inappropriate touching, etc.)</li> <li>· Threats of extreme violence and terroristic threats</li> <li>· Tampering with fire alarm or equipment</li> </ul>	<p>May result in a three to ten 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 infractions may result in expulsion at the discretion of Joint Operating Committee and/or the sending district school board. Student will be subject to civil and/or criminal penalties.</p>
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### **DISCIPLINE POLICY**

Forbes’ discipline policy is designed to establish a code of student conduct and behavior that will benefit the school community and society at large in which the student will eventually live and work as a citizen.

Students at Forbes Road CTC are expected to exercise foresight and judgment in the manner which they conduct their lives. All disciplinary action will be administered fairly, firmly, and consistently for the good of the student and school.

Students are attending Forbes Road CTC to acquire the fundamental skills, knowledge, and work habits that are essential for employability. Rule infractions disrupt the educational process and create a detrimental effect that is harmful to the entire school community.

The Discipline Policy will be provided to and reviewed with students. Students will acknowledge in writing that they have received and reviewed the Discipline Policy with the Instructor.

### **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 rescheduled to their sending school.

### **DRESS CODE/STUDENT EXPRESSION/DESSEMINATION OF MATERIALS**

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/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.
- ❖ Costumes 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, strapless, 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 (fingertip rule).
- ❖ Floor length skirts or dresses are not permitted in the shops due to program safety.
- ❖ No 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

Student Expression/Dissemination of Materials:

The Joint Operating Committee (JOC) respects the right of students to express themselves in word or symbol and to disseminate non-school materials to others as a part of that expression. The JOC also recognizes that exercise of that right is not unlimited and must be balanced with the Center's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community. See Joint Operating Policy #220 Student Expression/Dissemination of Materials for guidelines.

**DRIVING AND PARKING RULES/REGULATIONS**

Parking Passes- The following guidelines are in place for the safety, responsibility, and efficiency of student parking:

1. Parking passes can be purchased for a fee of \$25.00 per semester.
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 may 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 and local law enforcement.
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 with the exception of siblings.



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 without the permission of the Administration. Driving without permission violates the Forbes driving policy and will result in disciplinary action. Additional offenses will follow progressive disciplinary action.

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 will result in disciplinary action.

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"**

Absolutely NO passengers are permitted in cars unless they are a sibling. No driver can transport more than one passenger.

**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 they 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 a 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 Allegheny Health Network 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 parent's 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**

**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.

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 will 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 people 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.

### **FLAG SALUTE/OPENING EXERCISES**

Students should report directly to class immediately upon arrival at school. After taking roll, the teacher shall make any daily announcements to the class.

The instructors will lead the students in the *Pledge of Allegiance* to the flag. Every citizen has the responsibility to show proper respect for his/her country and its flag. Students (citizens) will be expected to take part in the flag salute and the *Pledge of Allegiance* unless excused for religious convictions or personal beliefs. The students who choose to refrain will be asked to stand quietly and respect the rights and interests of their fellow students during the flag salute. **PA School Code Chapter 12**

### **FLEXIBLE INSTRUCTIONAL DAYS (FID)**

A Flexible Instructional Day (FID) is an alternate approach to delivering instruction if a circumstance arises that prevents instruction in customary face-to face manner. Pennsylvania Department of Education guidelines enable schools to offer virtual instruction when school may be closed due to inclement weather or other emergencies. The Flexible Instruction/Emergency Instructional days allow Forbes Road CTC to provide instruction virtually and count as regular school days. This may eliminate the need to make up the instructional time by adding days to the end of the school year.

Forbes Road CTC will do its best to notify families, faculty, and staff ahead of time if a flexible instruction day is anticipated, so that all are prepared. Notifications will be sent via the school’s mass notification system using email, phone calls, and texts. Information will also be posted on our website and social media and shared with local TV/radio stations.

**GRADES-POWERSCHOOL**

Students' grades are available on-line via PowerSchool®. Parents can 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 beginning 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.

<u>Grading Period</u>		<u>Progress Reports Due</u>
1 <sup>ST</sup> GRADING PERIOD	08/20/25-10/22/25	09/19/2025
2 <sup>ND</sup> GRADING PERIOD	10/23/25- 01/09/26	11/25/2025
3 <sup>RD</sup> GRADING PERIOD	01/12/26- 03/19/26	02/11/2026
4 <sup>TH</sup> GRADING PERIOD	03/20/26-05/27/26	04/27/2026

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 FRCTC 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.

