

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT



Timber Creek Regional High School CEP Option- Finishing Trades Institute (FTI) Available to Juniors and Seniors Advisor: Mr. Ortizman

***ALL FTI CONTRACTS ARE DUE BY April 17, 2026**

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 16 weeks from 8:00 AM to 1:30 PM. Selected students will complete the FTI program during semester 1. 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 2025/2026 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, AirPods, 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:

NOTE: Students are responsible for the school work they are missing on the day they attend FTI.

FTI Program Eligibility Requirements:

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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 Mr. Ortzman:_____ **Date:**_____

T-Shirt Size:

Sweatshirt Size: