



COOP Application

2020-2021

Mountain Brook High School
MBHS Business Education Department

Application Due:	February 7, 2020
Employer Acceptance Form Due:	July 17, 2020
Mandatory Meeting: <i>(Before School)</i>	August 11, 2020

Class size is limited. Priority is given to business students on business completer track. Completed applications are evaluated in order received. Please read all directions thoroughly, attach all copies requested, and type all answers where indicated.



**Mountain Brook High School
COOPERATIVE EDUCATION (COOP)
Student Application for Enrollment**

Completed Application is due no later than 3:19 p.m. on Friday, February 7. Bring to Room 417.

Name _____ Address _____

Home Phone _____ Cell Phone _____

Parent's Name _____ Cell Phone _____

Age _____ Date of Birth _____

School Email _____@student.mtnbrook.k12.al.us

Career Objective _____

Please check below which periods and semesters you plan to COOP:

Periods for COOP 6, 7, 8th _____; 7, 8th _____; 8th _____

Both Semesters _____; 1st Only _____; 2nd Only _____

*Priority given to students participating both semesters. Semester COOP is only for special circumstances.

**Previous Work Experience (Paid and Volunteer)
(Put none if you have no previous experience)**

Employer	Type of Work	Employment Dates

Courses

Please check if you have taken the following courses. Student must have taken one of these to be eligible for COOP:

_____ Business Technology I (BTA)

_____ Career Preparedness (mostly taught at the junior high)

Please list any business courses previously taken: _____

Please list any business courses you plan to take in 2020-2021 _____

My goal is to earn the distinction of business completer: _____ Yes; _____ No

Questions

Please answer the following questions: **(TYPE ANSWERS AND ATTACH)**

1. Why do you want to participate in the career cooperative program?
2. What are your plans after high school? Please include college and career.

References

Please list three MBHS teachers who can attest to your work ethic. You can only use one teacher for each department; you cannot use counselors or administrators. Please let the teacher know that you are using them for a reference. They will be contacted.

Teacher's Last Name	Teacher's First Name	Subject

Mandatory COOP Meeting: Tuesday, August 11 (First Day of School), Black Box Theatre, 9 a.m.

To Be Completed By Cooperative Education Teacher-Coordinator and Office:

Current Attendance Record: No. Absences _____ No. Tardies _____
Current Disciplinary Record: Total Reports _____ Cumulative GPA: _____
List course that determines student's eligibility: _____
Status of Application: () Pending () Approved () Not Approved
Comments: _____

The Mountain Brook school system does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, or age in any of its programs and activities, or in matters of employment, and provides equal access to the Boy Scouts and other designated youth groups. It is against the policy of the Mountain Brook Board of Education to have different rules or regulations on the basis of sex in employment, including recruitment, hiring classification, and other terms, conditions or privileges of employment. The Board, in accordance with Title IX (20 U.S.C. 1681, et seq.), strictly prohibits discrimination on the basis of sex or gender in its programs or activities, or any matters of employment. The prohibition includes sexual harassment based on sex, sexual assault, as defined by law and Board policy. Sexual harassment and sexual assault complaints should be filed and reviewed under the Board's sexual harassment policies (G-32, J-49). All other complaints under Title IX will be filed and reviewed according to the Board's general complaints and grievance procedures (G-34, J-41). The Superintendent is authorized and directed to designate a Title IX Coordinator, whose duties will include, but not be limited to receiving and responding to Title IX inquiries and complaints. The following person has been designated to handle inquiries regarding nondiscrimination policies: Dr. Susan Cole; 32 Vine Street; Mountain Brook, AL; coles@mtnbrook.k12.al.us; 205-871-4608.



**MOUNTAIN BROOK HIGH SCHOOL
CAREER COOPERATIVE EDUCATION
STUDENT REQUIREMENTS/CODE OF CONDUCT**

**Parent/Student
Print a Copy
For your Records**

I agree that if chosen to participate in the Career Cooperation Education program I will accept the following requirements:

REQUIREMENTS:

- I will secure a job following the COOP requirements:
 - ✓ My job cannot be self-employment (**lawn mowing, babysitting, independent business, etc.**).
 - ✓ My employer must agree to participate in the COOP program and employ me for a minimum of 10 hours per week with the majority of hours being from Monday through Friday. This can be in a paid or unpaid position.
 - ✓ My employment must begin no later than the week following the beginning of school (August 18).
 - ✓ My employer must abide by all Federal and State Child Labor Laws.
- I will secure my own job prior **to July 17, 2020**, and take responsibility for the completion of the Employment Information Form (attached) and return to COOP Coordinator.
 - ✓ I understand that the COOP Coordinator must approve my job before I can begin COOP. **Employment in a family business is not allowed.**
- I understand that in order to receive credit for Career COOP I must continue employment throughout the school year and may stop employment only with permission of my COOP Coordinator and I understand that if I quit my job or am fired I will immediately be dropped from the program and lose credit.
- Work hours must equal 140 per semester to receive credit. To receive an A in the Wage and Hour Category, you must work 90 hours per nine weeks for 180 hours per semester.
- Students must go to their COOP job **each week** without exception; same as any other class.
- Request to change job forms will only be reviewed at the nine week and semester breaks.
- I will notify my COOP Coordinator immediately of any school or work problems and accept his/her counseling, guidance, and work adjustments or reassignments. I recognize the COOP Coordinator as the authority for making adjustments or changes in my place of employment.

CONDUCT:

- I will adhere to the COOP Code of Conduct and maintain the highest standard of behavior and work ethic.
- I will learn and abide by all school and work policies. I understand that all school rules are in effect the entire time I am at work and I am expected to abide by these rules throughout my employment and that failure to do so may result in dismissal from the Career COOP Program. I understand that I am expected to act in a business manner at all times and not allow friends or family to visit me at work either in person or by telephone. I will not ask for, nor expect, special privileges at work or at school.
- To insure confidentiality of everything I may see or hear while at work and to show respect at all times for my employer, his property, his business, my co-workers, myself and all others with whom I may have contact. I understand that I not only represent myself, but also my family, my school, and the Career COOP program and I understand that my behavior is to be above reproach.

EVALUATIONS/ASSIGNMENTS:

- I understand that I will be given assignments to complete and be expected to participate in all COOP activities.
- I understand that both my COOP Coordinator and my employer will evaluate me throughout the term and that I must maintain a satisfactory grade at all times.
- I understand that if I am required to attend Alternative School, I will not be allowed to leave school earlier than other students and may lose my job due to my inability to arrive at work on time.
- I understand that COOP is a school class and as such, I will be expected to attend on a regular (**each week**) and punctual basis, satisfactorily complete assignments, meet expectations, and abide by a set of standards that are outlined in this packet. As with other classes, this class must take priority over extracurricular and community activities. I will receive a grade on my report card and on my transcript for my participation in COOP. I understand that a student may fail COOP and not receive the credits.
- Students receive two credits for COOP (1 for assignments, 1 for 140 hours worked/semester). During each nine weeks, students will be given an assignment (via email and canvas) to complete. The students should plan to spend one hour per week on these assignments. Due dates for the assignments are strict and should be adhered to in order to continue in program. Failure to submit assignments on time will result in the removal from the COOP program.
- To pursue my academic studies in such a way as to maintain satisfactory grades in all subjects and maintain a C average at all times. I understand it is my responsibility to seek assistance with academic subjects when needed and to manage both my school responsibilities and my employment responsibilities in a satisfactory manner so as not to jeopardize either.
- I will maintain a fully working **school e-mail address** and I will check it **daily** for announcements. I will respond in a timely manner to all emails concerning COOP.

RESPONSIBILITIES:

- I understand I must work a minimum of **10 hours per week** and reach the required number during the school year/term. Some jobs may require work on school holidays (Winter Break, Spring Break, etc.) and I will be expected to fulfill my employer's expectations. To receive a 100% in the Wage and Hour Category, I must work 90 hours per nine weeks. I understand that I am report to work **each week**.
- I will give my employer advance notice if the school is on a different schedule or if I have a schedule conflict.
- I will assume the responsibility for transportation to and from work and maintain personal insurance coverage.
- I understand that COOP students do not get out of school early. They are released from the main school campus to continue their school day at a different location. COOP students have a longer school day than other students because the entire time they are at work, they are in school. Things that happen at work, even during the weekends and on holidays, or after regular school hours will affect my grade and disciplinary action will be taken.
- To leave school promptly and not to loiter in or around the school without permission from the COOP Coordinator or MBHS administrator.
- To learn all that I can from my employment, keep a positive attitude, and to follow all the policies and procedures. I understand that failure to do, or deviation from these policies, will result in immediate dismissal from the Career COOP program and the loss of school credit.
- COOP is a class and should be treated as such.

MEETING:

- All COOP students must attend a **mandatory meeting** on the first day of school, Tuesday, August 11, 2020. The meeting will be in the black box theatre at 9 a.m.

