



Career Focus Application

2022-2023

(This application is for Equine Science, Science Research, and iLearn)

Mountain Brook High School
MBHS Business Education Department

Application Due:	March 4, 2022
Employer Acceptance Form Due:	July 15, 2022
Mandatory Meeting: <i>(During scheduled class time)</i>	August 10, 2022

Only *completed applications* will be reviewed for acceptance.
Please review each section before submitting.

MBHS

CAREER FOCUS

Application for Enrollment

Full Name: _____

Preferred Name: _____

Cell Phone: _____ School Email Address: _____ @student.mtnbrook.k12.al.us

Address: _____

Age: _____ Date of Birth: _____

Parent/Contact Name: _____ Cell Phone: _____

Please check which class you are applying for enrollment:

____ Equine Science* ____ Science Research* ____ iLearn BWF ____ iLearn MBE

*Student is responsible for finding mentor.

For iLearn courses, the elementary school will place student with a mentor.

Students enrolled in iLearn will be assigned a class period after schedules have been determined. iLearn will be assigned 1st or 7th periods with a free period following to allow for travel.

Students must have taken one of these to be considered eligible for Career Focus. Please check if you have taken the following courses.

____ Business Technology ____ Career Preparedness

My goal is to earn the distinction of Business Completer: ____ Yes ____ No

Please list any business courses you have taken or are currently enrolled in:

Please list any business courses you plan to take in the 2022-2023 school year:

Please answer the following questions. Type the answers and attach to your completed application.

1. Why do you feel you are an ideal candidate for the program? Please indicate in your answer the name of the program in which you are applying.
2. How do you hope to grow from this experience? What do you hope to contribute?

(Completed by Coordinator):

Item	Received	Date
Application		
Typed Answers		
Signatures		
Medical Insurance		
Vehicle Insurance		
Driver's License		
Mentor Form		
Business Completer	YES	NO

Proof of Insurance

Please make a photocopy of health insurance card, driver's license, and vehicle insurance card and attach all three to completed application.

Health Insurance:

Please note the student's health insurance coverage below.

Name of Insurance Plan: _____

Insurance Card ID/Policy Number #: _____

Expiration Date (If applicable): _____

Proof of Vehicle Insurance:

Please note the student's car insurance coverage below.

Name of Insurance Plan: _____

Policy #: _____ Expiration Date: _____

Year: _____ Make: _____ Model: _____

Emergency Contact Information:

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

Name & Relationship: _____

Street Address: _____

Phone: _____ Email: _____

Name & Relationship: _____

Street Address: _____

Phone: _____ Email: _____

Mountain Brook High School
Career Focus Education
Students/Requirements Code of Conduct

I agree, that if chosen to participate in the Career Focus Program, I will accept the following requirements:

Requirements:

I will secure a mentor following the FOCUS requirements (Equine and Science Research Only)

- My mentor must agree to participate in the Focus program and mentor me for a minimum of 37.5 hours per nine weeks with the majority of hours being Monday through Friday. My shadowing must begin no later than the week following the beginning of school.
- My employer must abide by all Federal and State Child Labor Laws.
- I will secure my own mentor prior to or by 3:19 p.m. July 15, 2022 and take responsibility for the completion of the Employer/Mentor Statement of Acceptance.
- I understand the Career Focus Coordinator must approve my site before I can begin.
- I understand that in order to receive credit for Career Focus I must continue throughout the school year and may stop only with the permission of my Career Focus Coordinator. I understand that if I quit or am released by my mentor, I will be dropped immediately from the program and lose credit.
- I will notify my Career Focus Coordinator immediately of any school or site problems and accept his/her counseling, guidance, and work adjustments or reassignments. I recognize the Career Focus Coordinator as the authority for adjustments or changes.

