

SKOWHEGAN REGIONAL VOCATIONAL CENTER  
APPLIED LEARNING "LIVE OR OUTSIDE WORK/PROJECTS POLICY"

1. Skowhegan Regional Vocational Center supports the instructional use of Applied Learning Projects to assist in providing our students with the **BEST** educational program. Applied Learning Projects performed by SRVC are for the sole purpose of instruction and must meet the educational objectives of the program's curriculum.

2. Projects are selected based solely upon their educational value as determined by the Instructor and the Director. Order of submission is not a factor in selection of projects. As Applied Learning Projects request forms are received, they are given to the instructor for review, filed, and drawn upon to best fulfill the educational requirements of the program's curriculum. Requests for work, products or services (provided through SRVC programs) may be requested by students, school district staff, sending school personnel or tax paying citizens. All requests must be counter signed and approved by the Vocational Director prior to its consideration by the program teacher.

SRVC does not charge its customers for student or instructor labor. Customers will be assessed student activity fee, which has been approved by the Program Advisory Committee and the Cooperative Board. Each program live work or service form will indicate the rate of the student activity fee and the purpose of its use in the program, i.e. – to support scholarships, tool awards, field trips or to purchase equipment. All payments for projects or services will be paid through the Vocational Office, credited to the appropriate program account, with receipts given for each payment. All products must be paid in full prior to removal from the Center.

3. Grievance procedure: The purpose of this is to secure, at the lowest possible level, a resolution to problems/concerns regarding the selection or scope of Applied Learning Projects.

**Step 1:** Any grievance must be filed in writing to the Director within five (5) days after the aggrieved person know of the event or condition giving rise to the grievance. 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:** The aggrieved person may appeal the decision of the Director by submitting the reasons of the appeal in writing to MSAD #54 Superintendent of Schools within five (5) days of the previous decision. 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:** To carry a grievance to the SRVC Cooperative Advisory Board, the aggrieved person shall submit the written reason for the appeal of the Superintendent's decision within five (5) days of the previous decision. The Chairperson of the SRVC Cooperative Advisory Board shall schedule an appeal hearing with the Board. The SRVC Cooperative Advisory Board shall render its final decision and the reasons therefore in writing to the aggrieved person.

SRVC Cooperative Advisory Board approval 12/2/99

Program Advisory Committee endorsement 10/5/99

Business and industry representative's signatures are attached

Reviewed and re-adopted by the SRVC Cooperative Advisory Board on 11/29/01