FORBES ROAD CAREER & TECHNOLOGY CENTER

Adult Training
Student Handbook

2019-2020
School Staff/JOC/Directory
Nondiscrimination Policy & Forbes’ Mission Statement
Student Code of Conduct
Admission Policy, Standards and Application Procedures
  Admission Requirements and Process
  Act 34 and Child Abuse Clearance
  Placement Test
  Provisional Acceptance
  Payment Options and Funding Sources
  Payment Plan
  Tuition Policy
Financial Aid Information and Application Process
  Financial Eligibility
  Financial Aid Programs
  PA-TIP
  Order of Award
  National Student Loan Data System (NSLDS)
  Entrance Counseling
  Types of Direct Student Loans
  Exit Counseling
  Verification Policy
  Title IV Award
  Disbursement Process
  Cost of Attendance
  Forbes Code of Conduct for Education Loans
Enrollment Process
  Academic Year
  Daytime and Evening Program Schedules
  Tuition and Fees / Tuition for Returning Students
  Student Agreement Form
  Emergency Form
  Remediation Policy
  Payment Policy
  Tools and Textbooks
Division of Veterans Education
Supplemental Programs and Information Available to Adults
  Financial Literacy Program
  Job Search/Job Placement
  Services Offered to Students with Disabilities
  Student Body Diversity and Retention/Graduation Rates
  Transcripts
  Voter Registration
Attendance, Performance, and Completion Requirements
  Student Progress and Attendance
  Academic Year
  Grading Policy
  Satisfactory Academic Progress
  On the Job Training
  Grading Period
  Grading System
  Attendance Policy
  Student Responsibility
  School Responsibility
  Illness during School Day
  Emergency School Closing
**Table of Contents:**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Sheets</td>
<td>20</td>
</tr>
<tr>
<td>Evaluation Periods</td>
<td>20</td>
</tr>
<tr>
<td>Qualitative Standards</td>
<td>20</td>
</tr>
<tr>
<td>Academic Notice for Attendance and Grades/Performance</td>
<td>21</td>
</tr>
<tr>
<td>Financial Aid Warning and Probation</td>
<td>21</td>
</tr>
<tr>
<td>Appeals Process</td>
<td>21</td>
</tr>
<tr>
<td>Program Completion</td>
<td>22</td>
</tr>
<tr>
<td>Certification of Completion</td>
<td>22</td>
</tr>
<tr>
<td>Levels of Completion</td>
<td>22</td>
</tr>
<tr>
<td>Certificate Ceremony</td>
<td>22</td>
</tr>
<tr>
<td>Final Grade and Financial Obligations</td>
<td>23</td>
</tr>
<tr>
<td>Withdrawal and Refund Policies</td>
<td>23-25</td>
</tr>
<tr>
<td>Withdrawal from School</td>
<td>23</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>23-24</td>
</tr>
<tr>
<td>Federal Return of Funds Policy</td>
<td>24</td>
</tr>
<tr>
<td>No Credit</td>
<td>25</td>
</tr>
<tr>
<td>Leave of Absence &amp; Extended Medical/Personal Emergencies</td>
<td>25</td>
</tr>
<tr>
<td>Student Rights</td>
<td>25-27</td>
</tr>
<tr>
<td>Applicants Rights at Forbes Road CTC</td>
<td>25-26</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>26</td>
</tr>
<tr>
<td>Student Records (FERPA)</td>
<td>26</td>
</tr>
<tr>
<td>Confidentiality of Records</td>
<td>26-27</td>
</tr>
<tr>
<td>General Information</td>
<td>27-28</td>
</tr>
<tr>
<td>Lunch</td>
<td>27</td>
</tr>
<tr>
<td>Head Lice</td>
<td>27</td>
</tr>
<tr>
<td>HIPPA</td>
<td>27</td>
</tr>
<tr>
<td>Homework</td>
<td>27</td>
</tr>
<tr>
<td>Field Trips</td>
<td>27</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>27</td>
</tr>
<tr>
<td>Medications</td>
<td>28</td>
</tr>
<tr>
<td>Open House</td>
<td>28</td>
</tr>
<tr>
<td>Work Orders</td>
<td>28</td>
</tr>
<tr>
<td>Vehicle Searches</td>
<td>28</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>28-33</td>
</tr>
<tr>
<td>Access Policy</td>
<td>28</td>
</tr>
<tr>
<td>Identification</td>
<td>29</td>
</tr>
<tr>
<td>Campus Safety and Security Policy and Disclosure</td>
<td>29</td>
</tr>
<tr>
<td>Visitors</td>
<td>29</td>
</tr>
<tr>
<td>Campus Policy Authority and Jurisdiction</td>
<td>29-30</td>
</tr>
<tr>
<td>Law Enforcement Requests</td>
<td>30</td>
</tr>
<tr>
<td>Policy for Reporting the Annual Disclosure of Crime Statistics</td>
<td>30</td>
</tr>
<tr>
<td>To Report a Crime</td>
<td>31</td>
</tr>
<tr>
<td>Confidential Reporting Procedures</td>
<td>31</td>
</tr>
<tr>
<td>General Procedures for Reporting a Crime or Emergency</td>
<td>31</td>
</tr>
<tr>
<td>Security Awareness Programs</td>
<td>31</td>
</tr>
<tr>
<td>Crime Prevention Programs</td>
<td>31</td>
</tr>
<tr>
<td>Sexual Assault Programs/Campus Sex Crimes Prevention Act</td>
<td>32</td>
</tr>
<tr>
<td>Emergency Shelter Providers</td>
<td>32</td>
</tr>
<tr>
<td>Procedures to Follow</td>
<td>32-33</td>
</tr>
<tr>
<td>General Safety Procedures</td>
<td>33</td>
</tr>
<tr>
<td>Dismissal Precautions</td>
<td>33</td>
</tr>
<tr>
<td>Fire Drill Instructions</td>
<td>33</td>
</tr>
<tr>
<td>Injury</td>
<td>33</td>
</tr>
<tr>
<td>Safe Work Practices</td>
<td>33</td>
</tr>
<tr>
<td>Safety Glasses</td>
<td>33</td>
</tr>
</tbody>
</table>
Table of Contents:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Discipline, Information, Procedures, and Rules</td>
<td>34-42</td>
</tr>
<tr>
<td>Student Discipline Policy</td>
<td>34</td>
</tr>
<tr>
<td>Affection</td>
<td>34</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>34</td>
</tr>
<tr>
<td>Authority of Faculty</td>
<td>34</td>
</tr>
<tr>
<td>Bomb Threats</td>
<td>34</td>
</tr>
<tr>
<td>Bullying</td>
<td>35</td>
</tr>
<tr>
<td>Cheating</td>
<td>35</td>
</tr>
<tr>
<td>Destruction of School/Student Property</td>
<td>35</td>
</tr>
<tr>
<td>Dishonesty/Lying</td>
<td>35</td>
</tr>
<tr>
<td>Disorderly Conduct/Disrespect</td>
<td>35-36</td>
</tr>
<tr>
<td>Driving and Parking Rules/Regulations</td>
<td>36</td>
</tr>
<tr>
<td>Dress Code</td>
<td>36</td>
</tr>
<tr>
<td>Drug/Alcohol Abuse and Possession</td>
<td>36-37</td>
</tr>
<tr>
<td>Electronic Cigarettes</td>
<td>37</td>
</tr>
<tr>
<td>Electronic Communication Devices</td>
<td>37</td>
</tr>
<tr>
<td>False Identification</td>
<td>37</td>
</tr>
<tr>
<td>Fighting</td>
<td>37</td>
</tr>
<tr>
<td>Fireworks</td>
<td>37</td>
</tr>
<tr>
<td>Forging/Falsifying any School Form</td>
<td>37</td>
</tr>
<tr>
<td>Gambling</td>
<td>38</td>
</tr>
<tr>
<td>Harassment / Sexual Harassment</td>
<td>38</td>
</tr>
<tr>
<td>Hazing</td>
<td>38</td>
</tr>
<tr>
<td>Leaving Campus</td>
<td>38</td>
</tr>
<tr>
<td>Leaving the Classroom</td>
<td>38</td>
</tr>
<tr>
<td>Locker Regulations</td>
<td>39</td>
</tr>
<tr>
<td>Open Containers &amp; Energy Drinks</td>
<td>39</td>
</tr>
<tr>
<td>Personal Devices</td>
<td>40</td>
</tr>
<tr>
<td>Personal Relationships</td>
<td>40</td>
</tr>
<tr>
<td>Personal Search</td>
<td>40-41</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>41</td>
</tr>
<tr>
<td>Profanity</td>
<td>41</td>
</tr>
<tr>
<td>Smoking</td>
<td>41</td>
</tr>
<tr>
<td>Stealing</td>
<td>41-42</td>
</tr>
<tr>
<td>Student Standard of Conduct at School Sponsored Events</td>
<td>42</td>
</tr>
<tr>
<td>Transportation</td>
<td>42</td>
</tr>
<tr>
<td>Violent Acts</td>
<td>42</td>
</tr>
<tr>
<td>Weapons in the Schools</td>
<td>42</td>
</tr>
<tr>
<td>Computer Network/Internet Access and Usage</td>
<td>43</td>
</tr>
<tr>
<td>Student Drug/Alcohol Use/Abuse/Possession</td>
<td>43-50</td>
</tr>
<tr>
<td>Drug and Alcohol Policy</td>
<td>43</td>
</tr>
<tr>
<td>Drug Free Workplace/Drug Free Schools Policy</td>
<td>44</td>
</tr>
<tr>
<td>Legal Sanctions &amp; Drug/Alcohol Offenses</td>
<td>44-45</td>
</tr>
<tr>
<td>Definitions &amp; Prevention</td>
<td>46-47</td>
</tr>
<tr>
<td>Resources/Effects</td>
<td>47-49</td>
</tr>
<tr>
<td>Alcoholism – the Disease Concept/Risk Factors for Addiction</td>
<td>49-50</td>
</tr>
<tr>
<td>Disciplinary Procedures</td>
<td>50-52</td>
</tr>
<tr>
<td>Appendix</td>
<td>53-59</td>
</tr>
<tr>
<td>Annual Security Crime Statistic Reports</td>
<td></td>
</tr>
<tr>
<td>Voter Registration Form</td>
<td></td>
</tr>
<tr>
<td>Building Floor Plans</td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Superintendent of Record</td>
<td>TBD</td>
</tr>
<tr>
<td>Assistant Superintendent of Record</td>
<td>TBD</td>
</tr>
<tr>
<td>Administrative Director</td>
<td>Mr. Edward McMullen</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Mr. Nicholas Falcon</td>
</tr>
<tr>
<td>Principal</td>
<td>Ms. Michelle Wolfe</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Ms. Jennifer Kautz</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ADULT TRAINING</td>
<td></td>
</tr>
<tr>
<td>Adult Training Manager</td>
<td>Ms. Tiffany Paulich</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ORGANIZATION SUPPORT – SECRETARIAL – BUSINESS OFFICE</td>
<td></td>
</tr>
<tr>
<td>Building and Grounds Coordinator</td>
<td>Mr. Thomas Palas</td>
</tr>
<tr>
<td>Technology Coordinator</td>
<td>Mr. Chris Varner</td>
</tr>
<tr>
<td>Administrative Director’s Assistant</td>
<td>Ms. Christina Puzz</td>
</tr>
<tr>
<td>School Office Secretary</td>
<td>Ms. Darla Lennox</td>
</tr>
<tr>
<td>School Office Sec.</td>
<td>Ms. Terri Casamento</td>
</tr>
<tr>
<td>Business Office/Accounting Clerk</td>
<td>Ms. Brandi Stover</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>JOINT OPERATING COMMITTEE</td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>Mr. Scott Williams</td>
</tr>
<tr>
<td>Vice President</td>
<td>Ms. Erin Vecchio</td>
</tr>
<tr>
<td>Secretary</td>
<td>Ms. Jennifer Kautz</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Ms. Arlene Loeffler</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>DISTRICTS REPRESENTATIVES</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td>Representative</td>
</tr>
<tr>
<td>Allegheny Valley</td>
<td>Mr. Larry Pollick</td>
</tr>
<tr>
<td>East Allegheny</td>
<td>Mr. Frank B. Pearls</td>
</tr>
<tr>
<td>Gateway</td>
<td>Mr. Scott Williams</td>
</tr>
<tr>
<td>Highlands</td>
<td>Mr. Jeff Mundy</td>
</tr>
<tr>
<td>Penn Hills</td>
<td>Ms. Erin Vecchio</td>
</tr>
<tr>
<td>Plum</td>
<td>Mr. Jim Rogers</td>
</tr>
<tr>
<td>Riverview</td>
<td>Ms. Arlene Loeffler</td>
</tr>
<tr>
<td>Wilkinsburg</td>
<td>Ms. LaTonya Washington</td>
</tr>
<tr>
<td>Woodland Hills</td>
<td>Ms. Chardae Seligsohn</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>FACULTY - DAYTIME</td>
<td></td>
</tr>
<tr>
<td>Advanced Manufacturing</td>
<td>TBD</td>
</tr>
<tr>
<td>Advertising Design</td>
<td>Ms. Janel Lavorini</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Mr. Donald Kosker</td>
</tr>
<tr>
<td>Building Construction Technology</td>
<td>Mr. James Cristillo</td>
</tr>
<tr>
<td>Collision Repair Technology</td>
<td>Mr. Joshua Krentz</td>
</tr>
<tr>
<td>Computer Networking and Security</td>
<td>Mr. George Karnbauer</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Ms. Ryan Herman</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Ms. Erica Shuglie</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Ms. Christine Miranda</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Ms. Bethany Hopkins</td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>Mr. Dominick DeLuca</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Ms. Cherie O’Neal</td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>Mr. Norman Bova</td>
</tr>
<tr>
<td>Emergency Response Services</td>
<td>Ms. Elizabeth Willcox</td>
</tr>
<tr>
<td>Health Science Technology</td>
<td>Ms. Patrice Cormier</td>
</tr>
<tr>
<td>Health Science Technology</td>
<td>Mr. Darren Stenger</td>
</tr>
<tr>
<td>HVAC</td>
<td>Mr. William Payne</td>
</tr>
<tr>
<td>Landscape Design</td>
<td>Mr. Daniel Overdorff</td>
</tr>
<tr>
<td>Multimedia Design</td>
<td>Mr. Philip Greene</td>
</tr>
<tr>
<td>Warehouse Management</td>
<td>Mr. Darrell Davis</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>FACULTY – EVENING PROGRAMS</td>
<td></td>
</tr>
<tr>
<td>Advanced Manufacturing</td>
<td>TBD</td>
</tr>
<tr>
<td>Auto Body II</td>
<td>Mr. Joshua Krentz</td>
</tr>
<tr>
<td>Automotive Mechanics / State Safety</td>
<td>Mr. Don Kosker</td>
</tr>
<tr>
<td>Emissions Inspection</td>
<td>Mr. Don Kosker</td>
</tr>
<tr>
<td>HVAC</td>
<td>Mr. William Payne</td>
</tr>
<tr>
<td>NTMA Apprenticeship program</td>
<td>TBD</td>
</tr>
</tbody>
</table>
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. 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.

FORBES’ MISSION STATEMENT

The mission of Forbes Road Career & Technology Center is to provide quality educational programs that enable 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.

STUDENT CODE OF CONDUCT

The Student Code of Conduct is the official Adult Student 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.

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

ADMISSION POLICY, STANDARDS AND APPLICATION PROCEDURES

Selection of adult students will be the responsibility of the administration of Forbes Road Career and Technology Center. It will be the policy of Forbes that all course (program) announcements, guidance materials, and brochures originating from Forbes convey the philosophy of equal access to all students considering enrollment in its technical training programs. It is further affirmed that all curriculum offerings, student organization membership, and student employment practices will be handled without discrimination based on sex, race, color, religion, age, national origin, or handicap.

Enrollment in Forbes’ intergenerational training is based on the number of vacancies in each vocational program. Vacancies will be filled on a first-come/first-serve basis with priority given in the following order: 1) high school students before adults, 2) participating school district residents before applicants residing outside of the participating school districts’ area.

Prospective adult students are required to possess a high school diploma or GED. The school may not require a high school diploma or GED for some specific short term programs or personal enrichment courses.