If after four nine-week sessions in one school year, a student is earning a cumulative final grade percentage below 60%, the Forbes Road CTC administration may inform the sending school to remove the student from the technical program. In a competency-based program, a student would have a serious challenge in overcoming a failing grade in order to complete the Technical School Program of Study in Pennsylvania.

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

### **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 they 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 Principal and then the Assistant Director.
- If the Assistant Director does not resolve the complaint, the student may then report the matter to the Administrative Director. The Administrative Director's decision regarding the complaint will be final.

### **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 they have 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.

### **HIPAA**

Forbes is a HIPAA (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**

**It is the policy of Forbes to render first aid only. In case of student illness, contact the School Nurse Immediately. Students who are sick should be referred to the School Nurse's office in Building #1.**

### **INJURY/ACCIDENT**

All accidents, regardless of the severity, must be reported to the instructor immediately. The instructor will refer the student to the School Nurse, where the extent of injury will be evaluated. 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.

### **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 2025-2026 price of the secondary student's lunch will be \$2.65: and \$4.15 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 for ala carte items. Students will NOT be able to charge items beyond the standard lunch.**

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 School Office.

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 \$0.00.

**ALL STUDENTS MUST COMPLETE A FREE/REDUCED LUNCH FORM AT FORBES IF THEY WANT TO RECEIVE DISCOUNTS. We cannot accept sending district forms.**

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. Food cannot be delivered to students during the school day by food delivery establishments, including but not limited to *Door Dash* or *Grubhub*. Food delivered to students by outside delivery companies will be confiscated. Please remember that only parents and immediate family members in the computer system can deliver food to the school office for students during the school day for lunch.

### **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. 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 Use of Medications 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 without following FRCTC policy.

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.

**NATIONAL TECHNICAL HONOR SOCIETY -STUDENTS MUST MEET FOLLOWING CRITERIA:**

- 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
- Student must be a student organization member
- Student cannot have received any disciplinary action beyond Level II
- Student must have a Technical Program grade average of 95% or Better
- Students must maintain a “B” 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.
- Student must be eligible to take NOCTI

**NOCTI TESTING**

NOCTI is the National Occupational Competency Testing 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 assessment. Students must successfully complete both parts in order to receive a PA Skills Certificate and be a Program Completer.

**OCCUPATIONAL TESTING**

Students are required to take occupational competency tests (PA Skills Assessment) during their senior year. These tests are through the National Occupational Competency Testing Institute (NOCTI), 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 Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) of 2018 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 Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act.

**OPEN CONTAINERS**

Students are **NOT** permitted open drink containers or food containers on school premises. Open containers will be confiscated and disposed of. A small empty vessel may be filled upon arrival at FRCTC for classroom use. Besides that, only factory sealed products are permitted at Forbes.

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



### **OPEN HOUSE**

Forbes conducts Open House events twice each year. A New Student/Parent Orientation will be held on Tuesday, September 9, 2025, at 6:00 PM. We ask that new students and their parents plan to attend this event. The second event is an Open House scheduled for Thursday, March 12, 2026. This event is open to the community and is our chance to showcase the school illustrating the college/career opportunities that Forbes graduates can pursue. Potential students, parents, friends, and relatives are cordially invited.

### **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 school's 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 Pregnant Student 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.

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 can participate "unconditionally" in all program required activities. If a pregnant 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.

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**

1<sup>st</sup> Grading Period  
2<sup>nd</sup> Grading Period  
3<sup>rd</sup> Grading Period  
4<sup>th</sup> Grading Period

#### **DUE DATE**

09/19/2025  
11/25/2025  
02/11/2026  
04/27/2026

### **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. Every Student Succeeds Act (ESSA), the National Defense Authorization Act for Fiscal Year 2018 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 always be kept clean and orderly. 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 June 4, 2026, 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 removal 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.
- **Students are not to remove tools or supplies from Forbes Road CTC, including, but not limited to box cutters, utility knives, shears, chisels, etc. Students who do so will be subject to the Code of Conduct, which may include reference for expulsion and criminal charges. If situations arise wherein items must be transported parents/guardians are to transport tools and supplies. Situations may arise wherein students are given permission to transport items only with expressed written permission of both Forbes Road CTC and sending school administrations.**

