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| <input type="checkbox"/> Application Form | <input type="checkbox"/> Agreement/Ethics Forms | <input type="checkbox"/> Copy of 3 rd MP Report Card |
| <input type="checkbox"/> Checklist | <input type="checkbox"/> Copy of NJ ASK/PARCC Scores | <input type="checkbox"/> Content Area Teacher Recommendation |
| <input type="checkbox"/> Essay 1 | <input type="checkbox"/> Copy of Middle School Grades | <input type="checkbox"/> Specialized Content Area Teacher Recommendation |
| <input type="checkbox"/> Essay 2 | | |

OFFICIAL USE ONLY 2016

Please type

Student Information

Name: _____ FIRST _____ LAST **Home Phone:** (____)____-____

Address: _____ **Email:** _____@_____

City: _____ **Zip:** _____ **Gender:** Male____ Female____

Date of Birth (mm/dd/year): ____/____-____-____ **Middle School:** _____

8th Grade Math Grade: _____ **MP1:** _____ **MP2:** _____ **MP3:** _____

8th Grade Language Arts Grade: _____ **MP1 :** _____ **MP2:** _____ **MP3:** _____

NJASK/PARCC Math Score: _____ **NJ ASK/PARCC Language Arts Score:** _____

Parent/Guardian Information

Guardian/Father's Name: _____ FIRST _____ LAST

Email: _____@_____

Work Phone: (____)____-____ Ext.____ **Home Phone:** (____)____-____

Cell Phone: (____)____-____

Guardian/Mother's Name: _____ FIRST _____ LAST

Email: _____@_____

Work Phone: (____)____-____ Ext.____ **Home Phone:** (____)____-____

Cell Phone: (____)____-____

Application Check List:

Before submitting this application, be sure to include all of the following in your packet in this order:

- ☐ 1. Information Page (page 1)
- ☐ 2. Check List (page 2)
- ☐ 3. Typed Essay 01 *Autobiography* (from page 3)
- ☐ 4. Typed Essay 02 *Discuss an Idea* (from page 3)
- ☐ 5. Signed Formal Agreement/Ethics page (page 4 & 5)
- ☐ 6. Copy of 8th Grade (3rd Marking Period) Report Card
- ☐ 7. Copy of PARCC/NJ ASK Test results or equivalent standardized test
- ☐ 8. Copy of 7th grade final report card

To be submitted separately by recommending teachers

- ☐ Academic Teacher Recommendation Form (content area)
- ☐ Teacher of Choice Recommendation Form (special content area)

I have reviewed the checklist above and have included all necessary and appropriate application materials. All of the information submitted as part of my application is factual and truthful to the best of my knowledge.

Name of Applicant (please print/type)

Student's Signature

Typed name will serve as signature

1. Provide your teachers with an envelope (no stamp required) addressed to:

Dr. Carmelita Graham
Egg Harbor Township High School
ATTN: ALAB APPLICATION

2. Teachers should return the sealed envelope by April 22, 2016 to your school building main office, to be forwarded by district mail (no stamp required)

QUESTIONS?

Contact Dr. Carmelita Graham, Supervisor

grahamc@eht.k12.nj.us

609-653-0100 Ext 1681

Be sure to allow teachers and counselors sufficient time to complete and return your requested information!

INCLUDE ANSWERS to each of the following essay prompts on SEPARATE piece of PAPER.

- Each response should be no longer than 1 page typed single-spaced using 12 pt. *Times New Roman* font. Use the default margins and font for Microsoft Word. Use the heading..

YOUR NAME

ALAB APPLICATION ESSAY 1

Essay 1)

Craft an autobiographical sketch which includes your personal background, aspirations, and Business or Law interests.

Essay 2)

Discuss an idea in from the world of Business or Law that you find interesting. You can choose a general topic that incorporates the whole discipline or choose a specific event, problem, challenge, or career choice. Be sure to identify what makes the topic interesting to you.

Code of Ethics

Participation in the Academy of Law and Business requires a high level of commitment from your high school, yourself, and your parents. This agreement acknowledges that you (the student) and your parents are entering into a relationship built on honesty, ethical behavior, open communication, and trust. All participants must adhere to the following list of guidelines:

- Students must be on good academic standing upon entering the academy and must maintain that standing throughout the program.
- Students are required to attend all classes. Any more than 10 unexcused absences per year may result in your removal from the program. The student has access to an appeal process to review extenuating circumstances of absences and tardies. During the appeal process, the student will continue to attend class. Arrangements will need to be made prior to an absence for all school and field placements.
- Students will behave in an ethical and professional manner at all times and represent his/her high school in a way that denotes dignity and respect.
- Students must politely accept feedback from instructors, advisors, administrators, and cooperating institutions and treat each situation as a positive learning experience.
- Students are required to immediately notify instructors, Academy of Law and Business advisors, and high school counselor of problems and concerns while attending field education experiences.
- Students should be aware that field education cooperating institutions may require a drug test.
- Equipment provided by the Academy of Law and Business must be treated with respect and returned at the end of the course in good condition. Lost or damaged books or equipment will result in replacement fines to be paid by the student.

Field Experience Expectations (4th year Requirement)

- The student is required to dress appropriately for their placement location. Specific information will be provided at time of placement.
- Your class attendance must be in good standing at your high school to be able to attend your field education experience.
- Students will be expected to make contact with their field education experience sponsor at least one week prior to the start of the field experience.
- Students and parents will need to read and sign the Confidentiality and Ethical & Legal Behavior form.
- Parents and students will need to read and sign the Parental Permission and Release of Liability form within one week prior to the field education experience date.
- Students are required to fulfill all academic assignments and requirements both related and unrelated to the field education experience program.

Please note that any and all discipline or ethical issues that arise will be handled in accordance with the Egg Harbor Township High School Student Handbook.

☐ **The above information is in no way considered comprehensive and is subject to change at the discretion of the Egg Harbor Township Board of Education, Academy of Law and Business Committee, or the Academy of Law and Business Program Director.**

Student Signature: _____ Date: _____
Typed name will serve as signature

Parent Signature: _____ Date: _____
Typed name will serve as signature

Academy of Law and Business Agreement Form

I, _____ (student), understand that to be accepted into the Academy of Law and business, I am agreeing to a commitment to the program. My long-term goal is to pursue employment or the study of Law and Business. I also agree to the following conditions.

1. To uphold the standards of the program both in school as well as in any clinical education experience.
2. To maintain a good attitude and follow the honor code in the academy classes as well as other classes.
3. To contact the coordinator in case of any problems related to school and especially in the academy classes.
4. To complete any additional requirements of the Academy that goes beyond the normal scope of high school.
5. To adhere to the required course of study.
6. To maintain excellent attendance in school. (No more than 6 absences per semester. Skipping class is grounds for dismissal.)
7. To maintain at least an 80 average in academy classes.
8. To attend special classes, meetings, or conferences that may be necessary to assure my success in the Academy. At least 80% attendance of the meetings is required. (See below for more info)
9. To participate in a field experience during the senior year. This includes being responsible for transportation either by driving oneself or parent/guardian providing rides. Students will not be permitted to transport other students.
10. To understand that suspension or an administrative referral is considered a serious offense and will be considered grounds for removal.
11. To understand that if I do not continue enrollment in the Academy of Law and Business I will forfeit Academy weighting for specific Academy of Law and Business courses previously and/or currently enrolled in.
12. To understand that should I not meet the above requirements, I will lose my place in the Academy.

Typed name will serve as signature (Student Signature)

As a parent/guardian of the above student, I agree to be supportive of my son/daughter as he/she prepares to study for a career in Law and Business.

Typed name will serve as signature (Parent Signature)

Formal Agreement

Student/Parent Certification:

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if selected for the Academy of Law and Business, falsified statements may be grounds for dismissal. I understand that as part of the Academy of Law and Business, field placements may require a drug test, insurance approval, tuberculosis (tb) test and/or a background check. I have read and signed the attached Code of Ethics and understand the level of commitment required, if selected.

Student Signature: _____ Date: _____
Typed name will serve as signature

Parent Signature: _____ Date: _____
Typed name will serve as signature

**PLEASE USE THE SUBMIT BUTTON ABOVE TO TURN IN YOUR APPLICATION OR
RETURN YOUR COMPLETED APPLICATION PACKET to the main office in a sealed
envelope labeled: ACADEMY OF LAW AND BUSINESS**