SIGNATURES:

As the parent(s) of (please print name of student) _____, a student at Mountain Brook High School, we acknowledge by our signatures that we have read, understood, and agree to comply with the CAREER COOPERATIVE EDUCATION regulations. **I understand that I am to let my student and the COOP coordinator communicate with the employer. I will not contact the employer unless it is an emergency.**

As the parent of the above named student, my signature also acknowledges my permission for my son/daughter to participate in the Career Cooperative Education (COOP) program and I understand that this program requires the student to leave the Mountain Brook High School campus each day at the conclusion of his/her scheduled classes for the purpose of student employment. It is my responsibility to be aware of where he/she will be employed and all the terms of employment prior to the beginning of school. I also understand that it is the responsibility of the student to provide transportation to and from the employment location, and for any related responsibilities. In consideration for the above mentioned information, I do hereby release Mountain Brook City School System, and the Coordinators of this program, from any and all liability, actions, causes of actions, or claims of whatsoever kind or nature for all injuries or damages to his/her person or to his/her property arising or which may occur by reason of his/her participation in this program.

Signature of Student _____ Date _____

Signature of Mother/Guardian _____ Date _____

Signature of Father/Guardian _____ Date _____

<u>DUE DATES</u>	
<u>Application Deadline:</u>	February 7, 2020
*Bring to Room 417 by 3:19 p.m.	
<u>Employer Acceptance Form:</u>	July 17, 2020
*Mail, Email, Fax, or bring to the MBHS by 3:19 p.m.	
See form for information.	
<u>Mandatory Meeting:</u>	August 11, 2020
*9 a.m. in Black Box	

***STUDENTS WILL BE DROPPED FROM THE COOP CLASS AFTER JULY 22 AND WILL HAVE TO PAY A SCHEDULE CHANGE FEE IF EMPLOYER/MENTOR ACCEPTANCE FORM IS NOT TURNED IN BY DUE DATE.**

Proof of Medical Insurance and Emergency Contact Form

Insurance Information

Please note the student's health insurance coverage below:

Name of Insurance Plan: _____

Insurance Card ID/Policy # _____

Expiration Date (if applicable): _____

Emergency Contact Information

Please provide the name, address, and telephone number of two persons who may be contacted in the event of an emergency:

Name and Relationship: _____

Street Address: _____

Phone: _____ Cell: _____

Email: _____

Name and Relationship: _____

Street Address: _____

Phone: _____ Cell: _____

Email: _____

Attach Photocopy Proof of Medical Insurance.

Proof of Vehicle Insurance

Insurance Information

Please note the student's car insurance coverage below:

Name of Insurance Plan: _____

Policy # _____

Year _____ Make _____ Model _____

Expiration Date: _____

Attach Photocopy of Vehicle Insurance and Driver's License.

**This form is due by 3:19
p.m. on July 17, 2020.**

Mountain Brook High School Business Department



CAREER COOPERATIVE EDUCATION EMPLOYER/MENTOR STATEMENT OF ACCEPTANCE (To be completed by employer/mentor when employment/internship has been secured)

RETURN BY July 17, 2020

STUDENT INFORMATION:

NAME _____ PHONE _____
FIRST MI LAST

EMPLOYMENT INFORMATION: Attach business card if possible.

Please fill in all the information completely

EMPLOYER/MENTOR _____

ADDRESS _____ CITY _____ ZIP _____

START DATE _____ RATE OF PAY (if applicable) _____

DAYS & WORK/INTERN HOURS OF THE STUDENT (beginning Aug. 2020) _____

SUPERVISOR'S NAME _____ WORK PHONE _____

SUPERVISOR'S TITLE _____ FAX NUMBER _____

SUPERVISOR'S E-MAIL ADDRESS _____

GENERAL DESCRIPTION OF DUTIES:

EMPLOYER/MENTOR STATEMENT:

I have offered the above named student employment/internship for the upcoming school year. I understand that this student is participating in a Cooperative Education Program and that some of my responsibilities will be to supervise his/her activities, act as mentor, train in a variety of marketable skills, evaluate performance, and allow visits from the COOP Coordinator on a regular basis and schedule conferences as needed. I have agreed to employ/mentor this student for a minimum of ten hours per week (the majority being Monday-Friday) for the entire school year. However, I understand that if the student proves unsatisfactory I may release the student at any time. I agree to abide by all State and Federal Child Labor regulations and provide a safe work environment for this student and assure that all training experiences for student(s) are provided without regard to sex, race, religion, or national origin.

Signed: _____ **Date:** _____

RETURN TO Jill Covington McGee, COORDINATOR
MOUNTAIN BROOK HIGH SCHOOL
3650 BETHUNE DRIVE BIRMINGHAM, AL 35223

FAX: 205-414-3886
E-MAIL: mcgeej@mtnbrook.k12.al.us