

**MARSHFIELD PUBLIC SCHOOLS
MARSHFIELD, MASSACHUSETTS**

**POLICIES, PROCEDURES, AND REGULATIONS
GOVERNING THE MARSHFIELD HIGH SCHOOL BUILDING CONSTRUCTION PROGRAM**

School Committee Vote: 3/12/13

PART I: PURPOSE

The purpose of this policy is to establish written guidelines for persons and entities (hereinafter “applicants”) seeking to submit proposed projects to Marshfield High School’s Building Construction Program for potential inclusion as a future project in the program’s curriculum. Marshfield High School students perform building construction work for applicants in Marshfield under the direction of its Building Construction Instructors. Projects are selected by the instructors on the basis of the curriculum and educational value of the experience to the students. The applicant agrees to allow supervised students to perform the work during regular school hours, typically over an extended period of time and to purchase all materials needed for the project. The applicant is required to sign a CORI request and to disclose any existence of firearms on the property which encompasses a proposed project.

PART II: APPLICATION GUIDELINES

On a rolling basis, any Marshfield resident, property owner, non-profit organization in Marshfield may submit a written request, as an applicant, to Marshfield High School’s Building Construction Program by mailing a **Project Request Form** containing a description of the potential project to:

Building Construction Instructor
Marshfield High School
167 Forest Street
Marshfield, MA 02050

The Building Construction Program project selection shall prioritize public and community service projects over private when possible, and the Instructor may consider financial hardship of the applicant. However, the best interest of the students, as determined by the Instructor, in fulfilling the course curriculum and objectives, will be the basis of all project selection decisions. If, in the sole discretion of the Building Construction Instructor, the project has sufficient curriculum and educational value and can reasonably be a part of the program, the Instructor will notify the applicants in writing.

The Building Construction Instructor will then contact the applicant(s) of potential projects of interest to arrange for a site visit, further discussion about materials, acquisition of the materials and supplies which shall be provided by the applicant seeking consideration, and the estimated timing and completion of the work.

In selecting projects, the Building Construction Instructor will consider the following priorities:

1. Marshfield Public Schools projects
2. Town of Marshfield projects
3. Non-profit organizations within the Town
4. Town of Marshfield Residents

The applicants selected shall be solely responsible to obtain and pay for the cost of all permits and approvals, as well as any inspections thereof by local building and other officials, as well as all materials and supplies needed for the work. In the event that permits, approvals and materials cannot be provided in a timely fashion, the Building Construction Instructor may, in his or her sole discretion, select another project or applicant.

Any applicants dealing with the program should understand that the completion of the work may be delayed by circumstances beyond the reasonable control of the Building Construction Instructor, including without limitation, attendance of students, budgetary constraints, weather, Acts of God, unavailability of materials, etc.

PART III: THE DECISION OF THE INSTRUCTOR

Any applicant dealing with the program, by submitting a request for consideration, understands and agrees that the decision of the Building Construction Instructor as to the curriculum and educational value of the project or its selection as a project is final and may not be appealed to any person or entity. Any complaints relative to the process may be submitted to the Principal of Marshfield High School; however, there shall be no complaint process arising from or connected to the curriculum and educational value determination or the selection of a particular project.

The Building Construction Instructor will maintain a chronological file of all applicants for proposed projects.

PART IV: PAYMENT FOR PERMITS, APPROVALS, AND MATERIALS

The cost of obtaining all permits and approvals, inspections by local building and other municipal officials, as well as the cost and delivery cost of all materials and supplies needed for the work shall be borne solely by the applicant. There shall be no labor cost and expense since all work is done by students and staff of Marshfield High School as a part of an educational program.

PART V: WARRANTIES

The Building Construction Instructor shall use reasonable efforts to ensure that the work performed by students is performed in a good and workmanlike manner. By submitting a request to participate in the program, all applicants understand and agree that work is being performed at no cost based on educational experience and that the work is not being performed by specially skilled or experienced workers or persons who will necessary continue to be students at Marshfield High School. Accordingly, Building Construction Instructor and his or her students may, in their sole discretion, in the event of any defect in labor return and attempt to remedy the defect. Under no circumstances, shall any person or entity bring any claim, suit or proceeding of any nature or type against any student arising from or connected with the performance of any work and the submission of a request shall be deemed the written waiver of any such claim, suit or proceeding. There shall be no warranty for defects in materials or supplies purchased by the applicant.

PART VI: PUBLICATIONS

As a no-cost program available to all Marshfield residents, property owners and the town, this policy shall be published on the MHS website, on a periodic basis and as funds permit publicly in the newspaper in and for the Town of Marshfield, and from time to time posted or published on the Town of Marshfield Community Bulletin Board at the Town Hall and in the School Department Offices. In the event any eligible applicant is employed by the Town of Marshfield, to be considered for the program, the Building Construction Instructor and applicants may be required to file certain additional ethics disclosures with their appointing authorities.

**Marshfield Public Schools
Marshfield High School Building Construction Program
Project Request Form**

Date: _____

Check all that apply:	Municipality:	Non-Profit:	Resident of Marshfield:
Name of person requesting work	Name of organization	Address	
Work phone	Home phone	Fax#	Email address

Description of work requested (In order for us to process your request, please include blueprints, detailed sketches and any special requirements or information you have that would help facilitate a decision regarding this project in a timely manner.)

Pursuant to the policies of the Marshfield Public Schools I/we request and authorize the students and instructors from the MHS Building Construction Program to perform the work outlined. This work request is made with the full recognition that the curriculum, student learning priorities, school calendar limitations, and the timelines set by the district govern the acceptability and the timeliness of this project. I understand that I must pay for or furnish all materials involved in the project. I understand that the Marshfield Public School District and its employees are not liable for any loss or damage to personal, corporate or municipal property. I am also aware that should this project be accepted, all costs related to the purchase of materials will be my sole responsibility.

I have read and understand the above policies _____ Date _____
(Customer signature)

Area Below To Be Completed Construction Educator

Project Recommendation:

YES Possible start date: _____ Project length of time: _____

NO Reason:

Signed _____ Date _____
Construction Educator

Area Below To Be Completed by Director of Technical Education

Project Recommendation: **YES** **NO**

Approved by _____ Date _____
(Director)

In the event any eligible applicant is employed by the Town of Marshfield, to be considered for the program, the Building Construction Instructor and applicants may be required to file certain additional ethics disclosures with their appointing authorities.