

IHAI Applied Learning Projects Policy

File: IHAI

Bath Regional Career and Technical Center
APPLIED LEARNING PROJECTS POLICY

Bath Regional Career and Technical Center supports the instructional use of Applied Learning Projects to assist in providing our students with the BEST educational program. Applied Learning Projects performed by the school are for the sole purpose of instruction and must meet the educational objectives of the program's curriculum.

Students perform applied learning projects for educational purposes and the school does not charge for the services and time of the students and instructors. Accordingly, BRCTC, or any of its agents, assumes no liability for applied learning projects undertaken. BRCTC is not in the business of automotive repair, construction, culinary arts, and/or technical services and is not a merchant with respect thereto within the meaning of Maine Law. Accordingly, no implied warranties of merchantability or fitness exist with respect to the products and services provided. The products and services are expressly provided AS IS, WHERE IS.

Projects are selected based solely upon their educational value as determined by the Instructor and the Director. Order of submission is not a factor in selection of projects. As applied learning projects requested forms are received, they are given to the instructor for review, filed, and drawn upon to best fulfill the educational requirements of the program's curriculum.

A person seeking projects to be performed as part of the BRCTC's instructional program shall first complete an Applied Learning Project Request Form, available at the office. The form must be completed in full and signed by the owner to indicate acceptance of the conditions set by the Bath Regional Career and Technical Center. BRCTC reserves the right to accept or reject any request for Applied Learning Projects. All Applied Learning Projects accepted will become a learning situation with no implied warranty or date of completion.

GUIDELINES FOR ACCEPTING APPLIED LEARNING PROJECTS:

- All Applied Learning Projects shall meet the educational requirements of the Approved Program Curriculum. Program instructors will document the duty areas and tasks supported by each Applied Learning Project.
- All operations performed on Applied Learning Projects shall be conducted by students as an applied learning experience.
- Applied Learning Projects requests shall only be accepted from: Nonsectarian, nonpolitical nonprofit organizations which are exempt under Section 501 C (3) of the Internal Revenue Code

Students enrolled in school within BRCTC region

Staff members employed by schools within BRCTC region All other requests, not fulfilling the above criteria, need the specific approval from the Director.

- All Applied Learning Projects shall have a written estimate of expenses, signed by the owner, prior to the start of a project. Applied Learning Projects shall not exceed \$500.00 in total cost without the specific approval from the Director.
- Students shall not be compensated for operations conducted as part of an Applied Learning Project. However, BRCTC does accept donations to the school's scholarship/activity fund.
- Individuals shall not use the BRCTC's lab facilities for commercial ventures.

PROJECT COSTS:

The owner of the Applied Learning Project is required to provide all necessary materials. Any materials provided by BRCTC will be charged to the owner. Operational fees are charged to assist in covering equipment maintenance and waste disposal fees. All revenue derived from Applied Learning Projects shall assist with the financial support of the educational program.

[All projects must be paid in full to the office before the project can be removed from BRCTC.] The office may provide a receipt to validate proof of payment.

GRIEVANCE PROCEDURE:

The purpose of this procedure is to secure, at the lowest possible level, a resolution to problems/concerns regarding the selection or scope of Applied Learning Projects.

Step 1: Any grievance must be filed in writing to the Director within five (5) school days after the aggrieved person knew of the event or condition giving rise to the grievance. The Director shall review the materials submitted, discuss the issue with the parties involved, and shall render a written decision with the reasons therefore.

Step 2: The aggrieved person may appeal the decision of the Director to the RSU 1 Superintendent of Schools, by submitting the reasons of the appeal in writing within five (5) school days of the previous decision. The Superintendent of Schools shall review the materials submitted, discuss the

Step 3: To carry a grievance to the RSU 1 Board of Directors, the aggrieved person shall submit the written reason for the appeal of the Superintendent's decision, within five (5) school days of the previous decision. The Chairperson of the RSU 1 Board of Directors shall schedule an appeal hearing with the Board. The RSU 1 Board of Directors shall render its final decision and the reasons therefore in writing to the aggrieved person.