*Any adult student with a misdemeanor of felony will need approval of the administration and/or Joint School Board before entry into a training program. Forbes’ relies on Act 24 as a guideline for adult students. However, the Administration and Joint School Board have the authority to deny an adult student admission into a training program based on the results of the criminal history or child abuse clearance.

Deadlines to enroll

<table>
<thead>
<tr>
<th>Daytime programs:</th>
<th>Evening programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall enrollment: August 14, 2019</td>
<td>Fall enrollment: August 30, 2019</td>
</tr>
<tr>
<td>Spring enrollment: January 3, 2020</td>
<td>Spring enrollment: TBD</td>
</tr>
</tbody>
</table>
Payment Periods

<table>
<thead>
<tr>
<th></th>
<th>Daytime programs</th>
<th>Evening programs (subject to change):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL</strong></td>
<td>Start date: August 22, 2019</td>
<td>Start date: September 3, 2019</td>
</tr>
<tr>
<td></td>
<td>End date: January 14, 2020</td>
<td>End date: January 14, 2020</td>
</tr>
<tr>
<td><strong>SPRING</strong></td>
<td>Start date: January 14, 2020</td>
<td>Start date: January 14, 2020</td>
</tr>
<tr>
<td></td>
<td>End date: May 28, 2020</td>
<td>End date: May 28, 2020</td>
</tr>
</tbody>
</table>

There are situations in which Forbes may permit an adult student to start after the deadline to enroll. Decisions will be made on a case-by-case basis depending on enrollment in the program and other factors such as hours required, time of year, etc.

- Evening programs with low enrollment can sometimes accommodate students starting after the deadline to enroll.
- Adult students enrolling at Forbes to complete the program (former H.S. students for example) may be permitted to start after the deadline.

ADMISSION PROCEDURES

Requirements for admission are listed below. Please review and follow these procedures to complete the enrollment process at Forbes.

REQUIREMENTS

You must have the following documentation on file to be accepted into the program:

- Completed admission application
- $45 non-refundable application fee
- High school diploma, GED diploma, or college degree
- Driver’s license or photo ID
- Signed release form
- Criminal history record check – approved
- PA child abuse clearance - daytime students only
- Federal criminal history background clearance – daytime students only
- Completed arrest/conviction report and certification form
- Placement tests
- Funding approved/payment/FAFSA completed for financial aid

PROCESS

- Complete admission application and return with the signed release form, copy of high school diploma, $30 non-refundable application fee, and completed arrest/conviction report and certification form.
- Decide method of payment – information about each payment option below can be found at www.forbesroad.com under Adult Education, click on the adult student handbook or contact our office at 412-373-8100 x253 for a catalog.

PAYMENT OPTIONS

- Federal financial aid- The candidate can apply for financial aid for approved programs online by going to www.fafsa.ed.gov and completing the FAFSA. **Forbes’ school code is 031014.**
- PA Career Link
- Office of Vocational Rehabilitation (OVR)
- GI Bill Education Benefits
- Sallie Mae loan
- Employer paid
- Self-pay – cash, check, money order, or credit card (Visa, MasterCard, American Express, or Discover)
- Other
After Forbes reviews your admission application, you will receive a phone call to discuss your payment method and schedule a date and time to take the placement tests.

- The placement tests are required to evaluate the need for academic brush up and assist the student in selecting the most appropriate training program. All students must read, write, and speak English. A ninth grade reading and math level is required for most training programs.
- Please bring your driver’s license to the placement tests.

After completing the placement tests and reviewing the results of the clearances, Forbes will contact you to inform you of your status. See 2019-2020 admission policy* and adult students clearances.

Upon approval, you will be contacted by mail or phone with a date and time to meet with the adult training coordinator for your orientation. If you have any questions, please contact the Adult Training Department at 412-373-8100 x253.

The Forbes Road CTC adult training coordinator will review all applications to determine their status. Students applying for enrollment at Forbes will be required to complete the following before or during orientation:

1. Admission’s application
2. Adult emergency form
3. Adult student agreement form
4. Student intake
5. Act 34 clearance - no criminal offenses
6. Child abuse clearance – daytime students only
7. Federal criminal history background clearance – daytime students only
8. Parking permit

Any change in student information (employment status, income, address, phone, etc.) must be reported to the Adult Training Department promptly.

CLEARANCES

All students must have an Act 34 PA criminal history clearance form completed, processed and approved prior to enrollment. In addition, any adult student enrolled in a daytime program during the regular school year will be required to request a child abuse clearance and a Federal criminal history background check. Upon receiving the results, the student will provide the record to the adult training coordinator.

Any student who has been involved in any criminal activity or convicted of a criminal or child abuse act may be terminated at the administration’s discretion. Information about any previous arrests or convictions must be disclosed when the admission’s application is completed.

PLACEMENT TEST

Assessment tests may include the Keys to Work and the TABE (Test of Adult Basic Education). Results will be kept confidential and used for determining a students’ need for remediation and support services. An adult student may be exempt if he/she is a recent high school graduate of the secondary program or the student took a similar test through another agency and can provide proof and results to the Adult Training Department.

PROVISIONAL ACCEPTANCE

Adult students in 300-900 hour programs will be accepted on a provisional basis for 2 weeks. If the results of the clearances are not yet returned, the student may be allowed provisional acceptance until the results are received. However, students may be placed on hold until the administration has received and reviewed the results of the clearances. During these two weeks, the admissions team will evaluate attendance, attitude and employability to determine continued participation in training. The drop period is one week for full tuition refund for 300-900 hour programs.

PAYMENT OPTIONS AND FUNDING SOURCES

- Federal student aid
- PA-TIP state grant
• PA CareerLink®
• Office of Vocational Rehabilitation
• GI Bill® education benefits
• Veterans Leadership Program
• Self-payment options
  - Cash
  - Credit card (Visa, MasterCard, American Express, and Discover)
  - Check ($20 fee to student for returned check)
  - Money order

PAYMENT PLAN OPTIONS

• By payment period – due by the first day of class for each term, August 22, 2019 and January 15, 2020 for the 2019-2020 school year
• Monthly – due by the 5th of each month, students will receive a monthly payment plan to follow

All books, supplies, and fees paid to the institution are due with the first payment.

TUITION POLICY

Tuition and fees owed to the institution will be deducted from the amount of aid awarded, if applicable. A minimum of six to eight weeks processing time is needed for most types of financial aid. Remaining tuition and fees, after aid has been received and applied to the student’s account, are the responsibility of the student and are to be paid on or before the established due date.

Students will be notified of any outstanding tuition and fees owed and will receive an updated invoice each time charges and/or payments are made to their account.

Students with delinquent accounts over ten days are subject to suspension from school until the account is paid. For any current or former student, if an account remains delinquent, the school reserves the right to withhold services along with the diploma/certificate, transcript of grades and other records of achievement.

Adult students funded by outside agencies must have a written contract or official letter of approval from the agency prior to beginning classes. Any fees not funded by the agency, must be paid by the student according to the due dates. Students receiving Veterans benefits will be subject to all policies governing self-paying students.

Tuition refunds due to early withdrawal or termination will be approved based on both the school’s tuition refund policy and the current U.S. Department of Education’s Federal Refund Policy.

FINANCIAL AID INFORMATION AND APPLICATION PROCESS

Forbes Road Career and Technology Center participates in U.S. Department of Education (DOE) Title IV funding programs. Our participation is in compliance with the latest Higher Education Reauthorization Act for Title IV eligibility and certification requirements. Students in eligible programs are encouraged to apply for federal student aid. Federal law requires that students may apply for federal aid without paying a fee. Title IV federal aid programs, for which qualified students at Forbes Road Career and Technology Center are eligible to apply, include the Federal Pell Grant and Direct Student Loan Program.

The Free Application for Federal Student Aid (FAFSA) may be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or on paper. Completion of this form is the first step in the application process to apply for financial aid. Students will be notified of any approved funding. Additional information provided by the Department of Education regarding student aid can be found in the Adult Training Department.

Students will receive financial aid correspondence from the financial aid consultant or the Adult Training Department at Forbes. Questions regarding student aid should be directed to the department by contacting the adult training/financial aid coordinator at 412-373-8100 x253 or by e-mail at tiffanyb@forbesroad.com. Forbes employs a financial aid consultant to calculate aid and determine the need for verification. The financial aid consultant will be available to speak with students and parents over the phone or via email.
FINANCIAL AID ELIGIBILITY

To be eligible to receive federal financial aid available through the Forbes Road Career and Technology Center, a student must:

- Have financial need
- Be enrolled in an approved course of study
- Have a high school diploma or a G.E.D. certificate
- Be a U.S. citizen or eligible non-citizen
- Make satisfactory academic progress and have satisfactory attendance
- Register with Selective Service if required
- Not be in default on a Title IV loan
- Not owe a refund on a Title IV grant

FINANCIAL AID PROGRAMS

Financial Aid programs available at Forbes Road are:

1. Pell Grant
2. Subsidized Direct Loan
3. Unsubsidized Direct Loan
4. PA-TIP State Grant

PA-TIP

Forbes is now an approved institution by PHEAA for the state grant titled Pennsylvania Targeted Industry Program (PA-TIP) for the 2019-2020 award year. Students may be eligible for additional funding through PA-TIP. To apply, complete the FAFSA and the PA-TIP application. For instructions and information, please go to http://www.pheaa.org/funding-opportunities/pa-tip/pdf/student-application.pdf. Eligible programs include: Automotive Technology, Building Construction, Diesel Technology, Electrical Technology, HVAC, Machine Tool Technology, and Collision Repair.

FINANCIAL AID ORDER OF AWARD

Forbes Road Career & Technology Center requires all students who would like to be considered for financial aid to apply for a Pell Grant, using the Free Application for Federal Student Aid. In addition to the Pell Grant, students are encouraged to seek out funding through PA CareerLink®, OVR, GI Bill® and any other outside sources of aid.

NATIONAL STUDENT LOAN DATA SYSTEM

Students approved for financial aid can access the National Student Loan Data System (NSLDS), which is the central database for student aid. The website address is http://www.nslds.ed.gov. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data.

ENTRANCE COUNSELING FOR LOAN RECIPIENTS

Students must complete a Federal Direct Loan Program Request Form if they are interested in participating in the Direct Loan Program. These students will be required to complete on-line entrance counseling at www.studentloans.gov and complete a Master Promissory Note (MPN) on-line at www.studentloans.gov and provide proof of both to the adult training coordinator.

Direct Loans disbursed after October 1, 2014 and before October 1, 2015 for the 2015 FY year are subject to a 1.073% origination fee. Direct Loans disbursed after October 1, 2015 and before October 1, 2016 for the 2016 FY year are subject to a 1.068% origination fee.

TYPES OF FEDERAL DIRECT STUDENT LOANS

<table>
<thead>
<tr>
<th>Federal Subsidized Student Loan</th>
<th>Federal Unsubsidized Student Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility based on financial need as determined by criteria set forth by the Federal Government</td>
<td>Eligibility is NOT based on financial need.</td>
</tr>
</tbody>
</table>
EXIT COUNSELING

Within 30 days of the end of the enrollment period or leaving the program, students will be given the opportunity to complete exit counseling on-line at www.studentloans.gov. Students are to bring proof of completing the counseling to the adult training coordinator to retain in their student file. The student will also be asked to complete a program evaluation before completion of the program.

The online exit interview will remind students of their repayment responsibilities, and inform the student of what to do should they not be able to make their payment. A discussion is conducted on some of the undesirable consequences that students may encounter if the loan goes into default for non-payment. The students will be reminded that payment will begin six months after graduation and will be informed of their right to pursue problem resolution.

VERIFICATION POLICY

It may be necessary for students who have applied for Pell Grants and/or Direct Student Loans to complete a verification process as stipulated by the U.S. Department of Education. Verification requires documentation to be submitted to the school to review the accuracy of the information provided on the financial aid applications. If the school becomes aware that the student is in a Title IV over-award status, the student will be notified to contact the U.S. Department of Education to resolve the issue. After the issue has been resolved, the school will review the student’s file to determine the financial aid eligibility.

Documentation may include submitting a required verification worksheet, signed copies of the student’s and/or parent’s tax transcripts, W-2 forms, current bank statements, Social Security benefits statements, child support payment records, welfare assistance statements, veterans benefits, records of investments, and statements from other agencies.

Each student who is selected for verification will receive a verification worksheet from either the financial aid consultant via email or the financial aid coordinator requesting all required documentation prior to final certification of Pell Grant or Direct Loan eligibility.

Failure to complete the required financial aid documentation when requested by the financial aid coordinator may result in the student being placed on a 10-day probation period. Students on probation will have 10 days to submit the requested documentation to the financial aid coordinator. Failure to submit documentation will result in the student being suspended from class. The aid process is halted until required documentation is received. After verifying the student/parent information, the student will be notified if any corrections need to be submitted. The student may submit the corrections or request, if necessary, the financial aid consultant to make electronic corrections. If the student’s aid eligibility is changed as a result of these corrections, a revised award letter will be sent to the student, notifying him/her of the corrected aid amount. No adjustments can be made until verification is completed. The annually published Verification Guide will govern verification documentation.

The process of determining a student’s eligibility for federal aid is basically the same for all applicants. However, if the student has experienced an extreme change in their financial situation or unusual circumstances, he/she should consult the financial aid coordinator.

TITLE IV AWARD

After completing all required forms and paperwork, students will receive an award letter stating their eligibility for Title IV aid for the 2019-2020 program year. Students must complete the Master Promissory Note and entrance counseling if accepting a Federal Direct Loan before disbursement of funds and is required at Forbes to be completed within 10 days of the start of the school year.

Student tuition, and other amounts owed to Forbes, will be deducted from the award amount and the student will receive an invoice explaining the charges. Forbes will purchase books and supplies needed at the beginning of the school year until the Title IV funds are available. These items will be itemized on the invoice. The student will sign the invoice stating that he/she has received their disbursement and agrees to have the charges deducted from the award amount. If the student decides to purchase supplies out-of-pocket, these charges will not be billed to their account.
If the student has excess funds remaining in his/her account after applying student aid to his/her balance the excess funds (credit balance) will be refunded to the student in the form of a credit balance check. A student may authorize the Forbes Road Career and Technology Center, in writing, to hold the excess funds on their account to reduce the balance due on the next scheduled due date. This policy is in compliance with the rules and regulations of federal aid.

**DISBURSEMENT PROCESS**

The first payment period or fall 2019 disbursement date is October 25, 2019. The second payment period or spring 2020 disbursement date is March 20, 2020. The student will receive a credit balance refund, if applicable, within 14 days of the disbursement date. The student must complete the first term hours in order to be eligible to receive the second disbursement. **Students will not receive refunds before the disbursement date.**

When disbursements arrive via EFT from the Department of Education into the Forbes account, the Financial Aid office and Business Office will complete the following steps:

1. The Business Office will deduct the tuition and charges from the disbursement amount and prepare a credit balance refund.
2. The credit balance refund check will be issued within fourteen (14) days to the borrower for any excess funds after charges are deducted from the disbursement.
3. Notify the borrower to report to the Business Office to endorse the invoice. The invoice includes student’s name, date and amount of the DOE Pell and loan disbursement, breakdown of costs, distribution of grant and loan check, and credit balance information.
4. After the invoice is endorsed, the student will receive the remaining credit balance via check written out to the student borrower.
5. Business Office will forward a copy of the signed invoice/credit balance refund form to the financial aid coordinator when the transaction has been completed. The original form will be kept on file in the Business Office. The copy will be filed in the student’s financial aid folder. The student will also be given a copy of the invoice including charges and credit balance check amount if applicable.

**COST OF ATTENDANCE**

The 2019-2020 estimated cost of attendance for a 900-hour academic year will be determined for Forbes Road Career and Technology Center students based on the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$6,435/year</td>
</tr>
<tr>
<td>Fees</td>
<td>differs by program</td>
</tr>
<tr>
<td>Books</td>
<td>differs by program</td>
</tr>
<tr>
<td>Supplies/Tools</td>
<td>differs by program</td>
</tr>
<tr>
<td>Room and Board</td>
<td></td>
</tr>
<tr>
<td>Dependent</td>
<td>$2,835</td>
</tr>
<tr>
<td>Independent</td>
<td>$5,670</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>$50</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,320/year</td>
</tr>
<tr>
<td>Misc.</td>
<td>$900/year</td>
</tr>
</tbody>
</table>

Costs for program fees, textbooks and supplies/tools are outlined in the Adult Program Catalog found online at [www.forbesroad.com](http://www.forbesroad.com).

