



ADMINISTRATIVE PROCEDURE 217

OFF-CAMPUS EDUCATION PROGRAMS

Background

The Division believes its mission is to: inspire all students to develop a passion for learning; influence all students to become socially responsible citizens in a changing world; ensure that all students have the opportunity to meet the standards of education set by the Minister and achieve the educational outcomes determined by the Division. In achieving its mission, the Division supports the inclusion of Off-campus Education programs at Off-campus sites through programs offered by its schools.

Procedures

1. Off-campus Education programs which, by definition of Alberta Education Handbook means work study, work experience programs, registered apprenticeship programs, green certificate, career internship and workplace readiness/practicum, will comply with any applicable government regulations.
 - 1.1 All Off-campus Education programs offered by schools shall comply with the definitions of programs and work sites / stations as set out in:
 - 1.1.1 The Off-campus Education Handbook
 - 1.1.3 The Guide to Education: ECS to grade 12.
 - 1.2 All Off-campus Education Program work sites / stations follow applicable federal, provincial or municipal legislation.
2. The approval of the principal, in consultation with the Off-campus coordinator, is required for all Off-campus Education programs and worksites.
 - 2.1 All Off-campus worksites / workstations shall be annually inspected as outlined in the Off-campus Handbook. A Worksite Inspection (Form 217-2.b) will be completed for all worksites. The inspection form is to be completed using the Guidelines for completing the Off-campus Education Work-site Inspection Checklist (Form 217-2.a).
 - 2.2 All worksite inspection forms shall be stored in docushare and retained for an appropriate length of time.
 - 2.3 All Off-campus Education program worksites / stations identified for approval by schools shall meet the criteria set out in the Off-campus Education Handbook and / or other applicable government regulation.

- 2.4 Schools shall submit an application for the annual approval of worksites / stations for Registered Apprenticeship Program to the local office of the Apprenticeship and Industry Training Division of Alberta Advanced Education, prior to the commencement of Off-campus Education programs.
3. The consent of the parent or guardian is required for participation in all Off-campus Education programs.
 - 3.1 The Parent/Guardian shall provide consent by signing the Work Agreement (form 217 – 1) before the student begins any Off-campus Education program.
 - 3.2 The parent or guardian of the student shall be informed that a student in an Off-campus Education program is deemed to be an employee of the Government of Alberta, and in the event of an accident is covered by Worker's Compensation and, therefore, is unable to sue the employer.
4. Off-campus Education program contracts are required for participation in all Off-campus Education programs.
 - 4.1 The Work Agreement (Form 217-1) shall be completed prior to the commencement of any Off-campus Education program.
 - 4.2 The hours of operation for any Off-campus Education program shall be consistent with Alberta Education policy and regulations contained in the Guide to Education: ECS to Grade 12 and the Off-campus Education Handbook.
5. The assignment of professional staff to Off-campus Education programs is required.
 - 5.1 Each school operating Off-campus Education programs shall designate a certified teacher to act as the coordinator for such programs. The teacher so designated shall provide support and assistance for each student engaged in off campus education. Supervision should be as frequent as necessary to ensure success and safety for students.
 - 5.2 The teacher designated as Off-campus Education program coordinator shall organize, monitor and evaluate the Off-campus Education programs, carry out any in-class instruction and carry out any other duties prescribed in the Off-campus Education Handbook.
 - 5.3 The teacher designated as Off-campus Education Coordinator shall specify the learner expectations for each student assigned to any Off-campus worksite / station.
6. Annual evaluation of all Off-campus Education programs is required.
 - 6.1 The teacher designated as Off-campus Education Program Coordinator at each school shall submit an annual written evaluation report on all Off-campus Education programs to the Superintendent prior to September 15 of each school year in a format acceptable to the Superintendent. This report shall contain information that pertains to the previous school year.

Reference: Section 18, 20, 39, 54, 60, 61, 113, School Act, November 26, 2009
Student Record Regulation 225/2006
Guide to Education ECS to Grade 12
Off-campus Education Handbook 2011
Freedom of Information and Protection of Privacy Act
Employment Standards Code
Labour Relations Code
Occupational Health and Safety Act
Worker's Compensation Act
Youth Criminal Justice Act

Developed: November 2005
Amended: May 18, 2011