

Ozark City Board of Education

LIVE WORK - CAREER/TECHNICAL EDUCATION

"Live Work" is work performed by students as part of their training in Career/Technical Education. This work must be done in the school facilities and includes service, repair or production jobs of any kind excluding work performed by students in the Career/Technical Cooperative Program.

Live work must be related to the training program and must provide a learning experience for the student. Live work should not compete with private enterprise. Instructors are responsible for following all regulations which detail the appropriateness, scheduling, costs, collection of fees or charges and release of school liability."

A. Definition

"Live Work" is work performed by students as part of their training program. Such work must be done in school and includes service, repair, or production jobs of any and all kinds, excluding work performed by students enrolled in Career/Technical Cooperative Programs.

B. Relationship to Training

Live work will be conducted when in the opinion of the instructor the training program requires such projects for students to acquire occupational skills leading to employment. Live Work will be assigned to individual students by the instructor(s) as part of the student's training program and will conform to standards established by the State Board of Education. Live Work will be scheduled for an individual or groups of students to correlate with the instructional unit with which the live work is associated. Live work shall be accepted in terms of its appropriateness and need in the training program rather than for production and/or accommodation.

C. Administration

Administration and control of live work shall reside with the career/technical coordinator or school principal. All live work must be approved by the career/technical coordinator, school principal or designee and conducted in accordance with these and other policies issued by the Board of Education as the need arises. The instructor shall be responsible for the determination and collection of all charges and maintenance or appropriate records, which must be deposited in the school account.

D. Eligible Live Work Recipients

Live work will be performed in specific classes for 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 on priority basis for:

- a. Students
- b. Those persons directly connected with education
- c. Other tax supported programs and institutions or charitable organizations.
- d. Other individuals and organizations if:
 - i. Such live work is not designed for competition with private enterprises

- ii. The circumstances involved justify the acceptance of the live work project; and
- iii. The instructor can justify why the live work is necessary for the training program.

E. Release of School Liability

The person, program, institution or organization for which live work is done shall:

- a. Accept the work performed by the students and assume all responsibility for the completed workmanship.
- b. Bear all actual cost of materials and parts involved
- c. Pay the service charge according to the schedule as prescribed by section F.
- d. Sign an agreement to the above conditions and specifically stipulate the work to be performed.

F. Service Charge for Live Work

The total charges (cost plus a service charge) for live work will be as follows:

- a. Actual cost of parts and/or materials, plus twenty (10) percent for service charges.
- b. For projects that do not involve costs of parts and/or materials, a service charge may be collected at the discretion of the instructor.

Funds collected from service charge on live work projects shall be used for routine maintenance, repair and replacement of equipment and for operation and maintenance of shops.

G. Restrictions on Live Work

Live work will not be conducted to compete with private enterprise; and, as such, neither the school system nor school employees will receive economic profit from live work. Live work is restricted as follows:

- a. Live work may be performed only when tasks are directly related to the skills currently being taught in the classroom as part of a sequenced course of study. Tasks should not be taught out of sequence in order to accommodate live work.
- b. No person shall use career/technical facilities, equipment or any live work for personal gain or profit.
- c. Live work conducted for student experiences must be conducted during actual class periods.

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