

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### LIVE WORK

4.10.3

- I. Live work is done by students as part of their career technical training program. Such work can be done either in school or on a job location and includes service, repair, or production jobs of any and all kinds (excluding cooperative education students).
- II. Live work will be conducted when, in the opinion of the instructor and director/administrator or superintendent's designee, the training program requires such projects for acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor(s) as part of the student's training program and will conform to standards established by the Alabama State Board of Education.
- III. Administration and control of live work shall reside with the high school principal or his/her designee. All live work must be approved by the principal or his/her designee and conducted in accordance with these and other policies issued by the Daleville City Board of Education as the need arises.
- IV. Live work will be performed in specific projects for specific individuals and organizations. The scope and extent of each project will be well defined and documented before acceptance. Live work projects can be conducted for:
  - A. Tax supported programs and institutions
  - B. Public employees
  - C. Students enrolled in the career technical courses
  - D. Charitable organizations which are supported by donations
  - E. Such live work is not designed for competition with private enterprise.
  - F. The circumstances involved are unusual and justify the acceptance of the live work projects; and
  - G. The instructor justifies in writing why the live work is necessary for the training program and files a signed copy with the principal or his/her designee.
- V. The person, program, institution, or organization for which live work is done shall:
  - A. Assume all responsibility for the results of the work being done by students;

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- B. Bear all actual cost of materials and parts involved;
  - C. Pay a service charge according to the schedule as prescribed by the principal or his/her designee to cover the indirect expenses, such as travel to and from the job site;
  - D. Sign a form agreeing to the above conditions and specifically stipulating the work to be prepared.
- VI. The principal or his/her designee will maintain records of cost associated with each live work project and it will be necessary for the person or organization receiving the services of the class to reimburse the school for the expenses.
- All live work done, including labor and materials, by the career technical classes at Daleville High School will be paid for by the person requesting the work done. This is to include all school personnel as well as the general public. A 20% charge will be added to the cost of materials on all projects.
- VII. In order to protect the public, all construction projects of public buildings must be approved by the Superintendent of Education or his/her designee.
- VIII. To avoid competition with private enterprise, live work is restricted as follows:
- A. Live work will be done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment;
  - B. No person, regardless of his connections, shall use the career technical division or any class or work for personal gain or profit.

**STATUTORY AUTHORITY:**

**CODE OF ALABAMA**

**LAW(S) IMPLEMENTED:**

**CODE OF ALABAMA**

**ALABAMA ADMINISTRATIVE PROCEDURE ACT:** \_\_\_\_\_

**HISTORY:**

**ADOPTED: July 8, 1985**  
**REVISION DATE(S): October 18, 2006**  
**FORMERLY: IDCF**