

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 341.25
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**Career and Technical Education Production Work/Personal Services**

Quality career and technical education requires that education be more than theory and that students have the experience of being involved in actual personal services or production and the opportunity to place their hands on the kinds of equipment used in today's business, commerce and industry. The Career and Technical Education Department of Johnson Creek High School and the District's Board of Education have five concerns in providing quality career and technical programs: (1) that they be quality educational programs from the standpoint of preparing students for the world of work; (2) that costs to the students for purchase of materials be minimal; (3) that this education be provided with the least possible cost burden placed upon the taxpayer; (4) that a proper and constructive relationship be maintained with local business and industrial communities; and (5) that a proper and constructive relationship be maintained with the community at large.

It is one of the responsibilities of a career and technical education program to prepare students for employment upon completion of a program. In many cases, simulated work experiences can be provided at school. At times, however, where outside work or clients might be included in the educational process, facilities in or near the community must be utilized to provide necessary learning experiences. For example, a class in agriculture may need the experience of planting, maintaining, harvesting, and selling a crop. A building trades class may need the actual experience of building a shed for someone. A class in small engines may need engines to repair.

With the foregoing in mind, it shall be the policy of the Johnson Creek School District to allow production work and/or personal services involving students and their teachers under the following conditions:

1. The instructor of the class must approve the project and the work to be done.
2. The experience shall be a part of the instructional program and will be included in the course of study when the experience will be most valuable.
3. All student work shall at all times be under the supervision of the appropriate instructor.
4. Students shall not receive any monetary remuneration for their work.
5. Instructors shall not receive remuneration for work performed by students other than wages paid by the district as specified in the current Employee handbook and salary and stipend guide.
6. There shall be no actual or implied warranty or guarantee for production work done or services rendered. However, all work shall be completed in a workmanlike manner befitting the age and educational level of the students.
7. Requests for production work and services shall be made to the instructor who in consultation with his/her building administrator will respond on a first-come, first-served

- basis with consideration given to the educational soundness of the proposed project.
8. Any payments for costs incurred by the district must be made by the customer upon completion of the project. Charges shall be based on cost plus a markup to cover any overhead expenses. Where necessary or appropriate, payment for services rendered shall be based on a flat rate.
  9. All monies collected shall become a part of the funds of the district and shall be included as part of the annual audit.
  10. Any disputes or grievances filed by the students, staff, or members of the community concerning production work or services performed by students shall be referred to the high school principal for resolution. If not resolved, it shall be referred to the district administrator. Ultimately any decision can be appealed to the board of education whose decision shall be final. (Staff grievances filed in connection with this policy shall follow the procedures as outlined in the current Employee handbook.)
  11. A waiver of liability not subject to any kind of appeal shall be signed by the owner of the vehicle, equipment, or other object to be repaired or any object to be made or constructed on or off the campus of Johnson Creek High School.
  12. The terms of this policy are intended to apply only to the Johnson Creek High School's career and technical education program and not to programs that may be funded or under the supervision of other agencies.

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