

Administrative Procedure 217

OFF-CAMPUS EDUCATION

Background

Off-campus education is an opportunity for students to use the community as a resource for schooling. The purpose of off-campus education opportunities is to help the students acquire knowledge, skills and attitudes and gain practical experience related to life skills and career opportunities.

Procedures

1. Principals shall ensure that they are familiar with, and comply with the Guide to Education regarding Off-Campus Education.
2. Off-Campus Education programs will be supervised by a designated teacher-coordinator.
3. The annual Application for Approval of Work Sites/Stations shall be completed by the Principal or designate, preferably in the spring for the following year. This form shall be approved and signed by the Principal.
4. The Agreement for Off-Campus Education Program shall be signed by the employer, the student worker, the parent and teacher-coordinator.
5. The completed original and signed annual Application for Approval of Work Sites/Stations and the Agreement for Off-Campus Education Program shall be on file at the school before students are placed in work sites/stations.
 - 5.1 Protection under the Workers Compensation Act and the Board's liability insurance policy is not in effect, nor are employers exempt from paying the minimum wage, until the Application for Approval of Work Sites/Stations is approved.
6. The Principal shall submit to the Superintendent the following information before the implementation of the school's Off-campus Education program:
 - 6.1 A copy of the annual Application for Approval of Work Sites/Stations.
 - 6.2 A list of all students participating in the program and their program placements.
7. In the case of a student working after 6:00 p.m. or on the weekend, the teacher-coordinator shall make available to the student and the employer a telephone number where an individual responsible for the program can be reached.
8. The supervising teacher-coordinator shall contact the work site/station a minimum of once a month over the period of the off-campus placement.
9. The Principal and supervising teacher-coordinator shall ensure that supervision is provided for students in off-campus placements.

10. The Principal shall prepare an annual evaluation report and submit it to the Superintendent by June 30. The report shall include:
 - 10.1 Enrollment figures for off-campus education including work experience courses, work-study programs, and the Registered Apprenticeship Program.
 - 10.2 Problems encountered over the year and the methods used to deal with them.
 - 10.3 Innovations to the programs.
 - 10.4 Feedback received from businesses/employers.
11. The off-campus education procedures will be kept current and systematically reviewed under the direction of the Superintendent, based on consultation with Trustees, Principals, the Teacher/Board Advisory Committee, teachers, students, parents, or other stakeholders as appropriate.
 - 11.1 The review process will be undertaken every three (3) years or sooner if the need arises and a timeline will be established for the completion of the revisions.
12. The off-campus education teacher-coordinator shall submit Workers' Compensation claim forms to the Superintendent. The Superintendent will insert the proper Alberta Education Account Code and then submit the forms to the Workers' Compensation Board with a copy of the approved "Approval of Work Sites/Stations". A copy of the material will also be sent to Alberta Education.

Reference: Section 18, 22, 52, 53, 196, 197, 222 Education Act
Section 75 Employment Standards Code
Freedom of Information and Protection of Privacy Act
Student Record Regulation 225/2006
Labour Relations Code
Occupational Health and Safety Act
Worker's Compensation Act
Youth Criminal Justice Act
Guide to Education ECS to Grade 12
Off Campus Education Guide for Administrators, Counsellors and Teachers, 2000
Registered Apprenticeship Program: Information Bulletin February 2003