



Memorandum of Understanding

For paid Career Preparation Work-Based instruction

This Memorandum of Understanding (MOU) is by and between Tulo-so-Midway Independent School District and _____ student’s employer (“facility”) for the coordination of paid work-based instruction experiences.

- A. The Tulo-so-Midway Independent School District (“the school”) agrees to assume the following responsibilities:
 1. Comply with all policies and procedures of the employer.
 2. Provide qualified students for the paid work-based instruction experience.
 3. Provide a Career Preparation teacher to facilitate the work-based instruction experience.
 4. Communicate directly with employers’ personnel to maintain program goals.
 5. Provide employers personnel with student learning objectives.
 6. Assure that students fully understand ethical and legal responsibilities, especially confidentiality.
 7. Monitor students’ activities and progress.
 8. Maintain student records of paid work-based learning experiences.

- B. The facility agrees to assume the following responsibilities:
 1. Provide orientation for students to all facility policies and procedures.
 2. Provide direct supervision of all student activities by qualified professionals.
 3. Notify instructor immediately if students are not following contract guidelines, or if there are concerns with student attitude, behavior, or performance.
 4. 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.
 5. Evaluate student performance and progress during paid work-based instruction experience.

- C. 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.

- D. 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 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.

- E. All career and technical education opportunities will be offered without regards to race, color, national origin, sex or disability, or any other protected characteristic.

- F. 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 states above to the best of their ability.

Name & Signature of Career Preparation Teacher

Date

Name & Signature of Tulo-so-Midway ISD Superintendent

Date

Name & Signature of Facility Official

Date