



Martha's Vineyard Regional High School Career and Technical Education

Jack O'Malley – Director

jomalley@mvyps.org

Student/Parent/Guardian Work Study/Co-op/Mentorship Application 2022-2023

Important Academic Information:

- This Work Study/Co-op//Mentorship is a **full credit high school course**; students must remain academically eligible.
- Students' grades are earned by submitting Timesheets and Journals biweekly, completing a final written assessment (if assigned), in some cases completing OSHA Certification, and receiving a favorable employer evaluations.

Academic credits – per semester		Academic credits - per year		Minimum work hours - per semester	per year
1 block	2.5 credits	1 block	5 credits	40 hrs.	80 hrs.
2 blocks	5 credits	2 blocks	10 credits	90 hrs.	180 hrs.
3 blocks	7.5 credits	3 blocks	15 credits	150 hrs.	300 hrs.
4 blocks	10 credits	4 blocks	20 credits	240 hrs.	480 hrs.

Important Work Site Information

- Worksites not previously involved in the program will be visited prior to being approved as a worksite.
- All supervisors/mentors are required to submit and pass a criminal background check. (CORI)
- All school protocols and school rules apply to the student while engaged in Work Study/Co-op/Mentorships.
- In the event of a **half day at the worksite or interruption in work schedule**, student must return to school and sign in at the front office.
- All worksites are expected to abide by state and federal labor laws.
- All Employers are required to submit **COVID19 CONTROL PLANS, if mandated by MA**

Student Responsibilities:

- Sign into the CTE Work Study/Co-op/Mentorship classroom on Google Classroom.U6MVEC4
- Be at the Work Study/Co-op/Mentorship worksite during scheduled work times.
- Make prior arrangements with teachers, coaches, and other staff when returning to school, and sign in at the front office.
- Notify the school and Work Study/Co-op/Mentorship supervisor in the event of lateness or absence.
- Dress appropriately for the placement.
- Report any problems or concerns to the CTE Director.
- Provide their own transportation.
- In the event of a **half day at the worksite or interruption in work schedule**, students must return to school and sign in at the attendance office.
- Understand that 2 or more missing or late timesheets may be cause to terminate placement.

Parents/Guardian Responsibilities:

- Know your student's Work Study/Co-op/Mentorship schedule.
- Communicate with the CTE Director as needed.
- Sign an Agreement that acknowledges that the student is working in the time of COVID outbreaks and the state of Massachusetts might reimpose restrictions.

CTE Director's Responsibilities:

- Communicate with students, parents, guidance counselors, and employers to address school and workplace concerns.
- Monitor and assess student performance.

We have read and understand the responsibilities of participating in a Work Study/Co-op/Mentorship Program.

Student: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

Student: _____ DOB _____

Student Home Address

Student Mailing Address

Student email: _____

Parent/Guardian Home Address: (if different) Parent/Guardian Mailing Address:

Parent home phone: _____ Cell phone: _____

Parent/Guardian email: _____

Civil Rights Policy

The Martha's Vineyard Public Schools recognize the right of each student and employee to perform in an atmosphere free of harassment, intimidation, ridicule, hostility or offensiveness. MVPS extends its policy of nondiscrimination to students, staff, the general public and individuals with whom it does business. *No **person** shall **be excluded** or discriminated against on the basis of race, color, sex, age, religion, national origin, sexual orientation, or disability.*

I have read and I accept the conditions and statements of this agreement:

Student Signature: _____

Parent/Guardian: _____