



COSMETOLOGY AND AUTOMOTIVE STUDENT LIVE WORK PROCEDURE (INS-P012)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for principals and teachers of cosmetology and automotive programs to use when students do live work for people in the community.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Vocational Coordinator and Principals

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Live work is work in the form of projects, repair work and simulated jobs done by students that aid in developing trade and industry competencies.
- 4.2 Authorized projects are those activities approved by the principal/vocational coordinator that allow students to gain experience and skill as it relates to their program of study and will contribute to the progress of the students in attaining required competencies.

5.0 PROCEDURE:

- 5.1 The instructor selects work for students from an authorized project.
- 5.2 The instructor will assign students to projects on a rotating basis.
 - 5.2.1 Skill level of student is given consideration.
- 5.3 The instructor requires the patron to sign a Live-Work Contract ([ref. INS-F027](#)) before work begins.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Live-Work Contract ([INS-F027](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Live-Work Contract	School Office	Current year plus two years	Discard as Desired	Secured Building

8.0 REVISION HISTORY:

Date: Rev. Description of Revision:



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12/09/04

Initial Release

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****