In adherence of DOE requirements, Forbes is must provide the estimated cost of attendance for compliance purposes. For students receiving funding from other sources such as PA CareerLink®, OVR, GI Bill®, or VLP, the actual detailed costs for the specific program (outlined in Adult Program Catalog) will be used and reported to the funding source.

**FORBES ROAD CTC CODE OF CONDUCT FOR EDUCATION LOANS**

The Higher Education Opportunity Act (HEOA) requires educational institutions that participate in Federal Title IV programs to publish a code of conduct regarding educational loans [HEOA § 487(a)(25) and 487(e)]. This code of conduct applies to all Forbes employees and agents of the School, including without limitation individuals who are employed in the Financial Aid office or who otherwise have
responsibilities with respect to education loans. This code of conduct reflects Forbes’ commitment to conducting financial aid practices with integrity, in the interest of students, and in compliance with applicable law.

Principles

- Forbes will not enter into any revenue-sharing arrangement with any lender.
- No officer or employee of Forbes who is employed in the Financial Aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, will solicit or accept any gift from a lender, guarantor, or servicer of education loans.
- No officer or employee who is employed in the Financial Aid office of Forbes or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, will solicit or accept any gift from a lender, guarantor, or servicer of education loans.
- Forbes will not for any first-time borrower, assign, through award packaging or other methods, the borrower’s loan to a particular lender; or refuse to certify, or delay certification of, any loan based on the borrower’s selection of a particular lender or guaranty agency.
- Forbes will not request or accept from any lender any offer of funds to be used for private education loans to students in exchange for the institution providing concessions or promises regarding providing the lender with —
  - a specified number of loans made, insured, or guaranteed
  - a specified loan volume of such loans; or
  - a preferred lender arrangement for such loans.
- Forbes will not request or accept from any lender any assistance with call center staffing or Financial Aid office staffing.
- Any employee of Forbes who is employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, is prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.
- Forbes will administer and enforce this Code of Conduct by, at a minimum, requiring that all of its agents with responsibilities with respect to education loans be annually informed of the provisions of this Code of Conduct.

ENROLLMENT PROCESS

The regular school year begins August 22, 2019 and ends May 28, 2020 for daytime intergenerational training programs. 300-hour, evening programs are scheduled to start on September 3, 2019 and end on May 28, 2020. In some cases, the evening classes will start at different times throughout the year, depending on enrollment. All training programs are competency-based. Former high school students who attended Forbes Road CTC and are in good standing are eligible to apply for enrollment in the post-secondary adult programs to complete the required hours for a program not finished during high school.

Academic Year: 900-hours 36-weeks

<table>
<thead>
<tr>
<th>Training Program</th>
<th>Hours</th>
<th>Weeks</th>
<th>Middle States Accredited</th>
<th>Approved for Federal financial aid</th>
<th>Approved for PA-TIP grant</th>
<th>WIA /PACareerLink® approved</th>
<th>Approved for GI Bill® Education Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DAYTIME PROGRAMS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising Design</td>
<td>900</td>
<td>36</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>900</td>
<td>36</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Building Construction Technology</td>
<td>900</td>
<td>36</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Child Care Services</td>
<td>900</td>
<td>36</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Collision Repair Technology</td>
<td>900</td>
<td>36</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Computer Networking &amp; Security</td>
<td>900</td>
<td>36</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>1250</td>
<td>36</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>900</td>
<td>36</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>900</td>
<td>36</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>900</td>
<td>36</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Emergency Response Services 900 36 X X X  
Heating, Ventilation and AC 900 36 X X X X X  
Landscape Design 900 36  
Machine Tool Technology 900 36 X X X X X  
Multimedia Design 900 36 X X X X  
Warehouse Management 900 36 X X  

**EVENING PROGRAMS**  
Administrative Careers 300 36 X X  
Automotive Technology 300 36 X X  
Electrical Technology 300 36 X X  
Heating, Ventilation and AC 300 36 X X  
Machine Tool Technology 300 36 X X  
Manicuring 300 36  

**SHORT-TERM PROGRAMS**  
CDL-A Truck Driving 160 4 X  

**ON-LINE CAREER TRAINING PROGRAMS**  
Advanced Personal Fitness Trainer 400 varies  
Administrative Medical Specialist with Medical Billing & Coding + Medical Terminology 360 varies  
Paralegal 300 varies  

**DAYTIME PROGRAM SCHEDULE**  
900 hour Daytime Training Programs  
Class Start Time 7:30 AM  
Class End Time 1:00 PM  

**EVENING PROGRAM SCHEDULE**  
300 hour and Short Term Training Programs  
Class Start Time 5:00PM  
Class End Time 9:00PM  

**TUITION AND FEES**  

Adult tuition is determined annually by the Forbes Road CTC Joint Operating Committee. Arrangements for tuition payment for students on a payment plan must be made prior to start of the class. Tuition does not include the cost of books, tools, and supplies. All certification exams must be taken before the completion of the program.

**2019-2020 PROGRAM YEAR**  

Tuition for 900 hour 9 month program $6,435  
Tuition for 1250 hour 12 month Cosmetology program $8,938  
Tuition 300 hour program $2,700  

Tuition costs for short term programs are available in the program catalog. The cost of books, tools and supplies varies by program and are also available in the program catalog. The additional costs will be added to the tuition costs to arrive at a total amount due. Students are required to pay a one-time $45 non-refundable application fee. Students who are paying their own tuition are to make payments by the fifth business day of each month. If payment is not made by the fifth of the month, the student will be sent a reminder. Students may not be permitted to continue in the training program if non-payment continues. Once payment is made the student may return to class. Each day of non-attendance due to failure to pay tuition will be recorded as an absence.
TUITION FOR RETURNING STUDENTS

Students returning to make up hours, complete industry certification(s) or receive additional training in a previously attended program will be charged as follows:

- Less than 450 hours: $9.00/hour
- 450 hours or one term: $3,218
- 900 hours or full academic year: $6,435

STUDENT AGREEMENT FORM

Adult students will sign a form stating they have read and understand the policies and procedures for the following content:

- Network/internet Access/Usage Agreement
- Media Release
- Shop Permit
- Student Handbook
- Attendance Policy
- Personally Owned Device
- Bullying

EMERGENCY FORM

Students will not be permitted to operate equipment until the Emergency Form is returned. Any change in the student information card (address, phone number, etc.) is to be reported to the Adult Training Department promptly. This form is given to the adult students at orientation.

Included on this form is student insurance information. It is strongly recommended by the administration that adult students have medical insurance. Although Forbes Road CTC has an excellent safety record, the potential for accidents is high due to the industrial type of equipment in the programs. The school is not responsible for the cost of medical treatment. Therefore, unless sufficient medical coverage is carried by the student a sizable hospital bill could be incurred for x-rays, treatment, or other medical expenses.

REMEDIATION POLICY

Students may be suggested or required to take Skills Specific Remediation and Job Search/Job Readiness classes in addition to the technical training class. The courses are not offered on-site. Students are not charged for these courses, nor are the hours of attendance included in the calculation of enrollment status.

PAYMENT POLICY

Students being funded by outside agencies must have a written contract or official letter of approval from the agency prior to beginning classes. Any fees not funded by the agency, must be paid by the student according to the due dates. Forbes will bill the funding source for the amount due after the student attends the first day of class. Payment options are by the semester or the school year. Payment is due immediately upon receiving the invoice.

TOOLS AND TEXTBOOKS

At orientation the student will receive a list provided by the program instructor which includes books, supplies, tools, etc. that will be required for the course. Items that are ordered by the School for the student will be purchased with the understanding that when the student’s funding becomes available, the item(s) will be charged to their account for payment. When receiving any tools, supplies, equipment, or texts, the student must sign a receipt to acknowledge acceptance.

All tools, supplies, equipment, or texts provided by the funding source (ex. PACareerLink®) will remain school property until completion of the program and become property of the student upon completion. Returning students who have received tools, supplies, and equipment in previous Forbes training programs, are not eligible to receive duplicates.
Students are responsible for their supplies and tools. When a student exits the program, voluntarily or involuntarily, he/she is responsible for making arrangements to pick up all belongings owned by the student. Any personal tools or supplies left by the student in the class after June 15, 2020 will be disposed of.

DIVISION OF VETERANS EDUCATION

Effective October 1, 2011: Allows students to use the Post-9/11 GI Bill® for—
Non-college degree (NCD) programs: Pays actual net cost for in-State tuition and fees at public NCD institutions. At private and foreign institutions, pays the actual net costs for in-state tuition and fees or $17,500, whichever is less. Also pays up to $83 per month for books and supplies.
Make up work is not permitted for the purposes of receiving Veterans Administration Training Allowances.

Information regarding time limits, benefit eligibility, and benefit information can be found by contacting the U.S. Department of Veterans Affairs (VA) at www.gibill.va.gov.

STATE APPROVING AGENCY

The State Approving Agency's (SAA) role is to approve and supervise the programs of education and training for eligible veterans, dependents, National Guard members and reservists.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Appropriate credit is given for comparable previous education and training, and the training period will be shortened accordingly if the administration deems the experience acceptable. Forbes is not obligated to transfer hours or credits.

SUPPLEMENTAL PROGRAMS AND INFORMATION AVAILABLE TO ADULT STUDENTS

FINANCIAL LITERACY PROGRAM

Forbes may require adult students receiving a Federal Direct Loan attending a 900 or 1250 hour program to complete financial literacy courses throughout the academic year. The online training can be done at home or at Forbes. Students will receive information regarding the financial literacy requirements during the school year.

JOB SEARCH/JOB PLACEMENT

Forbes Road Career and Technology Center offers its students the opportunity to locate and secure employment through the services of the job search center located in the Adult Training Department. While the school does not guarantee employment, students may avail themselves of a variety of services to aid them as they look for work. These services include workshops offered through the PACareerLink® in resume preparation, cover letter writing, interviewing skills, follow-up letter writing, and application preparation. Local job vacancies are posted in the Adult Training Department.

The Forbes Adult Training Department provides employment assistance through enrollment in the Pennsylvania CareerLink® JobGateway database. Students are provided with instructions and guidance for enrollment in the JobGateway System at https://www.jobgateway.state.pa.us. All students enrolled in adult training are expected to pursue training-related employment.

The goals of the Job Search Services are to:
1. Prepare students for job search
2. Identify job openings
3. Inform students of job openings

Local employers in the field often contact Forbes’ instructors when job opportunities arise. The instructor will recommend the most qualified, dependable person for the position. Job shadowing, on-the-job training or paid/unpaid internships are options used by...
employers to ease the student into the position. The student gains valuable experience and employers have a chance to observe the student’s work skills and habits on the job.

SERVICES OFFERED TO STUDENTS WITH DISABILITIES

A school may not discriminate on the basis of disability. It must insure that the programs it offers are accessible to students with disabilities.

If a student requests accommodations because of his/her disability, they must disclose this information in order to receive special services. For those with hidden disabilities, such as learning disabilities, psychiatric disabilities or chronic health impairment, it is reasonable and appropriate for Forbes to request documentation to establish the validity of the request for accommodations, and to help identify what accommodations are required.

Forbes realizes each student's needs are individual. Possible accommodations will be determined based on a qualified professional’s evaluation and documentation provided by the student. Documentation should be completed and signed by a professional familiar with the applicant and the applicant’s disability—such as a physician, psychologist or rehabilitation counselor. It should verify the disability and suggest appropriate accommodations.

Examples of testing accommodations that may be offered to the student by a Forbes instructor include extended time to complete a test, providing a space free of distraction to take the test, or a reader.

STUDENT BODY DIVERSITY AND RETENTION/GRADUATION RATE

All institutions participating in Title IV of the Higher Education Act student financial aid programs must make available information about the student body diversity, retention rate and completion/graduation rates. Current and prospective students can access this information on the College Navigator website at http://nces.ed.gov/collegenavigator/.

TRANSCRIPTS

Transcripts of grades will be sent to employers, educational institutions, and the armed services upon written request of the student.

VOTER REGISTRATION

Forbes provides voter registration forms to all adult students. A copy of the form is included in the appendix of the Adult Training Student Handbook. Additional registration forms are available in the job search area in the Adult Training Department.

ATTENDANCE, PERFORMANCE, AND COMPLETION REQUIREMENTS

STUDENT PROGRESS AND ATTENDANCE

Students are required to maintain satisfactory academic progress in order to remain in a post-secondary program. Satisfactory academic progress is also mandatory for students who are eligible to receive Title IV financial aid funds (Pell Grant and Direct Student Loan). Grades are based on attendance, class, shop, or lab performance as well as assignments, quizzes, and exams. Financial aid is available for no longer than 150% of the program. If a student earns 67% of the clock hours attempted in each term, the student should complete the program within the maximum time frame. The qualitative standards are outlined in this section. Students are expected to complete assignments in a timely manner. Failure to do so may adversely affect the student’s grade for that course.

ACADEMIC YEAR

The academic year for daytime intergenerational programs is based on 900 hours:
1st payment period - 450 Clock Hours
2nd payment period - 450 Clock Hours
GRADING POLICY

Students’ evaluations will be determined every nine (9) weeks. A grade report will be given to the student. A copy of the report card will be maintained in the student’s file.

SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS

To maintain satisfactory academic progress and advance to the next level of objective the student must attain the following:

- Grade of 70% - C grade or better during the period of enrollment
- Must be in compliance with the attendance policy – no more than 45 excused hours absent in a 450-hour period of enrollment
- Satisfactorily complete clinical courses if applicable
- Maintain adequate theory grades
- Demonstrate aptitude and skills
- Adhere to school standards

The student is evaluated in theory and/or clinical at the end of each level. The student is promoted to the next level when level objectives have been achieved along with the requirements of the current curriculum.

ON THE JOB TRAINING

Students who participate in externships receive a satisfactory or unsatisfactory grade based on individualized basic performance objectives. Employers provide a monthly and final evaluation.

GRADING PERIOD

For daytime intergenerational students:

1st Grading Period 08/22/19 – 10/24/19
2nd Grading Period 10/25/19 – 01/13/20
3rd Grading Period 01/14/20 – 03/20/20
4th Grading Period 03/23/20 – 05/28/20

GRADING SYSTEM

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

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>Excellent</td>
<td>0-59</td>
<td>Failure</td>
</tr>
<tr>
<td>80 - 89</td>
<td>Above Average</td>
<td>I = Incomplete</td>
<td></td>
</tr>
<tr>
<td>70 - 79</td>
<td>Average</td>
<td>W=Withdrawal</td>
<td></td>
</tr>
<tr>
<td>60 - 69</td>
<td>Below Average</td>
<td>NC=No Credit</td>
<td>20+ absent=NC</td>
</tr>
</tbody>
</table>

ATTENDANCE POLICY

The Board of Forbes Road Career and Technology Center recognizes that the primary function of vocational education cannot be carried out unless students are present. It is our belief that only through regular attendance can a student progress at a successful rate. Also, because attendance is part of the student’s cumulative record, it is important that good school attendance habits be established for successful employment. Attendance is measured in clock hours for adult students at Forbes. Under guidelines of the Federal Title IV Student Aid Policies and Procedures, the number of excused absences cannot exceed 10% of the clock hours in the payment period (example: 45 hours in a 450 hour term).

Attendance will be tracked for each adult student in the daytime training programs. Attendance includes:

- Physical class attendance where there is direct interaction between instructor and student
- Submission of an academic assignment
- Examination, interactive tutorial, or computer-assisted instruction
- Study group assigned by school
- Participation in on-line discussion about academic matters
- Initiation of contact with instructor to ask question about academic subject

(Counseling is not included)

Determination/documentation of attendance must be made by the school. A student’s self-certification or attendance is not acceptable unless is supported by school documentation.

**STUDENT RESPONSIBILITY:**

- **EXCUSED ABSENCES:** Adult students can miss 45 excused clock hours in a 450-hour payment period (900-hour program) or 15 clock hours in a 150-hour payment period (300 hour program) to successfully complete the program. If the student is enrolled for less than a 450-hour payment period, the excused absences permitted are 10% of the number of hours the student is scheduled to attend.