### **SCHOOL-TO-WORK (STW) GUIDELINES**

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

1. Prepare students for the process of searching and interviewing for jobs
2. Identify job openings that align with CTE programs
3. Inform students of job openings in their field
4. Conduct follow-up studies of graduates

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

- Cooperative Career and Technical Education (Co-op)
- Internship
- Clinical Service
- Job Shadowing

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

### **School to Work Program 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.

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

### **Cooperative Education**

This is a method of instruction of technical education for individuals who, through written cooperative arrangements (Training Agreement and Training Plan) between the schools (Forbes Road CTC and home school), employers, parents/guardians, and the students. Students will “cap off” their training and receive instruction by integrating academic and technical instruction with job training in their career field. The paid training experience must be planned and supervised by Forbes Road CTC and employers to enhance the students education and employability.

### **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 regarding 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 worksite 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.

## **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. 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/vapes
- Drugs (controlled substances) in any form. (Including "look-a-like" drugs);
- Stolen property
- Any other illegal material
- Obscene materials

#### **SECURITY**

Security personnel will be comprised of uniformed armed and security personnel that will patrol the building and grounds daily, conduct searches and may use portable metal detectors when necessary. In addition, the Monroeville Police are present in and on school grounds on an as needed 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 line before a screening table and empty their pockets, backpacks, coats and other personal items. In addition to being scanned with a portable metal detector, students may be required to walk through a stationary metal detector before being admitted into the school building. Surveillance cameras are in use in all public hallways and classrooms and are monitored 24 hours a day to ensure the safety and security of all students and staff.

#### **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 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.

Orientation to the Student Code of Conduct is held in each class 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.

***Pennsylvania School Code Chapter 12 Regulatory Requirements for Student responsibilities and Conduct:***

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living;

(b) No student has the right to interfere with the education of 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;

(c) Students should express their ideas and opinions in a respectful manner;

(d) It is the responsibility of the students to conform to the following:

- (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
- (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- (4) Assist the school staff in operating a safe school for the students enrolled therein.
- (5) Comply with Commonwealth and local laws.
- (6) Exercise proper care when using public facilities and equipment.
- (7) Attend school daily and be on time to all classes and other school functions.
- (8) Make up work when absent from school.
- (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- (10) Report accurately in student media.
- (11) Do not use obscene language in student media or on school premises.

**STUDENT 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.



## **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

**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 PORTFOLIOS**

Student portfolios will be included in the course requirements for each program. The portfolios must be in digital format. This is a requirement for completion of the program.

## **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 the conference are held in strictest confidence within the school and through the guidance of the law.

## **SUICIDE AWARENESS AND PREVENTION EDUCATION/RESOURCES**

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

(Resources for Youth Suicide Awareness and Prevention)

A comprehensive set of resources for youth suicide awareness and prevention is accessible through the Department at [www.education.pa.gov](http://www.education.pa.gov).

October 2014 Dear Colleague Letter related to peer harassment of students with disabilities: <http://www2.ed.gov/about/offices/list/ocr/publications.html#Section504>

Suicide Prevention Resource Center- <http://www.sprc.org/>

American Foundation for Suicide Prevention – <http://www.afsp.org/>

### **SUSPENSION PROCEDURE AND INFORMAL HEARINGS**

Out of School Suspension - For out of school suspensions (OSS) that are two (2) 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 are three (3) days or more, 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.

Dismissal from FRCTC/Reschedule to Sending School - 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.

Expulsion/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 committee of the JOC making a recommendation regarding the innocence or guilt of the accused student and the penalty, if any, that is recommended.

### **TARDINESS**

Students who are tardy (arriving after 7:40 AM or 10:10 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.

**All students with driving privileges must arrive by 7:30 a.m. for all day schedule or 10:00 a.m. in the second session.**

### **TELEPHONE POLICY**

Students will not be called from class to use 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 legitimate 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 without permission 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.

### **VISITORS**

Parents should make an appointment to see instructors and administrators 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](http://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 FRCTC 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 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.

### ***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.

**REVISED JULY 2025**