

**SERVICES AND CHARGES FOR WORK IN CAREER AND TECHNICAL EDUCATION PROGRAMS**

The following rules and procedures will apply to contracted work completed in a Career and Technical Education program.

- A. Priority for services will be as follows:
  - 1. The district.
  - 2. Students enrolled in course.
  - 3. Residents of the district.
  - 4. Employees of the district, on a space and time available basis.
- B. All projects must have instructor approval.
- C. Repair orders will meet the following requirements:
  - 1. Repair order must be obtained from the supervisor of the Career and Technical Education programs for all work to be performed.
  - 2. Clients must sign the repair order and be made aware of the conditions of approval as listed.
- D. All projects must blend into the time sequence of the curriculum.
- E. Fees will be based on the cost of materials and parts used.
- F. Tipping for services will be highly discouraged.

Adopted 12/15/81  
Reviewed 05/24/88  
Revised 01/11/94  
Revised 10/27/98  
Reviewed 04/25/16