



EDUCATIONAL SERVICES 5 – Off-Campus Education

Date: May 13, 2003

Responsible Administrator: Superintendent

1.0 RATIONALE

The Board supports provision of off-campus education programs and believes that these programs assist students to acquire knowledge, skills and attitudes to gain practical experience.

2.0 PROCESS

The Superintendent or designate is responsible for off-campus education programs offered in schools.

3.0 GUIDELINES

- 3.1 The principal of the school shall develop procedures, which ensure that Alberta Learning policy is followed.
- 3.2 The school procedures will be approved by and filed with the Superintendent or designate prior to the beginning of the school year.
- 3.3 The principal shall submit an annual year-end report by June 30 to the Superintendent or designate that will include:
 - 3.3.1 Student enrolments;
 - 3.3.2 List of work sites and/or participating employers;
 - 3.3.3 Overview of program highlights and concerns;
 - 3.3.4 Evaluation of the program, including strengths and recommendations for improvement (if any).

References: *Board Policy: F/1/11*