

Section 12: Off-Campus Education Policy

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Banbury Personal Explorations and Educational Internships

It is fundamental to the progressive approach to education taken by Banbury that students need to learn about their world through a comprehensive process of gaining practical experiences related to life skills, interests, talents and career opportunities, and that they grow in knowledge, skills and attitudes by participating in a contributive way to these off-campus education programs that are delivered through school-community partnerships.

BACKGROUND

(As per Alberta Education)

Off-campus education is an experiential method of learning that integrates a student's classroom studies with recognized on-the-job work experiences. Off-campus education programs are based on a partnership involving the school, the parents/guardians, the student and the employing organization, i.e., business, industry, government or not-for-profit agency, with each of the partners sharing the responsibility for student growth and learning.

In Alberta, there are a variety of off-campus education courses and programs. These include Work Study, Workplace Readiness/Practicum, Work Experience, Career Internship, and the Apprenticeship and Green Certificate programs. Regardless of the model used, **a well-planned program will** involve the community in such a way that out-of-school experiences **reinforce, extend and motivate student learning**. Students wanting to enroll in off-campus education courses or programs must be under the local supervision of a certificated teacher employed by a school authority.

(As per Banbury Whole School Initiative)

Banbury Crossroad's Off-Campus Education Program (Personal Explorations and Educational Internships) is the outgrowth of one of our fundamental goals—to allow children to have direct contact with their environment, both within and outside the school. It is important to provide an opportunity for our students to use their curiosity, passions and interest about life to create concrete and personal connections between themselves and their community. We also value the application and expansion, in real-life contexts, of the knowledge, skills and attitudes students acquire through course work. We term this initiative a *Personal Explorations and Educational Internship* outside school walls and within the community.

Our program is guided by the Alberta Education Off-campus Education Handbook (2019), and is viewed as a partnership of student, school and community (i.e., business, industry, volunteer and other agencies). Expanded off-campus programs complement and enhance current programming in schools. Practical experience and exploration have many benefits for students. They provide opportunities for investigating and making wise decisions about future career options, building relationships with adults, developing confidence through altruism and accomplishments, and discovering a purpose for academic work. Alberta Education states, "Partnerships and mentorships provide opportunities for students to explore and extend their interests and aptitudes in meaningful activities, situated in community-based workstations,

work sites and volunteer agencies.” These partnerships also ensure that students build knowledge and skills around work done in their community, gain recognized work experience, and experience a smooth transition from school to work, and/or to post-secondary education.

Students wanting to enroll in Work Experience courses must be under the local supervision of a certificated teacher as specified in this *Off-Campus Education Policy*. Home education students are also able to enroll for credits in Work Experience courses provided they are under the local supervision of a certificated teacher as outlined in this policy. Our school is responsible for providing, monitoring and supervising the program.

Note: The Work Experience courses are locally developed courses. Students in these courses cannot challenge the course since the course challenge provision does not apply to locally developed courses.

In this policy,

1. **“Off-campus Education”** means Work Study, Workplace Readiness/Practicum, Work Experience, Career Internship, Registered Apprenticeship and Green Certificate programs, and other cooperative education programs as may be developed and approved in the future.
2. **“Work Study”** means off-campus experiential learning undertaken by a junior or senior high school student:
 1. that may include job shadow, job investigation or research, workplace observation, work site investigation, or a mentorship arrangement or project
 2. that is an integral part of the curriculum of a provincially approved school course: e.g., Science 9, Biology 30, Career and Technology Studies (CTS) courses
 3. that is under the cooperative supervision of a teacher-coordinator and the employer’s onsite representative
 4. that is to be a short-term and part-time experience
 5. where no additional credit is given beyond that awarded for the course(s) of which the work study is an integral part.
3. **“Workplace Readiness/Practicum”** means off-campus experiential learning undertaken by a junior or senior high school student:
 1. that may include job shadow, job investigation or research, workplace observation, work site investigation, or a mentorship arrangement or project
 2. that is an integral part of the Knowledge and Employability curriculum
 3. that is under the cooperative supervision of a teacher-coordinator and the employer’s onsite representative
 4. to provide hands-on experience to help them relate their schooling to everyday life in the workplace and community
 5. to earn credits toward the requirement for a Certificate of High School Achievement or an Alberta High School Diploma
 6. where the activities constitute a series of separate courses based on 25 hours per credit.
4. **“Work Experience”** means off-campus experiential learning undertaken by a senior high school student 15 years of age or older:
 1. as an integral part of a planned school program
 2. which is under the cooperative supervision of a teacher-coordinator and the employer’s onsite representative
 3. where the activity constitutes a separate course based on 25 hours per credit.
5. **“Career Internship”** means off-campus experiential learning undertaken by a senior high school student 15 years of age or older:
 1. as an integral part of a planned school program

