



# LIVE WORK ACKNOWLEDGEMENT

Career and technical education courses (CTAE) offered in Forsyth County middle and high schools often involve live work. Live work projects shall be allowed within the instructional programs, as long as the projects are directly related to the instructional objectives of the programs. Such work includes service, repair, or production jobs of any and all kinds, excluding work performed by students enrolled in Internship Forsyth or Mentorship Forsyth. Live work is performed by students under the direction and supervision of school district CTAE instructors. Live work is an integral part of the instructional process to assist students in achieving competency in the occupational area and to provide students with "hands on" experience. This work may be completed at the school facilities or at an off-campus location and includes service, repair or production jobs of any kind by students in the CTAE Program.

## Qualifications

- a. All live work projects are selected in relation to the instructional objectives of the individual program. Live work projects should enhance the instructional process rather than replace it. Live work projects must be an appropriate part of the instructional process.
- b. Live work will be conducted when, in the opinion of the CTAE instructor, the curriculum standard requires such projects for students to acquire occupational skills leading to employment.
- c. The program CTAE instructor shall have the responsibility to inform the customer whether the proposed project does or does not fit into the instructional process. The CTAE instructor reserves the right to accept or decline live work projects.
- d. Live work will be assigned to individual students by the CTAE instructor(s) as part of the student's project-based instruction and will conform to standards established by the State Board of Education.

## Restrictions

- a. Live work may be performed only when tasks are directly related to the skills being taught in the classroom as part of a sequenced course of study. Tasks should not be taught out of sequence in order to accommodate live work.
- b. No person shall use CTAE facilities, equipment or any live work for personal gain or profit.
- c. Live work conducted for student experiences must be conducted during school hours or as designated by the CTAE instructor and/or the school Principal or designee.

## Eligible Recipients

Each live work project shall include a clearly defined and specific scope of service/work and shall be performed only for eligible recipients ("customers"). As approved by the CTAE instructor and/or the school principal. Live work projects should be conducted for customers on the following priority basis:

- a. Students
- b. Individuals directly connected with education
- c. Other programs and institutions supported primarily by public funds
- d. Charitable organizations
- e. Other individuals or organizations, provided that:

- (1) Individual student circumstances warrant acceptance of the live work performed; and
- (2) The CTAE instructor provides a written justification of why the live work is an appropriate part of the program and instructional process.

## Acceptance of Live Work and Release of Liability:

No live work may be performed unless and until the customer executes a written agreement which includes the terms and conditions set forth here:

- a. The person, program, institution, organization, or other customer of live work shall acknowledge the live work will be performed by one or more students.
- b. The person, program, institution, organization, or other customer of live work shall hold harmless and release from any and all claims arising out of the performance of live work the student(s) performing live work, the District, and all of the District's past and present officers, employees, agents, and assigns.
- c. The person, program, institution, organization, or other customer of live work shall stipulate that live work to be performed as set forth in the clearly defined and specific scope of service/work, as approved by the CTAE instructor and/or the school principal.
- d. The person, program, institution, organization, or other customer of live work shall accept the live work performed and assume full responsibility for completed workmanship.
- e. The person, program, institution, organization, or other customer of live work shall bear all actual cost of materials (e.g., parts and supplies) used in the performance of the live work.

f. The person, program, institution, organization, or other customer of live work shall pay all charges for the performance of live work, including but not limited to costs, fees, and service charges as determined by the CTAE instructor.

**Administration:**

- a. All live work must be approved by the CTAE instructor, school principal or designee and conducted in accordance with these and other policies issued by the Forsyth County Board of Education.
- b. The CTAE instructor shall be responsible for the determination and collection of all charges and maintenance and appropriate records.
- c. Parts, supplies and costs will be listed on the live work order. The CTAE instructor reserves the right to modify costs, but must have agreement for charges from the customer before work is performed.
- d. The customer must make a 50% deposit for all live work projects. The deposit must be made prior to students beginning the project.
- e. Signs stating "Live Work Performed by Students" will be displayed in the shop areas.
- f. Before any live work is begun, the customer must acknowledge in writing the understanding that:
  - (1) the work will be performed by students; and
  - (2) The customer will be charged for material, parts and lab fees.
- g. Live work projects may be done either on campus or off campus. Any off campus projects must have:
  - (1) Principal approval.
  - (2) Parent approval for students using the Local Field Trip Permission Form
- h. District transportation may be required for off campus work projects. CTAE instructors shall take the entire class of students or make arrangements with the Principal or designee for supervision of those who stay behind.

**Service Charge:**

The total charges (cost plus a service charge) for live work will be as follows:

- a. The total cost of all parts and materials required to complete the project will be charged to the customer.
- b. A lab fee will be charged to cover small consumable items used in the project.
- c. Actual cost of parts and/or materials, plus a percentage for service charges at market value on each project.
- d. For projects that do not involve costs of parts and/or materials, a service charge may be collected at the discretion of the CTAE instructor.
- e. Funds collected from service charge on live work projects shall be used for routine maintenance, repair and replacement of equipment and for operation and maintenance of shops.

**Payment:**

- a. The CTAE instructor will notify the customer when the live work project is completed.
- b. All payments for live work projects will be made by the customer, in accordance with the local school bookkeeping procedures for collecting funds.
- c. The CTAE instructor will verify complete payment has been made before releasing the live work project to the customer. For catering services, final payment is due upon completion of the service.
- d. No live work project is to leave the campus until complete payment is made, except when catering services are completed, or at the discretion of the program instructor.

## Release Statement & Acknowledgement of Live Work

I, \_\_\_\_\_, residing at \_\_\_\_\_  
will receive services in the Cosmetology Department of Forsyth Central High School and have been advised that the services shall be performed by students in training. I hereby release the school, its students, instructors, employees, or representatives from any and all claims arising out of and in any way connected with the performance of these services.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Instructor \_\_\_\_\_

Stylist \_\_\_\_\_

Special considerations that have been recommended for the client:

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\_\_\_\_\_  
\_\_\_\_\_

Instructor notes for results:

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\_\_\_\_\_