- **UNEXCUSED ABSENCES AND HOURS MISSED OVER 45 HOURS:** In daytime intergenerational programs: Unexcused hours and hours missed over the excused hours in a payment period must be made up. The student must make arrangements with the instructor to make up missed hours and work in order to receive credit. Adult students are NOT permitted to stay in the classroom to make up unexcused hours after 1:00PM. Extended hours in the classroom will only be permitted if approved by administration.

- **REPORTING TO CLASS:** Adult students in daytime classes are to report to class by 7:30AM and leave class at 1:00PM. Attendance is kept by the instructors daily and reported to the School Office where it is entered into a system which tracks attendance. If the student arrives to class late, they must report to the School Office in order to receive credit for a portion of the day.

- **ABSENCES:** If a student is to miss a day of class, they are to call the Adult Training Dept. at 412-373-8100 x253. Please leave a message if you call when the office is closed.

- **TARDINESS:** As stated previously, students who are tardy (arriving after 7:30 a.m.) are to report directly to the School Office. The student will receive a late admittance slip, and report directly to class. Excessive tardiness will not be tolerated and may be cause for disciplinary action. Students may be marked absent by the instructor if attendance is taken before they arrive.

- **MAKING UP CLASS WORK:** Students who are absent from school for any reason are to be given the opportunity to make up any work they have missed. It is the student’s responsibility to approach the instructor regarding make up work. Every effort should be made by the student to make up the missed work by the end of the grading period. Cosmetology students must be present in order to receive state board certified hours.

- **EARLY DISMISSAL PROCEDURE:** Any student who requests an early dismissal must notify the program instructor or the Adult Training Department.

- **OUT OF SCHOOL SUSPENSION:** If an adult student receives out-of-school suspension, this absence is recorded as unexcused and must be made up.

- **SCHOOL CLOSINGS:** Students will not be responsible for making up hours when the school is closed due to the weather or an emergency unless an additional day of class is added to the schedule by the administration.

A student absent more than 20 days of class may receive no credit (NC) for the period of enrollment without an appeal.

**SCHOOL RESPONSIBILITY:**

- **STUDENT HOURS:** Student hours will be monitored weekly.

- When a student exhibits a pattern of excessive absenteeism, the instructor(s) and the adult training coordinator will meet with the student to discuss ways to solve the problem. The funding agency may be notified regarding the reason of absenteeism and its effects on the student’s grade if applicable.

- **TESTS OR OTHER ASSESSMENTS:** If a student is unable to take an examination because of absence, the teacher will record a grade of Incomplete (INC) for the student. The adult training coordinator will be advised when the makeup work is completed and a grade is substituted. Any exam not made up will become a failure.
• **REMOVAL OF “INC” GRADE:** For every “INC” grade that is recorded on the report card, the teacher will place on file with the adult training coordinator a contract setting forth the work to be made up in order to remove the incomplete grade. The coordinator will be advised when the make-up work is completed, and a grade substituted for the “INC”. **Unless special approval is given by the administration,** an “Incomplete” grade must be cleared within two (2) weeks following the student’s return. Failure to do so may result in the grade becoming an automatic failure.

**ILLNESS DURING SCHOOL DAY**

If an adult student becomes ill during the school day, the student must get permission from the teacher to see the school nurse, except for emergency situations. The student or instructor will inform the Adult Training Department of the student’s status. Leaving the school without notifying the Adult Training Department can result in an unexcused absence or loss of hours.

**EMERGENCY SCHOOL CLOSING**

In the event Forbes Road CTC closes or plans for a 2-hour delay, an announcement will be made on TV channels and websites 2, 4 and 11. In some cases, an automated message will be sent to the student’s contact number provided. Students must notify the Adult Training Department when there is a change to a phone number or address. When a 2-hour delay is announced, adult students are to arrive 2 hours after their scheduled arrival time.

**TIME SHEETS**

Time sheets required by the outside agencies funding student training will be completed by the student and signed by the instructor for eligible adult students. The student is responsible for turning in the time sheets to the funding source every week. While enrolled in school, students who are eligible for need-based payments will not be paid for any excused or unexcused absences or holidays. Students should not sign their time sheets ahead of time.

**EVALUATION PERIODS**

Students are continually evaluated during each theoretical course by tests, quizzes, projects, lab demonstrations and instructor assignments. Students may obtain their course grade average to date from their instructor anytime throughout each level.

Grades will be evaluated by the adult training coordinator at the completion of each nine week period. Each level is prerequisite for the next; therefore, satisfactory completion of each grading period is necessary for promotion to the next grading period. After assessing progress, students will be contacted if they are not meeting the requirements and expectations of the school and ED.

The following percentages will be used as a guideline to weight student grades:

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

**QUALITATIVE STANDARDS**

**Maximum Time Frame:** Federal regulations stipulate that undergraduate students must complete their academic program within 150% of the established program length. For a 9 month, 900 hour program, the maximum time frame for completion is 13 ½ months and 1350 hours.

**Completion Standards:** Students must meet both of the above criteria which would require a minimum completion percentage of 66.6%.

**Pace:** The school will compare the amount of work students attempt with the amount of work that was successfully completed (hours completed / attempted hours), which is defined as “pace”. The results of the calculation must be compared to the minimum completion rate and the maximum time frame.
ACADEMIC NOTICE FOR ATTENDANCE

Eligibility for receiving credit at Forbes Road CTC will require the student to be in attendance and miss no more than the maximum number of days or hours. Any adult student who exceeds the maximum number of days or hours of absence will be placed on academic notice for one month and may be terminated. The student’s attendance and performance will be evaluated by the instructor every nine weeks and presented to the adult training coordinator. Exceeding the maximum number of days or hours may result in class withdrawal initiated by the instructor.

ACADEMIC NOTICE FOR GRADES/PERFORMANCE

Any student whose grade falls below 70% on the monthly evaluation, report card, or at the completion of each nine weeks in any course will be placed on academic notice for one month or until completion of their current level, whichever comes first, during which the student must make academic improvement. The adult training coordinator will counsel the student and provide written documentation of the counseling session. Counseling will be available during the period of academic notice and if no improvement is made, the student will be dismissed from the program and becomes ineligible for financial aid. In extenuating circumstances, students may be placed on academic notice for two months instead of one month.

FINANCIAL AID WARNING AND FINANCIAL AID PROBATION

Students are expected to maintain a C average or better average for each nine weeks in order to advance to the following term. Students not performing at expected standards (students attaining less than a C average) at the end of the first payment period or term (450 hours) will be assigned a Financial Aid Warning. A counseling session is then set up with the student to determine if regaining eligibility is possible and, if so, setting appropriate timeframes. If the student requests consideration because of special circumstances, the student must submit a formal, written request to the adult training coordinator. Students on a Financial Aid Warning will be required to meet with the adult training coordinator to develop a plan for academic improvement. Students will be placed on Financial Aid Warning for one payment period and must make satisfactory academic progress (SAP) at that time or may be placed on Financial Aid Probation for one payment period after an appeal.

Students will not be considered as having satisfactory academic progress status until they have attained a “C” or better average. Note: Students who have not maintained a “C” or better average during training and/or do not have an overall “C” average or better at the end of their training will not be eligible to receive a certification of completion.

APPEALS PROCESS

Procedure for appeal of a negative determination by the student is as follows: Students who receive a Financial Aid Warning and fail to meet one or more of the satisfactory progress requirements must submit a written appeal to the adult training coordinator for review. The student’s appeal must include why he/she failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. The appeal may be approved if the school has determined that the student will be able to make SAP standards by the end of the next payment period. If the appeal is approved the student will be placed on Financial Aid Probation. During this time, Forbes may impose conditions for the student’s continued eligibility to receive Title IV aid for one payment period. The student will be notified of the decision within two weeks of receipt of the appeal. The following types of information may be considered in determining the approval of an appeal:

1. An extended illness
2. Death in the family
3. Personal injury

If none of these situations exist, then the student is dismissed. Appeals will most likely be denied if a student’s absence exceeds 20 days. If a student is not satisfied with the outcome of the appeal process he/she may, within five calendar days, continue to pursue the matter under Forbes Road Career and Technology Center’s grievance procedures. Students who appeal a termination because of absences that exceed the maximum number of days, and are approved for re-enrollment must make up any days beyond the allowable days of absence.

FORBES ROAD CAREER & TECHNOLOGY CENTER
PROGRAM COMPLETION – DEFINITION OF COMPLETION

Program completion is determined by
- A final average of 70% or better in the grading periods for which the student is enrolled
- The fulfillment of specified hours
- Acceptable attendance record
- Achievement of appropriate course competencies necessary to acquire and maintain entry-level employment.
- The recommendation of the Instructor.

CERTIFICATION OF COMPLETION

A “Certificate of Completion” will be issued to students in their course of study outlining the competencies completed provided they meet the standards listed above for one of the eligible certificates. Certificates will be withheld until all financial obligations to Forbes are met.

LEVELS OF COMPLETION

There are different levels of completion. To receive one of the certificates, it is required that you must meet the following standards:

Certificate of Excellence
- A final average 90-100% in the four (4) grading periods
- Passed the NOCTI with advanced rating
- Missed from 0-10 days combined total of excused and unexcused
- Passed 90% or more of competencies for their chosen career
- Completed senior project and portfolio

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

Certificate of Attainment
- A final average of 70-79%
- Passed NOCTI test with a basic rating
- Missed 13-16 days combined total of excused and unexcused
- Passed 70% or more of competencies for their chosen career
- Completed senior project and portfolio

Certificate of Attendance
- Taken NOCTI
- Passed 50% or more of competencies

CERTIFICATE CEREMONY

Adult students, who are expected to satisfactorily complete their program training hours by June 30 of the program year that they are enrolled, may participate in the Certificate Ceremony if recommended by their instructor. Students will receive notification of the location, date and time from their instructor or the Adult Training Department.
FINAL GRADE AND FINANCIAL OBLIGATIONS

The final grade is the average of the grading periods for which the student is enrolled. The minimum passing grade is 70%. Any student achieving less than a 70% in a course at the end of the course is not given credit for the course and will not achieve the level objectives.

If the student has any outstanding financial obligations to Forbes the final report card and/or certificate of completion will be held until the obligation is paid in full.

The definition of completion may vary depending on the funding source — it is each student’s responsibility to learn his/her own completion requirements as specified by the funding source.

WITHDRAWAL AND REFUND POLICIES

WITHDRAWAL FROM SCHOOL

Students considering withdrawing from a program should schedule an appointment with the adult training coordinator. The student will be provided with the options available. If the student decides to withdraw, a withdrawal form must be completed by the student stating the date they will no longer be attending. This form will be placed in the student file. Students withdrawing from a program may be considered for re-entry. Tuition will be prorated as of the date of the official notification of withdrawal from the program, or the last day of attendance. The student must also complete Exit Counseling if the student has received Title IV funds. The official withdrawal date will be the student’s last date of attendance.

Students are informed that according to current U.S. DOE Return of Funds policy, financial aid eligibility may be reduced for the portion of time attended based on absentee time. Also, depending on re-entry date, a student may or may not be entitled to financial aid for re-entry period.

Students may be terminated from a program involuntarily for violations of school policies. Students who are terminated will be responsible for any account balance owed. Tuition will be prorated as of the official date of the termination in accordance with the institution’s Withdrawal/Termination and Refund policies. Student withdrawal may be voluntary or involuntary.

Non-attendance or students who, during the school year, do not return to class without notification will be considered involuntarily withdrawn from the program after nine (9) days of absence.

REFUND POLICY

If a student withdraws from an adult training program, he/she will be automatically reviewed for a refund of tuition paid according to the schedule below.

Students withdrawing from the program prior to the start of the program will receive a full refund of all payments received except for the non-refundable fees and expendable item costs. No refunds of $25 or less will be made. Students who withdraw after the program starts will have refunds made to the appropriate federal programs. Students on a regular payment plan would receive a refund according to the schedule below. Agencies or companies funding tuition and fees will also receive a refund according to the schedule below. **Official withdrawal must be made in writing.** Notification to an instructor or telephone calls to the school DO NOT constitute official withdrawal.

The following Refund Policy applies to all post-secondary education programs offered at Forbes Road Career and Technology Center:

1. If a student withdraws from a post-secondary education program before the first class session, 100% of the tuition that has been paid by the student will be refunded. The registration fee of $45.00 is non-refundable and will be retained by the school.

2. If a student withdraws after the fourth calendar week of classes, he/she is not eligible for a refund. For those who have received Federal Title IV aid funds, once a student has attended 67% of the total hours required for the program, they have earned their financial aid and no refund to the DOE will be required. If the student has not attended 67% of the program, aid will be recalculated and returned.

FORBES ROAD CAREER & TECHNOLOGY CENTER
to the DOE. At this time, the student is responsible for paying a portion of or the total cost of tuition and fees, depending on the percentage paid by the DOE and according to the refund schedule below.

**REFUND SCHEDULES**

- Withdrawal through the Official First Day of the semester: 100% Tuition
- First calendar week of classes: 100% Tuition
- Second calendar week of classes: 70% Tuition
- Third calendar week of classes: 55% Tuition
- Fourth calendar week of classes: 25% Tuition
- After the fourth calendar week of classes: None

All refunds will be made in a timely manner – within thirty (30) days of withdrawal or termination.

All withdrawals must be requested and processed by the end of the third week of classes to be considered for refund. **There are no refunds after the fourth calendar week of classes.**

3. If a student leaves the institution during the program, the financial aid consultant recalculates the tuition due for the amount of time attended. Total clock hours attended is divided by the total clock hours of the program. This will give the percentage of time attended. The Business Office will be notified by the financial aid coordinator of the amount of Title IV aid earned, if any, that will be applied to the student’s account. If a credit balance does occur, the refund will be sent to the student after all refunds to Title IV have been satisfied. **If a balance due on the account remains, it will be the student’s responsibility to satisfy the balance.**

4. **Students who have already received a Federal Pell grant may be required to pay a portion of this grant back to the U.S. Department of Education when they withdraw from a program early, if based on the actual hours attended, it is determined that they received more aid than entitled to for that period.**

**FEDERAL RETURN OF FUNDS POLICY**

When a student who has received Federal Title IV aid funds withdraws early from their program, sometimes aid already received must be returned to its source depending on the student’s eligibility (based on attendance, payment period, number of hours completed, etc.). The amount of repayment will be determined by using the U.S. Department of Education Return of Refunds calculation worksheet.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 67% clock hours.

If a student leaves the institution prior to completing 67% clock hours, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

\[
\text{Percentage of payment period or term completed} = \frac{\text{the number of clock hours scheduled to be completed up to the last day of attendance}}{\text{the total clock hours in the payment period or term}}
\]

This percentage is also the percentage of earned aid.

If the student’s withdrawal creates a situation where the student has received more Title IV aid than eligible for, due to early withdrawal, the appropriate amount of over-awarded funds will be returned to the appropriate federal aid source according to federal guidelines in this order: 1) Unsubsidized loans, 2) Subsidized loans, 3) Title IV Pell Grant funds 4) Agencies (WIA, OVR, etc.). Students can request the calculation sheet for their review.

**When Title IV funds are returned, the student borrower may owe a debit balance to the institution.** If it is determined that the student has received an overpayment, the Forbes Road Career and Technology Center will return the over-award to the proper Federal Student Aid (FSA) source and if necessary, reclaim the difference from the student by letter and invoice.
NO CREDIT

If a student is terminated or withdrawn from the program, he/she will receive a no credit (NC) grade for the period of enrollment and will not be issued a Certificate of Completion. Students may appeal a termination in accordance with the Forbes Road CTC appeals process. Faithful attendance alone, however, does not guarantee a student will pass the course. Significant achievement and regular attendance ensure passing.

LEAVE OF ABSENCE

In cases of extended medical/personal emergencies, the student must withdraw and re-enroll at a later time. In most cases, if a student is absent more than 20 days, they will receive no credit for the time of their enrollment once withdrawn from the program. However, in an approved medical or personal emergency, students may be granted a leave of absence and issued credit for the hours of attendance during the period of enrollment. Re-enrollment is based on space availability, funding eligibility and approval of the funding agency AND must be done within one year to apply the previously earned hours to future hours. Students must complete the leave of absence form immediately if they feel they qualify for the credit.

