



Martha's Vineyard Regional High School



Learning that works
for Massachusetts

Career and Technical Education

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Student Contract for Work Study/Mentorships/Co-op Programs

I understand that as a student in the Work Study/Mentorship/Co-op Programs, I am subject to the responsibilities that accompany an off-campus work experience.

- _____ 1. I have submitted all necessary paperwork.
- _____ 2. I understand that I must submit a biweekly time sheet with a written journal in Google Classroom or by email.
- _____ 3. I understand that having 2 missing time sheets will be cause to terminate my work study or mentorship.
- _____ 4. I understand what is expected in the written journal.
- _____ 5. I understand that all communication from the CTE office is through Google Classroom or email.
- _____ 6. I have provided my most frequently checked email address.
- _____ 7. I understand that there may be a final written assignment.
- _____ 8. I understand that I must complete a mandatory 5-hour On-line Safety Training.
- _____ 9. I understand that Employers and Mentors submit a quarterly evaluation.

I am expected to:

- Report to school for designated meetings--even when those meetings fall during a time of the Work Study/Mentorship.
- 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.
- **Comply with employer's COVID19 Control Plan.**
- Dress appropriately for the placement.
- Report any problems or concerns to the CTE Director or Assistant.
- Provide my own transportation.
- **In the event of a half day at the worksite or interruption in work schedule, I must return to school and sign in at the attendance office.**

I have read and understand the responsibilities of working/mentoring off-campus.

Date: _____