

**WINDHAM
APPLIED WORK POLICY
FOR
WESTBROOK REGIONAL VOCATIONAL CENTER**

Westbrook 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 the Westbrook Regional Vocational Center are for the sole purpose of instruction and must meet the educational objectives of the program's curriculum.

Students perform applied learning projects for educational purposes, and the Westbrook Regional Vocational Center does not charge for the services and time of the students and instructors. Accordingly, the Westbrook Regional Vocational Center, or any of its agents, assumes no liability for applied learning projects undertaken. The Westbrook Regional Vocational Center is not in the business of (automotive repair, construction, culinary arts, printing, childcare and/or technical services) and is not a merchant with respect thereto within the meaning of Maine Law. Accordingly, no implied warranties of merchantability or fitness exists with respect to the products and services provided. The product and services are expressly provided AS IS, WHERE IS.

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.

A person seeking projects to be performed as part of the Westbrook Regional Vocational Center's instructional program shall complete an Applied Learning Project Request Form, available at the Westbrook Regional Vocational Center's Office. The form must be completed in full and signed by the owner to indicate acceptance of the conditions set by the Westbrook Regional Vocational Center. The Westbrook Regional Vocational Center reserves the right to accept or reject any requests for Applied Learning Projects. All Applied Learning Projects accepted will become a learning situation for students with no implied warranty or date of completion.

GUIDELINES FOR ACCEPTING APPLIED LEARNING PROJECTS:

- All Applied Learning Projects shall meet the educational requirements of the Approved Program Curriculum. Program Instructors will document the duty areas and tasks supported by each Applied Learning Project.
- All operations performed on Applied Learning Projects shall be conducted by students as an applied learning experience.
- Applied Learning Project Requests shall only be accepted from:
 - Nonsectarian, nonpolitical nonprofit organizations which are exempt under Section 501C (3) of the Internal Revenue Code.

- Students enrolled in schools within the Westbrook Regional Vocational Center's region.
- Staff members employed by schools within the Westbrook Regional Vocational Center's region.
- Community members as the work is needed to support the educational objective of the program.
- Other requests, not fulfilling the above criteria needs the specific approval from the Director.
- All Applied Learning Projects shall have a written estimate of expenses, signed by the owner, prior to the start of a project. Applied Learning Projects shall not exceed \$500 in total cost without the specific approval from the Director.
- Students shall not be compensated for operations conducted as part of an Applied Learning Project. However, the Westbrook Regional Vocational Center does accept donations to the School's scholarship fund.
- Individuals shall not use the Westbrook Regional Vocational Center's lab facilities for commercial ventures.

PROJECT COSTS: The owner of the Applied Learning Project is required to provide all necessary materials. Any materials provided by the Westbrook Regional Vocational Center will be charged to the owner. Operational fees are charged to assist in covering equipment maintenance and waste disposal fees. All revenue derived from Applied Learning Projects shall assist with the financial support of the educational program.

All projects must be paid in full before the project can be removed from the Westbrook Regional Vocational Center. The office will provide a receipt to validate proof of payment.

GRIEVANCE PROCEDURE: The purpose of this procedure 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 (5) days after the aggrieved person knew 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 the Westbrook Superintendent of Schools or designee, within (5) days of the previous decision. The Superintendent of Schools or designee 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 Administrative Advisory Committee 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 Administrative Advisory Committee shall schedule an appeal hearing with the Committee. The Administrative Advisory Committee shall render its final decision and the reasons therefore in writing to the aggrieved person.

First Reading November 18, 2009

Second Reading December 16, 2009