

MONROE COUNTY VOCATIONAL WORK REQUEST POLICY

Monroe County Vocational Programs will perform certain job requests and may solicit out-of-school work activities under some circumstances. Our general policy will be not to accept any out-of-school job unless the activity falls under the following criteria:

- 1.0 The job or work activity must be directly related to the curriculum of the class. The acceptance of work activities will be treated as supplemental training to the student's regular classroom instruction.
- 1.1 "Project Approval"
Decision-making or approval concerning work-related activities for students will be made by the classroom instructor and the school principal. Work requests that come under extraordinary or unusual circumstances must be approved by the classroom instructor, principal, vocational director and county superintendent.
- 1.2 "Job Requests - School Understanding"
There must be a clear understanding between the parties requesting the work and the involved school that the work will be performed by students in training under the instruction of the classroom teacher. The work will not be guaranteed. Job requests with a time limit will not be accepted. The classroom teacher will determine the time that the project will start and end.
- 1.3 "Job Priorities"
 - 1.3.1 Individual student projects (projects approved by classroom teacher and student for him/herself) are considered to be a part of the regular classroom curriculum. This will be given first priority on all job requests.
 - 1.3.2 Second Priority: Jobs requested by the Monroe County Schools and the Board of Education.
 - 1.3.3 Third Priority: Requests by governmental, non-profit organizations and civic groups.
 - 1.3.4 Fourth Priority: Requests from the general public, which includes all school employees.
- 1.4 "Charges - Fees"
 - 1.4.1 There will be no charge for labor for jobs performed. All persons or organizations must pay for the materials and/or parts used in the work

project. A small replacement or repair fee will be charged to help replace equipment, operating costs and supplies used by the students working on the project. Example: saw blades, oxygen, acetylene, etc. All monies collected from projects will be used to purchase or replace materials and/or equipment for the class completing the project. Students and school systems will not be charged any operational or equipment replacement fees.

- 2.0 Generally, the involved school will not purchase supplies or parts for requested work activities. The party or parties requesting the work project will be asked to furnish and bring the materials to the class prior to the beginning of the project. There may be several exceptions, however. For example, agriculture mechanics shop or machine shop having material on hand may use this material and bill the requested for material used.

Adopted: 2/7/83