

SUMMERS COUNTY BOARD OF EDUCATION POLICY

Adopted: 6/5/86 Rev: 2/23/05

Code: VI-A-4

Reference: Board Minutes

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JOBS PERFORMED BY VOCATIONAL STUDENTS (GUIDELINES)

The quality of instruction in many vocational programs is enhanced by providing students with actual job experience as part of their shop or laboratory training. In providing these practical experiences for the students, jobs are often performed for local school systems, civic/community organizations and the general public. School employees would be included in general public. It is important that written policies and procedures be available to assure that the jobs being performed by the students will be for instructional purposes. Guidelines have been developed by Summers County that will be used for all vocational programs.

GUIDELINES FOR JOBS PREFORMED BY STUDENTS IN VOCATIONAL TRAINING PROGRAMS IN SUMMERS COUNTY SCHOOLS

The effectiveness of instruction in many vocational programs is enhanced by providing students with actual job experiences as part of their shop or laboratory training. The identification with "real jobs" provides many values to the students in the acquisition of job skills and knowledge. It permits the development of a learning environment that equals or approaches reality. In order to provide these practical experiences, many vocational programs perform jobs for local school systems, civic/community organizations, and the general public. Some examples are: landscaping, food service, and building construction, such as the construction of houses and storage sheds.

In performing jobs as part of the instructional program, it is critical that written policies and procedures are approved by the local Board of Education. Some of the factors that should be addressed in developing those policies and procedures are:

A. Rationale or purpose of performing jobs as part of the instructional program

Some of the reasons that may be used in terms of justifying jobs as part of the instructional program are:

1. Increases student interest
2. Helps in keeping instruction relevant and up-to-date
3. Provides an opportunity to introduce quality control factors and inspection techniques into the training process
4. Enables the instructor to introduce production techniques that require group or team effort
5. Provides a communication link between the community and the vocational center
6. Equates performance with economic factors evident in private enterprise
7. Assists the students in understanding the transition from school to the job

B. Procedures for selecting appropriate jobs

In developing a procedure for selecting appropriate jobs, major emphasis must be given to selecting those jobs that will enhance the instructional process. The jobs shall be selected on a timely basis so that the related classroom instruction can be put into practice by the students on appropriate jobs in the shops and laboratories. In selecting appropriate jobs, the director or principal will give priority to certain groups in the following order: students within the program; local school system (this does not include jobs for school personnel); civic/community organizations; and the general public (this does include school personnel). Any jobs performed for school personnel should be done on the same basis as for the general public.

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C. Approval and authorization of jobs to be performed

A procedure for approving jobs to be performed shall be established. Also, those to be involved in the approval process are identified as follows: The instructor, principal, and vocational director will be responsible for approving all jobs.

D. Release form

A release form that is signed by those for whom jobs are being performed and the instructor will be used for all jobs performed. See attachment #1. A release form should assist in developing an understanding between the customer and school in relationship to the job being performed.

E. Scheduling of jobs

In most cases the principal and/or vocational instructor shall have the responsibility for scheduling when the jobs will be performed. It is important that jobs be scheduled only as needed for instructional purposes and relevant to the designed curriculum for the program.

F. Accountability of materials used in the program

A procedure shall be established in terms of the use and payment for materials used to perform a job. A procedure shall be outlined that will provide an accountability of materials from the time they are ordered until the job has been completed and payment has been collected by the school. It will be responsibility of the principal and/or vocational director to provide this accountability.

G. Establishment of fees for performing jobs

It is important to remember that the jobs performed in vocational training programs are not to make a profit, but the major reason is for instructional purposes. It is recommended that a fee for labor not be charged; however, a fee schedule shall be designed to consider the costs that are involved as it relates to supplies, parts, materials and operation, maintenance, and replacement of equipment. The fees established for jobs performed in Summers County vocational training programs are as follows:

1. Actual costs of parts or materials used, plus 10 percent, which would cover the use of equipment (including operating, maintenance, and replacement).
2. Items that are constructed by the school, such as storage sheds, cattle guards, picnic tables, etc., may be sold at public auction, however, a public auction is not legally required. If not sold at public auction a fair market value shall be established giving consideration of cost of materials, and use of equipment including operating maintenance and replacement costs. The items shall be made available to the general public on an equitable basis.
3. Greenhouse plants may be sold to the public at cost plus 10%.
4. Food Service shall sell food in the Cats Café and catering to the public at cost plus 10%.

In most cases, jobs performed for the local school system or jobs involving projects of students within their program, charges are made only for materials or parts used to perform the job. If personal jobs are performed for school personnel, they shall be subjected to the same fees as the general public.

