



**Martha's Vineyard Regional High School**  
 Career and Technical Education  
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Learning that works  
 for Massachusetts

**Student/Parent/Guardian  
 Work Study/Mentorship Application  
 2019-2020**

**Important Academic Information:**

- This Work Study/Mentorship is a **full credit high school course**; students must remain academically eligible.
- Students earn grades by submitting bi-weekly time sheets/journals, quarterly employer/mentor evaluations, end of semester essay, and completion of OSHA 5-hour on-line Safety Training Course.
- Only work performed during school hours is eligible for academic credit.

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**

- All 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/Mentorship.
- In the event of a **half day at the worksite or interruption in work schedule**, student must return to school and sign in at front office.
- All worksites are expected to abide by state and federal labor laws.

**Students Responsibilities:**

- Report to school for scheduled meetings--even when those meetings fall during Work Study/Mentorship time.
- Be at the Work Study/Mentorship worksite during scheduled school blocks.
- Make prior arrangements with teachers, coaches, and other staff when returning to school, and sign in at the front office.
- Notify the high school and Work Study/Mentorship supervisor in the event of lateness or absence.
- Dress appropriately for the placement.
- Report any problems or concerns to the Assistant Principal/CTE Director.
- Provide your own transportation.
- 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 attendance office.
- Understand that 2 or more missing or late time sheets will be cause to terminate placement.

**Parents/Guardian Responsibilities:**

- Know your student's Work Study/Mentorship schedule.
- Communicate with CTE Director as needed.

**CTE Director's Responsibilities:**

- Communication among 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 and/or Membership.**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **DOB** \_\_\_\_\_

**Student Home Address**

**Student Mailing Address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Home Phone: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

Student email: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Parent/Guardian email: \_\_\_\_\_

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**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: \_\_\_\_\_