

## ELLSWORTH SCHOOL DEPARTMENT

IHAI

### HANCOCK COUNTY TECHNICAL CENTER LIVE/OUTSIDE WORK

The Ellsworth School Department (ESD) Board (ESDB) supports the instructional use of live/outside work (LOW) at the Hancock County Technical Center (HCTC) to assist in providing students with the best possible technical education.

LOW is work that is performed on other than ESD owned equipment and/or training aids, which may or may not benefit the person, business, or facility that owns it, and must meet the educational objectives of the program's curriculum as planned and scheduled by the appropriate HCTC Instructor. Students perform LOW projects for educational purposes and the ESD does not charge for the services and time of the HCTC students and instructors. The HCTC is not in the business of automotive repairs, construction, culinary arts, nursing, child care, TV production, computer repair and/or technical services and is not a merchant with respect thereto, within the meaning of State of Maine Law.

**There are no implied warranties of merchantability, fitness or dates of completion existing with respect to any LOW products and/or services provided by the HCTC. All products and services are expressly provided AS IS, WHERE IS.**

LOW projects are selected based solely upon their educational value as determined by HCTC instructors and/or the Director. Order of submission is not a factor in selection of projects. LOW project request forms become the property of HCTC and are given to the instructor for review, filed, and drawn upon if required to fulfill the educational requirements of the program's curriculum as/if needed. A person, business or facility desiring LOW projects to be performed as part of any HCTC's instructional program shall complete a LOW Request Form, (IHAI-E), available at the HCTC Office. The form must be completed in full and signed by the owner to indicate acceptance of all conditions set by the ESDB. The ESDB reserves the right to accept or reject any and all requests for LOW projects.

#### **GUIDELINES FOR ACCEPTING LOW PROJECTS**

- A. All LOW Projects must meet the educational requirements of the Approved Program Curriculum. Instructors will document the duty areas and tasks supported by each LOW project.
- B. All operations performed on LOW projects shall be conducted by students as a LOW learning experience.
- C. LOW projects shall be conducted by students as accepted from:
  1. Nonsectarian, nonpolitical, nonprofit organizations which are exempt under Section 501C (3)of the Internal Revenue Code;
  2. Students enrolled in schools within the HCTC's region; or
  3. Staff members employed by schools within the HCTC's region.
- D. Requests not fulfilling the above criteria require specific approval from the HCTC Director.
- E. All LOW requests from HCTC staff members require specific approval of the ESD Superintendent.
- F. Requests from any HCTC Region Superintendent require written approval from the ESDB.
- G. All projects shall have a written estimate of expenses, signed by both the HCTC Instructor AND the owner prior to the start of any LOW project. Projects shall not exceed \$500.00 in total cost (estimated or actual) without the specific prior approval of the HCTC Director.
- H. Students shall not be compensated for LOW.
- I. No individual and/or group shall use the HCTC facilities for commercial ventures.

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### LOW PROJECTS COSTS

- A. Any materials provided by the HCTC will be charged to the owner.
- B. Fees are charged to assist in covering equipment maintenance and waste disposal fees. All revenue derived from LOW projects shall assist with the financial support of the program.
- C. All projects must be paid in full at the HCTC Director's Office prior to the project's removal from HCTC. The HCTC Office will provide a receipt to validate proof of payment.

### LOW GRIEVANCE PROCEDURE

- A. The purpose of this procedure is to secure, at the lowest possible level, a resolution to problem/concerns regarding the selection or scope of LOW.
- B. Any grievance must be filled in writing to the HCTC Director within five (5) days after the aggrieved person becomes aware of the event or conditions giving rise to the grievance.
- C. (Step 1) The Director shall review the materials submitted, discuss the issue with the parties involved, and render a written decision within five (5) school days stating the reason(s) therefore.
- D. (Step 2) The aggrieved person may appeal the decision of the Director, by submitting the reasons of the appeal in writing to the ESD Superintendent within five (5) school days of the previous decision. The Superintendent shall review the materials submitted, discuss the issue with the parties involved, and render a written decision within five (5) school days, stating the reason (s) therefore.
- E. (Step 3) The aggrieved person may appeal the Superintendent's decision, within five (5) school days of the date of the decision, by advising the Superintendent in writing. The Superintendent shall schedule an appeal hearing with the ESDB within ten (10) school days. ESDB shall render its decision at the hearing by a weighted majority vote of the members present.

Legal Reference: Chapter 227: 20-A MRSA Section 8

**Adopted: October 14, 2014**

**Reviewed: April 10, 2018**