Requirements include: 1) meeting with Adult Training Coordinator 2) written request submitted in advance by student 3) complete the LOA form in its entirety 4) student is in good academic standing and has achieved SAP 5) valid reason for LOA 6) reasonable expectation to complete course 7) student must return within one year of the date of LOA was granted 8) student must return to the program at the point of the last successfully completed lesson/competency within the curriculum 9) criminal history checks must be current within one year 10) Students receiving funding from outside agencies must notify the agency of their status 11) Students will be assessed tuition and fees for the period of enrollment. All outstanding obligations to the school must be paid prior to return from the LOA 12) Student may be required to complete at least 50% of the hours and course content of the program in the payment period or program year in order to be eligible for an LOA 13) If a student fails to return, the withdrawal date is the last date of attendance

LOA request form includes: 1) date of request 2) program of enrollment 3) reason for LOA 4) beginning and end date of LOA 5) signature of student

The adult training coordinator and administration will make a decision within seven (7) business days and inform the student of their status. The following types of information may be considered in determining if the student is eligible to receive credit and granted an LOA.
1. An extended illness
2. Death in the family
3. Personal injury

STUDENT RIGHTS

APPLICANT’S RIGHTS AT FORBES ROAD CTC

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

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

Students will be disciplined when s/he ignores his/her responsibilities or infringes on the rights of others to learn. Quite often, through appropriate classroom and discipline models, misunderstandings are worked out by an informal discussion between the parties involved.
Forbes Road CTC has assured the U. S. Department of Labor and the Pennsylvania Department of Labor and Industry that no person shall, on the basis of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief, be excluded from participation in, denied the benefits of, be subjected to discrimination under, or denied employment in the administration of or in connection with any program or activity funded under the Act. That means that:

- You may not be segregated or treated any differently from other applicants or enrollees because of your race, color, religion, sex, national origin, age or handicap, while you are enrolled, interviewed, counseled, or tested; or while you are working or attending classes.
- No benefits or services offered to adult students may be denied you because of your race, sex, age, color, religion, handicap, political affiliation or beliefs or national origin.
- You may be provided an equal chance to use all facilities available.
- No individual may be discriminated against because of race, sex, age, color, national origin, etc. with regard to recruitment, examination, appointment, training, promotion, retention discipline or any other aspect of personnel administration.

GRIEVANCE PROCEDURE

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

STEP 1
Report the complaint first to the teacher of the class in which the complaint arose.

STEP 2
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 adult training coordinator or assistant director.

STEP 3
If the adult training coordinator or assistant director does not resolve the complaint, the student may then report the matter to the Director. The Director's decision with regard to the complaint will be final.

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

STUDENT RECORDS (FERPA)

Eligible students have the right to inspect their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested as per the Family Educational Rights and Privacy Act (FERPA). To inspect your records, contact the Adult Training Department at Forbes Road Career and Technology Center. 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 or file a complaint with the Department of Education if that request is refused. FERPA provides that educational records cannot be released without the written consent of the student, except in certain specified instances.

CONFIDENTIALITY OF RECORDS

Student records will remain confidential. No person other than the individual student may review or release information from that student's record without written signed permission of the student, except for:

1. Those specifically entitled by law to review such material.
2. The coordinator of the program.
3. Persons within the institution having legitimate need in reviewing or copying the files.

The following information contained within the student records is considered directory information and may, at the discretion of the Forbes Road Career and Technology Center administrative personnel, be made available to any member of the public.

1. Student name
2. Address, city, state
3. Date and place of birth
4. Dates of attendance
5. Most recent and previous academic institution attended.
6. Date of graduation
7. Current schedule of class locations
If a student does not wish this information released during his/her training at Forbes Road CTC, he/she must submit a request in writing to the adult training coordinator.

GENERAL INFORMATION

FIELD TRIPS

Field trips as a part of the instructional program may be made available at the discretion of the administration and the instructor. Instructors or supervisory personnel will accompany students and supervise field trips. They will have complete authority concerning student conduct. Grooming, personal appearance and good behavior are very important. For field trips that apply to the adult student, he/she must provide their own transportation.

HEAD LICE

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.

A student cannot return to Forbes until s/he has been treated for lice/nits. A written medical clearance from a doctor or nurse will be accepted as proof of treatment, although reexamination may be conducted by Forbes health personnel.

HIPPA

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

HOMEWORK

It is recognized that all courses will require daily homework assignments. Each assignment shall 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.

LOST AND FOUND

Lost articles will be kept in the School Office, Building #2, and students may go there to identify their property.

LUNCH

Regular lunch times are as follows. Students will be assigned one of four lunch periods, unless directed differently from the instructor:

<table>
<thead>
<tr>
<th>Lunch</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>First lunch</td>
<td>10:30 AM to 10:50 AM</td>
</tr>
<tr>
<td>Second lunch</td>
<td>10:55 AM to 11:15 AM</td>
</tr>
<tr>
<td>Third lunch</td>
<td>11:20 AM to 11:40 AM</td>
</tr>
<tr>
<td>Fourth lunch</td>
<td>11:45 AM to 12:05 PM</td>
</tr>
</tbody>
</table>
The adult student is permitted 30 minutes for lunch. The price of the school lunch is $3.50 for adult students. Additional ala carte items can be purchased.

Adult students may leave campus for lunch. A designated space will be provided for adult students to eat lunch if they choose to remain on campus to eat. Adult students are not permitted to bring food from the outside to their classroom. Ordering food from restaurants/food providers to be delivered onto school property is not permitted.

MEDICATIONS

Adult students are not permitted to take prescribed or over-the-counter medications in the secondary class, with the exception of emergency situations. The adult student will ask for permission to leave the classroom and report to the Adult Training Department to take necessary medication.

OPEN HOUSE

Forbes conducts Open House twice each year. A New Student Orientation will be held on Tuesday, September 10, 2019. Adult students are invited to attend with family members or friends.

The second event is an Open House scheduled for March 19, 2020. This event is open to the community and is our chance to showcase the school for recruitment purposes illustrating the colleges and career opportunities that Forbes graduates can pursue. The Adult Training Department invites interested candidates and potential students to the spring Open House.

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.

WORK ORDERS

Students desiring to work on private projects while in the programs will first complete a Work Requisition form. The teacher then will tentatively approve or disapprove the project based on availability to complete the work. Once this process is complete then a student must obtain a Work Order. This Work Order form must be completed with proper signatures, before it is approved. The Work Orders will be in effect for a reasonable period of time to allow for completion of the project. Work Order forms may be obtained through the School Office, Building #2. All Work Orders must be paid in full in the Business Office prior to any projects being removed from the school premises.

SAFETY AND SECURITY

ACCESS POLICY

During regular business hours, Forbes will be open to students, parents, employees, contractors, guests, and invitees. Students arriving through individual transportation or walking onto the property, and all other visitors are required to check in with the security personnel at the guard station located at the confluence of the driveway and parking areas.

During non-business hours access to the institution is by manual key, if issued, electronic digital code, or by admittance via the off-hours personnel or maintenance. In the case of periods of extended closing, Forbes will admit only those who have obtained prior administrative approval. As primarily a secondary student driven institution, Forbes does not have any on or off campus residence housing.
IDENTIFICATION

Adult students will receive name badges at orientation. The badges are to be on their person while on school grounds. An adult student may need to show the name badge as identification if questioned by Forbes’ staff.

CAMPUS SAFETY AND SECURITY POLICY AND DISCLOSURE

This policy is provided in compliance with the Crime Awareness and Campus Security Act of 1990. The campus of the Forbes Road CTC includes the buildings, surrounding grounds, and parking lots. The school strives to provide a safe environment for all students, employees, and visitors. There are 757 students currently enrolled at Forbes Road CTC and 65 non-student employees working on the campus. In compliance with existing case law, the Forbes Road CTC may either prosecute or report to the police for prosecution any individual who is in a school building or on school property without prior permission from the administration of Forbes Road CTC. Trespassing in an area of the building is a potentially unsafe and dangerous act not only to the trespasser, but to the individuals having approval to use the facilities and to the building itself.

‘Trespass’ shall include any unauthorized entry or presence on, or in, school property, including, by way of example only, any of the following:

1. When a person enters or remains in or on school property after failing to obey an order not to enter or remain on said property.
2. When a person enters or remains on school property which is at the time not open to the public.
3. When a person fails to obey any posted restrictions noting prohibited usage of school facilities or grounds.

All suspicious or criminal activities and emergencies should be reported immediately to any member of the school administration. The administrator in charge of security will be responsible for reporting any criminal occurrence to the local or state police.

VISITORS

Adult guests are encouraged to call the adult training department and schedule a time to meet with the coordinator or instructor. Visits with instructors are scheduled between 1:30PM and 2:45PM and guests will be given a visitor’s badge. Visitors will be required to have a State issued ID verified electronically through the Raptor Visitor ID system in Building #1 or #2.

CAMPUS POLICY AUTHORITY AND JURISDICTION

Security Personnel - Forbes’ security personnel will be comprised of uniformed armed constables and security guards who will patrol the campus from 7:00AM to 1:00PM. These individuals patrol the building and grounds on a daily basis during the normal secondary student contact day. As a part of their responsibilities they will also aid in and help conduct searches, which may include, but not necessarily be limited to, utilizing portable metal detectors when deemed necessary. In addition, the Monroeville and/or Allegheny County Police forces are present in and on school grounds on a regular basis.

Searches and Metal Detectors - Security personnel are authorized to correct or refer students in violation of school policies. As an additional safety measure, the school may conduct searches at the point of entry. All students may be required to stand in a line before a table and empty their pockets, backpacks, coats etc. Students may be scanned with a portable metal detector before being admitted into the school.

School Property/Hours of Operation - The school buildings are unlocked during hours of operation. The school buildings are locked and secured during periods of scheduled time off. There are no housing units on the Forbes Road CTC campus. Students and employees have access to the school facilities during regular working/class hours. A fire alarm system is maintained and fire drills are conducted on a routine basis. Buildings and grounds are inspected routinely to discover and correct any health, safety and maintenance problems. As an additional measure of security surveillance cameras are utilized to monitor the buildings and grounds 24 hours a day.

Clearances - All employees of Forbes Road CTC are required to have an ACT 34, Act 151 and Federal criminal history background check. All new adult students must have an Act 34 Clearance and adults attending daytime intergenerational programs are required to have an Act 151 and Federal criminal history background clearance.
**Weapons** - The General Assembly of the Commonwealth of Pennsylvania enacted Act 167 in December 1980. The Act provides criminal penalties for carrying weapons on school property and defines aggravated assault as it relates to a teaching staff member, an employee, or student of any elementary or secondary public school.

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

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

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

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

**Drugs** - The possession, use or distribution/sale of illegal drugs and alcohol by students and employees at Forbes Road CTC or as part of any of its activities is prohibited. Information about the consequences of drug use, dangers of drug and alcohol abuse and available alcohol and drug counseling, rehabilitation and assistance programs, is included in this handbook.

**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.

**POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

Forbes annually prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located in the Adult Training Department, as well as on our website: www.forbesroad.com.

This report is prepared in cooperation with the local law enforcement agencies surrounding our campus for which a Memorandum of Understanding (MOU) exists. The MOU is between the entities including the school; the Monroeville Police Department (Municipality), who serves as the primary responders, and with assistance provided by the Allegheny County Police Department (County). Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the security, administration, designated campus officials, as well as the aforementioned local law enforcement agencies.

Each year, written notification will be made to all enrolled students that provide information as to where to access this report during orientation and in the student handbook. Faculty and staff can access the report on the school website. Copies of the report may also be obtained in the Adult Training Department in Building One or by calling (412).373.8100 x253. All prospective employees may obtain a copy from the assistant director or school principal by contacting (412).373.8100. Additionally, a partial version of the report is located in the Adult Training Student Handbook.
TO REPORT A CRIME

For Non-Emergency situations contact the administration at any of the numbers listed below or in emergency situations immediately dial 9-1-1. You may also contact local law enforcement, Monroeville Police Department or the Allegheny County Police Department at the numbers listed below.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the campus should be reported to security personnel, administration and/or the police department. You may report a crime to the following areas:

Adminstration:
- Administrative Director: 412.373.8100 x212
- Asst. Director: 412.373.8100 x242
- School Principal: 412.373.8100 x230

Adult Training Department: 412.373.8100 x253

Local Law Enforcement:
- Monroeville Police Department: 412.856.3847
- Allegheny County Police Department: 412.931.7734

CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime and do not want to pursue action within the schools or the criminal justice systems, you may still want to consider making a confidential report. With your permission, the assistant director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the institution can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, as well as alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

Forbes does not employ a campus police department. Students and employees are encouraged to report any criminal actions or any other emergencies directly to a member of the administration or security for immediate action.

SECURITY AWARENESS PROGRAMS

During orientation students are informed of security procedures and practices. This information is included in the handbooks for adults and secondary students, as well as employees.

Students and employees are encouraged to be aware of their responsibility for their own safety and the security of others. Students and employees are reminded not to leave the buildings in the evening alone, but to walk out with another student or a staff member. Schedules are put in place to make sure there is support for instructors not only during the day, but in the evening. Adult students attending class in the evening are to park in Lot C and are advised to leave class at the end of the night as a group when returning to their vehicles. Communication regarding these matters is done via email, walkie-talkie, PA announcements, or in person.

CRIME PREVENTION PROGRAMS

Crime prevention is discussed as a separate topic during orientation with students and employees. Forbes does not have any off-campus student organizations.
SEXUAL ASSAULT PROGRAMS

Forbes provides students and employees with the opportunity to attend the following programs:

- Breaking the Silence DVD
- An educational presentation by CVVC, Center for Victims of Violence and Crime, regarding Sexual Assault Awareness and Sexual Harassment.
- Employees – Mandated Child Abuse Reporting Training in October

CAMPUS SEX CRIMES PREVENTION ACT

Effective October 28, 2002 the Campus Sex Crimes Prevention Act requires that each state provide information regarding registered sex offenders to the local law enforcement agency that has jurisdiction where an institution is located. The local law enforcement agency is then to promptly share this information with the entity. You may obtain information about registered sex offenders who may be enrolled or employed by Forbes by contacting the local law enforcement agency with jurisdiction over a campus location, which is the Monroeville Police Department or the Allegheny County Police Department. You can also access the following site for information http://www.pameganslaw.state.pa.us.

EMERGENCY SHELTER PROVIDERS

- Women’s Center and Shelter 412-687-8017
  Victims of domestic violence with or without children

- Womansplace, Inc.
  Victims of domestic violence and their children 412-678-4616

- The Center for Victims of Violence and Crime (CVVC)-Daytime
  Hotline 412-482-6540
  Victim witness program, specialized services for victims
  412-392-8582

- Pittsburgh Action against Rape (PAAR)
  Counseling, therapy, educational programs
  1-866-END RAPE

PROCEDURES TO FOLLOW

The Local Grievance Procedures outline the steps to take when any complaint is to be made by an applicant or enrollee.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Forbes’ administration strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Any sexual assault should be reported to the assistant director at 412.373.8100 x242. The assistant director will offer direction and assistance to the victim for support or counseling services, in addition to contacting local police. Forbes will comply with a student’s request for assistance in notifying authorities. Forbes has a registered nurse on staff to provide support to the victims. The institution will comply with a student’s request for a program or class change following an alleged sex offense. A student found guilty of violating the Forbes’ sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the Institution for the first offense.

- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution’s final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

GENERAL SAFETY PROCEDURES

DISMISSAL PRECAUTIONS

No student may leave the campus for any reason without prior approval, except for break and lunch time. No adult student will be sent from the school grounds by a teacher or other staff members during the regular school day without the approval of the Adult Training Coordinator.

FIRE DRILL INSTRUCTIONS

It is imperative that all persons leave the school in a swift orderly fashion upon the sounding of the fire alarm. Any student who is out of class in another part of the building should leave by the nearest exit and report to the closest instructor. Each instructor will take roll call. 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. A diagram of this route is posted in each classroom.

INJURY

All accidents, regardless of the severity, must be reported to the instructor immediately. The instructor will refer the student to the nurse and the Adult Training Department, if attending during the day, where the extent of injury will be evaluated, except for emergencies. Evening instructors will document the accident and report to the appropriate department and administration the following day. In an emergency, the instructor would call 9-1-1 if necessary. The family or a designated individual will be contacted if it becomes necessary to transport an adult student to a doctor or hospital. It is the responsibility of the student to assume any charges for transportation or necessary treatment either through insurance or by direct payment. Under no circumstances may an injured student leave the building for home, a hospital, or a doctor’s office without authorization from the instructor or the Adult Training Department.

