BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT



Highland Regional High School CEP Option- Finishing Trades Institute (FTI) Advisor: Mrs. Lauren McElroy

ALL FTI CONTRACTS ARE DUE BY March 31, 2021. DO NOT TURN IN AN INCOMPLETE CONTRACT -YOU WILL NOT BE APPROVED.

STUDENT NAME: _____

DATE: _____

Description:

Students will attend the FTI at their facility in NE Philadelphia, one day a week for 18 weeks from 8:00 AM to 1:30 PM. Selected students will complete the FTI program during semester 1 or 2 **(Dependant on COVID restrictions)**. Along with learning a trade, students will also have the opportunity to receive OSHA, first-aid training certificates and enhance their interviewing skills. Upon successful completion, students may apply to various union trades to begin an apprenticeship. <u>** FTI will not accept students</u> who were absent > 7 times during the 2020/2021school year**

Program Information:

(These rules are set forth by the FTI program and upheld by the BHPRSD)

- 1. Students must sign the attendance sheet. Failure to do so will result in being marked absent
- 2. No Electronic devices: (includes Phones, I-Pods etc.)
 - a. First offense Warning
 - b. Second offense- Dismissal from program
- 3. No Alcohol or Drugs- Dismissal from program will result if suspected of being under the influence
- 4. Bringing firearms or Weapons onto FTI premises- Immediate Dismissal from program and Philadelphia Police will be contacted for Prosecution
- 5. Absence and latenesses- Must have Dr. note to document absence
 - a. First offense- warning
 - b. Second offense- dismissal from program
- 6. Abuse of Students, Staff of FTI, or Visitors- Dismissal from program and Proper Authorities will be notified
- 7. Disrespect to Instructors- Immediate dismissal from program
- 8. Use of Foul Language
 - a. First offense- warning
 - b. Second offense- dismissal from program
- 9. Failure to complete assignments/follow directives- Dismissal from program
- 10. Destroying, defacing, abusing or damaging of Finishing Trades Property- Immediate Dismissal from Program and Prosecution to the fullest extent of the law
- 11. Theft of FTI property- Immediate Dismissal from Program and Prosecution to the fullest extent of the law
- 12. Fighting- Immediate Dismissal from Program
- 13. Horseplay
 - a. First offense- warning
 - b. Second offense- dismissal from program

LUNCH IS PROVIDED BY FTI WHILE AT PROGRAM FOR THE DAY

Grading: Students will be awarded a "P" (Pass) or "F" (Fail) each marking period. Students will earn 5 credits upon successful completion of the 18-week FTI program. Students will be graded on their FTI attendance/successful completion, a weekly journal entry and Highland attendance. Each student will also earn 6 college credits (3 Environmental Science credits and 3 Health & Safety credits) from FTI. **NOTE: Students are responsible for the school work they are missing on the day they attend FTI.**

English IV: LITERACY FOR CAREER PREP: Students scheduled for FTI will also be scheduled for English IV: Literacy for Career Prep. ***NOTE: THIS CLASS IS NOT NCAA CERTIFIED***

<u>*Note: Students Can NOT be absent from this program. An absence requires a doctor's note. Only one doctor's note</u> <u>will be accepted. Afterward, students will be removed.*</u>

FTI Program Eligibility Requirements:

- Academic requirement: Students MUST have ≥ 90 credits earned by September 1 of senior year AND a GPA ≥ 2.0 to participate in the CEP. Additionally, students must maintain passing grades in all courses in order to remain in the CEP program of choice.
- Attendance requirement: Students MUST be in good standing (< 10 unexcused absences) to be eligible (at time of registration)/remain in the CEP. <u>**Attendance: FTI will not accept students who were absent > 7 times</u> <u>during the 2020/2021 school year**</u>
- **3. Conduct requirement:** Students MUST be in good standing (< 100 conduct points) to be eligible/remain in the CEP.
- 4. Schedule: All FTI students are scheduled for a regular school day. Attendance at FTI will be one day per week. Students are **REQUIRED** to make up any missed work on the day they attend FTI. ***FTI can be paired with one of** the other CEP programs for a half day schedule. Speak to your counselor during scheduling for information.* YOUR SCHEDULE WILL NOT BE CHANGED TO A HALF DAY UNTIL YOUR CONTRACT IS IN AND HAS ADMINISTRATIVE APPROVAL.
- **5. Removal from CEP:** School administration has the right to remove students from any CEP at any time during the school year.
- **6. Graduation Requirement:** <u>ALL CEPs</u> qualify as a CTE requirement for graduation purposes.

We have read and understand the *"FTI Program Requirements/Rules"* above and acknowledge having to adhere to them to maintain participation in the FTI Program. **(Parent/Guardian Initial box)**

Student Signature	Date	Parent/Guardian Signature		Date
tudent Contact #		Parent/Guardian Contact #		
Vice Principal Approval	Date	Counselor Approval	Date	
Approved by Mrs. McElroy:	Date:		:	
T-Shirt Size:		Sweatshirt Size:		