
Live Work Policy

Sanford Regional Technical Center

PURPOSE OF APPLIED LEARNING PROJECTS

Sanford Regional Technical Center (SRTC) supports the instructional use of Applied Learning Projects to assist in providing our students with the best educational program possible. Applied learning projects performed by the SRTC 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 SRTC does not charge for the services and time of the students and instructors. Projects are selected based solely upon their educational value as determined by the Director and consultation with program instructors.

REQUESTS FOR APPLIED LEARNING PROJECTS

A person/organization seeking projects to be performed as part of the SRTC's instructional program shall complete a Live Work Request Form (IHAI-E), including a written estimate of expenses. The form must be completed in full and signed by the requesting person/organization to indicate acceptance of the conditions set by the SRTC should the project be accepted.

Requests for applied learning projects may only be accepted from the following:

- Non-profit organizations which are exempt under Section 501C(3) of the Internal Revenue Code.
- Staff members employed by public schools within SRTC's service area.
- SRTC staff members may only make requests with the specific approval of the Director.
- Students enrolled in public schools within SRTC's service area.

GENERAL RULES FOR APPLIED LEARNING PROJECTS

1. SRTC reserves the right to accept or reject any requests for applied learning projects based on their educational value and other relevant criteria as determined by the Director and program instructors. Program instructors will document the duty areas and tasks supported by each applied learning project.
2. Order of submission is not a factor in selection of projects. As applied learning projects request forms are received by the SRTC Director, they are given to the instructor for review, filed, and drawn upon to best fulfill the educational requirements of the program's curriculum. SRTC makes no guarantee that any particular request will be accepted.
3. All applied learning projects accepted will become a learning situation for students with no implied warranty or definite date of completion.
4. Any applied learning project with an estimated total cost over \$500 requires the specific approval of the SRTC Director.
5. The owner of the applied learning project is required to provide all necessary materials (except for house construction projects). Any materials provided by SRTC will be charged to the owner. Operations fees are charged to assist in covering equipment maintenance and any waste disposal fees. In addition, a fee will be assessed to all Applied learning Projects as a donation to the SRTC Scholarship Fund. This fee will be either \$25 or 10% of the total project cost, whichever is higher.

6. SRTC instructors may also design class projects without specific requests to meet the educational objectives of the program. Any such projects shall be approved in advance by the Director. Such class projects may be offered for sale to the public and staff members and sold at fair market value (price to be approved by the Director). All general rules in this section shall apply.
7. All projects must be paid in full before the project may be removed from SRTC's property/ SRTC does not extend credit to any person or organization. Once a project is removed from SRTC's property, the Center's responsibility for the project ends.
8. Students shall not be compensated for any work on an applied learning project. However, the SRTC does accept donations to its scholarship fund. All revenue derived from applied learning projects shall be used to support SRTC's educational programs.
9. All expenditures and receipts shall be thoroughly accounted for in accordance with Sanford School Department policies and procedures.
10. Students, staff and outside individuals/organizations are not allowed to use SRTC's lab facilities for commercial ventures.

NO LIABILITY/WARRANTY FOR APPLIED LEARNING PROJECTS

Sanford Regional Technical Center and its agents, assume no liability for applied learning projects undertaken. SRTC is not in the business of automotive repair, construction, culinary arts, printing 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.

GRIEVANCE PROCEDURE

The purpose of this procedure is to secure, at the lowest possible level, a resolution to problems or concerns regarding the selection or scope of applied learning projects by purchasers.

Step 1: Any grievance must be filed in writing to the Director within five (5) days after the aggrieved person knew of the event or condition giving rise to the grievance, along with any supporting documentation. 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: If the aggrieved person is not satisfied with the resolution of the grievance at Step 1, he/she may submit an appeal in writing to the Superintendent of Schools within five (5) days of the Director's decision. The appeal must include the reasons for the appeal and all supporting documentation. The Superintendent of Schools shall review the materials submitted, discuss the issue with the parties involved, and shall render a written decision with the reasons therefore.

Step 3: If the aggrieved person is not satisfied with the resolution of the grievance at Step 2, he/she may an appeal in writing to the Advisory Committee within five (5) days of the Superintendent's decision. The appeal must include the reasons for the appeal and all supporting documentation. The Advisory Committee Chair shall schedule a meeting to discuss the appeal, including the grievant and other interested parties as appropriate. The Advisory Committee shall render its decision and the reasons therefore in writing to the aggrieved person. The decision of the Advisory Committee is final and the parties hereto shall be bound by the terms thereof.

Cross Reference: MDOE 05-071 Chapter 237

IHAI-E – LIVE WORK REQUEST FORM

Approved: 2-24-2010, April 4, 2016

Updated: 12-16-2011 – Changed SRVC to SRTC

3-21-2016 – Coding updated from IJI to IHAI