



# Kingston High School Work-Based Learning Program

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## MEMORANDUM OF AGREEMENT

Type of Work Based Learning Experience:  Non-Paid Employment  Paid Employment  Shadowing

This Work Based Learning Experience Agreement is entered into by and between Kingston High School,  
\_\_\_\_\_ (Student), \_\_\_\_\_ (Parent/Guardian),

and \_\_\_\_\_ (Employer), on the date indicated below, whereby the Student will  
participate in a Work Based Learning Experience (Program at the Employer's place of business located at

\_\_\_\_\_.

### THE STUDENT UNDERSTANDS THAT HIS/HER CONDUCT IS A REFLECTION UPON KINGSTON HIGH SCHOOL AND AGREES THAT HE/SHE WILL:

1. Provide his/her own transportation to and from the Employer's place of business (Kingston High School, the Student's home school, the SCHOOL and the Employer are in no way responsible for providing the Student with transportation to and/or from the Employer's place of business at any time or from any incidents or accidents which may occur while the Student is on route to or from the Employer's place of business. Kingston High School will help to facilitate transportation when possible.
2. Demonstrate a conscientious attitude and be honest, punctual, cooperative, courteous and willing to learn while at the Employer's place of business.
3. Keep regular attendance as agreed upon with the Employer, excluding Employer-observed holidays, days on which the Employer's place of business is closed or other legal absences and understands that his/her attendance will be taken from his/her weekly attendance reports. The student is responsible for ensuring they have completed **54 hours** of employment in the internship course and **required tasks of career skill development**, which may require the following: cover letter and resume writing, job searches, and employment ethics.
4. Keep regular attendance at Kingston High School.
5. Give the Employer as much advance notice as possible if unable to report for work or to do so in a timely manner.
6. Abide by all regulations set forth by the participating business. Failure to do so can cause immediate removal from the site or participating business. Special attention is called to the employer's regulations concerning safety, dress, conduct, and attendance.
7. Complete weekly reports as required by Kingston High School.
8. Engage in only those work based learning experiences approved by the supervisor at the work-site.
9. Provide a beverage and food for oneself during allowable breaks.
10. Adhere to electronic device policy of Employer.
11. Adhere to dress code of Employer.
12. Attend scheduled instructional meetings at Kingston High School.

**THE EMPLOYER AGREES THAT IT WILL:**

1. Not permit the Student to replace any paid employee (in the case of an Internship).
2. List student on organizations Worker's Compensation Policy (in case of PAID Internship).
3. Advise the Student of all company rules, regulations and policies which relate to the Student.
4. Provide a written job description to the Student indicating the responsibilities and duties of his/her job.
5. Provide an on-the-job mentor by an authorized employee to the Student.
6. Complete an accident report form and return to Kingston High School in the event of an accident.
7. Verbally review the Student's performance with him/her on a regular basis, complete two written interim evaluations and one written final evaluation (Employability Profile) of the Student as defined by the school district.
8. Inform the Kingston High School Coordinator when the Student is absent, not performing adequately, or not meeting expectations.
9. Observe any and all laws that may relate to the Student's work experience, including that the experience cannot exceed 10:00 pm.

**THE SCHOOL AGREES THAT IT WILL:**

1. Assist the Student in securing employment regardless of his/her sex, race, color, national origin or disability (all inquiries and/or complaints regarding discrimination should be directed to the Deputy Superintendent of Human Resources and Business).
2. Review with the Student and the Employer their respective responsibilities and obligations while participating in the Program.
3. Follow up with the Student should they be informed that they are not meeting expectations.
4. Participate in the evaluation process at the end of the placement.

The parties/signatories hereby agree that good communication and understanding between them is vital if the objectives of this Program are to be met and that joint conferences between the Student, Employer, Parent/Guardian, Instructor, and others may be scheduled from time to time in order to discuss:

1. The Student's Progress
2. Any Misunderstandings
3. The reason for termination of the Agreement

This Agreement is not in effect until signed by all parties. This Agreement may be terminated at any time by any party upon written notice to the other parties.

We the undersigned, have reviewed and agreed to the terms and conditions set forth herein.

Date ___/___/___	_____	STUDENT
Date ___/___/___	_____	PARENT/GUARDIAN
Date ___/___/___	_____	EMPLOYER/SUPERVISOR
Date ___/___/___	_____	SCHOOL COORDINATOR

Please drop off to M109. Please leave with someone or in the lockbox