
HORIZON SCHOOL DIVISION NO. 67**POLICY HANDBOOK**

Policy Code:	HGADA
Policy Title:	Off Campus Education
Cross Reference:	HICA
Legal Reference:	<i>Education Act S. 22 AB. Learning Policy 1.4.3, AB. Bulletin Education Program 1.6.2, Employment Standards Code, Labour Relations Code (AB), The Occupational Health and Safety (OHS) Act, Regulation and Code and related regulations including Workplace Hazardous Materials Information System (WHMIS), local and provincial health, safety and building standards, as well as the applicable sections of the Young Offenders Act, the Freedom of Information and Protection of Privacy (FOIP) Act and the Student Record Regulation</i>
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SUPPORTS THE OPPORTUNITY FOR OFF-CAMPUS EDUCATION FOR JUNIOR AND SENIOR HIGH SCHOOL STUDENTS TO EXPLORE AND EXPAND THEIR CAREER OPPORTUNITIES, INTERESTS, SKILLS AND KNOWLEDGE AND TO GAIN PRACTICAL EXPERIENCE RELATED TO WORK AND OTHER LIFE ROLES.

DEFINITION

THE TERM “OFF-CAMPUS EDUCATION” IS INTENDED TO COVER THE FOLLOWING EXPERIENTIAL LEARNING UNDER THE COOPERATIVE SUPERVISION OF AN OFF-CAMPUS COORDINATOR AND THE EMPLOYER’S ON-SITE REPRESENTATIVE:

- A) **WORK STUDY:** Short term and part-time experiential learning integrated with a regular junior or senior high school course where no additional credit is given beyond that awarded for the course(s) of which the work study is an integral part.
- B) **WORK EXPERIENCE:** Experiential learning undertaken by a senior high school student 15 years of age or older, as part of a planned school program, where the activity constitutes a separate course based on credit allocation as defined by Alberta Education.
- C) **WORKPLACE READINESS/PRACTICUM:** Experiential learning integrated with a junior or senior high school knowledge and employability course, with the intent of providing hands on experience to help the student relate schooling to everyday life in the workplace and community, based on credit allocation as defined by Alberta Education.

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- D) REGISTERED APPRENTICESHIP PROGRAM: Experiential learning undertaken by a senior high school student 15 years of age or older, as part of a planned school program based on credit allocation as defined by Alberta Education that meets the statutes and regulations relating to apprenticeship training.
- E) GREEN CERTIFICATE: Experiential learning undertaken by a senior high school student 15 years of age or older, as part of a planned school program based on credit allocation as defined by Alberta Education, that is in partnership with a representative of Alberta Agriculture and Rural Development, where the student is involved in agriculture-related work activities.
- F) CAREER INTERNSHIP: Experiential learning undertaken by a senior high school student 15 years of age or older, as part of a planned school program based on allocation as defined by Alberta Education where the student is involved in trade, technology or medical related work activities.

REGULATIONS

1. Students shall comply with the age requirements under the *Employment Standards Code* in order to participate in work experience education.
2. Off-campus education shall be cooperatively coordinated with the employer where the school’s supervision, guidance and evaluation is carried out by a certified teacher, as approved by the Principal.
3. The off-campus education teacher/coordinator shall specify learner expectations, except for the Registered Apprenticeship Program, where the apprenticeship board specifies expectations for each student in consultation with the student and employer.
4. The off-campus education teacher/coordinator shall meet the requirements as set out in the Guide to Education and adhere to the procedures and processes as defined and delineated in the *Off-Campus Education Handbook*.
5. Selected Career Transition modules from the Career and Technology Studies program are components of Work Experience 15, 25, 35, Registered Apprenticeship Program and the Green Certificate Program as follows:
 - 5.1 HCS 3000: Workplace Safety Systems is a required component of the first work experience course taken by a student; students enrolled in Knowledge and Employability courses may use Workplace Readiness 10-4 in lieu of HCS 3000.
 - 5.2 CTR 1010: Job Preparation is a recommended pre-requisite course for the second off-campus education program taken by the student.
 - 5.3 CTR 3010: Preparing for Change is a recommended pre-requisite of the third work experience course taken by the student.
 - 5.4 HCS 3010: Workplace Safety Practices is a recommended pre-requisite course for students enrolling in the Registered Apprenticeship Program.

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- 5.5 AGR 3000: Agriculture Safety is a pre-requisite course for students enrolling in the Green Certificate Program.
6. The off-campus education teacher/coordinator shall determine that a work site/station is acceptable as indicated in Section 2 of the Off-Campus Education Handbook including but not limited to:
 - 6.1 Annual inspection and approval of all workplaces as indicated in Section 5 of the Off-Campus Education Handbook; and
 - 6.2 Ensure that safety provisions as indicated in Section 8 of the Off-Campus Education Handbook are met.
7. The off-campus education policy shall be made available to students, parents and other stakeholder groups.
8. Off-campus education for junior high school students, aged 12 and up to 15, shall take place between 8:30 a.m. and 4:30 p.m. Monday through Friday and for senior high school students, aged 15 and older, between 6:00 a.m. and 11:00 p.m., Monday through Sunday. (Employment Standards Regulation, Part 5, Section 53)
9. A student enrolled in an off-campus learning experience cannot work more than 8 hours a day, and shall not work more than 40 hours per week.
10. In the case of a student working after school and/or on weekends, the teacher/coordinator shall make available to students and employers, a telephone number where someone responsible for the program can be reached.

