



**ALBANY HIGH SCHOOL  
CAREER AND TECHNICAL EDUCATION**

99 Kent Street • Albany, New York 12206 • 518-475-6400 • www.ahscte.com



**Memorandum of Agreement: Extended Classroom**

This establishes an agreement between Albany High School and the following Employer:

\_\_\_\_\_ located at: \_\_\_\_\_  
 (Name of Business/Organization) (Street Address of Business/Organization)

\_\_\_\_\_ relating to a work based learning Extended Classroom experience for  
 (City, State, and Zip Code of Business/Organization)

\_\_\_\_\_ (\_\_\_\_\_) who is enrolled in the following CTE Program of Study: \_\_\_\_\_  
 (Student's Name) (ID #) (POS)

Date: \_\_\_\_\_ Hours of Work: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
 Date: \_\_\_\_\_ Hours of Work: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
 Date: \_\_\_\_\_ Hours of Work: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
 Date: \_\_\_\_\_ Hours of Work: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
 Date: \_\_\_\_\_ Hours of Work: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Transportation:  Walking  CDTA  Durham Bus  Chartered Bus  Private  Student's Personal Vehicle  
 (If driving a personal vehicle, the student must complete an Authorization to Drive a Vehicle to Off-Campus Worksites form)  
 (If a Durham or chartered bus is required, the teacher will complete a Field Trip and Purchase Requisition Form)

An Emergency Medical Treatment form is on file.

**The following are general expectations and requirements that are agreed upon by the undersigned:**

1. The student(s) will be supervised by their Career and Technical Education teacher at all times and coordinated by a certified Work Based Learning Coordinator (WBLC).
2. A ratio of 15 students to one certified district employee will be maintained at all times;
3. A Certificate of Insurance (liability) shall be provided upon request by the school district;
4. The work site will be considered a learning extension of the City School District of Albany's and therefore NYS Workers Compensation coverage for students falls under the purview of the City School District of Albany.
5. Any party may elect to discontinue this agreement at any time;
6. Appropriate general safety instruction specific to the work site will be provided;
7. This program will comply with all Federal and State Labor Department and New York State Education Department laws/regulations. In the event the student may be working in a New York State Department of Labor (NYS DOL) deemed hazardous location and/or a prohibitive occupation all parties will comply with current NYS DOL regulations;
8. Students will be accepted into this experience and otherwise treated without regard to age, color, religion, creed, disability, marital status, national origin, race, gender or sexual orientation;
9. The experience will comply fully with **ALL** of the following criteria points, which are outlined in the United States Department of Labor's Employment Relationships under the Fair Labor Standards Act. Whether trainees or students are employees of the institution under the Fair Labor Standards Act will depend upon all of the circumstances surrounding their activities on the premises of the institution. If **ALL** of the following criteria apply, the trainees or students are **NOT** considered employees within the meaning of the Act:
  - a. The training, even though it includes actual operation in the facilities of the institution, is similar to that which would be given in the Career and Technical Education Program;
  - b. The training is for the benefit of the trainees or students;
  - c. The trainees or students **DO NOT DISPLACE** regular employees, but work under their close observation;
  - d. The institution that provides the training **DERIVES NO IMMEDIATE ADVANTAGE** from the activities of the trainees, and on occasion, his operations may actually be impeded; the trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
  - e. The institution and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in the work based learning experience.

**(over)**

**Responsibilities of Student:**

1. The student must abide by all regulations set forth by the participating organization. Failure to do so can cause immediate removal from the work based learning experience. (i.e., dress code, behavior).
2. The student is representing the City School District of Albany in the community. Therefore he/she is expected to act and behave appropriately according to the expectations of the sponsoring organization and the Albany High School Student Code of Conduct.

**Responsibilities of CTE Teacher:**

1. The CTE teacher will complete a Field Trip and Purchase Requisition Form if:
  - a. A Durham or chartered bus is required;
  - b. The Extended Classroom experience is overnight or takes place out of state or the United States;
2. A list of all students and CTE teachers participating in this WBL Extended Classroom experience must be provided to the building principal before departure. A copy of this list must accompany the CTE teacher during the Extended Classroom experience.
3. A copy of the student’s Emergency Medical Treatment form must be maintained by the CTE teacher and accompany the CTE teacher during the Extended Classroom experience.

---

**We, as Student, Parent(s)/Guardian(s), Work Based Learning Coordinator, and Employer of the above student, agree to the terms and conditions as stated above to the best of our ability.**

***Student***

---

Name: \_\_\_\_\_  
(Please Print Name)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

***Parent/Guardian***

---

Name: \_\_\_\_\_  
(Please Print Name)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

***Work Based Learning Coordinator***

---

Name: Joseph R. Fesel, Work Based Learning Coordinator

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

***Employer***

---

Name: \_\_\_\_\_  
(Please Print Name and Title)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

