

Policy Information

Series 7000 - Instruction

Customer Work

Policy # 7330, 3.3

POLICY

1995 7330

Instruction

SUBJECT: CUSTOMER WORK

It is the intent of the BOCES Board of Education to provide its students with practical work of a hands-on nature. Such work is an integral part of the vocational curriculum at the Genesee-Livingston-Steuben-Wyoming BOCES. In many cases this experience can only be gained through work done for customers from the community. Work done for customers as part of the BOCES curriculum shall avoid preferential treatment to clients outside the immediate BOCES organization and minimize interference with the private business sector.

To ensure a harmonious working relationship with customers and the general community, the following guidelines will be followed for arranging customer work:

- A. **On-campus work** - This is work done for customers on campus. Examples of this type of work include maintenance and repair of cars in Auto Mechanics and Auto Body, personal service in the Cosmetology Clinic, tractor repair and service in Agricultural Mechanics, etc. All such work shall be routinely approved and regularly reviewed by the Building Principal.
- B. **Short-term off campus work** - This is work done away from campus which takes up to two months. Examples of this type of work include conservation work at a park, landscaping a lawn, working of an agricultural field, etc. All such off-campus work shall be approved by the Building Principal on a case-by-case basis.
- C. **Long-term off campus work** - This is work which takes more than two months to complete and which is done by an entire class at a site other than the BOCES Campus. Examples of this work include building a house, wiring a structure in a private sector, etc. Announcement of any projects available for purchase shall be issued to the general public within the 30-day period prior to any application deadlines. All such work shall be approved by the Board of Education upon recommendation of the Superintendent. The Building Principal shall discuss such projects with the Superintendent prior to any planning or soliciting for customers.

All such projects are to insure that public funds are used for the direct enrichment of BOCES instructional programs and only incidentally for the benefit of an individual, private firm, or non-public agency. In order to protect the integrity of this principle, sufficient documentation with regard to announcing projects, services and data related to receipt and disposition of applications will be maintained. Such documentation shall also include an appropriate disclaimer to product liability including (a) authorization of building construction plans by a licensed architect or engineer and (b) an express, signed waiver of liability covering student work.

Board Approved
7/18/95

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