***Students enrolled in iLearn will not have to secure their own mentor. This will be set up through the high school and participating elementary school. Students will meet every day unless they have received official notification of placement from the Coordinator.**

Conduct:

- I will adhere to the Career Focus Code of Conduct and maintain the highest standard of behavior and work ethic.
- I will learn and abide by all school and site policies. I understand that all school rules are in effect the entire time I am with my mentor, and I am expected to abide by these rules throughout my tenure. Failure to do so may result in dismissal from the Career Focus Program.
- I will 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 ensure confidentiality of everything I may see or hear while at work and show respect at all times for my mentor, their property, their 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 Focus Program.

Evaluation/Assignments:

- I understand that both my Focus Coordinator and my mentor will evaluate me throughout the year.
- 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 the site on time.
- I understand that Focus is a school class, and I will be expected to attend each week and be punctual.
- Students receive one credit for Focus. Grades will be based on mentor and coordinator evaluations and meeting the hour requirements. Other assignments will be assigned as deemed necessary by the coordinator and the mentor.

Responsibilities:

- I will check my school email daily for announcements. I will respond to Focus emails in a timely manner.
- All iLearn students must sign in and out each day at both locations for attendance and safety purposes. Grades will be given for adhering to this requirement.
- The majority of hours for Equine/Science Research must be completed Monday-Friday.
- I will assume the responsibility for transportation to and from the site and maintain personal insurance coverage.
- I understand that Focus 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. Some Focus students have a longer school day than other students because the entire time they are at a site, they are in school. Incidents that happen at the site, even during the weekends and on holidays, or after regular school hours will affect my grade and disciplinary action will be taken.
- I understand that I should leave school promptly and not loiter in or around the school.
- I understand that I am required to maintain a daily schedule with my hours and duties performed. This activity log will be signed by the mentor and submitted to the Focus Coordinator at the end of each nine weeks. Specific dates and forms will be published on Schoology.

Signatures:

As the parent(s) of _____, a student at Mountain Brook High School, we acknowledge by our signatures that we have read, understand, and agree to comply with the Career Focus regulations. As the parent of the above-named student, my signature also acknowledges my permission for my son/daughter to participate in the Focus Program. I understand that this program requires the student to leave the Mountain Brook High School campus of where he/she will be each day for the purpose of the Focus program, and I also acknowledge all of the terms of what the mentor and site require prior to the beginning of placement. I also understand that it is the responsibility of the student to provide transportation to and from the 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/teachers of this program from any and all liability, actions, or claims of whatsoever kind of nature for all injuries or damages to his/her property arising or which may occur by reason of his/her participation in this program.

Signature of Student _____ Date _____

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

DUE DATES:

Application Deadline: March 4, 2022- Bring to room 417 by 3:19 p.m.

Mentor Acceptance Form: Form due by July 15, 2022. Email, fax, or bring to MBHS by 3 p.m.

Mandatory Meeting: Meeting will be conducted at the beginning of school year. Students should check school email for instruction.

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, strictly prohibits discrimination on the basis of sex or gender in its programs or activities, or any matters of employment. This 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. All other complaints under Title IX will be filed and reviewed according to the Board's general complaints and grievance procedures. 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 persons have been designated to handle inquiries regarding nondiscrimination policies. Dr. Susan Cole-Director of Personnel (Title IX), Dr. Missy Brooks- Special Education Director (Section 504). Contact Info: 32 Vine Street, Mountain Brook, AL 35213, 205-871-4608.

Employer/Mentor Statement of Acceptance

Form to be completed by employer/mentor when employment/internship has been secured

Return By: July 15, 2022

Student Information:

Full Name: _____ Phone: _____

Employment Information:

Name of Company: _____

Address: _____ City: _____ ZIP: _____

Supervisor's Name: _____ Title: _____

Work Phone: _____ Work Email: _____

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 the Career Focus Program and that some of my responsibilities will be to supervise his/her activities, act as a mentor, train in a variety of marketable skills, evaluate performance, and allow visits from the Focus Coordinator on a regular basis. I have agreed to employ/mentor this student for a **minimum of 4.15 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:

Lori Beasley

Mountain Brook High School

3650 Bethune Drive

Mountain Brook, AL 35223

Fax: 205-414-3886

Email: beasleyl@mtnbrook.k12.al.us