

FLOYD COUNTY BOARD OF EDUCATION
Danny Adkins, Superintendent
442 KY RT 550
Eastern, KY 41622
Telephone (606) 886-2354 Fax (606) 886-4550
www.floyd.kyschools.us

Sherry Robinson- Chair - District 5
William Newsome, Jr., Vice-Chair - District 3
Linda C. Gearheart, Member - District 1
Dr. Chandra Varia, Member- District 2
Rhonda Meade, Member - District 4

Date: March 6, 2020

Consent Agenda Item (Action Item): Approve Memorandum of Agreement Mountain Enterprises and Floyd County Board of Education for a work ready partnership. Students will receive in class training on heavy equipment as well as job site experience with Mountain Enterprises.

Applicable State or Regulations: BOE Policy 01.11 General Powers and Duties of the Board

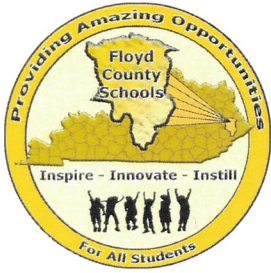
Budget/Financial Issues: Stated in the MOA under Student Fees and Payments

Recommended Action: Approve as presented

Contact Person(s): S. Denise Isaac, Chief Information Officer

Christina Case
Principal

S. Denise Isaac *Danny Adkins*
Chief Information Officer Superintendent



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High School Internship Agreement & Learning Plan

This MEMORANDUM OF AGREEMENT outlines the responsibilities of those involved in the Floyd County Schools Internship program, including the School, Student, Parent/Guardian, and Internship Site. The purpose of this document is to foster a mutual understanding, shared responsibility, and a commitment to working together for program success.

Floyd County Schools Internship has two primary goals: (1) to promote career exploration by facilitating hands-on experiences in fields of interest identified by student participants; and (2) to help local businesses and companies with recruitment efforts to identify, train and retain local talent, specially graduates of Floyd County High School.

This agreement is not and should not be interpreted by anyone as a legally binding contract. This agreement only sets out the general duties and responsibilities of the parties involved and is subject to termination or amendment at any time.

Floyd County Public Schools provides equal opportunities without regard to race, color, national origin, gender, age, religion, veteran status or disability in its educational programs, services, and activities and in employment.

The Student and-or Parent/Guardian Agrees:

1. To adhere to all the expectations as outlined in the Floyd County Public Schools' high school student handbook at school and at the internship site, as well as to follow all rules established by the internship partner.
2. To provide their own transportation to and from the internship site, if necessary and approved by district administrator.
3. To assume all responsibility, accountability, and liability for any and all acts arising out of the student's participation in the internship program, including – but not limited to – the operation of a motor vehicle to and from the internship site.
4. The student intern will receive no wages for time at the internship site, unless it is noted in this document.
5. The student intern may not be protected by workers' compensation insurance for any injury or illness incurred because of his/her onsite training. The district provides liability insurance coverage for internship program students.
6. To abide by the assigned internship site weekly schedule (day/hours), except by mutual agreement of all parties.
7. Businesses may offer additional hours of employment to the student beyond the two internship hours. This arrangement, however, cannot interfere with the student's ability to complete graduation requirements.
8. All unpaid internships will follow the school calendar. Attendance on non-school days may be required if the internship is paid or is combined with additional work hours.



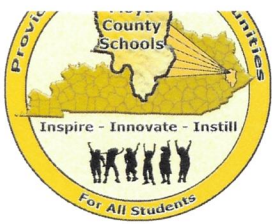
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9. To report to the internship site only on days when they are present at school. Absences from school will require the students to work with the internship site and Floyd County Schools Internship coordinator to modify the internship hours accordingly.
10. To arrive on time daily for both school and the internship and, if late or absent for reasons beyond the student's control, to call the Floyd County Schools Internship coordinator and the internship site.
11. To attend any necessary training sessions or seminars and to complete all school and internship assignments in a timely manner.
12. To complete an internship site project, career portfolio, and capstone presentation, if required by the Floyd County Schools Internship coordinator.
13. Any breach of confidentiality may result in immediate dismissal.
14. To grant consent to be photographed for educational and promotional purposes, such as videos, brochures, and news articles.
15. Being terminated from the internship site due to an illegal act, absenteeism, lack of cooperation, lack of effort etc., may result in being dismissed from the internship program. Placement in an alternative academic course will be arranged by the Floyd County Schools Internship coordinator, if needed.
16. Parents/guardians will communicate questions/concerns directly to the Floyd County Schools Internship coordinator, not the internship site mentor.
17. To notify the Floyd County Schools Internship coordinator immediately if there are concerns about the internship site environment or interaction with other employees.
18. To abide by all implied and stated terms included in this agreement.

