

OFF-CAMPUS EDUCATION

Background

The District supports and encourages off-campus education which provides opportunities for students to enhance and apply, in real-life contexts, knowledge, skills and attitudes that are part of a planned educational program. Off-campus education programs are delivered through partnerships with business, industry, volunteer and other agencies in the community.

Definitions

Cooperative education/youth internship means off-campus experiential learning undertaken by a senior high school student:

- As approved under policies established by the Federal Government and Alberta Education;
- As an integral part of a planned school program;
- Which integrates off-campus experience with in-school instruction;
- Which is under the cooperative supervision of a teacher-coordinator and the employer; and
- Which constitutes a separate course based on 25 hours per credit.

Off-campus education means work study, work experience programs, registered apprenticeship programs and cooperative education programs.

Registered apprenticeship program means experiential learning undertaken by a senior high school student:

- As an integral part of a planned school program;
- Which is under the cooperative supervision of a teacher-coordinator and the employer;
- Where a student is a registered apprentice;
- Where the program meets the acts and regulations of Alberta Advanced Education and Career Development relating to apprenticeship training; and
- Which constitutes a separate course based on 25 hours per credit.
- Where no additional credit is given; and
- Which is part of community partnership (off-campus, job-sharing, apprenticeship) activities engaged in by students.

Work experience means off-campus experiential learning undertaken by a senior high school student:

- As an integral part of a planned school program;
- Which is under the cooperative supervision of a teacher-coordinator and the employer; and
- Which constitutes a separate course based on 25 hours per credit.

Work study means off-campus experiential learning integrated with a course undertaken by a junior or senior high school student:

- As an integral part of the curriculum of a provincially approved school course or program;
- Which is under the cooperative supervision of a teacher-coordinator and the employer;

Procedures

1. The Superintendent shall ensure that:

- 1.1 All off-campus education shall be part of a student's planned educational program.
- 1.2 All off-campus education provided to students shall meet the requirements as set out in the Guides to Education, the Programs of Studies for junior and senior high schools and the regulations as specified by Alberta Education Guide to Education ECS to Grade 12.
- 1.3 All off-campus education shall have the consent of the parent or guardian, or, in the case of a student 18-years-of-age or older, the student.
- 1.4 All off-campus education shall have a signed agreement between the student, the parent (if the student is under the age of 18-years-of-age), the off-campus site and the school.
- 1.5 A procedure is in place to annually approve all off-campus stations and work sites.

2. The Principal, of the school shall be responsible to approve all sites used for off-campus education.

3. All regulations and procedures as specified by Alberta Education's procedures shall be followed.

Approved: June 14, 2018

Reference: Section 12, 16.2, 18, 20, 39, 45, 45.1, 54, 60, 61, 113 School Act
Apprenticeship and Industry Training Act
Section 75 Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act
Worker's Compensation Act
Student Record Regulation 225/2006
Guide to Education ECS to Grade 12
Off-Campus Education Guide for Administrators, Counselors and Teachers