SAFE WORK PRACTICES

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

- Students must wear the proper type clothing and footwear as prescribed by the instructor. **Shorts may NOT be worn in most lab areas.**
- Loose/ragged clothing is “poor safety practice” while in the laboratory as well as when power driven machinery is being operated.
- Students must wear eye protection devices as recommended by the instructor. State law and Forbes require it. Safety glasses are mandatory for all required program areas. Students may purchase approved safety glasses in the Student Store.
- Hairstyles should conform to regulations. In some programs, hair and beard nets will be required.
- The classroom must be kept clean and orderly at all times. Cleanliness of the school is essential for good safety habits.
- Wearing jewelry is prohibited in shops with machinery.
- Food and drinks are 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 a daytime student in the classroom after June 15, 2020 will be disposed of.**
- Students must use tools for the intended purposes.
- Students must never operate machinery without previous instruction and successfully passing the programs’ safety tests.
- Students will be tested and must pass an assessment 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 not adhering to safety regulations will not be permitted in program areas until the student conforms. Persistent violations of safety regulations will lead to suspension and/or expulsion from the program.

STUDENT DISCIPLINE INFORMATION, PROCEDURES, AND RULES

STUDENT DISCIPLINE POLICY

Students at Forbes Road CTC are expected to exercise foresight and judgment in the manner in which they conduct their lives. All disciplinary action will be administered fairly and firmly for the good of the student and school. All hours and missed work due to an out-of-school suspension is the responsibility of the student. Student will not receive a refund of any tuition or fees when expelled or removed from a program by administration due to failure to comply with the policies in this handbook. 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 students and teachers.

AUTHORITY OF FACULTY

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

***

AFFECTION

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

AGGRAVATED ASSAULT

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

BOMB THREATS

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

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

Any person who furnishes any false information to a police officer or elected officials or to any employee of any political subdivision of this Commonwealth or to any official or employee of any public, private or parochial school, railroad or railroad depot or station, theater or other place of assembly concerning the placement 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.

**BULLYING**

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

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

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

**CHEATING**

An adult 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 adult training coordinator and an administrative conference. Continued cheating will result in failure of the course.

**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). An administrative conference will be held. Depending on the severity of the damage, penalties may range from a three-day out-of-school suspension to expulsion as well as being reported to law enforcement. Adult 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 particular problem as presented. Students who show disrespect to the Forbes administration, staff, or personnel are subject to disciplinary action of one (1) to three (3) day(s) out-of-school suspension for a first offense. Repeated offenses could result in a three (3) to ten (10) days out-of-school suspension. Additionally, referral to the civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

DRIVING AND PARKING RULES/REGULATIONS

Adult students will receive driving permits at orientation. The permit must be prominently displayed at all times while on school grounds. The bottom portion of the permit must be completed and submitted to the Adult Training Coordinator. Adult students are to park in un-numbered spaces located in Lot C. All numbered parking spaces are reserved for Forbes Staff. Adult students are not permitted to transport or be transported by high school students or students under the jurisdiction of the high school to or from campus in their vehicle for any reason. Failure to comply may result in expulsion.

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.

Students parking on school property during the hours of 7:00 a.m. to 1:00 p.m. without displaying a parking permit will be subject to a citation by the Monroeville Police Department. Students will not be permitted to go to their car once they have entered the building, unless approved by an instructor or administrator.

DRESS CODE/PERSONAL APPEARANCE

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 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 article’s waistband must be at the top point of the hip bone.
- Pants and other related clothing cannot have slits or holes above the knees.
- Pajama bottoms or tops are not permitted.
- Hats, sweatbands, head coverings of any kind or sort (Do-Rags) are not permitted inside the building.
- Masks or disguises are not permitted on the Forbes campus.
- 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.
- “Leggings” are not permitted as appropriate attire. They must be covered by a top that reaches student finger tips.
- Shorts or skirts cannot be any shorter than the end of the longest finger (finger-tip rule).
- Floor length skirts or dresses are not permitted in the shops due to program safety.
- Clothing and/or accessories that display profanity/obscenity, encouraging violence or gang related activity, the use of drugs or alcohol, slang, all tobacco product names or slang has a sexual connotation(s) or double meaning, words or pictures that promote hatred, racism, or any form of discrimination against any group of people strictly are prohibited.

DRUG/ALCOHOL USE/ABUSE/POSSESSION

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

**ELECTRONIC CIGARETTES**

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

**ELECTRONIC COMMUNICATION DEVICES**

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only. The Career and Technology Center shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school. The Career and Technology Center reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred. Students caught not following any of the prescribed procedures will be required to surrender their device immediately to the staff member requesting it. Failure to do so is insubordination and will have an additional consequence. Disciplinary procedures will be followed.

**ETHNIC INTIMIDATION**

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

**FALSE IDENTIFICATION**

Any student who gives a false name or refuses to identify himself/herself to a member of the staff is subject to one day of 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 up to ten (10) days out-of-school suspension and/or expulsion. If proof cannot be concretely established, all students involved will receive up to ten (10) days out-of-school suspension. Local law enforcement may be summoned, if necessary, for charges to be filed under the Crime Code. Any repeat occurrence will have the student removed from his/her program and returned to the sending school as soon as possible.

**FIREWORKS**

Any student who uses or possesses any type of “fireworks” will receive a three (3) to ten (10) day out-of-school suspension, 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**

A student shall not knowingly forge, alter, destroy, or otherwise falsify any school documents, communications, or signatures. Nor shall any student assist or procure another to forge, alter, or falsify any school document, communication, or signature.
GAMBLING
Gambling will not be permitted at Forbes Road CTC. The student will receive a three to ten day out-of-school suspension. NOTE: Gambling devices and/or money will be confiscated.

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

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

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

SEXUAL HARRASSMENT - 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.

HAZING
It is the intent of Forbes to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school and are prohibited at all times.

For the purpose of understanding; hazing is defined as any activity that recklessly or intentionally endangers the mental or physical health, the safety of a student for the purpose of initiation or membership in, or affiliation with, any organization or class recognized the school. These activities shall include but not be limited to: any physical brutality, such as beating; forced calisthenics; exposure to the elements; forced consumption of food, alcoholic, drug, or controlled substance; or any other forced activity that could adversely affect the physical, mental, emotional health, safety or welfare of a student.

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

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

LEAVING CAMPUS WITHOUT PERMISSION
No adult student may leave the campus without the permission of the instructor, adult training coordinator, or administration unless the adult student is leaving during the class scheduled lunch time. Failure to follow this procedure will result in a three (3) day out-of-school suspension.

LEAVING THE CLASSROOM
No student may leave the classroom without permission from the instructor. Continued abuse may result in a one to three-day out of school suspension.
LOCKER REGULATIONS

The lockers are the property of Forbes, and as courtesy students are permitted to use them. Forbes maintains sole ownership, possession, and control of the lockers at all times. The school has an obligation to insure that the locker is properly used and that no item placed in the locker jeopardizes the protection of the health, safety and welfare of the students, faculty, staff, school property and the educational process. Students are to keep their lockers clean and neat at all times, as well as, free from any items which may constitute school and/or criminal violations. Any items left in a school locker after June 14, 2019, will be disposed of.

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

Students are responsible for keeping their lockers secure. To that end, students are not to tell anyone their combination. Forbes will not be responsible for articles stolen from lockers. Any item(s) found in the student’s locker will be presumed to be the students; and therefore, their responsibility. Forbes has the legal right to conduct a search of an individual student locker based on “reasonable suspicion” of school or criminal violation. Forbes can randomly or in mass, search school lockers without prior warning to the student body. (See Chapter 12 §12.12 Searches) Local K9 searches conducted by either the Monroeville Police Department or the Allegheny County Police and/or any other authorized law enforcement agency can be conducted at the discretion of the Forbes administration.

This search will be made on the basis of “reasonable suspicion” that an item or group of items is being concealed or in possession of, which either is in violation of the law and/or school rules. The Administration and another member of the school staff will conduct the search along with security, provided that security is available. The student shall be given a reasonable opportunity to be present when a search of his/her locker is conducted. However, in circumstances where the suspected item is of such a nature that there is likelihood of real or perceived harm to person(s)/property; or a reasonable likelihood that the evidence may or will be removed/destroyed, the student’s presence at the locker at the time of the search is not required.

ITEMS NOT PERMITTED IN LOCKERS Should any of the following items be found in a locker, 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:
• 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
• Drugs (controlled substances) in any form. (Including “look-a-like” drugs)
• Alcohol in any form
• Stolen property
• Any other illegal materials
• Obscene materials
• Paraphernalia (drug related)
• Spray paint or large indelible markers

OPEN CONTAINERS & ENERGY DRINKS

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

No outside food other than for lunch purposes is allowed or unless student receives prior permission. No student is allowed to order from restaurants or food providers and have them deliver onto school property. All items ordered and attempted to be delivered will be confiscated and disposed of accordingly.
PERSONAL DEVICES  (Policy 237) – ACCEPTABLE STUDENT USE

This policy can be found in its entirety at www.forbesroad.com

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

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

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

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

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

PERSONAL RELATIONSHIPS

While in the classroom, a professional relationship with high school students is acceptable. Forbes strongly discourages the establishment of personal relationships with high school students outside the classroom. Public displays of affection are not considered appropriate behavior and may warrant probation/dismissal. Adult students involved in improper sexual activity or harassment of a high school student will be expelled.

Sexual misconduct and indecent exposure shall result in expulsion.

PERSONAL SEARCH

If a student is suspected of having an illegal drug, prescription drug not prescribed for them or in quantities exceeding a daily dosage, drug related paraphernalia, stolen materials or weapons, the administration will request that the student empty his/her pockets, purse, coat/hoodie, as well as all other belongings, and volunteer all drug substances, paraphernalia, contraband, stolen materials or weapons. All such materials will be then confiscated and remanded to law enforcement upon their arrival. Students suspected of having a weapon in their possession may be subject to a metal detector search as well. The student’s locker will also be searched according to policy.
To insure the safety of all Forbes students, faculty, and staff, the school may conduct searches at the point of entry. All students may be required to stand in line before a table and empty their pockets, backpacks, coats, etc. Students may be scanned with a permanent or portable metal detector before being admitted into school. If the student refuses to cooperate law enforcement may be called in to conduct a search.

PLAGIARISM

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

PROFANITY

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

Swearing or threatening any staff member may result in a Disorderly Conduct citation, fine and out-of-school suspension. Additionally, students shall not knowingly possess, handle, or transmit any obscene or abusive written, mechanically or electronically produced, or illustrate 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.

SMOKING (includes E-cigarettes)

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

As used in this section, the following words and phrases shall have the meanings given to them in this subsection. “Tobacco” - A lighted/unlighted cigarette, cigar, pipe, or other lighted smoking product and/or smokeless tobacco in any form.

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

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

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

STEALING

Any student caught stealing school property, tools, instruments, books, or personal property of a fellow student, teacher, administrator, or other school employee, will receive a three to ten day out-of-school suspension from Forbes Road CTC and the matter reported to the police for further investigation. The student will be responsible for the return or payment of the item or items taken. Before the student returns to school, there will be a conference with administration. The student may be recommended to the director for expulsion from Forbes Road Career and Technology Center.
Adult students must report theft immediately. Reports of theft can be made to the instructor, adult training coordinator, or administration by completing a Theft/Missing Item Report.

TRANSPORTATION

Adult students are required to secure transportation to and from school and school activities. Adult students will not be permitted on a school bus with high school students to attend class at Forbes or to attend off site school sponsored activities. Adult students are not permitted to transport high school students to or from Forbes or accept transportation from a high school student attending Forbes.

VIOLENT ACTS

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

WEAPONS IN THE SCHOOLS/ACT 167

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

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

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

The seriousness of the act and the frequency of occurrence determine disciplinary action. Infractions are divided into five levels: Level I infractions are handled at the classroom level by the teacher. Level II incidents are student misconduct that involves minor infractions. Level III misconduct involves more serious student misbehavior. Level IV may involve criminal acts that may require the intervention of local law enforcement (LLE) authorities. Level V actions will involve LLE and will result in expulsion.

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

This policy can be found in its entirety at www.forbesroad.com.

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

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

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

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

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

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

STUDENT DRUG/ALCOHOL USE/ABUSE/POSSESSION

DRUG AND ALCOHOL POLICY

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. The Joint Board prohibits the use, possession, or distribution of any drug during school hours, immediately before or after school hours, on school property or at any clinical site.

This policy, including its rules, regulations, and guidelines is a coordinated effort by Forbes Road Career and Technology Center to openly and effectively respond to the potential use and abuse of drugs, alcohol and mood altering substances by members of the Adult Training Department and Forbes’ administration. Forbes Road CTC is committed to coordinate effectively the efforts of the school with those of the community and law enforcement agencies to prevent and intervene in the use and abuse of all mood altering substances, including but not limited to alcohol, by the student body.

Employees and adult students enrolled in an adult training program will be referred for prosecution and dismissed without a prior probationary period for evidence of possession, use, transmission or being under the influence of any dangerous or narcotic drug of any kind either at Forbes Road CTC or at any clinical setting relating to Forbes Road CTC. If necessary, an assessment will be done by a professional in the addiction field who can determine what, if any, treatment is needed for the student. The cost for the assessment and treatment is the responsibility of the student.
The guidelines set forth in this policy will assist the faculty and administration in their efforts to prevent and intervene in situations involving drug and alcohol use/abuse or possession among the adult students. It is the intent of this policy to provide clear guidelines for immediate and effective action in meeting all drug and alcohol related situations.

DRUG FREE WORKPLACE/DRUG FREE SCHOOLS POLICY

DRUG-FREE SCHOOL AND COMMUNITIES ACT AMENDMENT OF 1989 Forbes Road Career and Technology Center is committed to a drug-free campus for its students and employees. As part of that commitment, this document provides information pursuant to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). This act requires that as a condition of receiving funds or any other form of financial assistance under any federal program the school is committed to preventing the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

A student or employee on school grounds, during a school session, or anywhere at a sponsored activity who is under the influence of alcohol, drugs, or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances or any reported to be restricted substance or over-the-counter drug, shall be subjected to discipline pursuant to the provisions and procedures outlined in this handbook and Forbes policy. Daytime students will be dismissed from the classroom and escorted by security or the constable to the Adult Training Department to call an emergency contact for transportation off of school property. An adult evening student under the influence will be required to remain in the classroom until the instructor reaches an emergency contact to provide transportation for the intoxicated student. With administrative approval, other transportation arrangements may be made if the student presents a risk to himself, the students, or staff and the emergency contact cannot be reached.

The Forbes Road CTC will notify the Department of Education of the Commonwealth of Pennsylvania and/or the contracting Federal agency, within the meaning of the Drug-Free Workplace Act of 1988, of any criminal drug statute conviction of a student/employee within ten days after receiving notification of the same by a student/employee.

The Forbes Road CTC shall maintain a Drug-Free Awareness Program for its employees which explains: (1) the dangers of drug abuse in the workplace; (2) the Forbes Road CTC policy of maintaining a drug-free workplace; (3) the availability of drug counseling, rehabilitation and employee assistance program; and (4) the penalties that may be imposed upon employees for drug abuse violations. Legal sanctions are outlined in this section.

A biennial review of the Forbes Road CTC program will be conducted to determine the program’s effectiveness and to ensure that the charges against those who violate the policy are enforced consistently.

LEGAL SANCTIONS

The legal ramifications of misuse of alcohol and/or controlled substances (drugs) are serious and varied, depending on the circumstances involved. The penalties are determined by examining each individual case. A person can be arrested or cited for violations ranging from summary through felony offenses. Forbes Road CTC students and employees can be referred for prosecution for a violation of the law.

The following is a listing of the most common alcohol and other drug violations, and their penalties, committed under federal state and state law. For a more complete description of the offenses, the appropriate federal and criminal and vehicle codes should be consulted.

DRUG OFFENSES

Narcotic drugs - Manufacture, delivery, or possession by an unauthorized person
Felony, up to 15 years of imprisonment and a fine of up to $250,000.

Methamphetamine, cocoa leaves, marijuana (in excess of 1000 pounds)
Felony, imprisonment up to 10 years and a fine of up to $100,000.
Opiates, hallucinogenic substances, marijuana
Felony, up to 5 years imprisonment and a fine of up to $15,000.

