

# PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

## **POLICY HGADA – Off-Campus Education**

The Board supports the concept that the education of students can be significantly enhanced by their participation in off-campus education programs.

### **PURPOSE**

To provide guidelines for Peace Wapiti School Division's Off-Campus Education programs.

### **BACKGROUND**

The off-campus education courses and programs include Work Experience, Work Study/Career Investigations, the Knowledge and Employability Workplace Readiness/Practicum, the Registered Apprenticeship Program, the Green Certificate Program and Career Internship. Such programs allow junior and senior high students to investigate a variety of career opportunities. They also allow senior high school students to gain 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, and will allow for the smooth transition from school to work and/or post-secondary institutions.

### **GUIDELINES & PROCEDURES**

1. The off-campus education programs offered:
  - a) may include any of the off-campus education courses as listed in the *Guide to Education: ECS to Grade 12*;
  - b) shall meet with the requirements as set out in the *Guide to Education: ECS to Grade 12* as well as in the programs of study for junior and senior high schools;
  - c) shall provide course content based on approved curriculum and the daily programming developed cooperatively by the supervising off-campus coordinator and the onsite instructor/supervisor.
2. School Administrators, off-campus coordinators and all other responsible staff must be familiar with, and adhere to the procedures, processes and responsibilities as defined and delineated in the *Off-campus Education Handbook*.
3. Students attending work experience education programs are considered to be attending school.
4. Parental approval for students less than 16 years of age is mandatory.
5. Only students currently attending grade 10 or higher will be considered for senior high school accredited off-campus education programs, unless approved by the Superintendent.
6. The parent/guardian, employer and student need to be informed that the student is deemed to be an employee of the government of Alberta while engaged in off-campus education and, in the event of an accident, is covered by WCB. The parent/guardian and student need to understand that they therefore would not be able to sue the employer in the event of an accident.

7. Work hours are restricted to the period 7:00 a.m. to 10:00 p.m. for 7 days a week for senior high school students and 8:30 a.m. to 4:30 p.m., Monday through Friday, for junior high school students.
8. Off-campus education shall be supervised by a certificated teacher.
9. A qualified worksite supervisor shall be assigned by the employer.
10. The number of students placed at any one site shall be restricted to avoid replacement of regular employees by students and to limit the safety hazards to regular employees and students.
11. The off-campus coordinator is responsible:
  - a) for procuring and/or approving work sites and work stations that provide a positive, safe and caring learning experience for the student and allow for progressive development of occupation related knowledge and skills;
  - b) for ensuring that approval of work sites is completed and documented to ensure it has a safe and caring environment appropriate for educational activities. The off-campus coordinator's monitoring schedule of the work site/work station should be as frequent as necessary to ensure and enhance the learning experience for the students;
  - c) to practice "due diligence"; i.e., do everything reasonably possible to ensure the health and safety of students in off-campus programs. All work sites and work stations must be inspected and approved annually.

## **REFERENCES**

**Cross References:** links to

<http://www.education.alberta.ca/>

[\*Off-campus Education Handbook\*](#)

[\*Guide to Education ECS to Grade 12\*](#)

**Legal Reference:** School Act RSA 2000 Section 54, 274 RSA 2000  
Workers Compensation Act  
Employment Standards Code  
Occupational Health & Safety Act  
Canada Labour Code

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