

# **Live Work in Career/Technical Program Procedure**

1. **General.** Live work is work done by students as part of their 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.
2. **Relationship to Training.** Live work will be conducted when, in the opinion of the instructor and/or director/administrator, the training program requires such projects for acquisition of occupational skills leading to employment and/or real life experiences. The instructor, as part of the student's training program, will assign live work to individual students.
3. **Administration.** Administration and control of live work, in accordance with the Madison City Board of Education policies, are the responsibilities of the director or principal of the school and must be approved by the director or administrator or his/her representative. The local school administration shall be responsible for the determination and collection of all charges and maintenance of appropriate records.
4. **Live Work Projects.** Live work will be performed by students as 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 the following organizations:
  - A. Tax supported programs and institutions.
  - B. Public employees.
  - C. Students currently enrolled in the Career/Tech Program.
  - D. Charitable organizations that are supported by donations.
  - E. Other individuals and organizations only when such live work is not designed for competition with private enterprise, when the circumstances involved are unusual and justify the acceptance of the live-work project, or when the instructor justifies in writing why the live work is necessary for the training program and files a signed copy with the director or administrator or his/her representative.
5. **Release of School Liability.** The person, program, institution, or organization for which live work is done shall:
  - A. Assume responsibility for the results of the work being done by students.
  - B. Bear all actual cost of materials and parts involved.
  - C. Pay a service charge according to the schedule as prescribed by the section on service charges and established by the director or administrator of the school to cover indirect expenses.
  - D. Sign a form agreeing to the above conditions and specifically stipulating the work to be performed.
6. **Service Charge for Live Projects.** The total charges (cost plus a service charge) for a live work project will be as follows:
  - A. Actual cost plus 20% to cover any indirect cost. (In exceptional cases where costs of the project seem exorbitant, a reduced charge for the indirect expenses of live work projects may be used provided the administrator or his representative concurs in writing. In all circumstances, the school must recover all costs.)
  - B. A service charge not to exceed five dollars.
7. **Restriction on Live Work.** To avoid competition with private enterprise, live work is restricted as follows:
  - A. Live work will be done only when it is needed for training and necessary for the acquisition of occupational skills leading to employment.
  - B. No persons regardless of connections shall use Career/Tech facilities for personal gain or profit.