

**MEMORANDUM OF UNDERSTANDING FOR SHARING CONTACT, EMERGENCY AND HEALTH
INFORMATION ON STUDENTS ATTENDING FORBES ROAD CAREER AND TECHNOLOGY CENTER**

MEMORANDUM OF UNDERSTANDING BY AND BETWEEN
THE FORBES ROAD CAREER AND TECHNOLOGY CENTER
AND

PLUM BOROUGH SCHOOL DISTRICT

_____, 2014

I. JOINT STATEMENT OF CONCERN

A. Parties

The Parties of this Agreement are the Forbes Road Career and Technology Center (FRCTC) and its Sending District (SD), Plum Borough, which said Agreement is intended to commit the Parties to share information set forth in this Memorandum of Understanding.

- B. It is the purpose of this Memorandum to foster a relationship of cooperation, mutual support and the sharing of information and resources between the parties hereto as they work together to fulfill the SD's and FRCTC's responsibilities of protecting students.
- C. The purpose of this Memorandum is to establish procedures to be followed in the sharing of information in the areas listed below related to the health and education of eligible students:
1. Emergency Contact Information
 2. Health Alert Information (allergies, disorders, cardiac)
 3. Medication Information
 4. Concussion Information

II. Procedures

- a. The Sending District, Plum Borough, will provide student emergency contact information to FRCTC on district students attending Forbes.
- b. The Sending District, Plum Borough, will provide student Health Alert Information at the beginning of each school year. This information will be viewed by school nurses, confidential secretaries and administration.

MEMORANDUM OF UNDERSTANDING FOR SHARING CONTACT, EMERGENCY AND HEALTH INFORMATION ON STUDENTS ATTENDING FORBES ROAD CAREER AND TECHNOLOGY CENTER

- c. The Sending District, Plum Borough, will provide student Medication Information at the beginning of each school year. This information will be viewed by school nurses, confidential secretaries and administration.
- d. Any health changes or concerns related to a student need to be updated regularly to the school nurse.
- e. In the event of a student who has/had a concussion the following information should be supplied:
 - i. Medical documentation to provide accommodations at the CTC
 - ii. Evaluation of student's symptoms and impact they are having on student's education

III. GENERAL PROVISIONS

- A. This Memorandum is not intended to and does not create any contractual rights or obligations with respect to the signatory agencies or any other persons or entities.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties, but in any event must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter.
- C. In the event of changes in state or federal law which necessitate changes to this Memorandum, the parties shall collaborate to amend this Memorandum to assure compliance by the parties with state and federal requirements.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

**MEMORANDUM OF UNDERSTANDING FOR SHARING CONTACT, EMERGENCY AND HEALTH
INFORMATION ON STUDENTS ATTENDING FORBES ROAD CAREER AND TECHNOLOGY CENTER**

AND NOW, this _____ day of _____, 2014, the parties hereby
acknowledge the foregoing as the terms and conditions of their understanding.

WHO ALL NEEDS TO SIGN

Administrative Director
Forbes Road CTC

Superintendent of Record
Forbes Road CTC

Superintendent of Record
Plum Borough School District

Principal
Plum Borough School District

School Nurse
Plum Borough School District

School Nurse
Plum Borough School District