2. that is under the cooperative supervision of a teacher-coordinator and the employer's onsite representative
3. where the student is involved in trade, technology or medical-related work activities
4. where the activity constitutes a separate course based on 25 hours per credit
6. **“Successfully completed”** means the student has received all the required instruction and completed all the required practical activity and is able to pass such examinations and assessments (Exhibitions) as necessary to demonstrate proficiency at or above the specified standard.
7. **“Local supervision”** means that the responsible school authority has assigned a certificated teacher to provide face-to-face support and assistance for each student engaged in off-campus education, and to ensure that all procedures and processes as defined and delineated in the *Alberta Education Off-campus Education Handbook* are completed.
8. **“Off-campus coordinator (coordinator)”** means the certificated teacher who is assigned the responsibility of supervising, monitoring and assessing students in any off-campus education activity. This term replaces such previously used terms as work study teacher, teacher-coordinator and RAP coordinator.
9. **“Employer”** means any employing entity, be it the school authority or school, a business, a government department, a not-for-profit agency, a community organization or a post-secondary institution, entrusted by the school authority to provide off-campus learning opportunities for students.
10. **“Employer's representative”** means the contact person within the employing entity. This is usually the individual who gives or obtains approval for the employer's involvement in an off-campus education program.
11. **“Supervisor”** means the person who oversees the student while he or she is at the placement. For example, in the case of a small business, this could be an owner/manager, or it could be an employee who is assigned the task of supervising.

PROCEDURES

1. Banbury's local policy and procedures relating to the off-campus education programs are to be in place.
2. All staff employed by the school authority must adhere to the procedures and processes as defined and delineated in the *Off-campus Education Handbook*.
3. Banbury has developed and maintains a local policy relating to off-campus education that defines additional parameters and/or procedures as necessary to meet local requirements. Local policy is in alignment and compliance with the procedures and processes as defined and delineated in the *Off-campus Education Handbook*.
4. Banbury will continue to register all Off-campus Education Programs and teachers assigned responsibilities as off-campus coordinators with the Director, Curriculum Branch, Alberta Education.
5. Banbury shall be responsible for:
 1. ensuring that course content, where available, is followed and where necessary, developed; and
 2. the instructional practice and evaluation for all off-campus courses, including:
 - (a) Work Study components of core and optional courses
 - (b) Workplace Readiness/Practicum courses
 - (c) Work Experience courses
 - (d) Career Internship courses

