



Tuloso-Midway ISD Career & Technical Education

Memorandum of Understanding

Unpaid Work-Based Learning

This Memorandum of Understanding (MOU) is by and between Tuloso-Midway Independent School District and _____ student's employer ("facility") for the coordination of unpaid work-based instruction experiences.

1. The Tuloso-Midway Independent School District ("the school") agrees to assume the following responsibilities:
 - a. Comply with all policies and procedures of the facility.
 - b. Provide qualified students for the unpaid work-based instruction experience.
 - c. Provide a teacher to facilitate the work-based instruction experience.
 - d. Communicate directly with personnel to maintain program goals.
 - e. Provide personnel with student learning objectives.
 - f. Assign students to specific areas and facilitate the learning process.
 - g. Assure that students fully understand ethical and legal responsibilities, especially confidentiality.
 - h. Monitor students' activities and progress.
 - i. Maintain student records of unpaid work-based learning experiences.
 - j. Provide proof of negative PPD testing and updated immunization records including current influenza protection.
 - k. Perform and verify a criminal background check clearance on each student.
2. The facility agrees to assume the following responsibilities:
 - a. Provide orientation for students to all facility policies and procedures.
 - b. Provide direct supervision of all student activities by qualified professionals.
 - c. Maintain total responsibility for the welfare and care of clients/patients.
 - d. Notify instructors immediately if students are not following contract guidelines, or if there are concerns with student attitude, behavior, or performance.
 - e. Maintain the confidentiality of any student information received from the school, in accordance with the Family Educational Rights and Privacy Act and return any such information to the school upon the student's removal or resignation from participation in the program.
 - f. Evaluate student performance and progress during unpaid work-based instruction experience.
3. The school and the facility each have a distinct, yet cooperative responsibility for the education of each student. This agreement provides for continuing communication between the facility and the school as necessary to provide an optimal work-based learning experience. The facility shall retain the right to request reassignment or removal of a student.
4. This agreement will terminate at the end of the school's academic year, renewed by mutual written agreement of the parties. In the event the facility or the school chooses not to renew this agreement, the non-renewing party agrees to participate in an exit conference with the other participating agency. The parties will conduct an annual evaluation and review of this agreement.
5. All career and technical education opportunities will be offered without regards to race, color, national origin, sex or disability, or any other protected characteristic.
6. This MOU contains the entire agreement of the parties with respect to the subject matter of this MOU, and supersedes all prior negotiations, agreements and understandings, whether oral or written. If any provision of this MOU is held unenforceable, the such provisions will be modified to reflect the Parties' intention. All remaining provisions of this MOU shall remain in full force and effect.

By signing below, the Parties commit to fulfilling the objectives stated above to the best of their ability.

Career & Technical Education Teacher

Date

Facility Official

Date

Tuloso-Midway ISD Superintendent

Date