

**Extended Learning Opportunity Program
Memorandum of Understanding
Obligations of Participants**

Student Name: _____ School Name: _____
Sponsor Organization: _____
Sponsor Address: _____
Supervisor Name: _____ Supervisor Email: _____

I. Student Role and Responsibilities

Student agrees to fulfill the following program obligations:

1. **Duration:** Student will participate in the program for a complete academic term, on-site with the sponsor. Student will attend all required meetings with the sponsor supervisor.
2. **Transportation:** Student will arrange own transportation to and from the extended learning opportunity site. The District may provide transportation under certain circumstances consistent with applicable District policy. All District-provided transportation will be arranged prior to approval of Student's participation in the program.
3. **Communication:** Student will maintain communication with the District relative to assignments, progress reports, and other mandatory assignments.
4. **Hours Worked:** Student will learn the school procedure for recording hours worked and regularly report them.
5. **Work Habits:** Student will demonstrate good attendance and grooming, accuracy, orderliness, promptness, maturity, appropriate dress and proper business etiquette and professionalism.
6. **Initiative:** Student will seek additional responsibilities with the Sponsor during the program, to the extent such additional responsibilities are available, to enhance the learning experience.
7. **Assignments and Projects:** Student will complete all assignments and projects as assigned by the Sponsor and/or District. Assignments and projects may be subject to review by the Sponsor and/or District at the end of the program.

II. Parent/Guardian Role and Responsibilities

Parent/Guardian agrees to meet the following obligations:

1. **Work Habits:** Parent/Guardian will reinforce the need for good attendance and the development of good work habits.
2. **Transportation:** Parent/Guardian will assure that the Student has transportation to and from the program site, unless District-provided transportation has been pre-arranged.
3. **Support:** Parent/Guardian will provide encouragement and reinforcement to Student.
4. **Communication:** Parent/Guardian will maintain contact with the District about any program-related problems.

III. Sponsor Role and Responsibilities

Sponsor agrees to fulfill the following program obligations:

1. **Insurance, Workplace Safety Standards, Applicable Labor Laws:** Sponsor agrees to maintain all applicable insurance during the term of the program. Sponsor further agrees to maintain all applicable workplace safety standards and to abide by all state and federal laws and regulations relating to the employment of minors and workplace safety.
2. **Program Plan:** Sponsor will work with the District ELO Coordinator to prepare an individualized student work plan(s).
3. **Supervision:** Sponsor will provide daily, appropriate supervision to Student.
4. **Progress Reports/Assessment:** Sponsor will provide periodic progress reports regarding the Student's work as may be required or requested by District from time to time.
5. **Attendance:** Sponsor will verify Student attendance and notify the District ELO Coordinator when Student is absent without prior approval or for any other situation requiring the District's attention.
6. **Summary:** Sponsor will review and sign off on the Student's summary of the program experience.

IV. ELO Coordinator Role and Responsibilities

The District/School ELO Coordinator agrees to fulfill the following program responsibilities:

1. **Academic Progress:** The ELO Coordinator will work with Student and school personnel to monitor Student's academic progress.
2. **Objectives:** The ELO Coordinator will coordinate and monitor the program experience to assure that the program achieves the stated goals.

3. **Policies:** The ELO Coordinator will inform the Student, Sponsor and Parent/Guardian about the purposes and policies of the program at the beginning of the academic term.
4. **Site Visits:** The ELO Coordinator will make regular contacts with the Sponsor to (i) review the quality of the program and the Student’s development in the program; (ii) suggest necessary changes in approach; and (iii) follow up on recommendations. These contacts may be in the form of e-mail, on- and off-site visits, or teleconferencing.

V. Connecting Activities Between Student, Sponsor and ELO Coordinator

Students, Sponsor and the ELO Coordinator agree to coordinate on the following:

1. **Training Plan:** The Parties will jointly develop a plan whereby Student will use and improve academic skills he/she already has while learning new skills.
2. **Organizational Overview:** The Sponsor will provide Student with activities that provide a comprehensive view of the organization and focus on the roles, responsibilities, and functions of the organization. Student will undertake these activities and seek insight into the qualities, skills, and knowledge that help an executive or manager perform effectively.
3. **Assignments:** The Parties will jointly define special assignments for Student to meet the educational objectives of the program.

VI. Academic Credit

Credit for successful completion of the program will be granted pursuant to applicable District policy. The District retains sole discretion to determine whether Student successfully completed the program and to award credit for successful completion of program.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

ELO Coordinator Signature: _____ Date: _____

Sponsor Signature: _____ Date: _____



LEGAL REFERENCE:

Idaho Code Sections:

- 33-506 – Organization and Government of Board of Trustees
- 33-6401 *et seq.* – Extended Learning Opportunities

ADOPTED: November 19, 2021

AMENDED: