

OFF CAMPUS EDUCATION PROGRAMS

Background

The Division supports student participation in community based off campus education programs as a valuable educational experience. Such programs support students' career exploration and development and enhance the experiential portion of their education. Opportunities for hands-on training in the workplace support the personalization and customization of a student's program.

The Division approves participation of Division students in Off-campus programs such as job-shadowing, internships, work-experience the Green Certificate Program and the Registered Apprenticeship Program. These programs are also supported formally by various Board motions.

The Superintendent extends to the Principal the authority to authorize and approve off-campus education programs within Division schools and off-campus work sites within the local trading area of the school. Documentation listing work sites placements authorized by the Principal shall be forwarded for the Superintendent's (or designate) authorization by September 30 (Term 1) and February 28 (Term 2) and June 30 (Term 4).

Procedures

1. The Principal will ensure that all requests for new off-campus programs and work study sites meet guidelines and regulations as set out by the Off-Campus Education Handbook (2010).
2. The Principal will identify an off-campus supervising teacher for each program. This person will be responsible to work in cooperation with the on-site instructor to:
 1. Ensure adherence to the curriculum and the completion of any pre-requisite courses;
 2. Obtain consent of the parents for the placement. Students 16 and over may provide their consent;
 3. Ensure a personalized learning plan is in place for the student;
 4. Ensure that student teaching and evaluation practices are consistent with other administrative procedures;
 5. Consider an appropriate assessment process, and ensure that the student is aware of and a participant in the assessment process;
 6. Ensure appropriate logs, journals, reports and/or other records are maintained;
 7. Ensure the program work placement site has been inspected, safe and appropriate for students of school age;
 8. Ensure that the student is aware of personal safety issues, the work-site's safety procedures and has any required safety training before beginning the work study program; and
 9. Ensure that a schedule for regular monitoring of the student and the work study site is in place.

3. Students on work-study placements at the Grade 10-12 level may participate in the program between the hours of 7 a.m. and 10 p.m. any day of the week. Students at the Grade 7-9 level may participate in the program between the hours of 8:30 a.m. and 4:40 p.m.
4. Off-campus education programs may transcend and may be impacted by other Administrative Procedures. Notably students registered in the Knowledge and Employability Program or special education programs may have additional conditions or restrictions which will impact their participation in an off-campus placement.

Reference: Section 54, School Act
Off-Campus Policy 1.4.3
Off-Campus Education Handbook (2010).
Guide to Education - ECS to Grade 12
Registered Apprenticeship Program: Information Manual, 2008
Section 75, Employment Standards Code
Workers Compensation Act
Occupational Health and Safety Act

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