Barbiturates
Felony, up to 3 years imprisonment and a fine of up to $10,000.

Codeine,morphine, atropine
Misdemeanor, up to 1 year imprisonment and a fine of up to $5,000.

Possession of a small amount of marijuana for personal use (30 grams of marijuana or 8 grams of hashish)
Misdemeanor, up to 30 days imprisonment and a fine of up to $500.

Use or delivery of drug paraphernalia
Misdemeanor, up to 1 year imprisonment and a fine of up to $2,500.

Possession or distribution of look-alike drugs having a depressing or stimulating effect
Felony, up to 5 years imprisonment and a fine of up to $10,000.

Manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance that is altered or misbranded
Misdemeanor, up to 1 year imprisonment and a fine of up to $5,000.

Trafficking drugs to minors
At least 1 year confinement, 2 years imprisonment if within 1000 feet of a school, college or university.

Possession of controlled or counterfeit substance
Misdemeanor, up to 1 year in jail, fine of up to $5,000.

ALCOHOL OFFENSES

Misrepresentation of age to secure liquor, malt, or brewed beverages
First offense - Summary violation, up to $300 fine and 30 days in jail;
Second offense - Misdemeanor, up to $4,500 fine and jail. Operator's license will be suspended.*

Purchase, consumption, possession or transportation of liquor or malt or brewed beverages
First offense - up to $300 fine and 30 days in jail and suspension of driver's license for 90 days for minors;
Second offense - up to $500 fine and jail. Operator's license will be suspended*
*Parents of minors will be notified of the violation.

Representation that minor is of age
Misdemeanor, fine of not less than $300.

Inducement of minors to buy liquor, malt or brewed beverages
Misdemeanor, fine of not less $300.

Selling or furnishing liquor, malt or brewed beverages to minors
Misdemeanor, fine of not less than $1000 for the first violation and $2,500 for each subsequent violation.

Carrying a false identification card
Summary offense first violation, fine up to $300 and up to 30 days in jail; Misdemeanor for subsequent violations, fine up to $500 and jail. Operator's license will be suspended.*
RESTRICTIONS ON ALCOHOLIC BEVERAGES

The driver of any vehicle may not consume any alcoholic beverage or illegal drug
Summary offense, fine of up to $300 and up to 30 days in jail.

Driving under the influence of alcohol or controlled substance
Misdemeanor, fine of not less than $300, jail for not less than 48 hours; not less than 30 days in jail for second violation; not less than 90 days in jail for third violation; not less than 1 year for fourth violation.

Homicide by vehicle while driving under influence
Felony, not less than 3 years of imprisonment, fine, revocation of operating privileges.

Sale by, or purchase from, an unlicensed source of liquor or malt or brewed beverage
First offense: misdemeanor, fine from $100 to $500.
Second offense: fine of $300 to $500 and imprisonment of 3 months to 1 year.

Possession or transportation of liquor or alcohol within the state unless obtained from state liquor store or in accordance with the Liquor Control Board regulations
Primary offense: fine of $25 per package;
Second violation: misdemeanor with possible forfeiture of vehicle used to transport.

*Operator's license suspensions:
First offense - 90 days
Second offense - 1 year
Third offense - 2 years
Subsequent offenses - 2 years

DEFINITIONS

Drug/Mood Altering Substance/Alcohol - shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical abused substance or medication for which a prescription is required under the law, and/or any substance that is intended to alter moods. Examples: including, but are not limited to, beer, wine, liquor, marijuana, hashish, crack, cocaine, chemical solvents, chemical inhalants, anabolic steroids, and look-alike substances or pills not registered with administration.

Core Team/Student Support Team - a multi-disciplinary team composed of school and community professionals. This team, trained to understand and deal with issues of chemical use, abuse and dependency, will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy. The team will identify dysfunctional behaviors, play a role in the referral process, and coordinate community resources as well as become a support system for students.

Cooperative Behavior - the willingness of a student to work with staff and school personnel in a reasonable and helpful manner to comply with requests and recommendations of the members of the Student Assistance Core Team.

Uncooperative Behavior - is resistance or refusal, verbal, physical or passive, on the part of the student to comply with a reasonable request or recommendation of school personnel. Defiance, assault and deceit shall constitute examples of uncooperative behavior and shall also include the refusal to comply with the recommendations of school personnel or licensed drug and alcohol facilities.

School Property - includes but is not limited to actual buildings, facilities and grounds operated by or in conjunction with the school, school buses and bus stops, school parking area and any facility or real property being utilized for school related functions.

Distributing - is delivery, selling, passing, sharing or giving any substance (as defined by this policy) from one person to another or to aid therein.

Possession - possessing or holding, without any attempt to distribute, any substance (as defined by this policy). Such restricted materials found in a student's locker, vehicle, or other personal property are equivalent to possession.
Drug Paraphernalia - includes any utensil or item which in the school’s judgment can be associated with the use of a substance (as defined by this policy). These include but are not limited to roach clips, pipes and bowls.

Assessment - includes evaluation of use by recommended agency. Recommendations for treatment or further evaluation will be at the student’s expense.

**DRUG AND ALCOHOL PREVENTION INFORMATION**

It is the intent of Forbes Road Career and Technology Center to prevent misuse and abuse of restrictive drug and alcohol substances within the school. The use or possession of illicit drugs and alcohol is wrong and harmful. The possession, use or distribution of illicit drugs and alcohol by students and employees at Forbes Road Career and Technology Center or part of any of its activities is prohibited. A statement of specific actions that will be taken against students or employees can be found in each individual policy.

If necessary, an assessment will be done by a professional in the addiction field, who can determine what, if any, treatment is needed for the student/employee. Health insurance may or may not cover the cost. The cost for treatment is the responsibility of the student/parent/employee.

It is important to know where to turn for assistance when a problem is identified. Resources are available within the community for counseling, treatment or information for alcohol and drug problems. Some of the resources are listed below and on the following page:

**RESOURCES**

Allegheny County Department of Human Services office of Behavioral Health  
Non-Emergency Drug and Alcohol Questions 412-350-3328

Allegheny County Emergency Services (ACES) 1-888-424-2287

Mental Health and Drug/Alcohol Crisis Intervention 24-hour line  
24-hour Crisis Hotline 1-888-7YOU CAN  
1-888-796-8226

Central Outreach Resource and Referral Center  
Intervention, case management, advocacy 412-471-9806

University of Pittsburgh Medical Center (UPMC)  
Prevention, student assistance programs 412-586-2570

Narcotics Anonymous Hotline 412-391-5247

Alcohol Anonymous 412-471-7472

Mercy Behavioral Health 412-323-4500  
Outpatient, intensive outpatient, partial hospitalization, adolescent outpatient, student assistance programs

Gateway Rehabilitation Center 412-697-0928  
East-partial hospitalization, outpatient, intensive outpatient

**Advocacy and Recovery Programs:**

Allegheny County Coalition for Recovery (ACCR) 412-325-0369  
Mental Health America (MHA) of Allegheny County 412-661-7860
EFFECTS OF DRUGS AND ALCOHOL

For your information, these are some of the most commonly used drugs and the effects they have on the body and mind.

Tobacco

The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than nonsmokers to contract heart disease — some 170,000 die each year from smoking related coronary heart disease. Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers also strike smokers at increased rates. Some 30 percent of cancer deaths (130,000 per year) are linked to smoking. Chronic obstructive lung diseases such as emphysema and chronic bronchitis are 10 times more likely to occur among smokers than among nonsmokers.

Smoking during pregnancy also poses serious risks. Spontaneous abortion, preterm birth, low birth weights, and fetal and infant deaths are all more likely to occur when the pregnant woman/mother is a smoker.

Cigarette smoke contains some 4,000 chemicals, several of which are known carcinogens. Other toxins and irritants found in smoke can produce eye, nose, and throat irritations. Carbon monoxide, another component of cigarette smoke, combines with hemoglobin in the blood stream to form carboxyhemoglobin, a substance that interferes with the body's ability to obtain and use oxygen.

Perhaps the most dangerous substance in tobacco smoke is nicotine. Although it is implicated in the onset of heart attacks and cancer, its most dangerous role is reinforcing and strengthening the desire to smoke. Because nicotine is highly addictive, addicts find it very difficult to stop smoking. Of 1,000 typical smokers, fewer than 20 percent succeed in stopping on the first try.

Although the harmful effects of smoking cannot be questioned, people who quit can make significant strides in repairing damage done by smoking. For pack-a-day smokers, the increased risk of heart attack dissipates after 10 years. The likelihood of contracting lung cancer as a result of smoking can also be greatly reduced by quitting.

ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Low to moderate doses of alcohol may also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome.

COCAIN

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucus membrane in the nose. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases.

Preparation of freebase, which involves the use of volatile solvents, can result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

CANNABIS (MARIJUANA)

All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car.

Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, and learning becomes harder. Marijuana can also produce paranoia and psychosis.

Marijuana is damaging to the lungs and pulmonary system. Its smoke contains more cancer causing agents than tobacco smoke.

Long term cannabis users may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

INHALANTS

The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death.

High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

OTHER STIMULANTS

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety.
Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

Users also report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

DEPRESSANTS

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety, to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physiologically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

HALLUCINOGENS

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders, depression, anxiety, and violent behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, as well as heart and lung failure.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

NARCOTICS

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

ANABOLIC STEROIDS

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Developed in the 1930’s steroids are seldom prescribed by physicians today. Current legitimate medical uses are limited to certain kinds of anemia, severe burns, and some types of breast cancer. Taken in combination with a program of muscle building exercise and diet, steroids may contribute to increases in body weight and muscular strength.

But steroid users subject themselves to more than 70 physical and psychological side effects that may range from acne to liver cancer. The liver and cardiovascular and reproductive systems are most seriously affected by steroid use. In males, it can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior known as “road rage” and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years. Steroids come in tablet or capsule form for oral ingestion, or as a liquid for intramuscular injection.


ALCOHOLISM - THE DISEASE CONCEPT

Alcoholism is a chronic progressive and potentially fatal disease. It is characterized by tolerance and physical dependency, pathologic organ changes, or both, all of which are direct or indirect consequences of the alcohol ingested. This definition was drafted jointly by the American Medical Association and the National Council on Alcoholism.

The concept that alcoholism is a disease and is not a loss of willpower or an immoral condition has led to more effective treatment and better means of evaluation treatment. A characteristic of alcoholism is loss of control or the inability to predict accurately what will happen if the victim takes one or more drinks. The physical dependency demands a drink. When enough alcohol is ingested to alleviate the withdrawal symptoms, the victim is out of control. The disease is a vicious cycle in which denial is a common reaction.

Source: American Medical Association, National Council on Alcoholism and Drug Abuse

RISK FACTORS FOR ADDICTION
Many of us have been told by our family doctor that we are at an increased risk for heart disease. The doctor doesn’t know for certain that the patient will suffer a heart attack, but he or she can identify risk factors in the patient’s life that increase the risk, such as smoking, obesity, stress, diet, etc. These give us an early warning so that we change our lifestyle before the problem starts.

In the same way, we cannot predict with absolute certainty who will become addicted to alcohol and other drugs. But we can identify proven risk factors. And we can change some of those risk factors before alcohol and other drugs become a temptation, thus preventing the problem before it begins.

Some proven risk factors for substance abuse include:

1. Family history of alcoholism or other addiction.
2. Family management problems - inconsistent family rules, lack of communication.
3. Antisocial behavior - misbehavior in school, fighting, shyness, withdrawal, lack of self-confidence.
4. Parents having a positive attitude toward drug use.
5. School problems - learning disabilities, poor self-esteem, lack of interest in school, skipping school, academic failure.
6. Friends who use drugs - also friends who are involved with other negative behavior, such as stealing, vandalism, fighting.
7. Early first use of drugs - especially before age 15.
8. Poor coping skills - poor skills in communication, making decisions, making friends.

Source: Catalano, Hawkins, 1988, Developmental Research and Programs, Inc.
Further information can be obtained from: U.S. Department of Health and Human Services Office of Substance Abuse Prevention

DISCIPLINARY PROCEDURES

The seriousness of the act and the frequency of occurrence determine disciplinary action. Infractions are divided into five levels: Level I infractions are handled at the classroom level by the teacher. Level II incidents are student misconduct that involves minor infractions. Level III misconduct involves more serious student misbehavior. Level IV may involve criminal acts that may require the intervention of local law enforcement (LLE) authorities. Level V actions will involve LLE and will result in expulsion. Adult students are expected to follow the rules and policies of Forbes Road CTC. Student will not receive credit for hours spent in out-of-school suspension. All missed work is the responsibility of the student.

INFRACTIONS

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

Any of the listed infractions after three (3) incidents over several days will then be referred to the assistant director or principal. Those referrals must be accompanied by all the appropriate details, of the circumstances, and dialogue between the teacher and student, if additional remedy is sought. Specific consequences for violations of these particular rules will be a students’ daily grade will be lowered by 10% for each infraction on each day.

Level II Infractions
➢ Unmodified Level I behavior
➢ Class cut/truancy
➢ Leaving class without permission
➢ Insubordination
➢ Disruptive behavior
➢ Minor safety violation (ex.: running in the halls, minor horseplay incident)
➢ Repeated tardiness
➢ Snowballing
➢ False identification school or another’s personal property
➢ Plagiarism

Level II - May result in the following for adult students:
1st OFFENSE: Warning or one (1) day out-of-school suspension
2nd OFFENSE: Warning or two (2) days out-of-school suspension
3rd OFFENSE:
Two (2) days of out-of-school suspension and conference with administration and/or possible expulsion

Level III Infractions

- Unmodified Level II behavior
- Bullying
- Theft of school or personal property
- Violent disruptive behavior
- Possession/furnishing/use of alcohol/drugs/paraphernalia or “look-a-likes”
- Possession/furnishing/use of tobacco/smokeless product or “look-a-likes”
- Sale of alcohol/drugs
- Possession/furnishing/use of unauthorized prescription drugs

- Serious safety violation (i.e. not wearing safety glasses, not utilizing appropriate safety precautions, not operating equipment safely, etc.)
- Possession and/or use of electronic device(s) without instructor permission
- Possession of obscene or offensive materials

- Defacing school or another’s personal property
- Inappropriate verbal or written comments
- Possession of incendiary devices (i.e. lighter or matches)
- Presence in unauthorized areas of the school building or grounds

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

1st OFFENSE:
Two (2) to three (3) days out-of-school suspension depending on the severity of the infraction. This will also require a conference with administration.

2nd OFFENSE:
Up to five (5) days out-of-school suspension depending on the severity of the infraction as well as a conference with administration.

3rd OFFENSE:
Up to ten (10) days out-of-school suspension, as well as conference with administration

Level IV Infractions

- Unmodified Level III behavior
- Bullying
- Theft of school or personal property
- Violent disruptive behavior
- Possession/furnishing/use of alcohol/drugs/paraphernalia or “look-a-likes”
- Possession/furnishing/use of tobacco/smokeless product or “look-a-likes”
- Sale of alcohol/drugs
- Possession/furnishing/use of unauthorized prescription drugs

- Destruction or defacing of school property or another’s personal property
- Threats to students/staff
- Harassment (i.e. intimidation, ethnic slurs)
- Sexual misconduct
- Gambling
- Gang related dress/activities
- Fighting (any physical contact regardless of severity)

- Possession/use of spray paint for huffing or graffiti
- Possession/use of large tip permanent markers
- Computer Network/Internet/LAN abuse
- Profanity (profane/obscene language or gestures)
- Attempting to, or breaking into another student’s locker
- Extortion of money or material goods
- Theft/purchase/sale of stolen goods or property
- Dissemination of unauthorized papers, posters, bulletins, newsletters, etc.

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

DRUG and ALCOHOL INFRACTIONS – ten (10) days out-of-school suspension to expulsion. Submit documented evidence (proof) of successfully completing a mandated rehabilitation program for reentry to school after the suspension has concluded.