PROCEDURES

The Board shall:

1. Pass a motion approving the involvement of students in off-campus education activities including the Registered Apprenticeship Program and Green Certificate Program.
2. Ensure that each school offering an off-campus education program inspects and approves all worksites/stations before any students commence the program at that worksite/station.
3. Carry adequate insurance to cover:
 - 3.1 Board owned equipment at a work site;
 - 3.2 Liability for Board, employees, students and third parties;
 - 3.3 Indemnify and hold harmless the employer, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise out of the negligent acts or omissions of the school authority, its employees, students or agents in their performance of this agreement, unless such negligent acts or omissions are at the direction of or occasioned

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by the employer, its employees or agents.

4. Direct each school to inform all parents, students and employers that students are covered by Workers’ Compensation during the off-campus experience and that an employer cannot be sued.
5. An annual report combining the information from each school’s annual evaluation of the Off-Campus Education Program shall be prepared by the Superintendent or designate and provided to the School Board.

The School shall:

1. Establish procedures which shall cover the details of:
 - 1.1 Student attendance, in partnership with the employer;
 - 1.2 Student transportation;
 - 1.3 Requirements for successful completion of program; and
 - 1.4 Provision for employer notification if a student is to be absent.
2. Appoint a certified teacher responsible for the off-campus program whose responsibility shall include:
 - 2.1. Ensuring work placements provide a safe and caring learning environment and allow for progressive development of occupation-related knowledge and skills;
 - 2.2. Student registration, including parental permission where required;
 - 2.3. Ensuring that parents/guardians are aware of the parameters and expectations of their child’s off-campus program;
 - 2.4. Practicing due diligence with regard to ensuring the health and safety of students in off-campus programs;
 - 2.5. Submission to the Associate Superintendent of Learner Services or designate the following for approval within 30 days of students commencing their off-campus placement:
 - 2.5.1. A list of school approved worksites/placements. Copies of the “Application for Approval of Work Sites/Stations” can be found in the Off-Campus Education Handbook;
 - 2.5.2. Names of the worksite/placement;
 - 2.5.3. Contact information for the employers’ on-site representative;
 - 2.5.4. Dates of all safety inspections;
 - 2.5.5. Names of the off-campus students; and
 - 2.5.6. General role description for the off-campus placements.
 - 2.6. Communicating with the Registered Apprenticeship Board and Alberta Agriculture and

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Rural Development as needed;

- 2.7. Frequent as necessary monitoring and visiting the student at the work site (recommendation is a monitoring ratio of contact every 25 hours that the student is in the off-campus placement) to ensure and enhance the learning experience for the student and to assess:
 - 2.7.1. Progress;
 - 2.7.2. Student/employer relations;
 - 2.7.3. Attendance;
 - 2.7.4. Student Behaviour;
 - 2.7.5. Learning environment; and
 - 2.7.6. Appropriate record keeping.
- 2.8. Ensuring that the competencies/learning plans are addressed and followed as indicated in the Off Campus Education Handbook, and a plan of instruction is in place;
- 2.9. Maintaining dated, anecdotal records of each visit;
- 2.10. Student evaluation that allows for input from the employer and the student, and is in accordance with student evaluation policies;
- 2.11. Inform employers when students end the off-campus placement and are no longer covered by Alberta Education's WCB.
- 2.12. Immediate reporting of all accidents to the Associate Superintendent of Learner Services or designate.
3. Maintain on file, a copy of signed approval/consent of parent/guardian, employer and participating student forms. Samples of the "Agreement for Off-Campus Education Program" can be found in the Appendix of the Off-Campus Education Handbook.
4. Ensure that annual site approvals are submitted to the Associate Superintendent of Learning Services or designate accurately and punctually with the assurance that:
 - 4.1. Space is provided for number of students enrolled;
 - 4.2. The work site is annually approved prior to the placement of a student;
 - 4.3. Facilities/equipment make it possible to achieve program objectives;
 - 4.4. Equipment used by the student meets Canadian Standards Association standards or an equivalent\ industry standard;
 - 4.5. Student does not replace a regular worker;
 - 4.6. Adequate supervision is described in the Off-Campus Education Handbook;
 - 4.7. A variety of learning experiences are offered relating to curriculum;
 - 4.8. RAP Programs, work stations and sites are approved by the local office of the

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Apprenticeship and Industry Training Division of Alberta Education;

- 4.9. Excerpts of applicable federal, provincial and municipal legislation is included in the Off-campus Education Handbooks and includes, but not limited to, the *Education Act*, *Employment Standards Code*, *Employment Standards Regulation*, the *Labour Relations Code (Alberta)*, the *Occupational Health and Safety (OHS) Act*, *Workers Compensation Act*, *Workers Compensation Regulation*, *Workplace Hazardous Materials Information System (WHMIS)*, local and provincial health, safety and building standards, as well as the applicable sections of the *Young Offenders Act*, the *Freedom of Information and Protection of Privacy (FOIP) Act*, and the *Student Record Regulation*.
5. Submit an annual evaluation report to the Associate Superintendent of Learner Services or designate by June 30th that contains:
 - 5.1. Student enrollment figures and CEU's generated for all off-campus programs;
 - 5.2. Problems encountered and methods used to deal with them;
 - 5.3. Student assessment practices;
 - 5.4. Employer feedback;
 - 5.5. Dates of all site visitations;
 - 5.6. Descriptions of school program/work site integration.