



Approved: March 10, 1999  
Amended: December 9, 2003  
Amended: May 13, 2008  
Amended: February 26, 2013

## **604.2 Off-Campus Education**

1. Off-campus education courses offered by a school shall be consistent with provincial and District policies and regulations.
2. Authority to approve work site/stations is delegated to the Superintendent or designate.
3. The annual Form – 604.2.1 – Approval of Work Sites/ Stations and Form 604.2.2 – Off-Campus Education Work Agreement, signed by all parties as named in Procedures 3.1 and 3.2, shall be on file at the school before students are placed in work sites/stations. A copy with the original signatures shall be kept at the school. Protection under the Workers' Compensation Act and Board's liability insurance is not in effect, nor are employers exempt from paying the minimum wage, until these documents are completed.
  - 3.1. The annual Form – 604.2.1 – Approval of Work Sites/ Stations shall be completed by the school, preferably in the spring for the following school year. This form shall be approved and signed by the principal.
  - 3.2. The Form – 604.2.2 – Off-Campus Education Work Agreement shall be signed by the employer, the student worker, the parent/guardian and the supervising teacher.
4. The employer 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.
  - 4.1. The supervising teacher shall inform the employer of this responsibility.
5. The means of student evaluation, Form – 604.2.3 – Off-Campus Education Student Evaluation, shall be conveyed to the student and employer.
6. An annual evaluation report shall be prepared by the school. This report shall be submitted to the Associate Superintendent Instructional Services, by June 30 and shall include:
  - 6.1. enrollment figures for off-campus education including work experience courses, work study programs, Registered Apprenticeship Program;
  - 6.2. problems encountered and methods used to deal with them;
  - 6.3. innovations to the program; and
  - 6.4. feedback received from businesses.
7. In the case of a Workers' Compensation Board (WCB) claim, the principal or designate shall submit the necessary form to the Associate Superintendent Business Affairs.