



Memorandum of Understanding **For Vet Tech Unpaid Work-Based instruction**

This Memorandum of Understanding (MOU) is by and between Tulo-so-Midway Independent School District and _____ to define and outline the roles, responsibilities, and expectations for the Tulo-so-Midway High School Vet Tech program and Veterinary Clinic, cooperating in the Veterinary Science Certificate Program.

- A. The Tulo-so-Midway Independent School District (“the school”) agrees to assume the following responsibilities:
 - 1. Assign student trainees in Veterinary Assistant apprenticeship.
 - 2. Monitor student performance in Veterinary Assistant apprenticeship.
 - 3. Assure that students fully understand ethical and legal responsibilities.
 - 4. Provide student/parent waiver of liability document.
 - 5. Discipline or remove students who are not following contract outlines from the program immediately.
- B. The _____ agrees to assume the following responsibilities:
 - 1. Accept student trainees in Veterinary Assistant Apprenticeship.
 - 2. Supervise student performance in Veterinary Assistant Apprenticeship.
 - 3. Provide student training in Veterinary Assistant skills.
 - 4. Notify instructor immediately if students are not following contract guidelines, or if there are concerns with student attitude, behavior, or performance.
 - 5. 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.
- 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 District’s academic year, unless renewed by mutual written agreement of the parties. In the event the facility or the District chooses not to renew this agreement, the nonrenewing 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, 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, such provisions will be modified to reflect the parties’ intentions. 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.

Signature of Vet Tech Practicum Instructor

Date

Signature of Tulo-so-Midway ISD Superintendent

Date

Signature of Veterinary Clinic owner/manager

Date