

## ADMINISTRATIVE PROCEDURE NO. 221

### OFF-CAMPUS EDUCATION

#### Background

The purpose of off-campus education opportunities through school/community partnerships is to provide opportunities for students to acquire knowledge, skills and attitudes and gain practical experience related to life skills and career opportunities. "Off-Campus Education" in this administrative procedure refers to registered apprenticeship programs, work experience, work study, green certificate programs, cooperative education programs and special projects.

#### Procedures:

1. Principals who are providing off-campus education opportunities for students enrolled in the school shall ensure that they are familiar with Alberta Education Policy 1.4.3 and the regulations governing off-campus education.
2. Off-Campus Education shall be supervised by a certified teacher.
3. Off-Campus Education shall take place between the hours of 7:00 am and 10:00 pm. 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 the supervisor responsible for the program can be reached.
4. The annual "Application for Approval of Work Sites/Stations" and the "Application for Approval of Work Sites/ Stations: Inspection Checklist" shall be completed by the school, preferably in the spring for September intake but also within the first month of each semester for new work sites. However, continual intake requires continuous action during the school year. This form shall be approved and signed by the principal.
5. The "Agreement for Off-Campus Education Program" shall be signed by the employer, the parent, the student worker, and teacher-coordinator.
6. 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. Protection under the Workers Compensation Act is not in effect nor, are employers exempt from paying the minimum wage, until the "Application for Approval of Work Sites/Stations" is approved. The Board's liability insurance policy is only in effect for students and school supervisors once the site is approved.

7. The principal shall submit to the Superintendent the following information before the implementation of the school's Off-campus Education Program:
  - a. A copy of the annual "Application for Approval of Work Sites/Stations."
  - b. A list of all students participating in the program and their program placements.
8. The supervising teacher-coordinator shall contact the work site/station a minimum of every 25 hours 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. At no time will a student be left to work alone.
10. The principal shall prepare an annual evaluation report and submit it to the Superintendent by June 30<sup>th</sup>. The report shall include:
  - a. Enrollment figures for off-campus education including work experience courses, work-study programs, and the Registered Apprenticeship Program.
  - b. Problems encountered over the year and the methods used to deal with them.
  - c. Innovations to the programs.
  - d. Feedback received from businesses.
11. The off-campus education procedures shall be kept current and systematically reviewed under the direction of the Superintendent, based on consultation with any one or more of; the Board, principals, the teacher/Board advisory committee, teachers, students, parents, or other stakeholders. The review process shall be undertaken every three years or sooner if the need arises and a timeline shall be established for the completion of the revisions.
12. In the case of a Worker's Compensation Board (WCB) claim, the off-campus education teacher-coordinator shall submit the necessary forms to the Superintendent. The Superintendent will insert the proper Alberta Education Account Code and then submit the forms to the WCB with a copy of the approved "Approval of Work Sites/Stations". A copy of the material will also be sent to Alberta Education.