

CODE: GAA.AR

EFFECTIVE DATE: (13-06-2006)

TOPIC: Off-campus Education

ISSUE DATE: (09-08-2024)

REVIEW YEAR: (2031)

OBJECTIVE

To provide direction to school staff related to off-campus education programs and to support welcoming, inclusive, safe and healthy learning and working environments.

DEFINITIONS

Off-campus education programming refers to all of the off-campus programs and courses listed within the Alberta Off-campus Education Handbook. These programs may occur at a work site located outside of a Division school or within a Division school where off-campus education programming would be eligible.

Off-campus teacher is an Alberta certificated Division teacher who is assigned by a principal to supervise, monitor, assess, and evaluate students in any off-campus education program or course.

Work site refers to, in the context of off-campus education programming, the location where a student is placed for an off-campus learning activity and the physical space where the work takes place, whether at a single location or multiple locations.

RESPONSIBILITY

1. The Principal will designate an Alberta certificated Division teacher to be the off-campus teacher and expect that students, families, the off-campus teacher, and the off-campus employer align with and adhere to the guidelines and procedures set out in the Alberta Off-campus Education Handbook.
2. The Principal and the off-campus teacher will review and agree upon the maximum travel distance required for the off-campus teacher to reach a potential worksite from the Division school. This decision will help to inform the final identification and approval of the work site location for the student.
3. The Principal will identify and delegate a key contact(s) for emergencies that occur during off-campus education programming hours. The telephone number(s) of the key contact(s) will be provided to each student and employer participating in an off-campus education program.

REGULATION

Off-campus education programming in the Division will adhere to the roles and responsibilities, guidelines and procedures outlined in the Alberta Education Off-campus Education Handbook, and any additional requirements outlined in applicable federal and provincial statutes and regulations, and Division administrative regulation.

Employment parameters (including type of work, hours of work, required supervision, and required permits) for students participating in off-campus education programming must comply with expectations outlined in the Alberta youth employment laws and the Alberta *Employment Standards Code*.

REFERENCES

AE.BP Welcoming, Inclusive, Safe and Healthy Learning and Working Environments
CHA.BP Board Delegation of Authority
CN.AR Creation, Use and Maintenance of Division Information
CN.BP Managing Division Information
CNA.AR Security of Personal and Division Information
CNA.BP Information Security
GA.BP Student Programs of Study
HG.BP Student Behaviour and Conduct
HG.AR Student Behaviour and Conduct
HO.AR Student Records
Alberta Education Off-campus Education Handbook
Education Act Section 22, 33(1)(d)