

KENAI PENINSULA BOROUGH SCHOOL DISTRICT WORK EXPERIENCE MENTORSHIP AGREEMENT

The Mentor _____ will permit _____ (student's name) to be trained in their career field for the purpose of gaining knowledge and experience in the occupation of _____ from _____, 200__, to _____, 200__. The training will be provided in accordance with the following conditions:

THE MENTOR AGREES TO:

1. Provide a nonpaid training experience during the hours of ___ and ___ for the following student-scheduled class periods (1, 2, 3, 4, 5, 6, 7) and days (M, T, W, Th, F). (Circle period/periods and days/days.)
2. Adhere to all federal and state regulations regarding employment, safety, worker's compensation, child labor laws, and other applicable regulations.
3. Not discriminate on the basis of race, creed, color, age, national origin, sex, or handicap in recruitment, hiring, placement, work assignments, hours of work or level of responsibility.
4. Work with the student and school coordinator to insure the best possible training experience and career development plan.
5. Assist in the evaluation of the student's performance during his/her training period.
6. **Consult with the school coordinator** if training may be discontinued before the scheduled date. (A conference about unsatisfactory situations should be held to avoid dismissals.)
7. Prohibit the student from using his/her personal vehicle for the benefit of the employer. In the event that emergency usage should occur, the employer agrees to hold harmless and indemnify the Kenai Peninsula Borough and School District for any and all liabilities resulting from such usage.
8. Understand that this training program is an educational experience for the student and not intended to be of direct benefit to my business.

THE STUDENT AGREES TO:

1. Not change training position without the approval of the school coordinator and employer. After joint approval, the student must give the employer a two-week notice and continue to work/train with the employer for that two-week period. Failure to adhere to this requirement will be a reduction in grade.
2. Complete and return on time all forms, journals, career portfolios, career development plan and final project requested by the school coordinator.
3. Dress appropriately for work at the training site.
4. Attend classes each school day as a prerequisite to work/training.
5. Inform the employer and coordinator in the event of illness or emergency.
6. Develop the knowledge and skills necessary in the chosen career discipline.
7. Not be on school grounds without permission of the school coordinator during work periods.
8. Enroll in a related vocational class approved by the school coordinator.

Related class: _____
Period(s): _____ Teacher: _____

GENERAL POLICIES FOR STUDENT, MENTOR, AND SCHOOL:

1. Regular conferences (a minimum of one for each nine-week period) will be held by the employer and the school coordinator to discuss the student's progress.
2. The school coordinator will provide related instruction as it pertains to Mentorship.
3. The school will grant 1/2 credit for one period or 1 credit for two or more periods accumulative to no more than 2 credits per high school experience. For more than 3 periods, the student will receive NO GRADE/NO CREDIT, unless the student meets additional guidelines and obtains the approval from the Assistant Superintendent of Instruction prior to enrolling for the work experience.
4. The school coordinator and employer reserve the right to withdraw the student from the work/training program or reduce the number of student work hours under the following conditions:
 - a. The student's school and work attendance, performance, or grades are unsatisfactory.
 - b. The policies or rules of the employer or the program are abused by the student.
 - c. Job responsibilities are not approved by the school coordinator.
5. The coordinator will meet with and counsel the student, Mentor, and parent(s)/guardian(s) regarding the student's job-related behaviors.
6. The student will be officially admitted into the program after this form and the Parent Approval of Student's Training Program form have been signed by all parties and copies of these forms are on file at the student's high school.
7. If the student loses his or her Mentorship, the student will have the option of finding another paid or nonpaid job experience or reenter the school based education program within two weeks.

Student Signature: _____
School Name: _____
Coordinator Name: _____
School Phone: _____
Student (Printed) _____

Mentor's Signature _____
Business Name: _____
Business Address: _____
Business Phone: _____
Mentor (Printed) _____