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

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

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

Level V Infractions

- Unmodified Level IV behavior
- Possession/use of dangerous weapons including, but not limited to knives, firearms, razor blades, explosives and/or, flammable devices (firecrackers, fireworks, smoke bombs, etc.) or chemical protection devices (mace, pepper spray, etc.), cutting instruments or tools, nunchucks, brass knuckles, acid, metal pipes, sharpened wood, stun guns, or any other tool, instrument, or implement that is capable of inflicting serious injury
- Possession of “look-a-like” weapons
- Threatening and violent acts
- Aggravated assault of a staff member, student or visitor
- Arson, bomb threats, warranted setting off of the fire alarm
- Indecent exposure

- Engaging in any conduct contrary to the criminal code or ordinances of the Commonwealth or community on school grounds or at a school sponsored event or activity
- Gender or handicap discrimination
- Racial and/or ethnic intimidation of any race by any race
LEVEL V - May result in a three (3) to ten (10) days out-of-school suspension prior to an informal hearing, formal hearing, and/or expulsion. The offenses at this level represent a violation of the law and are subject to civil and/or criminal penalties. The local law enforcement agency may be notified. These shall result in expulsion at the Joint Operating Committee’s or the sending school boards discretion. Student will be subject to civil and/or criminal penalties.
APPENDIX
ANNUAL SECURITY REPORT: CRIME STATISTIC REPORT

2014

The Crime Statistics for FRCTC includes Building One and Two, school property and surrounding campus areas. FRCTC does not have dormitories or other residential facilities for students on or off campus.*

Additional information required in the Annual Security Report can be found in the Adult Training Student Handbook.

<table>
<thead>
<tr>
<th>CRIMINAL OFFENSE</th>
<th>DATE</th>
<th>REPORT TO</th>
<th>DATE OF REPORT</th>
<th>DATE</th>
<th>REPORT TO</th>
<th>DATE OF REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MURDER/ NON-NEGLIGENCE MANSLAUGHTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAPE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FONDLING</td>
<td>94/2014</td>
<td>MR. OVERDORFF</td>
<td>LANDSCAPE DESIGN CLASS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INCEST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATUTORY RAPE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROBBERY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGGRAVATED ASSAULT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BURGLARY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOTOR VEHICLE THEFT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARSON</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HATE CRIMES

<table>
<thead>
<tr>
<th>CRIMINAL OFFENSE</th>
<th>DATE</th>
<th>REPORT TO</th>
<th>DATE OF REPORT</th>
<th>DATE</th>
<th>REPORT TO</th>
<th>DATE OF REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTIMIDATION/ETHNIC</td>
<td>4/22/2014</td>
<td>CONSTABLE BACCO</td>
<td>MTT CLASSROOM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VAWA OFFENSES

<table>
<thead>
<tr>
<th>CRIMINAL OFFENSE</th>
<th>DATE</th>
<th>REPORT TO</th>
<th>DATE OF REPORT</th>
<th>DATE</th>
<th>REPORT TO</th>
<th>DATE OF REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ARRESTS

<table>
<thead>
<tr>
<th>CRIMINAL OFFENSE</th>
<th>DATE</th>
<th>REPORT TO</th>
<th>DATE OF REPORT</th>
<th>DATE</th>
<th>REPORT TO</th>
<th>DATE OF REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEAPONS: CARRYING, POSSESSING, ETC.</td>
<td>12/2014</td>
<td>CONSTABLE BACCO</td>
<td>HALL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRUG ABUSE VIOLATIONS</td>
<td>3/25/2014</td>
<td>CONSTABLE DYTOK</td>
<td>LANDSCAPE DESIGN CLASS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIQUOR LAW VIOLATIONS</td>
<td>3/17/2014</td>
<td>CONSTABLE CARSON</td>
<td>PENN HILLS BUS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISCIPLINARY ACTIONS

<table>
<thead>
<tr>
<th>CRIMINAL OFFENSE</th>
<th>DATE</th>
<th>REPORT TO</th>
<th>DATE OF REPORT</th>
<th>DATE</th>
<th>REPORT TO</th>
<th>DATE OF REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEAPONS: CARRYING, POSSESSING, ETC.</td>
<td>10/14/2014</td>
<td>MS. SCHANO</td>
<td>COSMETOLOGY CLASSROOM</td>
<td>10/20/2014</td>
<td>MS. LAVORINI</td>
<td>ADVERTISING DESIGN CLASS</td>
</tr>
<tr>
<td>DRUG ABUSE VIOLATIONS</td>
<td>12/22/2014</td>
<td>CONSTABLE BACCO</td>
<td>PHYS ED CLASSROOM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIQUOR LAW VIOLATIONS</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UNFOUNDED CRIMES

<table>
<thead>
<tr>
<th>CRIMINAL OFFENSE</th>
<th>DATE</th>
<th>REPORT TO</th>
<th>DATE OF REPORT</th>
<th>DATE</th>
<th>REPORT TO</th>
<th>DATE OF REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Forbes administration will issue a timely warning to all campus security authorities through email and written and/or verbal notification or bulletins regarding any act or incident perceived to cause a future threat to staff personnel or the student body.

* The statistics shown were provided by the School Office.
Annual Security Report

The Annual Security Report for Forbes Road Career and Technology Center includes all known reported crimes on Forbes property, which includes Building One, Building Two and the surrounding campus areas. Forbes does not have dormitories or other residential facilities for students on or off campus.*

CRIME CATEGORIES 2013

<table>
<thead>
<tr>
<th>Types of Offenses</th>
<th>Location</th>
<th>Reported To</th>
<th>Date of report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Sex Offenses, Forcible</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Sex Offenses, Non-Forcible</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Robbery - Theft</td>
<td>Bldg 2</td>
<td>1 school office</td>
<td>11/13/13</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>Bldg 2</td>
<td>1 school office</td>
<td>11/13/13</td>
</tr>
<tr>
<td>Burglary</td>
<td>Bus, Bldg 2</td>
<td>2 school office</td>
<td>1/7/13, 1/15/13</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

| Clergy Act Incidents               |          | 0           |                |
| Domestic Violence                  |          | 0           |                |
| Dating Violence                    |          | 0           |                |
| Sexual Assault                     |          | 0           |                |
| Stalking                           |          | 0           |                |

<table>
<thead>
<tr>
<th>Referred for Disciplinary Action</th>
<th>Location</th>
<th>Reported To</th>
<th>Date of report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapons Possessions</td>
<td>Bldg 1, Bus, Bldg 2</td>
<td>4 school office</td>
<td>1/24/13, 2/7/13, 4/15/13</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>Bldg 2</td>
<td>3 school office</td>
<td>4/23/13, 4/26/13, 4/29/14</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>Bldg 2</td>
<td>1 school office</td>
<td>1/3/13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrests</th>
<th>Location</th>
<th>Reported To</th>
<th>Date of report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapons Possessions</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Reported To</th>
<th>Date of report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

A crime is reported when it is brought to the attention of a campus security authority or the local police by a victim, witness, other third party, or even the offender. Forbes must disclose statistics from reports of alleged criminal incidents. Forbes is to classify and count crimes from the records of calls for service, complaints and investigations.

Timely Warnings

Forbes administration will issue a timely warning to all campus security authorities through email and written and/or verbal notification or bulletins regarding any act or incident perceived to cause a future threat to staff personnel or the student body.

*The statistics shown were provided by the school office. 9/26/2014
The Annual Security Report for Forbes Road Career and Technology Center includes all known reported crimes on Forbes property, which includes Building One, Building Two and the surrounding campus areas. Forbes does not have dormitories or other residential facilities for students on or off campus.*

<table>
<thead>
<tr>
<th>CRIME CATEGORIES</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Types of Offenses</td>
<td>Location</td>
</tr>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Forcible</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Non-Forcible</td>
<td>0</td>
</tr>
<tr>
<td>Robbery - Theft</td>
<td>3 incidents</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referred for Disciplinary Action</th>
<th>Location</th>
<th>Reported To</th>
<th>Date of report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapons Possessions</td>
<td>5 incidents</td>
<td>Mr. McMullen</td>
<td>Available upon request</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>5 incidents</td>
<td>Mr. McMullen</td>
<td>Available upon request</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>1 incident</td>
<td>Mr. McMullen</td>
<td>Available upon request</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrests</th>
<th>Location</th>
<th>Reported To</th>
<th>Date of report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapons Possessions</td>
<td>4 arrests pending</td>
<td>Mr. McMullen</td>
<td>Available upon request</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>3 arrests pending</td>
<td>Mr. McMullen</td>
<td>Available upon request</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Reported To</th>
<th>Date of report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hate Crimes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A crime is reported when it is brought to the attention of a campus security authority or the local police by a victim, witness, other third party, or even the offender. Forbes must disclose statistics from reports of alleged criminal incidents. Forbes is to classify and count crimes from the records of calls for service, complaints and investigations.

<table>
<thead>
<tr>
<th>Timely Warnings</th>
<th>Date of act</th>
<th>Date of notification</th>
<th>incident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Forbes administration will issue a timely warning to all campus security authorities through email and written and/or verbal notification or bulletins regarding any act or incident perceived to cause a future threat to staff personnel or the student body.

*The statistics shown were provided by the school office.
**Pennsylvania Voter Registration Application**

1. Are you a citizen of the United States of America? Yes No

2. Will you be 18 years of age on or before election day? Yes No

3. First Name

4. Middle Name

5. Last Name

6. Place of Birth

7. Address of residence in county where you live

8. Address of previous registration

9. Name and signature of person who assisted in the completion of this application

**Place signature with full name (or mark) below. (Please see Penalty for Falsifying Declaration.)**

---

**Instructions for Filling Out this Form (Please Read Carefully)**

- Print clearly in black or blue ink.
- Use only the space provided.
- If you cannot answer a question, please write "I cannot answer this question."
- If you do not have a Pennsylvania driver's license or identification card, you will need your Social Security Number.
### VOTER REGISTRATION OFFICE

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams County</td>
<td>400 W. Third St., Suite 100, Bellefonte, PA 16823</td>
<td>(814) 847-4931</td>
</tr>
<tr>
<td>Allegheny County</td>
<td>4111 Forbes Blvd. S., Suite 100, Pittsburgh, PA 15227</td>
<td>(412) 683-8100</td>
</tr>
<tr>
<td>Armstrong County</td>
<td>1209 E. Main St., Suite 200, Clarks Summit, PA 18411</td>
<td>(570) 272-0100</td>
</tr>
<tr>
<td>Beaver County</td>
<td>1500 Westmoreland Blvd., Suite 200, Beaver, PA 15009</td>
<td>(724) 878-6999</td>
</tr>
<tr>
<td>Butler County</td>
<td>230 N. Main St., Suite 100, Butler, PA 16001</td>
<td>(724) 281-4354</td>
</tr>
<tr>
<td>Cambria County</td>
<td>1100 Logan St., Suite 100, Johnstown, PA 15901</td>
<td>(814) 537-2075</td>
</tr>
<tr>
<td>Clearfield County</td>
<td>350 E. 7th St., Suite 200, DuBois, PA 15801</td>
<td>(814) 393-1250</td>
</tr>
<tr>
<td>Crawford County</td>
<td>100 Grant St., Suite 100,正ippensburg, PA 15823</td>
<td>(814) 723-1250</td>
</tr>
<tr>
<td>Darke County</td>
<td>101 W. Main St., Suite 100, Versailles, PA 16092</td>
<td>(814) 887-3133</td>
</tr>
<tr>
<td>Delaware County</td>
<td>100 N. Main St., Suite 100, Newark, PA 18454</td>
<td>(717) 944-5285</td>
</tr>
<tr>
<td>Elk County</td>
<td>100 S. Main St., Suite 100, Cresson, PA 16630</td>
<td>(570) 788-5226</td>
</tr>
<tr>
<td>Forest County</td>
<td>100 W. Main St., Suite 100, Johnstown, PA 15901</td>
<td>(814) 537-2075</td>
</tr>
<tr>
<td>Fayette County</td>
<td>1100 W. Main St., Suite 100, McKeesport, PA 15136</td>
<td>(412) 621-5100</td>
</tr>
<tr>
<td>Franklin County</td>
<td>100 N. Main St., Suite 100, Uniontown, PA 15561</td>
<td>(724) 268-5100</td>
</tr>
<tr>
<td>Greene County</td>
<td>100 S. Main St., Suite 100, Waynesburg, PA 15371</td>
<td>(724) 281-6100</td>
</tr>
<tr>
<td>Huntingdon County</td>
<td>100 E. Main St., Suite 100, Holtwood, PA 16637</td>
<td>(814) 393-1250</td>
</tr>
<tr>
<td>Indiana County</td>
<td>100 N. Main St., Suite 100, Indiana, PA 15701</td>
<td>(724) 723-1250</td>
</tr>
<tr>
<td>Jefferson County</td>
<td>100 S. Main St., Suite 100, Uniontown, PA 15561</td>
<td>(724) 281-6100</td>
</tr>
<tr>
<td>Juniata County</td>
<td>100 W. Main St., Suite 100, Huntingdon, PA 16637</td>
<td>(814) 393-1250</td>
</tr>
<tr>
<td>Lawrence County</td>
<td>100 E. Main St., Suite 100, Seven Points, PA 16633</td>
<td>(814) 293-3000</td>
</tr>
<tr>
<td>Lebanon County</td>
<td>100 N. Main St., Suite 100, New Cumberland, PA 16657</td>
<td>(814) 436-3000</td>
</tr>
<tr>
<td>Lehigh County</td>
<td>100 S. Main St., Suite 100, Kutztown, PA 19530</td>
<td>(610) 429-3000</td>
</tr>
<tr>
<td>Luzerne County</td>
<td>100 W. Main St., Suite 100, Wilkes-Barre, PA 18701</td>
<td>(570) 823-3000</td>
</tr>
<tr>
<td>McKean County</td>
<td>100 E. Main St., Suite 100, Railroad, PA 16639</td>
<td>(814) 673-3000</td>
</tr>
<tr>
<td>Montour County</td>
<td>100 N. Main St., Suite 100, Hazleton, PA 18202</td>
<td>(717) 766-3100</td>
</tr>
<tr>
<td>Northampton County</td>
<td>100 S. Main St., Suite 100, Sayre, PA 18840</td>
<td>(570) 244-3000</td>
</tr>
<tr>
<td>Snyder County</td>
<td>100 W. Main St., Suite 100, Hazleton, PA 18202</td>
<td>(717) 766-3100</td>
</tr>
<tr>
<td>Tioga County</td>
<td>100 E. Main St., Suite 100, Wellsboro, PA 16901</td>
<td>(814) 293-3000</td>
</tr>
<tr>
<td>Venango County</td>
<td>100 N. Main St., Suite 100, Eddyville, PA 16635</td>
<td>(814) 746-3000</td>
</tr>
<tr>
<td>Warren County</td>
<td>100 S. Main St., Suite 100, Warren, PA 16685</td>
<td>(814) 723-1250</td>
</tr>
<tr>
<td>Washington County</td>
<td>100 W. Main St., Suite 100, New Alexandria, PA 16634</td>
<td>(814) 393-1250</td>
</tr>
<tr>
<td>Wayne County</td>
<td>100 E. Main St., Suite 100, Patent Creek, PA 16632</td>
<td>(814) 293-3000</td>
</tr>
<tr>
<td>Wyoming County</td>
<td>100 N. Main St., Suite 100, Wyoming, PA 16631</td>
<td>(814) 393-1250</td>
</tr>
</tbody>
</table>

For more information on voting, please visit our educational website: [www.VotesPA.com](http://www.VotesPA.com).

If you do not receive your voter ID card in the mail within two weeks, call your county voter registration office or our toll-free hotline 1-877-VOTESPA (1-877-868-7372).

If you are interested in becoming a poll worker or a bilingual interpreter on Election Day, please check the boxes. Your county voter registration office will contact you.

☐ I would like to be a poll worker on Election Day
☐ I would like to be a bilingual interpreter on Election Day

Specify Language: ____________________________

Although providing your e-mail address is optional, it is a quick and easy way for your county voter registration office to contact you in case there is missing information on your registration form.

### IDENTIFICATION WHEN YOU VOTE

Pennsylvania law requires that registered voters who appear in person to vote for the first time in an election district must present a form of identification. If you are voting for the first time in Pennsylvania, and you intend to vote by absentee ballot in a federal election, please include a copy of a form of identification with this voter registration mail application. Otherwise, you will be required by federal law to include a copy of a form of identification with your absentee ballot. (For information on the acceptable forms of identification and the exemptions to these identification requirements, please contact the voter registration commission in your county of residence.)

JSM-002-003-009