The Internship Site Agrees:

1. To assign an individual employee as the student's mentor.
2. The student intern should not displace regular employees.
3. If a paid internship, to make direct payment to the intern through the company's payroll department/services, and to abide by all state and federal labor and employment laws, including the availability of worker's compensation coverage.
4. To provide the student with meaningful work assignments which, within the confines of employer needs and timetable, will enhance and complement the student's academic program.
5. To provide the student with an orientation to the work setting, including confidentiality, and emergency & safety procedures, upon initiation of each new internship experience, as appropriate.
6. To provide safe and healthy working conditions for the student and to hold the school harmless for any injury, illness or damages resulting directly or indirectly from the student's employment activities.
7. To provide the student, to the extent possible, an overview of all applicable aspects of the industry including organization and management structure, technical and production processes, and major industry, labor, health, environmental, and community issues impacting the business.
8. To provide an affidavit to the school district that no sex offenders are employed at the internship site.
9. The intern will follow the school schedule. Businesses are encouraged to excuse interns on inclement weather days, if the school closes, for safety reasons.
10. To evaluate the student's work performance, using a short district-developed evaluation.
11. To communicate questions and concerns related to the program directly to the Floyd County Schools Internship coordinator quickly when they arise.



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- 12. To provide support and opportunities for improvement before terminating an intern unless wrongdoing merits immediate dismissal.
- 13. To abide by all implied and stated terms included in this agreement.

The School System Agrees:

- 1. To provide a Floyd County Schools Internship coordinator to work with businesses, organizations, schools, and the community.
- 2. To adopt career-related curriculum to supplement the student’s internship experience while in the classroom.
- 3. To secure sponsors and volunteers for the internship program, which offers a secondary liability coverage for students who complete its curriculum.
- 4. To provide the internship site with appropriate personal and academic information on qualified student applicants, upon written authorization by the parent/guardian.
- 5. To coordinate efforts of program participants including students, parent, teachers, and internship site mentors.
- 6. To monitor the safety and security of the internship site, coordinating with the internship mentor.
- 7. To address student safety and security issues expeditiously, when they arise.
- 8. To develop, process and retain documentation related to internship site placements, mentors, student hours, evaluations, and correspondence.
- 9. To promote the internship site as a school partner through publicity, advertising and other public relations efforts.
- 10. To abide by all implied and stated terms included in this agreement.

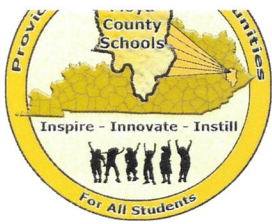
IT IS MUTUALLY AGREED by and between the parties that the period covered by this agreement shall be from 7/27/2020 to 6/30/2021. Either party may provide written notice of cancellation with at least 30 days’ notice.

IN WITNESS WHEREOF, we the undersigned, duly authorize representatives of the parties to this agreement; have caused this Agreement to be executed as of the date first above written.

Superintendent Date

Internship Site Representative Date

Board Chair Date



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Student-Intern Contact Information

Student-Intern Name:	Phone/Cell:
Email:	Street Address:
City:	Zip:

EHS Works Coordinator Contact Information

Coordinator Name:	Phone/Cell:
Email:	Street Address:
City:	Zip:

Internship Site Contact Information

Organization/Business Name:		
Street Address:	City:	Zip:
Mentor:	Title	
Email:	Department/Office:	
Phone:	Cell:	Fax:
Website:		

Internship Position Information



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Internship Position Title:
Student Intern Reports To:
Description of Internship Position – Goals – Project:

Payment Information:

<input type="checkbox"/> This is an UNPAID internship.	
<input type="checkbox"/> This is a PAID internship	Hourly Rate:

Schedule

Monday Arrival Time:	Monday Departure Time:
Tuesday Arrival Time:	Tuesday Departure Time:
Wednesday Arrival Time:	Wednesday Departure Time:
Thursday Arrival Time:	Thursday Departure Time:
Friday Arrival Time:	Friday Departure Time:

Verification

Intern Signature: _____	Date: _____
Parent Signature: _____	Date: _____
Mentor Signature: _____	Date: _____
Floyd County Schools Internship Coordinator Signature: _____	Date: _____

Note: A copy of this form should be kept in the student's internship folder in addition to providing a copy to the student, mentor, and school guidance department.