



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 who are providing off-campus educational opportunities for students enrolled in the school shall ensure that they are familiar with Alberta Education Policy and regulations governing off-campus education. A copy of the policy can be obtained from the Alberta Education web site.
2. The annual "Application for Approval of Work Sites or Stations" shall be completed by the school, preferably in the spring for the following school year. The form shall be approved, signed by the principal, and submitted to the superintendent.
3. The "Agreement for the Off-Campus Education Program" shall be signed by the employer, the student, the parents and teacher-coordinator.
4. The completed original and signed annual "Application for Approval of the Work Sites or Stations" and the "Agreement for Off-Campus Education Program" shall be on file at the school before students are placed in work sites or stations. Protection under the Workers' Compensation Act and the Board's liability is not in effect, nor are employers exempt from paying the minimum wage, until the "Application for Approval or Work Sites or Stations" is approved and signed.
5. The principal shall submit to the superintendent, the following information before the implementation of the school's off-campus education program:
 - 5.1 A copy of the annual "Application for Approval of Work Sites or Stations."
 - 5.2 A list of all students participating in the program and their program placements.



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6. 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 someone responsible for the program can be reached.
7. Students who are 12 and 13 years of age may participate only in an approved work study program in the following general areas:
 - 7.1 Office and clerical work (delivery, filing, duplicating, telephone, receptionist, messenger).
 - 7.2 Cashiering and selling.
 - 7.3 Price marking, tagging, assembling orders, packing, shelving, rotating stock, receiving goods, arranging displays.
 - 7.4 Bagging and delivering of merchandise.
 - 7.5 Librarian's helper.
8. The principal shall appoint a certificated teacher to assume the responsibility as supervising teacher coordinator. In specific cases, the superintendent may appoint a supervising teacher coordinator to assume responsibility in two or more schools.
9. The supervising coordinator shall contact the work site or station a minimum of once a month over the period of the off-campus placement.
10. The principal shall establish criteria under which students may obtain credits if the program is terminated by an employer.
11. The principal shall prepare an annual report and submit it to the superintendent by June 30th. The report shall include:
 - 11.1 Enrollment figures for off-campus education including work experience courses, work study programs, and the registered apprenticeship program.
 - 11.2 A summary of problems encountered and methods used to deal with them.
 - 11.3 A description of any innovations to the program.
 - 11.4 Feedback received from businesses.



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12. The superintendent shall combine the information from the annual reports of the schools involved in off-campus educational and submit it to the board.
13. The superintendent shall ensure that the off-campus education procedures are reviewed to ensure that they are current and meet the needs of the students and the schools.
14. The off-campus education teacher shall submit the 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 or Stations." A copy of the material will also be sent to Alberta Education.