H. Construction of Houses

Over the past several years, counties have been constructing houses as part of their vocational building construction classes. The construction of these houses has provided valuable work experience for students. The following approaches to construction and disposition of houses by the Career Center appear to

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be feasible and legal:

1. County purchases land and vocational class constructs a dwelling. When construction is completed, the county announces the building for public auction according to established procedures. Proceeds from the sale are used to purchase land and construct a house the following year and pay for maintenance of the construction program.
2. County builds house on school property. Construction is such as to allow for building to be removed from site. House is then auctioned according to established procedures. Purchaser must provide own site and arrange for moving the structure. Proceeds from the sale shall be used for the same purposes illustrated in (1) above.
3. County Board of Education builds a building on Board property. Once completed, the Board uses the structure for their own educational purposes.
4. County vocational students may construct houses for individuals. The individual would be responsible for furnishing all materials and supplying invoices to show the cost. The Summers County Board of Education would charge 10% of the cost.
5. County vocational students may construct storage buildings for individuals. The individual must furnish all materials and supply invoices to show the cost. The Summers County Board of Education would charge 10% of the cost.

In all of the cases listed above, except #3 the funds (profits) from the sale of the structure must be used to support vocational education programs.

I. Landscaping

1. County agriculture students may do landscaping for individuals. The individual would be responsible for the cost of materials plus 10%. Greenhouse plants may be sold for 10% above cost. Profit from the sales must be used to support vocational education programs.

J. Food Service

1. County vocational food service students may cater food for groups or individuals. The group or individual would be responsible for the cost of the food plus 10%. Profit from the sales must be used to support vocational education programs.

K. Insurance

Whether students are working on projects at the school or at sites away from the school, they shall be covered by medical insurance in case of injuries. The school should have documentation that the student either has insurance which is usually available through the school or a written statement from parents that will verify that they are covered by a family insurance policy.

School employees shall be covered by medical insurance and also liability insurance. Liability Insurance for all school employees is provided by the Summers County Board of Education.

L. Competition

It is not the intent of the school system to compete with business and industry in performing jobs as part of the instructional program. The following factors may be used to help justify the practice to business and industry.

1. The amount of work done in vocational training programs is relatively small as an element of competition with local business and industry
2. The school employs qualified instructors who might otherwise be in business for themselves

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3. The school provides individuals who are trained, thereby permitting local employers to secure trained employees at a low training cost to themselves
4. Occupational advisory committees review the course of study and advise school officials and instructors on the numbers and types of jobs that should be performed
5. Jobs are performed for organized instructional value and not for monetary consideration

M. Loaning school equipment

School equipment is purchased for the purpose of providing relevant training to students enrolling in vocational training programs. Therefore, equipment shall not be loaned to school personnel or the general public for their personal use. The loaning of equipment to be used by the local school system should be only on an emergency basis and then only for a minimum period of time.

N. Use of shops and equipment for non-instructional purposes

Shops and equipment within the shops shall be used only for instructional purposes. The use of shop facilities and equipment by school personnel or the general public for personal use shall be prohibited.

O. Use of funds

Funds collected from performing jobs shall be used to support vocational education programs, with priority given to the purchase of supplies and replacement of equipment.

P. Performing jobs for school personnel

If jobs are performed for local school personnel, it is important that a system be set up so that individuals for whom jobs are being performed would not have any direct voice, influence, shall be the same as for the general public. This would also pertain to immediate family members and close associates of individuals with direct voice, influence or control.

Q. Utilization of jobs successfully

In order to successfully utilize jobs as part of the instructional program the following items shall be considered:

1. Instructor needs to have a good understanding of the purpose of utilizing jobs as part of the instructional program.
2. Jobs shall be carefully selected so that they enhance the instructional program rather than becoming a means for keeping students busy.
3. Students shall be taught the technical knowledge and skills to perform the job before they are assigned the job.
4. Students shall be taught appropriate instructional procedures.
5. Situations should be avoided that would put an instructor under excessive pressure to meet time lines that may result in inadequate supervision.
6. The number of jobs performed should not be so excessive as to result in competition with potential employers.

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JOBS PERFORMED BY VOCATIONAL STUDENTS (GUIDELINES) ATTACHMENT #1

(E X A M P L E)

RELEASE FORM

I have read and understand the attached policy, and I desire the students in the (name of program)

_____ to perform the following work:

I understand that the work will be performed by students under the guidance and direction of the instructor. I also understand that the individual school the instructor, students, nor the Summers County Board of Education will not be responsible for damage, loss or personal injury as a result of having performed this service for me.

I further understand that no warranty or guarantee is expressed or implied in this endeavor, and I assume all the responsibility for the purchase and delivery of the parts or materials to the instructor, when and if necessary.

The cost of performing this service is estimated to be \$_____ based on the judgment of the instructor but is subject to revision should unforeseen parts or labor be necessary to complete the job. (The patron will be notified prior to proceeding beyond the original agreement).

I agree to pay the above amount to the instructor before removal of the work.

SIGNATURE

DATE