

Section I: Instruction

IHDCA APPLIED LEARNING PROJECTS POLICY

Region 8 supports the instructional use of applied learning projects to assist in providing our students with the best educational program. Applied learning projects performed by students are for the sole purpose of instruction and must meet the educational objectives of the program's curriculum. All revenue derived from applied learning projects shall assist with the financial support of the educational program.

Students perform applied learning projects for educational purposes and the school does not charge for the services and time of the students and instructors. Accordingly, Region 8 assumes no liability for applied learning projects undertaken. Region 8 is not in the business of automotive repair, construction, culinary arts, printing 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 exist with respect to the products and services provided.

GUIDELINES FOR ACCEPTING APPLIED LEARNING PROJECTS:

- ◆ A person seeking a project to be performed as part of Region 8's instructional program shall contact the instructor who shall determine if the project meets their curriculum and educational requirements of the program.
- ◆ The instructor or the director reserves the right to accept or reject any requests for applied learning projects.
- ◆ A project request form must be completed in full and signed by the person requesting the project to indicate acceptance of the conditions set by Region 8.
- ◆ All projects must be paid in full before the project is removed from Region 8. A receipt will be provided to validate proof of payment.
- ◆ All applied learning project requests from Region 8 staff members requires the specific approval of 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 \$500.00 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, Region 8 does accept donations to the

school's scholarship fund. An operational fee may be charged to assist in equipment maintenance and disposal fees.

- ◆ Individuals shall not use Region 8's lab facilities for commercial ventures.

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 seven (7) calendar 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 Director, within seven (7) calendar days of the previous decision. The appeal must include the reasons for the appeal and all supporting documentation. 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 3: If the aggrieved person is not satisfied with the resolution of the grievance at step two, he/she may appeal to the Board in writing within seven (7) calendar days of the Director's decision. The Chair of the Board shall schedule an appeal hearing with the Board. The Board shall render its final decision and the reasons therefore in writing within seven (7) calendar days to the aggrieved person. The decision of the board is final and the parties hereto shall be bound by the terms thereof.

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