



OFF-CAMPUS EDUCATION

Procedures

Board Policy 1: Board Mandate, Mission, Values and Goals identifies the mandate of the Board as providing students with a complete offering of learning opportunities, and the provision of Off-Campus Education is a tangible way the Board fulfills this responsibility. Off-campus programming encourages students to investigate a variety of occupation-based opportunities in contexts that assist them in making informed decisions concerning education, training, and employment upon completion of high school. The purpose of Off-Campus education opportunities is to facilitate a smooth transition for students by promoting informed decisions as students progress from high school to post-secondary and / or work.

Holy Spirit Catholic School Division's Off-Campus Education program provides real-life contexts in which junior and senior high school students apply knowledge, skills and attitudes necessary to flourish in life beyond high school. This program, developed in partnership with students, schools and community groups (i.e., business, industry, post-secondary institutions, volunteer groups and other agencies) allows students to explore and expand their career interests and aptitudes in meaningful activities, situated in the community. Off-Campus Education programs such as Career Internships, Work Experience, Green Certificate, Registered Apprenticeship Programs, and Dual Credit opportunities, offering students unique experiences to make informed decisions about future education, training and employment.

Definitions

Off-Campus Education: Includes all learning experiences which may take place outside of the regular school campus and may take place outside of the regularly scheduled school day.

Work Experience (WE): Experiential program under the cooperative supervision of the Off-Campus Coordinator and an employer. Work experience constitutes a separate course based on twenty-five (25) hours per credit for a minimum of three (3) credits.

Registered Apprenticeship Programs (RAP): Experiential learning which meets the regulations of Advanced Education relating to first period apprenticeship. The program is based on one hundred twenty-five (125) hours of experiential learning per five (5) credit courses, to a maximum of eight (8) courses (forty (40) credits) involving one thousand (1000) hours of experiential learning. In this context the student is considered a formally registered apprentice.

Green Certificate: Experiential learning involving agriculture-related activities which meet the regulations of Agriculture and Forestry and is based on twenty-five (25) hours per credit courses.

Dual Credit: High school students are enrolled in either a high school or post-secondary course that results in both high school credits and post-secondary credits. Students are enrolled and / or registered in the articulated secondary / post-secondary course in both institutions.

Career Internship: Experiential learning for senior high school students interested in trade, technology, service and medical-related work activities and is recommended for career-related courses, apprenticeship, and the Registered Apprenticeship Program.

Special Projects: Supervised coordinator approved projects not within the scope of regular curriculum objectives.

Job Shadow: Job shadows are typically a one (1) day, non-paid, observational opportunity to view the roles, tasks, and procedures of a chosen career. All shadows must be approved by the Off-Campus Coordinator and / or school administrator.

Local Supervision: The assignment of a certificated teacher (often the Off-Campus Coordinator) to provide face-to-face support and assistance for each student engaged in Off-Campus Education.

Procedures

1. The Division shall be compliant with Alberta Education's requirements and shall ensure that district administrative procedures are in place.
2. Students in Off-Campus programs shall be under the supervision of a certificated teacher as specified in the Alberta Education requirements. Furthermore, the division may enter into agreements with a person in business, industry or an agency to provide a workplace for students participating in an Off-Campus Education program.
3. When a student wishes to participate in an Off-Campus Education program, the district will obtain the consent of the student's parents / legal guardians if the student is younger than eighteen (18) years of age. Work experience constitutes a separate course based on twenty-five (25) hours per credit under the supervision of a teacher / coordinator and the employer.
4. As a component of a student's program leading to a Certificate of Achievement or high school diploma, the division shall offer a maximum of forty (40) credits in the sequence of courses from among those listed in the Guide to Education ECS to Grade 12 and shall file the names of students enrolled on the Registered Apprenticeship Program Student Placements form with the director of the Curriculum Branch, Alberta Education.
5. Off-Campus Education shall be supervised by a certificated teacher, who shall:
 - 5.1 Monitor to ensure that the curriculum is followed and a plan of instruction is in place;
 - 5.2 Ensure that student, teacher and program evaluation practices are in accordance with Administrative Procedure 305 – Assessing and Evaluating Student Achievement;

- 5.3 Ensure that safety provisions as indicated in section 8 of this Administrative Procedure are met;
 - 5.4 Monitor student attendance in partnership with the employer;
 - 5.5 Monitor student-employer relations and student behaviour;
 - 5.6 Monitor work site-community student behaviour;
 - 5.7 Ensure a positive learning environment; and
 - 5.8 Ensure appropriate records are kept.
6. The district shall approve all work stations and work sites and will ensure that in the case of the Registered Apprenticeship Program, all work stations and work sites are approved by the local office of the Apprenticeship and Industry Training Division of Alberta Education prior to commencing any new programs. The local office of the Apprenticeship and Industry Training Division shall approve the Registered Apprenticeship Program.
7. A parent / legal guardian, employer and a student shall be informed by the division that a student in Off-Campus Education is deemed to be an employee of the Government of Alberta, and in the event of an accident, is covered by Workers' Compensation and, therefore, is unable to sue the employer.
8. The on-site instructor shall be designated as the person who has primary responsibility for the students' health and safety while they are at the work station or work site. In developing and maintaining the Off-Campus Education program, the division shall ensure that at each work station or work site:
- 8.1 There is space provided for the number of students enrolled.
 - 8.2 The work station or work site is annually approved prior to the placement of a student.
 - 8.3 Facilities and equipment available make it possible to achieve the objectives of the program.
 - 8.4 Equipment used by students meet Canadian Standards Association standards or an equivalent industry standard.
 - 8.5 Applicable federal, provincial and municipal legislation is followed including the Employment Standards Code, the Labour Relations Code (Alberta), the Occupational Health and Safety Act and related regulations including Workplace Hazardous Materials Information System and 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.
 - 8.6 The student does not replace the regular worker except in the case of the Registered Apprenticeship Program.
 - 8.7 There are a variety of appropriate learning experiences offered that relate to the curriculum.
 - 8.8 Adequate supervision is provided; one (1) visit per twenty-five (25) hours.

9. In offering Off-Campus Education programs, the division shall comply with applicable federal, provincial and municipal legislation as outlined in Alberta Education's requirements.
10. Dual credit opportunities are offered to high school students:
 - 10.1 In partnership with approved post-secondary institutions with a current Memorandum of Agreement with the Division;
 - 10.2 Who meet the prerequisite requirements for the course(s) and have been recommended for dual credit programming by the school principal (or designate);
 - 10.3 The division will pay for tuition, but any additional instructional supplies (including, but not limited to, textbooks) will be the responsibility of the student; and
 - 10.4 With preference given to students who have not yet completed a dual credit course if the number of interested students is below the number of available seats in courses.

References: **Section 22, Education 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
 Workers' Compensation Act
 Student Record Regulation 97/2019
 Guide to Education ECS to Grade 12
 Off-Campus Education Handbook
 Knowledge and Employability Courses Handbook Grades 8 to 12