

# 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 April 1, 2022.**

**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. **\*\* FTI will not accept students who were absent > 7 times during the 2021/2022 school 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\***

**Credits:**

**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\***

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

**FTI Program Eligibility Requirements:**

- 1. Academic requirement:** **Class of 2024** students MUST have  $\geq 60$  credits earned by September 1 of Junior year and **Class of 2023** students MUST have  $\geq 85$  credits earned by September 1 of senior year AND both grades levels must have a GPA  $\geq 2.0$  to participate in the CEP. Additionally, students must maintain passing grades in all courses in order to remain in the CEP program of choice.
- 2. Attendance requirement:** Students MUST be in good standing ( $< 10$  unexcused absences) to be eligible (at time of registration)/remain in the CEP. ***\*\*Attendance: FTI will not accept students who were absent  $> 7$  times during the 2021/2022 school year\*\****
- 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:** ALL CEPs 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

\_\_\_\_\_  
Student Contact # Parent/Guardian Contact #

\_\_\_\_\_  
Vice Principal Approval Date Counselor Approval Date

Approved by Mrs. McElroy: \_\_\_\_\_ Date: \_\_\_\_\_

**T-Shirt Size:** \_\_\_\_\_

**Sweatshirt Size:** \_\_\_\_\_