6. Off-campus education courses approved by Banbury;
 1. shall specify learner outcomes for each student;
 2. shall ensure student eligibility to obtain credit if the off-campus component of the program is terminated by the employer;
 3. may include courses from the Career Transitions strand of the Career and Technology Studies program and other strands; and
 4. may be undertaken at one or more work stations and/or work sites.
7. Off-campus education shall be supervised by a certificated teacher, who shall:
 1. obtain the consent of the parent/guardian or, in the case of a student 16 years of age or older, the student;
 2. monitor to ensure that a learning plan is in place and that the specified curriculum and/or learning plan are followed;
 3. ensure that student, teacher and program evaluation practices are in accordance with school authority policy;
 4. ensure that safety provisions as indicated below are met;
 5. ensure that school authority owned equipment is properly accounted for and maintained;
 6. monitor student progress and assess student performance;
 7. monitor student attendance in partnership with the employer;
 8. monitor student-employer relations and student behaviour;
 9. monitor work site-community student behaviour;
 10. ensure a positive learning environment; and
 11. ensure appropriate records are kept.
8. All workstations and work sites must be approved by Banbury annually.
9. Banbury shall:
 1. insure all school authority-owned equipment located at the work site; and
 2. indemnify and hold harmless the employer, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise out of the negligent acts or omissions of the school authority, its employees, students, or agents in their performance of this agreement, unless such negligent acts or omissions are at the direction of or occasioned by the employer, its employees or agents.
10. Students and their parents/guardians are required to give consent to having the student covered by the Workers' Compensation Board (WCB) insurance. It is also recommended that students involved in off-campus education programs consider purchasing additional student insurance. Insurance coverage for students travelling to and from the work site/workstation from their homes is the same as that normally in force for students going to and from their homes to school. (See Alberta Education's Off-campus Policy for information about student safety.)
11. When a student and/or the student's parent declines WCB coverage, they must obtain other insurance deemed desirable for that student.
12. The off-campus education programs offered:
 1. may include any of the off-campus educational programs as listed in the *Guide to Education: ECS to Grade 12*;
 2. shall meet 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; and
 3. shall provide course content based on approved curriculum and the daily programming developed cooperatively by the supervising coordinator and the on-site instructor/supervisor.
13. Off-campus education for senior high school students shall, with our approval, take place between 7 a.m. and 10 p.m., Monday through Sunday.
14. Banbury may limit the hours of off-campus education activity to less than stated above due to religious or other reasons.

15. Off-campus education for junior high school students shall take place between 8:30 a.m. and 4:30 p.m. Monday through Friday.
16. Banbury shall evaluate each new off- campus education course during the first year and should conduct periodic reviews thereafter. As part of the program evaluation, work sites used for the first time should be evaluated at the end of the first term of use, and periodically thereafter. The evaluation could be as part of the approval process for the following term, semester or year. A report of the completed program evaluations shall be kept on file at the school.
17. Where required by related legislation and regulations, the on-site instructor shall hold a valid Alberta journeyman certificate or equivalent status in the trade or technology. An on-site instructor without a valid Alberta Teacher Certificate is permitted, provided the program is:
 1. supervised by a certificated teacher who is present at each off-campus site as specified under *Frequency of Monitoring* as per Alberta Education Off Campus Education Guidebook; and
 2. consistent with provincial education policy and procedures.
18. 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 workstation or work site.
19. In developing and maintaining the off-campus program, Banbury shall ensure that at each selected workstation or work site:
 1. there is space provided for the number of students enrolled;
 2. the workstation or work site is annually approved prior to the placement of a student by the school director;
 3. facilities and equipment are available to make it possible to achieve the objectives of the program;
 4. equipment used by students meets Canadian Standards Association standards or an equivalent industry standard;
 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, Regulation and Code*, 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*;
 6. the student does not replace the regular worker;
 7. there are a variety of appropriate learning experiences offered that relate to the curriculum; and
 8. adequate supervision is provided.
20. All students under the age of 15 can participate in the Off-campus Education programs offered by Banbury Learning Village. Participation in these programs is dependent upon written parental consent and the acceptance of work agreement.
21. Banbury will ensure that certified teachers appointed to the role of Off Campus Teacher- Coordinators are provided with adequate training, scheduled time and other resources to enable to perform the necessary inspections, orientations, monitoring, assessment and evaluation for the effective delivery of the program.

Banbury shall ensure that all students have successfully completed all prerequisite course(s) prior to being placed at any off-campus work site or workstation.