

Career Focus Application

2018-2019

(This application is for Student Outreach, Equine Science, Science Research, iLearn)

**Mountain Brook High School
Jill Covington McGee**

Application Due: February 2, 2018

Mentor/Volunteer Site Secured: July 20, 2018

**Mountain Brook High School
Career Focus Application
(Student Outreach, Equine Science, Science Research, iLearn)
Student Application for Enrollment**

Name _____ Address _____

Home Phone _____ Cell Phone _____

Age _____ Date of Birth _____

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

Career Objective _____

Please indicate below what periods you plan to participate in Student Outreach, Equine Science, and Science Research*:

Periods 7, 8th _____; 8th _____

***Students enrolled in iLearn, iClub, iLead, or ME will be assigned a class period after schedules have been determined.**

Please place a check mark by the class(s) in which you are applying:

Courses	Courses
<input type="checkbox"/> Equine Science	<input type="checkbox"/> iLearn
<input type="checkbox"/> Student Outreach	<u>Indicate School Choice:</u>
<input type="checkbox"/> Science Research	<input type="checkbox"/> BWF
	<input type="checkbox"/> MBE
	<input type="checkbox"/> MBHS – Special Ed.

Courses

Please check if you have taken the following courses:

_____ Business Technology I (BTA)

_____ Career Preparedness (mostly taught at the junior high)

Please list any other business courses you have taken: _____

Questions

Please type the following questions and answers on a separate document:

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?

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

To Be Completed By Career Focus 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: <input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Comments: _____ _____

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

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

REQUIREMENTS:

- I will secure a mentor following the FOCUS requirements (Student Outreach, Equine Science 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 from Monday through Friday. My shadowing must begin no later than the week following the beginning of school.
 - ✓ My mentor must abide by all Federal and State Child Labor Laws.
- I will secure my own mentor prior to **July 20, 2018**, and take responsibility for the completion of the Employer/Mentor Statement of Acceptance and return to Career Focus Coordinator.
- I understand that 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 permission of my Career Focus Coordinator and I understand that if I quit or am released by my mentor I will immediately be dropped 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 making 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. Hours may differ slightly in these classes.**

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 and that failure to do so may result in dismissal from the Career Focus 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 the site either in person or by telephone. I will not ask for, nor expect, special privileges at the site or at school.
- To insure confidentiality of everything I may see or hear while at the site and to show respect at all times for my mentor, 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 Focus program and I understand that my behavior is to be above reproach.

EVALUATIONS/ASSIGNMENTS:

- I understand that both my Focus Coordinator and my mentor 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 placement due to failure to be able to arrive at the site on time.
- I understand that Focus is a school class and as such, I will be expected to attend on a regular 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 Focus. I understand that a student may fail Focus and not receive credit.
- Students receive one credit for Focus. Grades will be based on mentor and coordinator evaluations and on meeting the hour requirements. Other assignments will be assigned as deemed necessary by the coordinator and mentor.
- 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 site 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 Focus.
- All iLearn students must sign in and out each day at both locations for attendance and safety purposes. Grades will be giving for adhering to this requirement.

RESPONSIBILITIES:

- I understand I must volunteer a minimum 37.5 hours per nine weeks and reach the required number during the school year/term. Some mentors may require work on school holidays (Winter Break, Spring Break, etc.) and I will be expected to fulfill my mentor's expectations. To receive 100% in the daily schedule category, a student must participate 37.5 hours per nine weeks.
- I will give my mentor 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 the training 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. Things 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.
- To leave school promptly and not to loiter in or around the school without permission from the Focus Coordinator or MBHS administrator.
- To learn all that I can from my mentor, 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 Focus program and the loss of school credit.
- Students enrolled in Career Focus will be required to maintain a daily schedule with their hours and duties performed. This form must be signed by the mentor and submitted to the Focus Coordinator at the end of nine weeks. Due dates and forms will be published on Canvas.

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 FOCUS regulations.

As the parent of the above named student, my signature also acknowledges my permission for my son/daughter to participate in the Career Focus 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 working with a mentor. It is my responsibility to be aware of where he/she will be each day and all the terms of what the mentor requires prior to the beginning of school. 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 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 _____

Application Deadline:	February 2, 2018
Mentor Secured:	July 20, 2018

***STUDENTS WILL BE DROPPED FROM THE FOCUS CLASS AFTER JULY 21 AND WILL HAVE TO PAY A SCHEDULE CHANGE FEE IF MENTOR FORM IS NOT TURNED IN.**

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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.

**SCIENCE RESEARCH/STUDENT OUTREACH/EQUINE SCIENCE EDUCATION
MENTOR STATEMENT OF ACCEPTANCE**

(To be completed by mentor)

RETURN BY JULY 20, 2018

STUDENT INFORMATION:

NAME _____ PHONE _____
 FIRST MI LAST

EMPLOYMENT INFORMATION: Attach business card if possible.

Please fill in all the information completely!!

MENTOR _____

ADDRESS _____ CITY _____ ZIP _____

DATE OF STARTING INTERNSHIP _____

DAYS & WORK HOURS OF THE STUDENT (beginning Aug. 2018) _____

SUPERVISOR'S NAME _____ WORK PHONE _____

SUPERVISOR'S TITLE _____ FAX NUMBER _____

SUPERVISOR'S E-MAIL ADDRESS _____

GENERAL DESCRIPTION OF DUTIES:

MENTOR STATEMENT:

I have offered the above named student an mentorship for the upcoming school year. I understand that this student is participating in a Career Focus 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 Career Focus Coordinator on a regular basis and schedule conferences as needed. I have agreed to mentor this student for a minimum of five 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 students 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

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