

## OFF-CAMPUS EDUCATION

### Background

The Division supports the provision of off-campus education opportunities through school-community partnerships. Such programs allow junior and senior high school students to investigate a variety of career opportunities. They also allow senior high school students to gain practical experience as they apply and expand their knowledge, skills and attitudes in contexts that will assist them in making wise decisions regarding their future education, training and employment upon leaving senior high school. They also allow for the smooth transition from school to work and/or post-secondary institutions.

Off-Campus education includes work study, work experience programs, registered apprenticeship programs, green certificate programs, and career internship.

All sections of this Admin Procedure shall be in accordance with Alberta Education policies regarding Off-Campus Education.

### Definitions

**Off-campus teacher** means the certificated teacher who is assigned the responsibility of supervising, monitoring and assessing students in any off-campus education activity. Refer to Admin Procedure 470 for Roles and Responsibilities

In addition to regulations and definitions specified by Alberta Education, the following shall be in effect in the Off-Campus Education program in the Division.

### Procedures

1. Off-Campus Education Program is approved by the Board; and
  - a. shall ensure student eligibility to obtain credit in the Off-Campus Education Program.
  - b. shall specify learner expectations for each student (learning plan)
  - c. shall provide an in-school orientation and debriefing
2. Off-campus education shall be supervised by the jurisdictional off-campus teacher whose role and responsibilities are delineated in Administrative Procedure 470.
3. The *Agreement for Off-Campus Education Program* shall be signed by the employer, the student worker, a parent, and the off-campus teacher.
4. The off-campus teacher(s) shall have overall responsibility for the operation of the program and supervision of students enrolled in the program. The off-campus teacher shall:
  - a. obtain the consent of a parent/guardian or, in the case of a student 16 years of age or older, the student

- b. ensure that learning expectations for each student are in place and that the specified curriculum and/or learning plan is followed
  - c. ensure that student, teacher and program evaluation practices are in accordance with Administrative Procedure 360
  - d. ensure that safety provisions, as indicated in the Alberta Education Off-campus Handbook are met
  - e. monitor student progress and assess student performance
  - f. monitor student attendance, in partnership with the employer
  - g. monitor student–employer relations and student behaviour
  - h. monitor work site–community student behaviour
  - i. ensure a positive learning environment
  - j. ensure that appropriate records are kept
5. In order for off-campus teachers to fulfill their duties effectively each high school is responsible for student selection, preparation and orientation prior to an off-campus placement and should include the following:
  - a. ensure that all students have successfully completed HCS3000: Workplace Safety Systems prior to the first off-campus education program taken by a student. Students enrolled in Knowledge and Employability courses may use Workplace Readiness 10-4 in lieu of HCS3000: Workplace Safety Systems as the prerequisite.
  - b. Ensure that all students have successfully completed AGR3000: Agriculture Safety prior to students enrolling in the Green Certificate Program.
  - c. selecting the site in collaboration with the student
  - d. matching of the student to the work site (student placement)
  - e. providing the necessary information to the superintendent of schools, or designate, regarding work site inspections for approval
6. The principal shall confirm that for each work station:
  - a. The off-campus teacher has visited, inspected the station prior to approval as an off-campus site and that these sites are inspected and approved annually
  - b. “Off-campus Education Work-site/Work Station Inspection Form”, is signed by the school administrator and kept on file at the school.
  - c. Signed copies of the “Work Station Inspection Form” including the names students participating in the program and their program placement are submitted to Division Office, Education Services annually
7. All RAP work sites and work stations must be approved by the local office of Apprenticeship and Industry Training, Advanced Education and Technology, before a new program commences
8. Off-campus education for senior high school students shall take place between 7 a.m. and 10 p.m., Monday through Sunday 365 days per year.
9. In the case of a student working after 6:00 p.m. or on Saturdays and Sundays, the off-campus teacher shall make available to students and employers, a telephone number where the off-campus teacher, or an alternate teacher, can be reached.

10. Off-campus education for junior high school students shall take place between 8:30 a.m. and 4:30 p.m., Monday through Friday.
11. An attendance record for each Off-Campus Education student shall be kept by the respective student on a standard Off-Campus time sheet provided by the school. No time shall be counted unless it is signed as “**affirmed**” by the respective employer of that student.
12. Any student who absents himself from Off-Campus Education shall notify the employer in advance of his absence.
13. The Off-Campus teacher, in consultation with the principal, shall have the authority to terminate an Off-Campus Education student’s contract in the event of a student’s persistent neglect of notification of a legitimate absence or on the second illegitimate absence by the student from his or her work station.
14. The student shall be responsible to turn in their approved time sheets on a monthly basis. The off-campus teacher shall, at his or her own discretion, not count any time registered on that time sheet that does not meet the requirements set out in this Admin Procedure. Furthermore, the off-campus teacher, upon approval from either the principal or the Superintendent, shall be entitled to discount any given time sheet, or portion thereof, not turned in on time.
15. Off-Campus Education Program students whose workstations are closed on a regular school day shall be required to be present at school during that day.
16. All students placed off campus must be informed about their rights and responsibilities under the *Occupational Health and Safety Act*. Where applicable, they must receive specific training; e.g., where additional safety standards have been established for the specific work site.
17. Students and their parents/guardians are required to give consent to having the student covered by Workers’ Compensation Board (WCB) insurance.
18. The off-campus teacher shall contact the work site/station a minimum of once a month over the period of the off-campus placement.
19. The off-campus teacher shall ensure that adequate supervision is provided for students in work study sites/stations. The off-campus teacher should maintain an anecdotal, dated record of each visit.

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December, 2003

Updates: July, 2011, April 2020

#### **References**

Off-Campus Education Handbook September 2019

Administrative Procedure 470

*Occupational Health and Safety Act 2017*