

SUBJECT: LIVE WORK PROJECTS

On occasion, administration and faculty may involve students in services to agencies and individuals in order to provide needed learning experiences for the students as part of their regular curriculum.

Because BOCES is using public funds and public facilities, no service will be designed to compete with private industry. To insure maximum understanding of this intent, live work procedures will be reviewed periodically.

The client for a live work project shall pay for and may be requested to order materials and/or supplies, plus a shop charge to help cover the costs of utilities and replacement of tools for all live work projects, not only those of the shop collecting the charge.

Potential clients should understand that the work will be performed for instructional purposes by students, not tradesmen or technicians, and that BOCES cannot be responsible for quality of work or time of completion. Therefore, a proper sign-off form will be used to hold BOCES harmless.

The administration will, at least annually, inform BOCES staff, students, and the public concerning this policy, via internal handbooks and other appropriate means. Such information will include the kinds of services offered, procedures for requesting the service, including sign-off forms where necessary, and eligibility, including order of priority. Administration will update operating procedures, keeping other staff informed and working with them to insure that the procedures effectively implement this and related Board policies.

Adopted: March 13, 2002