All operations performed on instructional projects are conducted by the students as an applied learning experience. All instructional projects shall meet the educational requirements of the approved Program Curriculum.

CLIENT: _____ TELEPHONE: _____

MAILING ADDRESS: _____

DATE OF REQUEST: _____ DATE OF FUNCTION: _____ TIME OF FUNCTION: _____

NUMBER OF PEOPLE: _____ FUNCTION COST NOT TO EXCEED \$ _____

FUNCTION -- Circle Appropriate

Breakfast, Lunch, Dinner, Reception, Coffee, Tea, Other

COST

Food Requested Cost Materials (completed by student)

[illegible]

TOTAL \$ _____ TOTAL \$ _____

Total cost of food & material \$ _____

This form needs to be submitted two weeks prior to the date of function to allow ample time for the students to prepare for the function.

AGREEMENT: I, the undersigned, hereby agree to indemnify and save harmless RSU 1, the Board of Directors and any agents, officers or employees thereof, against any courses of action, claims of damages, theft, or injuries arising out of, or in any way connected with the learning experience involved; and to accept full responsibility for the cost which will be incurred in the preparation and service of the above described instructional project. I also realize that this educational program is under no obligation to complete the project or to meet the requested completion date indicated above. As an educational project, there is NO implied guarantee on the instructional projects. Payment in full is required before the instructional project is released.

CLIENT'S SIGNATURE: _____

For Office Use Only

Competency Duties and Tasks met by completing project _____

Estimated Cost \$ _____ Project Start Date: _____ Projected Completion Date _____

Instructor Approval _____ Director Approval _____

71. DEPARTMENT OF EDUCATION

Chapter 237: "LIVE OR OUTSIDE WORK"

Summary: In order to provide practical experiences to vocational students, it is sometimes necessary to obtain work from outside the school community. The primary goal of the live work process is to enhance the educational offerings of vocational/technical programs so that students can reach and master the competencies in a specific vocational area. However, schools must not compete unfairly with the private sector.

1. Definition Live or Outside Work An actual work situation as opposed to a practice piece. Practice pieces are normally torn down after construction or service. (Example: the building of a structure for use by a person or agency or the repair of an automobile or electrical appliance for use by a consumer is a live work project.)
2. Local Requirements for "Live or Outside Work" When conducting live work or bringing school-based enterprise projects into the curriculum, schools must work with the local program advisory committees. Schools must obtain support and leadership from the business community to avoid any unreasonable negative impact on private business.

Together they should establish a formal process for problem solving and dispute resolution, and develop accountability systems that can measure and evaluate the operation, effectiveness, and business and community roles of these enterprises and activities.

A. All vocational education programs, school-to-work programs and school-based enterprises that are at least in part funded by Federal or State funds must have a program advisory committee with broad representation of business and industry, to include the full range of sizes of the businesses in the area. The majority of members of the program advisory committee must come from the private sector.

B. All vocational education programs, school-to-work programs and school-based enterprises that are at least in part funded by Federal or State funds must have a live work policy in place. An established live work policy will:

1. insure that all expenditures and receipts are thoroughly accounted for;
2. include a local grievance procedure;
3. state that work will be accepted in a manner that will best enhance the present learning objectives of the students; and
4. identify in writing who may qualify to request/receive live work products or services.

C. The appropriate program advisory committee and the governing board of the schools must approve each live work policy.

D. Policies and procedures for administering "live work" must be filed with the Maine Department of Education for its review to assure compliance with this rule. Any amendments to such policies and procedures are also subject to Department of Education review.

E. Annually the program advisory committees and the governing boards must review the live work policies and send evidence of this review to the Maine Department of Education.

STATUTORY AUTHORITY: 20-A MRSA Section 8306-A

EFFECTIVE DATE:

June 21, 1979 (EMERGENCY)

EFFECTIVE DATE OF PERMANENT RULE:

August 30, 1979

EFFECTIVE DATE (ELECTRONIC CONVERSION):

May 19, 1996

AMENDED:

July 18, 1999

ADOPTED BY BATH BOARD OF EDUCATION: November 8, 2004

AMENDED: November 14, 2007

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